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INTRODUCTION

University Student Affairs is pleased to present the **2018-19 University Student Handbook**. This handbook includes a compilation of University policies and other information pertinent to the student experience at Marshall B. Ketchum University (MBKU). Please refer to your respective Program student handbook for additional polices and more information.

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

A. Vision, Mission, Core Values & MBKU History

OUR VISION

We seek to reimagine the future of health care education.

OUR MISSION

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

OUR CORE VALUES

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

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

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

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

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

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

History

Marshall B. Ketchum University began as the Los Angeles School of Ophthalmology and Optometry in 1904. In the early years, both physicians and optometrists studied at the institution but the medical courses were gradually replaced. The College became exclusively a school of optometry and merged with several other optometric colleges prior to 1920.

The College became a non-profit educational institution in 1938, was known by a few other names prior to becoming the Southern California College of Optometry in 1973, at which point moved to a newly completed campus in Fullerton. Since then, there have been substantial renovations and upgrades to become main campus as we know it today.

In 2012, the SCCO Board of Trustees established the School of Physician Assistant Studies, the first PA school in Orange County. Then they united both Programs under the name Marshall B. Ketchum University with an eye toward interprofessional education – having the first class of PA students on campus in 2014. That same year, MBKU established a third Program, the College of Pharmacy, which welcomed its first class on campus in 2016.

MBKU owns and operates two University Eye Centers at Ketchum Health, one still located in Los Angeles and one in Anaheim (est. 2016). Ketchum Health Anaheim also houses the School of Physician Assistant Studies’ new Family Medicine practice and the College of Pharmacy’s new Pharmaceutical Sciences Research Laboratory.
B. Use of the Handbook

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

The policies outlined in this handbook give a general understanding of the rules and regulations governing 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 University Student Affairs for clarification or more information.

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

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

C. Non-Discrimination Policy

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

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

D. Interrelationships

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

- **Chairman of the Board of Trustees** – for the Board of Trustees and/or its Executive Committee and Board Committee
- **President of the University** – for the administration and for the University
- **Senior Vice President and Chief of Staff** – for administrators and staff in University support services and on behalf of the President
- **Deputy Chief of Staff** – for administrators and staff in University academic support services
- **Vice President for University Advancement** – for administrators and support staff in fundraising and alumni relations
- **Vice President for Human Resources** – for employees
- **Vice President for Student Affairs** – for students
- **Dean of the Southern California College of Optometry (SCCO)** – for the faculty and academic administrators of SCCO
- **Dean of the 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
• **Alumni Association Board of Directors Chair** – for the Alumni Association Board of Directors, members of the alumni association and the alumni

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

1. All official contacts between the Board of Trustees and the faculty, administrators, support staff, student body and alumni shall be through the President of the University.

2. Representations by the Board of Trustees Chair, the President of the Faculty Senate, the President of the Student Association and the Alumni Association Chair shall be official only insofar as the individuals are elected and as they are duly authorized by their respective group.

3. Individual contacts between members of the Board of Trustees, the administration, faculty, support staff, students, Student Association and Alumni Association pertaining to the affairs of the University shall have no official status and may not be documented as part of the business of the University.

4. Since the members of the student body, faculty, support staff, Alumni Association, administration, and Board of Trustees represent a wide spectrum of cultural, societal, religious and political beliefs, such opinions as may be held by any of the individuals within these groups will not become any part of the transaction of these groups. Reference to matters of this nature, whether written or oral, will not become a part of the official business of the University.

5. The private personal business and/or the practice of a faculty member is not to become a part of the business of the University, and is not to interfere with the faculty member's duties or reflect unfavorably on the University at any time. Faculty, administration, staff and students will not impose upon other members of the University community (including the Board of Trustees) for special privileges because of their status nor shall members of the Board of Trustees seek special consideration from any member of the University community because of their position. Any questions concerning any aspect of this matter should be brought to the attention of the President of the University as soon as possible.

6. Redress or appeal: In the event that any individual member(s) of any of the above-named groups believes their statement, request, petition or recommendation has not received fair and equitable consideration based on existing official University policy and procedures, it may be submitted in writing to the President of the University for redress provided that all reporting protocols have been followed as described in the section on Chapter V – Student Conduct.
ii. ACADEMIC INFORMATION & UNIVERSITY POLICIES

A. Academic Integrity

Academic integrity is necessary for the academic functions of the University and in the interest of protecting the validity of the University’s grades and degrees. Academic work is evaluated on the assumption that the work presented is the student’s own, unless designated otherwise. Anything less is unacceptable and considered academically dishonest. 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 (see Judicial Policies and Processes).

B. Academic Regulations & Procedures

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

C. Academic Policy

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

D. Course & Faculty Evaluations

Students are expected to provide 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 coordinated by the chief academic officers in each program and results are provided to the program Dean/Director 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 Program student handbook.

1. Grading System

The following grades and notations are used by the University Registrar’s Office. Students may refer to their program student handbook for further information on the grading system used by their Program. Grading systems and scales vary by Program.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grading Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
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<td>C+</td>
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<td>P</td>
<td>0.0</td>
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</tbody>
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A student’s grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of units attempted. No grade points are assigned for courses that were incomplete, courses audited by the student or any P/F coursework. If a course is taken more than once, the original grade remains on the student’s record; both units and grades are computed in the GPA. However, the newer grade is the standing grade used to determine requirement completion.

Definitions of other grades/notations used:

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

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

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

2. Grade Posting

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

3. **Examination Review Policy**

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

4. **Deadline for Final Grades and Grade Changes**

Final course grades must be submitted to the University Registrar by the course Instructor 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 University Registrar. The exception to this rule is in the case of course remediation completion (see program handbook for details on course remediation, if offered). Change of Grade Request Forms are available from University Student Affairs and must be filed by the Instructor of Record.

5. **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 their Program.
  - Finally, the student may appeal to their Dean/Director, who will make the final decision on the appeal.

- In the case of an academic course grade, the student needs to do all 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/Director, who will make the final decision on the appeal.

- In the case of a clinical course grade, please refer the Program clinical handbook.

All appeals of disputed grades must be written and include documentation supporting the appeal. This may include, but not be limited to, class notes/power point presentations, literary citations on the topic in question, published grading criteria for the course in question and witnesses/witness statements supporting the student’s appeal. If the grading criteria
included attendance and/or the taking of examinations on time, and the student wishes to appeal a grade due to an absence, the student must document that they followed 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 “Due Process in Student Grievances and Appeals policy” provides another avenue for due process.

F. Lecture Capture

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

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

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

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

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

G. Registration & Maintenance of Matriculation

Every student must file a “Student Registration Form” prior to the beginning of the fall quarter each year. Since all University 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 Programs. However, there may be 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 failed courses are charged a per credit hour tuition rate when enrolled part-time. The rate is calculated by dividing the total credit hours required by the tuition cost for the program based on the current annual tuition rate. This amount is multiplied by the number of credits being repeated.

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

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

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

**I. Elective Curriculum**

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

Students that complete an elective course will receive a grade on their transcript. Grades may be pass/fail or a letter grade, with the course Instructor of Record determining the grading criteria. Elective courses can only use one grading modality (i.e., the instructor cannot grade some students on a P/F basis and other students on a letter-graded basis). No credit for auditing a course is available, though an instructor may choose to allow students to unofficially attend the course. Units acquired during the completion of elective courses will add into the cumulative units 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.

