

MARSHALL B. KETCHUM UNIVERSITY
OFFICE OF STUDENT AFFAIRS

Student Handbook
2017-2018



I.	INTRODUCTION.....	6
A.	VISION, MISSION, CORE VALUES.....	6
B.	USE OF THE HANDBOOK.....	6
C.	NON-DISCRIMINATION POLICY	6
D.	INTERRELATIONSHIPS	7
II.	ACADEMIC INFORMATION AND UNIVERSITY POLICIES	9
A.	ACADEMIC INTEGRITY	9
B.	ACADEMIC REGULATIONS AND PROCEDURES.....	9
C.	ACADEMIC POLICY	9
D.	COURSE AND FACULTY EVALUATION	9
E.	GRADING.....	9
1.	<i>Grading System.....</i>	<i>9</i>
2.	<i>Grade Posting.....</i>	<i>10</i>
3.	<i>Deadline for Final Grades and Grade Changes</i>	<i>11</i>
4.	<i>Protocol for Appealing a Grade</i>	<i>11</i>
F.	LECTURE CAPTURE	11
G.	REGISTRATION AND MAINTENANCE OF MATRICULATION	12
H.	REPEATING COURSEWORK OR MODIFIED CURRICULUM	12
I.	ELECTIVE CURRICULUM	12
J.	EXTENDED ABSENCE AND TIME-OFF POLICY.....	13
1.	<i>Withdraw with Intent to Return.....</i>	<i>13</i>
2.	<i>Leave of Absence</i>	<i>13</i>
3.	<i>Time-off Policy.....</i>	<i>13</i>
4.	<i>Attendance at Congresses, Conferences, and Extracurriculars.....</i>	<i>14</i>
5.	<i>Unapproved Withdraw.....</i>	<i>14</i>
6.	<i>Tuition Refund Policy.....</i>	<i>14</i>
K.	STANDARDS OF SATISFACTORY PROGRESS FOR DETERMINATION OF ELIGIBILITY FOR STUDENT FINANCIAL AID	14
L.	TEACH OUT POLICY	14
III.	STUDENT RECORDS POLICIES AND PROCEDURES.....	15
A.	TERMS DEFINED.....	15
B.	ANNUAL NOTIFICATION	15
C.	DIRECTORY INFORMATION	15
D.	DISCLOSURE	16
E.	EDUCATION RECORDS	17
F.	CORRECTION OF RECORDS.....	18

G. RECORD RETENTION POLICY	19
IV. OTHER UNIVERSITY POLICIES.....	20
A. CAMPUS STORE CHARGE ACCOUNTS	20
B. TUITION & FEES.....	20
C. CLASSROOM ETIQUETTE	21
1. <i>Electronic Devices</i>	21
2. <i>Food and Drink</i>	22
D. STUDENT PHOTOGRAPHS AT UNIVERSITY EVENTS.....	22
E. COPYRIGHTED WORKS POLICY	22
F. INTELLECTUAL PROPERTY.....	23
G. LOST AND FOUND.....	24
H. MAIL CENTER	24
I. JURY DUTY.....	24
K. THE STUDENT RECREATION CENTER.....	25
L. COMPUTER USE POLICY	25
1. <i>Appropriate Use</i>	25
2. <i>Confidentiality & Privacy</i>	25
3. <i>Prohibited Use</i>	26
4. <i>E-mail & Communications Policy</i>	26
5. <i>Social Networking</i>	27
M. VOLUNTEER ACTIVITIES WITH OUTSIDE ORGANIZATIONS	28
N. WORK STUDY.....	28
V. STUDENT CONDUCT.....	30
A. ANONYMOUS MATERIAL	30
B. JUDICIAL POLICIES AND PROCESSES.....	30
1. <i>Ethics and Professional Standards</i>	30
2. <i>Code of Conduct</i>	31
3. <i>Student Rights and Responsibilities</i>	37
4. <i>Academic and Professional Misconduct</i>	39
5. <i>Maintenance of the Student Code</i>	40
6. <i>Institutional Record of Student Complaints</i>	40
7. <i>Due Process in Student Grievances & Appeals</i>	41
8. <i>Complaint Notice Disclosure</i>	43
9. <i>Professional Probation</i>	43
10. <i>Professional Dismissal</i>	43

11. Suspension.....	44
C. PROFESSIONAL STANDARDS OF DRESS.....	44
D. TITLE IX GRIEVANCE PROCEDURES.....	44
E. PROHIBITED HARASSMENT AND RETALIATION POLICY.....	47
F. ANTI-BULLYING POLICY.....	48
VI. OFFICE OF STUDENT AFFAIRS AND STUDENT SERVICES.....	49
A. OFFICE OF STUDENT AFFAIRS.....	49
1. Accommodating Students and Applicants with Disabilities.....	49
2. Religious Adjustments.....	50
3. Adjustments for Pregnancy and Related Conditions.....	51
4. Counseling Services.....	51
5. Financial Aid.....	52
6. Housing.....	53
7. Records and Registration.....	53
8. Transcripts.....	53
B. STUDENT ACHIEVEMENT CENTER.....	54
1. Academic Enhancement.....	54
2. Peer Advisor Program.....	54
3. Peer Tutoring Program.....	55
4. Dr. Lorraine Voorhees Student Achievement Center Resource Room.....	55
5. Student Activities and Seminars.....	55
6. Student Leadership Development Certificate Program.....	56
VII. STUDENT ASSOCIATION.....	57
A. ASSOCIATION GOVERNMENT.....	57
B. CALENDAR POLICY.....	57
C. FUNDRAISING POLICY AND PROCEDURES.....	57
D. ON-CAMPUS ORGANIZATION/CLASS EVENTS WITH ALCOHOL.....	57
E. SELLING EQUIPMENT.....	58
F. STUDENT RECREATION CENTER RULES AND REGULATIONS.....	58
G. ESTABLISHING A UNIVERSITY STUDENT ORGANIZATION.....	59
VIII. HEALTH AND SAFETY.....	60
A. STUDENT HEALTH POLICIES.....	60
1. Student Health and Insurance.....	60
2. Accidents and Injuries.....	60
3. Health Records.....	60

3.	<i>Student Fee Reduction/Waiver Courtesy Policy for the University Eye Center</i>	<i>61</i>
B.	DRUG AND ALCOHOL ABUSE	62
1.	<i>Introduction.....</i>	<i>62</i>
2.	<i>Drug Abuse Policy.....</i>	<i>63</i>
3.	<i>Alcohol Regulations</i>	<i>64</i>
C.	SMOKING POLICY.....	66
D.	MBKU FITNESS CENTER	66
E.	CAMPUS SAFETY AND SECURITY	67
1.	<i>Campus Safety.....</i>	<i>68</i>
2.	<i>Children on Campus.....</i>	<i>71</i>
3.	<i>Crime Statistics Report.....</i>	<i>71</i>
4.	<i>Firearms and Weapons</i>	<i>71</i>
5.	<i>ID Access Cards.....</i>	<i>72</i>
6.	<i>Parking</i>	<i>72</i>
7.	<i>Safety Escorts.....</i>	<i>74</i>
8.	<i>Self-Defense/Safety Programs.....</i>	<i>74</i>
IX.	GENERAL INFORMATION	75
A.	ACADEMIC CALENDAR.....	75
B.	MBKU FACILITIES.....	76
C.	DIRECTORY.....	76

I. INTRODUCTION

The Office of Student Affairs is pleased to present the **2017-18 MBKU Student Handbook**. This handbook includes a compilation of University policies and other information pertinent to your educational experience at Marshall B. Ketchum University (MBKU). Please refer to your respective program handbook for College-specific policies and information.

A. VISION, MISSION, CORE VALUES

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 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 our 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.

B. USE OF THE HANDBOOK

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

The policies outlined in this handbook give a general understanding of the rules and regulations governing Marshall B. Ketchum University (MBKU). 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 the Office of 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.

C. NON-DISCRIMINATION POLICY

Marshall B. Ketchum University is committed to providing an environment in which all individuals are treated with respect and professionalism. It is University policy to prevent the unlawful discrimination against students, applicants for admission, employees, applicants for employment, or patients requesting treatment on the basis of race, color, national origin, sex, disability, or age. An otherwise qualified individual shall not be excluded from admission, employment, or participation in educational programs

and activities solely by reason of their physical handicap, medical condition, or mental or physical disability. The University's non-discrimination policy is consistent with federal and state law. Inquiries regarding the University's equal opportunity policies should be directed to the Vice President for Student Affairs.

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

D. INTERRELATIONSHIPS

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

- **Chairman of the Board of Trustees** – for the Board of Trustees and/or its Executive Committee and Board Committee
- **President of the University** – for the administration and for the University
- **Vice President for University Advancement** – for administrators and support staff in fundraising and communication
- **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 College of Health Sciences and Director of 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
- **President of the Alumni Association** – 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:

- a. 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.
- b. Representations by the Chairman of the Board of Trustees, the President of the Faculty Senate, the President of the Student Association and the President of the Alumni Association shall be official only insofar as the individuals are elected and as they are duly authorized by their respective group.
- c. 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.
- d. 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.
- e. 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.
- f. 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 AND UNIVERSITY POLICIES

A. ACADEMIC INTEGRITY

Academic integrity is necessary for the academic functions of the University and in the interest of protecting the validity of the University's grades and degrees. Simply put, academic integrity is honest academic work. Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and considered academically dishonest. This includes cheating, plagiarism, and fabrication, as well as facilitating academic dishonesty, whether committed or attempted. Violations of academic integrity defined by the University and the student's program may result in dismissal from the University.

B. ACADEMIC REGULATIONS AND PROCEDURES

Material regarding academic regulations and procedures contained in the University Student Handbook is designed to complement the information found in the University Catalog and the individual college handbooks (each found on the respective program page of the [My.Ketchum.Edu Students tab](#)). Students must refer to these references for detailed information relating to academic requirements and policies.

C. ACADEMIC POLICY

The objective of Marshall B. Ketchum University (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 and formal 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 their program timeframe. All faculty and staff embrace the responsibility for educating, supporting and assisting students whenever possible.

D. COURSE AND FACULTY EVALUATION

Students are expected to provide their 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 conducted by the chief academic officers in each program and results are provided to the program Dean and the individual faculty member(s).

E. GRADING

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

1. GRADING SYSTEM

The following grades and notations are used by the University Registrar's Office. Students should refer to their college handbook for further information on the grading system used in their program.

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

P	0.0
FC	2.0
FD	1.0

Notations

AS	Advanced Standing
AUD	Courses Audited without Credit
E/I	Incomplete
F	Failure
FC/FD	Remediated Failure
P	Pass
R	Repeated Course
W	Withdraw

A student's grade point average is determined by dividing the total number of grade points earned by the total number of units attempted. No grade points are assigned for courses that were incomplete or for courses that have been audited by the student.

Definitions of other grades/notations used:

- Advanced standing indicates credit given for previous equivalent work. Forms to waive a course are available from the Office of Student Affairs.
- Audit indicates that a student was granted permission to sit in on lectures in a class for no credit. Students may not audit laboratories or clinical assignments.
- An incomplete grade indicates that assignments have not yet been completed. It does not refer to the adequacy of the performance. An incomplete grade for failure to complete assignments must be removed at a time designated by the instructor of record; but no later than three weeks following the completion of the quarter or it will automatically be changed to an F, or failure. An incomplete grade for failure to take a final examination must be made up immediately upon return to campus. A student receiving an incomplete grade in a clinical rotation may have the completion of the work deferred for longer than three weeks subject to the approval of the instructor of record.
- All course failures in required coursework must be successfully remediated or repeated according to the student's program policy for students to progress in their program.
- The student's program will determine if course remediation is an option for the student. Successful completion of a remediation program will result in a grade change to FC or FD (see College handbook). A fee to remediate deficiencies and for make-up examinations may be charged.
- Pass indicates credit given for satisfactory completion of a pass-fail course.
- A course that is taken more than once is designated as a repeated course. The original grade remains on the student's record; both units and grades are computed in the grade point average.
- Withdrawal indicates that the student withdrew from the course or the program.

Failures in clinical courses are not eligible for remediation; the course must be repeated. Students required to complete clinical courses following the date of graduation will be responsible for tuition charges.

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

2. **GRADE POSTING**

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

3. DEADLINE FOR FINAL GRADES AND GRADE CHANGES

Final course grades must be submitted to the Office of Student Affairs by the course Instructor of Record no later than one week (7 calendar days) after the final examination is given. All changes of a course final grade after this time must be submitted by the Instructor of Record within thirty (30) days of posting of grades by the Office of Student Affairs. Change of Grade Request Forms are available in the Office of Student Affairs and must be filed by the Instructor of Record.

4. PROTOCOL FOR APPEALING A GRADE

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

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

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

If a student alleges that the grade was issued in an arbitrary, capricious, or malicious manner, the "Policy for Due Process in Student Grievances and Appeals" provides another avenue for due process.

F. LECTURE CAPTURE

MBKU uses a lecture capture system in each lecture hall to record audio, PowerPoint presentations, video and other content. Lecture capture (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 professional program courses, as well as continuing education. All invited/guest lecturers must be notified in advance that their lecture presentation may be captured. Recorded lectures are accessible via Moodle to students currently enrolled in the class. LC recordings associated with courses are stored for the entire quarter. Exceptions to this may be considered on a needs basis.

Every effort is made to record each lecture, however, there may be occasions when a lecture does not record or is delayed in its publishing – for this reason we remind students this is a supplemental study tool and not to be used in lieu of attending class. Additionally, during peak review periods, student may experience delays in accessing the system due to the concurrent number of students on the system.

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.

In all cases, duplication or redistribution by students is prohibited. Students may not copy or redistribute lecture capture materials without express, written permission of the course instructor. Unauthorized duplication or dissemination of lecture capture materials may violate University policy and may result in disciplinary action. Students wishing to prepare summaries of LC material may do so provided they are not sold to others.

G. REGISTRATION AND MAINTENANCE OF MATRICULATION

Every student must file a “Student Registration Form” prior to the beginning of the Fall Quarter each year. Since all University professional programs are full-time, lock-step programs, all students are automatically registered for courses required in their particular year of study. There is no opportunity to drop courses in the Professional Program. However, there is an opportunity to add electives.

H. REPEATING COURSEWORK OR MODIFIED CURRICULUM

Students repeating coursework or enrolled in a modified curriculum that have been directed to repeat one or more courses are charged a per credit hour tuition rate. The rate is calculated by dividing the total credit hours required by the tuition cost for the program based on the current annual tuition rate. This amount is multiplied by the number of credits being repeated. Federal regulations allow credit for enrollment status and financial eligibility for retaking a class that has already passed only for one time.

I. ELECTIVE CURRICULUM

Electives enhance student learning beyond the current curriculum and allow for more individualized (self-directed) professional development. Elective courses have administrative requirements for development and delivery that include both minimum and maximum course sizes and early registration dates. Students that complete an elective course will receive a transcribed grade.

If a student decides to withdraw from an elective course at any time after registration, a ‘W’ will be transcribed for that course. A withdraw does not change a student’s GPA. Application for withdrawal is made directly to the course Instructor of Record.

Elective courses as presented are optional coursework. Grades may be pass/fail or a letter grade, with the course Instructor of Record determining the grade cutoff criteria. There is no minimum unit requirement for elective courses. Generally, students will need to apply to the course Instructor of Record for approval/admittance into an elective course.

General admittance criteria:

1. Only students in good academic standing within their program are allowed to apply for admittance into an elective course. Individual instructors may set higher GPA standards.
2. Prerequisites will be set by individual faculty and may include (but are not limited to) general course grades, course grades in an individual track, and student motivation (possibly assessed by a statement of interest and/or an interview).

The University Registrar will monitor official enrollments and will establish a date after which, if the enrollment does not meet the minimum enrollment necessary for the course, the course will be cancelled.

