

MARSHALL B. KETCHUM UNIVERSITY
University Student Affairs

UNIVERSITY STUDENT HANDBOOK
2019-2020



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I. INTRODUCTION

University Student Affairs is pleased to present the **2019-20 University Student Handbook**. This handbook includes a compilation of University policies and other information pertinent to the student experience at Marshall B. Ketchum University (MBKU). Please refer to your respective Program Student Handbook for additional policies and more information.

MBKU is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry (SCCO), the School of PA Studies (SPAS) and College of Pharmacy (COP). SCCO awards a Doctor of Optometry and a Master of Science in Vision Science degree. SPAS awards a Master of Medical Science degree and a PA Certificate. COP awards a Doctor of Pharmacy degree.

A. Vision, Mission, Core Values & MBKU History

OUR VISION

We seek to reimagine the future of health care education.

OUR MISSION

The mission of Marshall B. Ketchum University is to educate caring, inspired health care professionals who are prepared to deliver collaborative, patient-centric health care in an interprofessional environment.

OUR CORE VALUES

Marshall B. Ketchum University is guided by the values of:

Accountability: We are committed to honesty, fairness, and responsibility for our words and actions.

Caring: We strive to address the needs of the University community and others by nurturing a spirit of compassion.

Excellence: Consistent with our legacy, we are committed to achieving outcomes of the highest quality.

Innovation: We have the courage to dream and experiment with creative and unique ideas.

Respect: We value the unique talents and diversity of people, strive to work collaboratively, and honor the open exchange of ideas.

History

Marshall B. Ketchum University (MBKU) was established in April, 2013 to create the organizational structure necessary to incorporate multiple health care disciplines within one educational institution. The University is named after Dr. Marshall Bidwell Ketchum who founded the Los Angeles School of Ophthalmology and Optometry in 1904 that decades later evolved into the Southern California College of Optometry (SCCO).

In 2011, the SCCO Board of Trustees established the School of Physician Assistant Studies (SPAS), admitting the first class in 2014. In 2013, the MBKU Board of Trustees established the College of Pharmacy (COP), admitting its first class in 2016. Both programs join SCCO in providing a unique opportunity for interprofessional health care education on our campus.

MBKU owns and operates two University Eye Centers at Ketchum Health, one located in Los Angeles and one in Anaheim (est. 2016). Ketchum Health Anaheim also houses the SPAS Family Medicine practice and the COP Pharmaceutical Sciences Research Laboratory.

B. Use of the Handbook

This Handbook is a reference piece for matriculated students used to supplement, not replace, the University Catalog and the individual Program Student Handbooks. During the course of the year, as information or policies are developed, they will be distributed to all students as "Handbook Supplements."

The policies outlined in this Handbook give a general understanding of the rules and regulations governing MBKU and they are subject to revision without notification. MBKU assumes no responsibility for errors in, misrepresentation of, or misinterpretation of these policies. Please read the information carefully and be sure to contact University Student Affairs for clarification or more information.

MBKU reserves the right to change programs, policies and requirements published in this Handbook. The Handbook should not be regarded as a contract but all MBKU students should be knowledgeable of the information therein.

Any suggestions for additional information to future Handbooks are welcomed, including suggestions or concerns about campus policies and procedures. Please contact University Student Affairs at StudentAffairs@ketchum.edu.

C. Non-Discrimination Policy

MBKU is committed to providing an environment in which all individuals are treated with respect and professionalism. It is University policy to prevent the unlawful discrimination against students, applicants for admission, employees, applicants for employment or patients requesting treatment on the basis of race, color, national origin, sex, disability or age. An otherwise qualified individual shall not be excluded from admission, employment or participation in educational programs and activities solely by reason of their physical handicap, medical condition or mental or physical disability. The University's non-discrimination policy is consistent with federal and state law. Inquiries regarding the University's equal opportunity policies should be directed to the Vice President for Student Affairs (and/or refer to the [Prohibited Discrimination, Unlawful Harassment & Sexual Misconduct Policy](#)).

For further information on notice of non-discrimination, contact The Office of Civil Rights by calling 1-800-421-3481.

D. Interrelationships

Generally accepted relationships between representative groups of the MBKU community require the following tenets be observed: The official channels of intercommunication and lines of responsibility shall follow the formal table of organization as set forth herein or as subsequently modified by action of the Board of Trustees. The official representatives of these groups shall be:

- **Chairman of the Board of Trustees** – for the Board of Trustees and/or its Executive Committee and Board Committee
- **President of the University** – for the administration and for the University
- **Senior Vice President and Chief of Staff** – for administrators and staff in University support services and on behalf of the President
- **Vice President for Financial Affairs and CFO** – for administrators and staff in finance and business operations
- **Vice President for Educational Effectiveness and Institutional Research** – for administrators and staff in University academic support services
- **Vice President for University Advancement** – for administrators and support staff in fundraising and alumni relations
- **Vice President for Human Resources** – for employees
- **Vice President for Student Affairs** – for students
- **Dean of the Southern California College of Optometry (SCCO)** – for the faculty and academic administrators of SCCO
- **Director of School of Physician Assistant Studies (SPAS)** – for the faculty and academic administrators of SPAS
- **Dean of the College of Pharmacy (COP)** – for the faculty and academic administrators of COP
- **President of the Faculty Senate** – for the faculty
- **President of the Student Association** – for the students, student association (including all organizations and clubs), and individual classes
- **Alumni Association Board of Directors Chair** – for the Alumni Association Board of Directors, members of the alumni association and the alumni

Interactions between members of the Board of Trustees, administration, faculty members, support staff, students, alumni, and the public are conducted according to the stated organizational protocols:

1. All official contacts between the Board of Trustees and the faculty, administrators, support staff, student body and alumni shall be through the President of the University.
2. Representations by the Board of Trustees Chair, the President of the Faculty Senate, the President of the Student Association and the Alumni Association Chair shall be official only insofar as the individuals are elected and as they are duly authorized by their respective group.
3. Individual contacts between members of the Board of Trustees, the administration, faculty, support staff, students, Student Association and Alumni Association pertaining to the affairs of the University shall have no official status and may not be documented as part of the business of the University.
4. Since the members of the student body, faculty, support staff, Alumni Association, administration, and Board of Trustees represent a wide spectrum of cultural, societal, religious and political beliefs, such opinions as may be held by any of the individuals within these groups will not become any part of the transaction of these groups. Reference to matters of this nature, whether written or oral, will not become a part of the official business of the University.
5. The private personal business and/or the practice of a faculty member is not to become a part of the business of the University and is not to interfere with the faculty member's duties or reflect unfavorably on the University at any time. Faculty, administration, staff and students will not impose upon other members of the University community (including the Board of Trustees) for special privileges because of their status nor shall members of the Board of Trustees seek special consideration from any member of the University community because of their position. Any questions concerning any aspect of this matter should be brought to the attention of the President of the University as soon as possible.
6. Redress or appeal: In the event that any individual member(s) of any of the above-named groups believes their statement, request, petition or recommendation has not received fair and equitable consideration based on existing official University policy and procedures, it may be submitted in writing to the President of the University for redress provided that all reporting protocols have been followed as described in the section on Chapter V – Student Conduct.

II. **ACADEMIC INFORMATION & UNIVERSITY POLICIES**

A. Academic Integrity

Academic integrity is necessary for the academic functions of the University and in the interest of protecting the validity of the University's grades and degrees. Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and considered academically dishonest. Violations of academic integrity defined by the University and the student's Program may result in dismissal from the University (see [Student Conduct](#)).

B. Academic Regulations & Procedures

Material regarding academic regulations and procedures contained in the University Student Handbook are designed to complement the information found in the University Catalog and the Program Student Handbooks (each found on the respective Program pages on the [portal](#)). Students may refer to these documents for detailed information relating to academic requirements and policies.

C. Academic Policy

The objective of MBKU is to provide a premier educational experience with emphasis on the needs of the students as individuals while they pursue a rigorous course of study. In addition to the academic learning opportunity, it is expected that the faculty, staff, curriculum and atmosphere will combine to foster the growth of the student, as a person, with understanding and maturity as well as technical expertise. Students are admitted with the expectation that all academic and clinical requirements will be completed within the Program's timeframe. All faculty and staff embrace the responsibility for educating, supporting and assisting students whenever possible and within reason.

D. Course & Faculty Evaluations

Students are expected to provide input on a regular basis, both formally and informally, for faculty and course evaluation. All students are required to complete the computerized course evaluations at the conclusion of each course. These evaluations are coordinated by the Chief Academic Officers in each Program and results are provided to the Program Dean/Director and individual faculty member(s).

E. Grading

Abbreviated course descriptions are presented in the University Catalog. At the start of each course, students are provided a course syllabus indicating the course objectives and goals, a listing of required and recommended readings, the methods used, and examination given to assess learning and grading policies and a statement of classroom attendance requirements. Please note examination policies differ by Program. Students should refer to their respective Program Student Handbook.

1. Grading System

The following grades and notations are used by the University Registrar. Students may refer to their Program Student Handbook for further information on the grading system used by their Program. Grading systems and scales vary by Program.

Grade	Grading Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
D	1.0
F	0.0
P	0.0
HP	0.0
FC	2.0
FD	1.0

Notations

AS	Advanced Standing
AUD	Courses Audited without Credit
E/I	Incomplete
F	Failure
FC/FD	Remediated Failure
P	Pass
HP	High-Pass
IP	In-Progress Course
W	Withdraw

A student's grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of units attempted. No grade points are assigned for courses that were incomplete, courses audited by the student or any P/F coursework. If a course is taken more than once, the original grade remains on the student's record; both units and grades are computed in the GPA. However, the newer grade is the standing grade used to determine requirement completion.

Definitions of other grades/notations used:

- "Advanced standing" indicates credit given for previous equivalent work. Forms to waive a course are available from University Student Affairs.
- "Audit" indicates that a student was granted permission to attend lectures in a class for no credit. Students may not audit laboratories or clinical assignments.
- An "incomplete" indicates that assignments have not yet been completed. It does not refer to the adequacy of the performance. An incomplete grade for failure to complete assignments must be removed at a time designated by the instructor of record; but no later than three weeks following the completion of the quarter or it will automatically be changed to an F, or failure. An incomplete grade for failure to take a final examination must be made up immediately upon return to campus. A student receiving an incomplete grade in a clinical rotation may have the completion of the work deferred for longer than three weeks subject to the approval of the instructor.
- All course failures in required coursework must be successfully remediated or repeated according to the student's program policy for Program progression.
- The student's Program determines if course remediation is an option for the student. Successful completion of a remediation will result in a grade change to FC or FD (see program handbook). A fee to remediate deficiencies and for make-up examinations may be charged.
- "Pass" indicates credit given for satisfactory completion of a pass-fail course.
- "High-Pass" indicates credit given for outstanding competency completion of a pass-high-pass-fail course, typically a clinical course.
- A course that is taken more than once is designated as a repeated course. Some courses are taken over the course of a year, thus repeated each quarter. These In-Progress courses will be designated by an "IP." A grade is recorded the final quarter of the course.
- "Withdrawal" indicates that the student withdrew from the course or the Program.

Students required to complete clinical courses following the date of graduation are responsible for tuition charges.

Graduation requirements as well as academic standing/progression (e.g., probation and dismissal) vary according to the Program and may be found in each Program Student Handbook.

2. Grade Posting

Student grades are posted at the discretion of the instructor and in a manner that will attempt to maintain confidentiality. The University does not permit unauthorized disclosure of grades. Official course grades may be accessed via the [Students tab of the portal](#). For further information, refer to "[Student Records Policies and Procedures](#)."

3. Examination Review Policy

Examinations are a part of a student's record (see [Education Records](#)); therefore, students have access to review their examinations. Students must follow the procedures outlined by their respective Program and/or faculty instructor for the course. In general, students are expected to attend examination review sessions if offered by a faculty member. If a formal exam review is not offered, students may schedule an appointment with the faculty member to review the examination. It is expected that students will not copy or replicate any part of the examination. Nor will students distribute any information from the examination to other students either in the form of actual test questions or in the form of tips or study guides. Any such action is considered a violation of the [Student Code of Conduct](#). It is expected that faculty will make reasonable appointments available to students and allow students ample time to review their examinations in their entirety. Examination review provides students an opportunity to learn from their mistakes. While asking for explanations are expected, it is not appropriate to challenge the validity of the question. Appeals on exam questions should follow the Program-specific appeals process.

4. Deadline for Final Grades and Grade Changes

Final course grades must be submitted to the University Registrar by the course instructor no later than one week (7 calendar days) after the final examination is given. All changes of a course final grade after this time must be submitted by the course instructor within thirty (30) days of posting of grades by the University Registrar. The exception to this rule is in the case of course remediation completion (see Program Student Handbook for details on course remediation, if offered). Change of Grade Request Forms are available from University Student Affairs and must be filed by the instructor.

5. Protocol for Appealing a Grade

All course instructors are expected to publish their grading criteria at the beginning of the course and to notify students if there are changes during the course. If students are unsure how their grade was determined, they should follow this protocol for reconsideration of the disputed grade:

- In the case of a lecture exam or lab proficiency/practical exam, the student needs to do all of the following:
 - First, speak with the instructor and ask to review the examination. If the student feels their answer(s) were correct but not accepted by the instructor after this review, the student may file a written appeal with the instructor documenting why their answer(s) were correct.
 - If the student still is not satisfied with the response from the instructor, the student should appeal to the Chief Academic Officer for the Program.
 - Finally, the student may appeal to their Dean/Director, who will make the final decision on the appeal.
- In the case of an academic course grade, the student needs to do all the following:
 - First, discuss the determination of the grade with the instructor.
 - File a written appeal with the Chief Academic Officer for their Program.
 - Finally, the student may appeal to their Dean/Director, who will make the final decision on the appeal.
- In the case of a clinical course grade, please refer the Program Clinical Handbook.

All appeals of disputed grades must be written and include documentation supporting the appeal. This may include, but not be limited to, class notes/power point presentations, literary citations on the topic in question, published grading criteria for the course in question and witnesses/witness statements supporting the student's appeal. If the grading criteria included attendance and/or the taking of examinations on time, and the student wishes to appeal a grade due to an absence, the student must document that they followed Program policy on reporting the absence prior to the examination, in order for the appeal to be considered.

If a student alleges that the grade was issued in an arbitrary, capricious, or malicious manner, contact the Program Dean/Director for redress options. [Back to Title Page](#)

F. Lecture Capture

MBKU uses a Lecture Capture (LC) system in each lecture hall to record audio, PowerPoint presentations, video and other content. LC can be a powerful tool in the learning process; it offers an opportunity to deliver course content in new ways and/or to make content available for students after class and to meet a variety of learning needs.

LC technology is automatically scheduled to record course lectures in the classrooms. This policy is implemented to all Program courses, as well as continuing education. All invited/guest lecturers should be notified in advance that their lecture presentation may be captured. Recorded lectures are accessible via Moodle to students currently enrolled in the class. LC recordings associated with courses are stored for the entire quarter. Exceptions to this may be considered on a needs basis.

Every effort is made to record each lecture, however, there may be occasions when a lecture does not record or is delayed in its publishing – for this reason we remind students this is a supplemental study tool and not to be used in lieu of attending class.

Faculty, staff and students are responsible for observing copyright law including educational fair use guidelines, obtaining appropriate permission from the copyright holder and following University policies when incorporating third party content into a recording. Captured lectures that contain short excerpts from a third party may be eligible for dissemination without permission subject to educational fair use guidelines.

Lecture capture is permitted to be streamed and viewed by students currently enrolled in the class for which the recording was made. In all cases, duplication or redistribution by students is strictly prohibited. It is not permissible to download, record, share, or duplicate any lecture capture recording in part or whole. Students may not copy or redistribute lecture capture materials without express, written permission from the Dean/Director's office, Director of Multimedia Services and/or course instructor. Unauthorized duplication or dissemination of lecture capture materials may violate University policy and may result in disciplinary action. Students wishing to prepare summaries of LC material may do so provided they are not sold to others.

G. Registration & Maintenance of Matriculation

Every student must file a "Student Registration Form" prior to the beginning of the fall quarter each year. Since all University Programs are full-time, lock-step programs, all students are automatically registered for courses required in their particular year of study. There is no opportunity to drop courses in the Programs. However, there may be an opportunity to add electives. Contact the University Registrar's Office for more information.

H. Repeating Coursework or Modified Curriculum

Students repeating coursework or enrolled in a modified curriculum that have been directed to repeat one or more failed courses are charged a per credit hour tuition rate when enrolled part-time. The rate is calculated by dividing the total credit hours required by the tuition cost for the program based on the current annual tuition rate. This amount is multiplied by the number of credits being repeated.

Students either electing with permission or directed to repeat coursework previously taken and successfully completed with a passing grade of "pass" or a "C" or better will be enrolled as repeating the course. The course will appear on the transcript and a grade will be recorded. While both grades will remain on the transcript, the newer grade will be considered the standing grade used to determine requirements for graduation. Even if a previous attempt was a passing grade, if a subsequent attempt results in failure, the F grade stands as the current grade for the course.

Students directed or electing with permission to repeat a previously successful quarter of coursework may not be charged tuition fees. Students entering the quarter where they exited will pay tuition for all enrolled course work. Students will be charged a per credit hour tuition fee if enrolled less than full time. Federal regulations allow credit for enrollment status and financial eligibility for retaking a class that students have already passed only for one time. Students must be enrolled, and charged tuition, a minimum of half time to be eligible for financial aid during that quarter (full time enrollment is defined as 36 credit hours in one academic year).

All students on a modified program are required to have a signed agreement on file with University Student Affairs.

I. Elective Curriculum

Electives provide options to enhance student learning and allow for more individualized (self-directed) professional development. Programs may require completion of a certain number of elective courses to complete degree requirements (some do not). Elective courses have administrative requirements for development and delivery that include both minimum and maximum enrollment numbers and early registration dates. Generally, students apply to the course instructor for approval/admittance into an elective course. The University Registrar will enroll approved students into elective courses.

Students that complete an elective course will receive a grade on their transcript. Grades may be pass/fail or a letter grade, with the course instructor determining the grading criteria. Elective courses can only use one grading modality (i.e., the instructor cannot grade some students on a P/F basis and other students on a letter-graded basis). No credit for auditing a course is available, though an instructor may choose to allow students to unofficially attend the course. Credit hours acquired during the completion of elective courses will add into the cumulative units in the Program. Failing grades may/may not affect the student's GPA, depending on whether the elective was given as a P/F or letter-graded course.

General admittance criteria:

1. Programs may require students to be in good academic standing to enroll in optional elective coursework. In addition, individual instructors may set specific GPA standards.
2. Prerequisites are determined by individual faculty and may include (but are not limited to) general course grades, course grades in an individual track and student motivation (possibly assessed by a statement of interest and/or an interview).

University Course Elective Drop and Withdraw Policy

Due to the nature of the curriculum, students do not have the option of dropping or withdrawing from courses in the required curriculum. Students may, with special permission, drop or withdraw from an elective course determined by program policy. Please note, COP does not allow students to withdraw from elective coursework because they are a degree requirement.

The Program will alert its students of the electives offered and will notify the University Registrar of the elective courses and student enrollment. Once the Registrar has received notice from the Program, the student is considered enrolled in the course, regardless of when the course starts. If the student wishes to drop the course, the student is required to contact the instructor and obtain the necessary approval. Program policies will determine if the student will be allowed to drop the elective course and will designate if the drop is permitted and if it is to be recorded as a "drop" or "withdraw."

A "drop" means the student is no longer enrolled in the course and there is no indication of registration on the student's transcript. A "withdraw" means the student is no longer enrolled in the course, however, the course is on the student's transcript and a "W" is noted in place of a grade, indicating the student withdrew from the course. This does not affect a student's GPA.

Per University policy, no student may drop a course after the 2nd week in the quarter and no student may withdraw from the course after the 10th week in the quarter, unless the student is withdrawing from the University.

J. Extended Absence & Time-Off Policy

During academic/clinical careers, a student may need to take a leave from studies for a variety of reasons. There are two types of extended absences: 1) Withdraw with Intent to Return (WIR), defined as an extended absence greater than 180 days; and 2) Leave of Absence (LOA), defined as an extended absence that is not more than 180 days. A WIR or LOA must be requested in writing to the Program Dean/Director. Notification is required at least one month prior to a planned absence and must include the reason for the time away and the dates involved. In the case of unforeseen circumstances, for example a personal or family emergency, the student must submit a request in writing as soon as they are able to do so. (See the "Application for Leave, Withdraw or Withdraw with Intent to Return" form on the [portal](#).)

Depending on the Program curriculum, extended absences during the didactic portion may result in a student sitting out the entire year until the time when those courses are taught again. Extended absences during the clinical portion may occur for a minimum of one clinical rotation. Requirements for graduation differ by Program including examination policies, remediation and deceleration policies and training time requirements. Therefore, the allowable time away from school must meet

the appropriate time requirement set by each Program. Please consult your Program Student Handbook and Student Affairs professional.

Tuition will be prorated according to the Tuition Refund Policy. Please see the tuition refund policy below for details. Program costs are in the MBKU Course Catalog.

Copies of leave letters will be sent to Financial Aid, Campus Safety and to other critical offices as appropriate.

1. *Withdraw with Intent to Return (WIR)*

Extended absences greater than 180 days, including holidays and educational breaks, within a 12-month period will be considered a WIR. Students who are on a WIR are in a non-enrollment status and will not be eligible for financial aid or in-school status. During this time, the student will not be enrolled and their student loans will enter into repayment/grace status effective with the date they left the Program.

If a WIR is approved by the Dean/Director, the student will be permitted to return during the following academic year. Students who are on academic probation at the time they elect to take a WIR may have their conditions for re-admittance reviewed by their Program's academic standards committee prior to readmission.

2. *Leave of Absence (LOA)*

A LOA is for a specific time that is not more than 180 days, including holidays and University breaks, during a 12-month period. The reason for a LOA is generally personal/medical and not for academic reasons. Students may not receive financial aid during a LOA but are not considered to have withdrawn from the Program for loan repayment purposes (i.e., loan repayment/grace status may not be impacted during the LOA). Students on a LOA during the clinical portion of their Program may not see patients during the specified LOA.

Each Program has different procedures and allowances regarding short-term leaves. Please refer to the respective Program Student Handbook or Program Student Affairs Administrator.

3. *Time-Off Policy*

Regular attendance is expected of all students. Occasionally students may need to miss scheduled assignments due to special circumstances or minor illnesses. This type of time off request is reported to the student's Program through their procedures, which may be found in the respective Program Student Handbook. Specific request procedures/forms vary by Program. Make up for time-missed assignments/examinations will be at the discretion of the course instructor.

The amount of time away from both the didactic and clinic portions of the curriculum vary by the Program. The Dean/Director, in consultation with the appropriate faculty, will evaluate student absences on an individual basis. Decision regarding the necessity for a WIR will be dependent upon the quantity and quality of material missed during the absence.

4. *Attendance at Congresses, Conferences & Extracurriculars*

During the academic year there are several congresses, conferences and other extracurricular meetings and events. If a student desires to attend any of these functions during scheduled classes or clinic assignments, the student must obtain prior permission in writing according to protocol outlined in the respective Program Handbook. The responsibility for making up missed assignments, lectures, tests, labs, etc. lies completely with the student.

5. *Unapproved Withdraw*

Any student who is absent for more than two weeks without submitting a written request in accordance with the regulations for a LOA or WIR, will be considered to have withdrawn from the Program. As an unexcused/unapproved withdraw, the student may forfeit any rights to return to the Program pending administrative decision.

6. *Tuition Refund Policy*

A withdrawal is considered official when written notification has been received by the Vice President for Student Affairs from the student's Dean/Director stating the student's intention to withdraw from the University. All refunds are subject to review by the Vice President for

Student Affairs and the Financial Aid Office. For official withdrawals, tuition refunds are prorated at following intervals:

- 100% before the first day of the quarter
- 1st week – 90%
- 2nd to 3rd week – 75%
- 4th to 6th week – 50%
- 7th to 8th week – 25%
- After week 8 – 0%

K. Medical Leave Policy

The policies and procedures described below establish a process for the voluntary and involuntary leave of MBKU students for mental or physical health reasons. The procedures also provide guidance for requesting return after being away from MBKU on a medical leave.