General admittance criteria:

1. Programs may require students to be in good academic standing to enroll in optional elective coursework. In addition, individual instructors may set specific GPA standards.

2. Prerequisites are determined by individual faculty and may include (but are not limited to) general course grades, course grades in an individual track and student motivation (possibly assessed by a statement of interest and/or an interview).

**University Course Elective Drop and Withdraw Policy**

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

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

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

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

**J. Extended Absence & Time-Off Policy**

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

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

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

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

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.

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

2. **Leave of Absence**

   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. Occasionally students may need to miss scheduled assignments due to special circumstances or minor illnesses. This type of time off request is reported to the student’s Program through their procedures, which may be found in the respective program student handbook. All students must notify their Dean/Director or designee 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.

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

4. **Attendance at Congresses, Conferences, 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/Director stating the student’s intention to withdraw from the University. All refunds are subject to review by the Vice President for Student Affairs and the Financial Aid Office. For official withdrawals, tuition refunds are prorated at following intervals:

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

K. **Medical Leave Policy**

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

**Medical Leave**

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

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

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

1. **Voluntary Medical Leave**

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

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

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

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

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

  The decision to place a student on involuntary leave status will be provided in writing to the student. Written decisions will include an explanation of the reasons for placing a student on involuntary leave status (and the information relied upon), the details of the leave and the conditions for requesting return.

- **Process for Appeal of Decision**
  A student who is placed on involuntary medical leave may write to the Senior Vice President and Chief of Staff to seek a review of the decision. The decision is in effect despite a request for review of the decision. To be timely, the Senior Vice President must receive any such request for review within five working days of the decision, unless the Senior Vice President determines to accept a late review request due to exceptional circumstances. Such request should be made in writing and include detailed support for the request to overturn or modify the decision. The Senior Vice President will review the student’s appeal and may affirm, overturn, or modify the decision within ten working days from the date of receipt of request for review or an agreed extended time. The Senior Vice President may meet with the student if needed or may consult with anyone that they determine is reasonable in order to review the appeal. The Senior Vice President’s decision will be communicated to the student in writing and shall be considered final.

3. **Process for Requesting Return**

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

A student who has been on voluntary or involuntary medical leave for more than two years will be considered withdrawn from the Program. If a student seeks to return after two years, the student must reapply for admission to restart the Program.
• **Process for Appeal of Decision**
  A decision not to approve a student’s request to return will be reconsidered only if substantial new information has become available after the decision has been made. A request for reconsideration along with the new information should be submitted and the student’s Program committee on academic standing progress will reconsider the decision.

**L. Standards of Satisfactory Progress for Student Financial Aid**

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

**M. Teach Out Policy**

In accordance with 34 CFR 602.24(c) of the Secretary’s Recognition of Accrediting Agencies from the Department of Education, the MBKU Teach Out Policy is designed to protect the interests of all students. In the unlikely event of a Program closure or loss of accreditation, the University has resources in place to ensure that each Program 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, MBKU uses 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 maintained by the University. Attendance begins with the first day of classes of the first professional year.

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

B. Annual Notification

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

C. Directory Information

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

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

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

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

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

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

Release of Student Names

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

D. Disclosure

1. MBKU will disclose information from a student's education 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 “Records Release/Transcript Request Form” is found on the portal. Unofficial copies of records may be provided to the student in cases where the purpose of the disclosure and/or the party to whom disclosure is to be made are not provided.

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

2. Information may be released without the student’s consent in the following instances:

   a. 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 based on the criteria below.

      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. Organizations conducting studies for or on behalf of the University making the disclosure for the purpose of administering predicative tests, managing student aid programs and/or improving instruction.

g. A school official with legitimate access to student records may strip the records of any identifying information and provide the data to a researcher to use for research-related purposes. Aggregate data from student records may be used in publications. (No individual student record will be shared without written consent.)

h. To accrediting organizations to carry out their functions.

i. To parents of an eligible student who claim the student as a dependent for income tax purposes.

j. To comply with a judicial order or a lawfully issued subpoena.

k. To appropriate parties in a health or safety emergency.

l. 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 disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents if the student is 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 except for University Expulsion (see Code of Conduct). Information from disciplinary or counseling files are not available to unauthorized persons on campus, or to any person off campus without the expressed consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records are kept which reflect the political activities or beliefs of students. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

E. **Education Records**

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

<table>
<thead>
<tr>
<th>Type of Record</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Admissions</td>
<td>Admissions Personnel</td>
</tr>
<tr>
<td>Cumulative Academic Records</td>
<td>Student Affairs</td>
<td>VP for Student Affairs</td>
</tr>
<tr>
<td>Optometric Health Records</td>
<td>University Eye Center</td>
<td>Associate Dean of Clinics</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Office</td>
<td>Director of Financial Aid</td>
</tr>
</tbody>
</table>
1. Students may inspect and review their education files upon request to the Vice President for Student Affairs (VPSA) or appropriate record custodian. This includes quizzes, exams and other graded materials (Instructor of Record). Each College maintains their own policies as to how and when a student may view graded materials (see “Examination Review Policy”).

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

The VPSA, or appropriate employee, will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. 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 their right of access, or which were placed in the file before January 1, 1975.
   c. Records connected with an application to attend MBKU if that application was denied.
   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 may ask the Vice President for Student Affairs to amend a record. The student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of their privacy or other rights.

2. 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 record academic information (e.g., course registration, final course grades, etc.) in a data management system (i.e., Jenzabar). A physical file may be created during the course of enrollment to store paper academic records (e.g., University correspondence, academic standards letters, grade change forms, disclosure requests, etc.). The majority of these records are retained for 5 years after graduation. However, grade change forms and academic dismissal letters are kept permanently.
iv. OTHER UNIVERSITY POLICIES

A. Campus Store Accounts

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

Each student agrees to the items listed below:

1. A charge for all printing fees is applied to each student account each quarter. Special-order items must be paid for before the merchandise may be picked up.

2. Refunds for Campus Store purchases are permitted on currently stocked merchandise only. No refunds are given for any ordered items or required lab equipment. Any item returned for refund must meet the following qualifications:
   a. Item(s) must be returned no less than two weeks from the date of purchase
   b. Item(s) must be accompanied by a sales receipt
   c. Item(s) must be in perfect condition for resale

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

3. All payments and financial aid credits, after refunds, will be applied to tuition until tuition is paid for a particular academic term before any application toward Campus Store balances.

4. Prepayment may be made for all or part of the tuition or Campus Store purchases. There is no charge for prepayment.

5. An interest charge of 6% per annum (applied monthly) will be charged on the outstanding balance at the end of each month. Interest does not accrue on accounts with a credit balance at the end of each month or if entire balance is paid within the first 30 days of the billing date.

6. In the final professional year, all unpaid charges on all accounts must be paid in full prior to commencement. The student will not receive their diploma or have any official transcripts forwarded by the University unless all accounts are paid in full. As a graduating student, any payments on the account made within 10 business days of commencement must be in the form of cash, cashier’s check, money order, and/or credit card. No personal checks will be accepted.

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

B. Tuition & Fees

Access CASHNet through the “Student Accounts” page of the portal to view statements or make payments.