Units acquired during the completion of elective courses will add into the cumulative units in the professional program for individual students. Grades completed in an elective course are treated the same way as grades in the professional program. Failing grades may/may not affect the student's GPA, depending on whether the elective was given as a P/F or letter-graded course.

Elective courses can only use one grading modality (i.e. if some students take the course on a P/F basis, other students cannot take the course on a letter-graded basis). No credit for auditing a course would be available, though an instructor may choose to allow students/others to unofficially attend the course.

J. EXTENDED ABSENCE AND TIME-OFF POLICY

During the course of their academic/clinical careers, students may need to take a leave from their 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. 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.

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. A student returning earlier to repeat courses not originally failed will not be charged for those courses, unless the student is required to repeat the course due to poor performance. Students must be enrolled, and charged tuition, a minimum of half time to be eligible for financial aid during that quarter. 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 the respective program handbook.

1. WITHDRAW WITH INTENT TO RETURN

Extended absences greater than 180 days, including holidays and educational breaks, within a 12-month period will be considered a WIR. Students, who are on a WIR, are considered to be 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 considered to be enrolled and their student loans will enter into repayment/grace status effective with the date they left the program. Students may request a WIR up until the day before the written final exams start.

Only students with documented medical circumstances will be allowed to take a WIR once final exams have started. If a WIR is approved by the Dean, the student will be permitted to return during the following academic year. Students who are on academic probation at the time they elect to take a WIR may have their conditions for re-admittance reviewed by their program's academic standards committee prior to readmission.

2. LEAVE OF ABSENCE

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

3. TIME-OFF POLICY

Regular attendance is expected of all students. Students in the didactic portion of their program may be absent up to two weeks in a quarter before being considered as eligible for a withdrawal. All students must

notify their Dean regarding their absence. Specific request procedures/forms vary by program. Make up for time missed assignments/examinations will be at the discretion of the Instructor of Record. All missed exams must be made up within three days upon return to campus. Students with extended absences greater than two consecutive weeks in a quarter will be evaluated on an individual basis by their Dean in consultation with the appropriate faculty. Decision regarding the necessity for a WIR will be dependent upon the quantity and quality of material missed during the extended absence.

Students in the clinical portion of their program who miss a significant portion (e.g., greater than half) of the clinical assignment will be required to withdraw from the clinical course and to take a LOA for the remainder of the clinical assignment. The student must re-enroll in the missed clinical rotation when able to do so. This will put the student out of sequence and may necessitate completing the final clinical rotation the quarter following Commencement.

4. ATTENDANCE AT CONGRESSES, CONFERENCES, AND EXTRACURRICULARS

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

5. UNAPPROVED WITHDRAW

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

6. TUITION REFUND POLICY

A withdrawal is considered official when written notification has been received by the Vice President for Student Affairs from the student's Dean stating the student's intention to withdraw from the University. All refunds are subject to review by the Vice President for Student Affairs and the Financial Aid Office. For official withdrawals, tuition refunds are prorated at following intervals:

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

K. STANDARDS OF SATISFACTORY PROGRESS FOR DETERMINATION OF ELIGIBILITY FOR STUDENT FINANCIAL AID

Students who are not making satisfactory progress toward graduation in their respective academic program will not be eligible to receive loan monies through programs of the federal government. Students are considered to be making satisfactory progress if they have completed each professional year's coursework within a maximum of two academic years. For more information on Satisfactory Academic Progress (SAP), contact the Financial Aid Office at (714) 449-7448.

L. TEACH OUT POLICY

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

III. STUDENT RECORDS POLICIES AND PROCEDURES

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

A. TERMS DEFINED

For the purposes of this policy, Marshall B. Ketchum University has used the following definitions of terms.

1. Student – any person who is or has been in attendance at MBKU and whose records are in the files of the University. Attendance begins with the first day of classes of the first professional year.
2. Education records – any academic (grades) record (records, files, documents, and other materials) maintained by MBKU or an agent of the University which is directly related to a student, except:
 - a. A personal record kept 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.
 - 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 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 My.Ketchum.Edu online portal; and
3. FERPA brochures are located in a variety of public places on campus.

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 [Online Forms tab](#) of the portal. 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 College programs (e.g. White Coat Ceremony, Commencement):

- Student name
- Degree program
- Degrees and awards earned

- Hometown/state
- Participation in officially recognized activities

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

- Address
- Telephone number
- University email address
- Month/Day of birth (not full DOB)
- Dates of attendance
- Enrollment status
- University ID photo

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

Release of Student Names

For the purpose of protecting the privacy of its students, it is the policy of Marshall B. Ketchum University not to release the names of students to any outside organizations. Any organization wishing to distribute materials to students may submit copies to the Office of Student Affairs or the respective College 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 records 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 online “[Records Release/Transcript Request Form](#)” is found on the Students tab of 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.
2. Information may be released without the student's consent in the following instances:
 - a. To school officials who have a legitimate 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.

A school official is:

 - A person employed by the University in an administrative, supervisory, academic or 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 education interest if the official is:

 - Performing a task that is specified in his or her 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. To officials of another school, upon request, in which a student seeks or intends to enroll.
 - c. To 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. To organizations conducting certain studies for or on behalf of the University.
 - g. To accrediting organizations to carry out their functions.
 - h. To parents of an eligible student who claim the student as a dependent for income tax purposes.
 - i. To comply with a judicial order or a lawfully issued subpoena.
 - j. To appropriate parties in a health or safety emergency.
 - k. To 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. Personally 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 redisclosed, 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 dependent or otherwise eligible student.
 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 and disciplinary records of students. Transcripts of academic records contain only information about academic status. 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 that the University maintains, their locations, and their custodians:

Types	Location	Custodian
<u>Admissions Records</u>	Student Affairs	VP for Student Affairs
<u>Cumulative Academic Records</u> (Current students and alumni)	Student Affairs	VP for Student Affairs
<u>Optometric Health Records</u>	University Eye Center	Associate Dean of Clinics
<u>Financial Aid Records</u>	Financial Aid Office	Director of Financial Aid
<u>Financial Records</u>	Student Accounts Service	Student Accounts Manager
<u>Placement Records</u>	Alumni Office	Alumni Assistant
<u>Academic Progress Records</u>	Faculty Office	Instructor of Record
<u>Disciplinary Records</u>	Student Affairs	VP for Student Affairs
<u>Disability Records</u>	Student Affairs	VP for Student Affairs

1. Students may inspect and review their education files upon request to the Vice President for Student Affairs (VPSA) or appropriate record custodian.

A student should submit to the VPSA, or an appropriate University staff person, a written request which identifies as precisely as possible the record or records the student wishes to inspect.

The VPSA, or appropriate University staff person, 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. Access will be given in 45 days or less from the receipt of the request.

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 his or her 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.
 - 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 University.
 - c. 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. Following are the procedures for the correction of records:

1. A student must ask the Vice President for Student Affairs at MBKU to amend a record. In so doing, 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 his or her privacy or other rights.
2. MBKU may comply with the request or it may decide not to comply. If it decides not to comply, MBKU 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 the student's rights.
3. Upon request, MBKU 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 a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. 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. MBKU 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 MBKU 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 as long as 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 create paper files for each matriculated student. Adding contents to these files begins during the Admissions process. Admissions personnel will provide a paper file to the Office of Student Affairs for each accepted applicant that has paid their full tuition deposit. Once the file is received by the Registrar, it will be maintained and stored until the student graduates. Additional materials may be added to the record. Upon graduation, student files will be scanned and stored for an additional 5 years as recommended by AACRAO. At the end of 5 years, items defined as “permanent records,” such as official transcripts and grade change forms will be removed from the files and will be kept indefinitely. Nonpermanent records in the file will be destroyed.

IV. OTHER UNIVERSITY POLICIES

A. CAMPUS STORE CHARGE ACCOUNTS

All enrolled students are required to maintain a charge account at the Campus Store for purchases of equipment, books and manuals, materials, campus services, and other charges. Accounts are established/renewed annually and remain active as long as the student is in good standing at the University. Should the 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 printing fees and required equipment ordered is applied to each student account before the start of each quarter. Charges for special-order items is applied on the date the merchandise is available to 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
 - 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. The maximum credit limit for the Campus Store Charge Account will be \$4,000. If the student desires to increase their credit limit, the student is responsible for seeking approval from the Vice President for Administration and Finance. For purposes of establishing the account balance in relation to the credit limit, all payments and financial aid credits, after refunds, will be applied to tuition until tuition is paid for a particular academic term before any application toward Campus Store balances.
4. Should the account exceed the maximum credit limit, University Administration will notify the student via email. Regardless, it is the student's responsibility to refrain from charging further Campus Store purchases until the account balance is below the stated maximum limit. The account will freeze and if further purchases are attempted, they will decline.
5. Prepayment may be made for all or part of the tuition or Campus Store purchases. There is no charge for prepayment.
6. 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 15 days of the current month.
7. In the final professional year, all unpaid charges on all accounts must be paid in full prior to commencement. The student will not receive their diploma or have any official transcripts forwarded by the University unless all accounts are paid in full. As a graduating student, any payments on the account made within 10 business days of commencement must be in the form of cash, cashier's check, money order, and/or credit card. No personal checks will be accepted.
8. Students are issued monthly statements of all activity on their accounts.

B. TUITION & FEES

Access CASHNet through the [Students tab](#) of the portal to view statements or make payments.

Tuition and fees are due and payable prior to the start of each quarter. A student may not proceed from one academic year to the next without having fully paid the previous year's tuition/fees before Spring Quarter final exams. Under extenuating circumstances, a student may petition the Vice President for Student Affairs for an extension. Any student failing to conform to this policy will not be registered for classes and clinical assignments. All tuition and Campus Store Charge Account balances must be paid in full prior to graduation.

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

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

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

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

C. CLASSROOM ETIQUETTE

Common courtesy and respect for others should always be prevailing wisdom. The following will address the common courtesies expected of everyone participating in direct educational experiences, either lectures, labs or clinical assignments.

1. ELECTRONIC DEVICES

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

1. Classrooms, laboratories and Library

- No audio signals from student cell phones or electronic devices will be permitted as these are disruptive
- Students and faculty should only respond to electronic messages between classes and labs
- All electronic devices may not be in any student's possession during any test-taking situation in class or laboratory

2. Clinical Patient Care Facilities

- No audio signals from cell phones or electronic devices will be permitted as these disrupt patient care and clinical education
- No cell phones may be used by students in a clinical facility; faculty should use their offices when making such calls

2. FOOD AND DRINK

The University understands that students spend many hours on campus. While it is preferred that eating and drinking occur in designated areas (e.g., Low Student Union Student Lounge or Rec Center, Essilor Center Patio, etc.) we also understand that snacking while in class and during studying is not just preferred, but sometimes necessary. We ask that you properly dispose of your trash and consider your classmates. Not only can items spill and destroy or ruin the property of others such as notes, files, clothing, etc., but certain fragrances can create an uncomfortable experience for those with allergies or who are sensitive to particular odors. Please choose your snacks (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 you always use a spill-proof container. Items such as medications, both prescribed and over-the-counter, may be consumed on an as-needed basis.

D. STUDENT PHOTOGRAPHS AT UNIVERSITY EVENTS

Photographs are commonly taken at University events by MBKU Multi-Media 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 that contain 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 the student's name, 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 that are 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 faculty, staff 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 take action to stop such activities.

- The University has the right to determine appropriate use of the MBKU name, shield, Program/College 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 Office of Student Affairs for adjudication as a violation of the Student Code of Conduct. Copyright violation penalties include the loss of network connectivity and disciplinary action.
- Any copyright violations traced to faculty or staff will be referred to the College's Legal Counsel. Copyright violations for faculty and staff are treated as a breach of ethical and professional conduct and will be handled following established disciplinary procedures including verbal and written warnings, suspension and possible termination.
- In addition, violations of copyright law can lead to criminal charges and civil penalties. Under current copyright law, criminal cases of copyright violation carry a penalty of up to five years in prison and a \$250,000 fine. Civil penalties of copyright infringement include a minimum fine of \$750 for each work. While criminal prosecution for illegal downloading is rare, civil law suits are quite common.

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

A good rule to follow: "If you are downloading something for free that you would normally pay for, there is a good chance that it is illegal."

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 posed by each copy machine 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 are the full-time and part-time students, faculty, staff, researchers, and preceptors with MBKU e-mail addresses, or assigned proxy log-in credentials. Walk-in patrons may use computer terminals to access library resources within the library facilities. By signed license agreement, each authorized user may: access, search, browse, view, print and store electronic copies for the exclusive use of each authorized user, one article per journal issue, or one chapter or 10% of each book. By signed license agreement, authorized users absolutely 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, faculty, researchers, residents and 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 [library website](#).

F. INTELLECTUAL PROPERTY

Marshall B. Ketchum University 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 his or her 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 are granted permission to use these 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. Copyright infringement is against the law. Violations of this policy will be considered unethical and unprofessional behavior. Such violations are grounds for disciplinary action, program dismissal, and possible legal action.
4. A written agreement between the creator(s) and the University will occur for any form of intellectual property that was created or produced using the resources, property, or facilities of MBKU.
5. No student or employee shall realize a profit from any intellectual product sold exclusively to students of the University.
6. All students and employees will maintain academic integrity and respect others' intellectual property rights.

G. LOST AND FOUND

Money, purses, electronic devices and all other valuable should not be left out in the open or in areas where theft might occur. Lockers are provided to students. The University maintains a Lost and Found located at the Campus Safety Office so that lost items may be returned to their rightful owner. The University 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 everyone's civic responsibility, but serving while enrolled in a program of study might be disruptive to a student's academic obligations. Therefore, students who receive

a notification to serve should submit a copy of their Jury Summons to the Office of Student Affairs as soon as it is received, but not less than two weeks prior to the scheduled date of service. The Office of Student Affairs will 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.

K. THE STUDENT RECREATION CENTER

The Student Recreation Center, located in the Low Student Union (Building F) is provided to give students a place to relax and socialize between classes or clinic assignments. Vending machines, refrigerators and microwave ovens 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.

Please use this area for consumption of food and drink. The cooperation of everyone is a must. University policy prohibits taking food or drinks (unless in a sealable cup), into the Library, laboratories, or clinical facilities.

The Rec Center is open to all students, faculty, staff and guests. It is not possible to reserve this room for events as it is to remain open and available for all students whenever the campus is open. Each person is asked to make a special effort to leave the room in better condition than they found it.

L. 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. Most of these guidelines follow the general rules of common sense and courtesy. This section provides an overview of uses of University computing resources without exhaustively enumerating all such uses. 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, or unprofessional conduct.

Additional relevant computer/email/WiFi use documents are found on the [Students tab](#) of 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 to privacy and to freedom from intimidation, prohibited harassment, bullying, and unwarranted annoyance.

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

Authorized access to data or information entails both privileges and responsibility, not only for the user, but also for the system administrator. In general, the University will treat 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 with the approval of the Senior Vice President and Chief of Staff. To the greatest extent possible, individuals' privacy will 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 cannot be secured and is, therefore vulnerable to unauthorized access and modification by third parties.

3. *PROHIBITED USE*

Examples of misuse include, but are not limited to:

- Using a computer you are not authorized to use.
- Obtaining a password for an account without the consent of the account owner.
- Using the campus network to gain unauthorized access to any computer system.
- Knowingly performing an act which will 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 electronic mail to harass others.
- Masking the identity of an account or machine.
- Posting anything on electronic bulletin boards materials that violate existing laws or the Student Code of Conduct.
- Attempting to monitor or tamper with another user's files.

The University's systems may not be used to create, view, transmit or download material that is derogatory, defamatory, sexually explicit or offensive. This includes, but is not limited to, slurs, epithets or anything that may be construed as prohibited harassment or bullying.

The University's systems may not be used to post personal announcements, opinions, personal views or solicit support for non-university related activities. Every time you access a site on the Internet or communicate via e-mail, your e-mail address, which identifies the University's, is recorded. Using any computer system in any way to discredit the University or compromise University confidential or proprietary information is prohibited.

