

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

Accreditation(s)

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

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

Issue/Dispute Resolution

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, followed by the Dean, then the Provost/COO. If the matter has not been resolved at those levels, the final arbiter is the President.

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, Dean, then Provost/COO, in that order. The final arbiter is the Board of Trustees.

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

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

Complaints Regarding WASC Accreditation Standards

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

State Authorizations

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

State	Contact/Forms
Alaska	<p>Alaska Commission on Postsecondary Education</p> <p>Information on filing a complaint can be found at: http://acpe.alaska.gov/EDUCATOR-SCHOOL/Postsecondary_Institutions/Consumer_Protection</p>
California	<p>Bureau for Private Post-Secondary Education</p> <p>Information on filing a complaint can be found at: http://www.bppe.ca.gov/enforcement/complaint.shtml</p>
Oregon	<p>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.</p>
Nevada	<p>Commission on Postsecondary Education</p> <p>Information on filing a complaint can be found at: http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm.</p>
Texas	<p>Texas Higher Education Coordinating Board Office of General Counsel PO BOX 12788 Austin, TX 78711-2788</p> <p>Required forms can be accessed at: THECB Student Complaint Form FERPA Consent and Release Form THECB Consent and Agreement Form Authorization to Disclose Medical Record Information</p>
Washington	<p>Washington Student Achievement Council</p> <p>Information on filing a complaint with the Washington Student Achievement Council can be found at: http://www.wsac.wa.gov/protecting-education-consumers.</p>

Western University of Health Sciences is exempt from state authorization in Arizona and Utah.

Notice of Non-discrimination Policy

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

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

Access to Individuals with Disabilities

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

Campus Visitors

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

Disclaimer

Text for the catalog was prepared as of July 2014. The information herein applies to the academic year 2014-2015. Western University of Health Sciences has made every effort to ensure that the information contained in this catalog is accurate at the time of publication, but reserves the right to change the provisions of this catalog. This includes the right to discontinue courses, change requirements for admission and graduation, adjust fees or change any other regulation or policy in this catalog. **The information and policies are for informational purposes only and do not constitute an agreement or contract between Western University of Health Sciences and students, staff, and/or faculty.**

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The President's Message

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

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

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

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

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

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



Sincerely,

A handwritten signature in black ink, appearing to read "P. Pumerantz". The signature is fluid and cursive, written in a professional style.

Philip Pumerantz, PhD

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Western University of Health Sciences

General Information

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

Vision

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

Institutional Mission

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

Values

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

Goals

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

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

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

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

To ensure organizational effectiveness and development.

University Outcome domains

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

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

History

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

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

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

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

In response to a growing need for physical therapists in this country, a master's degree program in physical therapy (the MPT degree) was launched on January 6, 1992. Within the School of Allied Health

Professions, COMP enrolled 49 students in the charter class and hired five faculty members for the program. The two-year, four-month MPT program educates physical therapists to function as generalists in the field who are also concerned about wellness, health promotion and a humanistic approach to the care of the whole patient.

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

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

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

WesternU founded the College of Veterinary Medicine -- its fifth college -- in August 1998. Shirley D. Johnston, DVM, PhD, was hired as the founding dean the following month, and was the first female dean of a veterinary college in the United States. WesternU now provides an AVMA-accredited educational program that serves as a new paradigm in veterinary education. The University also founded the Center for Disability Issues and the Health Professions in August 1998. Headed by Brenda Premo, MBA, the former director of the Department of Rehabilitation for the state of California under Governor Pete Wilson, the Center was established to improve the capabilities of primary health care providers to meet the growing needs of people with disabilities. In 2010, the Center's name was changed to the Harris Family Center for Disability and Health Policy.

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

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

In 2003, WesternU enrolled its charter students in the Doctor of Veterinary Medicine and in Doctor of Physical Therapy programs. In addition, the College of Pharmacy began offering a MS in Pharmaceutical Sciences degree program. A new Veterinary Medicine Center opened in conjunction with the matriculation of the first class of veterinary medicine students in August 2003. A second building dedicated to the College of Veterinary Medicine, the Banfield Veterinary Clinical Center, opened in August 2008.

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

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

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

Key Facts about Western University of Health Sciences

- Gender
 - 62% Female, 38% Male
- Average Age: 28
- Total number of degrees awarded (1982 - 2013): 9,427

- Enrollment 2013-2014: 3787
 - College of Allied Health Professions: 426
 - Physical Therapy: 194
 - Health Sciences: 41
 - Physician Assistant: 191
 - College of Dental Medicine: 283
 - College of Graduate Nursing: 352
 - College of Optometry: 346
 - College of Osteopathic Medicine of the Pacific: 1215
 - College of Pharmacy: 547
 - Doctor of Pharmacy: 535
 - MS in Pharmaceutical Sciences: 12
 - College of Podiatric Medicine: 157
 - College of Veterinary Medicine: 416
 - Graduate College of Biomedical Sciences: 45

Diversity Statement

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

WesternU is a community of individuals in which diversity is recognized as being the core of our intellectual, social, cultural, physical, emotional and moral lives. We are enriched by our encounters with one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect. Our understanding and acceptance of one another in the campus environment contributes to our ability to care for our patients, who live in a diverse society.

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

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

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

Additional information, including current campus crime statistics, may be found at [http://www.westernu.edu/bin/safety/Your%20Right%20to%20Know%202013\(revised\).pdf](http://www.westernu.edu/bin/safety/Your%20Right%20to%20Know%202013(revised).pdf).

Frequently Called Numbers

Pomona, California

President	(909) 469-5200
Academic Affairs	(909) 469-5578
Admissions (All Programs)	(909) 469-5335
Bookstore	(909) 469-5416
Bursar	(909) 469-5403
Harris Family Center for Disability & Health Policy	(909) 469-5441
College of Allied Health Professions	(909) 469-5390
Department of Physical Therapy Education	(909) 469-5300
Department of Physician Assistant Education	(909) 469-5378
Department of Health Sciences	(909) 469-5528
College of Dental Medicine	(909) 706-3504
College of Graduate Nursing	(909) 469-5523
College of Osteopathic Medicine of the Pacific	(909) 469-5505
College of Optometry	(909) 706-3506
College of Pharmacy	(909) 469-5500
College of Podiatric Medicine	(909) 706-3505
College of Veterinary Medicine	(909) 469-5628
Graduate College of Biomedical Sciences	(909) 469-5619
Environmental Health and Safety	(909) 469-5528
Financial Aid	(909) 469-5353
Guard Station (from off-campus phone)	(909) 706-3000
Learning Enhancement and Academic Development	(909) 469-5325
Library	(909) 469-5323
Multimedia Services	(909) 469-5432
Office of the Registrar	(909) 469-5491
University Student Affairs	(909) 469-5340
Technical Support Services	(909) 469-5432
Security	(909) 706-3000
Student Health Coordinator	(909) 706-3870
Western University of Health Sciences Patient Care Center	(909) 865-2565

Lebanon, Oregon (COMP-Northwest)

Admissions	(541) 259-0214
Learning Skills and Accommodations Office	(541) 259-0226
Financial Aid	(541) 259-0360
Office of the Registrar	(909) 469-5491
Office of Student Affairs	(541) 259-0220

Student Life: Campus Facilities

Pomona Campus

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

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

The campus has both fall/spring and summer hours; below are the fall/spring hours:

Banfield Veterinary Clinical Center

The Banfield Veterinary Clinical Center houses the Banfield Pet Hospital, the "Thing" Laboratory, the Gretchen Wyler Media Room, and a student commons area on the ground floor. The Shirley and Gary Johnston Auditorium, additional conference rooms and faculty offices for the College of Veterinary Medicine are housed on the second floor. Banfield the Pet Hospital does not always follow campus hours.

