

MARSHALL B. KETCHUM UNIVERSITY
University Student Affairs

UNIVERSITY STUDENT HANDBOOK
2020-2021



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i. INTRODUCTION

University Student Affairs is pleased to present the **2020-21 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, a joint Master of Science in Clinical 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 year, as information or policies are developed, they will be distributed to all students via email 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 Statement

MBKU is committed to providing an environment in which all individuals are treated with respect and professionalism. In accordance with applicable federal and state laws, it is University policy to prevent the unlawful discrimination against students, applicants for admission, employees, applicants for employment and patients requesting treatment on the basis of race, color, national origin, sex, disability, age or any other characteristic protected by applicable law. The University also prohibits sexual harassment and harassment on any of the above bases (or refer to the [Prohibited Discrimination, Unlawful Harassment & Sexual Misconduct Policy](#)).

Inquiries regarding the University's equal opportunity policies should be directed to the Vice President for Student Affairs at StudentAffairs@ketchum.edu for students and the Vice President for Human Resources at HumanResources@ketchum.edu for employees.

For further information on notice of non-discrimination, please contact [The Office for Civil Rights](#) for the address and phone number of the office that serves your area, or 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
- **Senior Vice President for Administration and Finance 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
- **Dean of the School of Physician Assistant Studies (SPAS)** – for the faculty and academic administrators of SPAS
- **Dean of 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 simply defined as honest work. As aspiring health care providers, you have already made a commitment to upholding yourself to high standards. As a student practitioner, you will take a student oath and commit yourself to your profession and future patients. Honest academic work is essential to quality patient care. Academic integrity maintains the high value in the educational process and ultimately to your degree and professional license.

Faculty shall work to enhance a culture of academic integrity at the University. Faculty members shall state in their course syllabus that the course will adhere to this Academic Integrity Policy and the Student Conduct.

Course instructors may choose to address academic integrity as it applies to their course components, such as homework, written assignments, lab work, group projects, quizzes, and exams. Course instructors shall decide which course components will use an honor code commitment. For those course components, the course instructor shall provide the opportunity for students to sign an affirmative honor code commitment. The honor code commitment shall include one of the following statements and may be expanded according to instructor, department, or college practices and policies:

HONOR CODE COMMITMENT: I have not given and will not give, receive, or use any unauthorized assistance. I will hold myself and others accountable for upholding this commitment.

Academic misconduct (see [Student Conduct](#)) undermines the educational experience at MBKU, reduces confidence in the quality of education, and negatively affects the faculty student relationship.

Faculty/Instructors are expected to use reasonably practical means of preventing and detecting academic misconduct.

Any student found responsible for having engaged in academic misconduct will be subject to academic penalty and/or University disciplinary action, up to and including suspension or expulsion.

Students are encouraged to positively impact the academic integrity culture of MBKU by reporting incidents of academic misconduct.

Instructors shall follow the following procedures when they feel academic misconduct has occurred:

If faculty members have evidence that a student has engaged in an act of academic misconduct in their course, prior to assigning any academic penalty, the course instructor shall notify the student of the concern and include the college's Conduct Officer. The program Conduct Officer shall follow the procedures outlined in the Student Conduct chapter.

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. Lecture Capture

MBKU uses a Lecture Capture (LC) system to record presentations 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 need 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.

F. Emergency Contact & Address Update

Every student must update a "Emergency Contact Information" form and "Student Address Update Form" within the first two weeks of fall quarter each year whether the information changed or not; however, if the information changes during the year, it can also be updated by submitting the form.

G. 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 (see the MBKU Course Catalog). Unless expressly prohibited by the University in writing, students on extended absences generally may retain their Student ID/Access Card, University email and access to online resources and the library. There will be a notation on their transcript of the begin and end date of absences. Copies of leave letters will be sent to Financial Aid, Campus Safety and to other critical offices as appropriate. International students (F- 1 Visa holders) planning on extended absences must speak with a Designated School Official regarding their visa status.

1. Withdraw with Intent to Return (WIR)

Students who need to leave their studies may request a Withdrawal with Intent to Return (WIR). The student must request the WIR in writing to the Dean/Director or the designee of the Program and if approved, 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 the Program's academic standards committee prior to readmission. Students who are dismissed for academic reasons and given the right to return are on 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 repayment/grace status effective with the date they left the Program/University.

All students on a WIR will be eligible for financial aid when they return to the Program, provided they are enrolled at least half-time and are meeting Satisfactory Academic Progress (SAP) standards (see SAP section in the University Catalog).

2. Leave of Absence (LOA)

Students may apply to take a Leave of Absence (LOA) from the Program for a specific time providing that it does not involve more than 180 days, including holidays and educational breaks, within a 12-month time period. The LOA must be requested in writing, to the Dean/Director or the designee of the Program, no later than one month prior to the start of the LOA in the case of a planned event and must include the reason for the LOA as well as the dates involved. In the case of unforeseen circumstances, for example, an accident or emergency medical condition, the student must request the LOA in writing as soon as they are able to do so. Generally, reasons for a LOA are due to personal issues or medical conditions and not for academic reasons.

Extension to an approved LOA may be requested from the Dean/Director or the designee of the program if the request to extend is received prior to the LOA end date and the request does not extend the LOA beyond 180 days. If the extension request is denied and the student does not return by the approved date, then the student will be considered Withdrawn with Intent to Return (see below) or Withdrawn depending on the situation.

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.

In addition, students may not receive financial aid during the time of the LOA. Students who meet the criteria for the LOA are not considered to have withdrawn from the Program for loan repayment purposes and their student loan repayment/grace status may not be impacted.

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

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.

H. Medical Leave Policy

MBKU is committed to the health, safety, and well-being of our campus community. Students that experience situations that significantly limit their ability to function successfully or safely should consider requesting a leave of absence. A leave of absence permits students to take a break from the University and their studies, so that they may address the issues that led to the need for the leave and later return to the University to achieve their educational goals.

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.

MBKU provides equal access to all participants in University processes, including students with disabilities. Students with disabilities should contact Disability Services to request accommodations. Information about support services and appropriate documentation for accommodations are located on the [Portal](#).

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. Unless expressly prohibited in writing, students on leave generally may retain their MBKU email account. Voluntary and involuntary medical leaves are noted on the student transcript as a Withdraw with Intent to Return. Consistent with MBKU's Tuition Refund Policy, students who leave the University before the end of a term may be eligible to receive refunds of portions of their tuition. Nothing in this policy relieves a student of any financial obligations to the University that were in place prior to the Medical Leave.

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.

At any time during the leave process, the Vice President for Student Affairs may notify a student's parent, guardian, emergency contact, or other individual, consistent with the law, if notification is deemed appropriate.

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

Where current knowledge about the individual's medical condition and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of a member of the University community, where a student is unable or unwilling to carry out substantial self-care obligations and poses a significant risk to their own safety not based on mere speculation, stereotypes, or generalizations, or where a student's behavior severely disrupts the University environment and the student does not want to take a voluntary leave, the CARE Team has the authority to place a student on an involuntary leave of absence.

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. Before placing any student on an involuntary leave of absence the CARE Team, will conduct an individualized assessment, also considering if there are reasonable accommodations that would permit the student to continue to participate in the University community without taking a leave of absence. 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

A representative from the CARE Team will issue a notice to the student in writing that an involuntary leave of absence is under consideration. The written notice will include the reason(s) why the student is being considered for an involuntary leave, contact information for Disability Services, which can provide information about accommodations, and a reference to this policy. In the written notice, the student will be encouraged to respond before a decision regarding a leave of absence is made and will be given a specified time within which to do so. The CARE Team will determine if a student meets the criteria of an involuntary leave using risk rubrics, individualized assessments and consultation from CARE Team members, including the Director of Student Counseling Services and the Disability Services Coordinator. The CARE Team may consider information from the student's healthcare provider(s) regarding issues relevant and appropriate to the circumstance.

All information gathered will be used to understand the nature, duration, and severity of the risk or disruption; the probability that the risk or disruption will actually occur; and whether reasonable modifications of policies, practices, or procedures will adequately mitigate the risk or disruption so as to eliminate the need for an involuntary leave of absence.