The University's systems may not be used for profit or gain unrelated to authorized University business. Gambling or any other unlawful activity including violation of copyright, trademark, or other material protections laws, including copying of software in a manner inconsistent with vendor's license agreements is prohibited.

Students may not install personal software in University computer systems. All electronic information created by an employee or student using any means of electronic communication is the property of the University and remains the property of the University. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the University's ownership of the electronic information.

All violations or alleged violations by students should be reported to the Vice President for Student Affairs. Misuse of computing, networking, or information resources may result in the loss of computing privileges. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable University policies or procedures.

4. *E-MAIL & COMMUNICATIONS POLICY*

MBKU and its Colleges 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. All students should immediately change the temporary password to a personalized password. The use of each account is the personal responsibility of each account holder. Students who use University e-mail services are expected to do so responsibly; to comply with state and federal laws, with this policy and with other policies of the University, and with normal standards of professional and personal courtesy.

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. In addition MBKU provides a University website, internal online portal and Moodle course platform where students can find digital copies of the University Course Catalog, University and College Student Handbooks as well as schedules and contact information.

Access will be denied when there is a substantiated reason to believe that violations of policy or law have occurred or, in time-sensitive cases, when required to meet critical operational needs. The administrators of the University e-mail facility may, within certain limits, block mail including external, unsolicited, bulk e-mail, or "spam."

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

University e-mail users shall not employ a false identity. E-mail may or may not be sent anonymously provided this does not violate any law or any University policy.

5. SOCIAL NETWORKING

In response to the use of online social networks, MBKU has guidelines to assist students in making professional decisions. The permanence and written nature of online postings cause postings to be subject to high levels of scrutiny. Therefore, the postings within social networking sites (such as: "Facebook," "Snapchat" and "Twitter" to name a few) 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.

The following are Marshall B. Ketchum University expectations. While not all inclusive, it is expected that students use the highest integrity and judgment when engaging in social media of any type.

1. Monitor other people's statements/photos, etc. that can be viewed under your name. If others are displaying unprofessional behavior, consider changing your restrictions to avoid those statements, etc. from being affiliated with you.
2. PowerPoint lectures, lecture captures, or other handouts may not be posted to the Web, or distributed in any form without the written permission of the author. Distributing this information without written permission is considered an infraction of intellectual property.
3. Inappropriate postings can be considered a form of bullying or prohibited harassment.
4. Always avoid giving medical advice, as this could result in a violation of HIPAA and may cause danger to others.
5. 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.
6. 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 for you.
7. In order to maintain health patient-clinician relations and to avoid potential legal consequences, refrain from interactions with patients on social networking sites.
8. The lines between public and private as well as personal and professional are often blurred in online social networks. By identifying yourself as an MBKU student, you may influence perceptions about MBKU by those who have access to your social network profile or web blog. All content associated with you should be consistent with our position at the school and with MBKU's values and professional standards.

M. VOLUNTEER ACTIVITIES WITH OUTSIDE ORGANIZATIONS

Marshall B. Ketchum University encourages its students and employees to participate in volunteer activities that have humanistic purposes. These activities may include health care and vision screening services to those who are otherwise unable to obtain such care. While organized local health and vision screenings are arranged through the colleges 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 and employees may participate in such activities at their own discretion. But, students and faculty 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, nor will vacation credit be given to employees, including faculty members.

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.

N. WORK STUDY

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

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

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

Obtaining a Work Study Position – Students will be notified of new job opportunities by e-mail. After finding employment, the forms listed below must be completed. These forms are available in the Financial Aid Office.

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

I-9 Form – This is the employment eligibility verification form required by the Department of Homeland Security.

Work Study Time Sheet – Work Study students will record hours worked on an electronic time sheet. The Financial Aid Office will provide log-in information and instructions for submitting the web-based time sheet.

Direct Deposit Request Form – This form is available in the Financial Aid Office and on the [portal](#).

Pay Rate Schedule for the 2017-2018 Year

Work Study, Peer Advisor, and Teaching Assistant jobs	\$11 per hour
Peer Tutor jobs	\$12 per hour
Review Session Leaders	\$14 per hour

Peer Advisors

Description: Peer advisors are MBKU second-year students who have applied and been selected to provide non-academic advice and personal student perspectives about life and learning at MBKU in an informal way to all first-year students. Peer advisors are responsible for approximately 5 to 8 incoming students and includes the following responsibilities:

1. Attend all required training sessions and check-ins.

2. Maintain knowledge and awareness of relevant academic information and resources.
3. Email advisees a welcome letter/note prior to orientation.
4. Assist in University Orientation days. Assist with College Orientation days if requested.
5. Meeting with advisees a minimum 2-3 times over the fall quarter and a minimum of 1 time over each successive quarter.
6. Staff “walk-in” hours in the Student Achievement Center (SAC) Resource room 1-2 hours per week and assist with SAC activities if available.

Teaching Assistants

Description: A teaching assistant is a student, selected by the Instructor of Record with approval of the department chair, to aid the instructor in achieving the objectives of a course. In most instances, teaching assistants will facilitate instruction in laboratory components of courses. Teaching assistants may not be employed or utilized as a replacement for any faculty member.

Any full-time student who is currently in good academic and professional standing may be employed by the University as a teaching assistant, or work-study performing teaching assistant duties, for any course if qualified to do so (as determined by the appropriate faculty) with the following exceptions:

1. No student may serve as a teaching assistant in a course in which they are enrolled as a student.
2. No student may serve as a teaching assistant in a course in which their classmates are enrolled, whether or not the student is enrolled in the course.
3. No student may serve as a teaching assistant in any course in which upperclassmen are enrolled.

Peer Tutors

Description: A peer tutor is a student - either selected by the Instructor of Record/manager of the College Tutoring program or belonging to their respective college's established Honor Society – that offers tutoring services in specific courses to the class one professional year below their current year. Tutoring only occurs for the didactic coursework at MBKU (not laboratory or clinical skills).

Tutors should strive to be efficient; tutoring in groups if possible (charging for the total number of hours tutored, not multiplied by the number of students). Tutoring is limited to 1-2 hour sessions and each tutor can tutor for up to 10 hours per week. Tutors are not paid for prep time.

Review Session Leaders

Description: Review session leaders are students selected by the Instructor of Record of a specific course to run weekly didactic review sessions. Typically the review session leader(s) was enrolled in the course the previous academic year and has exceptional knowledge of course material. Once chosen, the review session leader(s) works with the President of the class currently taking the course to work out a weekly date/time to offer the 1 to 1.5-hour long review.

Each review session leader presents/explains weekly material in a different way. Some examples include audience Q&A, test question review, and Powerpoint/lecture review. Some also make their own review handouts for distribution.

Other MBKU Work-Study Opportunities

- Library
- Mail Room
- Campus Store
- Ketchum Health Receptionist
- Research Assistant (non-credit, non-grant work)

V. STUDENT CONDUCT

A. ANONYMOUS MATERIAL

No anonymous material, except approved course or employee evaluations, shall be kept by the administration, faculty, or students concerning any University employee or student conduct. Anonymous material received concerning any individual, except for concern of general welfare/safety or approved course or employee evaluations, shall not be kept in an individual's file. All anonymous material, except such approved evaluations, shall be brought to the attention of the targeted individual and placed in a secure file in the President's office.

Anonymous material that threatens the safety of any persons or property at the University, will be brought to the immediate attention of the appropriate law enforcement agencies.

B. JUDICIAL POLICIES AND PROCESSES

Marshall B. Ketchum University has established the following judicial policies relating to student behavior. These policies address student complaints, the due process rights of a student who is the recipient of a grievance and/or complaint, and the procedure for handling breaches of the Student Code of Conduct, Student Rights and Responsibilities, and Academic and Professional Misconduct policies.

Student complaints may fall into one of three categories, a complaint against another student, a student complaint against an employee of the University, or a student complaint about a University policy or procedure.

If the complaint is against another student, procedures detailed in the policy for "Due Process in Student Grievances and Appeals" will be utilized and the incident will be included in the "Institutional Record of Student Complaints."

If the student files a complaint against a University employee, the process is handled by the Office of Human Resources. The complaint will be logged in the "Institutional Record of Student Complaints."

If the student files a complaint against a University policy or procedure, it will be addressed by the Vice President for Student Affairs and included in the "Institutional Record of Student Complaints."

Grievances filed against students may be one of two types. Accusations of academic misconduct may be made against a student by a member of the faculty or administration. These accusations are handled in accordance with the policies and procedures detailed in the Student Code of Conduct. These incidents are not recorded in the "Institutional Record of Student Complaints."

Complaints against students for reasons other than academic misconduct may be initiated by University employees or external entities (i.e. patients, vendors, etc.). These complaints will be handled in accordance with the "Policy for Due Process in Student Grievances and Appeals." These incidents are not recorded in the "Institutional Record of Student Complaints."

1. ETHICS AND PROFESSIONAL STANDARDS

Professional ethics are concerned with the consequences of the conduct of the professional toward their individual patients and toward society as a whole in terms of virtue, duty and justice.

By contrast, standards deal with etiquette and style. They are often arbitrarily derived but are generally accepted by the members of a group within a profession. They vary from one social institution to another and from time to time. They concern themselves with behavior and appearance and, more often than not, have no intrinsic relation to the function with which they are associated. Professionals choose to distinguish themselves by adopting and observing standards of dress and behavior that are consistent with the group to which they belong. All members of the University community are committed to high standards of dress and etiquette consistent with the profession to serve and those standards unique to our institution.

It is important for all associated with the University to be sensitive to and understand the difference between ethics and professional standards, and every effort is to maintain that distinction in the sections that follow.

Accountability

Classroom and inter-personal relationships within the University Community are concerned with accountability. This accountability is usually measured by examinations and the process must not be tampered with. To that end, the entire University Community must address itself to the development of examinations and their administration that will reflect the ethical attributes of honesty and integrity that are necessary prerequisites to any such process and the professionalism inherent in our calling. Rules of examination procedures have been developed to ensure that this, in fact, does occur. All members of the University Community are committed to high standards of dress and etiquette consistent with the profession to serve and those standards unique to our institution.

2. CODE OF CONDUCT

All members of the MBKU academic community must conduct themselves with the highest integrity and display ethical and professional behaviors at all times. The academic environment should foster conditions that are conducive to the full pursuit of knowledge and learning as outlined in “Student Rights and Responsibilities.” The patient care environment should offer conditions favorable to the optimal delivery of health care services. To achieve these goals, the University has established policies and guidelines that define professional and ethical standards of conduct of the MBKU community.

Article I: Definitions

- A. The term “University” means Marshall B. Ketchum University.
- B. The term “student” includes all persons taking courses at the University, both full-time and part-time. Persons who are not officially enrolled for a particular quarter but who have a continuing relationship with the University are considered “students”.
- C. The term “faculty member” means any person hired by the University to conduct lecture, laboratory or clinical activities.
- D. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
- E. The term “member of the University Community” includes any person who is a student, faculty member, University official, or any other person employed by the University. A person’s status in a particular situation shall be determined by the Vice President for Student Affairs of the University.
- F. The term “University premises” includes all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by the University, including adjacent streets and sidewalks.
- G. The term “Organization” means any number of persons who have complied with the formal requirements for University recognition.
- H. The term “hearing board” means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
- I. The term “Judicial Advisor” means a University official authorized to impose sanctions upon students found to have violated the Student Code. A judicial advisor may serve simultaneously as a judicial advisor and the sole member or one of the members of a hearing board. The Vice President for Student Affairs is the authorized Judicial Advisor.
- J. The term “Appellate Board” means any person or persons authorized by the Vice President for Student Affairs to consider an appeal from a hearing board’s determination that a student has violated the Student Code or from the sanctions imposed by the judicial advisor.
- K. The term “shall” is used in the imperative sense.

- L. The term “may” is used in the permissive sense.
- M. The Vice President for Student Affairs is that person designated by the University president to be responsible for the administration of the Student Code.
- N. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Code, the Student Handbook, and the current University Catalog.
- O. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
- P. The term “plagiarism” is the use of another person’s work or ideas without appropriate acknowledgement. It includes, but is not limited to, the use, 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 term papers or other academic materials.
- Q. The term “character defamation” is the spreading of defaming rumors about a student, faculty or staff member, the discrediting of a clinic patient or any health professional.
- R. The term “fabrication” means the furnishing of an oral or written statement to any member of the University Community that is known by the student to be false; verbalization or inclusion of false or fictitious information in any documents of the college admissions materials, student financial aid data, attendance records, reports, research papers, clinic appointment books, patient files, or the deliberate omission of information required in those documents by the University.

Article II: Judicial Authority

- A. The Vice President for Student Affairs shall determine the composition of judicial bodies and appellate boards and determine who shall be authorized to hear each case.
- B. The Vice President for Student Affairs shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.
- C. Decisions made by a judicial body and/or judicial advisor shall be final, pending the normal appeal process.

Article III: Proscribed Conduct

- A. Jurisdiction of the University: Generally University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University Community and/or the pursuit of its objectives.
- B. Conduct Rules and Regulations: Any student found to have committed any of the following misconduct, including policies outlined in “Academic and Professional Misconduct” and “Student Rights and Responsibilities,” is subject to the disciplinary sanctions outlined in Article IV:
 - 1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any college official, faculty member or office.
 - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
 - d. Tampering with the election of any University-recognized student organization.
 - 2. Disruption or obstruction of teaching, research, administration, disciplinary proceeding, other University activities, including public-service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises.

3. Physical abuse, verbal abuse, threats, intimidation, prohibited harassment, bullying, coercion, and/or conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to physical and/or intellectually property of the University or a member of the University Community or other personal or public property. This also includes violations of copyrighted materials.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys or access cards to any University premises or unauthorized entry to or use of University premises.
8. Violation of published University policies, rules or regulations.
9. Violation of federal, state or local law on University premises or at University sponsored or supervised activities.
10. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and University regulations, or public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises.
13. Participation in a demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University Community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
15. Conduct which is disorderly, lewd or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University.
16. Theft or other abuse of computer time, including but not limited to: (a) unauthorized entry into a file, to use, read or change the contents, or for any other purpose; (b) unauthorized transfer of a file; (c) unauthorized use of another individual's identification and password; (d) use of computing facilities to interfere with the work of another student, faculty member, or University official; (e) use of computing facilities to send obscene or abusive messages; and (f) use of computing facilities to interfere with normal operation of the University computing system.
17. Abuse of the Judicial System, including but not limited to: (a) failure to obey the summons of a judicial body or University official; (b) falsification, distortion or misrepresentation of information before a judicial body; (c) disruption or interference with the orderly conduct of a judicial proceeding; (d) institution of a judicial proceeding knowingly without cause; (e) attempting to discourage an individual's proper participation in, or use of, the judicial system; (f) attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding; (g) harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding; (h) failure to comply

with the sanction(s) imposed under the Student Conduct Code; and (i) influencing or attempting to influence another person to commit an abuse of the judicial system.

C. Violation of Law and University Discipline

1. If a student is charged only with an off-campus violation of federal, state or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the University Community and the profession. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt.
2. University disciplinary proceedings may be instituted against a student charged with a violation of the law which is also a violation of this Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceeding under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
3. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the University may advise off campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University Community. The University will cooperate fully 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. Individual student and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Article IV: Judicial Policies

A. Charges and Hearings

1. Any member of the University Community may submit a complaint against any student for misconduct. Complaints shall be prepared in writing and directed to the Vice President for Student Affairs. Any complaint should be submitted as soon as possible after the event takes place, preferably within 5 working days.
2. The Vice President for Student Affairs may conduct an investigation to determine if the complaint contains policy/Code violations or misconduct and/or if they can be disposed of administratively by approved mediation. In this case, the accused attends an informal hearing to discuss the incident, the accused's involvement in it, and any steps that must be taken or sanction imposed to resolve the matter. Both parties must agree to participate in mediation. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mediation, the Vice President for Student Affairs may later serve in the same matter as the judicial body or a member thereof.
3. The complaint and all charges within shall be presented to the accused student in written form. A time shall be set for a hearing, not less than 5 nor more than 10 working days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice President for Student Affairs.
4. Hearings shall be conducted by a judicial body according to the following guidelines:
 - a. Hearings normally shall be conducted in private.
 - b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or the Vice President for Student Affairs.
 - c. In hearings involving more than one accused student, the chairperson of the judicial body, at their discretion, may permit the hearings concerning each student to be conducted separately.

