Charles R. Drew University of Medicine and Science
University Catalog 2013-2014

“Excellent health and wellness for all persons, peoples, and communities, in a world without health disparities.”
ACCREDITATION

Charles R. Drew University of Medicine and Science is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC) 985 Atlantic Avenue, Suite 100; Alameda, CA 94501; (510) 748-9001. WASC granted Charles R. Drew University its regional accreditation in 1995.

Charles R. Drew University is approved by the State of California Council for Private Postsecondary and Vocational Education to grant a Doctor of Medicine degree in cooperation with the Board of Regents of the University of California.

The Liaison Committee on Medical Education (LCME) accredits the Drew/UCLA Medical Education Program through the UCLA School of Medicine.

The College of Science and Health programs are accredited by the following agencies:

- Commission on Accreditation of Allied Health Education Programs in collaboration with the:
  - Council on Education in Public Health (CEPH)
  - Commission on Accreditation for Health Informatics and Information Management
  - American Society of Health System Pharmacists (ASHP)
  - Joint Review Committee on Education in Radiologic Technology (JRCERT)

The Mervyn M. Dymally School of Nursing MSN program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) and by the Commission on Collegiate Nursing Education (CCNE). The Entry Level Masters (ELM) Track is approved by the California Board of Registered Nursing (BRN).

VETERANS ADMINISTRATION

Charles R. Drew University is approved for the training of veterans and eligible persons by the California State Approving Agency for Veterans Education (CSAAVE) under the provisions of Title 38, United States Code. Veterans and dependents are required to comply with VA regulations in regards to required class attendance and acceptable academic progress.

NON-DISCRIMINATION POLICY

Charles R. Drew University does not discriminate on the basis of race; color; religion; marital status; national origin; ancestry; sex; sexual orientation; disability (physical or mental); medical condition (cancer related) as defined in Section 12926 of the California Government Code; status as a Vietnam-era veteran or special disabled veteran; or, within the limits imposed by law or University regulations.

EFFECTIVE CATALOG DATES

This Catalog is in effect from fall semester 2013 through summer term 2014.

Cover Design

By Benedict Garma, Post Baccalaureate Pre-Medicine, ’14

Catalog Statement

This Catalog reflects information available as of the date of publication. Policies, regulations, and fees in this Catalog are subject to change and do not constitute an irrevocable contract between any student and Charles R. Drew University of Medicine and Science. Policy updates will be posted on the website and made available to students via email.
# TABLE OF CONTENTS

Accreditation ........................................................................................................................................................................... Back of Front Cover
Veterans Administration ................................................................................................................................................................... Back of Front Cover
Non-Discrimination Policy ................................................................................................................................................................ Back of Front Cover
Effective Catalog Dates .................................................................................................................................................................. Back of Front Cover
Cover Design ................................................................................................................................................................................ Back of Front Cover
Catalog Statement ............................................................................................................................................................................ Back of Front Cover
Charles R. Drew, MD (1904 - 1950) A Life Committed to Excellence ................................................................. 8
A Message from the President ......................................................................................................................................................... 9
Board of Trustees ............................................................................................................................................................................ 1
Officers of the University ............................................................................................................................................................... 2
A Message from the Academic Senate President .................................................................................................................. 3

**University Overview** ............................................................................................................................................................... 4

University Vision & Mission .......................................................................................................................................................... 4
History of the University ............................................................................................................................................................... 4
University Mascot ........................................................................................................................................................................... 4
Health Sciences Library and Learning Resource Centers ........................................................................................................ 6
University Learning Resource Center ......................................................................................................................................... 7
Student Education and Services Center .................................................................................................................................. 8
A Message from the Interim Executive Vice President Research .......................................................................................... 10
University Research .......................................................................................................................................................................... 11
A Message from the Interim Provost .............................................................................................................................................. 14
University Policies ........................................................................................................................................................................ 15
University Student Life ................................................................................................................................................................. 26
Student Government & Leadership ........................................................................................................................................... 26
Charles R. Drew University Alumni Association ..................................................................................................................... 27