Building Hours	Monday-Friday	7:00 a.m. to 11:00 p.m.
	Saturday	8:00 a.m. to 10:00 p.m.
	Sunday	Closed
	Holidays	*Consult CVM Office of Academic Affairs

Booth University Bookstore

The Booth University Bookstore is a convenient source for required textbooks, supplies, and insignia gift items. Personal checks, Visa®, MasterCard, and DiscoverCard® are accepted. Telephone and mail orders are accepted with shipment made via UPS. Located in the rear of the bookstore is a popular gathering place, the Hop Shoppe.

Building Hours	Monday-Friday	7:30 a.m. to 5:30 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed

Business Center

The Business Center houses the departments of University Financial Services and Treasury (Bursar's Office, Accounting and the CFO/Treasurer's Office) and Student Health Services. Please note that the Student Health Services Office is open Monday – Friday, 8:00 a.m. to 4:30 p.m.

Building Hours	Monday-Friday	7:00 a.m. to 5:00 p.m.
	Saturday-Sunday	Closed
	Holidays	Closed
	Office Hours	8:00 a.m. to 5:00 p.m.

Harris Family Center of Disabilities and Health Policy

Building Hours	Monday-Friday	8:00 a.m. to 5:00 p.m.
	Saturday	Closed
	Sunday	Closed
	Holidays	Closed

Health Profession Center (HPC)

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

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

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

Building Hours	Monday-Sunday	7:00 a.m. midnight
	Holidays	*Open 8:00 a.m. to 5:00 p.m. on some holidays except for Thanksgiving, Memorial Day, and Labor Day weekends and Winter Break

Health Education Center (HEC)

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

Building Hours	Monday-Sunday	6:30 a.m. to midnight
	Holidays	*Open on some holidays except for Thanksgiving, Memorial Day, and Labor Day weekends and Winter Break

Health Sciences Center

The 72,000 square-foot Health Sciences Center features a unique central staircase. The first floor consists of two large amphitheater-style lecture halls; Tribute Walk, a donor recognition area; and Compatriot's Hall, an elegant meeting room with kitchen facilities.

The first floor also houses the administrative and faculty offices of the College of Allied Health Professions, including the departments of Physician Assistant Education and the Master of Science in Health Professions Education, and some faculty offices for the College of Veterinary Medicine.

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

Building Hours	Monday-Friday	7:00 a.m. to 11:00 p.m.
	Saturday-Sunday	7:00 a.m. to 10:00 p.m.
	Holidays	*Open on some holidays except for Thanksgiving, Memorial Day, and Labor Day weekends and Winter Break

Harriet K. and Philip Pumerantz Library and Learning Resource Center

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

Building Hours	Monday – Thursday	7:00 a.m. to 11:00 p.m.
Fall/Spring	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	Monday – Thursday	7:00 a.m. to 9:00 p.m.
Summer	Friday	7:00 a.m. to 6:00 p.m.
	Saturday	11:00 a.m. to 7:00 p.m.
	Sunday and Holidays	Closed

Nursing Sciences Center

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

Building Hours	Monday-Friday	8:00 a.m. to 5:00 p.m.
	Saturday-Sunday	Closed
	Holidays	Closed

Patient Care Center

The Patient Care Center is a 68,000 square foot facility providing ambulatory patient care services for family medicine, pediatrics, Osteopathic Manipulative Medicine, optometry, dentistry, medicine and podiatric medicine. The Patient Care Center is also home to the Western Diabetes Institute. The Patient Care Center also contains an optometry dispensary and a full-service outpatient pharmacy. Adjacent to this building is a 611 space parking structure.

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

Student Services Center/South Campus Building

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

Building Hours	Monday-Friday	7:00 a.m. to 5:00 p.m.
	Saturday-Sunday	Closed
	Holidays	Closed

University Administration and Academic Center

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

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

Building Hours	Monday-Friday	7:00 a.m. to 5:00 p.m.
	Saturday-Sunday	Closed
	Holidays	Closed

University Research Center (URC)

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

Building Hours	Monday-Friday	7:00 a.m. to 5:00 p.m.
	Saturday-Sunday	Closed
	Holidays	Closed

University Services Center

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

Building Hours	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday-Sunday	Closed
	Holidays	Closed
Office Hours	Monday – Friday	8:00 a.m. to 5:00 p.m.
	Saturday-Sunday	Closed
	Holidays	Closed

Veterinary Medicine Center

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

Building Hours	Monday-Saturday	7:00 a.m. to 11:00 p.m.
	Sunday	8:00 a.m. to 5:00 p.m.
	Holidays	Closed

Veterinary Pathology Center

Building Hours	Monday-Friday	7:00 a.m. to 5:00 p.m.
	Saturday-Sunday	Closed
	Holidays	Closed

Lebanon Campus

Western University of Health Sciences
Lebanon Campus
200 Mullins Drive
Lebanon, Oregon

Medical Education and Research Center

The Western University of Health Sciences Medical Education and Research Center is home to the COMP-Northwest program. It is a 55,000 square foot building located on the Samaritan Health Sciences campus in Lebanon, Oregon. The first floor consists of two auditoriums, small-group break-out rooms, standardized patient labs, a student center, and an osteopathic medicine instructional laboratory. The second floor includes anatomy teaching and faculty research labs, student study areas, seminar rooms, and office for faculty and administration.

Building Hours	Monday – Sunday	8:00 a.m. to 5:00 p.m.
	Holidays	Closed

Personal Safety

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

Since some streets through the campus are open to vehicular traffic, please use extreme caution when crossing between buildings and do not congregate on the street.

Please make sure your car is locked at all times in the parking lot.

You should be advised that the doors to some buildings are locked at 5:00 p.m. It would be to your advantage to walk to the parking lot with a friend or close associate if you are leaving after business hours. If you find it necessary to work or study late, you should advise security personnel on campus before leaving the building so that someone can watch you walk to your car.

Security guards are on campus 24 hours a day 7 days a week, 365 days a year.

Do not admit an unknown person into the building. If someone says they need help, offer to call the proper person (police, paramedics, etc.).