- d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
 - e. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial body.
 - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the judicial body.
 - h. After the hearing, the judicial body shall determine, by majority vote if the judicial body consists of more than one person, whether the student has violated each section of the Student Code which the student is charged with violating.
 - i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
5. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the University.
 6. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.
 7. At the conclusion of each Judicial Hearing, the VPSA shall, together with the appropriate University administrators, evaluate the matter for actions that could be taken to improve University practices.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. Loss of privileges – Denial of specified privileges for a designated period of time.
 - d. Fines – Previously established and published fines may be imposed.
 - e. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Disciplinary Sanctions – Work assignments, service to the University or other related discretionary assignments (such assignments must have the prior approval of the Vice President for Student Affairs).
 - g. University Suspension – Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - h. University Expulsion – Permanent separation of the student from the University.
2. More than one of the sanctions listed above may be imposed for any single violation.

3. Other than University Expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record retained and maintained in the Office of Student Affairs consistent with the Family Educational Rights and Privacy Act (FERPA) and other applicable law. Upon graduation, the student's confidential record will be expunged of disciplinary actions other than University Suspension or University Expulsion.
 4. The following sanctions may be imposed upon groups or organizations: (a) those sanctions listed above in Section B.1, a through e; and (b) Deactivation – loss of all privileges, including University recognition, for a specified period of time.
 5. In each case in which a judicial body determines that a student has violated the Student Code, the sanctions shall be determined and imposed by the Vice President for Student Affairs or designee. In the cases in which persons other than, or in addition to, the Vice President for Student Affairs have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Vice President for Student Affairs or designee in determining and imposing sanctions. The Vice President for Student Affairs is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the Vice President for Student Affairs shall advise the accused student in writing of its determination and of the sanction(s) imposed, if any.
- C. Interim Suspension – In certain circumstances the Vice President for Student Affairs, or a designee, may impose a University suspension prior to the hearing before a judicial body.
1. Interim suspension may be imposed only (a) to ensure the safety and well-being of members of the University Community or preservation of University property; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a definite threat of disruption of or interference with the normal operations of the University.
 2. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs or designee may determine to be appropriate.
- D. Appeals
1. A decision reached by the judicial body or a sanction imposed by the Vice President for Student Affairs may be appealed by accused students or complainants to an appellate board within 5 school days of the decision. Such appeals shall be in writing and shall be delivered to the appellate officer, the Senior Vice President and Chief of Staff.
 2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the accused student was based on preponderance of evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code most likely occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

3. If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial body and the Vice President for Student Affairs for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).
4. A person disagreeing with the decision of the appellate board may appeal to the President of the University. The decision of the President shall be final and binding.
5. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the appellate board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Senior Vice President and Chief of staff may, upon review of the case, reduce, but not increase, the sanction(s) imposed.
6. In cases involving appeals by persons other than students accused of violating the Student Code, the Senior Vice President and Chief of Staff may, upon review of the case, reduce or increase the sanction(s) imposed or remand the case to the original judicial body.

Article V: Interpretation and Revision

- A. Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs for final determination.
- B. The Student Code shall be reviewed every three years under the direction of the Vice President for Student Affairs. Last review conducted by University General Counsel in January 2017.

3. STUDENT RIGHTS AND RESPONSIBILITIES

The University is a community of scholars and practitioners in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the right of all in the community to enjoy them to the same extent within the Ethics and Professional Standards framework. Cultivating an environment of mutual respect and responsibility is the foundation of educational and professional excellence. Every member of the campus community has a right 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 enrolled in the University assume an obligation to uphold these ideals and to conduct themselves in a manner compatible with the University's function as an educational institution.

Student Rights

1. Right to a Professional Learning Environment
 - a. Access to faculty, staff, academic technology, classrooms, MBKU Library services, Student Achievement Center resources and services, and other resources necessary for the learning process.
 - b. Access to academic advising and clear expectations for degree and graduation requirements.
 - c. Expect to interact with faculty or staff who act professionally; provide clear expectations for performance and evaluation; hold classes/meetings as scheduled; are accessible for office hours, appointments or consultation; and maintain a clear connection between course description and content.
 - d. Expect faculty and staff to be sensitive to the students' religious beliefs and observances, including an expectation that reasonable arrangements are made upon notice that a student will miss an exam or other academic/clinic obligation resulting from the observance of a religious holiday (see "Religious Adjustments" policy).
 - e. Have the freedom to raise relevant issues pertaining to classroom discussion (including personal beliefs), offer reasonable doubts about data presented, and express alternative opinions without concern for any academic penalty or scrutiny.

- f. Study, work, and interact in an environment free of amorous or sexual advances by a faculty or staff member. All amorous or sexual relationships, consensual or otherwise, between faculty/staff and students are unacceptable when professional responsibility for the student exists. Such responsibility encompasses both instructional and non-instructional contexts. (See “Title IX Grievance Procedures” and “Prohibited Harassment and Retaliation” policies.)
2. Right to Freedom from Unlawful Discrimination and Prohibited Harassment: All students have the right 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 (see “Non-Discrimination,” “Title IX Grievance Procedures,” “Prohibited Harassment and Retaliation,” “Anti-Bullying,” and “Accommodating Students and Applicants with Disabilities” policies)
3. Right to Privacy: A student’s personal privacy rights, as provided by law, shall be protected by the University (see “Release of Student Names” policy)
4. Right to Information: The University shall make available to all students information which denotes the applicable academic, clinical, and behavioral standards (i.e. MBKU Student Handbook, Program Handbooks, Clinic/Rotation Manuals, and course syllabi)
5. Right to 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 (see “Chapter III: Student Records Policies and Procedures”)
6. Right to Participate in Student Organizations and Campus Activities: The University recognizes the right of students 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 (see “Chapter VII: Student Association” and the MBKU Student Organization Handbook)
7. Right to Campus Climate, Curriculum, and Policy Development: The University/Programs afford(s) all students the opportunity to share their views and participate in the initiation and development of University/Program policies, curriculum, and services through course evaluations, focus groups, surveys, and participation on select faculty/staff committees
8. Right to Due Process/Fair Hearings: A student subject to University judicial processes arising from violations of University policies and/or procedures shall be assured due process and a fair/impartial hearing (see “Due Process in Student Grievances & Appeals” policy)

Student Responsibilities

1. Facilitate a positive learning environment and process, including being prepared for class, attending class and completing assignments
2. Recognize their individual actions reflect upon them both as individuals and as part of the University community – both on- and off-campus
3. Maintain and regularly monitor University accounts, including e-mail, CASHNet, and Campus Store
4. Uphold and maintain academic and professional honesty and integrity
5. Students shall be responsible for their behavior and respect the rights, dignity and property of others both within and outside the University community
6. Use University property and premises in support of their education while being mindful of the rights of others to use the University property and premises
7. Comply with the directions of University officials, including Campus Safety officers acting in performance of their duties
8. Do not cheat, fabricate or facilitate academic dishonesty or plagiarism

9. Do not furnish false information to the University including forging, altering, or using without authorization any University document or instrument of identification
10. Do not commit acts involving moral turpitude, dishonesty or corruption when the act directly or indirectly affects the health, welfare, or safety of others – including patients
11. Do not participate in any aspects of one's Program in the absence of appropriate supervision or while impaired by alcohol or drugs
12. Do not distribute, use, possess, or store any controlled substance, illegal drug, weapon, or fireworks on University premises or at University sponsored activities
13. Do not intentionally or recklessly cause physical harm or offensive contact to any person on University premises or at University sponsored events
14. Do not intentionally or recklessly interfere with normal University operations or University sponsored events
15. Students shall be fully acquainted with University and Program policies and procedures and comply with them as well as applicable laws and regulations
16. Students shall not knowingly violate the terms of any disciplinary sanction imposed in accordance with the University Student Code of Conduct
17. In addition to the responsibilities set forth, students shall uphold and follow the additional responsibilities set forth in the policies of their respective professional program and societies

Alleged violations of Student Rights are administered in accordance with the University's Due Process in Student Grievances & Appeals policy and Student Code of Conduct.

4. ACADEMIC AND PROFESSIONAL MISCONDUCT

It is not possible to quantify all forms of misconduct that can arise in a health professional education environment. However, the following categories and citations will serve as examples of violations of the Code of Conduct at the University. In addition, faculty frequently include course rules within the context of their course syllabus. Students are expected to abide by those rules. It is the student's responsibility to know what is acceptable.

Plagiarism

Plagiarism is the use of another person's work or ideas without appropriate acknowledgment. Students must not copy, use or reproduce someone else's words, ideas or data and imply that they are their own. Students have a responsibility to indicate an indebtedness whenever they:

1. Quote someone's actual words
2. Paraphrase someone's words
3. Use another person's ideas, opinions or theories
4. Use facts or statistics unless that data are common knowledge.

By placing their name on work submitted for credit, the student is certifying that the work and words are original unless otherwise identified with appropriate acknowledgement.

Any student who submits work which in any way uses ideas, words, data or organization from some other source (i.e., books, articles, internet sources, interviews, government documents, non-print media like video, audio, pictures and images, software), including a fellow student, and does not acknowledge it properly, is guilty of plagiarism.

Students have a responsibility to know if collaboration with a classmate is permissible. If you are in doubt, ask the course instructor-of-record. Do not depend on the opinion of another student or even another faculty member who is not part of the course. A student should never assume that collaboration is permissible. Always assume the answer is no. Students are expected to know the limits, to act within the limits and to always give appropriate credit, including acknowledging the participation of other students.

Cheating

This includes giving, taking or receiving unauthorized notes or materials for use in examinations or assigned projects; looking at and/or copying from another student's test paper during an examination; any verbal exchange (either orally or in writing) with another student during an examination that is unauthorized by the instructor; taking or handing in an examination for another student; taking any dishonest competitive advantage over other students.

Character Defamation

The spreading of defaming rumors about a student, faculty or staff member, the discrediting of a clinic patient or any health professional by any means including posting on the Internet and/or social media.

Fabrication

The furnishing of an oral or written statement to any member of the University Community that is known by the student to be false; verbalization or inclusion of any false or fictitious information in any documents of the University admissions materials, student financial aid data, attendance records, reports, research papers, clinic appointment books, patient files, or the deliberate omission of information required in those documents by the University.

Unauthorized Access

Includes clandestine entry into or the obstruction of any University property or facility; unapproved use or access to University documents, files or records including all forms of electronic and computerized data storage and retrieval systems.

5. MAINTENANCE OF THE STUDENT CODE

The personal commitment to all of these ideals, coupled with self-appraisal and self-discipline, will assure a high level of ethical and professional behavior in the University Community. If, and when, an individual fails to conform to this code, it will be the responsibility of the University Community to take the appropriate action in defense of this code. It is to this end that specific procedures have been set down by the Student Association and the University Administration.

If any member of the University Community is aware of a violation of this code it is their duty to:

- (1) discuss the matter with the offender
and
- (2) submit a written report of the violation to the applicable faculty member, administrator, instructor of record, Clinic Director, Vice President for Student Affairs, program Dean or the President of the University.

Individuals who condone or ignore unethical conduct are considered by the University to be parties to the conduct itself. Any person who has been reported as violating one or more parts of the Student Code of Ethics will be so notified by a member of the University Administration. Anyone desiring to see a copy of the formal process to be followed may obtain a copy from the MBKU Student Handbook or Vice President for Student Affairs, their program Dean, or the President.

6. INSTITUTIONAL RECORD OF STUDENT COMPLAINTS

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

In order to be entered into the "Student Complaint Log", the student must complete the following:

1. The complaint must be addressed to the Office of the President, the program Dean, or Vice President for Student Affairs. Complaints submitted to offices other than Student Affairs will be immediately forwarded to the Vice President for Student Affairs.

2. The complaint must be signed by the student.

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

1. The date the complaint was first formally submitted to an appropriate officer of the University (e.g. President of the College, Vice President for Student Affairs, etc.).
2. The date the complaint was received by the Vice President for Student Affairs.
3. The nature of the complaint (e.g. grade dispute, harassment, etc.)
4. Steps taken by the institution to resolve the complaint. See "Policy for Due Process in Student Grievances and Appeals."
5. The institution's final decision regarding the complaint, including any referral to outside agencies.
6. Any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.)

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

7. *DUE PROCESS IN STUDENT GRIEVANCES & APPEALS*

It is the policy of Marshall B. Ketchum University that every student shall have the right of due process. Both the grievant(s) and the student(s) subject to the grievance have the right to confidentially discuss the matter at hand with the Vice President for Student Affairs.

GRIEVANCES

1. For purposes of this policy, a grievance is a complaint arising from an alleged arbitrary, capricious, or malicious act directed against a currently enrolled student by another currently enrolled student, faculty member, administrator, or other employee of the University. A grievance under this policy does not include a charge of academic misconduct, such as cheating, which is covered in the Student Code of Conduct.
 - 1.1 It is the responsibility of the Vice President for Student Affairs to determine if a formal hearing before a panel is warranted to resolve the grievance.
 - 1.2 For the purposes of this policy, a fair hearing means that the grievant(s) can present his/her case without fear of reprisal, and that the student(s) subject to the grievance has the right to know the evidence presented against him/her.
2. The person registering a grievance should first discuss the complaint informally with the Vice President for Student Affairs. If the complaint concerns a specific incident, it should be reported and discussed within five (5) instruction days of the incident.
 - 2.1 The Vice President for Student Affairs may either resolve the complaint informally or recommend that the grievant initiate the grievance procedure in accordance with paragraph 3 of this policy.
 - 2.2 If the complaint involves the Vice President for Student Affairs then the student may seek informal resolution from the President of the University.
3. If the Vice President for Student Affairs finds grounds for the complaint, but cannot resolve it informally, then the grievant has the right to initiate formal grievance proceedings. If the matter concerns a specific incident, the formal procedure must be initiated by the student(s) within ten (10) instruction days of the incident or within ten (10) instruction days of being notified by the Vice President for Student Affairs that the matter cannot be resolved informally. The grievant initiates the formal procedure by submitting to the Vice President for Student Affairs a signed and dated written request for a hearing of the grievance together with any supporting documentation and the names of any appropriate witnesses.
4. Upon receipt of the grievant's formal request, the Vice President for Student Affairs will investigate the matter with all concerned parties. The Vice President for Student Affairs will also ask the

student(s) subject to the grievance for the names of any appropriate witnesses. After meeting with both parties and their respective witnesses and reviewing all of the evidence, the Vice President will either resolve the issue or determine if a panel hearing is warranted. The grievant(s) and any student(s) subject to the grievance are expected to exhibit professional respect and courtesies to the others, refrain from making any false statements, false accusations, or exhibiting inappropriate or unprofessional conduct during the grievance process.