Medical Leave

Voluntary and involuntary student medical leave decisions are made by the respective Dean/Director or their designee. Disability Services evaluate medical and other relevant documentation and recommends to the respective Dean/Director, either eligibility for voluntary leave, or in the case of involuntary leave, recommends such action be undertaken. Information from academic departments, faculty and the Campus Assessment, Response, and Evaluation (CARE) Team will be incorporated in the process as applicable. In addition, students will be informed of the resources of Student Disability Services.

A student on voluntary or involuntary medical leave may not be permitted to reside in MBKU-owned housing, attend classes or clinic at MBKU, perform research at MBKU, work at MBKU, participate in student life or other campus events or utilize other MBKU facilities.

Medical leave is not intended to be a way of shielding a student from unsatisfactory progress or any other academic concern. In addition, a medical leave may not be used when disciplinary or other academic responses are appropriate, and the student's circumstances should be addressed through those responses.

1. Voluntary Medical Leave

- Criteria

A voluntary leave may be granted when a decision is made that, due to mental or physical health reasons, a student is unable to participate in campus life, including but not limited to an inability to complete or make satisfactory progress toward academic requirements.

- Process

Any student may make a request for a voluntary medical leave. Appropriate medical documentation shall be provided for such a request, and this should be done in consultation with Disability Services. Medical leave requests by a student should be made to the Disability Services Officer, who shall facilitate the review of such request with the Dean/Director or their designee.

2. Involuntary Medical Leave

- Criteria

A student may be placed on involuntary medical leave when a decision is made by the CARE Team that, due to mental or physical health reasons, a student poses a significant risk to the health and/or safety of self or others and/or it is established that a student may be unable to participate in campus life, including but not limited to, an inability to complete or make satisfactory progress toward academic requirements. In addition, a student may be placed on involuntary leave for medical reasons if a student does not cooperate with efforts deemed necessary by MBKU to determine if the student poses a significant risk to the health and/or safety of self or others.

When possible and appropriate, reasonable efforts shall be made to allow a student to take a voluntary leave under appropriate procedures before placing a student on involuntary leave status.

- **Process**

The CARE Team may recommend that a student be placed on involuntary medical leave if it determines that a student poses a significant risk to the health and/or safety of self or others; or it is established that a student may be unable to participate in campus life, including but not limited to, an inability to complete or make satisfactory progress toward academic requirements. In addition, a student may be placed on involuntary leave for medical reasons if a student does not cooperate with efforts deemed necessary by MBKU to determine if the student poses such a risk.

The decision to place a student on involuntary leave status shall be provided in writing to the student (after notifying the student's Dean/Director and the University President). Written decisions shall include an explanation of the reasons for placing a student on involuntary leave status (and the information relied upon), the details of the leave and the conditions for requesting return.

- **Process for Appeal of Decision**

A student who is placed on involuntary medical leave may write to the Senior Vice President and Chief of Staff (SVP) to seek a review of the decision. The decision is in effect despite a request for review of the decision. To be timely, the SVP should receive any such request for review within five working days of the decision, unless they agree to accept a late review request due to exceptional circumstances. Such request should be made in writing and include detailed support for the request to overturn or modify the decision.

The SVP shall review the student's appeal and may affirm, overturn, or modify the decision within ten working days from the date of receipt of request for review or an agreed extended time. The SVP may meet with the student if needed or may consult with anyone that they determine is reasonable in order to review the appeal. The SVP's decision shall be communicated to the student in writing and shall be considered final.

3. Process for Requesting Return

A student who has been on voluntary or involuntary medical leave who wishes to request to return should provide appropriate documentation to comply with any conditions of the return process including documentation of ongoing treatment to address the specific medical reasons that supported the medical leave. Both the status of the mental and physical health of the student and their ability to resume full time participation in campus academic and student life are central to the determination whether the student may be approved to return. Successful follow-through on recommendations made in the notification of medical leave decision may weigh heavily in the consideration of the student's request to return. The decision whether to approve a student's request to return shall be made after evaluating relevant documentation and shall be within the sole discretion of the Dean/Director of the Program, in collaboration with the MBKU CARE Team.

A student who has been on voluntary or involuntary medical leave for more than two years may be considered withdrawn from the Program. If a student seeks to return after two years, the student should reapply for admission to restart the Program.

- **Process for Appeal of Decision**

A decision not to approve a student's request to return may be reconsidered only if substantial new information has become available after the decision has been made. A request for reconsideration along with the new information should be submitted and the student's Program committee on academic standing progress may reconsider the decision.

L. Standards of Satisfactory Progress for Student Financial Aid

Students who are not making satisfactory progress toward graduation in their respective academic Program shall not be eligible to receive financial aid dollars through the federal government. Students

are making satisfactory progress if they have completed each professional year's coursework within a maximum of two academic years. For more information on Satisfactory Academic Progress (SAP), contact the Financial Aid Office at 714.449.7448.

M. Teach Out Policy

In accordance with 34 CFR 602.24(c) of the Secretary's Recognition of Accrediting Agencies from the Department of Education, the MBKU Teach Out Policy is designed to protect the interests of all students. In the unlikely event of a Program closure or loss of accreditation, the University has resources in place to ensure that each Program can complete the education for each student who has formally matriculated into the Program. Should a Program be discontinued, the University and program's accrediting agency shall develop a Teach Out Plan/Agreement which should allow each matriculated student to complete the respective Program of study.

III. STUDENT RECORDS POLICIES AND PROCEDURES

In compliance with Section 438 of the “General Education Provisions Act” (as amended) entitled “Family Educational Rights and Privacy Act (FERPA),” the following constitutes the institution’s policy which instructs the student in the procedures available to provide appropriate access to personal records and seek amendment to those records, while protecting the privacy rights of students.

A. Terms Defined

For the purposes of this policy, MBKU uses the following definitions of terms.

1. Student – any person who is or has attended MBKU and whose records are in the files maintained by the University. Attendance begins with the first day of classes of the first professional year. Any person who has accepted admission to MBKU is considered a student.
2. Education record – any document (records, files, emails, and other material) maintained by MBKU or an agent of the University, which is directly related to a student, except:
 - a. A personal record maintained by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record. Records in the sole possession of instructional, supervisory and administrative personnel (e.g., advising notes).
 - b. An employment record of an individual, whose employment is not contingent on the fact that the individual is a student, provided the record is used only in relation to the individual's employment. Records of employees who are not also in attendance.
 - c. Records maintained by MBKU's Campus Safety Office, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the Unit does not have access to education records maintained by MBKU.
 - d. Records maintained by the University Eye Centers if the records are used only for medical treatment of a student and made available only to those persons providing the treatment.
 - e. Physician, psychiatrist or psychologist treatment records for eligible students.
 - f. Alumni records which contain information about a student after the student is no longer in attendance at MBKU and which do not relate to the person as a student.

B. Annual Notification

1. Students are notified of their FERPA rights annually by publication in the MBKU Student Handbook;
2. Students are provided with an annual notification of FERPA rights via email and posted announcement on the MBKU online portal; and
3. FERPA brochures are in a variety of public places on campus and electronically within the MBKU online portal.

C. Directory Information

MBKU designates specific items in the student record as Directory Information. The University may disclose any of these items without prior written consent, unless notified by the student via the “FERPA Information Disclosure Update” form located on the [portal](#) by the 3rd week of the quarter. After this time, any changes to FERPA disclosures must be made in writing and submitted to the University Registrar.

Category I includes Directory Information that may appear in University and Program publications (e.g. White Coat Ceremony and Commencement programs):

- Student name
- Degree program
- Degrees and awards earned
- Hometown/state
- Participation in officially-recognized activities

And Directory Information that may be shared within the MBKU community:

- Address
- Telephone number
- University email address
- Degree program
- Awards received
- Dates of attendance
- Enrollment status (full or part time enrollment)
- University ID photo

Category II includes photographs taken on-campus or at officially recognized MBKU events. These may appear on the University website, University social media platforms and other print and non-print University communication materials. (See "[Student Photographs at Campus Events](#)" policy.)

Release of Student Names

For the purpose of protecting the privacy of its students, it is the policy of MBKU not to release the names of students to any outside organizations. Any organization wishing to distribute materials to students may submit copies to the respective Program administrator. Students do not have on-campus mailboxes so any viable materials/documents will be posted online for student viewing and/or added to publicly-viewed campus bulletin boards.

D. Disclosure

1. MBKU will disclose information from a student's education record only with the written consent of the student. The written request must include specification of the records to be released, purpose of disclosure and party to whom disclosure may be made. The "[Records Release/Transcript Request Form](#)" is found on the portal. Unofficial copies of records may be provided to the student in cases where the purpose of the disclosure and/or the party to whom disclosure is to be made are not provided.

The "[Recommendation Release Form](#)" is also found on the portal. This form is completed and submitted by a student prior to any MBKU faculty or staff submitting a recommendation on their behalf. On the form, the student will indicate which types of non-directory information to include in the recommendation, along with waiving or retaining their right to review the recommendation submitted by the faculty/staff member. After submission, the form is automatically sent to the student, faculty/staff member and the MBKU Registrar. Once received, the faculty/staff member is permitted to write a recommendation for the respective student.

2. Information may be released without the student's consent in the following instances:
 - a. School officials who have a legitimate safety and/or educational interest in the records. The determination of a "legitimate need to know" will be made by the person responsible for the maintenance of the record based on the criteria below.

A school official is:

 - A person employed by the University in an administrative, supervisory, academic, research or support staff position.
 - A person elected to the Board of Trustees.
 - A person employed by or under contract to the University to perform a special task, such as the attorney or auditor.

A school official has legitimate safety and/or education interest if the official is:

 - Performing a task that is specified in their position description or by a contract agreement.
 - Performing a task related to the student's education.
 - Performing a task related to the discipline of the student.
 - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
 - b. Officials of another school, upon request, in which a student seeks or intends to enroll.
 - c. Certain officials of the U.S. Department of Education, the Comptroller General and state and local educational authorities, in connection with certain state or federally supported education programs.

- d. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid or to enforce the terms and conditions of the aid.
 - e. If required by a state law requiring disclosure that was adopted before November 19, 1974.
 - f. Organizations conducting studies for or on behalf of the University making the disclosure for the purpose of administering predicative tests, managing student aid programs and/or improving instruction.
 - g. A school official with legitimate access to student records may strip the records of any identifying information and provide the data to a researcher to use for research-related purposes. Aggregate data from student records may be used in publications. (No individual student record will be shared without written consent.)
 - h. Accrediting organizations to carry out their functions.
 - i. Parents of an eligible student who is a minor (under the age of 18).
 - j. Complying with a judicial order or a lawfully issued subpoena.
 - k. Appropriate parties in a health or safety emergency.
 - l. An alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
3. Identifiable information, such as name or social security number, will not be used for posting of grades or results of academic achievement. Individual instructors may assign an identification number unique to their course for the purpose of posting student grades.
 4. The University reserves the right to refuse to provide copies of materials received as part of the admissions process (other college or high school transcripts or letters of recommendation) to a third party.
 5. MBKU will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents if the student is a minor or has signed a FERPA waiver.
 6. Documents submitted as part of the admissions process are the property of the University and will not be returned. In accordance with AACRAO guidelines, the University separates the academic, disciplinary and health records of students. Transcripts of academic records contain only information about academic status except for University Expulsion (see [Code of Conduct](#)). Information from disciplinary or counseling files are not available to unauthorized persons on campus, or to any person off campus without the expressed consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records are kept which reflect the political activities or beliefs of students. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

E. Education Records

The following is a list of the types of records the University maintains, their locations and custodians:

Type of Record	Location	Custodian
Admissions	Admissions	Admissions Personnel
Cumulative Academic Records	Student Affairs	VP for Student Affairs
Optometric Health Records	University Eye Center	Associate Dean of Clinics
Financial Aid	Financial Aid Office	Director of Financial Aid
Student Finances	Student Accounts Services	Director of Student Accounts
Placement Records	Alumni Office	Alumni Assistant
Academic Progress	Faculty Office	Instructor of Record
Student Conduct	Student Affairs	VP for Student Affairs
Health/Disability Records	Student Affairs	VP for Student Affairs
CARE Team Case Notes	Student Affairs	VP for Student Affairs

1. Students may inspect and review their records upon request to the Vice President for Student Affairs (VPSA) or appropriate record custodian. This includes quizzes, exams and other graded materials. Each Program maintains their own policies as to how and when a student may view graded materials (see "[Examination Review Policy](#)").

A student should submit to the VPSA, or an appropriate University employee, a written request which identifies as precisely as possible the record or records the student wishes to inspect. The VPSA, or appropriate employee, will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. When a record contains information about more than one student, the student may inspect and review only the records which relate to the student.

2. MBKU reserves the right to refuse to permit a student to inspect the following records:
 - a. the financial statement of the student's parents;
 - b. letters and statements of recommendation for which the student has waived their right of access, or which were placed in the file before January 1, 1975;
 - c. records connected with an application to attend MBKU if that application was denied; AND/OR
 - d. those records which are excluded from the FERPA definition of "education records."
3. MBKU reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:
 - a. the student lives within commuting distance of MBKU;
 - b. the student has an unpaid financial obligation to MBKU;
 - c. the student has defaulted on any loan owed to MBKU; AND/OR
 - d. there is an unresolved disciplinary action against the student.
4. Whenever a student with federal financial aid graduates, or leaves MBKU for any reason prior to graduating, the student must complete exit counseling. This counseling will provide comprehensive information on the loans borrowed, how to keep the loans in deferred status if needed and a comparison of the current federal repayment options. Exit counseling is a requirement for federal student loan borrowers and therefore MBKU will withhold a student's transcript until the exit counseling is completed.
5. The fee for copies of records will be 50 cents per page.

F. Correction of Records

Students have the right to ask to have records, other than course grades, corrected that they believe are inaccurate, misleading or in violation of their privacy rights. The procedures for the correction of records are listed below.

1. A student may ask the VPSA to amend a record. The student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of their privacy or other rights.
2. The VPSA may or may not comply with the request. If it decides not to comply, the VPSA will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of their rights.
3. Upon request, the VPSA will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing.
4. The hearing will be conducted by the VPSA, unless the VPSA has a direct interest in the amendment. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's records.
5. The VPSA will prepare a written decision based solely on the evidence presented at the hearing. The decision will include summary of the evidence presented and the reasons for the decision.
6. If the VPSA decides that the challenged information is accurate, not misleading, or in violation the student's right of privacy, it will notify the student that they have a right to place in the record

a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student's education records if the contested portion is maintained. If MBKU discloses the contested portion of the record, it must also disclose the statement.
8. If MBKU decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Students who believe their rights have been abridged may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at:

Family Policy Compliance
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-5901

G. Record Retention Policy

It is the policy of MBKU to record academic information (e.g., course registration, final course grades, etc.) in a data management system (i.e., Jenzabar). A physical file may be created during enrollment to store paper academic records (e.g., University correspondence, academic standards letters, grade change forms, disclosure requests, etc.). Most of these records are retained for 5 years after graduation. However, transcripts, grade change forms and academic dismissal letters are kept permanently. Student disciplinary/conduct and health records are destroyed immediately after graduation.

IV. OTHER UNIVERSITY POLICIES

A. Campus Store Accounts

Should a student withdraw from MBKU for any reason (academic, personal, illness, etc.), that student is responsible for the outstanding balance of the account including any accrued interest charges. The balance becomes immediately due and payable to MBKU unless special arrangements are pre-approved in writing by the Vice President for Administration and Finance.

Each student agrees to the items listed below:

1. A charge for all personal printing fees is applied to each student account each quarter. Special-order items must be paid for before the merchandise may be picked up.
2. Refunds for Campus Store purchases are permitted on currently stocked merchandise only. No refunds are given for any ordered items or required lab equipment. Any item returned for refund must meet the following qualifications:
 - a. item(s) must be returned no less than two weeks from the date of purchase;
 - b. item(s) must be accompanied by a sales receipt; AND
 - c. item(s) must be in perfect condition for resale.

The Campus Store Manager will determine the condition of the item(s). Defective or damaged ordered merchandise may be returned for exchange or repair only and must also be returned within two weeks and include a sales receipt. All refunds are credited to the student's Campus Store account.

3. All payments and financial aid credits, after refunds, will be applied to tuition until tuition is paid for an academic term before any application toward Campus Store balances.
4. Prepayment may be made for all or part of the tuition or Campus Store purchases. There is no charge for prepayment.
5. An interest charge of 6% per annum (applied monthly) will be charged on the outstanding balance at the end of each month. Interest does not accrue on accounts with a credit balance at the end of each month or if entire balance is paid within the first 30 days of the billing date.
6. In the final professional year, all unpaid charges on all accounts must be paid in full prior to commencement. The student will not receive their diploma or have any official transcripts forwarded by the University unless all accounts are paid in full. As a graduating student, any payments on the account made within 10 business days of commencement must be in the form of cash, cashier's check, and/or money order. Personal checks and credit cards are not accepted.
7. Students are issued monthly statements of all activity on their accounts.

B. Tuition & Fees

Access CASHNet through the "[Student Accounts](#)" page of the portal to view statements or make payments.

Tuition and fees are due and payable by the start of each quarter. A student may not proceed from one academic year to the next without having fully paid the previous year's tuition/fees. Under extenuating circumstances, a student may petition the VPSA for an extension. Any student failing to conform to this policy will not be registered for classes and clinical assignments. All tuition and Campus Store Account balances must be paid in full prior to graduation. The student will not receive their diploma or have any official transcripts forwarded by the University unless all accounts are paid in full.

A late tuition payment fee of \$50 per quarter will be charged to any student who has not paid their tuition and fees in full within 10 days of the due date set by Student Accounts Services. All outstanding accounts are subject to interest at the rate of 6% per annum (applied monthly) on the unpaid balance from the prior month.

A student may prepay their tuition for one or more years beyond the current year's tuition at the current year's tuition rate provided the full payment for current and each year is received by Student Accounts Services no later than thirty (30) days following the first day of the current year fall quarter. Future annual tuition increases will not be charged to those students who have elected to fully prepay their future tuition.

Any student who has prepaid their tuition for more than the current year and who is dismissed or officially withdraws from their program, as per the requirements stated in the MBKU Catalog, will have their prepaid tuition returned except for the current year's tuition which will be refunded as per the Tuition Refund Policy (above).

For any student receiving financial aid, if financial aid funding creates a credit balance after being applied to the quarterly tuition charge, credit card payments will be refunded first. If the account still has a credit balance after all credit card payments have been refunded, students have the option of having the remaining balance directly deposited into their personal checking account or receiving a check. To arrange for direct deposit of your loan refund, complete and submit a "Direct Deposit Request Form" to the Financial Aid Office (located on the [portal](#)).

C. Classroom Etiquette

The following addresses the expectations of everyone participating in direct educational experiences, either lectures, labs or clinical assignments.

1. Electronic Devices

To preserve the integrity and decorum of the academic and patient care programs, the following guidelines are in effect at MBKU and affiliated clinical teaching programs.

- Classrooms, laboratories and Library
 - All cell phones/electronic devices will be silenced as these noises are disruptive.
 - Students and faculty should only respond to electronic messages between classes and labs.
 - Electronic devices may not be in any student's possession during any test-taking situation in class or laboratory.
- Clinical Patient Care Facilities
 - All cell phones/electronic devices will be silenced as noises these disrupt patient care and clinical education.
 - No cell phones may be used by students in a clinical facility; faculty should use their offices when making such calls.

2. Food & Drink

The University understands students spend many hours on campus. While it is preferred that eating and drinking occur in designated common areas, we also understand that eating and drinking while in class and during studying is inevitable. We ask that trash is disposed of properly and consideration of others is a priority. Not only may items spill and destroy or ruin the property of others such as notes, electronic devices, clothing, etc., but certain fragrances may create an uncomfortable experience for those with allergies or those who are sensitive to odors. Please choose snacks/foods (and perfumes/colognes) wisely!

Please refrain from eating or drinking in the Library, laboratory and clinical facilities, as it has the potential to damage equipment and be disruptive to the educational experience of others. Beverages may be consumed; however, we ask that spill-proof containers are used. Items such as medications, both prescribed and over-the-counter, may be consumed on an as-needed basis.

D. Student Photographs at University Events

Photographs are commonly taken at University events by MBKU Multi Media Services and other personnel. These photographs may be used in University publications/communications including use on the University website and on the University's social media platforms.

Please note: You do not have to be photographed. If you do not want your photograph used, the best way to ensure this is by not posing for photographs taken by University officials. Photographs containing groups of students and do not list the names of students are considered directory information and may be used without additional consent (see "[Directory Information](#)" policy). Photographs and video obtained at public events may also be used at the University's discretion. If a photograph is used that lists student names, a University designee will review the FERPA

Confidentiality block list. All students who have previously indicated a Category II FERPA block will not be used.

E. Copyrighted Works Policy

The Higher Education Opportunity Act of 2008 (HEOA) includes provisions designed to address illegal peer-to-peer sharing of copyrighted works by those using campus networks. Although the MBKU network infrastructure is a vital asset that enables academic and research activities by employees and students, it is important that this shared resource is used in compliance with copyright and information security laws.

The HEOA contains three general requirements that MBKU must implement to control against illegal file sharing or risk losing federal financial aid funding for students.

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law.
- Certify in the Department of Education Program Participation Agreement that MBKU has a plan to effectively combat copyright abuse on the campus network using a variety of technology-based deterrents.
- An agreement to offer alternatives to illegal file sharing or downloading.

Annual Disclosures

All MBKU users must respect the copyrights in works that are accessible through computers connected to the MBKU network. Federal copyright law prohibits the reproduction, distribution, public display or public performances of copyrighted materials without permission of the copyright owner, unless fair use or another exemption under the copyright law applies. It is the policy of the University to respect the intellectual property rights of others. If it comes to the attention of the University that an individual is using MBKU computer equipment and-or network access to violate copyright law, the university will act to stop such activities.

- The University has the right to determine appropriate use of the MBKU name, shield, Program name and associated logos and images. Any unauthorized use is a violation of copyright laws.
- Any copyright violation traced to students will be referred to the relevant Program Conduct Officer for adjudication. Copyright violation penalties may include the loss of network connectivity and disciplinary action.
- In addition, violations of copyright law may lead to criminal charges and civil penalties. Under current copyright law, criminal cases of copyright violation carry a penalty of up to five years in prison and a \$250,000 fine. Civil penalties of copyright infringement include a minimum fine of \$750 for each work. While criminal prosecution for illegal downloading is rare, civil law suits are quite common.

If you are in doubt regarding an issue or questionable use, you should contact the Director of Information Technology Services or the Director of Library Services to resolve the issue before pursuing any questionable use of MBKU resources.

MBKU Plan to Combat the Unauthorized Distribution of Copyrighted Material

MBKU currently blocks ports commonly used for illegal Peer-to-Peer (P2P) use and monitors remaining network traffic for possible illegal use. If high bandwidth consumers are observed, they are contacted to ensure that their bandwidth consumption is the result of legal purposes only.

Warning signs are posted on campus stating that the person using the equipment is liable for any infringement. The University will also apply traffic monitoring and aggressively respond to Digital Millennium Copyright Act notices.

The MBKU Library provides licensed electronic access to books and journals through several publishers and databases. Access is provided through the library website. Authorized users include full-time and part-time students. By signed license agreement, each student may: access, search, browse, view, print and store electronic copies for exclusive use, one article per journal issue, or one chapter or 10% of each book. By signed license agreement, students may not redistribute or retransmit journal articles or book chapters downloaded from any of the electronic resources provided by the library.

Copyright Clearance Center

The addition of a Copyright Clearance Center Annual License has provided the MBKU community with comprehensive copyright coverage that colleges and universities need to share information. With this license, students have copyright permission to use thousands more books and journal articles in the classroom and in their research, while respecting the intellectual property of others. For more specific copyright information, please visit the [MBKU Library website](#).

F. Intellectual Property

MBKU holds the creative process and all products from that process, including copyrighted, trademarked, or patented material, and other intellectual property, in high regard, with the expectation that all students and employees of MBKU will conscientiously uphold principles of academic integrity and respect for the intellectual property of others. MBKU believes that our community is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the University and its learning communities reasonable access to, and use of, the intellectual property for whose creation the University has provided assistance. The University must ensure that its facilities, financial resources and property are not used for personal profit or gain.