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

Pomona Police	911
Pomona Police (Non-Emergency)	(909) 622-1241
Campus Security	(909) 469-6606
Direct Line	(909) 706-3000

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

Social Networking Recommendation

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

Understand that your online presence can negatively reflect upon your professional image. Weigh the risks and benefits of self-disclosure.

Remember that electronic sites are never completely secure, and that what is posted can be seen by many.

Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well as in print.

Remember that University/College or Hospital partner logos and trademarks may not be used without written consent from the owner(s) of that logo or trademark.

Always respect the delicate relationship between patient and health care provider; student and faculty member; and employer and employee.

Ensure that information you post complies with existing policies and laws governing privacy and dissemination of data (e.g., HIPAA, FERPA, etc.)

Clearly state that the views expressed are your own and do not represent the views of others.

Review the privacy policy of the sites you use and consider your personal and property safety when posting information online.

Student Services

Recreational Facilities

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

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

A variety of discounts to attractions and services are available online at <http://www.westernu.edu/students-discounts> (California), and <http://www.westernu.edu/students-discounts-or> (Oregon).

Community Activities

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

The Office of University Student Affairs also regularly communicates community service opportunities to student leaders that offer an opportunity to both serve the community and practice their clinical skills.

Student Government Association

Currently, 90 student clubs have been established on the Pomona campus with 19 sibling clubs based in Lebanon, Oregon. The umbrella for all student clubs is the Student Government Association, which is charged with official representation of the student body. Student clubs facilitate hundreds of events every year including community health fairs, general community service, lectures, fundraising for third parties and more.

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

The objective of the Student Government Association is:

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

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

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.

Student Clubs

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

Student Employment

Because of the nature of the academic programs of the University, students are urged to use great caution in seeking employment during the academic year except when required by the college as part of the curriculum.

Harriet K. and Philip Pumerantz Library and Learning Resources Center

The mission of the Harriet K. and Philip Pumerantz Library is to support excellence in education, research, and clinical activities of Western University of Health Sciences through the provision of information resources.

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

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

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

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

Harris Family Center for Disability and Health Policy (^{HF}CDHP)

The mission of the Harris Family Center for Disability and Health Policy (^{HF}CDHP) at Western University of Health Sciences is to enhance health professions education and to improve access for people with disabilities to health, health education and health care services. The Accommodation and Resource Center (AARC) is a division of ^{HF}CDHP which provides accommodations to qualified students with disabilities from the time of admission to graduation. The Center is located on campus at 390 E. Second Street, phone (909) 469-5441, fax (909)469-5503 or email slawler@westernu.edu.

Accommodation and Resource Center (AARC)

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

Students seeking AARC assistance are assessed for needs, accommodations and services:

- Academic modifications
- Test accommodations
- Physical access and architectural modifications (i.e., building platforms or adding disabled parking spots)
- Transcription services
- Reader services
- Mobility assistance
- Auxiliary aids
- Disability management advising

In order to provide reasonable and appropriate academic accommodations to students with disabilities, AARC requires documentation which states the current disability and its impact on academic functioning. A student with a documented disability may request accommodations by scheduling an intake appointment and submitting a request to the Assistant Director of AARC.

For additional information, contact Mrs. Sandra Lawler at (909) 469-5297; or check the Center's web page at www.westernu.edu/cdihp.

Office of International and Cross-cultural Programs

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

- Develop foreign-based clinical training opportunities for interested WesternU students to experience primary health care in foreign countries as part of their professional growth;
- Instill in students the knowledge and skill needed to provide quality health promotion and disease prevention services in cross-cultural settings;

- Develop student and faculty awareness of the principles and goals of the international primary health care movement and its adaptation locally to improve the status of primary health care in our communities, the state, and the country;
- Encourage research in cross-cultural primary health care delivery and education in foreign countries; and
- Advocate for osteopathic approaches to health care delivery and education in foreign countries.

Humanism and the Health Sciences

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

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

Activities of the committee include:

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

Student Housing

WesternU offers a secure online listing of available rentals, both local to the campus and nationwide for our students on rotation. Students can access general information about housing and a substantial list of local housing complexes via the Office of University Student Affairs website: <http://www.westernu.edu/students-housing-moving> (California) or <http://www.westernu.edu/students-housing-moving-or> (Oregon)

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

Student Parking

Students have the option to purchase an annual parking permit for \$470.00 or a semester parking permit for \$255.00. The purchase of a yearly parking sticker can be included as part of a student's financial aid package, with the submission of a paid receipt.

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

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

City Parking Lots - Those who elect to park in the metered lots without a permit will be required to pay \$2.00 per day per vehicle. Parking along the streets is permitted with certain posted restrictions. (Subject to change by the city)

Motorcycle and secured bicycle parking is available in front of the Health Sciences Center and the Health Professions Center. Annual motorcycle parking permits are available for \$235.00 and semester permits are \$137.50.

Once a parking permit is purchased, the parking fee is non-refundable.

Psychological Counseling Services

1-800-234-5465 or www.liveandworkwell.com (Access Code: WESTERNSTUDENTS)

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

Office of Learning Enhancement and Academic Development

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

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

The LEAD Office administers the Summer Medical Sciences Prep Program (SMSPP). Office personnel coordinate, submit and oversee the SMSPP budget, assist the SMSPP Director in program planning, and provide students with individual and group study skills instruction. SMSPP is a five-week program designed to orient incoming, first-year, medical, physician assistant, physical therapy, optometry, dental and podiatry students, to the WesternU campus and community, and to ease adjustment to the demands of their academic environment. It does this by providing an introduction to Gross and Head & Neck Anatomy, Biochemistry/Microbiology, Optics, Adult Medicine, OMM, and Pharmacology taught by WesternU faculty. During the program the LEAD Office endeavors to enhance the students' sense of belonging by working closely with individual students in overcoming environmental, social, cultural, or academic barriers that may interfere with their learning. Students are encouraged to monitor their own personal and social adjustments as well as their academic progress.

The LEAD Office serves all WesternU students. All academic and personal counseling and referrals to other campus support services are completely confidential. Office personnel are available for students on a walk-in basis or appointments can be made by email. The office is located in the Health Sciences Center Building on the First Floor in Room 101. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

University Registrar

Student Files: Access and Privacy

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.) These rights include:

The right to inspect and review the student's education records within 45 days of the day Western University of Health Sciences receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Release of Educational Records

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

To other school officials, including teachers, within the Western University of Health Sciences whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary

authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Directory Information

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

Sciences to include this type of information from your education records in certain school publications. Examples include:

- The annual yearbook;
- Dean's List or other recognition lists; and
- Graduation programs.

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

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

Admissions Files

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

Registrar's Files

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

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

1. Financial records of parents or any information contained therein, or
2. 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.

Transcripts

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

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

Official transcripts may be requested via BanWeb. There is a \$10.00 fee for an official transcript. Official transcripts are mailed directly to the recipient by the University.

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

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

Class Rank

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

Transferability of Courses Taken at WesternU

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

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

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

(Adopted from the Accrediting Council for Independent Colleges and Schools, ACIS, <http://www.acics.org/students/content.aspx?id=2084>).

