



California Health Sciences University

COLLEGE OF PHARMACY

ADMISSIONS POLICY

I. DESCRIPTION OF DEGREE PROGRAM AND PURPOSE STATEMENT

CHSU's College of Pharmacy ("College") offers a Doctor of Pharmacy degree program which prepares graduates for careers as clinical and/or research pharmacists. The mission, vision and values of CHSU and the College can be accessed in the University Catalog, available at www.chsu.edu.

The purpose of the College of Pharmacy Admissions policy is to explain the admissions process for applicants at CHSU's College of Pharmacy and provide guidance on minimum requirements necessary to be eligible to apply to the program. Additionally, the policy discusses the Pathways and Early Decision programs, record retention policy for admissions records, and program academic and technical standards.

CHSU's regional accreditor is the WASC Senior College and University Commission ("WSCUC"). The College of Pharmacy's accrediting body is the Accreditation Council for Pharmacy Education ("ACPE"). Information regarding CHSU and the College of Pharmacy's accreditation status can be found in the current University Catalog, accessible at www.chsu.edu. Hard copies of the Catalog can be provided upon request.

II. COMMITMENT TO DIVERSITY AND ADMISSIONS COMMITTEE

It is essential that CHSU only admit those students that it believes will be successful in the College's program and, ultimately, the pharmacy profession.

The core of CHSU's mission is to educate pharmacists who will be prepared to serve the growing health needs of the Central Valley. To accomplish this mission, CHSU must seek to achieve diversity among its student body. CHSU has a compelling interest in making sure that talented applicants, from all backgrounds, are welcome at CHSU. As such, CHSU uses a holistic approach to admissions that considers more than just an applicant's GPA and completed coursework. Specifically, factors such as an applicant's extracurricular activities, relevant life experiences, research, work and volunteer experience (including, but not necessarily limited to, experience in a pharmacy or other health care setting), family responsibilities, intellectual curiosity, respect for and knowledge of cultural differences, ability to overcome hardship, integrity, personal maturity, creativity, exceptional circumstances, status as a first generation college student and/or commitment to serving the Central Valley or disadvantaged communities ("Non-Academic Factors"). These Non-Academic Factors are all taken into consideration during the admissions process.

The College's Admissions Committee reviews application materials for applicants to the College, interviews applicants in accordance with procedures established by the College and makes recommendations regarding admissions decisions to the Dean. The Dean of the College makes



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the final decision regarding whether an applicant is admitted to the College. The Admissions Committee is comprised of faculty and students of the College of Pharmacy, additional pharmacist(s) and University or College-level admissions personnel, as appointed by the Dean.

Admissions Committee's review of candidates for the College of Pharmacy program helps to ensure that CHSU is selecting a qualified and diverse student body for the program. These values will not be compromised regardless of the size or quality of the applicant pool.

III. ADMISSIONS PROCESS

The following steps comprise the College's admissions process:

- PharmCAS Application Submission;
- Admissions Committee Review of Application;
- Candidate Interviews;
- Admissions Post-Interview Discussion and Recommendations to the Dean;
- Dean's Admission Decision.

Each of the above steps in the admissions process are described below.

A. PharmCAS Application Submission

The College uses the Pharmacy College Application Service ("PharmCAS"), which allows prospective students to complete one application that may be submitted to multiple schools. CHSU encourages all candidates to apply through PharmCAS and only accepts paper applications on rare occasions. CHSU does not have a separate supplemental application. Applicants for admission to the College are required to submit an application with all of their enclosures through PharmCAS at www.pharmcas.org. Applicants who need to complete paper applications as an accommodation due to disability should contact the College's admissions office for more information.

Applicants are required to submit all coursework taken through PharmCAS (including all prerequisites taken), fill out the transcript request forms, submit letters of recommendation, a personal statement and an application fee. Applicants will also need to submit all final transcripts verifying all of their completed coursework. The application requires three (3) letters of recommendation. The letters may be from professors, advisors, teachers, pharmacists or employers. CHSU prefers that one of these letters come from any faculty member familiar with the student's academics or research related work. The faculty member does not need to be a science faculty member. The Admissions committee will evaluate the candidates' English language writing skills when reviewing written materials submitted by the applicant.

The application review process begins after PharmCAS has verified all the required application information. Candidate applications will be reviewed by the Office of Admissions to ensure all minimum requirements have been satisfied consistent with this policy. Any applications that



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require analysis of completion of minimum requirements, including but not limited to pre-requisite requirements, will be forwarded to the Admissions Committee for additional review and a decision regarding whether minimum requirements have been satisfied. Similarly, all international student applications will also be forwarded directly to the Admissions Committee for determination regarding whether minimum and/or pre-requisite requirements have been satisfied.

Applicants not meeting the minimum requirements will be notified of the deficiencies in their application by the Office of Admissions and may, at the discretion of the Admission's staff, be given the opportunity to provide additional information in response to these deficiencies. Applicants meeting the minimum requirements will move on to the next stage in the admissions process.

B. Admissions Committee Review of Application

After the initial screening regarding completion of minimum requirements is completed, the applications are reviewed by Admission Committee members. The Admissions Committee will determine the criteria for whether the applicant will be invited to CHSU for an interview.