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). The written notice 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. The written notice of decision will include information about the student's right to appeal and to reasonable accommodations during the appeal process. The review and notice of decision under this policy should be done in a reasonably timely manner. Where students have been asked to remain away from the University while the review is underway,

every effort will be made by the CARE Team to reach a decision within one week, provided the student responds in a timely manner to requests for information and, if appropriate, evaluation.

If an involuntary leave of absence is not imposed. The CARE Team may impose conditions and/or requirements under which the student may remain at the University.

In situations involving an imminent or ongoing threat of harm to the student or any other member of the University community, the CARE Team, in the exercise of their reasonable judgment, may require a student to be immediately prohibited from entering campus or facilities utilized for University programs or activities while the individualized assessment and review are taking place. Such students will receive written notice as quickly as possible.

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) (or designee) 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.

The written request for appeal must specify the substantive and/or procedural basis for the appeal and must be made on grounds other than general dissatisfaction with the decision of the CARE Team. The review by the SVP will be limited to the following considerations:

1. Lack of proper facts and criteria used for the decision
2. New information not previously available to the student that may change the outcome of the decision- making process
3. Procedural irregularities that materially affected the outcome of the matter to the detriment of the appellant
4. Given the proper facts, criteria, and procedures, the decision was not reasonable

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 to review the appeal. The SVP's decision shall be communicated to the student in writing and shall be considered final and no other appeals or grievance procedures are available.

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. After review, the CARE Team or Dean/Director may require additional conditions for return.

Generally, a student will not be allowed to return until one full quarter has elapsed or until the leave period in the involuntary leave of absence notification has elapsed, and all conditions and/or requirements are met. Given the nature of the curriculum, students may need to remain on leave until they can reenter the curriculum.

All returning students must meet the essential eligibility requirements and any technical standards of the University and the relevant Program, with or without reasonable accommodations. Students returning from a voluntary or involuntary medical leave are encouraged to meet with the Disability Services Coordinator to discuss reasonable accommodations.

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.

If the Program Dean/Director is not satisfied that the student is ready to return to the University, the student will be notified in writing of the decision, including the reason for the decision, within a reasonable time after the student has submitted a request for reenrollment and required documentation. A student not permitted to return may appeal the decision to the SVP.

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.

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.
2. Education record – any document (records, files, emails, and other material) maintained by MBKU or an agent of the University, which is 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
- Graduating Class Year
- 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

To protect 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 “[Enrollment and Degree Verification 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
Academic Progress	Program	Academic Affairs
Admissions	Admissions	Admissions
CARE Team Case Notes	University Student Affairs	CARE Team Committee
Cumulative Academic Records	University Student Affairs	Registration & Records
Financial Aid	Financial Aid	Financial Aid
Health Records	Ketchum Health	Clinic Directors
Health/Disability Records	University Student Affairs	University Student Affairs
Student Conduct	University Student Affairs	Student Conduct Designee
Student Finances	Student Accounts Services	Student Accounts
Title IX Records	University Student Affairs	Title IX Designee

1. Students may inspect and review their records upon request to the Director of Registration and International Student Services (DRISS) 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.

A student should submit to the DRISS, or an appropriate University employee, a written request which identifies as precisely as possible the record or records the student wishes to inspect. The DRISS, 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 the 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. 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 DRISS 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 DRISS may or may not comply with the request. If it decides not to comply, the DRISS 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 DRISS 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 DRISS, unless the DRISS 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 DRISS 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 DRISS 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 file may be created during enrollment to store academic records (e.g., University correspondence, academic standards letters, disclosure requests, etc.). Most of these records are retained for 5 years after graduation or departure from the University. However, transcripts, grade change forms and dismissal letters are kept permanently. Please see the Student Record Retention Schedule table below for additional information.

Student Record Retention Schedule:

Type of Record	Retention Schedule	Destruction/Storage	Responsible Party
Admissions Record	5 years post-grad for enrolled students	Shred/Purge electronically	Admissions Personnel
Academic Record	5 years post-graduation	Shred/Purge electronically	University Student Affairs
Health Records	5 years post-graduation	Shred/Purge electronically	University Student Affairs
CARE Team Case Notes	Upon graduation	Shred/Purge electronically	University Student Affairs
Disciplinary Record	Upon graduation	Shred/Purge electronically	University Student Affairs
Title IX Record	7 years	Shred/Purge electronically	Title IX Coordinator
Financial Aid	4 years post-graduation	Shred	University Student Affairs

iv. OTHER UNIVERSITY POLICIES

A. Student Accounts Services Policies & Procedures

Student Accounts Services is responsible for the financial administration of all student billing related to tuition and fees, campus store, University owned housing, 3rd party billing, processing of refunds with approved disbursement amounts by the Office of Financial Aid and management of 1098-T tax reporting.

Any student who wishes to discuss their student account or needs further explanation of the policies and procedures presented in this section are encouraged to contact Student Accounts Services.

Students must:

- Review their bill to make sure that all charges and credits are correct
- Set up Authorized Users to grant account access to your parents or other payers
- Pay the amount due by the due date

1. Tuition & Fees

Student Accounts Services presents timely and accurate quarter billing of tuition and fees to students, as well as notification of other charges. We will send an email when a tuition and fee statement is available after each quarter's initial billing, then monthly, by email, if a balance exists on their student account.

Students are responsible for their account balance and ensuring that their student account is in good standing. Please check your student account at least once a month and seek assistance if you have any questions.

Due Date – Students can find the upcoming published quarter tuition due date on the Student Accounts Services website. Tuition and fees for each quarter are due by the first day of class, with a 10-day grace period. A late fee may be assessed for payments received more than 10 days after the start of each quarter.

OTHER CHARGES

- Returned Checks - \$35.00. Any check issued to MBKU which is returned by the bank as unpaid is considered a returned check. Returned checks are subject to a \$35.00 administrative fee, which will be charged to the student's account. The student's account may be placed in Past Due Status. MBKU may request the returned check be replaced by cash, money order or cashier's check and MBKU reserves the right to not accept any future check payments from that student.
- Library and Parking Fines and Fees - Library and Parking charges are assessed and collected by the respective departments. If payment for a charge is not received, the charge information is turned over to Student Accounts Services for collection. The student's account may reflect the amount due to the Library or Campus Safety and will be placed in Past Due Status until the charges are paid.
- Late Fee - \$50.00. The late fee will be charged each quarter to students who have not paid their tuition balance in full by the tuition due date.
- Interest Fee – All outstanding accounts are subject to interest at the rate of 6% annually (applied monthly) on the unpaid balance from the prior month.
- Student I.D. Card Replacement Fee – \$25.00. A replacement fee will be charged to any student needing a new I.D. card. With the receipt, the student can request the replacement I.D. card from Campus Safety.
- CPR Fee - \$30
- Miscellaneous Fees - as determined by your program

2. Payments

On-line Payments: Tuition and fees can be paid online via my.ketchum.edu. We accept debit or credit cards, 24 hours a day, 7 days a week. A non-refundable processing fee of 2.75% for domestic cards and 4.25% for international cards will be added to debit or credit card

payments made via CASHNet SmartPay. To avoid the debit or credit card convenience fee but still pay online, you may pay with an eCheck. In-person you may still pay with checks, money orders, cashier's checks, or cash.

Payment Methods - Student Accounts Services accepts cash (up to \$500.00 per quarter), personal check, cashier's check, money order, or bank wire transfers for payment of tuition and other fees. Payments received by wire may be subject to fees equal to those charged by our bank. Debit and credit cards are currently not accepted in-person.

3. International Payments

MBKU receives international payments through Flywire. Flywire allows you to make a payment, typically in your home currency, via bank transfer, credit card, e-payment, and more. To make a payment, go to ketchum.flywire.com.

4. Past Due Status

Accounts are assessed at each quarter's tuition due date and monthly. Accounts will be designated as past due if there is an unpaid account balance. It is important for students to monitor their accounts. Payments may be lower than expected (e.g., reduced scholarships, denied or defaulted loans) or charges (e.g., fees and fines) may be added leaving students with balances that must be paid. If a student withdraws from their program, the account is reassessed which may result in an account balance change.

Current students – Students with a past due status hold will be prevented from receiving their diploma.