5. The Vice President for Student Affairs will appoint an appropriate panel for the hearing, including at least one student member. The hearing panel will be composed of up to five (5) representatives (including the one student) from one of the following bodies based upon the nature of the grievance:
 - 5.1 The Faculty Senate, plus student appointee, for matters involving other students or student organizations, academic matters (academic misconduct excepted), or non-academic student activities.
 - 5.2 An Administrative Panel (composed of the Vice Presidents of the University and the President of the Student Association), for administrative matters of issues implying unlawful activities.
6. The Vice President for Student Affairs will appoint a chairperson to oversee the hearing. The chairperson will be charged with keeping the minutes of the hearing or assign the task to another panel member. No other recordings will be allowed during the hearing. To preserve confidentiality, all parties must be approved by the Vice President for Student Affairs in order to attend.
 - 6.1 The chairperson will moderate the questions of the panel members, keep the hearing on topic, enforce time limitations to presenters if necessary, and make every effort to bring relevant facts to light.
 - 6.2 The grievant(s) and any student(s) subject to the grievance have the right to be in attendance throughout the hearing and to present supporting evidence and/or witnesses. If the chairperson were to determine that due to the nature of the grievance it is counterproductive to have both parties in the room at the same time, the chair can arrange that the panel will hear each party's testimony separately.
 - 6.3 The Vice President for Student Affairs may preserve the confidentiality of any information or names of parties who register complaints. However, the student(s) subject to the grievance may be presented with the full evidence that is presented to the hearing panel.
 - 6.4 The panel chairperson may recess the hearing, specifying a time certain to reconvene, when such recess is necessary for the obtaining of additional information or otherwise for the satisfactory conclusion of the hearing.
 - 6.5 The grievant(s) and the student(s) subject to the grievance, with prior approval by the Vice President for Student Affairs, may have legal representation present during the hearing for advisory purposes only. Legal representatives will not be allowed to direct questions or statements toward the panel or any other parties in attendance, make arguments, nor introduce any evidence during the hearing. Legal representatives must direct all communications to the University's legal counsel.
 - 6.6 Upon completion of all questioning and presentations, the hearing panel will meet in closed session and make its recommendations based upon the evidence at hand. The recommendations of the panel will be communicated in writing to the Vice President for Student Affairs by the panel chairperson.
 - 6.7 The results of the hearing, and any further recourse available to the student(s), will be communicated in writing to the grievant(s) and those subject to the grievance by the Vice President for Student Affairs within a reasonable time following the hearing.
7. If the results of the hearing are conclusive, and the recommendations of the hearing panel are in accordance with current policy, then the panel's recommendations will stand and the parties involved will have no further recourse except as provided under APPEALS, below. If the results are not conclusive, or if the recommendations of the hearing panel are not consistent with policy, the Vice President for Student Affairs will refer the matter to the President of the University for final resolution.
8. The results of all hearings are automatically subject to administrative review. The President of the University may accept, modify, or refer for further reconsideration the recommendations of the hearing panel, as appropriate to the best interests of all concerned.

APPEALS

9. A current or former student with sufficient grounds may appeal an action by the University and may be granted a hearing in accordance with this policy. Appealable actions include those resulting from a hearing panel convened under this policy.
 - 9.1 For purposes of this policy, evidence of any of the following constitutes grounds for an appeal:
 - 9.1.1 The action against the student was arbitrary, capricious, or malicious.
 - 9.1.2 The action was not provided for in published policies of the University, or the University's policies were otherwise not properly applied.
 - 9.1.3 There is additional relevant information which was not considered in the original action.
 - 9.1.4 The student's rights as defined by this policy, were abridged.
 - 9.2 The student's dissatisfaction with the University's decision, by itself, does not constitute grounds for an appeal.
 - 9.3 The appeal must be directed in writing to the Vice President for Student Affairs, stating the grounds for the appeal as described in paragraph 9.1. above. It must be submitted within ten (10) instruction days of the action taken by the College.
 - 9.3.1 The Vice President for Student Affairs will determine whether there are sufficient grounds for the appeal. If so, the Vice President for Student Affairs will appoint an appropriate panel to hear the appeal. The panel will not include any of the previous hearing panel in the same case for that student.
 - 9.3.2 The hearing will be conducted in accordance with paragraphs 6.1. - 6.7., above.
10. The results of all appeal hearings are automatically subject to administrative review. The President of the University may accept, modify, or refer for reconsideration the recommendations of the hearing panel, as appropriate to the best interests of all concerned.

8. COMPLAINT NOTICE DISCLOSURE

The MBKU complaint process is outlined above and in the University Catalog. Students are encouraged to first utilize the MBKU complaint process but we are required by the Bureau for Private Postsecondary Education to inform you 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 Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov>, (916) 431-6924 or FAX (916) 263-1897.

9. PROFESSIONAL PROBATION

Students may be placed on professional probation if any of the following occur:

1. Failure to comply with the published "Student Code of Conduct."
2. Failure to comply with the published "Professional Standards of Dress."
3. Failure to comply with published University policies.
4. An unexcused absence from a clinical assignment.
5. Repeated unexcused absences from lecture and/or laboratory sessions in any quarter.
6. Failure to meet the behavioral standards expected of a health care professional.

A student who is placed on professional probation may not hold office in a Class, Student Association, or other student organization.

10. PROFESSIONAL DISMISSAL

A student is subject to professional dismissal if any of the following occur:

1. When the student's action and/or conduct reflects discredit on the institution or the profession. Professional Dismissal may occur without a student having been first placed on Professional Probation.

2. If, while on academic or professional probation, a student violates the " Student Code of Conduct" or the "Professional Standards of Dress" policies or manifests behavior which does not meet the institution's minimum standards of conduct.
3. Failure to correct the matter(s) that initially caused the student to be placed on professional probation.

11. SUSPENSION

A student may be suspended from participating in the University's academic/clinical programs for a period of time up to one year if found guilty of failure to comply with the published "Student Code of Conduct."

C. PROFESSIONAL STANDARDS OF DRESS

The obligation assumed upon entering a health profession requires students to conduct themselves as professionals, to use every honorable means to uphold the dignity and honor of the profession, to exalt its standards and to extend its sphere of usefulness.

The goals for MBKU students include learning and applying scientific methods and achieving self-discipline essential to fulfill the obligations of an educated health professional. Both academic standards and standards of conduct and dress expected and required in this University are significantly higher than those most students have encountered during their undergraduate studies. The student intern is not only surrounded by fellow students – but also by those in the health professions and the community at large.

Students must conduct themselves in the manner befitting a health care professional. MBKU is an academic health care institution, and as such, it is expected that its students display a mature professional demeanor and observe an appropriate level of judgment with regard to personal hygiene, grooming, and dress. It is important to dress in a manner that is respectful to professors, classmates, staff and campus visitors. Certain types of clothing that might have been acceptable in college (e.g., cropped tops and other bare midriff tops or low-rise trousers that expose the abdomen/lower back or allow undergarments to be visible; wide-armhole tank tops that expose chest, back, or midsection) are not appropriate for students attending classes and labs at MBKU. Individual programs and instructors may elect to have more rigorous dress code requirements for certain classes (for example: patient care-related laboratory proficiencies/clinical skills). If an instructor feels dress is inappropriate, action may be taken at their discretion.

Monitoring of the Professional Standards of Dress

Monitoring professional standards of dress is the responsibility of every student as well as the faculty, staff and administrators. Infractions of the Code need to be brought to the attention of the supervisor or supervising faculty of the person who is in violation. Repeated violations need to be reported to the chief administrator of clinical education in each program. Disciplinary actions, including removal from patient care, may take place after the first warning.

D. TITLE IX GRIEVANCE PROCEDURES

Marshall B. Ketchum University (MBKU) is committed to providing programs and activities, including, but not limited to, admission, educational and employment programs and activities, free from prohibited discrimination on the basis of sex. Title IX of the Education Amendments of 1972, including the amendments thereto, also prohibits unlawful discrimination on the basis of sex in federally funded education programs and activities, and MBKU is required by Title IX and its implementing regulations not to discriminate in such a manner. Inquiries concerning the application of Title IX and its implementing regulations to MBKU may be referred to MBKU's Title IX Coordinator.

MBKU has established grievance procedures for the prompt and equitable resolution of complaints alleging noncompliance with Title IX or actions that would be prohibited by Title IX. The procedures apply to complaints against employees, other students, or third parties, including complaints filed by students or employees, or on their behalf, alleging sexual violence.

This document outlines the Title IX grievance procedures. The Title IX Coordinator with ultimate oversight responsibility retains discretion to determine whether a procedure in another policy will be used or is more appropriate.

The Title IX grievance procedures do not replace MBKU's other policies and procedures, which may be pursued in addition to these procedures.

MBKU's Title IX Coordinator

The Vice President for Student Affairs is the Title IX Coordinator with ultimate oversight responsibility for coordinating MBKU's efforts to comply with and carry out its responsibilities under Title IX, including investigations of complaints. The deputy coordinators assist the Vice President for Student Affairs in fulfilling MBKU's Title IX responsibilities (collectively, the Vice President for Student Affairs and deputy coordinators are referred to herein as the "Title IX Coordinator").

Harassment

Sexual harassment, whether committed by students, employees or third parties, can constitute sex discrimination prohibited by Title IX regardless of the sex of the alleged harasser. Sexual harassment includes unwelcome conduct of a sexual nature, including expressly or impliedly conditioning a benefit (or the absence of a detriment) on sexual favors, or the creation of a hostile environment through visual, verbal, or physical conduct. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature (e.g., sexual violence). Sexual harassment can deny or limit, on the basis of sex, the student or employee's ability to participate in or to receive benefits, services, or opportunities in MBKU's programs and activities. Sexual harassment can also include harassment because of pregnancy, child birth or parental status. Gender-based harassment (e.g., non-sexual conduct based on sex or sex-stereotyping) may also constitute prohibited sex discrimination under Title IX.

Grievance Procedures

All complaints concerning noncompliance with Title IX or actions that would be prohibited by Title IX should be made to the Title IX Coordinator.

Informal Resolution of Complaints

Where appropriate, individuals who believe that actions prohibited by Title IX have taken place are encouraged to attempt to informally resolve their complaints with the offending party or parties. Where informal resolution would be inappropriate (e.g., sexual assault), or if after doing so the situation has not been satisfactorily resolved, then individuals should immediately make a complaint, preferably in writing, to the Title IX Coordinator. Individuals are not required to pursue informal efforts or to complain to their supervisor, and may end informal efforts at any time.

Formal Grievance Process

Individuals may initiate the formal grievance process at any time by making a complaint with the Title IX Coordinator. The complaint should include details of the conduct (e.g., date, time, location), names of the individuals involved (complainant, victim, perpetrator), the names of any witnesses, and any relief sought from MBKU. With limited exceptions (e.g., certain school counseling employees), MBKU employees are required to report sex discrimination to the Title IX Coordinator. Other individuals, including students and third parties, are encouraged to report sex discrimination. Individuals do not need to determine whether sexual discrimination occurred before reporting it to the Title IX Coordinator.

Complaints will be investigated thoroughly, promptly, impartially, and fairly by qualified persons to determine whether the issue exists or the conduct occurred and if so, the necessary actions that MBKU will take to remedy the issue or conduct for the complainant and the broader MBKU community. MBKU will investigate complaints regardless of where the conduct occurred to determine whether the conduct occurred in MBKU's educational or employment setting or has a continuing effect on MBKU's programs or activities.

The Title IX Coordinator will investigate complaints by applying a preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment, discrimination, or violence occurred), and will endeavor to resolve complaints within 60 days, though the actual time will vary depending on the circumstances of each complaint.

The investigation will provide all parties appropriate due process, appropriate documentation and tracking for reasonable progress, and reach reasonable conclusions based on the evidence collected. Both the complainant and alleged perpetrator will have an opportunity to present witnesses and evidence. MBKU will institute appropriate interim measures (e.g., referral to, or provision of, counseling, advocacy and support services) and take remedial action to stop any prohibited discrimination based on sex (e.g., no-contact orders, suspension, expulsion, termination; increased monitoring, supervision, or security; training and education), address the discriminatory effects on the complainant and others (e.g., support services; changing living arrangements, course schedules, assignments or tests, as appropriate), and prevent future discrimination (publicizing MBKU's policies; surveys regarding sexual violence, counseling services). Complainants who are dissatisfied with an ongoing investigation or any interim or remedial measures instituted by a Title IX Deputy can make a written appeal to the Title IX Coordinator with ultimate oversight responsibility.

MBKU will provide written notice to the complainant and alleged perpetrator of the outcome of the complaint. A decision by the Title IX Coordinator with ultimate oversight responsibility is final.

Confidentiality

Individuals may request available confidential advocacy, counseling, or other student services from the Title IX Coordinator.

MBKU strongly supports students' interests in confidentiality. MBKU is particularly aware of the sensitive nature of complaints of sexual violence. The Title IX Coordinator will consider requests by complainants to maintain their confidentiality. A request for confidentiality may limit the Title IX Coordinator's ability to take steps to investigate and respond consistent with the request for confidentiality (e.g., pursuing discipline against a perpetrator).

Investigations and complaints are kept as confidential as possible, although complete confidentiality cannot be guaranteed. Some situations require that the Title IX Coordinator override a complainant's request for confidentiality in order to meet MBKU's obligations under Title IX and continue to provide a safe and nondiscriminatory environment for all students and employees. Nevertheless, the Title IX Coordinator will take all reasonable steps to respect a complainants' request for confidentiality while still pursuing other available means to address sexual discrimination, including taking appropriate action to protect the complainant. Similarly, the Title IX Coordinator may proceed with investigation of a complaint even if the complainant asks the Title IX Coordinator not to investigate or seek action against the alleged perpetrator.

Other investigations and complaints

The Title IX Coordinator has discretion at any time to inform other officials of potential violations of law and/or MBKU's policies and procedures. MBKU's primary concern is student and employee safety. Use of alcohol or drugs never makes the victim at fault for sexual violence.

The Title IX Coordinator will coordinate with other ongoing MBKU or criminal investigations. Individuals may file a criminal complaint at the same time that they make a Title IX complaint or are involved in a Title IX investigation.

Retaliation

MBKU will not tolerate any retaliation against any individual who has expressed a good faith complaint, or who has participated in an investigation. Title IX also prohibits unlawful retaliation. Individuals who believe they have been subjected to unlawful retaliation should immediately inform the Title IX Coordinator.

Contact Information for the Title IX Coordinator

Title IX Coordinator with Ultimate Oversight Responsibility

Carmen Barnhardt, OD, MEd
Vice President for Student Affairs
2575 Yorba Linda Boulevard
Fullerton, California 92831
titleIX@ketchum.edu | (714) 449-7444

Title IX Deputy for Complaints from Employees

Gail Deutsch, MS, SPHR, SHRM-SCP
Vice President for Human Resources
2575 Yorba Linda Boulevard
Fullerton, California 92831
(714) 449-7459
gdeutsch@ketchum.edu or titleIX@ketchum.edu

Title IX Deputy for Complaints from Students

Tori Holmes, MAEd
Assistant Director for Student Affairs and Student Engagement
2575 Yorba Linda Boulevard
Fullerton, California 92831
(714) 449-7455
tholmes@ketchum.edu or titleIX@ketchum.edu

E. PROHIBITED HARASSMENT AND RETALIATION POLICY

The University is committed to being a community in which individuals, including students, faculty, staff and administration, are free of prohibited harassment. The University will not tolerate any type of harassment against individuals on the basis of race, color, national origin, ancestry, sex (including pregnancy, childbirth, related medical conditions, and breastfeeding), gender, gender identity, gender expression, sexual orientation, age, religion (including religious dress and grooming practices), physical or mental disability, medical condition, marital status, military or veteran status, genetic information, citizenship, primary language, or immigration status, or any other basis protected by applicable federal, state, or local law ("a protected category"). The University also prohibits harassment based on the perception that an individual has the characteristics of someone in a protected category, or is associated with a person who has or is perceived as having the characteristics of someone in a protected category. Violence, or intimidation by threat of violence, because of political affiliation, position in a labor dispute, or on account of a protected category is prohibited as well. This policy applies at all University locations, University-sponsored social or other events, as well as activities at which individuals represent the University.