Therefore, it is policy of MBKU that:

1. All classes of intellectual property created on a student's or employee's own time, using their own resources, private property and facilities are the sole property of the owner;
2. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, PowerPoint presentations, assignments and tests, shall remain the property of the faculty author and the University;
3. MBKU students may use course materials for their personal educational use only and may not make any of the material available to others without the expressed written permission of the instructor and the University;
4. A written agreement between the creator(s) and the University will occur for any form of intellectual property that was created or produced using the resources, property or facilities of MBKU;
5. No student or employee shall realize a profit from any intellectual product sold exclusively to students of the University; AND
6. All students and employees will maintain academic integrity and respect others' intellectual property rights.

Policy developed using, in part, the Sample Intellectual Property Policy and Contract Language from the American Association of University Professors (AAUP).

G. Lost & Found

Money, purses/wallets, electronic devices and all other valuables should not be left unattended. Lockers are provided to students in different areas on campus. MBKU Campus Safety maintains a Lost and Found so that items may be returned to their rightful owner. MBKU is not responsible for lost or stolen property. Thefts should immediately be reported to the Campus Safety. To assist in the investigation, please complete an incident report, available in the Campus Safety Office.

H. Mail Center

Students may receive packages; however, there is a processing fee assessed based on size/weight.

Mail Center Student Package Procedure:

1. Mail Center receives a package for a student and information is entered on the log.
2. Package is secured; notification is emailed to the student that a package is waiting to be picked up and what the fee is that must be paid at the Campus Store.
3. Student brings the notification to the Campus Store, pays the fee and receives a receipt showing that they have paid.
4. Student may pick up the package from the Mail Center between the hours of 2:00pm – 4:00pm Monday – Friday by presenting the receipt from the Campus Store and signing the log indicating they have received their package.

Fee to be Charged:

1. The fee for all normal size packages will be \$3.00.
2. The fee for all oversized/overweight packages will be \$10.00. An oversized/overweight package is one that has a combined dimension of height, width and length of 60 inches and/or weighs more than 50 pounds.

I. Jury Duty

Serving as a juror is an important part of civic duty but serving while enrolled in a program of study may be disruptive. Therefore, students who receive a notification to serve should submit a copy of their Jury Summons to University Student Affairs as soon as it is received, but not less than two weeks prior to the scheduled date of service. Student Affairs may write a letter on behalf of the student requesting their service obligation be postponed to a time after graduation. It is the student's responsibility to send the letter, along with their Jury Summons per the instructions on the jury duty notification, to the specific court indicated. All students are responsible for monitoring the court's response to the request.

J. Computer Use Policy

The purpose of this policy is to promote the use of the University's computing resources in an efficient, ethical and lawful manner and to provide an overview of uses of University computing resources. It is intended as an addition to existing University policies concerning academic honesty, intellectual property, use of copyrighted materials, the usage of facilities and policies prohibiting harassment, unlawful discrimination, sexual misconduct and other unprofessional conduct.

Additional relevant computer/email/Wi-Fi use documents are found on the [portal](#).

1. Appropriate Use

The University's computer resources support its instructional, research and administrative activities. Appropriate use should always be legal, ethical, reflect academic honesty, reflect community standards and show restraint in the consumption of shared resources. Use should demonstrate respect for intellectual property, ownership of data, system security mechanisms and individual rights and freedoms.

Access to the University's computing facilities is a privilege and the University reserves the right to limit, restrict, or extend computing privileges and access to its resources. Failure to abide by the policies may be a violation of the [Student Code of Conduct](#).

2. Confidentiality & Privacy

In general, the University treats information stored on computers as confidential. However, there is no expectation of privacy or confidentiality for documents and messages stored on University owned equipment. Email and data stored on the University's network of computers may be accessed by the University for a variety of business-related purposes. To the greatest extent possible, individuals' privacy should be preserved. Users of electronic mail systems should be aware that, in addition to being subject to authorized access, electronic mail in its present form may not be secured and may be vulnerable to unauthorized access and modification by third parties.

It is advised that mobile devices are locked using strong passwords and/or complex unlocking patterns. Security patches announced by device manufacturers should be installed immediately after release.

3. Prohibited Use

Examples of misuse include, but are not limited to:

- using an unauthorized computer;
- installing personal software on University computer systems;
- obtaining a password for an account without the consent of the account owner;
- using the campus network to gain unauthorized access to any system(s);
- knowingly performing an act which may interfere with normal computer operations;
- knowingly running or installing a program intended to damage the system;
- attempting to circumvent data protection schemes or uncover security loopholes;

- violating terms of licensing agreements or other laws;
- using email, social media or other networks to harass others;
- masking the identity of an account or machine;
- posting anything on the internet that violate existing laws or the Student Code of Conduct; AND/OR
- attempting to monitor or tamper with another user's files.

Every time a site on the internet is accessed or communication happens via e-mail, your e-mail address, which identifies the University, is recorded. Using any computer system in any way to discredit the University or compromise University confidential or proprietary information is prohibited.

All violations or alleged violations by students should be referred to the relevant Program Conduct Officer for adjudication. Additionally, misuse can be prosecuted under applicable law.

4. E-mail & Communications Policy

MBKU and its Programs maintain a direct and open line of communication with all students to ensure access to information. MBKU provides a University email account for all students upon enrollment. This address is used by all entities on campus for communicating with students. Students are expected to review and respond to email daily. Email sent to University accounts are assumed to be read. Students sending email on University business should use their provided University email account. Personal communications using MBKU email systems should be kept at a minimum.

The email address naming convention is the following:

- **Employees:** <first initial of first name><full last name>@ketchum.edu (Jane Smith would be jsmith@ketchum.edu). When a conflict occurs, additional characters of the first name will be used.
- **Students:** <full first name><full last name>.<OD/PA/PH><2 digit graduating year>@ketchum.edu (Jane Smith in OD class of 2022 would be janesmith.OD22@ketchum.edu).

All students should immediately change the temporary password to a personalized password. Due to the importance of passwords in safeguarding University information, strong complex passwords are required. A strong complex password has the following characteristics: at least 8 characters long, with upper- and lowercase alpha characters mixed with symbols and numbers.

All electronic messages maintained on MBKU platforms are the property of MBKU. Users should not have a reasonable expectation of privacy. Access may be denied when there is a substantiated reason to believe that violations of policy or law have occurred or, in time-sensitive cases, when required to meet critical operational needs. The administrators of the University e-mail facility may, within certain limits, block mail including external, unsolicited, bulk e-mail or "spam."

Users should not assume the confidentiality of their e-mail. Users are advised not to send confidential University communications via e-mail. E-mail may be subject to disclosure under law. Backup copies may be retained for periods of time even if the user has deleted the message from the account. In the course of routine system maintenance, troubleshooting and mail delivery problem resolution, network or systems staff may inadvertently see the content of e-mail messages.

Students should setup a signature line in their email. Students may not describe themselves as a candidate for their degree. The term "candidate" is reserved for students who have completed all of their coursework, with the exception of their dissertation. The following is an example of a signature line for student use:

First Name Last Name
Optometric Intern / PA-S / Student Pharmacist
Class of 20##
Southern California College of Optometry/School of PA Studies/College of Pharmacy
Marshall B. Ketchum University

Student email addresses will be kept indefinitely for an alumnus after graduating from MBKU but will become a forwarding only email address that directs to a designated external email account. The email group for each class year (i.e., odclassof2022@ketchum.edu) will also be kept indefinitely to facilitate future communications.

Creation of non-individual email addresses (aka shared mailboxes or distribution lists) needs to be approved by the Senior Vice President and Chief of Staff. Additionally, there are use restrictions on certain distribution groups. The following groups are restricted to the President's Executive Council (PEC), department heads and specific designees for official University business only:

- Everyone (includes students, employees, residents)
- All Employees
- Admin
- Ketchum Health (includes Employees and Residents of Ketchum Health)
- Clinic (includes Ketchum Health and UECLA)
- All Faculty
- All Staff

Unacceptable Usage of Emails:

- Emails containing confidential information such as social security numbers and credit card information.
- Sending or forwarding emails with any libelous, defamatory, offensive, racist or obscene remarks.
- Copying and sending written material that is subject to copyright protection without permission.
- Knowingly sending an attachment that contains a virus.
- Sending unsolicited email messages.
- Forging or attempting to forge email messages.
- Disguising or attempting to disguise your identity when sending email.
- Sending email messages using another person's email account without their consent.
- Copying a message or attachment belonging to another user without permission of the originator.
- Sending chain letters or junk emails. Mass emails require approval from IT.

5. *Social Networking*

In response to the pervasive use of online social networks, MBKU has guidelines to assist students in making professional decisions. The permanence and written nature of online postings cause them to be subject to high levels of scrutiny. Therefore, postings within social networking sites are subject to the same standards of professionalism as any other personal or professional interaction and is treated as if made in a public forum. This is the case for students, faculty, staff and all other MBKU constituents.

The following are MBKU expectations regarding social media participation. While not all inclusive, it is expected that students use the highest integrity and judgment when engaging in any communication.

1. Monitor other people's statements/photos, etc. that may be viewed under your name. If others are displaying unprofessional behavior, consider changing your restrictions to avoid those statements, etc. from being affiliated with you.
2. Inappropriate postings may be considered as violations of the [Student Code of Conduct](#).
3. Always avoid giving medical advice on social media, as this may result in a violation of HIPAA and may cause danger to others.
4. Never discuss specific patient information online, even if all identifying information is excluded. It is possible that someone could recognize the patient to which you are referring based upon the context.
5. Under no circumstances should photos of patients/cadavers or photos depicting the body parts of patients/cadavers be displayed online. Once you post, the actions of others could lead to legal or professional consequences.

6. In order to maintain health patient-clinician relations and to avoid potential legal consequences, refrain from interactions with patients on social networking sites.
7. The lines between public and private as well as personal and professional are often blurred online. By identifying yourself as a MBKU student, you may influence perceptions about MBKU or your program by those who have access to your information. All content associated with you should be consistent with MBKU's values and professional standards.

K. Volunteer Activities with Outside Organizations

MBKU encourages its students and employees to participate in volunteer activities that have humanistic purposes. These activities may include health care and medical screening services to those who are otherwise unable to obtain such care. While organized local health and medical screenings are arranged through the Programs with appropriate faculty supervision, the University does not sponsor, control or otherwise supervise the activities of outside organizations sponsoring volunteer activities, including mission trips and travel to foreign countries to deliver care. Students may participate in such activities at their own discretion. However, students will not be excused from classes or assignments to participate in these activities, nor will patient care counts be given for participation, nor will work study funds be authorized.

It should be clearly understood that participation in such outside activities is up to the individual student/employee and is not a University-affiliated activity.

L. Work Study

Eligibility - Federal Work Study is a need-based Financial Aid program. Students participating in the program must be U.S. citizens or permanent residents, have filed a FAFSA needs analysis form, and provided the Financial Aid Office with copies of their Social Security card and driver's license or passport.

Foreign students are not eligible for the Federal Work Study Program, but they may work on campus. Contact the Financial Aid Office for details.

University policy excludes students on academic or professional probation from the Work Study program. Supervisors of work study positions reserve the right to remove students from their respective role if not meeting pre-established academic and/or professional standards.

Obtaining a Work Study Position – Work study jobs and employment forms (listed below) are available on the [Work Study portal page](#). The forms are submitted to Financial Aid and only need to be completed one time, unless there is a change in marital status or exemptions.

Form W-4 - This Internal Revenue Service form allows MBKU to withhold the correct federal income tax from your pay. Resubmit this form if you change your name, marital status or exceptions. Use your California address on this form.

I-9 Form – This is the employment eligibility verification form required by the U.S. Citizenship and Immigration Service.

Work Study Time Sheet – Work Study students will record hours worked on an electronic time sheet through [PayCom](#). Financial Aid will provide log-in information and instructions for submitting the web-based time sheet. If completing a time sheet for the first time, please schedule an appointment with Financial Aid for assistance.

Direct Deposit Request Form – This payment option is available to students. This form is available on the [portal](#). It requires a voided check or direct deposit form from the bank.

Pay Rate Schedule for the 2018-2019 Year

Work Study Base Rate (Peer Advisors, TAs, etc.)	\$12 per hour
Peer Tutors	\$13 per hour
Review Session Leaders	\$14 per hour

LIMITS

NO more than 8 hours in one day. A 30 + minute break must be taken after five continuous work hours unless your work day is no more than 6 hours. NO more than 10 hours per week during a period of enrollment. NO more than 6 consecutive work days in a Sunday through Saturday work week.

ENDING A WORK STUDY POSITION - Work-Study students must provide their Supervisor with two weeks notice.

V. STUDENT CONDUCT

Upon acceptance of admission, each student subscribes to and pledges complete observance to the standards of conduct outlined in both this University Student Handbook and the respective Program Student Handbook. Please note, with respect to this chapter, if a Program policy is in direct conflict with a University policy, the University policy governs.

A. Anonymous Material

No anonymous material, except approved course or employee evaluations, shall be kept by administration, faculty or students concerning any individual affiliated with the University. Anonymous material received concerning any individual, except for concern of general welfare/safety or approved course or employee evaluations, shall not be kept in an individual's file. Depending on content, anonymous material, except such approved evaluations, may be brought to the attention of the targeted individual. If brought to the attention of the targeted individual, the material in question shall either be held in the secure CARE Team binder (students) or forwarded to Human Resources (employees).

Anonymous material that threatens the safety of any persons or property at the University, shall be brought to the immediate attention of the President, Director of Campus Safety and/or any appropriate law enforcement agencies.

B. University Student Conduct Policies & Processes

MBKU has established the following Student Conduct policies related to student behavior. Academic standards shall continue to be established and administered by each Program.

Student reports (or “complaints”) may fall into one of three categories: 1) against another student, 2) against a MBKU employee or 3) regarding a University policy or procedure.

1. If a report of misconduct is made by a student against another student, the procedures outlined in the University Student Code of Conduct (“Code”) shall be followed and the incident is not included in the “Institutional Record of Student Complaints.”
2. If a report of misconduct is made by a student against a University employee, the case is forwarded to the MBKU Office of Human Resources for resolution and included in the “Institutional Record of Student Complaints.”
3. If a student files a complaint against a University policy or procedure, it shall be addressed by the Vice President for Student Affairs (VPSA) and included in the “Institutional Record of Student Complaints.”

Reports of misconduct filed against students may be one of two types:

1. Reports of academic misconduct are initially heard by the Program Conduct Officer and handled in accordance with the policies and procedures outlined within the Code (e.g., plagiarism or cheating). These incidents are not recorded in the “Institutional Record of Student Complaints.”
2. Reports of any other type of misconduct (not including Prohibited Discrimination, Unlawful Harassment and Sexual Misconduct) are also initially heard by the Program Conduct Officer and handled in accordance with the policies and procedures outlined within the Code. These incidents are not recorded in the “Institutional Record Student of Complaints.”

C. Institutional Record of Student Complaints

In compliance with federal regulations and accreditation requirements, an “Institutional Record of Student Complaints” has been established and shall be maintained in University Student Affairs by the VPSA. Any student submitting a complaint in writing to the attention of the Office of the President, Dean/Director or VPSA shall have their complaint entered into this log and preserved for review by accrediting site teams. The log shall be set up such as to protect the identity of the individual making the complaint as well as other individuals involved in the facts of the complaint.

In order to be entered into the “Student Complaint Log,” the student should complete the following:

1. The complaint should be addressed to the Office of the President, the Program Dean/Director or VPSA. Complaints submitted to offices other than University Student Affairs shall be immediately forwarded to the VPSA.

2. The complaint should be signed by the student.

In order to track a complaint, the following information shall be entered into the log:

1. The date the complaint was first formally submitted to an appropriate University Officer.
2. The date the complaint was received by the VPSA.
3. The nature of the complaint.
4. Steps taken by the University to resolve the complaint.
5. The University's final decision regarding the complaint, including any referral to outside agencies.
6. Any other external actions initiated by the student to resolve the complaint, if known (e.g., lawsuit, EEOC investigation, etc.).

In order to maintain privacy, any request to view the log by accrediting bodies shall require that all names contained within logged complaints be masked prior to inspection of the log by the accrediting body. No actual documents accrued relating to a complaint shall be shared with an accrediting body without the express permission of the Complainant.

Complaint Notice Disclosure

The MBKU reporting/complaint process is outlined in the section above and again in the University Student Code of Conduct below. Students are encouraged to first utilize the MBKU conduct processes; but we are required by the Bureau for Private Postsecondary Education to inform students of the availability of the state complaint process. An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov>, 916.431.6924 or FAX 916.263.1897.

D. Professional Standards of Dress

Both academic standards and standards of conduct and dress expected and required at MBKU are significantly higher than those most students have encountered during undergraduate studies. The student intern is not only surrounded by fellow students – but also by future colleagues in the health professions and the community at large.

Students should conduct themselves in the manner befitting a health care professional. MBKU is an academic health care institution, and as such, it is expected that its students display a mature professional demeanor and observe an appropriate level of judgment regarding personal hygiene, grooming and dress. It is important to dress in a manner that is respectful to professors, classmates, staff and campus and clinic visitors.

Individual Programs and instructors may elect to have more rigorous dress code requirements for certain classes (e.g., patient care-related laboratory proficiencies/clinical skills). If an instructor feels dress is inappropriate, action may be taken at their discretion. For details, please reference the respective Program Student Handbook.

E. Expression, Assembly and Forum Policy

MBKU is committed to promoting an inclusive campus culture and fostering a learning environment where free inquiry is celebrated. Dissent – disagreement, a difference of opinion, or thinking differently from others – is an aspect of expression in higher education, whether it manifests itself in a new and differing theory in quantum mechanics, a personal disagreement with a current foreign policy, opposition to a position taken by the University itself, or by some other means. The University recognizes the crucial importance in maintaining an open communication and dialogue in the process of identifying and resolving problems which may arise in the dynamics of life in a university community.

In addition to the information included below, certain existing policies under other categories within this handbook also address issues related to expression, assembly and forums including the Student Expectations & Responsibilities, University Student Code of Conduct, Prohibited Discrimination, Unlawful Harassment & Sexual Misconduct Policy, On-Campus Organization/Class Events with Alcohol and Professional Standards of Dress. Each Program also has its own Professionalism policies. Familiarity with these policies is extremely important as it relates to expectations of professionalism in clinical settings.

MBKU has published policies and procedures regarding hosting events on campus found in the Student Organization Handbook. Certain events (i.e., guest lectures, fundraisers, etc.) have a longer approval process than others to make sure a reasonably safe, professional learning environment is maintained. Again, as a graduate health care institution, MBKU has very high standards of professional conduct which these policies and processes support.

As a private university, MBKU is not considered an acting arm of the state and therefore not directly bound by the First Amendment or the California Constitution (which only limit government action). By choosing to attend MBKU, students give their informed consent to follow University guidelines on professionalism and expectations of behavior. University-owned spaces – including clinics – are private property and therefore not considered public forums. These spaces are also not available for use by people or groups unaffiliated with MBKU.

Certain locations on campus are not available for events or meetings unless an exemption is granted. These include:

- Private offices, research laboratories and clinical facilities (not including designated meeting rooms)
- Facilities with sensitive materials, equipment or records such as some offices and the library
- Classrooms or meeting spaces where classes or other activities are already being held, or have been reserved for that specific date/time

Meetings, events and other expressive activities should not disrupt normal University operations:

- Block access to campus buildings
- Obstruct free movement on campus
- Disrupt classes or other educational activities
- Disrupt patient care, delivery of health care and other clinic related services and/or education

What Is Not Considered Free Expression?

Individuals and groups may be found in violation of University policy if they engage in the following actions or behaviors:

- Unreasonably infringing on others' rights to free expression at demonstrations, events or programs
- Threaten individuals or cause an injury to someone
- Harass, threaten violence or intimidate others
- Violate the law or University policy
- Enter a restricted area without authorization

Tips for Planning a Demonstration or Expressive Activity

Prior to the event:

- Review the University Student Code of Conduct, the “Event Planning” section of the Student Organization Handbook, and other relevant University and Program policies.
- Develop a plan. Meet with your Student Organization Advisor, Faculty Advisor or Student Affairs Administrator to discuss logistics such as format, location, speakers and any other items you think will lead to a safe and successful event.
- Follow the event planning guide located in the Student Organization Handbook, including filling out any necessary forms and acquiring approval signatures from advisors and/or Program administrators.

During the event:

- Communicate your plan to attendees. Meet with the organization members and other participants/attendees to discuss the purpose of the event and what they should do if confronted by threats, harassment or violence during the event. Groups should not respond physically – someone should call MBKU Campus Safety immediately. Attendees should also be aware of University policies and procedures, as they also may be held responsible for their actions.
- Report safety concerns promptly. At large events with over 50 people in attendance, MBKU Campus Safety Officers shall be in attendance. If not, please call MBKU Campus Safety for assistance (714.992.7892).

After the event:

- Follow up with members and participants to debrief the event.
- Meet with an advisor to think about next steps.

Recording at Events

Participants may use recording devices or cameras at events, provided they follow the University Code of Student Conduct (see Article III. B. 9 & 10).

Still Have Questions?

When in doubt, please contact a faculty advisor or Student Affairs administrator. We may answer questions about expressive events, assist with planning and show you any applicable University policies and procedures.

F. Student Expectations & Responsibilities

Cultivating an environment of mutual respect and responsibility is the foundation of educational and professional excellence. Every member of the campus community expects to learn, work and thrive in a safe environment where mutual respect is fostered, and the dignity and worth of diverse people and ideas are valued and respected. All students admitted and enrolled in the University have an obligation to uphold these ideals and to conduct themselves in a manner compatible with the University's function as an educational institution.

Student Expectations

1. Professional Learning Environment
 - a. Expect access to faculty, staff, academic technology, classrooms, MBKU Library services, Student Achievement Center resources and services and other resources necessary for the learning process.
 - b. Expect access to academic advising and clear expectations for degree and graduation requirements.
 - c. Expect to interact with employees who act professionally, provide clear expectations for performance and evaluation, hold classes/meetings as scheduled, are accessible for office hours, appointments or consultation, and maintain a clear connection between course description and content.
 - d. Expect employees to be sensitive to students' religious beliefs and observances and/or pregnancy/parenting status, including an expectation that reasonable arrangements should be made upon notice that a student will miss an exam or other academic/clinic obligation resulting from the observance of a religious holiday and/or pregnancy-related concerns.
 - e. Expect the freedom to raise relevant issues pertaining to classroom discussion (including personal beliefs), offer reasonable doubts about data presented and express alternative opinions without concern for any academic penalty or scrutiny.
 - f. Expect to study, work and interact in an environment free of amorous or sexual advances by an employee. All amorous or sexual relationships, consensual or otherwise, between faculty/staff and students should be unacceptable when professional responsibility for the student exists. Such responsibility encompasses both instructional and non-instructional contexts.
2. Freedom from Unlawful Discrimination, Prohibited Harassment and Sexual Misconduct: All students have the expectation to study, work and interact in an environment that is free from unlawful discrimination and prohibited harassment in violation of law or University policy by any member of the University community.
3. Expectation of Privacy: A student's personal privacy, as provided by law, shall be protected by the University.
4. Information: The University shall make available to all students information which denotes the applicable academic, clinical and behavioral standards (i.e. MBKU Student Handbook, Program Student Handbooks, Clinic/Rotation Manuals and course syllabi).
5. Student Records: Student's academic, health, judicial and other confidential records shall be maintained, and students shall have access to these records, in a manner consistent with University policies and applicable state and federal laws.
6. Participate in Student Organizations and Campus Activities: The University recognizes that students expect to form organizations in accordance with the law and University policy,

- including but not limited to those organized for intellectual, religious, social, economic, political, recreational or cultural purposes.
7. Campus Climate, Curriculum and Policy Development: The University/Programs afford(s) all students the opportunity to share their views and participate in the initiation and development of University/Program policies, curriculum and services through course evaluations, focus groups, surveys and participation on select faculty/staff committees.
 8. Fair Hearings: A student subject to University Student Conduct processes arising from violations of University policies and/or procedures shall be assured fair/impartial hearings.