Until the account balance is paid in full, or appropriate payment arrangements are made with Student Accounts Services, students will be charged a past due fee, in addition to monthly interest if an unpaid balance exists.

Former students – A former student may have a balance on their MBKU account or may not be current with their Perkins Federal Loan, HPSL or institutional loan and have a past due status. The hold on an account for past due status prevents a former student from being able to receive a copy of their diploma.

MBKU will make every effort to contact former students with past due accounts. However, when a former student does not pay the balance due or fails to fulfill a commitment to a payment plan, or MBKU is unsuccessful in contacting the former student, the account is referred to a collection agency (see [Collections](#)).

5. Emergency Loans

Should a student encounter an unexpected expense, they may apply for an Emergency Loan. To apply, students must visit the student portal to complete the Abel Emergency Loan Application. The application is in the Financial Aid Forms & Documents section of the [Financial Aid tab](#).

Approval of the request is subject to the availability of funds and is at the discretion of Director of Financial Aid and/or Chief Financial Officer. Funds are disbursed within one week of approval of the Emergency Loan Application.

Emergency loans will be issued for a maximum of \$950 and are repayable from federal or private student loan(s). Emergency loan repayment is due within 30 days of the issue date.

6. Overpayment (or Living Expense) Funds

When a student's MBKU student account has a credit balance (where payments, loans, and scholarships exceed charges), a refund for the overpayment is determined and a payment is due to the student. The University's policy is to resolve eligible credit balances on student accounts as promptly as possible - in compliance with all applicable regulations and by the end of the term in which the credit balance is created. Those accounts with a verified credit balance may have their funds returned to them. Students will have two options for receiving their funds from overpayments: 1) ACH Direct Deposit (electronic payment to the student's bank account; 2) paper check. To elect ACH Direct Deposit, see procedure below; otherwise, a paper check payment will be issued and mailed to the student's address of record. There may be a delay in issuing an overpayment if students are late in submitting their required documents to the Financial Aid Office by the financial aid deadline.

ACH Direct Deposit Procedure

To receive funds as quickly as possible, all students are strongly encouraged to enroll in ACH Direct Deposit. To enroll, students must visit the student portal to complete the Direct Deposit Request. The request form is located in the Financial Aid Forms & Documents section of the [Financial Aid tab](#). A copy of a voided check or letter from the bank confirming the account information, must be attached.

Processing direct deposit enrollment may take up to 14 calendar days. Students need only to enroll once, however if the student changes banks or otherwise updates their bank account information, a new completed form with the required voided check or bank letter will need to be submitted.

ACH Direct Deposit requests rejected by a banking institution may be issued as paper checks.

7. Student Financial Responsibility Agreement

All students are responsible for the tuition, fees, and costs associated with their enrollment in any programs and services at MBKU. Therefore, all students are required to sign the Student Financial Responsibility Agreement before they start their program with MBKU to ensure they are fully aware of their financial responsibility.

8. Authorization to Release Student Account Information

A student's account will not be discussed with any party, including a parent or spouse, without the authorization of the student. An authorization form, adding an authorized user or payer is available on Cashnet. This form is separate from any other release students may complete for another office on the MBKU campus.

9. Collections

If after graduating or withdrawing from MBKU, a student or former student (hereinafter "student") has a balance due to MBKU ("debt"), the student will be contacted via email and/or U.S. Mail. If the student does not respond, the debt may be sent to a collection agency and the student will be responsible for all interest, collection and legal fees associated with the debt. The debt will be reported to a credit bureau.

B. 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 month. 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.
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 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.

Students are issued monthly statements of all activity on their accounts.

C. Classroom Etiquette

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

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 these noises 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 Multimedia 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 lawsuits 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 express 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 at 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 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 Registration and Records or Registrar@ketchum.edu 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). This format began with fall 2019 incoming students. Previous students do not have program designation (Jane Smith in OD class of 2021 would be janesmith.2021@ketchum.edu).

5. Reporting a Cyber Incident

The following cyber security incidents should be reported to ITSupport@ketchum.edu as quickly as possible so that the University may take appropriate action to minimize any negative impact.

Types of Incidents

- Clicking on a phishing email
- If you suspect your computer has been infected with malware
- Unauthorized disclosure of ePHI (Personal Health Information) whether accidentally or not

The University counts on all of us to “Say something IF you see something” that appears to be a cyber security incident.

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. Please keep in mind your email password expires every 12 months. It is recommended you change it before it expires to avoid loss of access to your account. Your email password is also your Moodle and Wi-Fi password.

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. During 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 their coursework, apart from 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.

6. 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.

- a. 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.
- b. Inappropriate postings may be considered as violations of the [Student Code of Conduct](#).
- c. Always avoid giving medical advice on social media, as this may result in a violation of HIPAA and may cause danger to others.
- d. 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.
- e. 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.
- f. To maintain health patient-clinician relations and to avoid potential legal consequences, refrain from interactions with patients on social networking sites.
- g. 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.

V. STUDENT CONDUCT

The Student Code of Conduct (Code) supports MBKU's Vision, Mission and Core Values through educating the entire community on expectations, rights and responsibilities related to student behavior. The overall goal of the Code is to maximize student success and minimize negative impacts on individuals and the community. This Code sets forth the applicable standards of our community and authorizes the administration of student conduct at MBKU.

Upon acceptance of admission to an MBKU Program, each student subscribes to and pledges complete observance of the standards of conduct outlined in both this University Student Handbook and the respective Program Student Handbook located on their respective [Portal](#) pages. However, if a Program policy is in direct conflict with a University policy, the University policy governs.

Structure

This Chapter consists of nine articles and numerous sub-sections beginning with definitions of applicable terms, how the University creates, maintains, and disposes of records related to this chapter, and descriptions of types of behaviors. Then the Chapter moves into the rights, responsibilities and expected behaviors of students, guests, and the community. Next are the articles outlining both the Program and University Conduct Processes and concluding with information related to Title IX of the Education Code.

Guiding Philosophy

As a health care university, MBKU is committed to educating and developing professionals with the highest ethical principles, professional standards, and understanding of legal responsibilities to achieve positive patient outcomes. To this end, the Code is guided by the philosophy that all students adhere to the Code, and if a potential violation of the Code occurs, they can learn from the situation to mitigate future potential consequences.

Purpose

The Code is our commitment to upholding the ethical, professional, and legal standards we use as the basis for our daily and long-term decisions and actions. We all must be aware of and comply with the relevant policies, standards, laws, and regulations that guide our education, work, and practice. We are each accountable for our actions and, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws, regulations, and policies.

Being a member of the MBKU community is a privilege. This privilege comes with the responsibility to act in accordance with all institutional rules and policies. This Code provides information on behavioral expectations and outlines the process used to address violations of these expectations.

Process

All members of the MBKU community are responsible for holding themselves and others accountable for the standards of behavior outlined in the Code. If any member of the MBKU community believes a potential violation of the Code has occurred, it is their duty to report it to the appropriate University Official. Though every incident involving potential violations of the Code will vary, the general process is consistent, and details are listed in Article VII.

The effectiveness of the MBKU student conduct process is contingent upon the commitment of those involved to maintain a nurturing academic and social environment while affording individual student's maximum personal freedom within University guidelines. These processes are designed to not only hear alleged incidents of student misconduct, but also to be a learning experience for those involved. If students are found responsible for misconduct, it is an opportunity to educate and affect change in future behaviors. However, when students fail to meet University standards, they ultimately risk separation from the University community. MBKU's system of progressive sanctioning principles is designed to effect positive behavioral changes for the betterment of students as well as the entire MBKU community.

1. Article I: Definitions

To better understand the Code, it is important to have an agreed upon set of terms and concepts that in a different setting might have various definitions. This list is not exhaustive but is meant to provide a general understanding of many concepts discussed throughout this document.

- A. Academic negligence** - 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.