Diplomas

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

Student Loan Deferment Processing

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

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

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

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

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

University Policies and Procedures

Non-Discrimination

The Western University of Health Sciences, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and Sections 102 and 302 of the Americans With Disabilities Act of 1990, does not discriminate on the basis of gender, race, color, national origin, religion, handicap or sexual orientation in any of its policies, procedures, or practices. In accordance with sex discrimination laws, the University will not tolerate acts of sexual harassment. In compliance with the Age Discrimination in Employment Act of 1967, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, and Section 12940 of the

State of California Government Code, the University does not discriminate against any employees or applicants for employment on the basis of age, ethnic origin, marital status, sexual orientation, or because of their status as disabled veterans or veterans of the Vietnam Era, or because of medical condition (as defined in Section 12926 of the California Government Code); nor does the University discriminate on the basis of citizenship, within the limits imposed by law. This non-discrimination policy covers admission, access, and service in the University's programs and activities, and application for and treatment in University employment.

Discrimination Complaint Procedure

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

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

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

University Facilities, Resources, and Services for Students with Disabilities

General Policy

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

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

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

1. Programs and Facilities

- a. While the University cannot provide a totally barrier-free environment, it does provide students with disabilities access to its programs and activities. Thus, while not every academic and nonacademic building is fully accessible, sufficient access exists to allow students with disabilities the equal opportunity to participate in the academic and social life of the University.
- b. Although the University endeavors to make its programs accessible to individuals with disabilities, it recognizes that some disabilities may preclude an individual from successfully completing a given academic program. To provide guidance to individuals with disabilities, the University provides a description of what it considers to be the Minimum Technical Standards for Admission and Matriculation to each of its programs. Because it is not possible to address every possible circumstance, these Minimum Technical Standards should be considered as guidelines. A student with a documented disability who believes that a reasonable accommodation would permit him/her to meet the minimum technical standards and complete the program should contact the Accommodations and Resource Center (AARC) of the Harris Family Center for Disability and Health Policy as soon after admission as possible. AARC serves to coordinate disability accommodations and services. If you have questions or would like to schedule an appointment with AARC, please phone at (909) 469-5541. The University will determine whether it is appropriate to modify its Minimum Technical Standards.
- c. As soon after admission to the University as possible, students with disabilities should contact the Learning Enhancement and Academic Development Office, which serves to coordinate disability services and to discuss any reasonable accommodation that may be required. Each case is dealt with on an individual basis.
- d. Since the University is prohibited by law from making pre-admission inquiries regarding disability, the University relies on the voluntary provision of whatever information it needs to make reasonable accommodation for students with disabilities.

2. Resources, Services, and Auxiliary Aids

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

3. Accessibility and Construction

- a. Western University of Health Sciences, in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, and in compliance with the Americans with Disabilities Act

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

4. Construction of New Buildings and Facilities

- a. New construction will comply with the guidelines and regulations set forth in Section 504, Title 234, and relevant state and local building codes. The primary standards for such construction are derived from the Uniform Federal Accessibility Standards (UFAS, 1984), the Amended Architectural Barriers Act (1984), and the Americans with Disabilities Act of 1990.
- b. The University endeavors to employ the most barrier-free design and materials in new construction to provide superior access to the functions and programs that take place in those new facilities. The University's goal is to ensure full accessibility and usability of its new buildings.

5. Renovation and Alteration of Existing Buildings and Facilities

- a. The renovation and alteration of existing facilities will comply with Section 504 and applicable federal regulations, as well as relevant state and local codes, to enhance program accessibility. The University recognizes that Section 504 does not require structural changes to existing facilities where other methods are effective in achieving overall accessibility to the programs and services of the University.
- b. Any renovation or alteration will, to the maximum extent feasible, be pursued in a way that makes the renovated or altered portion of the building accessible to a student with a disability. However, the design of many existing facilities makes it impractical or prohibitively expensive to renovate or alter them in such a way as to make them barrier-free.

Sexual Harassment

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

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

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual.

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

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

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

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

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

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

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

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

- b. In all other cases regarding administrators, faculty or staff, the complaint will be made to the Provost/COO, the Treasurer/Chief Financial Officer, or the Director of Human Resources. The responsible official may appoint an ad hoc committee to conduct a hearing, and to make recommendations concerning the appropriate disciplinary action to be taken if the alleged harasser is found to have violated WesternU's policy against sexual harassment. Both the complainant and the alleged harasser will be given notice of, and an opportunity to participate in, any hearing by the ad hoc committee.

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

Drug-Free Environment

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

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

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

- Unlawful possession of a narcotic drug is punishable by imprisonment in the state prison.
- The purchase, possession or consumption of any alcoholic beverage (including beer and wine) by any person under the age of 21 is prohibited.
- It is not permissible to provide alcohol to a person under the age of 21.

- Selling, either directly or indirectly, any alcoholic beverage to anyone, except under the authority of the California alcoholic beverage control license, is prohibited.
- It is a felony to induce another person to take various drugs and "intoxicating agents" with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be a principal in any crime committed.
- It is a misdemeanor for any person found to be under the influence of an intoxicating liquor or drug in a public place and unable to care for his/her own safety or disorderly conduct.

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

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

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

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

Urine Drug Screen Policy

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

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

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

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

Student Health and Safety

Matriculants into WesternU's health professions programs must submit evidence that they are in good health and should, therefore, be able to withstand the physical and mental pressures commonly placed upon professional students. All incoming students are required to submit a full medical history as well as the results of a physical examination prior to matriculation.

The nature of health professions education necessarily brings students in close contact with a variety of illnesses and diseases, and the following policy has been established as a protective mechanism for students and patients alike. Students must maintain a health insurance policy for the duration of their education at WesternU. Proof of such coverage is required at the time of each registration, must be active for the entire enrollment period, and must meet University deductible requirements. Student health insurance is available from an outside insurer. Students must maintain continuous coverage, even during non-enrollment periods, while they are attending WesternU. Financial Aid may be available (depending on the student's eligibility) to cover the insurance enrollment fee, but only for periods when the student is actively enrolled in classes. For more information about this policy, please contact the Office of University Student Affairs.

Required Immunizations

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

- MMR (measles, mumps, rubella) proof of immunization and serologic (blood) titers showing immunity
- Tdap (Tetanus, Diphtheria, Acellular Pertussis) within 10 years
- Hepatitis B proof of completion of 3 vaccines and serologic (blood) titers showing immunity
- Tuberculosis (TB) clearance using PPD (Purified Protein Derivative) in a skin test within the last 6 months
- If student has a history of positive PPD a chest x-ray must be done within the last 6 months along with a completed TB symptoms checklist
- Varicella (chicken pox) proof of completion of the age appropriate immunization series and positive serologic (blood) titers. Note: having the disease does not count as being automatically immune.

Students entering the DVM program must also show proof of completion of the primary rabies vaccination series (a total of 3 vaccines). If your rabies vaccination was given 2 or more years ago, you must provide proof of completing the rabies vaccine series and a serum titer called RFFIT (Rapid Fluorescent Focus Inhibition Test) before you can be cleared to register for classes.