Student Responsibilities

1. Facilitate a positive learning environment and process by attending class, being prepared, answering questions/participating in discussion and completing assignments.
2. Recognize individual actions reflect upon them both as individuals and as part of the University community both on- and off-campus. Students shall be responsible for their behavior and shall respect the expectations and property of others.
3. Maintain and regularly monitor University accounts, including e-mail, CASHNet and Campus Store. Regularly browse My.Ketchum.Edu portal pages and current Moodle course pages.
4. Uphold and maintain academic and professional honesty and integrity.
5. Comply with the directions of University officials, including Campus Safety officers acting in performance of their duties.
6. Do not cheat, fabricate or facilitate academic dishonesty.
7. Do not furnish false information to the University including forging, altering or using without authorization any University document or instrument of identification.
8. Do not commit acts involving moral turpitude, dishonesty or corruption when the act directly or indirectly affects the health, welfare or safety of others – including patients.
9. Do not participate in any aspects of one's Program in the absence of applicable appropriate supervision or while impaired by alcohol or drugs.
10. Do not distribute, use, possess or store any controlled substance, illegal drug, weapon or fireworks on University premises or at University sponsored activities.
11. Do not intentionally or recklessly cause physical harm or offensive contact to any person on University premises or at University sponsored events. Do not intentionally or recklessly interfere with normal University operations or University sponsored events.
12. Students shall be fully acquainted with University and Program policies and procedures and comply with them as well as applicable laws and regulations.
13. Students shall not knowingly violate the terms of any disciplinary sanction imposed in accordance with the University Student Code of Conduct.
14. In addition to the responsibilities set forth, students shall uphold and follow the additional responsibilities set forth in the policies of their respective professional Program and societies.

Alleged violations of Student Expectations shall be administered in accordance with the University Student Code of Conduct.

G. University Student Code of Conduct

The mission of Marshall B. Ketchum University ("MBKU" or "University") is to educate caring, inspired health care professionals who are prepared to deliver collaborative, patient-centric health care in an interprofessional environment. The academic environment should foster conditions that are conducive to the full pursuit of knowledge and learning as outlined in the "Student Expectations and Responsibilities." In order to ensure this mission, MBKU has established guidelines for the adjudication of individuals accused of violating University/Program codes, rules, regulations and/or policies. In addition, MBKU has established a Student Code of Conduct ("Code") to ensure the protection of student expectations and the health and safety of the University community, to foster the personal and professional development of students and to support the efficient operation of MBKU programs.

In cases where a MBKU student is found responsible for a violation of the Code, MBKU shall impose sanctions that are consistent with the impact of the offense on the community. MBKU reserves the right to pursue criminal and/or civil action where warranted. The Code shall apply from the time of admission to University Programs and continue if the student remains enrolled. The Code shall also be applicable to a student's conduct even if the student withdraws from MBKU after a report has been submitted for review of an alleged violation.

ARTICLE I: DEFINITIONS

1. "Academic negligence" means unknowingly or unintentionally claiming credit for the work or effort of another person, or unknowingly or unintentionally gaining (or causing another to gain) an unfair academic advantage.
2. "Assault" means intentionally, knowingly, or recklessly causing bodily injury to another person. In this context, "bodily injury" means physical pain, illness or any impairment of physical condition.
3. "Bullying" means any written, verbal, graphic or physical act that a study or group of students exhibit toward other particular student(s) and the behavior causes mental or physical harm to the other student(s); and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).
4. "Cheating" is an act of academic dishonesty and includes, but is not limited to:
 - a. use of any unauthorized assistance in taking quizzes, tests or examinations;
 - b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
 - c. the acquisition, without permission, of tests or other academic material belonging to a member of the MBKU faculty, staff or student; and
 - d. engaging in any academic behavior specifically prohibited by a faculty member in the course syllabus or class/clinic discussion.
5. "Code" means MBKU Student Code of Conduct.
6. "Coercion" means intentionally compelling or inducing another person to engage in conduct from which another has a legal right to abstain, or to abstain from conduct in which another has a legal right to engage, by threatening by words or conduct to take some negative action that may impact the other person.
7. "Conduct Officer" or "Officer" means a person authorized by their Program Dean/Director to collect reports of student misconduct, investigate the case, decide whether "more likely than not" the student has violated a MBKU policy and to deliver sanctions when appropriate. This person oversees the respective Program's Administrative Resolution process OR forwards the misconduct case to the VPSA for a University Committee Hearing.
8. "Committee" means the University Student Conduct Committee.
9. "Complainant" means any person who submits a complaint alleging that a student violated a University rule/regulation. When a student believes that they have been a victim of another student's misconduct, the student who believes they have been a victim will have the same rights under this Code as are provided to the Complainant, even if someone else filed the complaint.
10. "Consent" is an affirmative, conscious and voluntary agreement to engage in agreed upon forms of sexual contact as consistent with California State law. A person cannot give consent if the person is under the age of 18, if the person is developmentally or intellectually disabled, if the person is mentally incapacitated or physically helpless or under the influence of alcohol and/or other drugs. An individual's intoxication is never an excuse for or a defense to committing sexual or gender-based harassment, sexual assault, sexual exploitation or sexual violence.
 - a. Lack of protest or resistance and silence cannot be interpreted as consent. Consent must be ongoing throughout any sexual contact and may be revoked at any time. The existence of a dating relationship, domestic partnership or marriage between the persons involved or the existence of past sexual relations between the persons involved, is never by itself an indicator of consent.

11. “Dating violence” is physical, sexual, emotional, financial or psychological abuse or threats of abuse against another person who is or has been in a social relationship of a romantic or intimate nature with the alleged abuser; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
12. “Domestic violence” is physical, sexual, emotional, financial or psychological abuse or threats of abuse against another person who is a family or household member. For purposes of this definition, the term “household member” means a cohabitant who is or was a spouse or intimate partner.
13. “Faculty member” means any person hired by MBKU to conduct classroom/clinic or teaching activities or who is otherwise considered by MBKU to be a member of its faculty.
14. “Force” means physical contact, violence, threat, intimidation or coercion.
15. “Harassment” means conduct that is so severe, pervasive and objectively offensive that it unreasonably interferes with a person’s academic performance or participation in University programs or activities and creates a learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. The conduct does not have to be threatening and may include deliberate and persistent communication that unreasonably disturbs the recipient.
16. “Incapacitation” (or “incapacitated”) is a mental or physical state in which a person lacks the ability to understand the consequences of their actions and, therefore, cannot make a rational, reasonable decision.
 - a. An individual who is incapacitated is unable to give consent. States of incapacitation include sleep, unconsciousness, intermittent consciousness or any other state where the individual is unaware. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent.
17. “MBKU Official” means any person employed by MBKU, performing their assigned administrative or professional responsibilities.
18. “MBKU premises” means all land, buildings, facilities and other property in the possession of, owned, used or controlled by the University. University vehicles are always covered by this policy regardless of whether they are on University premises or not.
19. “Physical abuse” means the non-accidental infliction of physical or bodily injury, pain or impairment, including but not limited to hitting, slapping, causing burns or bruises, poisoning or improper physical restraint; or causing physical injuries that are not justifiably explained or where the history given for an injury is at variance with the degree or type of injury.
20. “Plagiarism” is an act of academic dishonesty and includes, but is not limited to, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of academic materials.
21. “Policy” means the written regulations of MBKU as found in, but not limited to, its Bylaws of the Board of Trustees, its Administrative Procedures, the Student Code of Conduct, the Student Rights and Responsibilities, University and Program Handbooks, and University Catalog.
22. “Respondent” means a MBKU student who is currently enrolled at MBKU, pursuing a degree either full or part time, against whom a complaint has been filed alleging a violation of the Code. A Respondent who withdraws from MBKU (after a complaint or report is filed alleging they committed any form of sexual misconduct), but who has a reasonable or continuing relationship with MBKU, or has been notified of their acceptance for admission, will be considered a Respondent, even if they are not currently enrolled or have not yet begun attending classes, for the purposes of this process.
23. “Sexual assault” is the act of committing unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger. Such contact is unwanted when it occurs:
 - a. without the consent of at least one of the individuals; or

- b. when at least one of the individuals is incapacitated or otherwise incapable of giving consent.
 - c. For purposes of this section, “Sexual contact” is defined as intentional touching or penetration of another person’s clothed or unclothed body, including, but not limited to, the mouth, neck, buttocks, anus, genitalia or breast, by another with any part of the body or any object in a sexual manner. Sexual contact also includes causing another person to touch their own or another body in the manner described above.
24. “Sexual exploitation” is violating the sexual privacy of another, or taking unjust or abusive sexual advantage of another, without consent (as defined above), and when such behavior does not otherwise constitute sexual assault.
 25. “Sexual harassment” means unwelcome conduct (either directly or indirectly when others are aware of it) that is severe or pervasive, and has either the purpose or effect of:
 26. “Sexual intercourse” means anal, oral and vaginal penetration of a sexual nature.
 27. “Stalking” is two or more acts of unwanted and harassing behavior, directed at a specific person that is sufficiently serious to cause physical, emotional or psychological fear or to create a hostile, intimidating or abusive environment. The conduct must be both objectively and subjectively perceived as hostile, intimidating or abusive. That is, the reporting party must view the conduct as hostile, intimidating or abusive, and a reasonable person with the same fundamental characteristics as the reporting party (e.g., actual or perceived sex, age, race, gender, sexual orientation, gender identity or gender expression) must also view the conduct as hostile, intimidating or abusive if they were in similar circumstances. Stalking may include (but is not limited to) situations occurring in person or through mail, electronic mail, text messaging, instant messaging, telephone, facsimile, social media websites or other internet communications; for several days or for many years.
 28. “Student” refers to a person who is currently either:
 - a. registered/enrolled (i.e., taking courses either full or part time or on clinical rotations); or
 - b. unregistered/withdrawn (i.e., not currently enrolled but maintains a “reasonable relationship” with MBKU – admitted but not enrolled, on a leave of absence, returning student, etc.).
 29. “Under the influence” means that a person has ingested an intoxicant which has impaired the person’s normal mental functioning or ability to care for the person and guard against casualty. Examples of individuals “under the influence” include, but are not limited to slurred speech, lack of coordination and the smell of alcohol or marijuana on the student that is coupled with unusual behavior of the student in general.
 30. “University” or “MBKU” means Marshall B. Ketchum University.
 31. “Weapon” includes but is not limited to: a pistol or other firearm, taser, stun gun, explosives, dagger, dirk, razor, stiletto, knife (regardless of length or size) and any other dangerous or deadly weapon or instrument, or common object used in a threatening/dangerous manner.

ARTICLE II: STUDENT CODE AUTHORITY

1. The University President shall have the ultimate oversight and authority over University Student Conduct processes. The Senior Vice President and Chief of Staff may act as the President’s designee, as applicable.
2. For University Student Conduct processes, the President has designated the Deans/Director and the Vice President for Student Affairs (VPSA) as official designees who shall be authorized to render decisions and sanctions, assign cases to other trained Officers/designees and/or make determinations as to whether or not a case may be administratively resolved in accordance with this process.
3. The VPSA shall develop processes and procedural rules for the consistent administration of University policies. The VPSA (and/or designee) shall serve as Chair of the University Conduct Committee and facilitate Committee hearings.
4. Decisions made by the Program Conduct Officer, Dean/Director or VPSA shall be final, pending appropriate appeal processes.

ARTICLE III: PROSCRIBED CONDUCT

1. Jurisdiction

The MBKU Code shall apply to conduct that occurs on University premises or clinical rotation sites, at University-sponsored activities and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for their conduct and the conduct of their guests, from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end. Additionally, students shall be responsible for conduct that occurs during the academic year as well as during periods between terms of actual enrollment.

The Code shall apply to a student's conduct even if the student withdraws from classes at MBKU after a report was submitted or while a disciplinary matter is pending.

The Code applies at all University locations and any other ancillary educational locations including but not limited to clinical facilities, labs, internships or rotation sites, when applicable and/or related to MBKU coursework.

2. Prohibited Conduct

Any student found to have committed (or to have attempted to commit) any of the following misconduct, including policies outlined in "[Student Expectations and Responsibilities](#)," the MBKU Catalog and/or Program Student Handbooks, shall be subject to the disciplinary sanctions outlined in [Article IV](#).

Academic standards shall be established and administered by each Program.

a. Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, academic negligence and any other forms of academic dishonesty.
- Misrepresentation or omission of facts or furnishing false information to any University official, faculty member, staff or office.
- Forgery, alteration or misuse of any University document, record or instrument of identification.
- Financial Aid fraud or corresponding behaviors that would allow a student to receive a monetary benefit for which they are not eligible.

b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises.

c. Abuse that is physical or psychological in nature. This includes actual physical abuse or assaults, threats of physical harm or threatening behavior that would cause fear in a reasonable person, intimidation, harassment, stalking, coercion, bullying, hazing and/or any other conduct which threatens or endangers the health or safety of any person (including, but not limited to, messages sent via text messages, emails, on social media networks or any electronic format including phone, etc.).

- This provision also includes, but is not limited to: dating violence, domestic violence and unlawful discrimination or prohibited harassment on the basis of race, color, sex, age, religion or creed, national origin or ancestry, pregnancy/parenting status, disability, marital status, height, weight, sexual orientation, gender/gender identity, genetic information, veteran or military status or any other factor prohibited by law.
- Prohibited harassment may take many forms, including but not limited to degrading or demeaning conduct or comments based on the demographic categories above.
- Prohibited bias factors may not be permitted to have an influence upon decision regarding students, applicants for admission and/or users of University-related programs, services and activities. MBKU shall continue in

- its efforts to maintain an educational environment free of such prohibited bias in all institutional practices.
- d. Any attempted or actual sexual misconduct, which includes Sexual Exploitation, Sexual Harassment and Sexual Assault. Specific examples include:
 - Degrading or demeaning comments or conduct of a sexual nature, such as unwelcome sexual advances, touching, requests for sexual favors, ogling, comments about a person's sexual activities, sexual suggestive or degrading jokes, the display of sexually explicit materials that do not serve an academic purpose, etc.
 - Making or threatening to make decisions (e.g. for admission, site placement, employment, etc.) about a person based on the demographic categories or on the basis of that person accepting or rejecting sexual advances, granting sexual favors, tolerating prohibited conduct, etc.
 - Stating or implying that a student's career has advanced by granting sexual favors, or that a student's performance problems are attributable in whole or in part to the person's demographics.
 - e. Attempted or actual theft of and/or damage to University property or property of a member of the University community or other personal or public property, on or off campus. This also includes violations of copyrighted materials.
 - f. Hazing (any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property) for the purpose of initiation, admission into, affiliation with or as a condition for the continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; both are violations of this rule.
 - g. Failure to comply with the directions of University Officials or Campus Safety Officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so. This provision also includes a failure to complete required sanctions upon a finding of responsibility by a Program Conduct Officer, Conduct Committee Member, Appellate Officer, or other University Administrator in any University student disciplinary related process.
 - h. Unauthorized possession, duplication or the use of keys or ID Access Cards to any University premises or unauthorized entry to or use of University premises.
 - i. Undisclosed and unauthorized recording of individuals within the University community. Students are not permitted to make or attempt to make an audio or video recording of private, nonpublic conversations and/or meetings on University premises, without the knowledge and consent of all participants subject to such recordings. In such circumstances the use of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings. This provision does not extend to the recording of public events or discussions, or to recordings made for law enforcement purposes.
 - j. Making, attempting to make, transmitting, or attempting to transmit audio or video of any person(s) on University premises in bathrooms, showers, locker rooms, clinical facilities or other premises where there is an explicit expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants subject to such recordings.
 - k. Violation of any University policy, rule or regulation published in hard copy, included in a course syllabus, or available electronically on the [MBKU website](#), [My.Ketchum.Edu](#) ("portal") or [Moodle.Ketchum.Edu](#) ("Moodle").
 - l. Violation of federal, state or local law on University premises or at University-sponsored or supervised activities.
 - m. Use, possession, manufacturing, distribution or being under the influence of alcoholic beverages (except as expressly permitted by University policies, state or federal law), or public intoxication while on any University premises or at any University

- sponsored event or ancillary site. Alcoholic beverages may not, in any circumstance, be used, possessed or distributed to any person under twenty-one (21) years of age.
- n. Use, possession, manufacturing, distribution or being under the influence of marijuana, narcotics, or other controlled substances (except as expressly permitted by state and federal law) while on any University premises or at any University sponsored event or ancillary site. Possession of drug paraphernalia is also prohibited on University premises.
 - Although the State of California now allows the private recreational use and possession of small amounts of marijuana for people 21 years of age and older, marijuana is still illegal under federal law.
 - o. Possession of weapons (except as permitted by law) and/or use of any such item in a manner that harms, threatens or causes fear to others within the University community.
 - p. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts normal University operations and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
 - q. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
 - r. Conduct that is disorderly; breach of peace; or aiding, abetting or procuring another person to breach the peace or at functions sponsored by, or participated in by the University or members of the academic community. Disorderly Conduct includes but is not limited to the use of any device to capture audio, video or digital record or photograph of any person while on University premises or at University events where there is a reasonable expectation of privacy (i.e., restrooms, locker rooms, etc.).
 - s. Theft or other abuse of computer facilities and resources, including but not limited to:
 - Unauthorized entry into a file, to use, read, change the contents of or for any other purpose.
 - Unauthorized transfer of a file.
 - Use of another individual's identification and/or password.
 - Use of any University computing device or resources to interfere with the work of another student, faculty member or other University Official.
 - Use of any University computing device or resources to send obscene or abusive messages.
 - Use of any University computing device or resources to interfere with normal operation of the University computing systems.
 - Use of any University computing device or resources in violation of copyright laws.
 - Any violation of the MBKU Information Technology Office's appropriate use policies and procedures.
 - t. Abuse of the student conduct process, including but not limited to:
 - Falsification, distortion, or misrepresentation of information under review by a Program Conduct Officer, the University Conduct Committee and/or Appellate Officer.
 - Disruption or interference with the orderly conduct of a conduct meeting/Hearing.
 - Attempting to discourage an individual's proper participation in, or use of, the student conduct process.

- Attempting to influence the impartiality of a University Conduct Officer prior to and/or during the conduct meeting/Committee Hearing.
 - Harassment (verbal or physical) and/or intimidation of a University Conduct Officer prior to, during and/or after a conduct meeting/Committee Hearing.
 - Influencing or attempting to influence another person to commit an abuse of the student conduct process.
- u. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship.
 - v. Retaliation against any person submitting a complaint of any alleged policy violation or against any person cooperating in the fact-finding (including testifying as a witness) of any alleged violation of this Code. For these purposes, “retaliation” includes, but is not limited to, physical abused, intimidation, threats, harassment and other adverse action threatened or taken against any such Complainant, Victim, Respondent or third party.
3. Violation of Law and University Discipline
- a. MBKU student conduct proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court of criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Program Conduct Officer or VP/DSA. Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges arising from the same factual circumstances as the alleged University rules/regulations violation were dismissed, reduced, or resolved in favor of or against the Respondent/Defendant.
 - b. When a student is charged by federal, state, or local authorities with a violation of law, MBKU shall not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under the Code, MBKU may advise off-campus authorities of the existence of the Code and of how such matters are typically handled through the University student conduct process. MBKU shall attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT PROCESS (“FAIR HEARINGS”)

1. Reporting Misconduct
- a. Any member of the University community may submit a complaint against a student for (an) alleged violation(s) of the Code. All students accused of violating this Code shall be entitled to a fair hearing, which includes written notification of the alleged violation and a reasonable opportunity to respond and provide evidence and/or witnesses to be considered prior to any final decision.
 - b. Any allegation of a conduct and/or professional standards violation may be directed to the Respondent’s Program Conduct Officer (“Officer”). Any student or employee may report a charge of student misconduct. Reports should be submitted as soon as possible after the event takes place. However, all reports shall be reviewed in accordance with this process, regardless of date reported.
Exception: Sexual Misconduct and harassment/discrimination allegations are reported directly to the MBKU Title IX Office. (See [Prohibited Discrimination, Unlawful Harassment and Sexual Misconduct Policy](#).)
 - c. The Officer shall conduct an impartial and reliable preliminary fact-finding investigation of all allegations to determine if the allegation(s) have merit and/or if they may be

adjudicated via the Administrative Resolution process. The Officer may take into consideration factors such as the complexity, severity and community impact of the case.

Note: Cases serious in nature, involving complicated facts and/or involving students/groups with previous disciplinary violations should be forwarded to a Committee Hearing for resolution. All cases where suspension or dismissal is a possible sanction shall have a University Student Conduct Committee Hearing (“Committee Hearing” or “Hearing”). Students have the right to request a Committee Hearing in lieu of an Administrative Resolution.

- d. The Officer, in collaboration with the VPSA, may accommodate concerns for the personal safety, well-being and/or fears of confrontation by involved parties while the case is being resolved. These concerns may be addressed in a variety of ways including, but not limited to, MBKU No Contact Orders, Campus Safety presence at meetings, removal from class or campus for a short period or reasonable schedule adjustments. Removal for a period longer than one day requires an Interim Suspension.
- e. The Program Conduct Officer is responsible for the following:
 - i. Intake of the report/potential violation
 - ii. Investigation
 - iii. Determining the validity of the allegation
 - iv. If valid, notifying the student of the charge in writing
 - v. Educating the student on the process and their rights
 - vi. Obtaining statements from the Complainant, Respondent and any witnesses
 - vii. Facilitating an Administrative Resolution, if applicable, including determining and delivering sanctions
 - viii. If applicable, forwarding the case to the VPSA if a Committee Hearing is appropriate, required or requested by the Respondent
- f. Officer training materials and templates shall be maintained by University Student Affairs and provided upon request.

2. Administrative Resolution

All Administrative Resolution processes shall begin under the assumption that the Respondent has not violated University/Program policy.

An Administrative Resolution is a discussion between the student/group and a Conduct Officer(s) – following Program published protocols. In most cases, when charged, students accept responsibility for misconduct. The Officer shall inform the student’s Dean/Director prior to notifying the student of the outcome and any sanctions (if applicable).

- a. The Officer(s) shall determine if the charge may be adjudicated via an Administrative Resolution. The Officer may take into consideration factors such as the complexity, severity and community impact of the case.

Note: Cases serious in nature, involving complicated facts and/or involving students/groups with previous disciplinary violations should be forwarded to a Committee Hearing for resolution. All student conduct and professional violation cases where suspension or dismissal/expulsion is a possible sanction shall have a Committee Hearing. Students have the right to request a Committee Hearing in lieu of an Administrative Resolution.

- b. The Officer(s) shall follow Program published protocols for all Administrative Resolutions. These protocols should be in the student’s respective Program Student Handbook.
- c. Determinations of Code violations/misconduct shall be made based on “more likely than not” (“preponderance of the evidence” standard of proof) the student violated the Code/engaged in misconduct. The initial assumption shall be as though the Respondent has not violated University/Program policy.

- d. If found responsible, the Officer shall deliver the sanction(s) letter to the student, after notifying the Program Dean/Director. Sanctions shall be effective immediately, pending any appeals processes.
- e. The entire case file shall then be forwarded to University Student Affairs to store with the University's disciplinary records, which shall be kept separate from the student's academic record. While FERPA requires students be provided the opportunity to "inspect and review" their record, the University is not required to, nor shall provide, a copy of the record to the student. Disciplinary records are destroyed immediately after graduation, per University policy.
- f. At the conclusion of the conduct process, the involved MBKU administrators shall evaluate the matter for actions that may be taken to improve University practices.

3. Conduct Committee Hearing

All University Conduct Committee Hearing processes shall be operated under the initial assumption that the Respondent has not violated University/Program policy.

The Conduct Committee ("Committee") shall be a University-wide standing committee comprised of nine faculty and administrators from all University Programs (not including the Program Conduct Officer). The Committee shall hear matters involving offenses that may involve possible suspension or separation from the University; cases serious in nature, involve complicated facts and/or involve students/groups with previous disciplinary violations; or when requested by the student in lieu of an Administrative Resolution.

Each summer, the Dean/Director submits the names of three faculty and/or administration within their Program to serve on the Committee. These individuals are selected annually and may serve on the Committee any number of years. The chosen Committee of nine MBKU faculty/administrators shall then be trained on the fair hearing and University Student Conduct process. If/when a need for a Conduct Committee Hearing arises, the nine individuals shall be contacted to participate.

In a Committee Hearing, the case shall be heard and decided upon by a panel of at least three Committee members. The VPSA (and/or designee) shall serve as Committee Chair by facilitating the hearing, ensuring due process and performing administrative functions.

University Conduct Committee policies and procedures are outlined in the Conduct Committee Handbook. This document is maintained by University Student Affairs.

Note: All cases involving sexual misconduct and/or harassment/discrimination shall be forwarded to the MBKU Title IX Office for resolution. (See [Prohibited Discrimination, Unlawful Harassment and Sexual Misconduct Policy](#).)