- B. Anonymous Material** - Verbal, written, or electronic communication or audio/video recording with information regarding student behavior with no ability to determine authorship.
- C. Assault** - Intentionally, knowingly, or recklessly causing bodily injury to another person. In this context, bodily injury - physical pain, illness, or any impairment of physical condition.
- D. Bullying** - Any written, verbal, graphic or physical act that a student exhibits toward another student; and the behavior causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
- E. Cheating** - An act of academic dishonesty and includes, but is not limited to:
 - 1. use of any unauthorized assistance in taking quizzes, tests, or examinations
 - 2. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
 - 3. the acquisition, without permission, of tests or other academic material belonging to a member of the MBKU faculty, staff, or student
 - 4. engaging in any academic behavior specifically prohibited by a faculty member in the course syllabus or class/clinic discussion.
- F. Code** - MBKU Student Code of Conduct.
- G. Coercion** - 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.
- H. Complainant** - Any person who submits a report/complaint alleging that a student violated a University or Program policy. 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.
- I. Consent** - 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. 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.
- J. Dating violence** - 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.
- K. Domestic violence** - Physical, sexual, emotional, financial, or psychological abuse or threats of abuse against another person who is a family or household members. For purposes of this definition, the term household member is a cohabitant who is or was a spouse or intimate partner, or relative.
- L. Faculty member** - 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.
- M. Force** - Physical contact, violence, threat, intimidation, or coercion.
- N. Harassment** - 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.

- O. Incapacitation or Incapacitated** - 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. 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.
- P. MBKU Official** - Any person employed by MBKU, performing their assigned administrative or professional responsibilities.
- Q. MBKU premises** - 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.
- R. Physical abuse** - 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.
- S. Plagiarism** - 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.
- T. Policy** - 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.
- U. Program Conduct Officer (PCO)** – A University employee authorized by their Program Dean/Director to collect reports, investigate, decide, and deliver sanctions related to alleged student misconduct. This person oversees the respective Program Conduct Process or forwards the misconduct case to the VPSA for a University Committee Fair Hearing.
- V. Respondent** - Any person who has been notified of admission to MBKU, through to completion of their Program Requirements or upon dismissal, against whom a report has been filed alleging a potential violation of the Code.
- W. Retaliation** - Adverse action threatened or taken against a Complainant, Victim, Respondent or third party related to a Conduct Process.
- X. Sexual assault** - The act of committing unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger. Such contact is unwanted if:
1. Any individual involved does not provide consent.
 2. Any of the individuals are incapacitated or otherwise incapable of giving consent.
- Y. Sexual contact** - 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.
- Z. Sexual exploitation** - 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.
- AA. Sexual harassment** - Unwelcome or uninvited verbal, electronic or physical behavior (either directly or indirectly when others are aware of it) of a sexual or gendered nature, and often intended to exert power or authority over another.
- BB. Sexual intercourse** - Anal, oral, or vaginal penetration of a sexual nature.
- CC. Stalking** - Two or more acts of unwanted or 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, and 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.

DD. Student - Any person admitted to MBKU, and until they become permanently dis-enrolled, have completed program requirements for graduation, or are dismissed.

EE. Under the influence - A person who has ingested an intoxicant which has impaired the person's normal mental functioning or ability to 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.

FF. University or MBKU - Marshall B. Ketchum University.

GG. University Conduct Officer (UCO) - A University employee authorized by the President to collect reports, investigate, decide, and deliver sanctions related to alleged student misconduct. This person oversees the University Conduct Process, and University Conduct Committee Fair Hearing.

HH. Weapon - Includes but is not limited to: a firearm, Taser, stun gun, explosives, any bladed knife (regardless of length or size) and any other dangerous or deadly weapon or instrument, or common object used in a threatening/dangerous manner.

2. Article II: Records

Proper record-keeping and disposal are important functions in maintaining and managing an accurate history of student conduct. Article II outlines the various types of records and related policies.

A. Types of Complaints & Institutional Record of Student Complaints

NOTE: ALL complaints against students or employees of Prohibited Discrimination, Unlawful Harassment and Sexual Misconduct are referred to the [Title IX Coordinator](#), as outlined in Article IX of this Chapter.

For other complaints, in compliance with federal regulations and accreditation requirements, an Institutional Record of Student Complaints is maintained in University Student Affairs by the VPSA. There are three general categories of complaint, each has a different reporting structure, and two of which may be included in the Institutional Record of Student Complaints (IRSC) as indicated.

- 1. Complaint about students** (Not included in IRSC) - If a member of the MBKU community, or public reports a complaint against a student, the procedures outlined in the Code shall be followed and the incident is not included in the Institutional Record of Student Complaints. Reports of potential violations of the Code are generally initially heard by the Program Conduct Officer (PCO) and handled in accordance with the policies and procedures outlined in Article VII of this Code.
- 2. Complaint about employees** (Included in IRSC if the complainant is a student) - If a member of the MBKU community, or public reports a complaint against a University employee, the report is forwarded to the MBKU Office of Human Resources for resolution, and if the complainant is a student, it will be included in the Institutional Record of Student Complaints.
- 3. Complaint about University policies or procedures** (Included in IRSC) - 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.

Any student submitting a qualifying complaint shall have their complaint entered into the Institutional Record of Student Complaints and preserved for review by accrediting site teams. Though these complaints cannot be submitted anonymously, in order to maintain privacy, any request to view the log by accrediting bodies, or others, shall require that all names contained within logged complaints be redacted prior to inspection of the log. No actual documents accrued relating to a complaint shall be shared with an accrediting body without the express permission of the Complainant.

To be entered into the Institutional Record of Student Complaints, the student should complete the following:

- Submit complaint via the online Report a Concern form, email, call, or in person with the VPSA.
- 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 should be forwarded immediately to the VPSA.
- The complaint should be signed by the student, sent from their University email, or otherwise identify the complainant.

To properly track a complaint, the following information shall be entered into the log:

- The date the complaint was first formally submitted to an appropriate University Officer.
- The date the complaint was received by the VPSA.
- The nature of the complaint.
- Steps taken by the University to resolve the complaint.
- The University's final decision regarding the complaint, including any referral to outside agencies.
- Any other external actions initiated by the student to resolve the complaint.

B. Complaint Notice Disclosure

The MBKU complaint reporting process is outlined above and again in detail 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.

C. Anonymous Material

The University will consider acting on a case by case basis if it receives anonymous material concerning student health, welfare or safety, or if it is audio/video of a potential student conduct violation.

Verbal, written, or electronic communication forms of anonymous material related to a potential student conduct violation will not be considered for University action.

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.

4. Article III: Expression, Assembly & Forum

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.

A. Related Policies

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, Student Organization Handbook, Prohibited Discrimination, Unlawful Harassment & Sexual Misconduct Policy, On-Campus Organization/Class Events with Alcohol, and Professional Standards of Dress. Additionally, each Program has its own Professionalism policies located on their pages on the [Portal](#). 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 on the [Portal](#), under the Students Tab, in the Documents and Forms section. Certain events (i.e., guest lectures, fundraisers, etc.) have a longer approval process than others to ensure a reasonably safe and professional learning environment is maintained.

By choosing to attend MBKU, students give their informed consent to follow University guidelines on professionalism and expectations of behavior. As a graduate health care institution, MBKU has extremely high standards of professional conduct which these policies and processes support.

B. Forums

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). 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

C. Expression

Expression can take many forms, though at MBKU they will most often occur as meetings and scheduled events. Regardless of the form, 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?

Students 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 authorized demonstrations, events, or programs
- Violate the law
- 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 may 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 Code.

Still Have Questions?

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

5. Article IV: Classroom Behavior & Professional Standards of Dress

The classroom instructor, through their individual course syllabus, is responsible for outlining and managing the expected conduct of students in exercising classroom discipline, subject to accepted departmental, college, and University standards and practices.

MBKU policy only permits enrolled students, persons authorized by the instructor, and administrative personnel to be admitted to instructional areas during scheduled periods. MBKU policy prohibits all forms of disruptive or obstructive behavior in academic areas during periods of scheduled use or any actions which would disrupt scheduled academic activity.

Any person or persons in unauthorized attendance or causing a disturbance during scheduled academic activity shall be identified by the instructor and asked to leave and may be subject to disciplinary action. Persons refusing such a request may be removed by MBKU Campus Safety and Security and are subject to disciplinary action and/or criminal violations.

Use of classrooms and other areas of academic buildings during nonscheduled periods is permitted only in accordance with College and University policy and practices.

In addition to academic standards and standards of conduct, MBKU has a significantly higher standard of dress expected and required than what most students may 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 a 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, or classroom syllabus.