Academic Advising .......................................................................................................................................................................... 27
Discover CDU - New Student Orientation ................................................................................................................................. 27
Admissions Procedures and Policies ........................................................................................................................................... 28
Requirements for Admission ........................................................................................................................................................ 28
Transfer Credit .................................................................................................................................................................................. 29
International Students ................................................................................................................................................................. 30
Admission for Non-Matriculating Students ................................................................................................................................. 31
Registration and Records ............................................................................................................................................................... 32
Cancelled Classes .......................................................................................................................................................................... 32
University & Course Withdrawal .................................................................................................................................................... 32
Transcripts ...................................................................................................................................................................................... 33
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Process</td>
<td>33</td>
</tr>
<tr>
<td>University Services</td>
<td>34</td>
</tr>
<tr>
<td>Campus Alert System (Everbridge)</td>
<td>34</td>
</tr>
<tr>
<td>Crime Statistics – Clery Report</td>
<td>34</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>34</td>
</tr>
<tr>
<td>Parking</td>
<td>34</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>34</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>35</td>
</tr>
<tr>
<td>Student ID Badges</td>
<td>35</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>36</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>40</td>
</tr>
<tr>
<td>Types of Financial Aid Available</td>
<td>40</td>
</tr>
<tr>
<td>Return to Title IV Funds (R2T4) Policy</td>
<td>43</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>47</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>47</td>
</tr>
<tr>
<td>Attendance</td>
<td>47</td>
</tr>
<tr>
<td>Catalog Rights</td>
<td>49</td>
</tr>
<tr>
<td>Academic Load</td>
<td>49</td>
</tr>
<tr>
<td>Classification of Students</td>
<td>49</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>50</td>
</tr>
<tr>
<td>University Grading System</td>
<td>50</td>
</tr>
<tr>
<td>Grade Appeal</td>
<td>52</td>
</tr>
<tr>
<td>Incomplete Policy</td>
<td>52</td>
</tr>
<tr>
<td>Academic Probation &amp; Dismissal</td>
<td>53</td>
</tr>
<tr>
<td>Maximum Time to Degree Completion</td>
<td>53</td>
</tr>
<tr>
<td>College of Science and Health</td>
<td>55</td>
</tr>
<tr>
<td>History of the College of Science and Health</td>
<td>55</td>
</tr>
<tr>
<td>College of Science and Health Administration</td>
<td>56</td>
</tr>
<tr>
<td>A Message from the Dean</td>
<td>57</td>
</tr>
<tr>
<td>Community Service and Service Learning</td>
<td>58</td>
</tr>
<tr>
<td>Student Awards &amp; Honor Societies</td>
<td>59</td>
</tr>
<tr>
<td>Oath and Honors</td>
<td>60</td>
</tr>
<tr>
<td>Student Clubs, Activities &amp; Organizations</td>
<td>60</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>60</td>
</tr>
<tr>
<td>CDSG Officers</td>
<td>61</td>
</tr>
<tr>
<td>Associate of Science (A.S.) Degree</td>
<td>61</td>
</tr>
<tr>
<td>Bachelor of Science (B.S.) Degree</td>
<td>62</td>
</tr>
<tr>
<td>Master of Public Health (MPH)</td>
<td>62</td>
</tr>
<tr>
<td>Division of General Studies</td>
<td>63</td>
</tr>
<tr>
<td>College of Science and Health Programs</td>
<td>63</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>General Studies Curriculum</td>
<td>63</td>
</tr>
<tr>
<td>Certificate Programs</td>
<td>73</td>
</tr>
<tr>
<td>Associate of Science Programs</td>
<td>73</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>73</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>77</td>
</tr>
<tr>
<td>Bachelor of Science, Life Sciences</td>
<td>82</td>
</tr>
<tr>
<td>Post-Baccalaureate Certificate in Pre-Medicine</td>
<td>87</td>
</tr>
<tr>
<td>Urban Public Health, MPH</td>
<td>91</td>
</tr>
<tr>
<td>COSH Governance</td>
<td>95</td>
</tr>
<tr>
<td>Student Complaints &amp; Grievances</td>
<td>95</td>
</tr>
<tr>
<td>Faculty By Program</td>
<td>96</td>
</tr>
<tr>
<td>College of Medicine</td>
<td>98</td>
</tr>
<tr>
<td>History of the College of Medicine</td>
<td>98</td>
</tr>
<tr>
<td>Administration</td>
<td>99</td>
</tr>
<tr>
<td>A Message from the Dean</td>
<td>100</td>
</tr>
<tr>
<td>Office of Medical Student Affairs and Curriculum</td>
<td>101</td>
</tr>
<tr>
<td>CDU/UCLA Medical Education Program</td>
<td>102</td>
</tr>
<tr>
<td>First and Second Years</td>
<td>102</td>
</tr>
<tr>
<td>Elective Clerkships</td>
<td>104</td>
</tr>
<tr>
<td>Grading System</td>
<td>105</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>106</td>
</tr>
<tr>
<td>Admissions and Fees</td>
<td>106</td>
</tr>
<tr>
<td>Academic Requirements</td>
<td>107</td>
</tr>
<tr>
<td>Annual Fees and Expenses</td>
<td>108</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>108</td>
</tr>
<tr>
<td>Application Deadlines</td>
<td>109</td>
</tr>
<tr>
<td>Student Awards &amp; Honor Society</td>
<td>109</td>
</tr>
<tr>
<td>Professional Associations</td>
<td>110</td>
</tr>
<tr>
<td>Student Life</td>
<td>111</td>
</tr>
<tr>
<td>Identification Badges</td>
<td>111</td>
</tr>
<tr>
<td>Student Government/Student Activities</td>
<td>112</td>
</tr>
<tr>
<td>College Policies</td>
<td>113</td>
</tr>
<tr>
<td>Complaints and Grievances</td>
<td>113</td>
</tr>
<tr>
<td>Honor Code</td>
<td>113</td>
</tr>
<tr>
<td>Nondiscrimination Policy</td>
<td>114</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>114</td>
</tr>
<tr>
<td>Medical Education Program Student Learning Outcomes</td>
<td>115</td>
</tr>
<tr>
<td>Mervyn M. Dymally School of Nursing</td>
<td>118</td>
</tr>
<tr>
<td>History of the School of Nursing</td>
<td>118</td>
</tr>
<tr>
<td>Administration</td>
<td>120</td>
</tr>
</tbody>
</table>
## Table of Contents