Tuition and fees are due and payable by the start of each quarter. A student may not proceed from one academic year to the next without having fully paid the previous year’s tuition/fees. Under extenuating circumstances, a student may petition the 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 Account balances must be paid in full prior to graduation. The student will not receive their diploma or have any official transcripts forwarded by the University unless all accounts are paid in full.

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

A student may prepay their tuition for one or more years beyond the current year’s tuition at the current year’s tuition rate provided the full payment for current and each year is received by Student

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Accounts Services no later than thirty (30) days following the first day of the current year fall quarter. Future annual tuition increases will not be charged to those students who have elected to fully prepay their future tuition.

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

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

C. Classroom Etiquette

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

1. Electronic Devices

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

- Classrooms, laboratories and Library
  - All cell phones/electronic devices will be silenced as these noises are disruptive
  - Students and faculty should only respond to electronic messages between classes and labs
  - Electronic devices may not be in any student’s possession during any test-taking situation in class or laboratory

- Clinical Patient Care Facilities
  - All cell phones/electronic devices will be silenced as noises these disrupt patient care and clinical education
  - No cell phones may be used by students in a clinical facility; faculty should use their offices when making such calls

2. Food & Drink

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

D. Student Photographs at University Events

Photographs are commonly taken at University events by MBKU Multi Media Services and other personnel. These photographs may be used in University publications/communications including use on the University website and on the University’s social media platforms.
Please note: You do not have to be photographed. If you do not want your photograph used, the best way to ensure this is by not posing for photographs taken by University officials. Photographs containing groups of students and do not list the names of students are considered directory information and may be used without additional consent (see “Directory Information” policy). Photographs and video obtained at public events may also be used at the University’s discretion. If a photograph is used that lists student names, a University designee will review the FERPA Confidentiality block list. All students who have previously indicated a Category II FERPA block will not be used.

E. Copyrighted Works Policy

The Higher Education Opportunity Act of 2008 (HEOA) includes provisions designed to address illegal peer-to-peer sharing of copyrighted works by those using campus networks. Although the MBKU network infrastructure is a vital asset that enables academic and research activities by 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 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 University Judicial Review Board 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 University’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 MBKU Library website.

F. Intellectual Property

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

Therefore, it is policy of MBKU that:

1. All classes of intellectual property created on a student's or employee’s own time, using their own resources, private property and facilities are the sole property of the owner.

2. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, PowerPoint presentations, assignments and tests, shall remain the property of the faculty author and the University.

3. MBKU students 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 & Found**

Money, purses/wallets, electronic devices and all other valuables should not be left unattended. Lockers are provided to students in different areas on campus. 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 civic duty, 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 University Student Affairs as soon as it is received, but not less than two weeks prior to the scheduled date of service. 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.

J. **Computer Use Policy**

The purpose of this policy is to promote the use of the University’s computing resources in an efficient, ethical and lawful manner. 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 [portal](https://example.com/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](https://example.com/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.

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

3. **Prohibited Use**

Examples of misuse include, but are not limited to:

- Using an unauthorized computer.
- 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, social media, or other internet systems to harass others.
- Masking the identity of an account or machine.
- Posting anything on the internet that violate existing laws or the Student Code of Conduct.
- 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 a site on the Internet is accessed or communication happens via e-mail, your e-mail address, which identifies the University, is recorded. Using any computer system in any way to discredit the University or compromise University confidential or proprietary information is prohibited.

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. 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 (please refer to the Intellectual Property Policy).

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 statues. Users may be held accountable for their conduct under any applicable University policies or procedures.
4. E-mail & Communications Policy

MBKU and its Programs maintain a direct and open line of communication with all students to ensure access to information. MBKU provides a University email account for all students upon enrollment. This address is used by all entities on campus for communicating with students.

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

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 may find digital copies of the University Course Catalog, University and Program student handbooks as well as schedules and contact information.

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

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

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.

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

First Name Last Name
Optometric Intern / PA-S / Student Pharmacist
Class of 20##
Southern California College of Optometry/School of PA Studies/College of Pharmacy
Marshall B. Ketchum University
2575 Yorba Linda Blvd. | Fullerton, CA 92831-1699
Cell: 555.555.5555 (optional)
jdoe@ketchum.edu | www.ketchum.edu

5. Social Networking

In response to the pervasive use of online social networks, MBKU has guidelines to assist students in making professional decisions. The permanence and written nature of online postings cause them to be subject to high levels of scrutiny. Therefore, postings within social networking sites (e.g., Instagram, Facebook, Snapchat, Twitter, etc.) are subject to the same standards of professionalism as any other personal or professional interaction and is treated as if made in a public forum. This is the case for students, faculty, staff and all other MBKU constituents.
The following are MBKU expectations regarding social media participation. While not all inclusive, it is expected that students use the highest integrity and judgment when engaging in any communication.

1. Monitor other people's statements/photos, etc. that may be viewed under your name. If others are displaying unprofessional behavior, consider changing your restrictions to avoid those statements, etc. from being affiliated with you.

2. PowerPoint lectures, lecture captures or other handouts may not be posted to the internet, 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 may be considered a form of bullying, prohibited harassment or unlawful discrimination.

4. Always avoid giving medical advice on social media, as this may 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.

7. In order to maintain health patient-physician 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 online. By identifying yourself as a MBKU student, you may influence perceptions about MBKU or your program by those who have access to your information. All content associated with you should be consistent with our position at the school and with MBKU's values and professional standards.

K. Volunteer Activities with Outside Organizations

MBKU encourages its students and employees to participate in volunteer activities that have humanistic purposes. These activities may include health care and medical screening services to those who are otherwise unable to obtain such care. While organized local health and medical screenings are arranged though the programs with appropriate faculty supervision, the University does not sponsor, control or otherwise supervise the activities of outside organizations sponsoring volunteer activities, including mission trips and travel to foreign countries to deliver care. Students 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.

L. Work Study

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

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

University policy excludes students on academic or professional probation from the Work Study program. Supervisors of work study positions reserve the right to remove students from their respective role if not meeting pre-established standards of performance and/or conduct.
**Obtaining a Work Study Position** – Students are notified via email when a vacant position is available. After finding employment, the forms listed below must be completed and returned to the Financial Aid Office. These forms are available on the Work Study portal page. The forms only need to be completed one time, unless there is a change in marital status or exemptions.

**Form W-4** - This Internal Revenue Service form allows MBKU to withhold the correct federal income tax from your pay. Resubmit this form if you change your name, marital status, or 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 through PayCom. The Financial Aid Office will provide log-in information and instructions for submitting the web-based time sheet. If completing a time sheet for the first time, please schedule an appointment with the Financial Aid Office for assistance.

**Direct Deposit Request Form** – This form is available on the portal.

**Pay Rate Schedule for the 2018-2019 Year**

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Study/Peer Advisor/Teaching Assistant/Session Leader jobs</td>
<td>$11 per hour</td>
</tr>
<tr>
<td>Peer Tutors</td>
<td>$12 per hour</td>
</tr>
<tr>
<td>Review Session Leaders</td>
<td>$14 per hour</td>
</tr>
</tbody>
</table>

**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. First-year students in good academic and professional standing are eligible to apply for the program each Spring. 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. Assist with University Orientation (Program Orientation if requested).
4. Meeting with advisees a minimum 2-3 times over the fall quarter and a minimum of 1 time over each successive quarter. Attend at least two campus programs/seminars and invite advisees.
5. Staff “walk-in” hours in the Student Achievement Center (SAC) Resource room 1-2 hours per week and assist with SAC activities if available.