The Admissions Committee, in consultation with the Dean as needed, has sole discretion in deciding which applicants will be offered an interview. In making decisions regarding which applicants will be granted an interview, the Admissions Committee will review the application not only to determine whether the applicant meets the academic competence for pharmacy school but also whether the application shows evidence of Non-Academic Factors which support the application.

C. Candidate Interviews

CHSU's College of Pharmacy uses an interview process to make determinations regarding admissions. The interview can be completed in-person, via video call, or phone call. The purpose of the interview is to assess oral communication skills, writing skills, leadership skills and the applicant's potential to be a pharmacist. The interview will also assess an applicant's ability to complete the program successfully and advance in the field of pharmacy as a contributing member of a patient care team.

If an applicant is offered an interview, the applicant will be notified in advance of the interview so that the applicant to make travel arrangements. All travel arrangements will be at the applicant's own cost.

In some cases, the interview may include a writing test. Whether the interview includes a writing component will be determined prior to each admission cycle. Applicants will be notified in advance of the interview if a writing test will be required. If a writing test is required, CHSU may



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provide students who are not interviewing in-person several options for completing the writing test.

D. Dean's Admission Decisions

Following the interview, application and interview scores will be compiled by the Office of Admissions and reviewed by the Admissions Committee in accordance with pre-established rubrics. These rubrics are developed by the Admissions Committee and approved by the Dean. A blank copy of the rubrics may be obtained from the Office of Admissions prior to the candidate's interview date. Candidates are not entitled to receive copies of their scored rubrics.

The Admissions Committee will forward the scoring data along with a recommendation regarding admission of each candidate to the Dean for final decision.

CHSU uses a rolling admissions process to select successful applicants. Therefore, admissions decisions will be ongoing throughout the application process. Applicants will be notified by mail or email if they have been accepted into the College. After the admission decision is made and prior to the student's matriculation in the PharmD program, the University Registrar will confirm all final transcripts have been received and prerequisite coursework has been completed. All information provided by applicants will be verified and applicants are expected to be honest regarding the information provided throughout the admissions process. Failure to provide honest responses is grounds for rejection of the application, rescission of an offer of admission or, after matriculation, expulsion from the College.

IV. **PRE-REQUISITE COURSEWORK REQUIRED FOR ADMISSIONS**

Admission to the College of Pharmacy requires completion of the undergraduate pre-requisite courses identified in the chart below. Applicants may not use the same course to fulfill more than one pre-requisite.

When determining whether a course satisfies a pre-requisite, the College looks at a variety of factors including, but not limited to, the course description provided by the education institution where an applicant took the course. To determine whether a particular course meets a pre-requisite requirement, applicants should reference equivalency charts prepared by the Office of Admission from the College's common feeder schools or may request more information from the Office of Admission.

The number of units listed below for prerequisite requirements is the minimum number of units required in each subject area. Different education institutions use different systems for determining the number of units for similar courses. Generally, each semester is equivalent to 1.5 quarter units and applicants to the College must fulfill either the number of quarter units or semester units stated in the chart. In special circumstances where a course taken does not fit the traditional quarter or



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semester system, the Admissions Committee may review the course syllabi and course descriptions to ensure the applicant has learned the necessary content for each subject area.

Subject	Quarter Units	Semester Units	Additional Course Information
General Chemistry with Lab or Equivalent	12	8	1 year of lecture with 1 year of lab; must be a course sequence designed for science majors
Organic Chemistry with Lab or Equivalent	12	8	1 year of lecture and 1 year of lab; must be a course sequence designed for science majors
Biology with Lab or Equivalent	12	8	1 year of lecture and 1 year of lab; must include cellular and molecular biology of whole animals or humans and be a course sequence designed for science majors
Calculus or Equivalent	4	3	May be satisfied through AP credit
Physiology or Equivalent	4	3	Mammalian (whole animal or human, human preferred). In instances where a two-part anatomy/physiology series is offered by the undergraduate institution both courses are required.
Anatomy or Equivalent	4	3	N/A
Microbiology or Equivalent	4	3	N/A
General Education: Economics or Equivalent	4	3	Micro <u>or</u> macro will satisfy this requirement.
General Education: Humanities/Social Sciences	8	6	Two (2) years of coursework required. Examples include but are not limited to: psychology, communications, sociology, cultural anthropology, public speaking or related equivalent course.

V. CRITERIA FOR PRE-REQUISITES AND OTHER ACADEMIC REQUIREMENTS

A. Pre-Requisite Coursework

The following requirements apply to all pre-requisite coursework identified in section IV of this policy, above:

1. *Must Be Taken at Accredited College or University*

All pre-requisites must be completed at an accredited four-year undergraduate university, four-year undergraduate university extension program or two-year community college located in the



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United States prior to enrollment in the College, the only exception to this is if the student has satisfied pre-requisite coursework through satisfactory AP scores as described below. For international students, please see separate provisions in this policy applicable to international coursework.