- A Message from the Dean .................................................................................................................. 122
- Mission Statement ............................................................................................................................. 123
- Accreditation ...................................................................................................................................... 123
- Terminal Objectives .......................................................................................................................... 124
- Community Service and Service Learning ...................................................................................... 125
- Master of Science In Nursing Graduate Tracks .............................................................................. 125
- Entry Level Master’s (ELM) Track ...................................................................................................... 125
- ELM Curriculum ............................................................................................................................... 126
- Course Descriptions .......................................................................................................................... 128
- Entry Level Nurse Track Curriculum of Study ................................................................................ 130
- Family Nurse Practitioner (BSN to FNP) Track ................................................................................ 131
- BSN to FNP Track Admission Requirements .................................................................................. 131
- Admission Requirements for International Applicants & Applicants with a foreign degree .......... 132
- Clinical and Program Requirements .................................................................................................. 132
- FNP Curriculum ................................................................................................................................ 132
- Course Descriptions .......................................................................................................................... 133
- Family Nurse Practitioner Track Curriculum of Study ................................................................. 135
- Master of Science in Nursing Post Master’s Certificate Track ....................................................... 136
- Post Masters Certificate Admission Requirements .......................................................................... 136
- Course Descriptions .......................................................................................................................... 137
- Master’s of Science in Nursing RN to MSN Track .......................................................................... 138
- Master of Science in Nursing RN to MSN Track Curriculum of Study ......................................... 139
- Curriculum of Study .......................................................................................................................... 139
- ADN to MSN Program Admission Requirements ......................................................................... 140
- Computer Requirements ................................................................................................................... 140
- Admission Requirements for International Applicants & Applicants with a foreign degree .......... 140
- Course Descriptions .......................................................................................................................... 142
- ADN to MSN Track Curriculum of Study ....................................................................................... 144
- Cost of Attendance ............................................................................................................................ 144
- Faculty ............................................................................................................................................... 146
- **2013-2014 Academic Calendar** .................................................................................................. 147
- University Holidays .......................................................................................................................... 148
- Key Telephone Numbers ................................................................................................................. 149
- **Travel Directions** ......................................................................................................................... 150
- **Campus Map** .............................................................................................................................. 151
- Location ............................................................................................................................................ 151
- University Catalog Committee ......................................................................................................... 152
- **INDEX** ........................................................................................................................................ 153
Charles R. Drew, MD (1904 - 1950)
A Life Committed to Excellence

Charles R. Drew University of Medicine and Science is named in honor of a most distinguished African American surgeon whose research and groundbreaking accomplishments in the collection and storage of blood plasma became the foundation and model for today’s system of blood donation and preservation.

Charles Richard Drew’s life was characterized by a strong commitment to excellence. He won a scholarship to Amherst College, Massachusetts, after attending Dunbar High School in Washington, D.C., where he had been voted most popular boy, and best all-round athlete in his senior year. At Amherst, he excelled in athletics, winning the Pentathlon trophy all four years, and the Mossman trophy for the athlete bringing greatest honor to the school.

Charles R. Drew was an athletic coach and biology teacher at Morgan College, Baltimore, before going on to medical school at McGill University in Canada, where he graduated with his Doctor of Medicine and Master of Surgery degrees in 1933. He was an Alpha Omega Alpha scholar at McGill, and winner of the J. Francis Williams Fellowship in Medicine, awarded on the basis of a competitive examination given annually to the top five students in the graduating class.

Dr. Drew returned to Washington D.C. to do a residency in surgery at Freedmen’s Hospital (later Howard University Medical Center). A Rockefeller Foundation Fellowship took him to Columbia-Presbyterian Medical Center, where his exhaustive research provided the background for his doctoral thesis: Banked Blood: A Study in Blood Preservation. He was the first African American to earn the postgraduate Doctor of Science in Medicine (M.D. Sc.) degree.

At the outbreak of World War II, Charles R. Drew provided crucial assistance to the war effort in Britain by developing and directing a successful blood collection and storage project in response to a request from his former McGill professor, Dr. John Beattie. The “Blood for Britain” program was an organization of several hospitals involved in uniform procedures of recruiting donors, collecting blood, and processing and supplying plasma to the British Red Cross. Thousands of lives were saved on the battlefield through the new storage techniques, and Charles R. Drew was subsequently appointed Director of the first American Red Cross blood bank, establishing an effective program for the U.S. Armed Forces. He later resigned the post to protest the military’s practice of maintaining segregated blood banks.

Charles Drew returned to Howard in 1941 to head the department of Surgery, and in 1944 became chief of staff at Freedmen’s Hospital. That year, he was awarded the SPINGARN medal by the NAACP for his “outstanding work in blood plasma.” Charles R. Drew’s pioneering work had earned him several honorary degrees and appointments on national scientific committees. On his way to a scientific meeting in Tuskegee in 1950, Charles Drew died in an automobile accident from severe injuries sustained at the wheel of his car.