**Personal Wellness Session Leader**

Description: Personal Wellness Session Leaders are current MBKU students with extracurricular interests they’d like to teach/share with others. Depending on the topic and student interest, sessions may be offered one time or on a recurring basis. Sessions will be for extracurricular topics only (no academic or clinical skills).

Session topics include, but are not limited to: art, aerobics, dance, yoga, general fitness, Photoshop/design, coding/html, meditation, mindfulness, etc. Personal Wellness Session Leaders must:

1. Be in good academic and professional standing at MBKU. If interested, contact Tori at any time.
2. Be proactive and self-motivated to come up with topics and prepare for sessions. Attend any and all of your scheduled sessions.

**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.

**Other MBKU Work-Study Opportunities**

- Library
- Program Student Ambassador
- Mail Room
- Campus Store
- Ketchum Health Receptionist and Clinic Service Offices
- Research Assistant (non-credit, non-grant work)
- Special Events
v. STUDENT CONDUCT

vi. UNIVERSITY STUDENT AFFAIRS & STUDENT SERVICES

A. University Student Affairs

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

Each Program has a student affairs professional designated for program-related concerns. Although University and Program student affairs representatives work collaboratively to support students on a regular basis, they do not operate within the same office or department. Both the Southern California College of Optometry (SCCO) and the College of Pharmacy (COP) have Assistant Deans for Student Affairs/Student Services that report to their respective Dean. The School of Physician Assistant Studies (SPAS) designates a faculty member to serve as the Program student affairs representative in tandem with any teaching or academic advising responsibilities they may have. This person also reports to their Dean/Director.

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

1. Office Mission and Objectives

In addition to the University Student Affairs Mission and Objectives outlined below, each co-curricular activity and/or student service is linked with a handful of desired Student Learning Outcomes (SLO). For each SLO, there are specific assessments to measure whether or not students are learning/developing and thus how “effectively” objectives are being achieved. For a full list of SLOs and assessments, please contact University Student Affairs.

Mission

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

Objectives

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

2. Accommodating Students & Applicants with Disabilities

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

Disability Defined

Disabilities include any physical or mental impairment(s) that limit one or more major life activities, or a record of such limiting impairment.
Applicants or students with disabilities seeking to enroll in any program, service or activity of MBKU must be able to meet the minimum standards of MBKU and the particular program, service or activity with or without a reasonable accommodation.

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

Applicants or students with disabilities 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 on the portal to request an accommodation. Applicants or students should specify in what way they are limited by their disability to participate in the MBKU community, what accommodation(s) they believe are needed and provide appropriate documentation from qualified professionals. The 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 must 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 “Non-Service Dogs on Campus” policy. Applicants or students requesting to use an emotional support, therapy, comfort or companion animal in University-owned housing or for employment must contact Disability Services. Such approval will not generally extend to MBKU classrooms, laboratories, clinical facilities or other campus or University-owned buildings.

**Informal Procedures**

Applicants or students may disagree with the determination made by the 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 University Student Affairs Office. Applicants or students may opt out of this informal process and move directly to the formal processes.

**Appeals Process for Decision made by the University Student Affairs Office**

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.

**Contact Information**

MBKU Student Disability Services Coordinator  
Dr. Carmen Barnhardt  
Vice President for Student Affairs  
cbarnhardt@ketchum.edu  |  714-449-7423

MBKU Americans with Disabilities Act (ADA) Coordinator  
Dr. Julie Schornack  
MBKU Senior Vice President and Chief of Staff  
jschornack@ketchum.edu  |  714-463-7503

3. **Religious Adjustments**

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

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

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

The student and Vice President for Student Affairs shall meet to discuss the request and decision on an accommodation. If the student accepts the proposed religious accommodation, the Vice President for Student Affairs shall 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” policy.

Students need to be aware that scheduling of the academic programs often times necessitates clinical assignments on Saturdays. The University may 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 and been approved should be accommodated when the schedules are designed.

4. Adjustments for Pregnancy & Related Conditions

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

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

5. Mental Health 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 may help with:
- Academic pressure
- Managing difficult emotions
- Anxiety and stress
- Personal development
- Mild depression
- Life transitions
- Relationship issues
- Grief and loss
- Family and interpersonal conflicts

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

We do not provide:
- Intensive outpatient mental health treatment
- Treatment mandated by the legal system
• Assessment for learning disabilities

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

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

To set up an appointment with HCC:
• Call 714-879-3901 (x1266)
• Leave your name and phone number on the voicemail system for a call-back
• Identify yourself as a student from Ketchum University to receive the discounted rate of $5 per session
• Schedule your appointment

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

Other Resources:
• Suicide Prevention Hotline: 800-273-8255
• Transgender Suicide Hotline: 877-565-8860
• National Mental Health Hotline: 866-677-5924
• National Alliance on Mental Illness: 800-950-6264

6. Financial Aid

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

Scholarships

Although there are a variety of internal scholarships available to students, 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 optometric, pharmaceutical and PA professional associations.

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

7. Local Housing Options

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

University Student Affairs manages a Housing Information page on the Student Life tab of the 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.

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

8. Records & Registration

University Student Affairs maintains all official student records 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. Current students may request records and information to be released via the Records Release/Transcript Request form.

9. Transcripts

Unofficial transcripts are available on the portal. If you need an official copy, they are available from the MBKU Registrar located in the University Student Affairs Office. Current students may submit the Records Release/Transcript Request form. 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 University Student Affairs Office. There is no charge for currently enrolled students. There is a $20 fee for transcript requests from MBKU alumni.

10. Notary Services

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

1. Academic Enhancement Services

MBKU recognizes the time commitment required for professional school as well as outside demands. Establishing a school-life balance that maintains academic excellence and personal wellness can be challenging. The Student Achievement Center provides personalized planning to help students take action to achieve their goals for academic and professional 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 University Student Affairs to access any of the following available services:

- Learning support (study skills and test-taking strategies, time management coaching, etc.)
- Managing stress and test anxiety
- Personalized academic success planning

2. Peer Advisor Program

Peer advising provides informal, non-academic advice and personal student perspectives about life and learning at MBKU to incoming/first-year students. Peer Advising is the student complement to academic advising provided by faculty advisors. New students gain informed student perspectives on MBKU based on their Peer Advisor’s personal experience within their program along with formal training. Peer Advisors 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 interested in becoming a Peer Advisor during their second professional year may apply during winter quarter each year. Information is posted on the portal leading up to the application process. In addition, faculty members in each program may nominate outstanding students for the program. The application process includes the following:

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

A meeting for interested students will provide information on the expectations of Peer Advisors in early January. University Student Affairs 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.

University Student Affairs oversees and trains all Peer Advisors with input from Program student affairs representatives to enhance the students’ advising skills. They receive a Peer Advising handbook compiled by University Student Affairs. The handbook contains pertinent policies and procedures, as well as information about their respective program and office logistical information. Peer Advisors are asked to help update the handbook on a yearly basis. The Peer Advisors 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 Dr. Lorraine Voorhees Student Achievement Center Resource Room to increase the likelihood that they are 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 Program is in charge of their own Peer Tutoring program: the Beta Sigma Kappa honor society provides optometry tutors (overseen by the SCCO Assistant Dean for Student Affairs), the Director of Tutoring in the PA program provides PA tutors and the Assistant Dean for Student Services in the pharmacy program provides pharmacy tutors. Program student affairs representatives 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.