2. Deadline for Pre-Requisite Completion

Unless an exception is approved by the Dean's office, all prerequisite requirements must be completed by July 31 preceding enrollment in the College. While applicants may be in the process of completing prerequisites when they submit their application, all prerequisites generally must be completed prior to matriculation.

3. Letter Grade of C- or Better Required; Preferred 2.7 Pre-Requisite GPA

Applicants must have received a letter grade of at least "C-" or higher to satisfy completion of each prerequisite course. Grades of Pass/No Pass or Credit/No Credit in prerequisite coursework will not satisfy this requirement unless the course is offered only on a Pass/No Pass or Credit/No Credit basis at the institution where the course was taken.

The College prefers a Grade Point Average ("GPA") in pre-requisite courses of at least 2.7. If a student has repeated a course multiple times, the highest letter grade the student received in the course will be counted for purposes of calculating the GPA for the pre-requisite coursework.

4. Distance Learning/Online Coursework

Generally, distance learning or online courses taken with accredited institutions are acceptable for most pre-requisite requirements. Courses that require a laboratory component may need to be completed in an in-person setting to ensure the applicant achieves the full learning experience.

5. Advanced Placement Courses to Satisfy Pre-Requisites

Pre-requisite course credit for Advanced Placement ("AP") examinations taken in high school may be offered if the applicant's AP scores are at or above a three (3.0) in science courses and at or above a four (4.0) in humanities/social science courses. AP courses may be used to satisfy any of the pre-requisite requirements. CHSU does not place a limit on the number of AP courses that may be used to satisfy prerequisites.

6. Courses Must Be Taken Ten (10) Years or Less Prior to Enrollment

Generally, all applicants must complete all pre-requisite requirements within ten (10) years or less prior to enrollment in the College. Applicants who have taken prerequisite courses more than ten (10) years prior to enrollment in the College may be required to repeat that coursework prior to matriculation. Applicants who wish to have coursework taken more than ten (10) years prior to enrollment count for pre-requisite requirements may request that those courses be counted as



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fulfilling a pre-requisite by contacting the Admissions Office (see Exceptions to Pre-Requisite Requirements, below).

7. *Exceptions to Pre-Requisite Requirements*

Requests for courses taken more than ten (10) years prior to enrollment, for substitutions of activities or alternative coursework in place of a required pre-requisite, requests to take pre-requisite requirements after matriculation, or any other requested deviation from the above described pre-requisite requirements must be processed through the Office of Admissions before July 15 preceding the semester of intended enrollment in the College. Once received, the applicant's request will be reviewed by the Admissions Committee who will formulate a recommended response to the request and forward that recommendation along with the request form to the Dean for final decision.

With respect to courses taken more than ten (10) years prior to enrollment, the following factors will be considered: (1) whether the course is essential as a building block for the pharmacy curriculum; (2) whether the content taught in the course has remained stagnant or changed over time; and (3) whether an applicant has been working or has otherwise been exposed to an environment that allowed the applicant to remain up-to-date on the subject.

With respect to requests for substitutions to required pre-requisite course work, the College rarely grants such requests, and extraordinary circumstances must be shown to support the request. All requests for substitutions or alternative coursework must be accompanied by an official course syllabi. Such requests will be evaluated based on whether the necessary knowledge and skills would have been gained through the substituted activity or coursework.

With respect to requests to take pre-requisite courses after matriculation to the College, the following parameters apply to such requests:

- Requests to take General Chemistry, Organic Chemistry, General Biology or Calculus concurrently with College of Pharmacy courses are not permitted.
- Requests to take Physiology, Anatomy or Microbiology concurrently with College of Pharmacy courses will be granted in rare, limited circumstances where applicants show extraordinary circumstances support such a request.
- Requests to take General Education (Economics, Humanities/Social Sciences) requirements concurrently with College of Pharmacy courses must be supported by information showing the applicant made every effort to complete these courses prior to matriculation. Requests to complete all General Education requirements concurrently with enrollment in the College of Pharmacy are not permitted.

Once a request for courses taken more than ten (10) years prior to enrollment, for substitutions of activities or alternative coursework in place of a required pre-requisite, requests to take pre-



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requisite requirements after matriculation, or any other requested deviation from the pre-requisites are received by the Office of Admission, it will be routed to the Admissions Committee for review. The Admissions Committee will provide a recommendation regarding the determination of the applicant's request and will forward both the request and the recommendation to the Dean for final decision. The Admissions Office staff will communicate the final decision to the applicant.

If such request is granted, applicants will be required to sign a Pre-Enrollment Agreement prior to matriculating to CHSU which will identify the decision made and any obligations the applicant has as a result. If the applicant fails to sign the Pre-Enrollment Agreement, the applicant will not be permitted to enroll at CHSU.

B. Other Academic Requirements for Admission

Other academic requirements for admission to the College of Pharmacy are explained below.

1. *Bachelor's Degree Preferred, Minimum Units Required*

To be eligible to apply to the California Health Sciences University, College of Pharmacy program, a bachelor's degree (B.S. or B.A.) is preferred, but not required. For applicants that will have earned a bachelor's degree prior to enrollment, no specific undergraduate major is recommended or required but a strong science background is essential. However, in all cases, in order to be eligible for admission, an applicant must satisfactorily complete a minimum total of 108 quarter units or 72 semester units of academic course work at an accredited college or university in the United States or an equivalent foreign university prior to enrollment in the College. Pre-requisite courses will count towards the minimum number of units required.