Dr. Charles R. Drew left behind a wife, four children, and a legacy of deep compassion and devotion to excellence and civil liberties for all.
Dear Students, Faculty, and Staff,

Welcome to Charles R. Drew University of Medicine and Science. These pages contain the University’s Catalog of courses that lead to graduation, taught by an impressive faculty that is dedicated to every single student’s success. Consider this University home, an academic home with a unique history and a distinct mission.

The mission here just doesn’t exist on paper. It lives in the hearts of those who teach here, who work here and who study here. It springs out of the teaching, research, and clinical practice that occur here.

This calling prepares students to heed our Mission of helping underserved populations who depend upon our graduates for providing health services they cannot afford. The mission compels us to reach out to underserved populations with excellence, compassion, dedication, kindness, patience and caring, while using the latest research and clinical practice techniques. Through this undertaking, our success is measured.

Born from the ashes of the Watts riots in the mid-1960s, Charles R. Drew University is the only University in the U.S. that is dually designated as a Historically Black Graduate Institution and as a Hispanic-Serving Health Professions School. It fills a void in an area that desperately requires medical attention. South Los Angeles residents are more likely to suffer from diabetes, kidney or heart disease, high blood pressure than anywhere else in the county, and choose from fewer doctors for treatment.

This need for medical services helps explain why the courses outlined in this Catalog, and the education offered at this University, are so critical. The mission does not stop outside our doors, as the University serves local, national, and international communities.

A wide range of students, diverse through gender, race, and ethnicity, are drawn to this University. Please look around and notice why Charles R. Drew University of Medicine and Science represents the future of health care in Los Angeles. It’s multicultural unlike any other institution in Southern California.

Students are embraced here, making Charles R. Drew University more than home. It’s family.

Welcome to the family.

David M. Carlisle, M.D., Ph.D.
President
Charles R. Drew University of Medicine and Science
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Assistant Vice-President and Chief Human Resources Officer

Nathaniel A. Clark, CIA, CISA, CFE  
University Auditor

John Geraghty, CPA  
University Controller
Greetings students, faculty, staff, and members of our campus community!

The Academic Senate would like to cordially welcome all of you to Charles R. Drew University of Medicine and Science. Our university is a richly diverse institution blessed with the most dedicated faculty you will find, working together to develop and maintain the highest in quality academic programs for its students. The energy and passion of our faculty and students and the resulting synergy creates new ideas, fresh perspectives, and lively discussion that are the lifeblood of a university.

At Charles R. Drew University, you will find faculty doing cutting edge research and directly applying the benefits of their disciplines to helping underserved populations, both locally and abroad. We are nationally recognized for our research enterprise and in 2009, were ranked among the top 50 American private research universities in total federal research funding. Many former fellows and faculty have become national leaders in education, government services, research institutions, and clinical enterprises.

As the Academic Senate, we are the proud voice for our dedicated faculty, serving as a cross-campus legislative body and as the official representative of the faculty to the President and the Board of Trustees on matters relating to academic policies and programs. The Faculty Senate serves as advisors to the administration through the process of shared governance in ensuring the success of the University’s mission in teaching, research and service. Needless to say, the Academic Senate takes this charge very seriously, and we are confident that with the support of our entire faculty from the three colleges and schools, we can strive to reach our fullest potential.

Yours sincerely,

Mohsen Bazargan, PhD
President
Academic Senate
University Overview

Vision

Excellent health and wellness for all persons, peoples, and communities, in a world without health disparities.

Mission

The University develops a diverse group of health professional leaders who are committed to social justice, promote wellness, provide care with excellence and compassion, and are uniquely qualified to transform the health of underserved populations through outstanding education, research, and clinical services in the context of community engagement.

History of the University

Charles R. Drew University is a private, nonprofit, nonsectarian, minority-serving medical and health science institution established in 1966. The University (then a “postgraduate medical school”) was conceived during planning discussions in 1963. However, real progress to establish the University was not made until the McCone Commission cited poor health status and diminished access to healthcare among the major factors fomenting the 1965 civil unrest in Watts. Charles R. Drew University, which continues to serve as the only academic health sciences center for the area’s 1.5 million people, is the only designated minority-serving health sciences university in a county of more than 10 million people, 70 percent of whom are from minority communities. Defined as a Minority Serving Institution by the Office of Civil Rights, the University’s College of Medicine (COM) is recognized by the Department of Education under subsection (a), Title III B Section 326 as a Historically Black Graduate Institution (HBGI). The University is a charter member of the Hispanic Serving Health Professions Schools, a national nonprofit dedicated to improving the health of Hispanic people through research initiatives, training opportunities, and academic development. In its over 35 years of enrolling students, the University has made enormous contributions to health care in the nation by graduating over 400 physicians, 2,500 physician assistants, 2,500 physician specialists, and numerous other health professionals—almost all from diverse communities who went on to serve underserved communities.

Charles R. Drew University maintains an academic focus that emphasizes a primary care approach to both healthcare and community relations. Guided by its mission, Charles R. Drew University continues to promote community-based programs in the context of a collaborative model for teaching, research and service.