4. **Dr. Lorraine Voorhees Student Achievement Center Resource Room**

The Dr. Lorraine Voorhees Student Achievement Center Resource Room is a one-stop-shop quiet place to study, meet with a tutor, peer advisor or study group and grab a cup of coffee. Open to all MBKU students and located in Building D (second floor), there are a variety of personal and professional reading materials and other resources, white board, device charging station and a large, comfy bean bag chair if you simply need a break.

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

5. **Activities & Seminars**

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

**Welcome Back BBQ**

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

**Stress Recess Series**

The SAC hosts a number of “Stress Recess” activities to help ease anxiety and tension during high-stress time periods throughout the academic year. One of the most popular activities is supported by “Puppies 2 Partners.” Besides being cute, these dogs are very special because they are all being trained for Guide Dogs for the Blind. Other traditional Stress Recess programs include Student Trick-Or-Treat, Holiday Cookies & Cocoa, Finals Spaghetti Dinner and Yoga sessions.
Navigating Your Way Through Professional School Series
The Navigating Your Way Through Professional School seminar series is comprised of programs on a variety of topics designed to help MBKU students thrive in their respective programs and as members of an interprofessional health care community. NYWTSPS events are open to all MBKU students at no cost. Seminars are scheduled at least once per quarter. Attendance is optional and notifications regarding each event are sent to students through the University Student Affairs Office. 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
- Assertiveness
- Financial wellness

6. Career Development Services
Career Development Services is the newest addition to University Student Affairs resources. Although still in the development phase, there are a variety of programs and services already in place.

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

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

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

Seminars, Events, and Other Services
In addition to the items listed below, check out the portal and the SAC Moodle page for new offerings. Emails are sent to students as new opportunities develop throughout the year.

- University Student Affairs Resume, CV, and Cover Letter Review – Email documents to tholmes@ketchum.edu. Documents are reviewed and returned within 2-3 business days.
- Career Services Seminars – Building Your Professional Brand, Resume/Cover Letter Workshops, Social Media as a Professional Tool, Job Search 101, The Art of Negotiation, Networking Made Easy, etc.
- MBKU Career Symposium – The Symposium is an annual summertime event for 3rd/4th year optometry, 1st year PA and 3rd/4th year pharmacy students. The Symposium begins with an opening speaker followed by field-specific professional panel Q&A breakouts and a full-service hors d’oeuvres networking
reception. Community professionals, alumni, faculty and staff are all invited to the reception so students may network with their future colleagues.

7. **Student Leadership Development Certificate Program**

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

The application process is open to all first-year MBKU students interested in exploring and developing their leadership skills. Program eligibility is not restricted on the basis of race, color, national origin, sex, disability or age. Students admitted into the Certificate program are enrolled in a “Student Leadership Development Certificate Program” Moodle course to keep track of program requirement completion and other information. Near the end of the program, students will participate in an exit interview. Students who have fulfilled all program requirements are awarded with a Leadership Certificate at their graduation awards program and presented with a Leadership Medal to wear at commencement.

**Program Overview**

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

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

Throughout the remaining time in their academic program at MBKU, these students will continue to attend regular seminars and meetings, participate in leadership and service opportunities and grow and develop as leaders. Students continue to complete program requirements throughout their time on campus and finish with a University Student Affairs exit interview/assessment.

**Application**

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

1. Complete a one-page letter of intention describing your previous leadership experiences and, specifically, what you hope to achieve by completing the MBKU Student Leadership Development Certificate.
2. Complete a leadership self-assessment.
3. Up-to-date resume.
4. 1 recommendation form needs to be completed by current MBKU faculty/staff members and submitted via email.
5. Be in good academic standing with a “Pass” standing and/or GPA of 2.75 or higher.
vii. STUDENT ASSOCIATION

A. Association Government

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

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

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

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

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

B. Calendar Policy

Any person or group desiring to hold an event on or off campus, to which students and/or faculty/staff of MBKU are invited, must complete the “Room/Calendar Event Reservation Form” to obtain prior approval before the form is submitted to University Student Affairs and placed on the University’s Master Calendar. This form is found on the MBKUSA portal page. All events requiring the use of campus spaces, facilities and/or services must be officially reserved in this manner at least three days in advance.

Faculty and staff are requested, as a courtesy to others, to check the MBKU Master Calendar before rescheduling class time or scheduling additional lectures outside of their normally scheduled class hours. Any person requesting to schedule an event must check the calendar while completing the “Room/Calendar Event Reservation Form” to check for potential space/time/resources conflicts. All student organizations/clubs/groups are required to contact the Student Relations Committee chair to be placed on the student activities master calendar. This person serves as the contact for all MBKU student activities to make absolutely sure there are no event/fundraising conflicts between groups (and that the proper calendar/room/resource reservation procedure is followed).

Please reference the MBKU Student Organization Handbook located on the portal for detailed instructions on how to make a reservation for a room on campus or to schedule other official functions/events/activities on and off campus.

C. Fundraising Policy & Procedures

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

D. On-Campus Organization/Class Events with Alcohol

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

1. The organization, club or class must complete the “Room/Space on Campus Reservation Form” and the “Alcohol Policy Agreement for Events” form. Copies may be obtained from University Student Affairs or on the Student Association portal page.

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 University Student Affairs no later than 3 business days prior to the event.
   b. Must provide a minimum of 5 designated drivers who agree to not drink any alcoholic beverages during the evening. The names must be given to University Student Affairs at least one business day in advance of the event.
   c. Must provide a menu of the foods served to University Student Affairs for approval 3 days prior to the event. At a minimum, foods need to include items such as veggies, cheese and crackers and not be limited to only chips and/or desserts.
   d. Must provide the names of the clean-up committee to University Student Affairs 3 business days prior to the event.
   e. Must clean up the area, including vacuuming and removal of all trash if excessively dirty at the conclusion of the evening. Security can provide access to the vacuum cleaner. Trash dumpsters are located in the alcove between Building C and the Hopping Commons lawn.

Failure to abide by these requirements may result in the loss of the privilege to use the Student Lounges for functions until such a time as the Officers of the group file a formal request for reinstatement with the University Student Affairs Office.

E. 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. 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.

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 should be open to the entire student body. Any such event should 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. Return all equipment to the storage are if no one else is next in line. Cover any equipment if a cover is available.
5. **ABSOLUTELY NO FOOD OR DRINK IS ALLOWED WITHIN THE RECREATION CENTER GAME AREA.** All of the equipment has been purchased with Student Association funds or donated and is not easily replaced or repaired. All games, seating, and tables are recently purchased/repaid. Maintenance is everyone’s responsibility. Refer to rule #1.

6. 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.

**F. Establishing a University Student Organization**

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

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

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

**University Recognition Process**

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

**Exceptions/Appeals**

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

A. Student Health Policies

1. Student Health & Insurance

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

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

Health Rooms are located on main campus in the Health Professions Building (#228 and #229). There is also a Health Room at Ketchum Health Anaheim on the second floor near the Multipurpose Room (#2122). Rooms are equipped with a sink, cupboards and chair and are first-come, first-served.