2. *Entrance Examinations*

No entrance examinations are required for admission. The College does not require applicants to take the Pharmacy College Admission Test ("P.C.A.T.") or Graduate Records Examination ("G.R.E.").

3. *Cumulative GPA*

The College takes a holistic approach to admissions, ensuring a qualified and diverse student body. Accordingly, the College does not have a minimum cumulative GPA requirement; however, a cumulative GPA of 2.7 or higher is preferred. In calculating cumulative GPA, the College will count all undergraduate course work taken (including courses the applicant has failed). If a student has retaken a course multiple times, all grades received for that course will be accounted for in calculating cumulative GPA.



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4. English & Other Language Skills

The ability to express oneself in both oral and written English is essential to the practice of pharmacy in the United States. Accordingly, the College requires that all students be able to clearly communicate both orally and in writing in English.

Additionally, proficiency in a different language is a skill highly desirable for practicing pharmacists to allow them to communicate effectively with diverse patient populations. This skill is especially needed to address the needs of disadvantaged patient populations located in California's Central Valley. Accordingly, an applicant's proficiency in a language other than English, demonstrated by the applicant's native language skills or by foreign language course work, is preferred by the College but not required.

5. Ability to Obtain and Maintain Pharmacy Intern License Issued by the California Board of Pharmacy

In addition, students must be able to obtain and maintain a valid Pharmacist Intern license in the State of California and pass the requisite criminal background check, drug tests/screens, immunization/tests, and trainings required by the California Board of Pharmacy, California law and/or California Health Sciences University College of Pharmacy affiliated experiential sites and their accrediting and/or regulatory agencies.

VI. MINIMUM TECHNICAL STANDARDS FOR THE PHARMD PROGRAM

The California Health Sciences University, College of Pharmacy acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 11-336, the Americans with Disabilities Act (ADA) 19903, and requires that all applicants in the Doctor of Pharmacy program meet minimum technical standards to be accepted into the program. Following enrollment, all College students must continue to meet these technical standards. The Doctor of Pharmacy program is a rigorous and challenging academic program. Technical standards refer to the minimum characteristics and abilities within the cognitive, affective and psychomotor domains. All applicants/students are required to possess specific characteristics and abilities within these domains.

Every applicant is considered without regard to disability. The College reserves the right to deny admission to any applicant who cannot meet the minimum technical standards with or without reasonable accommodations, as determined during the application process. Applicants are not required to disclose the nature of their disability(ies), if any, to the College. Any applicant with questions about these technical standards is strongly encouraged to discuss his/her specific concerns with the Admissions Office. If appropriate, and upon the request of the applicant, reasonable accommodations will be provided in accordance with law.



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Conferring the PharmD degree on a student graduating from the College indicates that each student has demonstrated that they have acquired and can apply the knowledge and professional skills essential to the roles and functions of a practicing pharmacist. The acquisition and application of these skills ensure the safety of patients served by students during their enrollment at the College and after as they become pharmacists. Therefore, each student must be able to demonstrate proficiency in these skills with or without reasonable accommodation. The technical standards that each student must possess to successfully complete the academic/curricular requirements for the PharmD degree are described in this section below.

Once admitted to the program, students will be expected to maintain the technical standards and demonstrate them through their coursework, interaction with peers and faculty, and in their professional experiences throughout the program. Reasonable accommodation for persons with disabilities will be considered on an individual basis in accordance with the College's and University's policies. Students who fail to demonstrate the technical standards while in the program will be evaluated and appropriate action will be taken. Because this expectation is separate from academic achievement, simply maintaining a passing GPA is not sufficient to prevent a student from being dismissed from the program for failure to meet technical standards. Furthermore, the College of Pharmacy reserves the right to dismiss any student from the program who either fails to disclose information relevant to their qualifications under the technical standards described below or who falls out of compliance with the technical standards after admission to the program.

A. Observation

Students must be able to observe demonstrations and conduct exercises in a variety of areas related to contemporary pharmacy practice, including but not limited to monitoring of drug response and preparation of specialty dosage forms. Students must be able to observe demonstrations and experiments in the basic and pharmaceutical sciences, and medical illustrations and models. A student must be able to observe a patient accurately at a distance and close at hand, noting nonverbal as well as verbal signals. The student must be able to observe and interpret presented information. Specific vision-related requirements include, but are not limited to the following abilities: visualizing and discriminating findings on monitoring tests; reading written and illustrated material; discriminating numbers and patterns associated with diagnostic and monitoring instruments and tests; observing the activities of technical staff operating under their supervision; reading information on a computer screen and small print on packages or package inserts; distinguishing shapes, colors, markings, and other characteristics of small objects (e.g. different dosage forms); and competently using instruments for monitoring drug response. Observation requires not only the functional use of the sense of vision, but other sensory modalities as well such as hearing and other somatic senses. For example, observation can be enhanced in some situations by the use of the sense of smell.