University Mascot

The CDU Mighty Lion mascot was created to promote school spirit, pride and an overall identity for the institution. The Lion is the king of the jungle - wise, brave, and protective; characteristics of a leader. CDU students strive to be leaders in the health field just like Dr. Charles R. Drew, a brilliant African-American physician known as a pioneer for his work with blood preservation. The Lion possesses a strong, positive nature and does not retreat from adverse circumstances. Strength, determination and courage are characteristics affiliated with the Lion and with CDU students who are passionate about fulfilling the University’s mission to effect change in underserved communities.

University Colors

The University colors are black and gold.
Diversity as a University Value

The University values cultural diversity in its faculty, staff and student body, as well as in its academic programs. The evolution of the University demonstrates its unique ability to create and carry out educational methods that accommodate a variety of learning styles. As a result of the demographic changes in underserved communities, the range of knowledge and skills necessary to provide effective healthcare services to these communities has increased enormously. The challenge for the University has been to increase awareness and to recruit, educate and retain a diverse student body. Consequently, the University has implemented strong academic programs to meet the increasing and changing educational needs of current and potential students.

The University believes that knowledge and compassion are essential for success in a multicultural institution. Therefore, development of a curriculum that includes courses focusing on multicultural issues affords an educational opportunity for our students to learn about themselves as well as other groups and cultures. This approach to education enables our students to appreciate themselves better as well as the differences and commonalities of other groups and cultures.

The University seeks to respond to the future needs of a diverse student body and changing community by identifying and committing specific resources to preparation, recruitment, and retention of interested students.
Health Sciences Library
The Health Sciences Library, located on the first floor of the W. Montague Cobb Medical Education Building, is a 6,600-square-foot information and study center. The library maintains a comprehensive specialized collection of materials in the health sciences, including print and electronic journals, print and electronic books, non-print media, and electronic databases for University students, faculty, staff, and community patrons.

The library is the primary information resource for the University and supports students, faculty, and staff by providing materials, access to resources, instruction in the use of these resources, and an environment that fosters teaching, research, and lifelong learning.

Mission Statement
Our mission is to provide exemplary health information resources and services that are essential for the provision of quality educational, research, and clinical services for students, faculty, staff, the community, and its affiliates. Further, the library is charged with the constant re-evaluation of its holdings and services to ensure that it meets the mission of the University.

The Collection
The scope of the library’s collection supports the educational programs in the College of Medicine, the College of Sciences and Health, and the School of Nursing. The CDU Health Sciences Library contains over 11,000 print and access to over 55,000 electronic books, and more than 42,000 volumes of bound journals. The library currently subscribes to over 9,000 electronic journals, 37 health sciences resources, and access to over 1,600 audiovisual resources.

Services
Reference Services: Librarians are available to assist patrons Monday-Friday from 8:00 a.m. – 6:00 p.m.

Information Literacy Classes: Librarians are available to consult with instructors and provide in-class training sessions on how to use specific health information resources. Please contact the Library Director at 323-563-9340.

Literature Searches: The librarians will consult with patrons on how to locate needed information from the health sciences literature. Librarians can also assist with citation verifications for manuscripts.

Educational Programming: The Library is involved in a number of educational events, including CDU Author’s Tea, Black History, Cesar Chavez and Cinco De Mayo. In addition, the Library hosts a number of traveling exhibits which are created by the National Library of Medicine.

The Library’s Web Pages: The library’s Web pages host a number of health information resources, such as PubMed, CINAHL, Dynamed, STAT!!Ref, Clinical Key, Access Medicine, PsycINFO and ExamMaster. In addition, each educational program has a subject specialized section on the web page. The website also provides access to the electronic health sciences journals; electronic books; clinical decision support tools, including Evidence Based Medicine resources, and bibliographic software. The electronic resources on the library’s website are available on the University campus by using wireless connections and also available off campus using remote access. The library website is located at the following URL: http://library.cdrew.edu.

Remote Access (Off Campus): Library users can access the Library’s resources off campus by using their CDU username and password in the Login box that is
located at the top of the Library’s web page. For more information please contact the Library at ext. 4869.

Interlibrary Loan: The library can obtain books and copies of articles from other libraries as needed for registered users. A request form is available online or at the circulation desk. Users are encouraged to check the library’s online Catalog prior to submitting a request.

Library Computers: Seventeen computers are available featuring the Microsoft Office productivity software, Endnote citation management software, statistical software and access to the library’s electronic resources.

Photocopy and Printing: Printing and photocopying is available in the Library using the Print Management System. The cost for black and white photocopying and printing is $0.15 cents per page. In addition, students can photocopy in color, the cost for color photocopies is $0.50 cents per page. Print cards can be purchased from a venda-card machine using dollar bills only and the initial cost for the card is $1.00.

Audio/Visual Collections: The Library has access to the Films on Demand collection of videos in the health sciences. Films on Demand is available from the Quick Links section of the Library web page. In addition, the library has an extensive collection of physical audiovisual materials. For more information please contact the Library at ext. 4869.

Presentation Equipment: Laptops are available for same day use; contact the Library for more information. Additional audiovisual equipment is available for use including, a digital and a video camera, and LCD projectors, by Library registered borrowers. Please contact the Library to reserve the equipment in advance by calling (323) 563-4869.

Quiet Study Room: The library has a quiet study room for student use. It contains 9 individual study areas and is opened at 7:00 a.m. – 8:45 p.m., Monday-Friday. Please contact Campus Police for weekend hours, 323-326-4859.