For matters in which individuals pose a danger to themselves, others or the immediate well-being of the University community, the "[Medical Leave Policy](#)" shall be followed, including the possibility of separation from the University.

- a. If forwarded to the Committee, the VPSA shall continue/conduct an impartial and reliable preliminary fact-finding investigation of all allegations.
- b. Prior to meeting with the Respondent, they shall be provided the following:
 - i. written notification regarding how the alleged violation came to the attention of the University;
 - ii. a detailed written summary of the allegation(s) so that the Respondent may properly prepare for their meeting or response to the allegation(s); AND
 - iii. a reasonable opportunity to provide their statement for consideration, as well the names of any relevant witnesses for consideration before a final decision is made.
- c. If meeting is not possible, the notification shall direct the student to make an appointment with the VPSA to review the facts concerning the alleged violation(s).
- d. After reviewing the available facts with the Respondent, and/or after reviewing the Respondent's statement, a decision shall be made whether to formally charge the Respondent with (a) violation(s) of the Code or further the fact-finding based on information provided by the Respondent.

- e. Based on all the facts and circumstances presented, the charge(s) may be amended or changed, and the Respondent shall be made aware of the change(s) immediately or as soon as possible in writing.
- f. Meetings shall be conducted using the following guidelines:
 - i. Meetings shall be scheduled at the convenience of the VPSA, however, all efforts shall be made to schedule the meeting as soon as possible.
 - ii. The parties may provide the VPSA with a list of potential witnesses and a summary of information and/or copies of documents or relevant information they believe shall assist the Committee in understanding their version of events.
 - iii. The VPSA, in their sole discretion, shall determine which information is relevant given the report and/or the facts and circumstances.
 - iv. All meetings shall be conducted in private.
 - v. In cases involving more than one Respondent, the VPSA, shall conduct the meetings separately, to determine the responsibility of each student.
 - vi. The tone of the meeting(s) should be educational and not adversarial.
 - vii. Pertinent information received from witnesses and the parties, records, exhibits, and written statements may be accepted as information for consideration by the Committee at the VPSA's sole discretion.
 - viii. Once the investigation phase is complete, the first phase of Committee activity involves VPSA-facilitated conduct process and fair hearing training and a review of relevant case evidence/information.
 - ix. The second phase of Committee activity involves the official Hearing. During the Hearing, the Complainant(s), Respondent(s), and any witnesses have the opportunity to present statements and answer questions from Committee members. Both Complainant(s) and Respondent(s) may have an Advisor present. The Advisor may not participate in the Hearing but may consult with their student if they have questions/concerns.
 - x. After any statements and questions, the Committee shall determine whether the Respondent(s) has/have violated each section of the Code in which they are alleged with violating. However, the Committee may also consider a different charge if they believe the facts support a charge(s) different than the charge(s) the Respondent(s) was/were originally charged with. If the charge(s) is/are different from the charge(s) listed in the original notification, then the VPSA will discuss or notice the Respondent so that they may respond appropriately to the new charge(s).
 - xi. Determinations of Code violations shall be made based on "more likely than not" ("preponderance of the evidence" standard of proof) the Respondent violated the Code/engaged in misconduct. The initial assumption shall be as though the Respondent has not violated University/Program policy.
 - xii. There shall be a single verbatim record of all student conduct meetings. Digital recordings of interviews shall be the property of the University. These recordings will be maintained only until the appeal process has concluded (if applicable) or as deemed necessary by the University. Case notes, statements, evidence and other documents will be maintained in a hard-copy file separate from the student's academic record. Any behavioral/student conduct records (other than those relating to Suspension or Expulsion) are shredded immediately upon the student's graduation/separation from the University.
- g. If the Committee decides "more likely than not" that the Respondent has violated at least one provision of the Code, they shall consider and recommend appropriate sanction(s) to the VPSA (or designee).
- h. After informing the Dean/Director of the respective Program, the VPSA shall deliver the sanction(s) to the student – including information regarding applicable appeals processes.

- i. The case file shall be stored in the University's disciplinary records, which is kept separate from the student's academic record. While FERPA requires that we provide students the opportunity to "inspect and review" their record, the University is not required to, nor will provide, a copy of the record for the student. Only sanctions of Professional Probation and/or Dismissal/Expulsion are reported on the student's transcript. All disciplinary records are destroyed immediately after graduation, per University policy. However, the Dismissal/Expulsion transcript note is a part of the student's permanent record.
- j. At the conclusion of the conduct process, the involved MBKU administrators shall evaluate the matter for actions that may be taken to improve University practices.

4. Sanctions

Administrative Resolution sanctions may include one or more of the following except Suspension, Dismissal and/or Expulsion. These sanctions shall be reserved for cases forwarded to the University Student Conduct Committee.

Academic standards shall continue to be established and administered by each Program (including Academic Probation and Academic Dismissal).

- a. In cases where a student has been found "more likely than not" to have engaged in a Code violation/misconduct, MBKU shall impose discipline that is consistent with the impact of the offense on the University community. Progressive discipline principles shall be followed in that the student's conduct history at MBKU (and any other institution, if applicable) shall be considered, along with any other relevant information while determining sanctions. Disciplinary action taken against a student includes one or more of the following:
 - i. Mediation/Restorative Justice – A voluntary and confidential process where a neutral third-party facilitator helps two or more people in conflict have a constructive conversation to resolve issues, repair harm and improve relationships.
 - ii. Exception: Sexual misconduct cases shall not include a sanction of Mediation unless both parties voluntarily agree to participate.
 - iii. Written Warning – A notice in writing to the student that the student is violating or has violated University regulations and a copy of the warning letter is placed in the student's conduct file.
 - iv. Administrator Conferences – Required meeting(s) with Program/University administrators to discuss behaviors and plan(s) for improvement.
 - v. Professional Probation – Probation is for a designated period (which may include the remainder of their enrollment at MBKU) and includes the probability of more severe disciplinary sanctions if the student is found to violate any University regulation(s) during the probationary period. Any MBKU student on Professional Probation may not participate in leadership roles on campus, including federal work-study positions.
 - vi. Academic Penalties – Including but not limited to grading penalties and academic misconduct transcript notations.
 - vii. Loss of Privileges – Denial of specified privileges for a designated period.
 - viii. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - ix. Discretionary Sanctions – Work assignments, essays, service to MBKU, community service or other related discretionary or educational assignments.
 - x. MBKU No Contact Orders – No unnecessary contact between the Respondent and the Reporter, Victim(s), witnesses or other individuals (when appropriate).
 - xi. Suspension (noted on transcript) – Separation of the student from the University for a definite period after which the student shall be eligible to

- return. Conditions for readmission may be specified. Suspensions may be effective immediately or deferred, pending any appeal processes.
- xii. Dismissal (noted on transcript)– Separation of the student from the University for a specified period. After the stated time frame, an application for admission may be resubmitted. Dismissals shall be effective immediately pending any appeal processes, unless otherwise stated.
 - xiii. Expulsion (noted on transcript) – Separation of the student from the University permanently. Expulsions shall be effective immediately pending any appeal processes, unless otherwise stated.
- b. More than one of the sanctions listed above may be imposed for any single violation.
 - c. If a student is sanctioned Suspension, Dismissal or Expulsion, the University President shall also be informed prior to notifying the student.
 - d. If a sanction of Suspension, Dismissal or Expulsion is received, it remains part of the student’s permanent academic record. All other disciplinary sanctions shall not be made part of the student’s academic record.
 - e. These confidential conduct records are retained and maintained by University Student Affairs consistent with the Family Educational Rights and Privacy Act (FERPA) and other applicable law. Upon graduation, the student’s confidential record will be expunged of disciplinary actions other than Suspension, Dismissal or Expulsion.
 - f. The following sanctions may be imposed upon recognized MBKU student organizations:
 - i. Those sanctions listed above.
 - ii. Loss of selected rights and privileges for a specified period.
 - iii. Deactivation.

5. Interim Suspension

In certain elevated circumstances, the VPSA may impose an interim suspension prior to a conduct meeting. The University President shall be informed prior to notifying the student.

- a. Interim suspension may only be imposed in the following circumstances:
 - i. To ensure the safety and well-being of members of the University community or preservation of University property; or
 - ii. To ensure the student’s own physical or emotional safety and well-being; or
 - iii. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
- b. Interim suspension shall take effect immediately and last for no more than ten (10) business days. The 10-day period may be extended for good cause by the VPSA or by agreement with the Respondent.
 - i. The Respondent may challenge an imposed interim suspension in writing within two business days. The challenge shall be sent to the Program Dean/Director to render a final decision.
 - ii. If received, the Dean/Director shall notify the VPSA.
- c. During the interim suspension, the Respondent shall be denied access to campus and/or all other University activities or privileges for which the student might otherwise be eligible, as the VPSA may determine to be appropriate.
- d. The interim suspension does not replace the regular Conduct Committee process, which shall proceed on the normal schedule, up to and including the completion of the Hearing, submission of sanctions (if any), and if required, may include appeal processes (if any).

6. Appeals

- a. A decision reached by the Program Officer, University Committee or VPSA (or designee) may be appealed by either the Respondent(s) or the Complainant(s) (if applicable) within five (5) business days of the decision. Such appeals shall be in writing and must be sent to the student's Dean/Director.
- b. The Dean/Director shall serve as the Appellate Officer in the case or shall assign an appropriate Appellate Officer to the case. The Appellate Officer shall have the sole authority to determine whether an appeal warrants further review.
- c. When an appeal has been submitted, a copy of the appeal may be sent to the other party to allow the non-appealing party to respond, if they choose. The non-appealing party shall be given (3) business days to submit a response to the appeal. If no response by the non-appealing party is submitted, the Appellate Officer shall make a final determination on the information provided by the appealing party.
- d. An appeal that has been accepted for review shall be limited to a review of all supporting case documents and the verbatim recording of the Committee Hearing (if applicable) for one (or more) of the following reasons only:
 - i. there was a material deviation from written procedures that jeopardized the fairness of the process; OR
 - ii. there is new information that was unavailable at the time of the Resolution/Hearing and would have resulted in a different outcome; OR
 - iii. there was a demonstrable bias by the Program Officer, University Committee or VP/DSA; OR
 - iv. the sanction(s) was/were substantially disproportionate to the severity of the violation(s), given the facts and relevant information.

Appeals based on disagreement with the outcome and/or sanction(s) shall not be accepted.

- e. If an appeal is granted, the Appellate Officer shall consider the basis for the appeal and decide on the issue presented that fairly addresses the alleged appeal issue ONLY. Decisions of the Appellate Officer when an appeal is granted are as follows:
 - i. Assign another Conduct Officer or request another University Committee Hearing and re-notice the student in accordance with the Program procedures.
 - ii. Consider the new information presented and make the final determination and sanctions.
 - iii. Assign a new Officer or request a different selection of University Committee members to review the information and decide regarding responsibility.
 - iv. Issue appropriate sanctions that are proportionate to the severity of the violation.

The Appellate Officer may request written clarification from the parties deemed appropriate to decide regarding the appeal request. The decision of the Appellate Officer, when made in any circumstances listed above, shall be final and binding upon all involved.

- f. If an appeal is denied by the Appellate Officer, the matter shall be considered final and binding upon all parties involved.

ARTICLE V: INTERPRETATION & REVISION

1. Any question of interpretation or application of the Code shall be referred to the VPSA in appellate cases for a final determination.
2. The Code shall be reviewed and may be updated annually by the VPSA. Changes, when made, shall be effective immediately.
3. A copy of MBKU's most current Code will be made available online.

H. Prohibited Discrimination, Unlawful Harassment & Sexual Misconduct Policy

1. Purpose

The purpose of this Prohibited Discrimination, Unlawful Harassment & Sexual Misconduct Policy (“Policy”) shall be to establish the commitment of Marshall B. Ketchum University (“MBKU” or “University”) to maintaining a fair and respectful environment for work and study and to protect students and applicants for admission from prohibited discrimination, unlawful harassment and sexual misconduct, consistent with federal, state and local law, other policies adopted by the Board of Trustees and rules and standards of conduct adopted by the University.

2. Complaints

The University may only take corrective action when it becomes aware of problems. MBKU strongly encourages anyone who experiences or observes any prohibited discrimination, unlawful harassment and/or sexual misconduct to promptly report the incident(s) and seek assistance from the University. No one should assume that the University already knows about a situation.

Any student or any other member of the MBKU community who experiences, observes or hears about any prohibited discrimination, unlawful harassment and/or sexual misconduct should report it immediately to one of the officials listed below. Any MBKU employee or official who observes, hears about or receives a complaint of prohibited discrimination, unlawful harassment and/or sexual misconduct shall be obligated to report it immediately to one of the Officials listed below. Reports alleging any form of prohibited discrimination, unlawful harassment and/or sexual misconduct may be made in writing (preferred) or in-person. Any complaint, including complaints involving discrimination based on sex (including pregnancy) or sexual harassment (including any form of sexual misconduct), against a student should be reported to:

Carmen Barnhardt, OD, MS Ed

Title IX Coordinator with Ultimate Oversight Responsibility

Vice President for Student Affairs

2575 Yorba Linda Blvd.

Fullerton, CA 92831

TitleIX@ketchum.edu | 714.449.7423

Karlos Santos-Coy, MBA

Title IX Deputy for Complaints from Students

Director of University Student Affairs

2575 Yorba Linda Blvd.

Fullerton, CA 92831

TitleIX@ketchum.edu | 714.449.7455

Any complaint, including complaints involving discrimination based on sex (including pregnancy) or sexual harassment (including any form of sexual misconduct), against anyone other than a student should be reported to:

Gail Deutsch, MS, SPHR, SHRM-SCP

Title IX Deputy for Complaints from Employees

Vice President for Human Resources

2575 Yorba Linda Blvd.

Fullerton, CA 92831

TitleIX@ketchum.edu | 714.449.7459

3. Investigations

Where prohibited discrimination, unlawful harassment and/or sexual misconduct is found, steps shall be taken to end it immediately.

All reports and complaints of prohibited discrimination, unlawful harassment and/or sexual misconduct received by a Title IX administrator shall be promptly investigated and appropriate action shall be taken as expeditiously as possible. The University shall make reasonable efforts to ensure fair and balanced processes for both the complainant/alleged victim and the respondent during the course of an investigation. The University shall respect the privacy of the Complainant(s)/alleged Victim(s), the Respondent(s) and any other witnesses in a manner consistent with the University’s legal obligations to investigate, to take appropriate action and to

comply with any discovery or disclosure obligations required by state or federal law. See “Confidentiality” below.

The investigation process may be outsourced to a third-party investigation firm to avoid any bias and/or conflicts-of-interest.

In the course of investigating, the responsible Officer shall determine whether the complaint is one that is covered by this Policy. If not, the officer may refer the complaint to the applicable University Student Conduct process. If a complaint appears to be covered by this procedure, the responsible officer shall promptly meet with the Complainant/alleged Victim to obtain any necessary information, including a detailed description of the incident(s) and the identity of any witnesses.

The Officer shall then seek additional information and evidence as considered appropriate. The Respondent(s) shall be timely notified of the complaint and shall be questioned as considered appropriate. The investigating Officer shall maintain appropriate documentation of the complaint and the investigation and shall disclose appropriate information to others only on a need-to-know basis consistent with state and federal law.

MBKU shall make reasonable efforts to ensure the investigation is prompt and that both parties shall be notified of any unexpected delays.

Upon conclusion of the investigation, the Officer shall notify the Complainant and Respondent of the results of the University’s investigation (after first consulting with the Title IX Coordinator, if applicable). In the event the investigation reveals a violation of the Prohibited Discrimination, Unlawful Harassment and Sexual Misconduct Policy, or other inappropriate or unprofessional conduct has occurred, corrective action shall be taken by the University.

Informal Resolution of Complaints

Where appropriate, individuals who believe that actions prohibited by Title IX have taken place are encouraged to attempt to informally resolve their complaints with the offending party or parties. An informal resolution shall be offered as an option during the investigation process. If both parties voluntarily agree to participate, the Title IX Coordinator shall facilitate the process. Both parties must agree with the outcome(s). Each situation is unique and shall be handled as such. Individuals are not required to pursue informal efforts or to complain to their supervisor and may end informal efforts at any time.

Where informal resolution would not be appropriate (e.g., sexual assault), or if after doing so the situation has not been satisfactorily resolved, then individuals should immediately make a complaint, preferably in writing, to the Title IX Coordinator.

Formal Complaint Process

If informal resolution would not be appropriate, the formal process shall be followed. Either the Complainant(s) or Respondent(s) may choose to follow the formal process in lieu of an informal resolution at any time.

- a. At the conclusion of the initial investigation, the Title IX Coordinator shall either continue the investigation, if necessary, or begin University Conduct Committee proceedings (Article IV.C.5).
- b. **For violations of this policy, there are only three deviations from standard Committee Hearing processes:**
 - i. The Senior Vice President and Chief of Staff shall be informed of the Hearing outcome prior to notifying the Complainant(s) and Respondent(s) – not the Program Dean/Director.
 - ii. Mediation shall not be a viable sanction unless both parties voluntarily agree to participate. The mediation process may be stopped by either party at any time, at which point formal processes shall commence.
 - iii. The Senior Vice President and Chief of Staff shall serve as the Appellate Officer, if applicable – not the Program Dean/Director.

The University may also take other corrective or remedial action to address the effect of any violation of the Policy and shall follow up as necessary to ensure that the corrective or remedial action is effective.

Students and employees are highly encouraged to utilize MBKU's Prohibited Discrimination, Unlawful Harassment and Sexual Misconduct Complaint Process. However, multiple avenues for resolution and redress are available, including filing a complaint with the California Department of Civil Rights or any other appropriate government agency. MBKU's procedures do not replace the right of a complainant to pursue any other options or remedies available under the law.

No person shall be penalized for good faith utilization of channels available for resolving concerns dealing with prohibited discrimination, unlawful harassment and/or sexual misconduct. Making deliberately false accusations of discrimination or harassment violates this Policy and may violate other standards of conduct. In such instances, the Complainant shall be subject to University Student Conduct processes. However, failure to prove a claim of prohibited discrimination, unlawful harassment and/or sexual misconduct does not constitute proof of a false and/or malicious accusation.

4. Confidentiality

MBKU strongly supports students' interests in confidentiality. The University is particularly aware of the sensitive nature of complaints of sexual misconduct. Individuals may request available confidential counseling services from the Title IX Coordinator.

Investigations and complaints shall be kept as confidential as possible, although complete confidentiality should not be guaranteed. All reasonable steps shall be taken to respect a request for confidentiality while still pursuing other available means to address the complaint. Some situations require that the Title IX Coordinator override a Complainant or Respondent's request for confidentiality in order to meet MBKU's obligations under Title IX and continue to provide a safe and nondiscriminatory environment for all students. In these cases, the investigation and Hearing processes shall move forward even if the Complainant asks the Title IX Coordinator not to investigate or seek action against the Respondent.

5. Relationship to Other Policies

MBKU is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry and teaching. Academic freedom and freedom of expression shall be carefully considered in investigating and reviewing complaints and reports of prohibited discrimination, unlawful harassment and/or sexual misconduct. However, raising issues of academic freedom and freedom of expression shall not excuse behavior that constitutes prohibited discrimination, unlawful harassment and/or sexual misconduct.

6. Scope & Responsibility

This Policy applies to all students, employees, staff, faculty, preceptors, supervisors, administrators, officials, volunteers, guests, vendors, contractors and visitors to campus. The Policy applies to all University programs and activities, including all academic, educational, extracurricular, social and other programs and activities related to the University. Application of the Policy shall not be limited to the University's campuses, or to facilities or premises at which any University-related programs or activities occur.

Every member of the University community shall be expected to uphold this Policy as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to conduct themselves in accordance with this Policy as a condition of enrollment. Every University employee has an obligation to comply with this Policy as a term of employment. Every volunteer, visitor, vendor, etc., shall be obligated to comply with this Policy as a condition of their relationship with the University.

The MBKU Title IX Coordinator, in collaboration with MBKU General Counsel, shall be responsible for preparing procedures to implement this Policy.

VI. UNIVERSITY STUDENT AFFAIRS & STUDENT SERVICES

A. University Student Affairs

University Student Affairs is comprised of a variety of departments and services that support the personal and professional development of all students at MBKU.

Each Program has a Student Affairs professional designated for program-related concerns. Although University and Program Student Affairs representatives work collaboratively to support students on a regular basis, they do not operate within the same office. SCCO has an Assistant Dean of Student Affairs and COP has an Assistant Dean of Student Services that report to their respective Program Dean. SPAS designates a faculty member to serve as the Program Student Affairs representative in tandem with any teaching or academic advising responsibilities they may have. This person also reports to their Director.

In addition to the functional areas described in this section, University Student Affairs serves as the campus advocate for student concerns and issues. When questions and/or issues arise that cannot be addressed or resolved by an office or department on campus, a Student Affairs representative is a good place to begin. University or Program Student Affairs staff may give advice, direct students to the appropriate resource(s) for assistance or problem resolution, and/or advocate on behalf of the student with other departments/offices. In addition to filling distinct student services roles, student affairs professionals are dedicated to creating an atmosphere of support, inclusion and belonging within each program and the University community.

1. Mission and Objectives

In addition to the University Student Affairs Mission and Objectives outlined below, each co-curricular activity and/or student service is linked with a handful of desired Student Learning Outcomes (SLO). For each SLO, there are specific assessments to measure whether students are learning/developing and thus how “effectively” objectives are being achieved. For a full list of SLOs and assessments, please contact University Student Affairs.

Mission

The mission of University Student Affairs is to advance the University’s mission by providing programs and services that provide a safe, inclusive campus environment and support a life-long relationship with MBKU.

Objectives

- #1 – Create student engagement within the University
- #2 – Enhance cultural competency and appreciation of diversity
- #3 – Foster interprofessional ideals and behaviors
- #4 – Inspire life-long learning
- #5 – Develop effective communication for health care professionals
- #6 – Develop professional behavior for health care professionals

2. Accommodating Students & Applicants with Disabilities

MBKU is committed to full and equal opportunities for all students and applicants. MBKU does not unlawfully discriminate against qualified applicants or students with disabilities and encourages their full participation within the MBKU community. To this end, MBKU accepts and supports qualified students and applicants with disabilities and complies with the Americans with Disabilities Act (ADA), as amended, Section 504 of the Rehabilitation Act, and state and local regulations regarding students and applicants with disabilities.

Disability Defined

Disabilities include any physical or mental impairment(s) that limit one or more major life activities, or a record of such limiting impairment.

Applicants or students with disabilities seeking to enroll in any program, service or activity of MBKU must be able to meet the minimum standards of MBKU and the particular program, service or activity with or without a reasonable accommodation.

Requesting Reasonable Accommodations

MBKU provides reasonable accommodations to otherwise qualified applicants and students with known physical or mental disabilities, unless it would create an undue hardship or fundamentally alter the nature of the academic program, service or activity. MBKU will remove barriers where readily achievable and/or provide alternative measures when removal of barriers is not readily achievable. Applicants or students needing accommodations must make their needs known in advance. MBKU cannot provide an accommodation when it does not know that an accommodation is required.

Applicants or students with disabilities may request accommodations at any time. However, because MBKU must have time to review and approve the request before making accommodations and because some accommodations take more time to provide, applicants or students with disabilities should contact MBKU and request an accommodation as soon as possible. The MBKU Vice President for Student Affairs serves as the Disability Services Coordinator. All requests are submitted to the Disability Services Coordinator.

Applicants who do not need a reasonable accommodation during the application process are encouraged to wait until after they are admitted into their respective academic program to request accommodations. If accommodations are required, the applicant must contact the Disability Services Coordinator to initiate the request. Students are encouraged to complete the “Request for Accommodations and Services Form” located on the [portal](#) to request an accommodation. Applicants or students should specify in what way they are limited by their disability to participate in the MBKU community, what accommodation(s) they believe are needed and provide appropriate documentation from qualified professionals. The Disability Services Coordinator may determine that corroborating documentation of a disability is not necessary when the nature and extent of the disability is evident.

The Disability Services Coordinator will review the situation with the applicant or student to identify possible accommodations, if any. If a reasonable accommodation can be identified which will not impose an undue hardship or fundamentally alter the nature of the academic program, service, or activity, then MBKU will make the accommodation. If there is more than one possible accommodation, MBKU will decide which option will be provided. The Disability Services Coordinator makes these determinations and the determination is subject to the appeals procedure discussed below. The Disability Services Coordinator will notify the applicant or student, the student’s Dean, administrators and appropriate faculty members, as necessary, of any accommodations to be provided.