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B. Communication

A pharmacy student should be able to speak, hear and observe patients and other health care professionals to extract both verbal and non-verbal information, and must be able to communicate effectively with and about patients. Communication includes speech, reading, writing and computer literacy. The student must be able to perceive and respond appropriately to all types of communication (verbal, nonverbal, written) with faculty, staff, peers, patients, caregivers, family of patients, the public, and all members of the health care team.

Specific requirements include, but are not limited to, the following abilities; reading, writing, speaking and comprehending English with sufficient mastery to accomplish didactic, clinical and laboratory curricular requirements in a timely, professional and accurate manner; eliciting a thorough medication and medical history; and communicating complex findings in appropriate terms that are understood by patients, caregivers, and members of the healthcare team. Each student must be able to read and record observations and care plans legibly, efficiently and accurately. Students must be able to prepare and communicate concise but complete summaries of individual activities, decisions and encounters with patients. Students must be able to complete forms and appropriately document activities according to directions in a complete and timely fashion.

C. Sensory and Motor Coordination and Function

Pharmacy students must have sufficient motor function to perform basic laboratory skills to accomplish basic pharmacy practice tasks utilizing both gross and fine motor skills. These include but are not limited to: compounding prescriptions; filling prescriptions; counting prescription medications; administering medications; preparing intravenous products; and administering intramuscular and subcutaneous injections. Students must be able to conduct physical assessments of patients by palpation, auscultation and other diagnostic evaluations. Other motor activities include performing first aid and/or cardiopulmonary resuscitation in the clinical setting.

Students must be able to travel to off-site settings and experiential locations in a timely manner. Students must be able to respond promptly to urgencies within the practice setting and must not hinder the ability of their co-workers to provide prompt care. Examples of such emergency treatment reasonably required of pharmacists include arriving quickly when called, rapidly and accurately preparing appropriate emergency medication, and preparing sterile intravenous medications. Students must be able to use computer-based information systems and have sufficient motor function and coordination required for manipulation of small and large objects. Students must have the ability to move and position another person in a manner that will facilitate physical assessment or other diagnostic lab testing. Lastly, students must exhibit the physical and mental stamina needed while standing or sitting for prolonged periods of time.



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D. Intellectual, Conceptual, Integrative, and Quantitative Abilities

A student should possess sufficient intellectual, conceptual, integrative and quantitative abilities to complete a rigorous and intense didactic and experiential curriculum. These abilities include measurement, calculation, reasoning, analysis, decision-making, judgment, information integration, and solution synthesis. In addition, the student should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Especially important is the appropriate and rapid calculation of dosages for a variety of patient-specific conditions such as renal or hepatic failure, obesity, cardiac or respiratory arrest, etc. Additionally, calculations involving appropriate dilution or reconstitution of drug products, electrolytes, etc. must be made accurately and quickly. Students must be able to retain and recall critical information in an efficient and timely manner. Students must be able to identify and acknowledge the limits of their knowledge to others when appropriate and be able to recognize when the limits of their knowledge indicate further study or investigation before making a decision. Students must be able to interpret graphs or charts describing biologic, economic or outcome relationships. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. Students are expected to be fully alert and attentive at all times in classroom and clinical settings.

E. Behavioral and Social Attributes

Students must possess the physical and emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of effective relationships with patients. Students must adapt to changing environments and possess coping mechanisms to respond appropriately to continue functioning in the face of uncertainties inherent in academic and clinical environments. Qualities and characteristics that will be assessed during the admission and education process are compassion, integrity, concern for others, interpersonal skills, interest, and motivation. Students must recognize and display respect for differences in culture, values, and ethics among patients, faculty, peers, clinical and administrative staff and colleagues. Students must be able to identify and demonstrate appropriate behavior to protect the safety and well-being of patients, faculty, peers, clinical and administrative staff and colleagues. Students must also be able to handle situations appropriately and professionally when those situations may be physically, emotionally, or intellectually stressful, including those situations that must be handled promptly and calmly. At times, this requires the ability to be aware of and appropriately react to one's own immediate emotional responses and environment.



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F. Ethical Values

An applicant/student must demonstrate a professional demeanor, conduct and behavior that are appropriate to his or her standing in the professional degree program. This includes compliance with the ethical and professional rules applicable to the profession of pharmacy and all College and University policies, including but not limited to the Code of Ethical Conduct. Under all circumstances, students must protect the confidentiality of patient information in their professional and personal communications and may not store electronic patient information on their own personal or CHSU-issued electronic devices.

VII. TRANSFER APPLICANTS

Applicants currently or previously enrolled in another accredited pharmacy school in the United States are eligible to apply to the College as transfer students. The transfer applicant must be in good academic standing with their current or previous pharmacy school and must not have been expelled or suspended for disciplinary reasons.

Transfer applicants must comply with the same admissions requirements as non-transfer applicants and, in addition, must submit the following:

- A letter from the dean of the pharmacy school where the student is currently attending or previously attended to confirm that they are in good academic standing and have not been subject to disciplinary proceedings at that institution.
- Transcripts from the transfer applicant's current or prior pharmacy school.