6. Article V: Student & University Expectations

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 expectations, and to conduct themselves in a manner compatible with the University's function as an educational institution.

A. What Students Should 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.

- Access to academic advising and clear expectations for degree and graduation requirements.
- 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.
- Employees 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.
- 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.
- 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.
- 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.
- Expectation of Privacy: A student's personal privacy, as provided by law, shall be protected by the University.
- Information: The University shall provide accessible information which explains applicable academic, clinical, and behavioral standards (i.e. MBKU Student Handbook, Program Student Handbooks, Clinic/Rotation Manuals and course syllabi).
- 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.
- 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.
- 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.
- 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.

B. *What the University Expects of Students*

- Facilitate a positive learning environment and process by attending class, being prepared, answering questions/participating in discussion and completing assignments.
- 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.
- Maintain professionalism in interactions with the University community, including both patients and health care personnel, which maintains integrity, empathy, compassion, and the ability to receive and adapt to constructive feedback.
- 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.

- Uphold and maintain academic and professional honesty and integrity.
- Comply with the directions of University officials, including Campus Safety officers acting in performance of their duties.
- Always provide honest and true information to the University
- Act with integrity to maintain the health, welfare and safety of others, including patients.
- Only participate in aspects of one's Program with appropriate supervision, and under full sobriety.
- Do not distribute, use, possess or store any controlled substance, illegal drug, weapon or fireworks on University premises or at University sponsored activities.
- Do not intentionally or recklessly cause fear of harm, physical harm, or offensive contact to any person on University premises, or at University sponsored events on or off MBKU property.
- Students shall be fully acquainted with University and Program policies and procedures and comply with them as well as applicable laws and regulations.
- Students shall not knowingly violate the terms of any disciplinary sanction imposed in accordance with the University Student Code of Conduct.
- Alleged violations of Student Expectations shall be administered in accordance with the University Student Code of Conduct.

7. Article VI: University Student Code of Conduct

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. The academic environment should foster conditions that are conducive to the full pursuit of knowledge and learning as outlined above in the Student & University Expectations. To ensure this mission, MBKU has established guidelines for the adjudication of individuals accused of violating University or Program codes, rules, regulations and/or policies. In addition, MBKU has established the Code to ensure the protection of student and University expectations, 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 an 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 a University Program and continue until graduation, or separation from the University through permanent withdrawal, dismissal, or expulsion.

A. Student Code Authority

- The University President shall have the ultimate oversight and authority over University Student Conduct process. The Senior Vice President and Chief of Staff (SVP) may act as the President's designee, as applicable.
- For University Student Conduct processes, the President has designated the SVP and the Vice President for Student Affairs (VPSA) as authorized to render decisions and sanctions, assign cases to other trained Officers/designees in accordance with this process.
- 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.
- The Program Conduct Officer, Program Dean/Director, SVP, or VPSA decisions shall be final after appropriate appeal processes have concluded.

B. 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. Each student shall be responsible for their conduct and the conduct of their guests, from the time of 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.

C. Prohibited Conduct

Any student found to have committed (or to have attempted to commit) any of the following misconduct, including as outlined in "Student & University Expectations," 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.

- 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.
- Failure to follow the respective Program Professionalism Standards found in respective Handbooks available for review on the [Portal](#).
- 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.
- Abuse that is physical or psychological in nature. This includes, but is not limited to 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. This provision also includes, but is not limited to dating violence, domestic violence and unlawful discrimination or prohibited harassment.
- 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.
- 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.
- 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.
- 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 an individual, or as a condition for the continued membership in a group or organization. The express or implied consent of the victim is not a defense. Apathy or acquiescence in the presence of hazing is a violation of this rule.
- 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.
- 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.
- 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. 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.
- 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 or Moodle.Ketchum.Edu ("Moodle").
- Violation of federal, state or local law on or off University premises, 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.
- 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.
- 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.
- Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
- 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.).
- 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.
- 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.

D. Violation of Law & University Discipline

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 VPSA, or 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.

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.

8. Article VII: Student Conduct Process

A. Reporting Misconduct

1. Any member of the public or University community may report a complaint against a student for alleged misbehavior. Different types of report have different reporting processes including:
 - Emergency/Urgent/Immediate safety situation – Campus Safety (714-992-7892)
 - Title IX (discrimination/harassment/sexual misconduct involving student or employee) – TitleIX@ketchum.edu (See Article IX of this document for more information)
 - Student Code of Conduct Violation – Program Conduct Officer
 - University Policy Violation – University Student Affairs
 - Complaint against a Program Policy – Program Dean/Director, or designee
 - Employee as Respondent (non-Title IX) – Human Resources - HumanResources@ketchum.edu
 - General Concern for student or employee wellbeing – [Report a Concern Form](#)
 - Unsure – University Student Affairs – StudentAffairs@ketchum.edu

2. Each complaint and conduct process is unique and may not always follow this outline precisely. The Program Conduct Process section is intended to provide general guidance in resolution to potential Code violations. All conduct processes shall begin under the assumption that the Respondent has not violated Program or University policy.

B. Program Conduct Process

(See respective Program Handbooks for details)

1. **Complaint Intake** - ALL complaints about potential violations of the Code should initiate through the Program Conduct Officer (PCO) who will ensure appropriate intake of complaint, determine basic validity of complaint (is/is not a potential violation of the Code), open case file, and prepare for next steps.
 - a. Support Measures – The PCO will involve the VPSA if, at any point throughout the case, the PCO believes Interim Support Measures may be required due to concerns for the personal safety, health, well-being, or fear of confrontation by involved parties while the case is being investigated. Interim Support Measures include, but are not limited to:
 - No Contact Orders
 - Campus Safety presence at meetings
 - temporary schedule adjustments
 - brief removal from class or campus
 - Interim Suspension – Outlined below
 - b. PCO will immediately forward the case to the University Conduct Process if at any point the PCO determines the case:
 - is serious in nature
 - involves complicated facts
 - may have community impact
 - involves students/groups with previous disciplinary violations
 - may lead to suspension, dismissal, or expulsion as a sanction
2. **Initial Investigation** – The PCO shall conduct an initial investigation, including appropriate interviews with complainants and/or respondents, presentation of initial charge letter if necessary, and review of respondent options for next steps of process including forwarding to University Conduct Committee Process.
 - a. If respondent admits and accepts responsibility, PCO may resolve with consideration of the admission.
 - b. Mediation/Restorative Justice – If PCO determines it to be appropriate, and all involved parties voluntarily agree, the issue may be resolved through this 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.
 - c. If respondent denies responsibility, PCO will conduct formal investigation and follow published Program Conduct Process (outlined in respective Program Handbook); OR respondent may request University Conduct Committee process in lieu of Program Conduct Process and all case materials are forwarded to the University Conduct Officer (UCO).
3. **Formal Investigation** – Each PCO will follow their respective Program processes as outlined in their handbooks. However, the following components are the general procedures.
 - a. Initiate appropriate interviews with witnesses, or other related parties
 - b. Review relevant information, materials, and charge elements (may include information from interviews, past conduct cases, respondent, etc.)
 - c. Prepare and present Notice of Findings to respondent
 - d. If the respondents is found not responsible, then the Notification of Findings indicates the case is dismissed and closed

- e. If the respondents is found “more likely than not” responsible (the standard upon which the Code is based), the Notification of Findings (Findings) will include sanctions and guidelines for appeal of the finding.
4. **Notification of Findings** – When a student is found responsible for violating the Code, the PCO shall first inform the Program Dean/Director, then deliver the Findings to the student in person if possible, or electronically if needed, in order to provide additional information, support and resources, or answer any relevant questions.
 - a. Sanctions – Possible sanctions are outlined in Section E of this Article. In most cases, sanctions will be effective immediately upon receipt of Findings. However, in some cases they will be effective when possible, or following an appeal process.
 - b. Appeals – See Program Handbook.
 - c. Close of Case – Upon conclusion of the Appeals process, the entire case file shall then be forwarded to University Student Affairs. See records policy
5. **Conclusion** - At the conclusion of the Program Conduct Process, the involved MBKU administrators shall evaluate the matter for actions that may be taken to improve University practices.

C. University Conduct Committee (UCO)

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.)