Student Health Insurance
MBKU has a strong interest in the health and well-being of all 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 policy
3. You may be covered by Medi-Cal
4. You may be covered by a policy you have purchased for yourself

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

2. Accidents & Injuries

Accidents and injuries may happen at any time so it is important to carry medical insurance. The University has protocols put in place for reporting accidents that occur while on campus and during clinical rotations. The number one priority is student safety. If the accident is serious, please call 911. Fortunately, most accidents do not require emergency services. Regardless of where the accident takes place, please contact Campus Safety immediately at (714) 992-7892. They may help take care of the situation and call an ambulance if need be and facilitate their arrival on campus.

After the situation is stable, Campus Safety will complete an incident report and submit it to the University Student Affairs Office. Student Affairs will assist the student by notifying faculty if they miss class as well as determine if the student should use their own health care insurance for follow-up care or utilize the University’s Worker’s Compensation Policy. If a student is injured while on rotations they should please seek immediate care and then contact Human Resources as soon as possible (HumanResources@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) within 24 hours of the injury.
This form is located on the Documents and Forms portal page. For medical attention outside of California, call (888) 558-7478.

3. **Health Records**

All entering students are required to provide the University with a Health Record, including immunization records, by July 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 the relevant 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. Each Program may have additional requirements and these are also listed below.

- **Tuberculosis (TB) Screening** – Proof of a negative TB screening or recent chest x-ray results. The TB screening must be administered after May 15th, three months prior to entrance into MBKU. If the TB results are positive, you must provide proof of a negative chest x-ray. Chest x-rays are valid for 10 years from the date they were taken.

- **Measles, Mumps, Rubella (MMR)** – Documentation of two doses of MMR or labs proving immunity. If you do not have documentation of immunizations or the labs do not show immunity, then you must get two doses of MMR.

- **Varicella** – Varicella titers proving immunity. If the titers do not show immunity, then you must get two doses of the Varicella Vaccine.

- **Hepatitis B (Hep B)** – If you have received the 3-dose series in the past, you need to get a Hep B Surface Antibody Titer proving immunity. If the titer does not show immunity, then you must receive a booster dose AND a Hep B Surface Antibody titer 1-2 months after the booster dose.

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

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

- **Tetanus/Diphtheria Toxoid and Acellular Pertussis (Tdap)** – Documentation of one dose of Tdap within the last ten (10) years. If the Tdap was ten years ago, you must get a Tetanus/Diphtheria/Pertussis (Tdap) booster vaccine. If no documentation is available, you must get one dose of Tdap.

- **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. This vaccine may or may not be available at time of enrollment. The flu shot is normally available during September/October. Please provide documentation of your current influenza vaccine.
Maintenance of Health Records

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

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

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

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<thead>
<tr>
<th>Category</th>
<th>Diagnostic Services</th>
<th>Dispensing Materials</th>
<th>Therapeutic Laser Service Only</th>
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</thead>
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| 1        | Faculty (full & part-time, Adjunct & Emeriti) MBKU employees, residents, & their immediate family*<sup>2</sup>  
Golden retirees** & their immediate family*  
Members of the MBKU Board of Trustees, Trustee Emeriti & their immediate family* | 100% | At Cost | 100% |
| 2        | Parents and grandparents of full time employees and residents | 100% | At Cost | 100% |
| 3        | MBKU Students & their immediate family*  
Parents and grandparents of MBKU students | 100% | 40% | 50% |
| 4        | 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        | Referral courtesy for friends & relatives of full-time faculty, MBKU employees, residents and students (aunts, uncles, cousins, nieces & nephews)  
Licensed health care professionals and students enrolled in a professional health care degree program  
MBKU alumni & their immediate family*  
Fiancé/Fiancée | 25% | 25% | 25% |

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

- If you are an employee or student at MBKU, you do not need to get a written fee waiver. Simply show your I.D. badge and you will receive the fee reduction.
- If you would like a fee reduction for a family member or a friend, you need to provide the person’s first and last name, their relationship to you, your first and last name (include year of graduation, school or dept.). Approval must be obtained 48 hours prior to the rendering of services and/or ordering of materials. Fee reductions will not be honored after the service is rendered or materials are ordered.
- Fee reductions may not be used in conjunction with any type of insurance or Value Line items.
- Contact the Patient Relations supervisor at UEC when requesting a fee waiver at extension 7849 or 7507.
- Only one fee reduction is needed per calendar year (Jan-Dec).
- No discounts are applied to contact lens materials.
**B. Drug & Alcohol Abuse**

1. **Introduction**

   MBKU recognizes 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, staff, administration and Board of Trustees, mutually shares the responsibility for creating and maintaining an atmosphere conducive to academic and professional excellence. Responsible conduct and accountability are required from all University constituents whether student, faculty, staff, administrator or Trustee.

The University has a significant and ongoing interest in ensuring the health, safety and well-being of all of its students and employees. The University will not tolerate the illegal use of drugs or alcohol, and by law, we cannot. Under the Drug-Free Schools and Communities Act Amendments of 1989 in order for an institution of higher education to be considered a "responsible source" for the award of Federal and State contracts, including student financial aid, we are required to maintain a policy which ensures that students are absolutely prohibited from the unlawful possession, use or distribution of illicit drugs and alcohol on university property or as part of any university activity. Examples of controlled substances covered under this policy are as follows:

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

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

- As a result of these federal regulations, MBKU prohibits students, employees, and members of the general public from possessing, using or distributing marijuana in any form in any University-owned or operated facility and during any University activity ([Student Code of Conduct](#), Article III, Numbers 9 and 10).

2. **Drug Abuse Policy**

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

   A. The University shall take the necessary effective steps to create and maintain a drug-free educational and work environment for its students.

   B. Individuals who are experiencing issues with the use and/or abuse of alcohol or other drugs are encouraged to seek treatment confidentially and voluntarily.

   C. Students experiencing issues 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/Director who in turn shall make referrals to credentialed professional counselors. The counseling relationship is to be professional and confidential.

   D. Manufacture, distribution, use or possession of illegal drugs or the unlawful use or possession of alcohol or marijuana may be prosecuted under applicable state and federal laws.
federal laws and individuals involved in such activities within the University shall 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.

E. The University encourages and reasonably accommodates students with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end, students desiring such assistance should request a treatment or rehabilitation leave by contacting the Vice President for Student Affairs or their program Dean/Director. The University, however, is not obligated to continue enrollment of any student who continues to use drugs or alcohol, nor is the University obligated to re-admit any student who has participated in treatment and/or rehabilitation if that student’s academic and/or professional performance remains impaired as a result of dependency. Additionally, students given the opportunity to seek treatment and/or rehabilitation but fail to successfully overcome their dependency or problem will not automatically be readmitted. This policy on treatment and rehabilitation is not intended to affect the University’s treatment of a student who violates the regulations described here. Rather, rehabilitation is an option for a student who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency. Any accommodations granted are only in effect while the student is free of drug and/or alcohol dependency.

F. 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.

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

3. **Alcohol Regulations**

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

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

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

In general, social events involving the use of alcohol can be very hazardous to the health and welfare of persons and/or the University property. The University requires that security arrangements be taken to maintain order and control the access to social events at which alcohol will be served. 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. Kegs are prohibited in all areas of the campus, except at pre-approved officially registered events and in accordance with this policy.

4. Non-alcoholic beverages and select food items must be readily available and accessible throughout the duration of the event.