These immunizations/tests may require updating or follow-up serum titers on a more frequent basis prior to beginning clinical training if specified in the affiliation agreement with the clinical training site. Such proof is not required for an individual who submits an affidavit or certificate signed by a physician, duly registered and licensed to practice in the United States, in which it is stated that, in the physician's opinion, the immunization required would be injurious to the health and well-being of the student or any member of his or her family or household. Unless a lifelong condition is specified, the affidavit or certificate is valid for only one year from the date signed by the physician and must be renewed each year for the exclusion to remain in effect.

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

If the student should have a positive PPD (TB skin test) or chest x-ray, they must be followed up with an appropriate health care provider. A letter from the licensed healthcare provider stating the student was seen, evaluated and determined to not have active pulmonary TB disease is required as part of the TB clearance process. A completed and signed/dated TB symptoms checklist is also required and available online.

Annual Health Clearance Requirements

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

- TB clearance
 - For those receiving the PPD skin test, it must be done within 365 days of last TB skin test or you will be required to undergo the 2-Step PPD skin test process (takes 14-days to complete)
 - For those requiring a chest x-ray, you must submit a completed TB symptoms checklist
 - Oregon students: if you had the Quantiferon blood test performed, you are required to submit a completed TB symptoms checklist.
- Influenza vaccine
 - Must be administered between August 1st and December 31st of the current academic year.

If you have had an adverse reaction in the past to an influenza vaccination, you must submit a physician's note stating what the reaction is and whether it is contraindicated for you to receive it.

Students who do not comply with these requirements will not be permitted to register or attend classes.

Dress Code/Identification

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

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

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

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

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

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

Smoking

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

Food in Lecture Halls, Laboratories, and Library

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

Videotaping, Audiotaping, Still Photography and Digitized Note Taking in Laboratories and Lecture Halls

Videotaping, audiotaping, still photography and digitized note taking are not permitted in University laboratories and lecture halls without the express permission of the involved instructor. If a student wishes to utilize one of these recording methods, each student must request permission of the instructor prior to or at the first day of a given lecture series or laboratory class. The Harris Family

Center for Disability and Health Policy will obtain permission from the instructor on behalf of any students requiring such approved accommodations prior to the start of a given semester or course, or as soon as possible if a student's disability arises or is declared after the start of a semester or course.

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

Electronic Communications

Every student of WesternU is provided access to a westernu.edu e-mail address. Most official communications to students will be sent to this e-mail address. It is therefore expected that each student will check their e-mail on a regular basis to keep informed. On the Pomona campus, computer terminals are located on the 1st floor of the Health Sciences Center and the Health Professions Center, and on the 1st, 2nd, and 3rd floors of the Health Education Center. Computers for student use are also on the 1st, 2nd, and 3rd floors of the Harriet K. and Philip Pumerantz Library and Learning Resources Center. On the Lebanon campus, computer terminals are available in the student commons on the 1st floor.

Network Acceptable Use Policy

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

Users shall:

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

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

The level of privacy granted users does not exceed that of reasonable expectations. System failures or design faults may compromise this privacy, and users should also recognize that authorized WesternU personnel may have access to data and software stored on WUCR while performing routine operations or pursuing system problems. Users should further recognize that, as specified in the relevant policies at 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 insure 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.

General Academic Policies and Procedures

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

Educational Philosophy

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

Standards of Academic and Professional Conduct

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

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

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

Orientation/Registration

Attendance at Orientation is mandatory for all incoming first-year students.

Students will be required to register during the registration dates specified by the Registrar. Assessed tuition and fees and all prior debts must be paid in full on or before registration day each academic year.

Matriculation is subject to satisfactory completion of all academic requirements and payment of all outstanding debts to the University.

The receipt of final transcripts from undergraduate colleges and a physical examination with documentation of required immunizations are additional requirements for incoming students.

All students must show proof of current health insurance coverage at the time of registration. This coverage must be maintained in effect throughout the period of matriculation at Western University of

Health Sciences. If the student does not submit proof of insurance coverage that meets the University's requirements (deductible of \$1,000 or less and active for the entire enrollment period) by the deadlines posted, the student will automatically be enrolled in the student health insurance plan and will be ineligible for a refund of the premium for that academic year.

Withdrawal from University/Program

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

Application for voluntary withdrawal from the University/Program must be made in writing to the appropriate College Dean. Except in rare and special circumstances, the application will be accompanied by a personal interview. Students who do not complete this application for voluntary withdrawal will not be considered for re-admission at a later date. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. Students, who leave the University/Program without notifying the Office of the Dean and the Office of the Registrar, and without completing the established withdrawal procedures within 30 days, will be terminated automatically from the University.

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

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

Leave of Absence

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

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

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

1. In writing, request a Leave of Absence from the appropriate College Dean.

2. Obtain a Leave of Absence form from the College. After completing the student's portion, meet personally with the appropriate College Dean or designee to discuss the reason for the leave. After consulting with the appropriate College Dean/designee, the Dean/designee will sign the Leave of Absence form indicating his/her approval to proceed with the remainder of the exit process.
3. Return the signed form to the Registrar, who will sign and date the Leave of Absence form.

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

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

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

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

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

The term and conditions of any leave will be determined by the appropriate College Dean. In addition, changes in the curriculum or in other university or academic program policies may occur which could have an impact on academic requirements affecting a student's matriculation upon return from a Leave of Absence. Every reasonable attempt will be made to minimize the impact of such changes, and if known at the time that a leave is granted, the student will be informed of these revised requirements as part of the terms and conditions contained in the letter granting a leave of absence. Should these changes occur after a leave has been granted, the student on leave will be informed of these changes and how they may affect the student's future matriculation in writing from the office of the appropriate College Dean.

Academic Advisement

Students may be assigned a faculty advisor upon matriculation, as per the academic requirements of their specific program (see Program Section of Catalog for specifics). Advisement by a faculty advisor should be viewed by the student as a part of the academic process. If either the student or faculty member does not find the relationship helpful, either is free to seek a change. This request should be made to the appropriate College Dean or designee. It is the student's responsibility to meet periodically with his/her advisor. A student on probation must contact his/her faculty advisor at least once a month.

Attendance and Absences

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

Standards of Professional Conduct: Reporting Alleged Violations

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

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

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

Student Performance Committee

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

Status of Student Pending Action

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

Right of Appeal - See Student Appeal Process

Information for Students about Hearings Involving Alleged Violations of the Standards of Professional Conduct

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

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

The student must be notified in writing of the specific charges and the time and date of the hearing where the charges will be considered.

The written charges must notify the student if dismissal from the University may be considered by the Student Performance Committee.