1. Composition – Managed by University Student Affairs, the University Conduct Committee (UCC) shall be a University-wide standing committee comprised of nine faculty, and administrators from all University Programs (not including the PCO). Each summer, the Program Dean/Director submits the names of three faculty and/or administrators within their Program to serve on the Committee. These individuals may serve on the UCC for any number of years. Once selected, UCC members are trained on the Fair Hearing and University Student Conduct process.
2. Scope - The UCC shall conduct Fair Hearings, or hear on 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 a Program Conduct Process.
 - o 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.
3. Participation - If a need arises for a UCC Fair Hearing, the nine individuals shall be contacted to participate and 2-4 will be selected based on availability. The VPSA (and/or designee) shall serve as Committee Chair by facilitating the hearing, ensuring due process, and performing interviews and administrative functions. University Conduct Committee policies and procedures are outlined in the Conduct Committee Handbook. This document is maintained by University Student Affairs.
4. Initial Assumption - All UCC Fair Hearing processes shall be operated under the initial assumption that the Respondent has not violated University/Program policy.

D. UCO Process

Every complaint and conduct process are unique and may not always follow the exact process below. However, this process is intended to provide general guidance in resolution of potential Code violations.

1. **Complaint Intake** – The UCC Process will initiate either by transfer of complaint from PCO, or by direct intake. University Conduct Officer (UCO) will ensure appropriate intake of complaint, determine basic validity of complaint (is/is not a potential violation of the Code), review/edit case file, and prepare for next steps.

- The UCO will determine if Support Measures may be required due to concerns for the personal safety, health, well-being, or fear of confrontation by involved parties while the case is being investigated. Support Measures include, but are not limited to:
 - No Contact Orders
 - Campus Safety presence at meetings
 - Temporary schedule adjustments
 - Brief removal from class or campus
 - Interim Suspension – Outlined below
- 2. **Initial Investigation** – The UCO shall conduct an initial investigation, including appropriate interviews with complainants and/or respondents, consideration of relevant materials, presentation of initial charge letter (subject to change based on circumstances of case) and review of next steps of process.
 - If respondent admits and accepts responsibility, the UCC may resolve with consideration of the admission.
 - If respondent denies responsibility, UCC will convene, conduct training review with UCC, and begin formal investigation
- 3. **Formal Investigation** – In consultation with the UCC, UCO will conduct a formal investigation into the allegation.
 - If requested by respondent, UCO will provide relevant details related to initial complaint to inform respondent statement, or potential witnesses to rebut charges.
 - Initiate appropriate interviews with witnesses, or other related parties
 - Collect and organize relevant information and materials, which may include information from interviews, past conduct cases, respondent statement, etc.
 - Review, update, and present charge elements in Notice of Fair Hearing to respondent (in person when possible, or by electronic means if necessary) and answer any relevant questions. If charges change significantly from initial Notification of Charges, respondent will have opportunity to respond to new charges. Additionally, throughout the course of the Fair Hearing, new information may necessitate further modifications of the charges and the respondent will be notified accordingly and provided an opportunity to respond.
 - Provide respondent with information regarding rights/responsibilities related to Fair Hearing process. See below.
- 4. **Fair Hearing** – Fair Hearings shall be conducted using the following guidelines:
 - The intent of Hearings is to use an educational perspective to provide a fair, efficient, and private process to determine if a student has violated the Code, what level of responsibility the student must take, and what consequences the student must accept in order to mitigate the impact on the community. The burden rests with the University to prove that a violation occurred.
 - In cases involving more than one respondent, the UCC shall conduct separate Hearings to determine the responsibility of each student.
 - Hearings shall be scheduled at the convenience of the VPSA, in consultation with the UCC. All efforts shall be made to schedule the Hearing as soon as possible. Respondents may be excused from educational activities for Hearings but will still be held responsible for any missed work/hours.
 - If Respondents wish to have witnesses, relevant information, or a support person present/considered at the Hearing, the respondent must notify the VPSA no less 72 hours prior to the hearing to verify and schedule. The student support person may not actively participate in the Hearing but may consult with their student if they have questions/concerns.
 - The VPSA, in their sole discretion, shall determine which information is relevant given the report and/or the facts and circumstances and will notify the respondent appropriately.

- After all relevant information, materials, witnesses, and statements are heard, the UCC shall consider if there is a preponderance of the evidence that the respondent more likely than not violated the Code as charged. Then the UCO will inform the respondent through a Notification of Findings letter outlined below.
 - **Notification of Findings** – Once the UCC reaches a decision on the question of responsibility, the UCO will notify University President, and Program Dean/Director, then deliver the Findings to the student in person if possible, or electronically if needed, in order to provide additional information, support and resources, or answer any relevant questions.
 - **Potential Findings:**
 - If the UCC finds, through the Hearing process, that the charges require further modification, the Findings may indicate such. If charges change significantly from the Notification of Fair Hearing, respondent will have opportunity to respond to new charges.
 - If the respondent is found not responsible, then the Notification of Findings indicates the case is dismissed and closed.
 - If the respondent is found more likely than not responsible for one or more violations, the Findings will indicate the charges they are responsible for, include sanctions and reference to the appeal process of the finding.
- 5. **Sanctions** – Possible sanctions are outlined below. In most cases, sanctions will be effective immediately upon receipt of Findings. However, in some cases they will be effective when possible, or following an appeal process.
- 6. **Appeals** - When a University Conduct Committee reaches a Finding regarding the Code, it is important for both the respondent and complainant to understand their options and procedures for appealing the Finding. UCC Appeals are described in detail below. For appeals of Program Conduct Processes, please see the respective handbook located on the Portal.
- 7. **Authority** - A student's Program Dean/Director shall serve as the Appellate Officer (AO) for all cases or shall assign an appropriate AO to the case. The AO shall have the sole authority to determine whether an appeal warrants further review. An appeal that has been declined by the AO is considered a final and binding decision. An appeal that has been accepted for review (meets one, or more criteria below) shall be limited to a review of all supporting case documents, the verbatim recording of the Committee Hearing, and only new information specifically related to the appeal criteria (if applicable). The AO may request (electronic) written clarification from appropriate parties to inform their decision on the appeal request.
- 8. **Criteria** - Appeals based solely on disagreement with the outcome and/or sanction(s) shall not be accepted. Any attempt to appeal must clearly demonstrate one (or more) of four criteria:
 - There was a material deviation from written procedures that jeopardized the fairness of the process;
 - There is new information that was unavailable at the time of the Hearing, which could have resulted in a different outcome;
 - There was a demonstrable bias by the University Conduct Committee, VPSA, or DSA;
 - The sanctions were substantially disproportionate to the severity of the violations, given the facts and relevant information.
- 9. **Timeline** - The eligible appealing party may submit an appeal within three (3) business days of the Finding being issued. Such appeals shall be in writing (electronic or paper) and must be delivered to the VPSA, who will ensure it is promptly delivered to the appropriate Appellate Officer. If applicable, the VPSA may share the appeal with the non-appealing party directly involved with the case for possible counter-appeal.
- 10. **Counter-Appeal** - If applicable, the non-appealing party directly involved with the case may provide a response to the appeal. The non-appealing party shall have one (1) business day from the notification of appeal to submit a response (electronic or paper) to

the VPSA, who will ensure it is promptly delivered to the appropriate AO. If no response by the non-appealing party is submitted, the AO shall make a final determination on the information provided by the appealing party.

11. **Valid Appeal** - If an appeal is deemed valid by the AO (addresses one of the outlined criteria above), the AO shall only consider information related to that criteria for the appeal in order to reach a decision on next steps. Decisions of the AO on next steps will fall into one, or more, of four outcomes related to each of the required criteria for appeal:
 - Convene a University Conduct Committee consisting of all new members to conduct a new Fair Hearing and re-notice the student in accordance with the UCC procedures outlined above.
 - Consider the new information presented and make the final determination and sanctions, if applicable.
 - Depending on which party is identified, convene a University Conduct Committee consisting of all new members to conduct a new Fair Hearing, or a new PCO to manage and review the specific components deemed inappropriate with the UCC. The UCC may issue new Findings based on revised process.
 - AO will adjust sanctions to be proportionate to the severity of the violation.

NOTE: The decision of the AO, when made in any circumstances listed above, shall be final and binding upon all involved.