Importantly, all transfer applicants must be aware that transfer of pharmacy coursework to meet the College's curricular requirements will be the decision of the College's Curriculum Committee, which will issue course-waivers for those courses deemed comparable to CHSU College of Pharmacy courses. CHSU does not award credit for prior experiential learning and experiential rotations will need to be completed again.

VIII. DACA & INTERNATIONAL APPLICANTS

A. Deferred Action for Childhood Arrival ("DACA") Applicants

Deferred Action for Childhood Arrival ("DACA") is an American immigration policy that allows certain undocumented immigrants who entered the country before their sixteenth (16th) birthday and who meet other restrictive criteria to receive renewable two-year work permits and exemption from deportation. CHSU welcomes applicants with DACA status to apply to its Pharmacy program.



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B. International Applicants

CHSU is not yet able to sponsor visas for international applicants that require a visa to enter or remain in the United States. International applicants who may lawfully enter or reside in the United States without the need for CHSU visa sponsorship are welcome to apply to the College. However, the College encourages all such applicants to communicate with the California Board of Pharmacy to determine if they will be eligible to receive a pharmacy intern license issued by that agency. Successful completion of the PharmD program requires a California intern license and the College cannot guarantee all admitted students will receive such license. The College will not be held liable to students who matriculate to CHSU and are later denied a California intern license for any reason, including, but not limited to, denial on a basis related to undocumented or other ineligible immigration status.

At this time CHSU does not offer English Language Services to international students and fluency in English is required of all students. No instruction will occur in a language other than English.

Notwithstanding the above, the College will accept applications from international applicants. International students follow the same application steps as all other applicants applying to the PharmD program. International students who have completed a bachelor's degree in the United States or at a foreign institution where English is the primary language of instruction will be exempt from the below requirements and will be subject to the same admissions standards as described above. With regard to international students who have not completed a bachelor's degree in the United States, the College will consider such application within the context of that applicant's home country's educational environment, subject to the following additional requirements:

- International applicants must provide official copies of academic records (translated into English if received in a foreign language) from all colleges or universities attended after high school or equivalent.
- International applicants with U.S. permanent resident status and/or naturalized citizenship and holders of international visas who complete pre-requisite courses from outside the United States must either: (a) submit an official evaluation of their coursework and degree(s), if any, from the World Education Services ("WES") (<http://www.wes.org/>) to PharmCAS; or (b) submit an official evaluation of their coursework and degree(s), if any, from International Education Research Foundation ("IERF") at [<http://www.ierf.org/>], Educational Credential Evaluators ("ECE") at [<http://www.ece.org/>], or Josef Silny and Associates [<http://www.jsilny.com/>] to CHSU. Students may be exempt from the WES or other international verification requirements as determined on a case-by-case basis. To request exemption, the applicant must follow the procedures above under "Exceptions to Pre-Requisite Requirements."



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- International applicants applying to attend CHSU whose primary language of instruction was not English must submit scores on the Test of English as a Foreign Language (“TOEFL”). These scores may be submitted through PharmCAS.

Minimum Required Scores for Eligibility for Admissions:

<u>TEST TYPE</u>	<u>SCORE</u>
Paper-Based TOEFL	550
Computer-Based TOEFL	213
Internet-Based TOEFL	100

IX. EARLY DECISION PROGRAM

The College participates in the Early Decision Program offered through PharmCAS. We encourage applicants who have decided that the College is their top choice school to be considered for admission before other applicants. The Early Decision Program gives students who are committed to the College peace of mind that they will receive an admission decision early in the pharmacy school admission cycles such that they may avoid paying for and completing additional pharmacy school applications for other schools. To be eligible to apply to the Early Decision Program, applicants must already have completed pre-requisite requirements or have their remaining pre-requisites in progress or planned for completion prior to matriculation to the College.

The Early Decision program is not binding on applicants. Applicants admitted to the College through the Early Decision Program may decline to attend and apply to other pharmacy schools; however, these applicants are prohibited from applying for an early decision to another pharmacy school during the same admissions cycle.

The Early Decision Program application deadline is the first Tuesday after Labor Day for applicants applying for admission in the following fall. PharmCAS must receive applicant’s PharmCAS application, official transcripts and application fees no later than the Early Decision deadline described above.. Additional rules and guidelines regarding the Early Decision Program are governed by PharmCAS, as those rules and guidelines may change from time to time. Early Decision applicants are encouraged to refer to the PharmCAS website for more information.



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X. PATHWAYS PROGRAMS – PARTNERSHIPS FOR PRIORITY ADMISSION WITH UNDERGRADUATE EDUCATION INSTITUTIONS

The College has established articulation agreements with undergraduate education institutions. The pathway programs fall into two different types: (1) accelerated pathway programs that allow students to earn their pharmacy degree in a shorter period of time by allowing the last year of college to be completed at the College of Pharmacy with priority admission; or (2) pathway programs that only offer priority admission to applicants applying from schools with articulation agreements in place between the school and the College so long as the applicants are meeting all admission requirements. Currently, the College has three such partnerships: with Fresno Pacific University, Clovis Community College and Bakersfield Junior College. The College is in the process of developing additional pathway programs. More information regarding the College's current pathways programs, including how each program works can be accessed on CHSU's website at: <https://chsu.edu/admissions/#pathways-to-chsu>.