Wireless Access (WiFi): The library is equipped with wireless access for students, faculty, staff, and guests. Instructions on how to connect to the wireless network are available at the circulation desk.

Group Study Rooms: The library houses 2 group study rooms that can be reserved at the circulation desk. In addition, study cubicles are also available for student use.

Patrons
The library extends borrowing privileges to the students in the College of Medicine, the College of Science and Health, the School of Nursing, faculty, administration, and staff of Charles R. Drew University. In addition, it is a Resource Library for healthcare providers in the community, high school and college students, and community residents who need access to health information.

Honor System
All books and journals checked out from the library are given a due date. Patrons are subject to a three-week suspension if Library materials are overdue.

Circulation
Books (limit: 4) for 21 days; Bound Journals (limit: 4) for 14 days; Videos (limit: 2) for 7 days and Audio Materials (limit: 4) for 7 days.

Renewals
For each item checked out from the library, patrons are permitted one renewal, either in person or by telephone on or before the due date. To renew materials by telephone, please call (323) 563-4869.

Hours
Monday- Thursday 8:00 a.m. – 8:00 p.m.
Friday 8:00 a.m. – 6:00 p.m.
Saturday 9:00 a.m. – 4:45 p.m.
Sunday 10:00 a.m. – 2:00 p.m.
Extended hours will be posted.

University Learning Resource Center
The Charles R. Drew University Learning Resource Center (LRC) is the focal point for the University's educational technology programs. The LRC facilities include a computer lab, educational technology classroom, and a variety of classroom and meeting spaces. The LRC is equipped with computer and media hardware, and a variety of software for education,
research, and scholarly publication. Blackboard 9.1 is the Learning Management System that is used at CDU and it is administered through the Library and the SESC Manager is the Blackboard Administrator.

Learning Resource Centers
There are 2 Learning Resource Centers (LRC) at CDU. These sites are used for instruction, online examinations, independent study, and workshops.

The LRC staff provides assistance with password resets, audiovisual setups, educational technology assistance, Blackboard assistance, software installation, and poster printing. In addition, training on the use of health information resources is available to all students, faculty and staff. Please call the circulation desk (323-563-9340) to schedule an orientation or information literacy session.

The Cobb Building LRC facilities include:

- A total number of 31 computers
- Computer Laboratory (Cobb 185): A general computer lab with 16 workstations, laptop connections, a laser printer and SmartBoard LCD projection system.
- Educational Technology Classroom (Cobb 183): A computer classroom with 15 computer workstations, a SmartBoard-LCD projection system, instructor podium, document camera, and classroom control software.
- Cobb 189 is the Library Quiet Study room: consists of 9 study carrels for independent study.
- Cobb 187 is a Small Group Room that is shared space. Please contact the Library for more information, 323-563-4869.

The LRC computers have a variety of medical education software, including basic science tutorials, case based learning, patient simulation, exam preparation, statistical software, and bibliographic citation software. For further information, call (323) 563-9340.

Student Education and Services Center
Complimentary learning resources in the College of Science and Health are located in the Student Education and Services Center (SESC) in the Keck Building. The SESC offers help, at no cost, to any student or staff member who desires to improve and build his/her academic skills.

The SESC offers:

- Computer-assisted instruction in mathematics, writing, reading, and other curriculum supported subjects;
- Free tutoring in most subjects for both individuals and small groups;
- Academic skills building workshops scheduled throughout the academic year;
- Instructional materials that are available for use in the center and select resources from home
- Wireless access and Web-based learning programs.

Computer Assisted Instruction (CAI)
The SESC utilizes Plato, a program that helps students improve proficiency in mathematics, reading, English grammar, and in a number of other general education subject areas. Plato provides a series of lessons that specifically address individual needs. Students may be recommended by instructors, or they may use the Plato Program diagnostic tools to determine which of their skills require work.

Additional supplemental instruction programs are available to accompany courses that are taught in the College of Science and Health. Students enrolled in the Medical Spanish classes use audio tapes and videos on a regular basis to accompany their classroom assignments. The SESC also has a variety of media in various subject areas, including study skills techniques, available for student use. College of Science and Health faculty members also place materials on reserve in the center for students in specific classes.

Study Skills Workshops
Study Skills Workshops are available for students, faculty, and staff and are scheduled throughout each semester. Goal Setting and Time Management, Memory and Concentration, Note-Taking Systems, and Test-Taking Techniques have been the subjects of recent workshops.
Tutoring
Group tutoring is available and can be facilitated by a faculty member or peer. In addition to being aided by a tutor, students in group study settings gain the opportunity to practice what they learn while they work together, teaching each other and learning from each other.

One-on-one tutoring is available when the need has been diagnosed by either the tutor coordinator or the faculty of a specific program. Both peer and professional tutors are available to assist students in one-on-one study sessions.