12. **Close of Case** - There shall be a single verbatim record of all student conduct Hearings. Digital recordings of interviews shall be the property of the University. These recordings will only be maintained until the appeal process has concluded or as deemed necessary by the University. Upon conclusion of the Appeals process, the entire case file shall then be stored with the University's disciplinary records. These records are kept separate from the student's academic record. While FERPA requires that students be provided the opportunity to "inspect and review" their record, the University is not required, nor shall it, provide a copy of the record to the student. Per University policy Disciplinary records are destroyed immediately after graduation. Please see the Records Retention Policy for details.
13. **Conclusion** - At the conclusion of the UCC Process, the involved MBKU administrators shall evaluate the matter for actions that may be taken to improve University practices.

E. Sanctions

These sanctions are available to apply to any student found responsible for violating University or Program policy. However, some are reserved specifically for University Conduct Processes or student organizations as indicated below. Additionally, any sanction with a potential financial cost will require consultation with USA.

Disciplinary sanctions should be consistent with the impact of the offense on the University community shall be imposed. 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. All sanctions will have a designated time frame for their duration, or in which they must be completed.

Academic standards shall continue to be established and administered by each Program, including Academic Probation and Academic Dismissal. Please see the respective Program Handbook for more information.

Disciplinary action taken against a student may include one or more of the following:

- 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.
- Written Warning – A notice in writing to the student that the student is violating or has violated University policy and a copy of the warning letter is placed in the student's conduct file. (notation in their disciplinary record)
- Administrator Conferences – Required meeting(s) with Program/University administrators to discuss behaviors and plan(s) for improvement.

- Professional Probation – Places students at a higher risk of more severe disciplinary sanctions if the student is found to violate any University policy during the probationary period. Any MBKU student on Professional Probation may not participate in leadership roles on campus, including federal work-study positions.
- Academic Penalties – Including but not limited to grading penalties and academic misconduct transcript notations.
- Loss of Privileges – Denial of specified privileges.
- Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service, monetary, or material replacement.
- Educational/Developmental Sanctions – Work assignments, essays, service to MBKU, community service or other related discretionary or educational assignments.
- Supportive Measures: Must be approved by VPSA and may include, MBKU No Contact Orders/No unnecessary contact between the Respondent and the Complainant, victims, survivors, witnesses or other individuals, Interim Suspension (see below) or other supportive measures.
- 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.

Interim suspension may only be imposed in one of the following circumstances:

- To ensure the safety and well-being of members of the University community or preservation of University property
- To ensure the student's own physical or emotional safety and well-being
- If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
 - 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.
 - The Respondent may challenge an imposed interim suspension in writing within two business days. The challenge shall be sent to the Program Dean/Director, who will inform the VPSA of receipt.
 - The Dean/Director shall render a final decision
 - 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.
 - 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).

Sanctions ONLY available to the University Conduct Committee

Given the serious nature of these sanctions, the following standards apply to all of them:

- Permanently noted in academic record
- University President informed prior to receipt of Notification of Findings
 - Suspension – Separation of the student from the University for a definite period after which the student shall be eligible to return without reapplying. Conditions for return may be specified. Based on the UCC's decision, Suspensions may be effective immediately or deferred, pending an appeal process.
 - Dismissal – Separation of the student from the University for a definite period after which the student shall be eligible to reapply for admission. Based on the UCC's decision, Dismissals may be effective immediately, or pending an appeal process.
 - Expulsion – Separation of the student from the University permanently. Based on the UCC's decision, Expulsions shall be effective immediately, or pending an appeal process.

Sanctions available to be imposed upon recognized MBKU student organizations:

- Those sanctions listed above.
- Loss of selected privileges for a specified period
- Suspension of recognition
- Loss of recognition

9. Article VIII: Interpretation & Revision

Any question of interpretation or application of the Code shall be referred to the VPSA in appellate cases for a final determination. The Code shall be reviewed and may be updated regularly by the VPSA. Changes, when made, shall be effective immediately. Students will be notified of updates during the year via email notification. A copy of MBKU's most current Code will be made available online.

10. Article IX: Title IX

Prohibited Discrimination, Unlawful Harassment & Sexual Misconduct Policy (Pending revision under federal NPRM issued 5-6-20)

A. 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.

B. 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

C. 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 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.

While 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, including date, location, type of misconduct and the identity of the Complainant 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.

D. Informal Resolution of Complaints

Where appropriate, individuals who believe that actions prohibited by Title IX have taken place may 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.

If informal resolution does not satisfactorily resolve the complaint, then individuals should immediately make a complaint, preferably in writing, to the Title IX Coordinator.

E. Formal Complaint Process

Either the Complainant(s) or Respondent(s) may choose to follow the formal process in lieu of an informal resolution at any time.

1. At the conclusion of the initial investigation, the Title IX Investigator shall either continue the investigation, if necessary, or begin University Conduct Committee proceedings (Article IV.C.5).

2. For violations of this policy, there are only three deviations from standard Committee Hearing processes:
 - 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.
 - 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.
 - 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.

F. Retaliation

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 is strictly prohibited.

G. Support/Interim Measures

These may include, MBKU No Contact Orders: No unnecessary contact between the Respondent and the Reporter, Victim(s), witnesses, or other individuals (when appropriate) or other supportive measures.

H. 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 private 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 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. Note: information provided to a confidential employee (i.e., counselor) is not shared with anyone, including any member of the Title IX team.

I. 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.

J. 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 the Program 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 Learning Outcomes

University Student Affairs Mission

The Mission of University Student Affairs is to offer programs and services that provide a safe and inclusive campus environment to support student success.

University Student Affairs Co-Curricular Learning Outcomes

University Student Affairs support student learning both in the classroom and in the larger campus community. Student learning happens throughout and across the MBKU experience. We promote student learning outside of the classroom with a variety of programs, services, and development opportunities. University Student Affairs documents its impact on student learning by establishing Program and Student Learning Outcomes. These outcomes describe the co-curricular learning that takes place through the programs, activities, and services offered by University Student Affairs. These outcomes also consider and reflect the missions and strategic plans of the University and University Student Affairs.

Program Learning Outcomes

- **Professional and Career Development:** Students will develop life-long skills they can use to seek jobs, residencies/internships, apply to post-graduate school and make career decisions.
- **Leadership Development:** Students will develop the knowledge of organizational structure and best practices, effective leadership communication skills and a capacity to be an ethical, compassionate, and effective leader.
- **Academic Development:** Students will develop academic excellence using goal setting, organization, strategic learning, and test-taking skills.
- **Personal Enrichment/ Development:** Students will develop effective communication skills to allow for collaboration, healthy lifestyle choices, a positive sense of self, a personal code of ethics, an appreciation of differences, financial literacy, a strong social connection with the MBKU campus community and an understanding of MBKU resources.

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 Disability Services

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 (714.992.7835).

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 a special 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 used to finance education (other than those provided directly by students and their families). It includes scholarships; grants; work-study; and Federal, private, and institutional educational loan programs.

For general and program-specific Financial Aid and Student Accounts Services information, visit the Financial Aid tab of the MBKU portal.

All official MBKU Financial Aid policies can be found in the MBKU Course Catalog

In awarding financial aid, MBKU does not discriminate based on race, color, national or ethnic origin, religion, age, sex, disability, or prior military service.

Contact Information

Email:	FinancialAid@ketchum.edu
Phone:	(714) 449-7448
Location/Hours:	MBKU Fullerton Campus, Building D #226 Monday – Friday 8:00am – 5:00pm
FAFSA School Code:	001230
Address:	Marshall B. Ketchum University (Name of MBKU Program) ATTN: Financial Aid 2575 Yorba Linda Blvd. Fullerton, CA 92831-1699

7. Registration & Records

University Student Affairs maintains all official student records. Any changes pertaining to student information should be directed to this office. Unofficial transcripts are available on the [portal](#). If you need an official copy, they are available from our transcript partner, National Student Clearinghouse. Transcripts may be picked up, mailed to an address, or e-mailed to a recipient. There is a \$10 fee for transcript requests.

Contact Information

Email:	Registrar@ketchum.edu
Location/Hours:	MBKU Fullerton Campus, Building D Monday-Friday 8:00am – 5:00pm

8. 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).