If dismissal is considered, the student may request permission for a mentor to appear at the meeting to assist the student. It is the student's responsibility to make the request to the Chair of the Committee in writing, and to identify the proposed mentor. The Chair will determine whether grant the student's request. However, if the allegations involve charges that may result in criminal charges being brought against the student, the Chair shall authorize a mentor to be present if a proper request has been made. The role of the mentor is to advise the student, and under normal circumstances a mentor is not permitted to ask questions of witnesses or to otherwise directly participate in the hearing.

Any member of the Committee who has a known conflict of interest shall not participate in the proceeding. The student has the responsibility of notifying the Committee if the student believes that any member has a conflict, and the reason for the conflict.

Hearings will be closed to all individuals not directly involved. The Committee may exclude witnesses except during the time they are testifying. It is the responsibility of the Committee, the student and other participants to not disclose information about the proceedings except to individuals with a need to know, or as is necessary for the orderly conduct of the hearing.

The student has the right to ask relevant questions of witnesses, and to present witnesses in his or her own behalf. The student's right to ask questions and present witnesses is subject to the reasonable control of the Committee, which has discretion to limit testimony that is cumulative or not directly relevant to the charges.

The student has the responsibility to testify at the hearing and to answer any questions asked by the Committee.

The Committee may consider affidavits or other written evidence in the proceeding. The student shall be provided with copies of any written evidence that the Committee intends to use at least two days in advance of the hearing, but the student may waive this requirement. The student is also entitled to present affidavits or written evidence provided that the student has provided the Chair with copies at least two days in advance of the hearing.

The student has the responsibility to present all evidence that he or she deems relevant at the scheduled hearing unless such evidence cannot be presented at that time due to circumstances beyond the student's control.

Following the hearing, the Committee will determine whether, based upon the evidence presented, it is more likely than not that the alleged violation of professional conduct has occurred. The student will be informed of the Committee's decision in writing.

If a violation has been found to have occurred, the Committee will convene a second hearing for the purpose of considering recommended sanctions. The student has the right to present, at this hearing, evidence of any mitigating circumstances that the student believes should be considered. The Committee may consider any prior record of discipline and any other information that is pertinent to recommending sanctions.

The student has the responsibility to inform the Committee as soon as the circumstances permit should there be any deviation from the specified procedures, so as to afford the Committee an opportunity to take appropriate corrective action. The student has the right to waive any procedural requirement, and no deviation shall be grounds for objection unless the student has timely called the error to the attention of the Committee.

The Committee makes its recommendations to the appropriate Dean. The Dean has the authority to accept the recommendations of the Committee, or may make such other decision as he or she deems appropriate under the circumstances.

The student has the right to appeal any decision by the Dean following the procedures specified in the University Catalog.

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

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", or "NCR" on his/her academic record or with a yearly grade point average or cumulative percentage score of less than the minimum required for promotion (see appropriate **Program Specific** section of this catalogue).

When considering a student for promotion, his/her professional, ethical, and personal conduct may also be taken into consideration (as described under **Probation a-3**).

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

Satisfactory Academic Progress

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

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

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

Probation

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

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

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

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

When a student is placed on probation, he/she will be notified in writing by the appropriate College Dean and the reasons will be stated. Notification must be sent by Certified Mail or hand-delivered and acknowledged by signatures of the student and the appropriate College Dean or his designee. Copies of the letter will be placed in the student's permanent file and distributed to the Chairman of the Student Performance Committee and the student's Faculty Advisor. The Student Performance Committee will consider when the terms of the academic probation have been satisfied and recommend to the appropriate College Dean that probation can be rescinded.

A student on probation may not serve as an officer of any official University or College club or organization and should not engage in time-consuming extracurricular activities. No student on probation will be permitted to enroll in an elective course.

On-campus students on probation must meet with their faculty advisor at least once each month. Off-campus students on probation must contact their faculty advisor once a month. It is the student's responsibility to contact the faculty advisor to arrange for these meetings.

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

A student will be removed from probation when the specified terms of probation for ethical, professional, or personal conduct are met. The student will be notified in writing.

Remediation

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

Academic Suspension

Students who are deemed unable to continue in the curriculum due to inadequate performance and are required to repeat a given academic year or portion thereof will be placed on academic suspension through such time as they can resume their studies by starting the courses the student is required to repeat. Throughout the time the student is academically suspended, he or she is also on academic probation, and remains on academic probation until all coursework has been satisfactorily remediated. A student may not receive financial aid during any time of a suspension.

Conduct Suspension

A conduct suspension is a period of time when a student is barred from matriculation in an academic program as a result of violating the program's Standards of Professional Conduct. The duration of the conduct suspension will be communicated to the student at the time the suspension is imposed, either as a specified period of time or until the student has satisfactorily completed all the terms and conditions imposed to remedy the violation of the program's Standard of Professional Conduct. A student may not receive financial aid during any time of a suspension.

Summary Suspension

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

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

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

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

Dismissal

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

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

Student Appeal Process

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

Within five (5) working days following written notification to the student of the action of the respective College Dean, the student may appeal the decision in writing to Provost/COO. The appeal request must be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal of the prior decision of the College Dean. The Provost/COO may grant an appeal only if a claim of (1) bias, (2) the appearance of new, material and documentable evidence that was not available at the time of the College Dean's decision, or (3) procedural error that unfairly affected the decision-making process is substantiated by the Provost/COO. Upon written request from the student, the Provost/COO shall review the case and, within ten (10) working days, shall either a) issue a decision in writing to the student, which may affirm, modify, or reverse the previous action or b) issue a notice to the student that additional time is required to adjudicate the appeal due to the need to gather additional information. A copy of that letter shall be sent to the Dean, and other appropriate individuals. The decision of the Provost/COO will be final.

The student may remain in class or on clinical rotations/assignments pending the outcome of appeals, except in cases of summary suspension, and except when the Provost/COO has suspended the student or has otherwise determined that it is inappropriate for the student to remain in class or participate in clinical rotations/assignments, consistent with the decision of the College Dean that is being appealed. While the student may remain in class, his/her change in status will be reported to the National Student Clearinghouse (NSC) in compliance with the US Department of Education regulations. If the student's appeal is granted, the Registrar's Office will immediately notify the NSC of the student's return to active status.

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

Protocol for Input on Matters of Student Concern

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

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

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

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

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

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.

Modification of Academic Policies and Procedures under Extenuating Circumstances

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

Background Investigations

To meet State regulations and hospital accreditation requirements, hospital facilities are requiring students to complete criminal background checks prior to beginning rotations/clinical experiences. Because of this new regulation to assure patient safety, students admitted to programs with clinical training requirements will be required to complete a criminal background check prior to matriculation or

as a component of the scheduling of clinical experiences. Certain convictions may prevent students from entering hospital facilities, which may hinder a student's ability to successfully complete his or her academic program. If a criminal conviction or other relevant sanction is shown on the background check, hospital facilities have discretion as to whether the individual may enter the clinical facility.