MBKU maintains appropriate confidential records in accordance with law.

Service and Emotional Support Animals

Service animals are permitted in all areas of MBKU campuses and facilities that are open to the public, program participants, clients, customers, patrons or invitees, as relevant. Service animals are animals that have been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the service animal must be directly related to the person’s disability.

Students with disabilities who use service animals are requested to contact the Disability Services Coordinator. Service animals must be housebroken and kept under control by a leash, or other tether, unless the person is unable to hold those, or such would interfere with the service animal’s performance of work or tasks. In that case, the person must use voice, signal or other effective means to maintain control of the animal. The owner is liable and responsible for the animal’s behavior and activities while in any MBKU setting. MBKU is not responsible for any aspects of caring for or supervising a service animal.

When it is not apparent that the animal is trained to do work or perform tasks for an applicant or student with a disability, MBKU may ask if the animal is a service animal required because of a disability and what work or task the animal has been trained to perform.

Emotional support, therapy, comfort or companion animals are generally not service animals under the ADA because they have not been trained to perform a specific job or task. Such animals, if not service animals, must follow MBKU’s “[Non-Service Pets on Campus](#)” policy. Applicants or students requesting to use an emotional support, therapy, comfort or companion animal in University-owned housing or for employment must contact the

Disability Services Coordinator. Such approval will not generally extend to MBKU classrooms, laboratories, clinical facilities or other campus or University-owned buildings.

Informal Procedures

Applicants or students may disagree with the determination made by the Disability Services Coordinator concerning accommodations and/or removal of barriers. Applicants or students are encouraged to work with MBKU informally to resolve their concerns at any stage in the request for accommodations process and may address their concerns with the Disability Services Coordinator, their Dean or other Student Affairs personnel. Applicants or students may opt out of this informal process and move directly to the formal processes.

Appeals Process for Decision made by the Disability Services Coordinator

Applicants or students who are dissatisfied with the determination made by the Disability Services Coordinator concerning accommodations and/or removal of barriers may appeal the decision. The Senior Vice President and Chief of Staff serves as the ADA/504 Coordinator and reviews all appeals. Applicants must contact the ADA/504 Coordinator to initiate the appeal. Students must submit an appeal in writing using the “Disability and Accommodation Appeal Form” on the [portal](#). The ADA/504 Coordinator will review the appeal form and interview the applicant or student to discuss the applicant or student’s appeal. The decision of the ADA/504 Coordinator will be final.

Contact Information

MBKU Student Disability Services Coordinator

Carmen Barnhardt, OD, MS Ed
Vice President for Student Affairs
StudentAffairs@Ketchum.edu | cbarnhardt@ketchum.edu | 714-449-7423

MBKU Americans with Disabilities Act (ADA)/504 Coordinator

Julie Schornack, OD, MEd
MBKU Senior Vice President and Chief of Staff
jschornack@ketchum.edu | 714-463-7503

3. *Religious Adjustments*

MBKU respects the religious beliefs and practices of all members of our community and shall make, on request, an accommodation for such observances when a reasonable accommodation is available.

Students whose religious beliefs or practices conflict with their schedule, or with the policy on dress and appearance, and who seek a religious accommodation must submit a written request for the accommodation to the VPSA. The written request needs to include the type of religious conflict that exists and the student’s suggested accommodation.

The VPSA shall evaluate the request considering whether a conflict exists due to a religious belief or practice and whether an accommodation is available that is reasonable and would not create an undue hardship or a change in the technical standards of the student’s program. An accommodation may be a change in schedule, using excused time off, or allowing an exception to the dress code that does not affect safety or violate the professional standards of dress. Depending on the type of conflict and suggested accommodation, the VPSA may confer with the student’s Dean/Director and/or Clinical Preceptor.

The student and VPSA shall meet to discuss the request and decision on an accommodation. If the student accepts the proposed religious accommodation, the VPSA shall implement the decision. If the student rejects the proposed accommodation(s), the student may appeal to the Senior Vice President and Chief of Staff (SVP). The SVP’s decision shall be final.

4. *Adjustments for Pregnancy & Related Conditions*

MBKU is committed to creating an accessible and inclusive environment for pregnant and parenting students in accordance with Title IX, and will not unlawfully discriminate against any student, or exclude any student from its education program or activity, on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from any of these conditions.

Pregnant students will be treated the same as similarly situated students with any other temporary disability and will be required to submit medical certification like other students with physical or emotional conditions requiring the attention of a physician. Requests for

adjustments should be directed to the VPSA who will discuss the student's needs and determine appropriate adjustments because of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from any of these conditions.

If the student rejects the proposed accommodation(s), the student may appeal to the SVP. The SVP's decision shall be final.

5. Mental Health Counseling Services

MBKU offers a multitude of services with a goal of providing support, assistance and resources which enable students to achieve at the highest possible level. Wellness is a priority and all registered students are encouraged to take advantage of the services offered.

The Director of University Student Counseling Services is available on a part-time flexible schedule throughout the week for personal counseling at no cost. Set up an appointment via e-mail (akirschen@ketchum.edu) or phone (714.449.7835).

Common issues we may help with:

- Academic pressure
- Managing difficult emotions
- Anxiety and stress
- Personal development
- Mild depression
- Life transitions
- Relationship issues
- Grief and loss
- Family and interpersonal conflicts

We offer the following services:

- Individual sessions with a licensed psychologist for short-term issues
- Resources and support
- Literature
- Referral to outside resources for more serious issues
- Seminars devoted to issues such as time management and resilience

We do not provide:

- Intensive outpatient mental health treatment
- Treatment mandated by the legal system
- Assessment for learning disabilities

In addition to the Director of University Student Counseling Services, MBKU has an arrangement with Hope Counseling Center (HCC) that allows an expansion of counseling options to all current MBKU students. The program is affiliated with Hope International University's (HIU) Marriage and Family Therapy Program. Although HIU is a Christian-affiliated institution, the counseling services are not religious-based. They offer personal/individual, marriage/couples and family counseling Monday through Friday from 9:00am to 8:00pm and cost only \$5 per session. No reports of any kind will be sent to MBKU.

The HCC facility is located at 2400 East Katella Avenue on the 9th floor of the Stadium Towers building in Anaheim (less than 15 minutes from MBKU main campus).

To set up an appointment with HCC:

- Call 714.879.3901 (x1266)
- Leave your name and phone number on the voicemail system for a call-back
- Identify yourself as a student from Ketchum University to receive the discounted rate of \$5 per session
- Schedule your appointment

All conversations are confidential and provided by qualified professionals. Students may also call University Student Affairs to facilitate an appointment for medical care or mental health issues if necessary, by calling 714.449.7444. If you are experiencing a medical or psychiatric emergency call 911.

Other Resources:

- Suicide Prevention Hotline: 800.273.8255
- Transgender Suicide Hotline: 877.565.8860
- National Mental Health Hotline: 866.677.5924

- National Alliance on Mental Illness: 800.950.6264

6. Financial Aid

Student financial aid includes all resources other than those of the students and their families, which are used to finance education. It includes scholarships and grants, federal and/or college work-study funds, private or institutional educational loans, and Federal Direct Unsubsidized, HPSL, LSD and Grad PLUS loans. For general and program-specific Financial Aid and Student Account Services information, visit the [Financial Aid tab](#) of the portal.

Contact Information

In addition to the information provided above, Financial Aid is available to assist students by providing the following information and services including but not limited to:

- Detailed tuition and fees breakdowns by program
- Student expense budgeting
- Satisfactory progress requirements
- Loan options
- Entrance and exit loan counseling
- Loan repayment
- Work-study opportunities

Financial Aid Email Addresses:

- PharmDFinancialAid@ketchum.edu
- PAFinancialAid@ketchum.edu
- ODFinancialAid@ketchum.edu

Hours: MBKU Fullerton Campus, Building D #226
Monday – Friday 8:00am – 5:00pm

MBKU Title IV Code for FAFSA: 001230

Address: Marshall B. Ketchum University
(Name of MBKU Program)
ATTN: Financial Aid Office
2575 Yorba Linda Blvd.
Fullerton, CA 92831-1699

7. Local Housing Options

Fullerton, being a college community, has many apartments and rental houses around the University. There are no dormitories at MBKU; however, there are a variety of apartment complexes within walking distance of campus. MBKU owns several off-campus housing units that are rented to students on a first come, first served basis. Vacancies are filled via the Housing Wait List on the [portal](#). Hope International University offers on-campus living options to MBKU students that include meal plans. If you have reliable transportation, there are other living options for all needs and budgets in Fullerton, Yorba Linda, Placentia, La Habra, Brea, Orange and Anaheim – just to name a few!

All students are responsible for acquiring their own housing at their own discretion and risk.

8. Records & Registration

University Student Affairs maintains all official student records. Any changes pertaining to student information should be directed to this office. Additional functions include the dissemination of the student immunization and health information. ([See: Student Health Policies](#)) Current students may request records and information to be released via the [Records Release/Transcript Request form](#). Or directly, through the myRecordTracker system by Certiphi.

9. Transcripts

Unofficial transcripts are available on the [portal](#). If you need an official copy, they are available from the MBKU Registrar by submitting the [Records Release/Transcript Request form](#). With authorization indicated on the form, copies of records may either be mailed to an address or picked up by the requesting student. There is no charge for currently enrolled students. There is a \$20 fee for transcript requests from MBKU alumni.

10. Notary Services

Any current student needing notary services may contact Betty Sanchez via email (bsanchez@ketchum.edu) to set up an appointment. These notary services are free to students but a prior appointment and photo ID is required (no walk-ins accepted).

B. Student Achievement Center

1. Peer Advisor Program

Peer advising provides informal, non-academic advice and personal student perspectives about life and learning at MBKU to incoming/first-year students. New students gain informed student perspectives on MBKU based on their Peer Advisor's personal experience within their program along with formal training. Peer Advisors show strong commitment to helping new students make the transition from undergraduates to informed, successful professional students who will be responsible for their own academic goals and professional growth.

Students interested in becoming a Peer Advisor during their second professional year may apply during winter quarter each year. Information is posted on the [portal](#) leading up to the application process. In addition, faculty members in each program may nominate outstanding students for the program. The application process includes the following:

1. one-page personal statement highlighting why you are applying for the position and what personal attributes make them suited for this role;
2. current resume - any pertinent leadership and/or work experience should also be noted; AND
3. a completed recommendation form from a current MBKU faculty/staff member.

A meeting for interested students will provide information on the expectations of Peer Advisors in early January. University Student Affairs conduct applicant interviews during spring quarter. Qualified students will be offered Peer Advisor positions. In the event of an abundance of applicants, the applicants are ranked, and the top candidates will be offered the positions.

University Student Affairs oversees and trains all Peer Advisors with input from Program representatives to enhance the students' advising skills. They receive a Peer Advising Handbook compiled by University Student Affairs.

Peer Advisors provide guidance and advising during mutually agreed after class/lab hours. Advising can be face-to-face meetings or conducted electronically. Peer Advisors also participate in a regularly scheduled advising meeting so that they can voice student concerns about policies and programs and answer general questions. Peer Advisors are valuable members of the MBKU community and, as such, are compensated as a work-study position.

2. Peer Tutoring Program

Peer Tutors are upperclassmen at MBKU who have excelled in the course they tutor and are trained to facilitate discussions on course content as well as study skills and strong academic habits. Peer tutoring services are available at no cost for students experiencing academic difficulty and for students desiring additional assistance with course work. Arrangements for tutoring may be made by the instructor or student. Tutors are selected based on cumulative GPA/academic progress with faculty approval.

Each Program is in charge of their own Peer Tutoring program: The Beta Sigma Kappa honor society provides optometry tutors (overseen by the SCCO Assistant Dean of Student Affairs), the SPAS Director of Didactic Education provides PA tutors and the COP Assistant Dean of Student Services provides pharmacy tutors. Program Student Affairs representatives are available to assist faculty and students in the selection of tutors and/or course review session leaders. The earlier an instructor identifies students needing tutorial assistance, the more likely the services will be of value. Peer Tutors are valuable members of the MBKU community and, as such, are compensated as a work-study position.

3. Dr. Lorraine Voorhees Student Achievement Center Resource Room

The Dr. Lorraine Voorhees Student Achievement Center Resource Room is a one-stop-shop quiet place to study, meet with a tutor, peer advisor or study group and grab a cup of coffee

(bring your cup and K-cup). Open to all MBKU students and located in Building D (second floor), there are a variety of personal and professional reading materials and other resources, white board, electric back massagers, device charging station and a long, roll-out Thai relaxation mat if you simply need a break.

[The Student Achievement Center Moodle page](#) is an online information source where you may find a list of upcoming events, handouts and recordings of previous seminars, Peer Advising lists, helpful academic/study resources, career development resources (including articles, resume/CV/cover letter templates, and more), student counseling services, Title IX/FERPA/ADA information and more. All current MBKU students have access to the SAC Moodle page.

4. *Activities & Seminars*

Every student at MBKU can become a capable, caring and inspired health care professional through academic and personal growth. The mission of the Student Achievement Center (SAC) is to provide services and support to help all students reach that goal. The following activities and seminars are available to all students at no cost and advertised on MBKU social media pages, the University events calendar, SAC Moodle page, Students tab of the portal, e-mail and campus flyers.

Welcome Back BBQ

On Friday of the first week of Fall classes, the University Student Extracurricular Committee (part of the MBKU Student Association) hosts a “Welcome Back BBQ” where all new and returning MBKU students and faculty gather to socialize and ring in a new academic year on the Commons lawn. Lots of food, snacks and drinks are provided along with a little bit of entertainment including music and a rowdy pie-eating contest. Spouses and children are welcome to attend.

Stress Recess Series

The SAC hosts a number of “Stress Recess” activities to help ease anxiety and tension during high-stress time periods throughout the academic year. One of the most popular activities is supported by “Puppies 2 Partners.” Besides being cute, these dogs are very special because they are all being trained for Guide Dogs for the Blind. Other traditional Stress Recess programs include craft nights, Student Trick-Or-Treat, Winter Open House, Final Exam Week Dinner and Yoga/mindfulness/meditation sessions. For students interested in leading their own Personal Wellness Sessions for their peers, contact University Student Affairs for work-study opportunities!

Navigating Your Way Through Professional School Series

The Navigating Your Way Through Professional School (NYWTPS) seminar series is comprised of programs on a variety of topics designed to help MBKU students thrive in their respective programs and as members of an interprofessional health care community. NYWTPS events are open to all MBKU students at no cost. Seminars are scheduled at least once per quarter and include workshops, lectures and discussion panels that cover a wide range of topics such as:

- Stress and test anxiety management
- Study tips
- Effective communication
- Assertiveness
- Financial wellness

5. *Career Development Services*

Online Job Board

[The MBKU Online Job Board](#) (“The Career Resource Center”) advertises open positions (full-time, part-time, and fill-in) for all three fields of practice. Private practices are also listed for sale/lease. This service is free for students and includes a resume review service, interviewing tips and tricks (and other content) and an Ask-The-Experts feature where you can submit questions to real career experts! Students create a personalized unique profile and job alerts, upload resumes and cover letters (or you can build them through the site) and apply for jobs directly through the site. The search function has a variety of filters so you can sort out exactly what you’re looking for. The student dashboard includes any contact requests from potential employers, messages, job applications, saved jobs and saved searches. Anyone has the ability to search for jobs on this site – students, graduates and even people unaffiliated with MBKU!

Electronic Resources

[The SAC Moodle page](#) hosts a section titled “Career/Job Search Resources” that includes a wealth of professional development articles, resources, and information. This section provides links to MBKU internal employment opportunities, the MBKU Career Resource Center and MBKU-hosted continuing education opportunities and more:

- Resume, CV and cover letter tips and tricks, examples, and templates
- Sample acceptance, decline, follow-up and thank-you letters
- Field-specific job boards
- Educational videos and information on effective job searching, networking, interviewing and negotiating, entrepreneurship, private/independent practice, and how to build and maintain a professional brand
- And TONS more helpful articles on related miscellaneous topics

MBKU Career Symposium

MBKU Career Symposium – The Symposium is an annual summertime event for 3rd/4th year optometry, 1st year PA and 3rd/4th year pharmacy students. The Symposium begins with an opening speaker followed by field-specific professional panel Q&A breakouts and a full-service hors d’oeuvres networking reception. Community professionals, alumni, faculty and staff are all invited to the reception so students may network with their future colleagues.

6. Student Leadership Development Certificate Program

The MBKU Student Leadership Development Certificate program is for students who have a desire to make a positive difference in their University, program, community and profession through leadership. Students learn to lead with integrity through a program that combines academic and experiential learning which prepares them to become engaged and influential members of their future communities.

The application process is open to all first-year MBKU students interested in exploring and developing their leadership skills. Students admitted into the Certificate program are enrolled in a “Student Leadership Development Certificate Program” Moodle course to keep track of program requirement completion and other information. Near the end of the program, students will participate in an exit interview. Students who have fulfilled all program requirements are awarded with a Leadership Certificate at their graduation awards program and presented with a Leadership Medal to wear at commencement.

Program Overview

The program begins with the annual MBKU Leadership Summit held in December which explores leadership principles and ideas, as well as basic theories and models of leadership. Students gain awareness and clarification of their personal styles, strengths and challenges as a leader and begin to develop their own definition of leadership. This includes acquiring concrete skills, such as time management and communication.

The focus then shifts beyond the individual to being part of a team and learning to recognize and strengthen the dynamics within the group. Leadership positions, selective work-study roles and community service projects are a part of this experience.

Throughout the remaining time in their academic program at MBKU, these students will continue to attend regular seminars and meetings, participate in leadership and service opportunities and grow and develop as leaders. Students continue to complete program requirements throughout their time on campus.

Application

Students apply and join the program in the winter quarter of their first professional year. Submit all materials to Student Affairs, via e-mail (StudentAffairs@Ketchum.edu).

1. Complete a one-page letter of intention describing your previous leadership experiences and, specifically, what you hope to achieve by completing the MBKU Student Leadership Development Certificate.
2. Complete a leadership self-assessment.
3. Up-to-date resume.
4. 1 recommendation form needs to be completed by current MBKU faculty/staff members and submitted via email.

5. Be in good academic standing with a “Pass” standing and/or GPA of 2.75 or higher.

7. Career Readiness Microcredential

The MBKU Career Readiness Microcredential is designed for students who want to make targeted professional development efforts in several different competency areas. Students progress through a Career Readiness Digital Portfolio “checklist” that combines short lectures, self- reflection and experiential learning opportunities which prepare them for the transition from graduate student to an engaged and influential member of their field. As checklist items are completed, students learn a variety of competencies before ultimately earning the Microcredential.

The Career Readiness Microcredential is open to any interested MBKU student looking to prepare for post-graduate professional life. Once the Digital Portfolio is complete, students must schedule and participate in an exit interview. Students who have fulfilled program requirements are awarded with a certificate of completion at their Graduation Awards event.

The program is designed to:

- Stress the importance of professional affiliations and networking skills to build a strong professional foundation.
- Teach and strengthen a variety of “soft” skills including professional branding, negotiating, interviewing, networking and communication.
- Practice professional etiquette and networking skills with classmates and future colleagues.
- Encourage structured time to craft and refine documents/tools for the residency and/or professional job search process (e.g. resume, cover letter, social media accounts).
- Foster personal and professional development by helping students identify and strengthen those skills which will support their success in their chosen field.

Program Components/Digital Portfolio Checklist

There is no application process for this program; however, it is assumed that students on Academic Warning or Probation and/or Professional Warning or Probation focus their efforts solely on regaining “Good Standing” status.

Interested students may begin completing requirements at any time. The Microcredential begins with the self-assessment and ends with the exit interview. All other requirements may be completed in any order. [The SAC Moodle page](#) hosts a section titled “Career/Job Search Resources” that includes detailed program requirements to complete the digital portfolio, attendance requirements and the exit interview.

Students must schedule their exit interview once all elements of the Digital Portfolio have been completed/submitted and they have attended the annual MBKU Career Symposium (at least once). The deadline to have everything completed – including the exit interview – is at least 8 weeks prior to the student’s commencement ceremony.

VII. STUDENT ASSOCIATION

A. Association Government

The mission of the MBKU Student Association government is to advocate on behalf of the entire student body with the goals of enhancing the quality of education and student life on campus, to foster a sense of community within the University and advance the growth of interprofessional relationships in accordance with the evolving needs of today's healthcare.

Annually, each class elects their own class cabinet positions (which vary between the Programs), as well as Student Association officers to represent the student body (president, secretary, treasurer and committee positions). Each class is free to maintain its own voluntary organization and treasury for social and other extracurricular functions under the supervision of the Student Association. Class cabinet elections are held in the fall for every first-year class and in the spring for upperclassmen.

Student government is ultimately managed by the University Student Executive Council (USEC) which is comprised of the elected Student Association President, Student Association Treasurer, Student Association Secretary and the class presidents from each class. Student Association meetings occur once per month during the academic year and all MBKU students are welcome to attend as observers. Only USEC members may participate in the meeting.

Students are charged an annual Student Association fee which is split three ways: 1) \$45 goes directly into each class cabinet account, 2) \$70 is collected by the MBKU Student Association for campus programming and other initiatives and 3) the remaining amount is used for membership dues into their national professional organization. Each class cabinet is free to maintain their budget as they see fit – any unspent funds roll into the next year. Once the class graduates, the account is closed and any money left is reabsorbed by the Student Association. The Student Association budget is maintained by USEC under the supervision of the SA Treasurer. For more information, reference the Student Association Constitution and Bylaws documents on the portal.

More information regarding official documents for the student association (including constitutions and bylaws for all clubs and organizations), a list of student government leaders, the Student Organization Handbook, meeting minutes and events calendars are located on [the MBKU Student Association page on the portal](#).

B. Calendar Policy

Any student group desiring to hold an event on or off campus must complete the "Room/Calendar Event Reservation Form." Once complete, the form is submitted to the Student Relations Committee Chair for approval and to reserve campus space and resources; including placement on both the Student Event Master Calendar and [MBKU Master Events Calendar](#). This form is found on the [MBKUSA portal page](#). All events requiring the use of campus spaces, facilities and/or services must be officially reserved in this manner at least three days in advance (a week is preferred). Make sure the form is filled out in its entirety.

Any person requesting to schedule an event must check the calendar while completing the "Room/Calendar Event Reservation Form" to check for potential space/time/resources conflicts. Again, all student organizations/clubs/groups are required to submit the room/space request form to the Student Relations Committee chair. This person serves as the contact for all MBKU student activities to make absolutely sure there are no event/fundraising conflicts between groups (and that the proper calendar/room/resource reservation procedure is followed). Once they approve the form, the Chairperson then sends it to University Student Affairs to officially reserve space and resources through the official MBKU system.

Please reference the MBKU Student Organization Handbook located on the [portal](#) for detailed, step-by-step event planning instructions.

C. Fundraising Policy & Procedures

The University is cognizant of the unique relationship existing between the corporations, which are a part of the health care industry, and the students of the University. To maintain excellent professional relationships with corporate and individual partnerships, MBKU has developed a protocol for all student groups (including classes, clubs and other organizations). The complete Finances and Fundraising policies are located within the MBKU Student Organization Handbook (found on the [portal](#)). Refer any questions to the Student Association Treasurer or University Student Affairs.

D. On-Campus Organization/Class Events with Alcohol

Officially recognized student organizations, clubs and classes may utilize spaces on campus for parties and other functions subject to the following conditions.

1. The organization, club or class must complete the “Room/Space on Campus Reservation Form” and the “Alcohol Policy Agreement for Events” form (located on the [portal](#)).
2. Any organization desiring to serve alcohol must agree to the following via the “Alcohol Policy Agreement for Events:”
 - a. Must provide the names of 2 students who will serve as bartenders and who agree to abstain from drinking alcoholic beverages for the evening to University Student Affairs no later than 3 business days prior to the event.
 - b. Must provide a minimum of 5 designated drivers who agree to not drink any alcoholic beverages during the evening. The names must be given to University Student Affairs at least one business day in advance of the event.
 - c. Must provide a menu of the foods served to University Student Affairs for approval 3 days prior to the event. At a minimum, foods need to include items such as veggies, cheese and crackers and not be limited to only chips and/or desserts.
 - d. Must provide the names of the clean-up committee to University Student Affairs 3 business days prior to the event.
 - e. Must clean up the area, including vacuuming and removal of all trash if excessively dirty at the conclusion of the evening. Security can provide access to the vacuum cleaner. Trash dumpsters are located in the alcove between Building C and the Hopping Commons lawn.