9. 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.

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. 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 several “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 incredibly 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 Professional School Series

The Navigating Professional School (NPS) 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. NPS 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 are looking for. The student account dashboard includes any contact requests from potential employers, messages, job applications, saved jobs and saved searches. Anyone can 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. Leadership Development Certificate Program

The MBKU 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 MBKU students interested in exploring and developing their leadership skills. Students email StudentAffairs@Ketchum.edu to request enrollment into the Certificate program. The “Leadership Development Certificate Program” Moodle course is used 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 may join the program at any time. All requirements are submitted through the Moodle course.

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 Career Readiness assignments that combine 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 assignments are completed, students earn a variety of “badges” before ultimately earning the Microcredential.

The Career Readiness Microcredential is open to any interested MBKU student looking to prepare for post-graduate professional life. Students who have completed all assignments are awarded with a certificate of completion at their Graduation Awards event and presented with a Career Readiness pin to wear at Commencement.

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.

There is no application process for this program; however, students participating are required to be in good academic standing.

Interested students may begin completing requirements at any time. Email StudentAffairs@Ketchum.edu for enrollment in the Moodle course, which is used to submit and track requirements. All assignments must be completed at least 8 weeks prior to the student’s commencement ceremony.

8. Service Learning Microcredential

The MBKU Service Learning Microcredential is designed for students who want to make targeted service learning efforts on campus, within the community and their chosen profession. Students progress through a service learning checklist that combines videos and other resources, self-reflection and experiential learning opportunities which prepare them to be an engaged and influential member of the health care profession. As volunteer hours and assignments are completed, students earn three digital badges before ultimately earning the Microcredential: “Campus Service,” “Community Service” and “Service to the Profession.”

The Service Learning Microcredential is open to any interested MBKU student looking to supplement their health care education. Students who have fulfilled program requirements are awarded with a certificate of completion at their Graduation Awards event and presented with a Service Learning pin to wear at Commencement.

The program is designed to help students:

- Participate in a variety of service learning experiences and projects and create a personal definition of social justice.

- Formulate humanitarian values, such as being committed to current health care needs, social justice, engaging in social responsibility and serving as positive change agents.
- Engage in controversial conversations and/or scenarios with civility and effectively convey thoughts and feelings.
- Exhibit self-awareness and self-authorship through service, show the ability to think critically about the root causes of issues related to community needs, demonstrate the ability to think reflectively and constructively facilitate reflection and discussion among peers.

Interested students may begin completing requirements at any time. Email StudentAffairs@ketchum.edu for enrollment in the Moodle course, which is used to submit and track requirements. All hours and assignments must be completed 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" at least 2 weeks before the scheduled event. 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. In addition, MBKU does not permit outside organizations or entities to operate programs or activities without written approval from the Office of the President.

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 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 at 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 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 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 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 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

Beginning January 1, 2020, all California residents are required to have qualifying health insurance coverage throughout the year. Residents who fail to maintain coverage each month, could face a penalty at tax time, unless they qualify for an exemption. Generally, the penalty will be \$695 or more when you file your 2020 state income tax return in 2021. For more information about the new state rule, see the 2020 California Health Insurance Requirement.

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

NOTE: If you plan on going out of state over summer breaks or on clinical rotations, please make sure that you have adequate coverage. Not all plans can be used outside of California. Insurance coverage is an expense that can be added to your financial aid budget / funding. Contact Financial Aid for more information. 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 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 and T-Spot tests are also accepted. These must be updated annually.
- 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 2 or 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 repeat the 2 or 3 dose series AND get a Hep B Surface Antibody titer 1 month after completing the new series.

If you have never received the 2 dose (Heplisav-B) OR 3-dose (Engerix-B) or Recombivax) series, you need to get the 2 or 3-dose series started; and a Hep B Surface Antibody titer 1 month 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. (Note: For Heplisav-B 2 shot series; when the proof of second shot is provided, the expiration date will be set for one month later when the final titer 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 new Tetanus/Diphtheria/Pertussis (Tdap) dose. If no documentation is available, you must get one dose of Tdap.
- CPR Card: If you are already CPR certified, please provide documentation of your current CPR card. If you are not CPR certified, you will receive training during your first and third year at MBKU and you can provide the certification at that time.
- 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 “Flu Season” (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 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.

	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"> • Aunts and uncles of residents and MBKU students, only if referring resident or student provides all services • MBKU employees, residents and students’ siblings, including brothers and sisters-in law • Mother/father in-law • Daughter/son-in law • Grandchildren 	50%	30%	40%
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).

- 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 dept.). 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 UEC when requesting a fee waiver at extension 7849 or 7507.
- Only one fee reduction is needed per calendar year (Jan-Dec).
- No discounts are applied to contact lens materials.

5. Family Medicine Clinic Courtesy Policy

For: Faculty, employees, and students of MBKU

Urgent care services and consultation will be provided free of charge** except for durable medical equipment, laboratory studies and injectables. Please call 714-463-7505 to schedule an appointment.

**Laboratory charges will be based upon current laboratory discounted service fees. Other materials will be billed at cost + 20%. Patients will be informed of all charges 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, 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. 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 always be worn.
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 are 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 always be in possession.
 - 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, 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. 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 is not 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, aids 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 always be worn in a visible location while on campus.
- B. Purses, keys, and personal belongings must always remain with you (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. All students are required to check in/out with Campus Safety if studying after hours (1:00 am – 6:00 am). 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. Any student engaging in the previous listed activities may be asked to leave by the Campus Safety Officer on duty.

All students are permitted to park in the parking structure or Lot C after 5pm. All vehicles must be out of the parking lot or Lot C by 1:00 am. Any student who is studying on campus after hours (1am to 6am) may utilize the parking structure for parking. If you did not purchase an annual parking permit, you must remove your vehicle from the parking structure by 6:00 am. Overnight parking is permitted with prior approval from the Campus Safety Department. All overnight parking requests will be determined on a case-by-case basis.

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 is not in the office). Using the Low Student Union Student Lounge for study after hours is at your own risk. Please use your best judgment:

- 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 1:00 am 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 Building A, 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. Students are not permitted to bring in any work out equipment (i.e. Kettlebells, Dumbbells) from home. Please utilize the equipment that is provided to you by MBKU. Students are not permitted to take workout equipment out of the MBKU gym to utilize on campus. This is a safety hazard to oneself or others.

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, except for 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 were to occur. MBKU students who have a minor child, relative, friend or other guest visit them on campus must register them with Campus Safety and Security prior to their arrival. MBKU students must be the minor parent/guardian OR have permission from the minor's parent or guardian to be with them on campus. The student accompanying the minor is responsible for the minor's welfare. 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 regarding 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. 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 the Fullerton Campus Safety Office (Building B).

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 any of the Campus Safety Offices, Ketchum Health, UECLA or Fullerton Campus.

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! Last pickup on campus is 6:45 pm.

After-hours parking in Lots A and C will be open to all employees and students starting at 5PM and lasting until 1:00 am, no permits required. All non-permitted vehicles must be removed from campus by 1:00 am. Vehicles left after 1 am are subject to citation or towing at owner's expense.

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 – All Violations are Subject to Fine

- A. Parking Permits must always be displayed 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 \$ 10.

- 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 \$ 5.00. This permit must be visible from outside the vehicle. A weekly parking permit may be purchased for \$20 on the MBKU portal.
- F. Compact spaces should be used for small vehicles only. Citation will be issued for oversized 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:	\$25
2nd Violation:	\$35
3rd Violation:	\$50
4th Violation:	\$75
5th Violation:	Vehicle towed

MOVING FINES

1st Violation:	\$25
2nd Violation:	\$50
3rd Violation:	\$100
4th Violation:	Vehicle towed

RESERVE SPACE PARKING FINES

1st Violation:	\$25
2nd Violation:	\$50
3rd Violation:	\$75
4th Violation:	\$100
5th Violation:	Vehicle towed

PERMIT FINES

1st Violation:	\$25
2nd Violation:	\$ 35
3rd Violation:	\$50

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

1st Violation:	\$25
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:	\$25
2nd Violation:	\$35
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 Lt. Barrera at JBarrera@ketchum.edu and Chief Cooper at CCooper@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 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 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