The Student Education and Services Center consist of:
- 25 workstations in the learning center, a Smart Board-LCD projection system, used for classroom instruction, testing, workshops and individual use
- MCAT Review materials
- Small Reserve books and media
- 8 computers located in the Testing/Career Center
- 3 group study rooms with computer access
- Computer software programs that accommodate varying study needs
- Photocopying and printing is available, the cost for this service is $0.15 per page.
- The SESC also houses the Charles R. Drew Student Government (CDSG) Office

The Student Education and Services Center hours are:

Monday – Thursday  8:00 a.m. to 9:00 p.m.
Friday  8:00 a.m. to 5:00 p.m.
Saturday  Closed

SESC staff can be contacted by visiting the center at these hours or by calling for assistance at (323) 563-5934.
A Message from the Interim Executive Vice President for Research and Health Affairs

Dear CDU Faculty, Staff, Students, and Community,

As the Interim EVP for Research and Health Affairs, I warmly welcome you all. Over many years of significant effort from talented faculty, dedicated staff, aspiring students, and incredible community champions, CDU’s research enterprise has grown to address several areas of health disparities through a multi-pronged translational research approach.

In our short history, our research teams have made a difference in our community in areas ranging from Cancer Health Disparities research, HIV/AIDS research, and Cardiometabolic research to name a few. In addition, CDU has trained and will continue to train highly competitive and award winning students and trainees; including undergraduate, graduate, medical students, as well as fellows and junior faculty in performing multi-faceted translational research on health disparities. The efforts of our research have garnered numerous national and international recognition, awards, and competitive grant funding from National Institutes of Health (NIH), the Department of Defense (DoD), and other national sources.

I invite you to spend some time learning about our research accomplishments, training and research opportunities, and on-going research activities. Our overarching goal is to create programs aimed at understanding behavioral, ethnic, cultural, and scientific reasons that contribute to health disparities and how it impacts our underrepresented and underprivileged populations. I am very proud of our numerous accomplishments and look forward to future success in addressing the needs of our community. I warmly welcome you all and strongly encourage you to become engaged in one of our research centers, and join the CDU team in our mission to eliminate health disparities.

Sincerely,

Jay Vadgama, PhD
Interim Executive Vice President for Research and Health Affairs
Charles R. Drew University of Medicine and Science
University Research

Charles R. Drew University of Medicine and Science performs high quality research that focuses on key health disparities issues. The University has had tremendous growth in research with an increase in its annual research funding. Charles R. Drew University now ranks in the top 50 Private Research Universities as rated by the Center for Measuring University Performance. NSF analysis (figure 1) reported US scientific publishing was flat from 1992-2001 despite increased research funding. The #1 institution in the country in publication growth over this period among the top 200 institutions by level of NIH funding, was Charles R. Drew University with a 127% increase (the U.S. average is <1%). Since 2011, the top American research universities, are defined as those with at least $40 million in annual federal research expenditures, and these tend to sustain high levels of performance and maintain their relative position within the marketplace over time (The Top American Research Universities, 2011). CDU has earned the honor of being in this group. Furthermore, among the the group of HBCU’s and Minority institutions across the US, CDU is the leading minority serving institution with the most federal funding. CDU is the only HBCU/Minority serving institution listed as under top universities with over $40M in federal funding. In 2009, CDU ranked 146 among all Universities with federal funds over $40 million per year. Currently CDU boast over $57 Million in federal funding. The current endowment assets from research is over $70M. Among all institutions with Over $40 M in Federal Research, CDU showed a 30.8% increase in constant dollars from 2000 to 2009. In this regard, CDU has performed better than many larger instutions including several top rated private and public institutions.

The Charles R. Drew University Research Enterprise is dedicated to closing the gap on health care disparities among underserved and ethnic minority populations and so much more. The important work done by our researchers brings attention to health issues and diseases that disproportionately affect minorities and the poor. Diabetes, hypertension, cancer, reproductive health, chronic kidney disease, neuropsychiatric disorders and HIV/AIDS are just a few of the areas where Charles R. Drew University researchers, faculty and staff members make a difference. Our nationally and internationally renowned researchers are breaking new ground, integrating research advances into the basic sciences and setting new standards in healthcare disparities research for underserved communities.

Research Centers and the Life Sciences Institute

The various research centers play an important role in the growth and development of medical research with a focus on health disparities at Charles R. Drew University. These center grants funded for research, education and training, treatment, and community partnerships in Cancer, Cardio-Metabolic, HIV/AIDS provide excellent opportunities for all of our students to engage in state-of-the art research studies and thereby enrich their career growth while at CDU. The Life Sciences Institute (LSI) LSI formally known as MSI (Medical Sciences Institute) was established in

NSF Report

2005, it now boasts an endowment of over $70 million and continues to serve as a major resource for recruitment and retention of outstanding research faculty while sustaining research infrastructure. In partnerships with research centers, the LSI provides new pathways to research discoveries at Charles R. Drew University through creating innovative research teams and re-engineering the clinical research enterprise in a highly structured system. Doing so improves opportunities for the recruitment and retention of junior and senior researchers who pursue NIH funding for desperately needed research that has the greatest potential for reducing health disparities throughout the world.