Failure to abide by these requirements may result in the loss of campus privileges for functions or even group deactivation until such a time as the Officers of the group file a formal request for reinstatement with University Student Affairs.

E. Student Recreation Center

The Student Recreation Center, located in the Low Student Union is provided to give students a place to study, socialize, and/or relax between classes/labs. Refrigerators and microwaves are available, and the lounge is furnished with a variety of tables, chairs, booths, sofas and a television for comfort. Pool, ping pong tables, paddles and other games are provided as well.

Starting in 2019, just after building renovations were completed, a micro-market run by a third-party company, Continental Vending was added to the Rec Center. They provide a wide selection of healthy food and snacks including a variety of chips, candy, protein bars, sandwiches, breakfast items, milk, juices, assorted energy drinks, coffee, sodas and water.

Keurig machines are located in the micro-market as well as on the 2nd floor of Building D (Student Achievement Center Resource room and the Student Affairs Office).

Payments may be made with an app, debit/credit card, apple pay or USConnect card. The app is though USConnect.com. Additionally, you can load funds on the USConnect card located at the kiosk of the micro-market. Keep in mind that while the kiosk will accept cash for loading funds, it will not give change.

Machines accept cash, or debit/credit cards. For any issues with machines or vending suggestions, contact the Campus Store Manager.

The Low Student Union is open 24/7 every day to all students, faculty, staff and guests. Each person is asked to make a special effort to leave the room in better condition than they found it. Please observe the following rules and regulations:

1. Respect each other and take care of the equipment, furniture and appliances. Return all equipment to the storage area if no one else is next in line. Cover any equipment if a cover is available.
2. Any event sponsored by a campus organization that is located in the Student Recreation Center should be open to the entire student body.
3. ABSOLUTELY NO FOOD OR DRINK is allowed on or near the pool or ping pong tables. All of the equipment has been purchased with Student Association funds or donated and is not easily replaced or repaired. Maintenance is everyone’s responsibility. Refer to rule #1.

F. Establishing a University Student Organization

The privilege of using the University name and facilities are allowed with careful thought. The areas that will be examined before a club or an organization can be formed include: 1) the objectives and purpose in organizing, 2) the relevance of the group to the University and/or community and 3) the way in which the group leadership has gone about the steps leading to recognition as an official student organization within MBKU. For more information, please see the “Application for a New Student Organization” document within the [Student Association portal page](#).

Any group of MBKU students wishing to form an officially-recognized student organization or club must submit the following:

1. Name of proposed organization
2. Purpose of proposed organization
3. One organization student leader and a list of at least five general assembly members
4. Full-time faculty member to serve as organization advisor

University Recognition Process

1. Discuss organization/group plans with University Student Affairs and secure copies of “Application of Intent to Establish a University Student Organization or Club” and “Constitution & Bylaws Template” (located on the portal or via University Student Affairs).
2. Group leader(s) hold membership interest sessions and/or officer elections as applicable/desired. Find a faculty advisor.
3. Group leader(s) complete the “Application” and “Constitution” forms and submit to University Student Affairs for initial review and interim status.
4. Once approved by Student Affairs, contact Student Association President at least one week prior to request time on an upcoming Student Association meeting agenda.
 - a. Submit constitution and bylaws to MBKUSA President
 - b. Prepare brief 3-5 minute verbal presentation for MBKUSA meeting regarding group
5. After presentation and any discussion, USEC will vote to approve or deny University organization recognition status.
6. If approved, organization is immediately granted recognition status.

Exceptions/Appeals

- University Student Affairs reserves the right to ultimately approve/deny any student organization recognition request.
- Any group application for University recognition denied by USEC may appeal the decision to University Student Affairs.

VIII. HEALTH & SAFETY

A. Student Health Policies

1. *Student Health & Insurance*

Campus Health Rooms

Occasionally students and/or employees need a quiet, private room to assist with a variety of personal needs including but not limited to:

- Pumping/breastfeeding
- Insulin injections
- Migraine relief
- Prayer
- Emotional phone calls; a place to calm down/relax

Health Rooms are located on main campus in the Health Professions Building (#228 and #229). There is also a Health Room at Ketchum Health Anaheim on the second floor near the Multipurpose Room (#2122). Rooms are equipped with a sink, cupboards and chair and are first-come, first-served. If locked, call Campus Safety. Additionally, room #228 is equipped with a couch and a small refrigerator for storage of personal medical/health related items.

Student Health Insurance

MBKU has a strong interest in the health and well-being of its students. The University requires all students to carry sufficient accident and health care coverage from a carrier of their choosing because of the potential for unexpected health care expenses while enrolled as a student. All students must acknowledge they have this requirement fulfilled in the pre-orientation stage of the portal. Additionally, it is the student's responsibility to ensure that the insurance coverage will be valid outside the state should the student have clinical rotations outside of California.

There are several ways you can meet this requirement:

1. You may be covered under your parents' policy
2. You may be covered through your spouse's policy
3. You may be covered by Medi-Cal
4. You may be covered by a policy you have purchased for yourself

In California, you may seek coverage through www.coveredca.com or www.healthcare.gov.

2. *Accidents & Injuries*

Accidents and injuries may happen at any time so it is important to carry medical insurance. The University has protocols put in place for reporting accidents that occur while on campus and during clinical rotations. The number one priority is student safety. If the accident is serious, please call 911. Fortunately, most accidents do not require emergency services. Regardless of where the accident takes place, please contact Campus Safety immediately at 714.992.7892. They may help take care of the situation and call an ambulance if need be and facilitate their arrival on campus. Campus Safety will complete an incident report.

After the situation is stable, the student should report the injury to their program Student Affairs Administrator and complete a claim form. The program Student Affairs Administrator will forward a copy of the claim form and all necessary information to Human Resources who will report the claim. If a student is injured while on rotations they should please seek immediate care and then follow the procedure list above.

Workers' Compensation Insurance coverage may apply to a student who is injured during the course of an assignment, including class, laboratory or clinic and while performing a campus work-study job. The Workers' Compensation Claim Form (DWC-1) should be completed within 24 hours of the injury. This form is located on the Documents and Forms [portal page](#). For medical attention outside of California, call (888) 558-7478.

3. Health Records

All entering students are required to provide the University with a Health Record, including immunization records, by July 31 which is collected by Certiphi Screening. Requirements vary by Program. For a detailed list of immunization requirements, please refer to the “Immunization Requirements” documents for incoming students located within the “enrolled stage” on the [MBKU portal](#). Failure to comply will result in suspension of all clinical privileges. Programs may have additional requirements. Please see the relevant Program Student Handbook for more details.

University Immunization Requirements for Incoming Students

The following immunization requirements apply to all students and were developed based on recommendations from the CDC’s Advisory Committee on Immunization Practices. Each Program may have additional requirements and these are also listed below.

- Tuberculosis (TB) Screening – Proof of a negative TB screening or recent chest x-ray results. The TB screening must be administered after May 15th, three months prior to entrance into MBKU. If testing is done before April 1st, you will have to have the test redone. If the TB results are positive, you must provide proof of a negative chest x-ray. Chest x-rays are valid for 10 years from the date the chest x-ray was taken. Quantiferon TB Gold tests are also accepted.
- Measles, Mumps, Rubella (MMR) – Documentation of two doses of MMR or labs proving immunity. If you do not have documentation of immunizations or the labs do not show immunity, then you must get two new doses of MMR.
- Varicella – Documentation of 2 doses of the Varicella vaccine or titer to prove immunity. If the titer comes back negative, student must provide documentation of a history of chickenpox or must receive 2 new doses of Varicella. A repeat titer is not required.
- Hepatitis B (Hep B) – If you have received the 3-dose series in the past, you need to get a Hep B Surface Antibody Titer proving immunity. If the titer does not show immunity, then you must receive a booster dose AND a Hep B Surface Antibody titer 1-2 months after the booster dose.

If you have never received the 3-dose series, you need to get the 3-dose series started; and a Hep B Surface Antibody titer 1-2 months after the last dose.

Dose #1 is due prior to July 15th; dose #2 is due 1 month after the 1st dose; or prior to the first day of classes.

Please Note: Students receiving the HEP B series will be marked complete at the first shot, but with an expiration date set for one month later when the 2nd shot is due. Once the 2nd shot is provided it will be marked complete; but with an expiration date set for 5 months later when the 3rd shot is due. Once the 3rd shot has been provided, the requirement will be marked complete and an expiration date will be set 1 month later when the final titer is due. Once a positive titer is provided, an indefinite expiration will be set. Example 01/01/2099.

- Tetanus/Diphtheria Toxoid and Acellular Pertussis (Tdap): Documentation of one dose of Tdap within the last ten (10) years. If the Tdap was given more than ten years ago, you must get a Tetanus/Diphtheria/Pertussis (Tdap) booster vaccine. If no documentation is available, you must get one dose of Tdap.
- CPR Card: Please provide documentation of your current CPR card if you are CPR certified. You will get CPR certified during your first year at MBKU and you can provide it at that time.
- Health Insurance Card: Please provide a copy of the front and back of your health insurance card. If your name does not appear on the card, please provide documentation from the insurance company stating that you are covered under this policy.

- **Additional Immunizations: Required** for COP students and **recommended** for SPAS and SCCO students.
 - **Hepatitis A (Hep A):** Documentation of two doses of Hep A or lab proving immunity. If you do not have documentation of immunization and the labs do not show immunity then you must get the two-dose series.
 - **Polio:** Documentation of four doses of Polio vaccine during childhood or 3 dose series during adulthood or lab proving immunity.
 - **Meningococcal:** Documentation of one dose of a quadrivalent meningococcal conjugate vaccine. If the dose was administered more than five years ago, you must get a booster.
 - **Flu (influenza): Required** by SPAS prior to clinical rotations. This vaccine may or may not be available at time of enrollment. The flu shot is normally available during September/October. Please provide documentation of your current influenza vaccine.

Maintenance of Health Records

Student health records are kept separate from their educational records and are protected by HIPAA. Student health records are confidential and are not accessible to, or reviewed by, individuals from Programs, principal or instructional faculty or staff. Access to student health information is granted only to University Student Affairs personnel for the maintenance and compliance of immunization, tuberculosis tests and health physical requirements. Limited health information (i.e., immunization and tuberculosis screening results), for the purpose of compliance with clinical rotation participation, is granted to the Program designee. The immunization records as well as the tuberculosis screening results is maintained and released with permission from the student via “My Record Tracker” through Certiphi Screening. All student health records are destroyed immediately after graduation.

4. Student Fee Reduction/Waiver Professional Courtesy Policy for the University Eye Center

Students and their immediate family members are entitled to 100% fee waiver for all diagnostic service charges and may purchase dispensing materials at a significant discount, excluding contact lens materials. All fee waivers must be obtained 48 hours in advance, from the Patient Relations Supervisor in the University Eye Center at Ketchum Health.

PROFESSIONAL COURTESY FEE DISCOUNT RATES

	Category	Diagnostic Services	Dispensing Materials	Therapeutic Laser Service Only
1	<ul style="list-style-type: none"> • Faculty (full & part-time, Adjunct & Emeriti) MBKU employees, residents, & their immediate family*. • Golden retirees**& their immediate family*† • Members of the MBKU Board of Trustees, Trustee Emeriti & their immediate family*† 	100%	At Cost	100%
2	<ul style="list-style-type: none"> • Parents and grandparents of full time employees and residents† 	100%	At Cost	100%
3	<ul style="list-style-type: none"> • MBKU Students & their immediate family* • Parents and grandparents of MBKU students† 	100%	40%	50%
4	<ul style="list-style-type: none"> • MBKU employees, residents and students’ siblings, including brothers and sisters-in law† • Mother/father in-law† • Daughter/son-in law† 	50%	30%	40%

	<ul style="list-style-type: none"> • Grandchildren† 			
5	<ul style="list-style-type: none"> • Referral courtesy for friends & relatives of full-time faculty, MBKU employees, residents and students (aunts, uncles, cousins, nieces & nephews)† • Licensed health care professionals and students enrolled in a professional health care degree program† • MBKU alumni & their immediate family*† • Fiancé/Fiancée† 	25%	25%	25%

*Immediate family includes spouse, registered domestic partner and children (no age limit).

† Not applicable to Family Medicine exams

- If you are an employee or student at MBKU, you do not need to get a written fee waiver. Simply show your I.D. badge and you will receive the fee reduction.
- If you would like a fee reduction for a family member or a friend, you need to provide the person's first and last name, their relationship to you, your first and last name(include year of graduation, school or department). Approval must be obtained 48 hours prior to the rendering of services and/or ordering of materials. Fee reductions will not be honored after the service is rendered or materials are ordered.
- Fee reductions may not be used in conjunction with any type of insurance or Value Line items.
- Contact the Patient Relations supervisor at UECF when requesting a fee waiver at extension 7849.
- Only one fee reduction waiver is needed per calendar year (Jan-Dec.)
- No discounts will be applied to contact lens materials.

5. Family Medicine Professional Courtesy Policy

Family Medicine provides urgent care services and medical consultations free of charge to faculty (FT, PT, Adjunct and Emeriti), employees, residents and students within SCCO and the COP. The Accreditation Review Committee on Education for the Physician Assistant (ARC-PA) prohibits students in SPAS from receiving care at the Family Medicine Clinic. These benefits are not being extended to family members.

Injectables, durable medical equipment, laboratory studies and other consumable items will be charged at cost plus 20%. All costs will be discussed prior to treatment/billing.

B. Drug & Alcohol Abuse

1. Introduction

MBKU recognizes the illegal or abusive use of alcohol or other drugs by members of the community has a detrimental effect on the University's commitment to educate caring, inspired health care professionals who are prepared to deliver collaborative, patient-centric health care in an interprofessional environment. The University community, mutually shares the responsibility for creating and maintaining an atmosphere conducive to academic and professional excellence. Responsible conduct and accountability are required from all University constituents whether student, faculty, staff, administrator or Trustee.

The University has a significant and ongoing interest in ensuring the health, safety and well-being of all of its students and employees. The University will not tolerate the illegal use of drugs or alcohol, and by law, we cannot. Under the Drug-Free Schools and Communities Act Amendments of 1989 in order for an institution of higher education to be considered a "responsible source" for the award of Federal and State contracts, including student financial

aid, we are required to maintain a policy which ensures that students are absolutely prohibited from the unlawful possession, use or distribution of illicit drugs and alcohol on university property or as part of any university activity. Examples of controlled substances covered under this policy are as follows:

- Narcotics (heroin, morphine, etc.)
- Cannabis (marijuana, hashish)
- Stimulants (cocaine, diet pills, etc.)
- Depressants (tranquilizers)
- Hallucinogens (PCP, LSD, "designer drugs", etc.)
- Alcohol

Note: Effective January 1, 2018 the State of California has removed certain criminal penalties for marijuana, in particular legalized medical/recreational use under certain circumstances. California now allows the private recreational use and possession of small amounts of marijuana for people 21 years of age and older. Marijuana is still illegal under federal law and is prohibited under the Drug Free Schools and Communities Act. The Controlled Substances Act states that the growing and use of marijuana is a crime. Federal enforcement agencies can prosecute on this basis regardless of state law. In addition, the Drug Free Schools and Communities Act requires the prohibition of marijuana at any university receiving federal funding. MBKU is one such university.

- As a result of these federal regulations, MBKU prohibits students, employees, and members of the general public from possessing, using or distributing marijuana in any form in any University-owned or operated facility and during any University activity ([Student Code of Conduct](#), Article III, Numbers 11 and 12).

2. Drug Abuse Policy

MBKU has a comprehensive approach to the issues associated with substance abuse by emphasizing the following:

- A. The University shall take the necessary effective steps to create and maintain a drug-free educational and work environment for its students.
- B. Individuals who are experiencing issues with the use and/or abuse of alcohol or other drugs are encouraged to seek treatment and/or rehabilitation confidentially and voluntarily.
- C. Students experiencing issues from drug, narcotic or alcohol abuse or dependency should seek assistance through the VPSA, the Director of University Counseling Services and/or Program Dean/Director who shall make referrals to credentialed professional counselors. The counseling relationship is to be professional and confidential.
- D. The University encourages and reasonably accommodates students with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end, students desiring such assistance should request a treatment or rehabilitation leave by contacting the VPSA or Program Dean/Director. The University, however, is not obligated to continue enrollment of any student who continues to use drugs or alcohol, nor is the University obligated to re-admit any student who has participated in treatment and/or rehabilitation if that student's academic and/or professional performance remains impaired as a result of dependency. Additionally, students given the opportunity to seek treatment and/or rehabilitation but fail to successfully overcome their dependency or problem will not automatically be readmitted. This policy on treatment and rehabilitation is not intended to affect the University's treatment of a student who violates the regulations described here. Rather, rehabilitation is an option for a student who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency. Any accommodations granted are only in effect while the student is free of drug and/or alcohol dependency.
- E. A student must notify the University of any Criminal Drug Statute Conviction for a violation occurring on university property or as part of any university activity no later than five days after such conviction. Failure to inform the University will subject the student to disciplinary action, up to and including suspension for the first offense.

- F. As part of the University's Drug and Alcohol Abuse Prevention Program, the University has instituted an educational program for all students on the dangers of substance abuse. To assist members of the University Community in overcoming substance abuse problems, the University will offer information on the following rehabilitative help:
- Educational materials
 - Information about community resources for assessment and treatment
 - Counseling programs

3. *Alcohol Regulations*

The possession and consumption of alcoholic beverages on MBKU campus and at University recognized events is governed by appropriate state and municipal laws as well as by University regulations. All persons regardless of age or status are governed by these laws and regulations in their administrative practice as well as in personal conduct. All members of the University community are expected to observe the applicable laws and regulations for responsible drinking behavior and to follow appropriate hosting guidelines.

The University's policy with respect to alcohol fully complies with the state laws of California and the municipal laws of Fullerton, Anaheim and Orange County. These laws apply regardless of the country or state from which a person has come or in which the person maintains official residence.

The University reserves the right to institute stricter regulations beyond that of state or local laws. An individual or group which sponsors a campus event at which alcoholic beverages are made available is responsible for adherence to the applicable state and local laws and university regulations and for the abuses arising from the use of alcoholic beverages. Where alcoholic beverages are permitted, ample non-alcoholic beverages and food must be provided as well.

The intention to serve alcoholic beverages must be registered with University Student Affairs prior to staging the event. The purpose of registration is to ensure that the sponsor understands the rules and that appropriate controls of underage drinking are in place. Organizers of parties (hosts) must be aware of their responsibilities. Hosts may not serve guests who appear to be intoxicated, and they must prohibit access to alcohol by guests who are under 21. Hosts must follow all of the regulations as listed herein and in the "MBKU Alcohol Policy Agreement for Events" form located on the [portal](#). Once the form is completed and submitted to University Student Affairs, MBKU Campus Safety will be alerted to make sure they have the appropriate officer representation based on the event attendance estimate (see below).

In general, social events involving the use of alcohol can be very hazardous to the health and welfare of persons and/or the University property. The University requires that security arrangements be taken to maintain order and control the access to social events at which alcohol will be served. MBKU Campus Safety and/or administration has the right to terminate any function at which attendees become disruptive and/or destructive, or the function is not considered to be in good taste.

Everyone is reminded that every member of the University community shares responsibility for the safety and welfare of others who become a danger to themselves and/or to others. The law provides that individuals may be held liable for damages or injury resulting from serving alcohol to persons of any age. Furthermore, any person responsible for organizing or sponsoring an event may be vulnerable to legal prosecution if alcohol is served and minors are present.

The following University regulations shall apply at all University/student functions:

1. It is illegal for anyone to serve alcohol to anyone under 21 years of age. It is also illegal for anyone under the age of 21 to purchase, possess, distribute or consume alcohol.
2. Identification cards with proof of age must be presented when requested at all events at which alcohol is served.
3. Non-alcoholic beverages and select food items must be readily available and accessible throughout the duration of the event.

4. Alcoholic beverages may not be sold at any campus event without an appropriate State license.
5. Alcohol may not be served to persons who appear to be intoxicated.
6. Any student event in which alcohol is served or consumed on campus must have received prior approval from University Student Affairs – who shall communicate with Campus Safety.
7. No person having consumed alcohol on or off campus is ever permitted to enter MBKU clinics, see patients or enter a classroom or laboratory.

The following are requirements for events which serve alcohol:

1. Adequate supply of food (e.g. sandwiches, fresh-cut vegetables, hot dogs, cookies, chips/nuts, etc.) and non-alcoholic beverages must be available throughout the duration of a social event.
2. A Safety Officer must be available for the duration of events at which alcohol is served unless an exception by the VPSA is given.

The federal government requires the University to issue clear statements about sanctions it is prepared to impose on violators.

If an individual or group violates the alcohol policy (e.g., use, possession, or distribution of alcoholic beverages by a person under the age of 21; use of a false ID; failure to ensure that IDs are checked for admission to a social event where alcohol is served; provision of alcohol to someone under the age of 21), the following range of sanctions may be applied: Warning; fine; loss or suspension of social and campus privileges; suspension or denial of permission to hold further social events; suspension or loss of organizational status; referral to the appropriate judiciary body for disciplinary action up to and including suspension, termination or expulsion from the University. See the [Code of Conduct](#) for more information.

C. Smoking Policy

As a health care facility, the University is committed to a philosophy of a healthy and safe environment. Therefore, smoking is not permitted anywhere on campus. Violators will be subject to the same disciplinary actions that accompany infractions of other University rules up to and including suspension.

D. MBKU Fitness Center

MBKU believes in the promotion of physical health and mental well-being for all students. In that spirit, a fitness center is available on campus. All current members of the student body (and employees) are eligible to use the Fitness Center at no cost. The Fitness Center includes lockers, showers and restrooms that are available for temporary use while utilizing the facilities.

Use of the Fitness Center and workout equipment is at your own risk. MBKU is not responsible for any claim, liability or demand of any kind as a result of personal injury, personal property damage or any other damage resulting from or associated with the use of Fitness Center Facilities. If a piece of equipment needs to be serviced or repaired, please alert MBKU Campus Safety.

If interested in a larger gym with more recreational options, MBKU faculty, staff and students are eligible for an “Affiliate” or “Weekend Only” membership at the California State University Fullerton Titan Recreation Center. For more information, refer to the [Titan Recreation website](#). Select “Sign Up” to make a profile.

Fitness Center Rules and Regulations

1. Hours of Operation

The Fitness Center is open from 6am to 1am, 7 days a week, in accordance with campus hours. It may also be closed for cleaning and/or repairs. MBKU ID Access Card is required for entry.

2. Lockers, Showers and Restrooms

The lockers are only available for temporary use while utilizing the Fitness Center facilities. At each visit, a key may be checked out from Campus Safety and returned immediately upon exiting the Fitness Center. Lockers are available on a “first-come, first-served” basis. Lockers cannot be reserved in advance. A \$15 fee will be assessed if a locker key is not returned within 48 hours.

3. Dress Code
In keeping with the professional image of MBKU, appropriate workout attire is required for every person using the Fitness Center. Appropriate workout attire (e.g. closed-toe workout shoes, shirts, shorts, pants, leggings, etc.) must be worn at all times.
4. Television Monitoring
As part of the campus security system, a television camera is mounted in the northwest corner of the ceiling and records all activities 24 hours per day.
5. General Rules and Regulations
 - a. At any time, MBKU Campus Safety and/or administration may revoke Fitness Center use privileges for any abuse or violation of the Fitness Center, equipment and rules and regulations.
 - b. Participation and use of facilities is entirely at your own risk. MBKU is not responsible for any lost, stolen or damaged items. Where property damage is incurred, the person responsible shall reimburse all costs for repair or replacement.
 - c. The Fitness Center is for the exclusive use of MBKU students and employees. No other persons are eligible to use the facility.
 - d. ID Access Cards must be in possession at all times.
 - e. No food or drink is allowed other than bottled water.
 - f. Be courteous and allow others to exercise in your immediate vicinity. Please observe a 30-minute time limit on all cardio equipment when others are waiting.
 - g. Wipe any perspiration off equipment and/or mats immediately after use. Replace weights and other objects to the proper location.
 - h. No towels are provided. No bags are allowed in the Fitness Center – please use a locker.
 - i. No chalk. No smoking.
 - j. Report any dangerous behavior or unprofessional activity by others Campus Safety immediately.