XI. DEFERMENT OF ADMISSIONS

In general, CHSU's College of Pharmacy does not permit the deferment of admission offers. An offer of admission applies only to the specific semester for which the applicant has applied. Applicants who are not able to attend the College of Pharmacy in the specific semester to which they have applied to and subsequently have been admitted in, may need to reapply for admission. Consequently, a student who was admitted to one semester may not necessarily be offered admission in another semester.

Under certain circumstances, an applicant's request for deferring admission may be considered on a case-by-case basis. Applicants seeking deferment must make such request following admission in writing to the Office of Admissions. Applicants may be required to submit relevant documentation supporting their deferment request. The Office of Admissions will make a recommendation regarding deferment to the Dean of the College of Pharmacy. Ultimately, these requests will be either granted or denied solely at the discretion of the Dean of the College of Pharmacy.

Applicants who have been granted deferment will not need to re-apply to CHSU and will be permitted to attend CHSU in the semester to which their admission has been deferred. Deferred applicants must continue to meet all CHSU requirements during the entirety of the deferment period. Prior to enrollment, deferred applicants will need to comply with all admission criteria that was in place at the time they were initially offered admission into the College of Pharmacy, and not the admission requirements that are in place at the time the applicant actually attends CHSU.



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XII. RETENTION OF ADMISSIONS RECORDS

A. Applicants That Matriculate to CHSU

The CHSU Office of the Registrar maintains a record for each enrolled graduate student at CHSU. Upon enrollment, the applicant file for each student will be maintained in the enrolled student's file maintained by the Registrar.

B. Applicants That Do Not Matriculate to CHSU

Application materials submitted by applicants that were denied admission or who declined an offer of admission will be maintained by the College's Admission office as follows:

- International Applicants: three (3) years from date of decision/declination;
- All other Applicants: two (2) years from date of decision/declination.

Thereafter, the records will be shredded or otherwise disposed of in a manner that maintains confidentiality of the information.

XIII. Additional Enrollment Requirements

All offers of admission to the College are conditional on meeting additional pre-enrollment requirements. All admitted students must meet the following criteria in order to enroll in the College:

A. Health Insurance

As an institution dedicated to the study of health care, CHSU places a great emphasis on personal health and well-being. The CHSU requires that all students be covered by a comprehensive medical and prescription drug insurance plan.

B. Criminal Background Check and Drug Screening

Experiential education as a licensed pharmacy intern is part of the College's curriculum for all students in the PharmD program. Experiential education sites as well as the California Board of Pharmacy require students to undergo a criminal background check and drug screening prior to receipt of an intern license and subsequent participation in experiential education curriculum. Therefore, all admitted students must successfully complete a criminal background check and drug screening prior to enrollment in the College.

Admitted students will need to complete both the criminal background check and the drug screening through an appropriate third-party agency. CHSU will provide all students the relevant information to be able to complete both the criminal background check and the drug screening. Once completed, the third-party agency will release the background check and drug screening results to the applicant



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and CHSU. The College encourages all applicants with potential issues on their background checks to communicate with the California Board of Pharmacy to determine if they will be eligible to receive a pharmacy intern license issued by that agency. Successful completion of the PharmD program requires a California intern license and the College cannot guarantee all admitted students will receive such license.

Acceptance to the program will become final once the Office of Admissions verifies that all required information has been received and that the outcome of the background check is satisfactory. After enrollment, background checks and drug screenings may be repeated for each student annually each academic year and as needed to ensure eligibility for participation in experiential education curriculum.

The cost of initial and repeat background checks and drug screenings is the responsibility of the admitted or enrolled student.

C. Immunization Requirements

Infection control policies at area experiential education sites require the College to ensure that students entering these facilities for training purposes are in good health. Accordingly, the following requirements must be met prior to enrollment in the College.

1. Admitted students must provide the following health related documents to the Office of Experiential Education before July 1 preceding the semester of initial enrollment:
 - Student Information (FORM 1)
 - Health History (FORM 2)
 - Physical Examination (FORM 3)
 - Tuberculosis Clearance (FORM 4)
2. PPD2-Step-Required upon admission. (Have PPD #1 completed. Wait 7-10 days from PPD #1 date read to have PPD #2 placed.) Refer to the www.CDC.org website for additional information.
 - (a) 1-Step-Required annually.
 - (b) TB Screening (PPD skin tests and/or chest x-ray results) must be completed between June 1-June 25, and annually thereafter.
 - (c) Chest X-ray/Quantiferon-TB Gold – Only required for those with PPD(+) – Required annually.
6. Authorization for Release of Communicable Disease Clearance Information to Clinical Rotation Sites (FORM 5)