5. Alcoholic beverages may not be sold at any campus event without an appropriate State license.

6. Alcohol may not be served to persons who appear to be intoxicated.

7. Party games and/or themes cannot emphasize the use or consumption of alcohol.

8. Any student event in which alcohol is served or consumed on campus must have received prior approval from University Student Affairs. Any University event in
which alcohol is served or consumed on campus must have received prior approval from the President’s Office.

9. Any time alcohol is served or consumed on campus extra security officers are present to ensure campus safety. (See “MBKU Alcohol Policy Agreement for Events” form on the portal.)

10. No person having consumed alcohol on or off campus is ever permitted to enter MBKU clinics, see patients or enter a classroom or laboratory.

The following are requirements for events which serve alcohol:

1. Adequate supply of food (e.g. sandwiches, fresh-cut vegetables, hot dogs, cookies, chips/nuts, etc.) 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 University Student Affairs.

3. The alcohol content (ratio or recipe) will be posted at all parties at which hard alcohol is served.

4. A Safety 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.

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 may be applied: Warning; fine; loss or suspension of social and campus privileges; suspension or denial of permission to hold further social events; suspension or loss of organizational status; referral to the appropriate judiciary body for disciplinary action up to and including suspension, termination or expulsion from the University.

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**

MBKU 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 Campus 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 Titan Recreation website. Select “Sign Up” to make a profile.

**Fitness Center Rules and Regulations**

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

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

3. **Dress Code**
   In keeping with the professional image of MBKU, appropriate workout attire is required for every person using the Fitness Center. Appropriate workout attire (e.g. closed-toe workout shoes, shirts, shorts, pants, leggings, etc.) must be worn at all times.

4. **Television Monitoring**
   As part of the campus security system, a television camera is mounted in the northwest corner of the ceiling and records all activities 24 hours per day.

5. **General Rules and Regulations**
   a. At any time, MBKU Campus Safety and/or administration may revoke Fitness Center use privileges for any abuse or violation of the Fitness Center, equipment and rules and regulations.
   b. Participation and use of facilities is entirely at your own risk. MBKU is not responsible for any lost, stolen or damaged items. Where property damage is incurred, the person responsible shall reimburse all costs for repair or replacement.
   c. The Fitness Center is for the exclusive use of MBKU students and employees. No other persons are eligible to use the facility.
   d. MBKU ID Access Cards must be in possession at all times.
   e. No food or drink is allowed other than bottled water.
   f. Be courteous and allow others to exercise in your immediate vicinity. Please observe a 30-minute time limit on all cardio equipment when others are waiting.
   g. Wipe any perspiration off equipment and/or mats immediately after use. Replace weights and other objects to the proper location.
   h. No towels are provided. No bags are allowed in the Fitness Center – please use a locker.
   i. No chalk. No smoking.
   j. Report any dangerous behavior or unprofessional activity by others to the Campus Safety Office immediately.

**E. Campus Safety & Security**

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

Campus Safety is available on the Fullerton campus 24 hours, 7 days a week and is responsible for ensuring overall safety and security on all University properties. As activities on campus continue to increase, each student, faculty, and staff member have been issued ID Access Cards and must carry them for positive identification at any time. Campus Safety Officers have the authority to challenge anyone found on campus at any time. If proper identification cannot be provided, the individual may be escorted off campus immediately.
If students are confronted with what you feel is an unauthorized or suspicious individual on campus or in the immediate area, dial (714) 992-7892 from an outside line or 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, press the button to contact Campus Safety. These emergency call systems should be used for emergencies only (not parking issues, for example). Individuals riding skateboards, bicycles and anyone loitering or wandering around the campus are considered suspicious. This includes the campus store, student center vending area, lounge and restrooms. All members of the campus community are urged to help monitor and maintain the safety of campus. The Campus Safety office is located on the ground level of Building B next to the parking structure.

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

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

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

**Safety as a Social Responsibility**

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

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

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

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

1. **MBKU Campus Safety**

MBKU provides information to the University community regarding sexual assault and other personal safety issues annually. University offices, such as University Student Affairs and Human Resources, may refer survivors/possible victims to local support agencies and assist them with the reporting of the crime to local authorities. The President shall take measures as deemed appropriate after due process and careful consideration with respect to any member of the University Community involved with sexual assault or any other sensitive crime.
Objectives
A. To annually update and provide information regarding sexual assault on the external MBKU website, in the University Student Handbook and the Student Achievement Moodle page which includes local referral sources.
B. To assist any member of the University community who may be a victim of sexual assault, or other personal crimes, with securing counseling services and reporting the crime to the authorities.
C. To educate and train public safety personnel and individuals who advise and/or supervise students in regard to prevention and the importance of support services for members of the University Community who may be a victim of sexual assault and other crimes.

Disclosure
A. The University Student handbook contains the complete policy, including its objectives.
B. University students will be sent information directly and informed of any changes.
C. Special flyers will be posted regarding sensitive crimes. They illustrate the need to seek out emotional support as well as the need to report the crime. In addition, pamphlets will be available regarding these matters in a variety of student gathering areas on campus and in the clinics.
D. The Vice President for Student Affairs maintains ongoing referral sources available to students. If a student reports a crime, the Vice President for Student Affairs encourages the student to seek out emotional support and immediately provide the student with contact information to local agencies. The student will be informed of the option to report the crime to the local authorities. If the student desires, the student will be assisted with this process.
E. The Director of Campus Safety, or designee, provides assistance to the affected individual for reporting the crime. This person explains the process and, if necessary, escorts the student to the local authorities.
F. If the crime occurs on the University premises, the Director of Campus Safety works with the local authorities to apprehend and/or prosecute the assailant.

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

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

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<tr>
<th>PROBLEM</th>
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<th>TELEPHONE #</th>
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<tbody>
<tr>
<td>Accident</td>
<td>Campus Security – Main Campus</td>
<td>(714) 992-7892</td>
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<tr>
<td></td>
<td>Campus Security – Ketchum Health</td>
<td>(714) 463-7509</td>
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<tr>
<td></td>
<td>Student Affairs</td>
<td>(714) 449-7444</td>
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<tr>
<td></td>
<td>Human Resources</td>
<td>(714) 449-7459</td>
</tr>
<tr>
<td>Police</td>
<td>Fullerton Police</td>
<td>(714) 738-6800</td>
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<td>Fire</td>
<td>Fullerton Fire Dept.</td>
<td>(714) 738-6500</td>
</tr>
<tr>
<td>Ambulance</td>
<td>Fullerton Paramedics</td>
<td>(714) 738-6122</td>
</tr>
<tr>
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**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)

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

**Hotline Support**

- Crisis Prevention Hotline: 877-7-CRISIS or 877-727-4747
- National Suicide Hotline: 800-SUICIDE or 800-784-2433
- OC Domestic Violence Hotline: 714-992-1931 or 800-799-7233
- Center Against Sexual Assault: 866-373-8300
- National Sexual Assault Hotline: 800-656-4673
- Rape Crisis Hotline: 714-957-2737
- Sexual Assault Victim Services: 714-834-4317
- Orange County Rape Crisis Center: 866-935-4783
- University Counseling Services: 714-595-9700 or 714-992-7835

**After-Hours Campus Access**

Students who would like to have after-hours access to campus for studying may do so only in the Building F Student Lounge. After 10:00pm, Campus Safety officers remain in the Campus Safety office to monitor campus video feeds. Using the Student Lounge for study after hours is at your own risk. Please use your best judgment from 10pm to 6am:

- Use the "buddy system"
- Don’t prop doors or open them for people you don’t know
- Remain aware of your surroundings (e.g., only use one ear bud if listening to music, glance around periodically, keep your cell phone close by, etc.)