E. Campus Safety & Security

MBKU continuously strives to provide the safest possible environment for classroom, work, study and after-hours activities for everyone on campus and at MBKU clinics. Personal safety continues to be of paramount importance and will remain one of the highest priorities.

Campus Safety is available on the Fullerton campus 24 hours, 7 days a week and is responsible for ensuring overall safety and security on all University properties. As activities on campus continue to increase, each student, faculty, and staff member have been issued ID Access Cards and must carry them for positive identification at any time. Campus Safety Officers have the authority to challenge anyone found on campus at any time. If proper identification cannot be provided, the individual may be escorted off campus immediately.

If students are confronted with what you feel is an unauthorized or suspicious individual on campus or in the immediate area, dial 714992.7892 from an outside line or 7892 from a campus phone line (Campus Safety office). Stay on the line and your call will be forwarded to a cell phone if no officers are in the office. Also located throughout the campus are hold-up buttons which are monitored by Campus Safety. Located in the parking structure are “blue light” emergency call systems. In the event of an emergency situation, press the button to contact Campus Safety. These emergency call systems should be used for emergencies only (not parking issues, for example). Individuals riding skateboards, bicycles and anyone loitering or wandering around the campus are considered suspicious. This includes the campus store, student center vending area, lounge and restrooms. All members of the campus community are urged to help monitor and maintain the safety of campus. The Campus Safety office is located on the ground level of Building B next to the parking structure.

The city of Fullerton has a major university, multiple colleges and various other schools within its boundaries. This makes the Fullerton Police fully aware of the constant activities on each campus and the potential crime that could occur. MBKU maintains an excellent working relationship with the Police Department and has always found them swift to respond to any reported problem.

Exterior campus illumination has been carefully designed to provide students with the safest possible environment during after-hours time on campus, including transit to and from the parking lot(s). If you feel uncomfortable while in transit to or from your vehicle please contact the Campus Safety office to request an escort.

The University has established an Emergency Alert System to be able to communicate with students and employees should there be an emergency situation. On an annual basis, and as changes occur, students and employees are asked to supply their contact information so that in the event of an emergency, we can reach everyone on and off campus via an ‘instant mass communication’ that is distributed via email, cell phone, home phone and as an option at a work number or by text messaging. Contact information may be supplied on the [portal](#). Students and employees may need to be advised not to come to the campus and give instructions on when to return or employees may need to come to the campus to assist in helping get the campus operational. This communication system can also be used to send instant messages to specific groups of students or employees about information that pertains to them.

Safety as a Social Responsibility

At MBKU, we continually strive for a culture of reporting. It isn’t the responsibility of a few select people to keep the community safe – it is the responsibility of everyone to maintain overall safety. For more information regarding social responsibility and bystander training, please visit the [Student Achievement Center Moodle site](#) for a training video and additional resources on these topics.

If students see something suspicious on campus or have a non-emergency concern about a situation or fellow student, please report the concern via the “[Report A Concern](#)” form on the portal. This form may be submitted anonymously. This form is for reporting general concerns regarding the safety and wellbeing of the MBKU community only. Anonymous reports regarding alleged University policy violations will not be accepted through this form. University policy violations and/or grievances may be submitted to the VPSA (see “[Student Conduct](#)”).

Once submitted, the form will be reviewed and the concern may be investigated, if necessary or appropriate. If students include their own information, they may or may not be contacted for more details or follow-up. Due to specific circumstances and/or confidentiality concerns, it is likely the reporter will not be informed of any outcomes or resolutions.

Make caring a habit – if you see something, say something.

1. MBKU Campus Safety

MBKU provides information to the University community regarding sexual assault and other personal safety issues annually. University offices, such as University Student Affairs and Human Resources, may refer survivors/possible victims to local support agencies and assist them with the reporting of the crime to local authorities. The President shall take measures as deemed appropriate after due process and careful consideration with respect to any member of the University Community involved with sexual assault or any other sensitive crime.

Objectives

- A. To annually update and provide information regarding sexual assault on the external MBKU website, in the University Student Handbook and the Student Achievement Moodle page which includes local referral sources.
- B. To assist any member of the University community who may be a victim of sexual assault, or other personal crimes, with securing counseling services and reporting the crime to the authorities.
- C. To educate and train public safety personnel and individuals who advise and/or supervise students in regard to prevention and the importance of support services for members of the University Community who may be a victim of sexual assault and other crimes.

Disclosure

- A. The University Student handbook contains the complete policy, including its objectives.
- B. University students will be sent information directly and informed of any changes.
- C. Special flyers will be posted regarding sensitive crimes. They illustrate the need to seek out emotional support as well as the need to report the crime. In addition, pamphlets will

be available regarding these matters in a variety of student gathering areas on campus and in the clinics.

- D. The VPSA maintains ongoing referral sources available to students. If a student reports a crime, the Vice President for Student Affairs encourages the student to seek out emotional support and immediately provide the student with contact information to local agencies. The student will be informed of the option to report the crime to the local authorities. If the student desires, the student will be assisted with this process.
- E. The Director of Campus Safety, or designee, provides assistance to the affected individual for reporting the crime. This person explains the process and, if necessary, escorts the student to the local authorities.
- F. If the crime occurs on the University premises, the Director of Campus Safety works with the local authorities to apprehend and/or prosecute the assailant.
- G. For additional information, please reference the [Prohibited Discrimination, Unlawful Harassment & Sexual Misconduct policy](#).

Please be Alert at all Times

- A. Identification/Access Cards are issued to all students for identification and security purposes and must be worn at all times in a visible location while on campus.
- B. Purses, keys and personal belongings must remain with you at all times (or in a locker).
- C. Identify all items of value with your name and if possible your student identification number.
- D. Be alert when using school equipment. Help protect it from theft, unauthorized use or vandalism.
- E. Keep your vehicle locked when not in use; lock valuable items in the trunk.
- F. Check the back seat before entering your car.
- G. Report any suspicious activity or any concerns you may have via the [“Report A Concern” form](#). ***Make caring a habit... If you see something, say something.***
- H. Always park in a well-lit area.
- I. Do not walk alone at night, get a friend to go with you, or call Campus Safety for an escort.
- J. Walk on well-lit paths and avoid shortcuts and dark or isolated spots.

On Campus Emergencies

A theft, vandalism and accident report form is available in the Campus Safety office. This should be completed as quickly as possible after any one of these occurrences. This enables the University’s Safety and Emergency Preparedness Management Organization (SEPMO) to review and correct policy to insure your continued safety. The Director of Campus Safety shall notify the Fullerton Police Department and a formal report will be completed for any major incident or crime.

<u>PROBLEM</u>	<u>CONTACT</u>	<u>TELEPHONE #</u>
Accident	Campus Security – Main Campus	714.992.7892
	Campus Security – Ketchum Health	714. 463.7509
	Student Affairs	714.449.7444
	Human Resources	714.449.7459
Police	Fullerton Police	714.738.6800
Fire	Fullerton Fire Dept.	714.738.6500
Ambulance	Fullerton Paramedics	714.738.6122
Emergency Only	-----	9-1-1
Local Hospitals		
St. Jude Medical Center	101 E. Valencia Mesa Drive, Fullerton	714.871.3280
Placentia Linda Hospital	1301 N. Rose Drive, Placentia	714.993.2000
Kaiser Permanente	3430 East La Palma Avenue, Anaheim	714.644.2000

Community Resources

When in doubt, call 911 or local law enforcement agency. *If using a University phone line, you must dial 9 first.*

Local Law Enforcement Agencies

Fullerton Police Department	714.738.6800
Placentia Police Department	714.993.8164
Anaheim Police Department	714.765.1900
Brea Police Department	714.990.7625
Orange County Crime Stoppers	1.855.TIP.OCCS (847.6227)
*anonymous	

Hotline Support

Crisis Prevention Hotline	877.7.CRISIS or 877.727.4747
National Suicide Hotline	800.SUICIDE or 800.784.2433
OC Domestic Violence Hotline	714.992.1931 or 800.799.7233
Center Against Sexual Assault	866.373.8300
National Sexual Assault Hotline	800.656.4673
Rape Crisis Hotline	714.957.2737
Sexual Assault Victim Services	714.834.4317
Orange County Rape Crisis Center	866.935.4783
University Counseling Services	714.595.9700 or 714.992.7835

After-Hours Campus Access

Students who would like to have after-hours access to campus for studying may do so only in the Low Student Union Student Lounge. When other buildings shut down at the close of MBKU campus, so do the study spaces within those buildings (e.g., the Health Professions Building Academic Lounge closes when HPB closes). Students may not use the Low Student Union Student Lounge for anything other than studying once campus closes. Personal activities such as watching movies/TV, playing games, sleeping, or hosting events are not appropriate.

If you do not have a MBKU parking permit, you are allowed to park on campus from 5pm-1am. At 6am you must move your car. If you have a parking permit, you are allowed to park on campus at any time. You do not need to move your car at 6am.

Although Campus Safety Officers conduct rounds regularly 24 hours a day, it is not possible for them to be everywhere at once. Please call 714.992.7892 for a Safety Escort to walk you to your car OR for general assistance (stay on the line and your call will be forwarded to a cell phone if an officer isn't in the office). Using the Low Student Union Student Lounge for study after hours is at your own risk. Please use your best judgment from 10pm to 6am:

- Do not use or leave the lounge by yourself
- Do not walk around on campus by yourself
- Do not prop building access doors
- Do not open building access doors for anyone (ID Access Cards required)
- Remain vigilant after-hours (e.g., use only one ear bud if listening to music, glance around occasionally, keep your cell phone out, etc.)

**Note: Regardless of circumstances, if a Campus Safety officer asks students, staff, or faculty to vacate campus, they must do so.*

Building Hours

Campus hours are from 6:00am to 1:00am, 7 days a week. Campus is closed from 1am to 6:00am (not including the 24/7 Low Student Union Student Lounge). Student ID access cards will not have access during these hours (again, not including the 24/7 Low Student Union Student Lounge).

During all other hours (6:00am to 1:00am) all doors are still locked but accessible with your access card. The exceptions are the doors to Buildings A and D (administration), which are unlocked during the day.

Library

For up-to-date Library hours, visit their [website](#).

Fitness Center B-108:

Open from 6:00 a.m. to 1 a.m. every day. ID Access Cards permit entrance into the hallway, restrooms/locker area and the Fitness Center. This area is reserved for MBKU employees and students only. The Fitness Center is monitored by closed circuit television.

Basic and Clinical Sciences (Building C)

Open from 6 a.m. to 1 a.m., ID Access Card required.

Administration Building (Building D)

Monday through Friday 7:00am - 6:00 p.m.
Saturday and Sunday - Closed -

Health Professions Building (Building E)

Open from 6 a.m. to 1 a.m., ID Access Card required.

Low Student Union (Building F)

Open 24 hours, ID Access Card required.

The extended time in the academic buildings is to provide the time necessary for students to practice clinical skills. All activities must be restricted to the laboratories only. Food/drink is not allowed at any time. Students must yield to the janitorial service for scheduled cleaning.

Because of the scheduling difficulty of MBKU night maintenance crew to complete their daily work and our concern over security, safety personnel, faculty, staff and janitorial crew have the right to ask all persons, including students, to leave the buildings at the above closing times.

A Safety Officer is on duty and conducts campus rounds twenty-four hours a day. Anyone desiring access to any classrooms or laboratories, for either study or practice time, at any time other than the times indicated above, must have written permission from the department responsible for that space and present it to the officer in the Safety Office (Building B) before entry may be granted.

During weekends, the outside elevator in Building D will be shut down. Second floor entrance to Building C (at the end of the student lockers) will be secured. Entrance will require the use of the ID access card that has been issued to you. If any unauthorized persons are seen around campus, please report them to the Campus Safety office.

During normal hours the campus is open to the general public, with the exception of certain areas such as Building C – Basic and Clinical Science, the Low Student Union, the Health Professions Building, student computer labs and the Fitness Center. Access to these rooms is by means of an ID Access Card. After normal working hours, buildings are only accessible through use of an ID Access Card. Student spouses and guests are welcome on campus in the Library, in the preclinical laboratories, and in the computer lab (on a space available basis). Due to liability issues, student spouses may not use the Fitness Center. Policies related to computer and facilities use apply to student spouses and guests as to all other members of the University community.

2. Non-MBKU Guest Policy

Campus Safety continually maintains a log of all guests and their MBKU escorts. This is to make sure all non-MBKU persons on campus have been authorized for campus access AND to have an accurate campus headcount if an emergency situation were to occur. All guests (including family members) should carry photo ID, be accompanied by an MBKU-affiliated escort, and visit the Campus Safety Office (first floor of Building B) to check-in in person. Only if an officer is not available, call 714.992.7892 to contact the Officer on duty. Stay on the line – even if it sounds like the phone hung up. That noise is the call transferring from the Safety Office land line to the patrolling officer's cell phone.

For any permit and/or guest parking inquiries, contact Campus Safety prior to the guest(s) arriving on campus.

3. Non-Service Pets on Campus

Pets are welcome additions to many people's lives. However, pet owners must be cognizant of how bringing their animals to campus could negatively affect others. Members of the MBKU community may have allergies or be fearful of animals. In addition, pets may cause unwanted distractions and disruptions in some cases.

Unless a registered service animal, pets belonging to employees and/or students are not allowed on campus. This includes outdoor spaces and within campus buildings and/or clinics. This policy applies to everyone at MBKU unless a specific exception has been granted. Students please refer to the “[Accommodating Students & Applicants with Disabilities](#)” policy. Employees please refer inquiries to HumanResources@ketchum.edu.

4. Clery Act

MBKU, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (also referred to as the “Clery Act”), has published an Annual Security Report (ASR) to provide its students and employees with an overview of crime that occurs on or near MBKU campus (including CSUF). This information is found on the following website: ope.ed.gov/security. Click “Get data for one institution/campus.” Scroll to the bottom section and complete the “Name of Campus” and “Campus City” fields and select search.

5. Firearms & Weapons

Firearms and other dangerous weapons may not be brought into or kept on University-owned property and/or an affiliated clinic under any circumstances. A student may possess self-defense spray, but may not use it for purposes other than self-defense. For more information, please reference the [Student Code of Conduct](#). Violation of this policy may be punishable by disciplinary action, up to and including immediate dismissal or expulsion from the University.

MBKU Safety Officers carry firearms on MBKU campuses to increase our ability to respond to unsafe situations caused by potential threats of violence. No other exception with regard to firearm licensure will be allowed.

6. ID Access Cards

All MBKU students and employees should wear a MBKU-issued ID Access Card when on campus or a MBKU-owned property. If lost or misplaced, please notify Campus Safety immediately. A replacement ID Access Card may be obtained by completing a replacement form and paying the \$25 fee payable by cash, check or money order. If the old ID Access Card is found and returned to Campus Safety within 30 days of issuance of the new ID, a refund will be issued.

The ID Access Card is non-transferable to anyone, at any time, for any purpose. Disciplinary action may result if it is discovered that the ID Access Card was fraudulently used to gain access to any card-accessible area on campus.

7. Parking

Student parking permits may be ordered online through the [portal](#) at the start of each academic year. New permits will be available within 2-3 business days after ordering at one of the designated parking tag pickup locations:

- Fullerton Campus – Campus Safety Office (Building B)
- Ketchum Health – Security Kiosk – Main Lobby
- UECLA Reception

Parking is charged on an annual basis, based on quarterly enrollment for the entire Academic Year. Ordering parking permits on the MBKU portal will only be necessary once per academic year.

Student parking privileges may be cancelled within the first 10 days of the first term of the academic year to receive a full refund for parking fees that were charged. No refunds will be provided after the first 10 days. To cancel parking privileges, you must surrender your parking tag to one of the parking tag pickup locations noted above.

Student Parking Lots

Parking is on a first-come, first-served basis. The following are the University-owned parking facilities. Only students (and employees) with a valid parking permit will be allowed to park in any of these facilities.

Lot A Fullerton Campus Parking Structure located on Associated Road
*ID access card required for entrance and exit

Lot B Ketchum Health Parking Lot located at 5460 East La Palma Ave. Anaheim

- Lot C Health Professions Parking Lot located off Yorba Linda Blvd.
No student parking before 5pm – Reserved for faculty and guests only
- Lot E UECLA Parking Lot located in Los Angeles
- Lot G Joeun Church Parking Lot located at 2001 N. State College Blvd. Fullerton
Gate closes at 7pm sharp!

After-hours parking in Lots A and C will be open to all employees and students starting at 5PM and lasting until 6am, no permits required. All non-permitted vehicles must be removed from campus by 6am.

Parking Structure Violations

The use of the parking structure shall be at the permit holders' risk. The University shall not be responsible nor assume liability for any damages to or theft of the vehicle or contents therein while parked in the parking structure. Parking in the MBKU parking facility is by permit only. The basic parking permit provides users with entrance into the University's parking structure.

Parking Guidelines

- A. Parking Permits must be displayed at all times and are non-transferrable unless a group of students are registered with Campus Safety as a carpool group. Permits must be hung from the rear-view mirror. If you have forgotten your permit or driving a different vehicle, stop by the Campus Safety office upon arrival and notify them. If you have lost or misplaced your parking permit, a replacement permit can be obtained from Campus Safety for \$5.
- B. Reserved parking is assigned to employees that pay a premium for the spot. These spots are identified by a "Reserved" sign. If someone else parks in an assigned parking spot, they will be contacted immediately to move their car and a fine will be imposed.
- C. Overnight parking is permitted by authorization only. Even if granted overnight parking, all vehicles in non-reserved spots must be removed by 6am.
- D. A parking permit does not guarantee that a space will always be available. Should the user be required to park elsewhere (i.e. CSUF lot) no refund or reimbursement will be given.
- E. Daily permits can be purchased from Campus Safety office for \$2.00. This permit must be visible from outside the vehicle.
- F. Compact spaces should be used for small vehicles.
- G. Vehicles must park in the center of the parking space (not on lines), forward to the bumper or curbing, and parked head-in, not backed in.
- H. All vehicle information shall be current and/or updated with Campus Safety when a change has occurred (i.e. Model/Make/Color and License plate).
- I. 5 MPH speed limit is enforced in the parking structure. Any speed greater than 8 MPH is considered reckless.
- J. Only one car allowed through gate at a time. Attempting to enter gate as second car on another person's access is considered reckless.
- K. ID Access Cards are non-transferable – do not let another person use your card to obtain gate access.
- L. No parking, unloading or loading of passengers in service and delivery driveway area between the parking structure and Building C.

Failure to follow these rules and regulations will result in a citation and/or loss of parking privileges.

PARKING FINES

1st Violation:	Warning
2nd Violation:	\$25
3rd Violation:	\$50
4th Violation:	\$75
5th Violation:	Vehicle towed

MOVING FINES

1st Violation:	Warning
2nd Violation:	\$50
3rd Violation:	\$100
4th Violation:	Vehicle towed

RESERVE SPACE PARKING FINES

1st Violation:	Warning
2nd Violation:	\$50
3rd Violation:	\$75
4th Violation:	\$100
5th Violation:	Vehicle towed

PERMIT FINES

1st Violation:	Warning
2nd Violation:	\$25
3rd Violation:	\$50

PARKING IN A HANDICAP PARKING SPOT *without displaying the proper permit or license plate*

1st Violation:	Warning
2nd Violation:	\$50
3rd Violation:	\$75
4th Violation:	\$100
5th Violation:	Parking Privileges Revoked

In the event that all handicap parking spots are filled on the MBKU campus, the University reserves the right to have the unauthorized vehicle towed to an impound yard at the vehicle owners expense, even if it is the first violation.

PARKING, UNLOADING AND LOADING OF PASSENGERS *in the posted No Parking in Service and Delivery Area between the parking structure and Building C*

1st Violation:	Warning
2nd Violation:	\$25
3rd Violation:	\$50
4th Violation:	\$75

JAYWALKING: Students, found to be crossing the street (Associated Road) illegally, are subject to a municipal citation by Fullerton Police. Please make every attempt to cross at the nearest crosswalk. This is in your best interest.

NOTES:

- Payment is due by the due date. Fees double after the due date.
- Failure to comply with parking policies will result in your parking privileges being revoked for the quarter. No refund of parking permit fees will be provided.
- Failure to pay fines or habitual repeat offenses will result in your vehicle being towed at your expense and parking privileges will be revoked. No refund of parking permit fees will be provided.
- Direct all disputes/complaints to Chief Cooper at CCooper@ketchum.edu and Lt. Barrera at JBarrera@ketchum.edu.
- For questions, contact Campus Safety at CampusSafety@ketchum.edu or (714) 992-7892.
- For appeals, contact the Vice President for Student Affairs at least 48 hours prior to the due date on the violation.

8. Safety Escorts and Other Programs

If for some reason a student feels unsafe, it's late at night and/or has to walk a distance to their vehicle after class, MBKU Campus Safety will escort them to the intended destination. This service is available to all students, faculty, and staff in order to provide a safe and secure environment. For a Safety Escort, please call Campus Safety at 714.992.7892. Stay on the line – phone calls are forwarded to a cell phone if nobody is in the office.

A lesser-known service provided by the MBKU Campus Safety office is self-defense and safety training programs for students. If students are interested in planning an event for a class or organization, call Campus Safety directly at 714.992.7892.

IX. GENERAL INFORMATION

A. Academic Calendar

Since Programs may have slightly different calendars, they each publish and maintain a unique academic calendar. This calendar includes key events like start and end dates of each quarter, grade change dates, makeup of incomplete grade dates, professional meetings of interest, clinical meetings/closures, commencements, student holidays and other important Program and University dates. The Human Resources Department also publishes a calendar of Employee Holidays which may not match the Student Holiday dates. Once established, events such as the beginning and ending dates of academic terms, holiday breaks, etc. may not be changed per requirements of the Federal Financial Aid programs.

As always, students should check the MBKU Master Calendar, a University listing of all events, not just academic dates, to ascertain a complete listing of functions and events on and off campus. It is the responsibility of each Program to make sure all of their events are included on the University Master Calendar.

Program academic calendars may be found on the Program pages of the portal ([SCCO](#), [SPAS](#), [COP](#)). If students have trouble, contact the respective Program's front desk administrator.

B. MBKU Facilities

The main campus in Fullerton consists of six buildings; the Administration Building (Bldg D), Basic and Clinical Sciences Building (Bldg C), Warren and Carol Low Student Union (Bldg F), the Health Professions Building (Bldg E), Campus Safety/Operations/Parking Structure (Bldg B) and the Richard L. Hopping Academic Center (Bldg A). The University owns and operates two teaching clinics; the University Eye Center at Los Angeles located in South Los Angeles and the University Eye Center at Ketchum Health located in Anaheim. Ketchum Health Anaheim also houses the SPAS Family Medicine practice and the COP Pharmaceutical Sciences Research Laboratory, which allows collaborative practice between all three professions. A map of campus and the clinic locations is included on the next page.

C. Directory

To look up an individual by name, class, or department, please reference the University Phone Directory located on the MBKU portal. The University's main phone number is 714.449.7400 and is staffed during business hours to help callers navigate the University's colleges, departments, and clinic locations. There is also a "[Contact Us](#)" form located on the MBKU website for general inquiries.

To report a concern, please complete and submit the "[Report a Concern](#)" form located on the portal.

Admissions, College of Pharmacy	714.872.5698
Admissions, School of Physician Assistant Studies	714.992.7808
Admissions, Southern California College of Optometry	714.992.7868
Campus Store	714.449.7434
Financial Aid	714.449.7448
Library	714.449.7440
University Student Affairs	714.449.7444
Security (Main Campus)	714.992.7892
Security (Ketchum Health Anaheim)	714.463.7509
Security (Ketchum Health Los Angeles)	323.234.9137
Student Counseling Services	714.992.7835
University Eye Center at Ketchum Health Anaheim	714.463.7500
University Eye Center at Ketchum Health Los Angeles	323.234.9137



The campus

- A Richard Hopping Academic Center
- B Faculty, Staff and Student Parking
- C Basic and Clinical Sciences
- D Administration
- E Health Professions Building
- F Warren & Carol Low Student Union/Campus Store
- G Patricia Hopping Commons