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7. California State Required Meningitis Awareness Disclosure (FORM)
8. Proof of Immunization for the following vaccinations (copies required):
 9. Tdap (tetanus/diphtheria/pertussis). Tdap is considered current if administered within 10 years. TD or DTaP will not be accepted.
 10. FluVaccine – required annually.
 11. Laboratory Results (serum blood titers) for the communicable diseases below:
 12. Titers considered current if completed within 5 years.
 13. Laboratory results must include reference ranges and be on laboratory letterhead.
 - a. If immunity is not present according to serum blood titer, student must obtain vaccination and serum blood titer retest as indicated per CDC recommendation. Refer to the www.CDC.org website for additional information.
 14. Hepatitis B Surface Antibody Titer- Qualitative (HBsAb)
 15. Measles (Rubeola) Antibody Titer- Qualitative (Measles AB, IgG, EIA) (if there is no documentation of 2 doses)
 16. Mumps Antibody Titer- Qualitative (Mumps AB, IgG) (if there is no documentation of 2 doses)
 17. Rubella Antibody Titer- Qualitative (MMR Ab, IgG) (if there is no documentation of 2 doses)
 18. Varicella Antibody Titer- Qualitative (Varicella AB, IgG)
 19. Additional immunizations, health information, or lab tests may be required to comply with outside affiliation agreements. Information regarding your health history is requested for your protection and to assist us in case of emergency. The information is confidential. Portions of this information may be shared with appropriate personnel at our pharmacy practice experience sites, as required by our affiliation agreements, however, before sharing any such information we will obtain the student’s informed consent. Questions regarding these policies should be directed to the Director of Experiential Education.

Students may be permitted to opt-out of any of these immunization requirements for documented health-related reasons. Students should inquire about the opt-out process with the Office of Experiential Education.



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D. Intern Licensure & Information on Pharmacist Licensure Post-Graduation

All students in the PharmD program must obtain and maintain an intern license through the California Board of Pharmacy (“Board of Pharmacy”) after enrollment in the College.

Detailed information about registration as an intern pharmacist with the Board of Pharmacy is provided to all new students in the fall semester of the first year. To be eligible for an intern license from the Board of Pharmacy, students must meet all eligibility requirements required by that state agency, as those requirements may change from time to time. CHSU has no control over what requirements the Board of Pharmacy imposes. Generally, to satisfy these requirements students must be enrolled in a school of pharmacy recognized by the Accreditation Council for Pharmaceutical Education (ACPE) as evidenced by being granted Precandidate, Candidate or full accreditation status. ACPE has granted CHSU College of Pharmacy Candidate status. Registration instructions for licensure as a California Intern Pharmacist will be provided by the College during the first year of fall semester. However, additional requirements specific to each applicant for a pharmacy intern license can impact whether the Board of Pharmacy issues the license. Because CHSU cannot guarantee eligibility for licensure for each individual student, applicants for admission to the College are encouraged to contact the Board of Pharmacy before enrolling in the College if they have questions regarding their eligibility to obtain an intern license.

Following graduation from the College’s program students may apply to the Board of Pharmacy for licensure as a practicing pharmacist in accordance with the rules and regulations of that state agency, as they change from time to time, including rules regarding standardized testing requirements (e.g., the North American Pharmacist Licensure Examination “NAPLEX”). As with intern licenses, pharmacist licensure decisions are made solely by the Board of Pharmacy. CHSU cannot and does not guarantee any College graduate will pass the required examinations or otherwise be eligible for licensure as a pharmacist.

XIV. READMISSION POLICY

Students who have been dismissed from the college of pharmacy or have withdrawn from the university may apply for readmission. A student who wishes to apply for readmission shall submit a letter of interest to the dean explaining the reasons behind the request. The letter should include a description of the circumstances that led up to the dismissal or withdrawal and a detailed explanation of why the student feels that readmission is warranted, as well as justification of why the student believes that he/she would be successful if readmitted. The letter must be submitted to the dean no later than June 1 for consideration of readmission to begin at the start of the fall semester.

Readmission will not be considered if the student has any outstanding financial obligations to CHSU. If the dean feels that readmission warrants consideration, the student’s letter and prior records at CHSU will be discussed at a meeting of the College Administrative Committee, at



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which the registrar and any other relevant faculty or staff shall be invited to participate. The meeting shall be scheduled to take place within 10 business days of receipt of the student's letter. Based on input from the invited guests and a review of all documentation, the committee shall assess the likelihood of the student being successful if readmitted, and render a decision prior to July 1. If the decision is made to readmit, the committee shall also specify the status of the student upon readmission (in terms of place in the program) and whether readmission should be delayed until the spring semester to better align with completed coursework. The dean shall notify the student of the decision within 5 business days.

If the dean determines that circumstances of the dismissal or withdrawal do not warrant consideration, or if the College Administration Committee rules that readmission is not warranted, the decision is final and cannot be appealed.

If readmission is granted, the dean will notify the appropriate parties. The Professional Education Committee will also be asked to determine if any adjustments need to be made to the student's course load due to curriculum changes that might have occurred while the student was not enrolled.

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- Policy Owner: Dean of COP
 - Effective Date: 6/13/2019
 - Approval by President Date: 6/20/2019
 - Approval by Provost Date: 6/20/2019