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

Tuition and Fees

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

Future Tuition Rate Increases

You can expect that tuition increases will be part of your educational experience at 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 Mandatory Fees

Tuition and Fee Payments

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

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

**Students in the Master of Science in Health Sciences, Master of Science in Physician Assistant Studies, Doctor of Physical Therapy, and in the College of Graduate Nursing programs will pay tuition and fees on a trimester year. Refunds will be based on the trimester.*

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

Comprehensive Health Plan

It is mandatory that all WesternU students have a health insurance plan in force at the time of registration. If a student can show valid proof of personal health insurance to the Plan Administrator, with a maximum individual deductible of \$1,000.00 (\$2,000 for family plans), it will not be necessary to purchase any additional insurance. If valid proof of other insurance cannot be shown, the student will automatically be enrolled in the health insurance plan made available by the University. This is described in the health plan brochure provided at the time of registration. Dependent coverage, although not required, is optional at an additional premium (see Health Plan Brochure).

Prepaid Tuition Plan

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

Mandatory fees will be charged annually and are not included in the prepayment provisions. For additional information, please contact the Financial Aid Office at (909) 469-5353 or the Bursar's Office at (909) 469-5403.

WesternU Tuition Refund Policy

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

Calculation of Amount of Eligible Tuition Refund

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

- a. 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.

- b. Students who withdraw after completing 60 percent of the enrollment period for which tuition was paid are not entitled to a refund.

Determining the Withdrawal Date

The withdrawal date is:

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

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

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

Financial Aid

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

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

Financial Aid and the World of Private Philanthropy

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

Department of Education

Title IV Programs

Federal Financial Aid Program Criteria

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

Federal Unsubsidized Stafford Loan

Federal Unsubsidized Stafford Loans are available to undergraduate and graduate students through the U.S. Department of Education and guaranteed by the federal government. Effective July 1, 2013 interest rates have changed to a “variable-fixed” rate. The rate would be fixed until the loan is paid in full. Interest rates will be established on July 1, for the upcoming academic year. For the 2013/2014 academic year the interest rate was 5.41% (T-bill + 3.60%). The interest rate for 2014/2015 academic year may differ based on what the 10-Year T-Bill will be by the end of May 2014. The Federal Unsubsidized Stafford loan is subject to origination fees. Interest begins to accrue as soon as the loan has been disbursed from the lender.

Federal PLUS Loan

Federal PLUS Loans are available to graduate and professional degree students through the U.S. Department of Education and guaranteed by the federal government. Effective July 1, 2013 interest rates have changed to a “variable-fixed” rate. The rate would be fixed until the loan is paid in full. Interest rates will be established on July 1, for the upcoming academic year. For the 2013/2014 academic year the interest rate was 6.41% (T-bill + 4.60%). The interest rate for 2014/2015 academic year may differ based on what the 10-Year T-Bill will be by the end of May 2014. The Federal PLUS loan is subject to origination fees. Interest begins to accrue as soon as the loan has been disbursed from the lender. Unlike parent PLUS applicants, graduate and professional degree student PLUS applicants must file a FAFSA. In addition, graduate and professional degree students must have their annual loan maximum eligibility under the Stafford Loan program determined by the school before they apply for a PLUS loan. The Grad PLUS loan is a credit based loan.

Federal Work Study (FWS)

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

Increased Annual Unsubsidized Loan Limits

WesternU participated in the Health Education Assistance Loan (HEAL) program before its phase out in 1998. As a result, the school may award the increased unsubsidized amounts to students who are enrolled full-time in a health professions discipline that was eligible under the HEAL program and is accredited by an approved accrediting agency. Because the increased annual unsubsidized Stafford

Loan limits are intended to replace funds that would have been available previously under the HEAL program, the annual loan limits for the increased unsubsidized amounts are the same as the HEAL program annual loan limits.

Federal Unsubsidized Annual Loan Limits

The maximum annual Unsubsidized Stafford loan limits per program are as follows for the 2014/2015 academic year and **subject to change**:

Doctoral/Professional Programs	Year	Loan Limit
Doctor of Dental Medicine (DMD)	Year 1	\$47,167.00
	Year 2	\$47,167.00
	Year 3	\$47,167.00
	Year 4	\$47,167.00
Doctor of Nursing Practice (DNP)	Year 1	\$20,500.00
	Year 2	\$20,500.00
	Dissertation Phase	N/A
Doctor of Optometry (OD)	Year 1	\$42,722.00
	Year 2	\$47,167.00
	Year 3	\$42,722.00
	Year 4	\$47,167.00
Doctor of Osteopathic Medicine (DO)	Year 1	\$44,944.00
	Year 2	\$42,722.00
	Year 3	\$47,167.00
	Year 4	\$47,167.00
Doctor of Pharmacy (PharmD)	Year 1	\$34,389.00
	Year 2	\$37,167.00
	Year 3	\$34,389.00
	Year 4	\$37,167.00
Doctor of Physical Therapy (Advanced Standing DPT)	All Years	\$20,500.00
Doctor of Physical Therapy (Entry Level DPT)	Year 1	\$20,500.00
	Year 2	\$20,500.00
	Year 3	\$20,500.00
Doctor of Podiatric Medicine (DPM)	Year 1	\$44,944.00
	Year 2	\$42,722.00
	Year 3	\$47,167.00
	Year 4	\$47,167.00
Doctor of Veterinary Medicine (DVM)	Year 1	\$42,722.00
	Year 2	\$42,722.00
	Year 3	\$42,722.00
	Year 4	\$44,944.00
International Post-Baccalaureate Pharmacy (IPBP)	Year 1	\$37,167.00
	Year 2	\$34,389.00
	Year 3	\$37,167.00

Masters Programs	Year	Loan Limit
Master of Science in Biomedical Sciences (MSBS)	All Years	\$20,500.00
Master of Science in Health Sciences (MSHS)	All Years	\$20,500.00
Master of Science in Medical Sciences (MSMS)	All Years	\$20,500.00
Master of Science in Nursing (ADN-RN-MSN)	All Years	\$20,500.00
Master of Science in Nursing (BSN-MSN)	All Years	\$20,500.00
Master of Science in Nursing (Entry Level)	All Years	\$20,500.00
Master of Science in Nursing/FNP (MSNFNP)	All Years	\$20,500.00
Master of Science in Physician Assistant Studies (MSPA)	All Years	\$20,500.00

Certificate Programs	Year	Loan Limit
Family Nurse Practitioner (FNP)	All Years	\$20,500.00

Aggregate Loan Limits for Subsidized & Unsubsidized Stafford Loans

A borrower who has reached his or her aggregate borrowing limit may not receive additional loans. Once the loans are repaid, in full or in part, the borrower may apply for additional Stafford loans. Outstanding loans include student loans received while the student completed undergraduate and graduate work. In the case of Consolidation loans, the outstanding amounts of any underlying Stafford loans are counted towards the loan limits.

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

Increased Aggregate Loan Limits, Professional

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

Federal Perkins Loan

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

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 Program Specific section of this Catalog).

Financial Aid Warning Policy (Title IV and Title VII)

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

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

Remediation/Repeat Coursework

Students that are required to repeat coursework are encouraged to meet with a financial aid counselor with respect to their financial aid eligibility. Please, also see appropriate Program Specific section for remediation policy and procedures.