Harassment includes expressly or impliedly conditioning a benefit (or the absence of a detriment) on sexual favors, or the creation of a hostile university environment through visual, verbal, or physical conduct. Prohibited conduct includes any of the following when related to a protected category: making slurs, innuendos, or potentially offensive comments or jokes; the display of potentially offensive cartoons, posters, or other materials; distributing potentially offensive pictures or words in written, pictorial, or electronic form; touching, or other unwanted attention; threats, intimidation, or other abusive behavior. Harassment is prohibited if it is related to a protected category, is unwelcome, and is severe or pervasive enough to create an intimidating, hostile, or offensive environment that alters conditions at the University. The University does not allow anyone to harass University students, employees, applicants, independent contractors, or volunteers on the basis of a protected category.

Additionally, the law prohibits unlawful harassment (and discrimination and retaliation) (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act, Unruh Civil Rights Act, Ralph Civil Rights Act). Harassment can be a form of unlawful discrimination.

Complaint Procedure

Everyone is responsible for helping to ensure that the University community is free from prohibited harassment, discrimination, retaliation and hate violence, and are encouraged to report it. Individuals do not need to determine whether prohibited conduct occurred before reporting it. There are different complaint procedures depending upon the offensive conduct.

Complaints based on Sex, Gender, Gender Identity, Gender Expression or Sexual Orientation

Complaints based on sex, gender, gender identity, gender expression, or sexual orientation should follow the University's Title IX Grievance Procedures.

Complaints not based on Sex, Gender, Gender Identity, Gender Expression or Sexual Orientation

These complaint procedures apply to complaints not based on sex, gender, gender identity, gender expression, or sexual orientation.

Individuals who believe they have been subjected to conduct in violation of this policy should, in most cases, immediately inform the offending party that the conduct is unwelcome and tell him or her to stop the behavior. However, individuals who are uncomfortable doing so, or if after doing so the situation has not been satisfactorily resolved, should immediately inform, preferably in writing, the Vice President for Human Resources (complaints from employees), the Vice President for Student Affairs (complaints from students), or the President of the University. The complaint should include details of the incident, or incidents, names of the individuals involved and the names of any known witnesses.

All complaints will be investigated thoroughly, promptly, impartially, and fairly by qualified persons. The investigation will provide all parties appropriate due process, appropriate documentation and tracking for reasonable progress, and reach reasonable conclusions based on the evidence collected. The investigation, and the complaints, will be kept as confidential as possible, although complete confidentiality cannot be guaranteed. The University will take appropriate remedial action to stop any prohibited conduct and prevent future prohibited conduct. This can include discipline of the offending party up to and including expulsion or termination. The University will communicate the results of the investigation to the complaining party.

Retaliation

The University will not tolerate any retaliation against any individual who has expressed a good faith concern about prohibited conduct, or who has participated in an investigation. Individuals who believe they have been subjected to retaliation should immediately inform the Vice President for Human Resources (complaints from employees), the Vice President for Student Affairs (complaints from students), or the President of the University.

F. ANTI-BULLYING POLICY

The University is committed to providing an environment free of abusive conduct or bullying (“bullying”), and prohibits any form of bullying in the University community. This applies at all University locations, University-sponsored social or other events, as well as activities at which individuals represent the University. This also applies to all computer and other electronic systems (“technology”), including but not limited to, computer systems, telephone systems, voice mail systems, electronic mail systems, document transmission systems, handheld data processing devices, and access to the Internet through computer networks or telecommunication service providers that are paid for or supplied by the University.

Bullying is deliberate conduct of an individual that a reasonable person would find hostile, offensive, and unrelated to the University’s legitimate interests. Bullying comes in many shapes and sizes and can take many forms. Bullying may include, for example, repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s performance. A single act generally does not constitute bullying, unless especially severe and egregious.

When bullying occurs through technology, it is known as cyberbullying. Mobbing is bullying behavior carried out by a group rather than by an individual. Although mobbing tends to be group behavior, specific incidents, such as sabotaging a colleague’s work, may be carried out by an individual as part of mobbing behavior.

Individuals who believe they have been subjected to any form of bullying should follow the complaint procedure outlines in the Prohibited Harassment and Retaliation policy. Individuals will not be subjected to any form of retaliation for reporting an incident of bullying, or participating in an investigation.

VI. OFFICE OF STUDENT AFFAIRS AND STUDENT SERVICES

A. OFFICE OF STUDENT AFFAIRS

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

In addition to the functional areas described in this section, 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 a particular office or department on campus, Student Affairs is a good place to begin. Student Affairs staff can 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 is dedicated to creating an atmosphere of support, inclusion and belonging to the entire University community.

1. ACCOMMODATING STUDENTS AND APPLICANTS WITH DISABILITIES

Marshall B. Ketchum University (MBKU) is committed to full and equal opportunities for 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, 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 substantially limit one or more major life activities, or, a record of such a substantially 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 or access issues 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.

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. Students are encouraged to complete the "Request for Accommodations and Services Form" located in the [Students portal tab](#) 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 Vice President for Student Affairs may determine that corroborating documentation of a disability is not necessary when the nature and extent of the disability is evident.

The Vice President for Student Affairs 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 Vice President for Student Affairs makes these determinations and the determination is subject to the appeals procedure discussed below. The Vice President for Student Affairs 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 strongly encouraged to contact Disability Services via the Vice President for Student Affairs. 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 general policies concerning animals on campus. Applicants or students requesting to use an emotional support, therapy, comfort or companion animal in housing or for employment should contact Disability Services. Such approval will not generally extend to MBKU classrooms, laboratories, clinical facilities or other campus or MBKU-owned buildings.

Informal Procedures

Applicants or students may disagree with the determination made by the Vice President for Student Affairs 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 Dean, Associate Dean or Director in their program, or, the Office of Student Affairs. Applicants or students may opt out of this informal process and move directly to the formal processes.

Appeals Process for Decision made by the Office of Student Affairs

Applicants or students who are dissatisfied with the determination made by the Vice President for Student Affairs concerning accommodations and/or removal of barriers can appeal the decision. Applicants or students must submit an appeal in writing using the "Disability and Accommodation Appeal Form" on the [portal](#). The Senior Vice President and Chief of Staff will review the appeal form and interview the applicant or student to discuss the applicant or student's appeal. The decision of the Senior Vice President and Chief of Staff will be final.

2. RELIGIOUS ADJUSTMENTS

Marshall B. Ketchum University respects the religious beliefs and practices of all members of our campus community and will 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 our policy on dress and appearance, and who seek a religious accommodation must submit a written request for the accommodation to the Vice President for Student Affairs (VPSA). The written request needs to include the type of religious conflict that exists and the student's suggested accommodation.

The VPSA will 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, 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 and Clinical Preceptor.

The student and VPSA will meet to discuss the request and decision on an accommodation. If the student accepts the proposed religious accommodation, the VPSA will implement the decision. If the student rejects the proposed accommodation, the student may appeal to the Senior Vice President and Chief of Staff by following the University's "Due Process in Student Grievances and Appeals."

Students need to be aware that scheduling of the academic programs often times necessitates clinical assignments on Saturdays. The University will accommodate those students who regularly worship on Saturday provided they have been approved following the procedure outlined above prior to clinical scheduling.

Students who have completed this process will be accommodated when the schedules are designed.

3. *ADJUSTMENTS FOR PREGNANCY AND 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 Vice President for Student Affairs 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.

Students who not satisfied by the adjustments granted by the Vice President for Student Affairs should follow the informal procedures or appeals process outlined in the Accommodating Students and Applicants with Disabilities Policy.

4. *COUNSELING SERVICES*

MBKU offers a multitude of services with a goal of providing support, assistance, and resources which enable our students to achieve at the highest possible level. Wellness is a priority. All registered students are encouraged to take advantage of the services offered. A licensed psychologist is available for consultation and to meet individually with students.

The Director of University Student Counseling Services is available on a part-time flexible schedule throughout the week for personal counseling at no cost. Set up an appointment via e-mail (akirschen@ketchum.edu) or phone (714-449-7835).

Common issues we can 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 religion-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 the Office of 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.

5. FINANCIAL AID

Marshall B. Ketchum University (MBKU) is a private, non-profit, independent educational institution that does not seek, nor receive any direct government funding for its operations. Tuition and fees, however, cover less than half of the total operating expenses of the University. The balance of operating expenses are covered by contributions from individuals, corporations and foundations, as well as endowment income, investment income, and income derived from University clinics.

Student financial aid includes all resources other than those of the students and their families, which are used to finance education. It includes scholarships and grants, federal and/or college work-study funds, private or institutional educational loans, and Federal Direct Unsubsidized, HPSL, LSD, and Grad PLUS loans.

Scholarships

Although there are a variety of scholarships available to students listed on the MBKU website, we strongly recommend that you take advantage of external scholarship opportunities and services. The internet is a valuable tool to search for scholarships from organizations outside of the University. We also recommend that students perform searches through local, state, and national optometry, pharmacy, and physician assistant professional associations. The Financial Aid Office will send email notifications of other scholarship opportunities as they are received.

Contact Information

In addition to the information provided above, the Financial Aid Office is available to assist students with a variety of other information and services including but not limited to:

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

Financial Aid Email Addresses:

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

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

MBKU Title IV Code for FAFSA: 001230

Address: Marshall B. Ketchum University
(Name of MBKU Program)
ATTN: Financial Aid Office
2575 Yorba Linda Blvd.
Fullerton, CA 92831-1699
(714) 449-7448

6. HOUSING

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. If you have reliable transportation, there are living options for all needs and budgets in the Fullerton, Yorba Linda, Placentia, La Habra, Brea, Orange, and Anaheim – just to name a few!

MBKU's Student Affairs Office manages a section on the [MBKU portal](#) to help you start the search process and look for a roommate. Although MBKU does not provide, endorse or officially recommend student housing accommodations, we are happy to provide this page to assist students in any way we can.

The University owns a number of neighboring condominiums for student housing. Availability is limited and subject to a waiting list. Please refer to the portal for more information. If you are selected to utilize University-owned housing, you will be provided with a housing agreement and addendum that you will have to review before agreeing to the terms.

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

7. RECORDS AND REGISTRATION

The Office of Student Affairs maintains all official student records which include transcripts, health forms, etc. Any changes pertaining to student information should be directed to this office. Additional functions include the dissemination of the Student Health Forms and National and State Board information. Current students may request records and information to be released via the [Records Release/Transcript Request form](#).

8. TRANSCRIPTS

A link to save/print unofficial transcripts is available on the CASHNet page of the Students tab on the portal. If you need an official copy, they are available from the MBKU Registrar located in the Office of Student Affairs. Current students may submit the [Records Release/Transcript Request form](#) located on the Students tab of the portal. With authorization indicated on the form, copies of records can either be

mailed to an address or picked up by the requesting student at the Office of Student Affairs. There is no charge for currently enrolled students. There is a \$20 fee for transcript requests from MBKU alumni.

B. STUDENT ACHIEVEMENT CENTER

1. ACADEMIC ENHANCEMENT

We all recognize the time commitment required for professional school as well as outside demands. Establishing a school-life balance that maintains academic excellence can be challenging. The Student Achievement Center provides personalized planning to help students take action by creating a plan to help achieve their goals for academic success. To help every student at MBKU become a capable, caring, inspired health care professional, Academic Enhancement is a set of planning and counseling services available at no cost. All students are welcome to schedule an appointment or drop by the Office of Student Affairs to access any of the following available services:

- Learning support resources (study skills and test-taking strategies, time management coaching, etc.)
- Managing stress and test anxiety
- Personalized academic success planning
- Peer tutoring
- Coordination of weekly review sessions

2. PEER ADVISOR PROGRAM

Peer advising provides non-academic advice and personal student perspectives about life and learning at MBKU in an informal way to incoming/first-year students. Peer Advising is the student complement to academic advising provided by faculty advisors and the Office of Student Affairs. New students will gain informed student perspectives on MBKU based on their Peer Advisor's personal experience within their program along with formal training. Peer Advisors are students who are committed to student leadership. They 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 who are interested in becoming a Peer Advisor during their second professional year may apply at the end of Winter Quarter each year. In addition, faculty members in each program may nominate outstanding students for the program. The application process includes the following:

1. Personal statement highlighting why they 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
3. A letter of support from a faculty member

A meeting for interested students will provide information on the expectations of Peer Advisors. Student Affairs officials will conduct interviews during spring quarter. Interviewers will carefully consider the candidate's knowledge of the University and their program and their answers to interviewers' questions. 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.

The Office of Student Affairs oversees and trains all Peer Advisors with input from the University's Deans and Director of University Student Counseling Services to enhance their advising skills. They will receive a Peer Advising handbook designed by Student Affairs. The handbook will contain pertinent policies and procedures, as well as information about their program and office logistical information. Peer Advisors are asked to help update the handbook on a yearly basis. The Peer Advisors will sign a contract that spells out the job duties and conditions of employment, as well as the terms of the confidentiality agreement.

Peer Advisors provide guidance and advising during mutually agreed after class/lab hours. Peer Advisors should attempt to be available a variety of days and reasonable times in the Student Achievement Center Resource Room to increase the likelihood that they will be accessible to students. 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.

3. 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 academic program is in charge of their own Peer Tutoring program: Beta Sigma Kappa honor society provides optometry tutors, the Director of Tutoring in the PA program provides PA tutors, and the Assistant Dean for Student Affairs in the pharmacy program provides pharmacy tutors. Student Affairs Administrators are available to assist faculty and students in the selection of a peer tutor. 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. More information on Peer Tutors is located on the [Student Achievement Center Moodle page](#).

4. DR. LORRAINE VOORHEES STUDENT ACHIEVEMENT CENTER RESOURCE ROOM

The Dr. Lorraine Voorhees Student Achievement Center (SAC) resource room is a one-stop-shop for a 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 is a variety of personal and professional reading material, white board, device charging station, and a large, comfy bean bag chair if you simply need a break.

There is also an online Student Achievement Center Moodle page that houses a large collection of success resources including audio/video recordings of events, student success tips sheets, Peer Tutor and Advisor lists, and much more. All current MBKU students are automatically enrolled in the SAC Moodle “course” and have access to the [page](#).

5. STUDENT ACTIVITIES AND SEMINARS

We believe that every student at MBKU can become a capable, caring and inspired health care professional through academic and personal growth. Our mission at the Student Achievement Center is to provide services and support to help our students reach that goal. The following activities and seminars are available to all students at no cost and advertised on MBKU social media, [the University events calendar](#), [Moodle](#), [portal](#), e-mail, and hard-copy fliers.

Welcome Back BBQ

Each fall, just after new student orientation sessions, the University Student Extracurricular Committee (part of the MBKU Student Association) hosts a “Welcome Back BBQ” where all new and returning MBKU students 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 a live DJ and pie-eating contest. Families including children are welcome to attend.

Stress Recess

The SAC hosts a number of “Stress Recess” activities to help ease anxiety and tension during high-stress time periods throughout the academic year. One of the most popular activities is supported by Puppies 2 Partners. Besides being cute, these dogs are very special because they are all being trained for Guide Dogs for the Blind. Other past Stress Recess programs include, Administration Trick-Or-Treat, Breakfast for Dinner, and Yoga/Mindfulness sessions.

Navigating Your Way Through Professional School

The Navigating Your Way Through Professional School seminar series are quarterly programs on a variety of topics designed to help MBKU students thrive in their respective programs and as members of an

interprofessional health care community. NYWTPS events are open to all MBKU students at no cost. Seminars are typically scheduled at the beginning of each quarter. Attendance is optional and notifications regarding each event are sent to students through the Office of Student Affairs. Seminars include workshops, lectures and discussion panels that cover a wide range of topics, such as:

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

6. *STUDENT LEADERSHIP DEVELOPMENT CERTIFICATE PROGRAM*

The MBKU Student Leadership Development Certificate program is for students who have a desire to make a positive difference in their University, College, community and profession through leadership. Students will learn to lead with integrity through a program that combines academic and experiential learning which will prepare them to become engaged and influential members of their future communities and professions. The program is open to all first-year MBKU students interested in exploring and developing their leadership skills. Program eligibility is not restricted on the basis of race, color, national origin, sex, disability, or age. Students who have fulfilled the program requirements will be awarded with a Leadership Certificate at their Graduation Awards Program and will be presented with a Leadership Medal to wear at Commencement.