**Building Hours**

Campus hours are from 6:00am to 1:00am, 7 days a week. Campus is closed from 1am to 6:00am (not including the 24/7 Student Lounge). Student ID access cards will not have access during these hours (again, not including the 24/7 Student Lounge).
During all other hours (6:00am to 1:00am) all doors are still locked but accessible with your access card. The exceptions are the doors to Buildings A and D (administration), which are unlocked during the day.

**Library**

Hours vary due to staff availability, breaks/recesses, final exams, and other circumstances. For up-to-date Library hours, visit their [website](#).

**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/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., ID access card 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., ID access card required.

**Building F – Low Student Union**

All special events must be scheduled on the Master Calendar.
Open 24 hours, ID access card required.

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

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

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

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

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

2. **Non-MBKU Guest Policy**

The Campus Safety Office continually maintains a log of all guests and their MBKU escorts. This is to make sure all non-MBKU persons on campus have been authorized for campus.
access AND to have an accurate campus headcount if an emergency situation were to occur. All guests (including family members) should carry photo ID, be accompanied by an MBKU-affiliated escort, and visit the Campus Safety Office (first floor of Building B) to check in in-person. Only if an officer is not available, call 714-992-7892 to attempt to contact the Officer on duty. If no answer, leave a message with your name, your guest’s name, and where you’ll be on campus.

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

3. **Non-SERVICE Pets on Campus**

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

Unless a registered service animal, pets belonging to employees and/or students are not allowed on campus. This includes outdoor spaces and within campus buildings and/or clinics. This policy applies to everyone at MBKU unless a specific exception has been granted.

Students please refer to the “[Accommodating Students & Applicants with Disabilities](#)” policy. Employees please refer inquiries to HumanResources@ketchum.edu.

4. **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.

5. **Firearms & Weapons**

Firearms and other dangerous weapons may not be brought into or kept on University-owned property and/or an affiliated clinic under any circumstances. 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.

6. **ID Access Cards**

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

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

Student parking permits may be ordered online through the [portal](#) 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 – Campus Safety Office (Building B)
- 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 are 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 feed will automatically 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**

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

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

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

- **Lot C** Health Professions Parking Lot located off Yorba Linda Blvd.
  
  *No student parking before 5pm – Reserved for faculty and guests only*

- **Lot E** UECLA Parking Lot located in Los Angeles

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

After-hours parking in Lots A and C 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. Students utilizing the 24 hour Student Lounge may call Campus Safety to let them know where their car is parked. *Even if overnight parking is granted, all vehicles in non-reserved spots must be removed by 6am.*

**Parking Structure Violations**

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

**Parking Guidelines**

A. Parking Permits must be displayed at all times and are non-transferrable unless a group of students are registered with the Campus Safety Office as a carpool group. Permits must be hung from the rear-view mirror. If you have forgotten your permit or driving a different vehicle, stop by the Campus Safety office upon arrival and notify them. If you have lost or misplaced your parking permit, a replacement permit can be obtained from 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. Even if granted overnight parking, all vehicles in non-reserved spots must be removed by 6am.

D. A parking permit does not guarantee that a space will always be available. Should the user be required to park elsewhere (i.e. CSUF lot) no refund or reimbursement will be given.

E. Daily permits can be purchased from Campus Safety office for $2.00. This permit must be visible from outside the vehicle.

F. Compact spaces should be used for small vehicles.

G. Vehicles must park in the center of the parking space (not on lines), forward to the bumper or curbing, and parked head-in, not backed in.

H. All vehicle information shall be current and/or updated with 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. ID access cards are non-transferable – do not let another person use your card to obtain gate access.

L. No parking, unloading, or loading of passengers in service and delivery driveway area between the parking structure and Building C.

**Failure to follow these rules and regulations will result in a citation and/or loss of parking privileges. No valid parking permit - $10.**

<table>
<thead>
<tr>
<th>PARKING FINES</th>
<th>MOVING FINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Violation: Warning</td>
<td>1st Violation: Warning</td>
</tr>
<tr>
<td>2nd Violation: $5</td>
<td>2nd Violation: $50</td>
</tr>
<tr>
<td>3rd Violation: $10</td>
<td>3rd Violation: $100</td>
</tr>
<tr>
<td>4th Violation: $15</td>
<td>4th Violation: Parking Pass Taken</td>
</tr>
<tr>
<td>5th Violation: $25</td>
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<tr>
<td>6th+ Violation: Vehicle towed</td>
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</tbody>
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<thead>
<tr>
<th>RESERVE SPACE PARKING FINES</th>
<th>PERMIT FINES</th>
</tr>
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<tbody>
<tr>
<td>1st Violation: Warning</td>
<td>1st Violation: Warning</td>
</tr>
<tr>
<td>2nd Violation: $15</td>
<td>2nd Violation: $5</td>
</tr>
<tr>
<td>3rd Violation: $30</td>
<td>3rd Violation: $10</td>
</tr>
<tr>
<td>4th Violation: Parking Pass Taken</td>
<td>4th Violation: $25</td>
</tr>
</tbody>
</table>

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

| 1st Violation: Warning         | 2nd Violation: $25             |
| 2nd Violation: $25             | 3rd Violation: $50             |
| 3rd Violation: $50             | 4th Violation: Parking Pass Taken |

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

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

| 1st Violation: Warning         | 2nd Violation: $10             |
| 2nd Violation: $10             | 3rd Violation: $15             |
| 3rd Violation: $15             | 4th 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.
8. **Safety Escorts and Other Programs**

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

A lesser-known service provided by the MBKU Campus Safety office is self-defense and safety training programs for students. If students are interested in planning an event for a class or organization, call the Campus Safety Office directly at (714) 992-7892.
ix. GENERAL INFORMATION

A. Academic Calendar

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

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

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

B. MBKU Facilities

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

C. Directory

To look up an individual by name, class, or department, please reference the University Phone Directory located on the MBKU portal. The University’s main phone number is (714) 449-7400 and is staffed during business hours to help callers navigate the University’s colleges, departments, and clinic locations. There is also a “Contact Us” form located on the MBKU website for general inquiries.

To report a concern, please complete and submit the “Report a Concern” form located on the portal.

Admissions, College of Pharmacy (714) 872-5698
Admissions, School of Physician Assistant Studies (714) 992-7808
Admissions, Southern California College of Optometry (714) 992-7868
Campus Store (714) 449-7434
Financial Aid (714) 449-7448
Library (714) 449-7440
University Student Affairs Office (714) 449-7444
Security (Main Campus) (714) 992-7892
Security (Ketchum Health Anaheim) (714) 463-7509
Security (Ketchum Health Los Angeles) (323) 234-9137
Student Counseling Services (714) 992-7835
University Eye Center at Ketchum Health Anaheim (714) 463-7500
University Eye Center at Ketchum Health Los Angeles (323) 234-9137
The campus
A  Richard Hopping Academic Center
B  Faculty, Staff and Student Parking
C  Basic and Clinical Sciences
D  Administration
E  Health Professions Building
F  Warren & Carol Low Student Union/Campus Store
G  Patricia Hopping Commons