Department of Health and Human Services

Title VII Program Loans & Scholarships

Health Professions Student Loan Program (HPSL)

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

Loans for Disadvantaged Students (LDS)

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

Primary Care Loans (PCL)

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

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

If you are determined an independent student your eligibility will be based on your and/or your spouse’s income.

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

Nursing Student Loans (NSL)

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

Nursing Faculty Loan Program (NFLP)

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

Scholarships with Service Requirements

National Health Service Corps Scholarships (NHSC)

This scholarship fully covers tuition, fees, and books while also providing a monthly stipend. The NHSC program is open to osteopathic medical, dental, physician assistant, and family nurse practitioner students. Students must serve in a designated medically underserved area (rural, inner city or Indian health). The scholarship's minimum obligation is two years and a student must be a U.S. citizen. The total NHSC Scholarship amount including the stipends are counted as a financial aid resource.

Military Health Professions Scholarships

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

University Administered Scholarships

The Dr. Robert E. Corey Memorial Scholarship Fund

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

The Albert Victor and Mary P. Kalt Scholarship Fund

The Albert Victor and Mary P. Kalt Scholarship Fund was established in June of 1977, and is available to osteopathic medical students who express a desire to work in primary care in an underserved/rural area. Students must have a GPA of 3.00 or higher to be eligible.

The East West Scholarship

The East West Scholarship is available to students of all disciplines who have a minimum GPA of 3.20, demonstrated community service involvement, and demonstrated financial need as determined by the institution.

The Academic Excellence Scholarship

The Academic Excellence Scholarship is designated for incoming students and is based on the student's outstanding academic achievements as well as his/her contributions to the community as determined by their application process. Subject to available funding, Western University of Health Sciences will award the scholarship to all academic programs. These scholarships consist of single-year and multiple-year awards provided that the student remains in good academic standing.

Emergency Loan Program

Students in need of an emergency loan should contact a financial aid counselor to discuss their emergency need of funds. Students must complete and return an Emergency Loan Application to the Bursar's Office to apply for the short term loan. This form is available at the Bursar's Office and on the Bursar's Office website.

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 \$10 per month until the emergency loan is repaid. Only one emergency loan will be granted per term.

Graduating Teaching Fellows in the Department of Neuromusculoskeletal Medicine/Osteopathic Manipulative Medicine

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

Tuition Refund Policy

Western University of Health Sciences has adopted the Department of Education refund policy for all students who find it necessary to withdraw from the University or take a leave of absence during the academic year. It is a universal policy that applies to all students, regardless of their use of financial aid. Students who elect to withdraw or take a leave of absence during the academic year must submit prior written notification to the appropriate Academic Dean according to the procedures specified in the University Catalog. WesternU may amend its institutional refund policy at any time. Amendments will

become effective for the academic year that follows official notification of the amendment. Any questions concerning WesternU's refund policy should be directed to the Bursar's Office.

General Requirements

Federal Student Aid funds are awarded to a student under the assumption the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds the student was originally scheduled to receive. If a recipient of Federal Student Aid loan funds withdraws from school after beginning attendance, the amount of Federal Student Aid loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement for the earned aid that was not received.

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

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

The following programs are considered to have module based enrollment periods:

- College of Allied Health Professions (MSPA) – Second Year Students
- College of Osteopathic Medicine of the Pacific - Third and Fourth Year Students
- College of Pharmacy - Third and Fourth Year Students
- College of Podiatric Medicine – Third and Fourth Year Students
- College of Veterinary Medicine - Third and Fourth Year Students

Definition of a Title IV Recipient

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

Title IV Aid Disbursed

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

A student's Title IV funds are disbursed when the school credits a student's account with the funds or pays a student directly with Title IV funds received from the U.S. Department of Education. A student's

aid is deemed as disbursed if it is disbursed as of the date of the institution’s determination that the student withdrew.

Percentage of Title IV Aid Earned

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

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

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

Withdrawal Type	Circumstance	Student’s Withdrawal Date¹	Date of the Institution’s Determination that the Student has Withdrawn
Official Notification	<p>The student begins the school’s withdrawal process, or</p> <p>The student otherwise provides official notification to the school of intent to withdraw.</p>	<p>The date the student begins the school’s withdrawal process, or</p> <p>The date that the student otherwise provides the notification.</p> <p>(If both circumstances occur, use the earlier withdrawal date.)</p>	The student’s withdrawal date, or the date of notification, whichever is later.
Official Notification Not Provided	<p>Official notification not provided by the student because of circumstances beyond the student’s control.</p> <p>All other instances where student withdraws without providing official notification.</p>	<p>The date that the school determines is related to the circumstance beyond the student’s control.</p> <p>The midpoint of the payment period or period of enrollment, as applicable.</p>	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 he or she will not be returning to that school. (In the case of an unapproved absence, the date that the student began the leave of absence.)
Withdrawal After Rescission of Official Notification	The student withdraws after rescinding a previous official notification of withdrawal.	The student's original withdrawal date from the previous official notification.	The date the school becomes aware that the student did not, or will not complete the program period or period of enrollment.

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

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

Title IV Aid to be Returned

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

Amount of Unearned Title IV Aid due from the School

When a return of Title IV funds is due, the school and the student may both have a responsibility for returning funds. Funds that are not the responsibility of the school to return must be returned by the student. Although these requirements talk in terms of returning funds, a school is not required to actually return its share before the student. Rather, it is the 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: Order of Return of Title IV Funds

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

- Unsubsidized Direct Stafford loans
- Federal Perkins loans
- Direct PLUS loans

Time Frame for the Return of Title IV Funds

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

Repayment of Student Loans

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

Reference: Federal Student Aid Handbook 2013-2014 Award Year

University 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.

Friday, July 4, 2014	Independence Day, No Classes
Monday, July 7, 2014	Classes Resume
July 30, 2014 – August 1, 2014	Orientation Week (Lebanon Campus)
August 2, 2014	Convocation/White Coat Ceremony (Lebanon Campus)
August 4, 2014 – August 8, 2014	Orientation Week (Pomona Campus)
August 9, 2014	Convocation/White Coat Ceremonies (Pomona Campus)
Monday, September 1, 2014	Labor Day, No Classes
Monday, October 13, 2014	Columbus Day, No Classes
Wednesday, November 26, 2014	Thanksgiving Recess Begins (Classes dismiss @ 5:00 p.m.)
Monday, December 1, 2014	Classes Resume
Friday, December 19, 2014	Winter Recess Begins (Classes dismiss @ 5:00 p.m.)
Monday, January 5, 2015	Classes Resume
Monday, January 19, 2015	Martin Luther King Day (No Classes)
Monday, February 16, 2015	President's Day (No Classes)
May 20, 2015 – May 22, 2015	Commencement (Pomona Campus)
Monday, May 25, 2015	Memorial Day (No Classes)
Friday, June 5, 2015	Commencement (Lebanon Campus)