Students admitted into the Certificate program will be enrolled in a “Student Leadership Development Certificate Program” Moodle course to keep track of program requirement completion and other information.

Program Overview

The program begins with the Leadership Summit held annually 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 public speaking.

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.

Application

Students apply and join the program in the winter quarter of their first professional year. Submit all materials to Tori Holmes, Assistant Director for Student Affairs and Student Engagement, via e-mail (tholmes@ketchum.edu).

1. Complete a letter of intention describing your previous leadership experiences and, specifically, what you hope to achieve by completing the MBKU Student Leadership Development Certificate.
2. 2 recommendation forms need to be completed by current MBKU faculty/staff members and submitted directly to Tori.
3. Be in good academic standing at the end of fall quarter with a “Pass” standing and/or GPA of 2.75 or higher.

VII. STUDENT ASSOCIATION

A. ASSOCIATION GOVERNMENT

The mission of the Marshall B. Ketchum University 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 and 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 a president, vice-president, secretary, and treasurer, as well as Student Association officers to represent the student body. 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. Student government is overseen by the University Student Executive Council (USEC) which is made up of an elected president, treasurer and secretary and the class presidents from every class. Students are charged the annual student body fee to subsidize university-wide student activities approved by the Student Association. Expenditure of these funds is under the complete direction of the Student Association. A portion of these fees goes directly to each class.

More information regarding official documents for the student association (including constitutions and bylaws for all clubs and organizations), meeting minutes, and events calendar is located within the [MBKU Student Association page](#) on the portal.

B. CALENDAR POLICY

Any person, group or company desiring to hold an event on or off campus to which students and/or faculty of Marshall B. Ketchum University are to be invited, must be referred to the Office of Student Affairs to obtain prior approval before the event may be scheduled on the University's Master Calendar.

Policy established by the Student Association and fully supported by the University Administration states that only one event involving students may be scheduled during any one-time period. This policy was established to avoid conflicts between student organization functions.

Faculty and staff are requested, as a courtesy to others, to check the [Master Calendar](#) regarding previously scheduled events before rescheduling class time or scheduling additional lectures outside of their normally scheduled class hours.

Please reference the MBKU Student Organization Handbook located on the Student Association page within the Students tab of the portal to make a reservation for a room on campus or to schedule other official functions/events/activities on and off campus.

C. FUNDRAISING POLICY AND PROCEDURES

The University is cognizant of the unique relationship existing between the corporations, which are a part of the health care industry, and the students of the University. In an effort to maintain excellent professional relationships with corporate and individual partnerships, Marshall B. Ketchum University has developed a protocol for all student organizations (including classes, clubs and fraternities) when soliciting any kind of support from a corporation or individual. The complete Financial Policy for Student Organizations along with the Apparel and Merchandise Fundraising Guidelines are located on the [MBKU Student Association page](#).

D. ON-CAMPUS ORGANIZATION/CLASS EVENTS WITH ALCOHOL

Officially recognized student organizations, clubs, and classes may utilize the Student Lounge in the Student Union for parties and other functions subject to the following conditions.

1. The organization, club or class must complete the "Room/Event Request Form" and the "Alcohol Policy Agreement for Events" form. Copies may be obtained from the Office of Student Affairs or on the [Student Association page](#) within the Students tab of the portal.

2. Any organization desiring to serve alcohol (beer, wine, hard liquor) 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 the Office of 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 the Office of Student Affairs at least one business day in advance of the event.
 - c. Must provide a menu of the foods served to the Student Affairs Office 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 the Office of 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.

Failure to abide by these requirements will result in the loss of the privilege to use the Student Lounge for functions until such a time as the Officers of the group file a formal request for reinstatement with the Office of Student Affairs. This request must include a plan for resolution of the problems and how the group will prevent further occurrence.

E. SELLING EQUIPMENT

Class and organization officers must comply with the California Use Tax Policy on any purchases from out of state vendors. The State of California requires that you pay a use tax for any items you purchase and for which you did not pay the state sales tax. If the vendor did not collect the California sales tax then you must pay it directly to the state. If the invoice is in the name of the class/organization then the class/organization must pay the tax. If the invoices are individualized then each individual purchaser is responsible for paying the tax on their purchase to the state.

Liability for failure to comply with the laws of the state will rest with the individual and/or organization involved. Under no circumstances will the University assume the liability for the payment of this tax.

F. STUDENT RECREATION CENTER RULES AND REGULATIONS

For the benefit of all users of the Student Recreation Center in the Low Student Union, please observe the following rules and regulations:

1. Respect each other and take care of the equipment you use.
2. Any event sponsored by a campus organization that is located in the Student Recreation Center must be open to the entire student body. Any such event must be coordinated with the Student Extracurricular Committee.
3. To allow everyone a reasonable opportunity to play, the maximum time limit for play on a piece of equipment is 30 minutes, unless no other party is present and wants to play.
4. TOURNAMENT PLAY
 - a. In certain situations, parties playing a certain game may choose a "tournament" style of play in which the winner of a game is challenged by the next team or player in line. In such cases, all parties interested in playing that game must agree to the tournament style of play.
 - b. Tournaments may begin at any time, but they do not necessarily end when the winner chooses not to play anymore. At such time the winner may appoint a new "winner" to play in his or her place and same tournament rules follow until someone does not wish to play in the tournament.
 - c. You must be present within 5 minutes when it is your turn to play the winner or you must allow all other parties in line to go ahead of you (see rule #7 for non-tournament time requirements).

5. Some individuals will finish playing before their given half hour is over but it is your responsibility to be present when the game you signed up for becomes available. If your entire party is not present within 10 minutes from the time the game becomes available, you must allow all other parties in line to go ahead of you.
6. Return all equipment to the storage room if no one else is next in line. Cover any equipment if a cover is available.
7. **ABSOLUTELY NO FOOD OR DRINK IS ALLOWED WITHIN THE RECREATION CENTER GAME AREA.** All of the equipment has been purchased with student dues or donated and is not easily replaced or repaired. Maintenance is everyone's responsibility. Refer to rule #1.
8. These rules are enforced on the honor of the individuals associated with this professional institution. Use of the recreation center implies agreement to abide by the center as a place of community, recreation and campus pride.

G. ESTABLISHING A UNIVERSITY STUDENT ORGANIZATION

The privileges of using the University name and facilities cannot extend without 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 of Intent to Establish a University Student Organization or Club" document within the Student Association page of the Students tab on the portal.

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 Assistant Director for Student Affairs and Student Engagement and secure copies of "Application of Intent to Establish a University Student Organization or Club" and "Constitution & Bylaws Template"
2. Group leader(s) hold membership interest sessions and/or officer elections as applicable/desired
3. Group leader(s) complete the "Application" and "Constitution" forms and submit to the Assistant Director for Student Affairs and Student Engagement for initial review and interim status
4. Once approved by the Office of Student Affairs, contact Student Association President at least one week prior to request time on upcoming USEC meeting agenda
 - a. Submit constitution and bylaws to MBKUSA President
 - b. Prepare brief 3-5 minute verbal presentation for USEC 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

- The Office of 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 the Office of Student Affairs via USEC Advisor or Program Dean

VIII. HEALTH AND SAFETY

A. STUDENT HEALTH POLICIES

1. *STUDENT HEALTH AND INSURANCE*

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

There are several ways you can meet this requirement:

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

In California, you can seek coverage through www.coveredca.com.

2. *ACCIDENTS AND INJURIES*

Accidents and injuries can happen at any time, including during your educational experience at MBKU. This is why 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. Our number one priority is your 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 can help take care of you and call an ambulance if need be and facilitate their arrival on campus.

After you are stable, Campus Safety will complete an incident report and submit it to the Student Affairs Office. Student Affairs will help you by notifying the faculty if you will be missing class as well as determining if you should use your own health care insurance for follow-up care or utilize the University's Worker's Compensation Policy. If you are injured while on rotations please seek immediate care and then contact Human Resources as soon as possible (HR@ketchum.edu).

Workers' Compensation Insurance coverage may apply to a student who is injured during the course of an assignment, including class, laboratory or clinic and while performing a campus work-study job. An injured student on rotation will report the injury to Human Resources and complete a Workers' Compensation Claim Form (DWC-1). This form is located on the [Documents and Forms page](#) on the portal. 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 which includes immunization records by July 15 which is collected by Certiphi Screening. Requirements vary by program. For a detailed list of immunization requirements, please refer to the "Immunization Requirements for Incoming Students" document 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 your program student handbook for more details.

University Immunization Requirements for Incoming Students

The following immunization requirements apply to every student at MBKU and were developed based on recommendations from the Center for Disease Control's Advisory Committee on Immunization Practices. Your 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 the TB results are positive, you must provide proof of a negative chest x-ray.
- Measles, Mumps, Rubella (MMR) – Documentation of two doses of MMR or labs proving immunity. If no documentation of immunizations and the labs do not show immunity, then you must get two doses of MMR.
- Varicella – Documentation of two doses of Varicella or labs proving immunity or history of varicella or shingles based on their physician's diagnosis. If there is no documentation, you must get the two doses and the labs one-two months after the second dose.
- Hepatitis B (Hep B) – Documentation of three doses of Hep B and a Hep B Surface Antibody Titer proving immunity. If there is no documentation, you must get the three dose series and labs one-two months after the third dose. If the labs are negative, you must repeat the series and repeat the testing one-two months after the second series. The first dose is due July 15th; the second dose is due prior to the first day of class.
- Tetanus/Diphtheria Toxoid and Acellular Pertusis (Tdap) – Documentation of one dose of Tdap. If the Tdap was ten years ago or longer, you must get a Tetanus/Diphtheria (Td) booster vaccine. If no documentation is available, you must get one dose of Tdap.
- Additional Immunizations: **required** for students in the College of Pharmacy and **recommended** for students in the School of Physician Assistant Studies and the Southern California College of Optometry.
 - Hepatitis A (Hep A) – Documentation of two doses of Hep A or lab proving immunity. If no 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 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.

Maintenance of Health Records

Your health record is kept separate from your educational record and is protected by HIPAA. Student health records are confidential and are not accessible to, or reviewed by, individuals from your program, principal or instructional faculty or staff. Access to student health information is granted only to 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 after graduation.

3. 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).

** Golden Retirees- See Human Resources to ensure qualification for discount

- 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.

B. DRUG AND ALCOHOL ABUSE

1. INTRODUCTION

Marshall B. Ketchum University recognizes that the illegal or abusive use of alcohol or other drugs by members of the college 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 composed of students, faculty, administration, staff and Board of Trustees mutually shares the responsibility for creating and maintaining an atmosphere conducive to academic excellence. Responsible conduct and accountability are required from each individual in the University community whether student, faculty, administrator, staff 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

2. DRUG ABUSE POLICY

The University has a comprehensive approach to the problems associated with substance abuse by emphasizing the following:

1. The University will take the necessary effective steps to create and maintain a drug-free educational and work environment for its students.
2. The University's program emphasizes prevention and rehabilitation.
3. Individuals who are experiencing a problem with the use and/or abuse of alcohol or other drugs are encouraged to seek treatment confidentially and voluntarily.
4. Students experiencing problems from drug, narcotic or alcohol abuse or dependency should seek assistance through the Vice President for Student Affairs, the Director of University Counseling Services, or their Program Dean who in turn will make referrals to credentialed professional counselors. The counseling relationship is to be professional and confidential.
5. Manufacture, distribution, use or possession of illegal drugs or the unlawful use or possession of alcohol may be prosecuted under applicable state and federal laws and individuals involved in such activities within the University will be subject to disciplinary measures within the appropriate university disciplinary system. Sanctions for the violation of such laws and policies may include suspension or expulsion and termination of enrollment. This policy extends to all University property, including any premise owned by, leased by and/or under the control of the University.
6. The University will encourage and reasonably accommodate 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 Vice President for Student Affairs or their Program Dean. 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.
7. 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.

8. 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 in the workplace. 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 the University 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.

Among the provisions of the state and municipal laws are:

1. The purchase, possession, or consumption of any alcoholic beverage (including beer and wine) by a person under the age of 21 is prohibited.
2. Selling, either directly or indirectly, any alcoholic beverages (including beer and wine) except under the authority of a California Alcoholic Beverage Control board license is prohibited. This includes selling glasses, mixes, ice, tickets for admission, etc.
3. Serving someone to the point of intoxication is prohibited.
4. Serving alcohol to an intoxicated person is prohibited.
5. The manufacture, use or provision of a false state identification card, driver's license, or certification of birth is prohibited.
6. Being drunk and disorderly in public view is prohibited.
7. Driving a motor vehicle or a bicycle while under the influence of alcohol is prohibited.
8. Possessing an alcoholic beverage in an open container in a motor vehicle or bicycle is prohibited regardless of who is driving or whether one is intoxicated.

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 the Office of 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 found on the [portal](#).

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. The University's

security officer/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. Individuals are prohibited from bringing their own alcoholic beverages to any University-recognized event or social function.
4. Kegs are prohibited in all areas of the campus, except at pre-approved officially registered events and in accordance with this policy.
5. Non-alcoholic beverages and select food items must be readily available and accessible throughout the duration of the event.
6. Alcoholic beverages may not be sold at any campus event without an appropriate State license.
7. Alcohol may not be served to persons who appear to be intoxicated.
8. Party games and/or themes cannot emphasize the use or consumption of alcohol.
9. Any event in which alcohol is served must have received prior approval from the Assistant Director for Student Affairs and Student Engagement. Security arrangements must be made. (See "MBKU Alcohol Policy Agreement for Events" form on the [portal](#).)
10. The University prohibits the serving or consumption of alcoholic beverages prior to the close of classes and laboratories for the day.
11. No person having consumed alcohol on or off campus is ever permitted to enter Ketchum Health, see patients, or enter the classroom or a laboratory.

The following are requirements for events which serve alcohol:

1. Adequate supply of food (e.g. sandwiches, fresh-cut vegetables, hot dogs, cookies, dip with chips, nuts, etc.) must be available throughout the duration of a social event.
2. Alcohol is not to be mentioned in publicized advertisements, directly or indirectly. For this purpose, "publicity" includes poster, banners, flyers, or general invitations. These guidelines will be enforced and all publicity must have the prior approval of the Assistant Director for Student Affairs and Student Engagement.
3. The alcohol content (ratio or recipe) will be posted at all parties at which hard alcohol is served.
4. A security officer must be available for the duration of events at which alcohol is served unless an exception by the Vice President for Student Affairs is given. A fee for the officer will be charged.
5. The amount of alcoholic beverages available at events shall be reasonably limited by the proportion of those attending who may legally drink.
6. In addition to food items, non-alcoholic beverages must be served at social events.

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 can 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.

C. SMOKING POLICY

As a health care facility, the University is committed to a philosophy of a healthy and safe environment. Smoking is, therefore, 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

Marshall B. Ketchum University believes in the promotion of physical health and mental well-being for all of its students, faculty, staff and administration. In that spirit, a fitness center is available on campus. All current members of the student body; all contracted faculty, adjunct faculty and faculty emeriti; and all currently employed staff and administrators are eligible to use the Fitness Center at no cost. No other persons are eligible to use the facility. 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 the MBKU Safety Office.

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 website:
www.asi.fullerton.edu/src/memberships.asp.

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. Card access key is required.
2. **Lockers, Showers and Restrooms**
The lockers are only available for temporary use while utilizing the Fitness Center facilities. At each visit, a key may be checked out from Campus Safety and returned immediately upon exiting the Fitness Center. Lockers are available on a "first-come, first-served" basis. Lockers cannot be reserved in advance. A \$15 fee will be assessed if a locker key is not returned within 48 hours.
3. **Dress Code**
In keeping with the professional image of MBKU, appropriate workout attire is required for every person using the Fitness Center. Appropriate workout attire (e.g. closed-toe workout shoes, shirts, leotards, shorts, and/or tights) must be worn at all times.
4. **Television Monitoring**
As part of the campus security system, a television camera is mounted in the northwest corner of the ceiling and records all activities 24 hours per day.
5. **General Rules and Regulations**
 - a. At any time, MBKU Campus Safety and/or administration may revoke Fitness Center use privileges for any abuse or violation of the Fitness Center, equipment, and rules and regulations.
 - b. Participation and use of facilities is entirely at your own risk. MBKU is not responsible for any lost, stolen, or damaged items. Where property damage is incurred, the person responsible shall reimburse all costs for repair or replacement.

- c. The Fitness Center is for the exclusive use of MBKU students and employees. No other persons are eligible to use the facility.
- d. MBKU ID cards must be in possession at all times.
- e. No food or drink is allowed – other than bottled water.
- f. Be courteous and allow others to exercise in your immediate vicinity. Please observe a 30-minute time limit on all cardio equipment when others are waiting.
- g. Wipe any perspiration off equipment and/or mats immediately after use. Replace weights and other objects to the proper location.
- h. No towels are provided. No bags are allowed in the Fitness Center – please use a locker.
- i. Report any dangerous behavior or unprofessional activity by others to the Campus Safety Office immediately.
- j. No chalk. No smoking.

E. CAMPUS SAFETY AND SECURITY

Marshall B. Ketchum University continuously strives to provide the safest possible environment for classroom, work, study and after-hours activities for everyone in the University facilities. Personal safety continues to be of paramount importance to this administration and will remain one of our highest priorities. The following guidelines and policy statements will assist you and the University community in maintaining a safe campus environment.

Campus Safety is available on the Fullerton campus 24 hours, 7 days a week and is responsible to ensure overall safety and security on all University properties, which includes each building remains closed and locked. As activities on campus continue to increase, each student, faculty and staff member have been issued access cards and must carry them for positive identification on demand.* The Campus Safety staff has the authority to challenge anyone found on campus at any time and if proper identification cannot be provided the individual may be escorted off campus immediately.

*Spouses and guests of students must have visitor ID card (received from the Campus Safety office) as well as a photo ID anytime they are on campus.

If you are confronted with what you feel is an unauthorized or suspicious appearing individual on campus or in your immediate area, dial (714) 992-7892 or dial 7892 from a campus phone line (Campus Safety office). Also located throughout the campus are hold-up buttons which are monitored by Campus Safety. Located in the parking structure are “blue light” emergency call systems. In the event of an emergency situation, you can contact Campus Safety and communicate with them. 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 our 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. This University 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 you with the safest possible environment during your after-hours time on campus, including your transit to and from the parking lot for your transportation. If you feel uncomfortable while in transit to or from your vehicle please contact the Campus Safety office to request an escort.

The University has established an Emergency Alert System to be able to communicate with students and employees should there be an emergency situation. On an annual basis, and as changes occur, students and employees are asked to supply their contact information so that in the event of an emergency, we can reach everyone on and off campus via an ‘instant mass communication’ that is

distributed via email, cell phone, home phone and as an option at a work number or by text messaging. Contact information can be supplied using the Online Forms tab of the MBKU portal. We may need to advise students and employees not to come to the campus, give instructions on when to return or we may need employees to come to the campus to assist in helping get the campus operational. We can also use this communication system to send instant messages to specific groups of students or employees about information that pertains to them.

Community-Facilitated Safety

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

If you 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](#) located on the Community tab of the portal. The form may be submitted anonymously.

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

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

1. CAMPUS SAFETY

Marshall B. Ketchum University will provide information to the University community regarding sexual assault and other personal safety issues annually. University offices, such as the Office of 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 will 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

1. The University Student handbook contains the complete policy, including its objectives.
2. University students will be sent information directly and informed of any changes.
3. 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.
4. The Vice President for Student Affairs (VPSA) will maintain ongoing referral sources available to students. If a student reports a crime, the VPSA will encourage the student to seek out emotional support and immediately provide the student with contact information to local agencies. The student will also 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.

5. The Director of Campus Safety or designee will provide assistance to the affected individual for reporting the crime. This person will explain the process and, if necessary, escort the student to the local authorities.
6. If the crime occurs on the University premises, the Director of Campus Safety will work with the local authorities to apprehend and/or prosecute the assailant.

Please be Alert at all Times

1. Identification/Access Cards are issued to all students for identification and security purposes and must be worn at all times in a visible location while on campus.
2. Purses, keys and personal belongings must remain with you at all times (or in a student locker).
3. Identify all items of value with your name and if possible your student identification number.
4. Be alert when using school equipment. Help protect it from theft, unauthorized use or vandalism.
5. Keep your vehicle locked when not in use; lock valuable items in the trunk.
6. Check the back seat before entering your car.
7. Report any suspicious activity or any concerns you may have via the "Report a Concern" form located on the Community tab of the portal. ***Make caring a habit... If you see something, say something.***
8. Always park in a well-lit area.
9. Do not walk alone at night, get a friend to go with you or call Campus Safety for an escort.
10. Walk on well-lit paths, 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 will notify the Fullerton Police Dept. 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

National Suicide Hotline 800-SUICIDE or (800) 784-2433
Crisis Prevention Hotline: 877-7-CRISIS or (877) 727-4747
OC Domestic Violence Hotline (714) 992-1931 or (800) 799-7233
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 if they are studying in a group and only in the Student Lounge (Low Student Union). The entire group of students must follow the protocol listed below:

1. The entire group of students must go to the Campus Safety office to check in with the officer on duty. This is for safety reasons in the event of an emergency.
2. The study group must stay together in the Student Lounge throughout their time studying.
3. When the entire group has finished studying, please check out with the Campus Safety office.

This policy is to ensure campus security and student safety after-hours. Please direct any questions to the Campus Safety office.

**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 a.m. to 6:00 a.m. Student ID access cards will not have access during these hours.

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

Library

Hours vary due to staff availability, breaks/recesses, Final Exams, and other circumstances. For up-to-date Library hours, visit their [website](#) or take a look at the [Student Services and Activities page](#) on the portal.

Fitness Center B-108:

Open from 6:00 a.m. to 1 a.m., Monday through Sunday. Your issued access card will permit entrance into the hallway, restrooms and locker area, and the Fitness Center. This area is reserved for MBKU faculty, staff and students only. The Fitness Center is monitored by closed circuit television.

Building C – Basic and Clinical Sciences

Open from 6 a.m. to 1 a.m., card access key required.

Building D – Administration Building

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

Building E – Health Professions Building

Open from 6 a.m. to 1 a.m., card access key required.

Building F – Low Student Union

All special events must be scheduled on the Master Calendar.
Open from 6 a.m. to 1 a.m., access card required.

*Access from 1 a.m. to 6 a.m. approved by Campus Safety only (see above)

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 our 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 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 Safety Officer in Room B-101 before entry can 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 access card that has been issued to you. If any unauthorized persons are seen around campus, please report them to the Campus Safety office.

During normal hours the campus is open to the general public, with the exception of certain areas such as Building C – Basic and Clinical Science, Student Lounge, student computer labs and the Fitness Center. Access to these rooms is by means of an access card. After normal working hours, buildings are only accessible through use of an 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. CHILDREN ON CAMPUS

The University values family life and has worked to develop policies that are supportive of families. While the University seeks to focus on providing an open environment, it also believes that the University should not be used in lieu of a childcare provider. It is inappropriate for minor children to be in work areas during work hours for several reasons:

- Risk of harm to the child(ren)
- Distractions and disruptions to others
- Potential liability for the University

It is therefore the policy of the University that minor children of employees and/or students not be present at a workplace (e.g., office, classroom), in lieu of other childcare arrangements, during regular campus hours unless supervised by a spouse or childcare provider. This policy is not intended, however, to prohibit children from the campus when the purpose of their visit is to obtain professional eye care or to attend a campus social function.

3. CRIME STATISTICS REPORT

By law, all colleges are required to report to the U.S. Department of Education all criminal offenses, hate offenses and arrests on campus. 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.

4. FIREARMS AND 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. Weapons covered by this policy include, but are not limited to: firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles, or any other

such offensive weapons of any description. A student may possess self-defense spray, but may not use it for purposes other than self-defense.

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

This policy applies to employees, students and the public at large. Violation of this policy may be punishable by disciplinary action, up to and including immediate dismissal or expulsion from the University.

5. ID ACCESS CARDS

All MBKU-affiliates (faculty, staff, administration, students, etc.) must wear a MBKU-issued ID access card when on campus or an MBKU-owned property. If you have lost or misplaced your ID access card, please notify the Campus Safety office immediately. A replacement ID access card can be obtained by completing a replacement form and paying the \$25 fee payable by cash, check or money order. If the old ID access card is found and returned to Campus Safety within 30 days of issuance of the new ID, a refund will be issued.

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

6. PARKING

Student parking permits may be ordered online through the My.Ketchum.edu portal starting August 1st. New permits will be available within 2-3 business days after ordering at one of the designated parking tag pickup locations:

- Fullerton Campus – University Mail and Copy Center – Bldg. C Room 106
- Ketchum Health – Security Kiosk – Main Lobby
- UECLA Reception

Once a parking permit is purchased, students will be automatically charged for the permit on a quarterly basis. Charges will be based on your program and class year. Students not enrolled during the summer quarter or who are at off-site clinical rotations will not be charged for parking. Ordering parking permits on the MBKU portal will only be necessary once per Academic Year. Appropriate fees will be charged to your Campus Store Account on a quarterly basis.

Student parking privileges may be cancelled within the first week of any quarter to receive a full refund for parking fees that were charged for that quarter along with all subsequent quarters. No refunds for the current quarter fees will be provided after the first week of each quarter. To cancel parking privileges, you must surrender your parking tag to one of the parking tag pickup locations noted above.

Student Parking Lots

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

Lot A* – Fullerton Campus Parking Structure located off Associated Road

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.

Lot D – Meridian Sport Facility Parking Structure located at 1535 Deerpark Rd. Fullerton

Note hours: Open Monday – Friday 7 AM – 7 PM. No parking outside these hours.

Vehicles MUST be removed before 7 PM.

Lot E – UECLA Parking Lot located in Los Angeles

Lot F – Dong Shin Church Parking Lot located at 2505 Yorba Linda Blvd. Fullerton

Lot G – Joeun Church Parking Lot located at 2001 N. State College Blvd. Fullerton

* The issued access card will be required for entrance as well as exit from this parking facility.

After hours parking in Lot A will be open to all employees and students starting at 5PM and lasting until campus closes, no permits required. Overnight parking authorization from the Campus Safety Office is needed after 1am.

Parking Structure Violations

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

Parking Guidelines

- A. Parking Permits must be displayed at all times and are non-transferrable. Windshield sticker permits must be displayed in the lower driver's side portion of the windshield with the number visible from the outside. 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 the Campus Safety office for \$5.
- B. Reserved parking is assigned to employees that pay a premium for the spot. These spots are identified by a "Reserved" sign. If someone else parks in an assigned parking spot, they will be contacted immediately to move their car and a fine will be imposed.
- C. Overnight parking is permitted by authorization only. A Temporary Overnight Parking permit will be issued by Campus Safety.
- D. A parking permit does not guarantee that a space will always be available. Should the user be required to park elsewhere (i.e. CSUF lot) no refund or reimbursement will be given.
- E. Daily permits can be purchased from Campus Safety office for \$2.00. This permit must be visible from outside the vehicle.
- F. Compact spaces should be used for small vehicles.
- G. Vehicles must park in the center of the parking space (not on lines), forward to the bumper or curbing, and parked head-in, not backed in.
- H. All vehicle information shall be current and/or updated with the Campus Safety office 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. Access cards are not transferable – do not let another person use your card to obtain gate access.
- L. No parking, unloading and 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. No valid parking permit - \$10.

PARKING FINES

1 st Violation:	Warning
2 nd Violation:	\$5
3 rd Violation:	\$10
4 th Violation:	\$15
5 th Violation +:	\$25 each

MOVING FINES

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

RESERVE SPACE PARKING FINES

1 st Violation:	Warning
2 nd Violation:	\$15
3 rd Violation:	\$30
4 th Violation:	Parking Privileges Revoked

PERMIT FINES

1 st Violation:	Warning
2 nd Violation:	\$5
3 rd Violation:	\$10
4 th Violation:	\$25

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

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

1 st Violation:	Warning
2 nd Violation:	\$10
3 rd Violation:	\$15
4 th Violation:	Parking Privileges Revoked

Questions: Contact Campus Safety at (714) 992-7892.

Appeals: Contact Vice President for Student Affairs at least 48 hours prior to due date on violation.

7. SAFETY ESCORTS

If for some reason a student feels unsafe, it's late at night, and/or has to walk a distance to their vehicle after class, MBKU Campus Safety will escort them to the intended destination. This service is available to all students, faculty, and staff in order to provide a safe and secure environment. If you would like to have a security escort, please call the MBKU Campus Safety Office at (714) 992-7892.

8. SELF-DEFENSE/SAFETY PROGRAMS

A lesser-known service provided by the MBKU Safety and Security Office is self-defense and safety training programs for students. If you are interested in planning an event for your class or organization, there is a "How-To" guideline posted on the Student Achievement Center Moodle site or you can call the Campus Safety Office directly at (714) 992-7892.

IX. GENERAL INFORMATION

A. ACADEMIC CALENDAR

The official University Registrar Calendar for 2017-2018 is located on the portal. This calendar includes key events like start and end dates of each quarter, grade change dates, makeup of incomplete grade dates, commencements, student holidays and other important University dates. Each program may publish an individual calendar with supplemental events such as other professional meetings of interest, clinical meetings/closures, or Continuing Education programs. 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, you should check the [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 or organization and their designated authorities to make sure all of their events are included on the University Master Calendar by contacting the Office of Student Affairs.

Summer Quarter

Memorial Day Recess (University Closed)	5/27-29/2017
Summer Quarter Begins	5/22/2017
Spring Quarter Grades Due	5/26/2017
Spring Quarter Incompletes Due	6/9/2017
Last Day to Change Spring Quarter Grades	6/16/2017
Independence Day Recess (University Closed)	7/4/2017
Summer Quarter Ends	8/19/2017

Fall Quarter

Fall Quarter Begins	8/21/2017
Summer Quarter Grades Due	8/25/2017
Summer Quarter Incompletes Due	9/8/2017
Labor Day Recess (University Closed)	9/4/2017
Last Day to Change Summer Quarter Grades	9/15/2017
Fall Quarter Ends	11/11/2017
SPAS Commencement	11/11/2017

Winter Quarter

Winter Quarter Begins	11/13/2017
Fall Quarter Grades Due	11/17/2017
Thanksgiving Recess for Students (see clinic schedule for exceptions)	11/20-24/2017
Thanksgiving Recess (University Closed)	11/22-25/2017
Instruction Resumes	11/27/2017
Fall Quarter Incompletes Due	12/1/2016
Last Day to Change Fall Quarter Grades	12/8/2016
Holiday Break for Students	12/20-1/2/2018
Holiday Recess (University Closed)	12/23-1/2/2018
Instruction Resumes	1/3/2018
Martin Luther King Recess (University Closed)	1/15/2018
Winter Quarter Ends	2/24/2018
Winter Recess	2/26-3/2/2018

Spring Quarter

Spring Quarter Begins	3/5/2018
Winter Quarter Grades Due	3/9/2018
Winter Quarter Incompletes Due	3/23/2018
Last Day to Change Winter Quarter Grades	3/30/2018
Registration Deadline for Elective Courses	4/14/2018
SCCO Commencement	5/24/2018
Spring Quarter Ends	5/24/2018

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 has space planned for a future medical home and pharmacy, which will allow collaborative practice between all three professions.

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
Housing	(714) 449-7489
Library	(714) 449-7440
Office of 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
Transcript Requests	(714) 449-4803
University Eye Center at Ketchum Health Anaheim	(714) 463-7500
University Eye Center at Ketchum Health Los Angeles	(323) 234-9137