**Research Centers and Contact Links**

- **RCMI Infrastructure for Clinical & Translational Research (RCTR)/Accelerating eXcellence In Science (AXIS)**  
  [http://axis.cdrewu.edu/](http://axis.cdrewu.edu/)
- **Charles R. Drew University/UCLA Comprehensive Cancer Center**  
- **The Clinical and Translational Sciences Institute in partnership with UCLA**  
  [http://www.ctsi.ucla.edu/](http://www.ctsi.ucla.edu/)
- **RCMI Translational Research Network (RTRN)**  
  [http://rtrn.net/](http://rtrn.net/)
- **The Charles R. Drew University/UCLA Excellence in Partnerships for Community Outreach, Research on Health Disparities and Training (EXPORT) Center.**  
  [http://www.cdrewu.edu/page/1116](http://www.cdrewu.edu/page/1116)
- **Charles R. Drew University Center for AIDS Research, Educational Services, HIV Identification, Prevention and Treatment Services.**  
  [http://chipts.ucla.edu/](http://chipts.ucla.edu/)
- **The Center for Health Improvement of Minority Elderly in partnership with UCLA.**  
  [http://www.chime.ucla.edu/](http://www.chime.ucla.edu/)
- **Minority Biomedical Research Support for Continuous Research Excellence (MBRS-SCORE).**  
  [http://www.cdrewu.edu/page/1075](http://www.cdrewu.edu/page/1075)
- **Biomedical Informatics.**  
  [http://www.cdrewu.edu/page/1402](http://www.cdrewu.edu/page/1402)

**Research Partnerships**

- **University of California, Los Angeles (UCLA)** – Since its inception, the University has conducted more than 70 collaborative projects to date numerous collaborative research projects with UCLA.
- **NCI** – funded CDU-UCLA Cancer Center Partnership to Eliminate Cancer Health Disparities in Minority and Underserved Populations. Our mission is to design and conduct basic, clinical, applied, translational, and prevention research programs directed toward reducing cancer incidence, morbidity, and mortality in the underserved communities, which face cancer health disparities in Service Planning Area (SPA), 6 region of Los Angeles. The **Center to Eliminate Cancer Health Disparities** was established through the Division of Cancer Research and Training in 2009 through a grant from the National Institute of Health. Numerous research projects are currently being conducted by the Center’s faculty and staff, including basic laboratory research, community outreach and engagement and clinical trials activities.

- **RAND** – Both RAND and UCLA are strong research partners with the University. The depth and breadth of these collaborations has accelerated during the last 10 years, with most activities focused on health disparities work. Additionally, these collaborations have created an environment where senior scientists have committed to support the development of junior faculty at Charles R. Drew University.
- **RCMI-funded institutions** – The RCMI Translational Research Network (RTRN), led by the Charles R. Drew University represents a groundbreaking effort to integrate clinical, biomedical, and behavioral researchers with providers and community leaders into novel geographic and ethnically diverse research partnerships.
- **Community Ties and Partnerships** – The University has a number of strong partnerships and collaborations with community organizations and
successfully engages surrounding communities in participatory - driven research. This work includes over 100 ongoing partnerships including programs to communicate research-based information to increase public awareness of health issues; efforts to improve the transfer of evidence-based knowledge to community-based healthcare providers; supporting, enhancing, and actively engaging in ongoing and new community-based participatory research efforts, with a range of partners, including the South Central Family Health Center, the Nickerson Gardens Housing Project, and the Oasis HIV Clinic, among others. Several of the Research Centers, including the CDU/UCLA Cancer Center Partnership, AXIS, and CTSI have dedicated Cores/Units for Community Partnered Research and activities.

Contact Info
Interim Vice President for Research and Health Affairs
Charles R. Drew University of Medicine and Science
1731 East 120th Street, Los Angeles, CA 90059
Phone: 323-563-4853; Email:
jayvadgama@cdrewu.edu

CDU Faculty and Research Profiles:
https://profiles.cdrewu.edu/Profiles/Search.aspx
A Message from the Interim Provost

It is with excitement and anticipation that we open the 2013-2014 academic year at Charles R. Drew University of Medicine and Science (CDU). We are excited about developments at the University and anticipate all that our students will accomplish and achieve. CDU attracts faculty, staff and students that share a vision of "excellent health and wellness for all persons, peoples, and communities, in a world without health disparities." This guides our dedication to educating diverse health professionals, people who are committed to social justice and prepared for leadership in their professions and communities.

We are inspired by a vision of a world without health disparities.

We are committed to your success and we have high expectations. If you are a student at CDU, I invite you to use the University's learning resources to practice learning so that you can achieve your goals. If you are exploring Charles R. Drew University of Medicine and Science and its programs as a prospective student, I am glad you are considering CDU as a place to continue your education and research. As you browse this Catalog and the University's website, you will see the programs offered in each College and School. CDU is a gem and I hope you will soon understand this. Studying at a university like CDU, will provide you a opportunity to get to know your faculty and your classmates. You will be able to forge relationships that you cherish for a lifetime.

Mary E. Boyce, Ph.D.
Interim Provost
University Policies

Deadlines for Admission and Financial Aid

Charles R. Drew University of Medicine and Science encourages prospective students to adhere to the following application deadlines which were established to support financial aid processing in a timely manner for new incoming students. All applicants are encouraged to apply for federal financial aid at the time they apply for admission to an academic degree program or as early as January 1st of each year.

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<td>Priority Deadline</td>
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<td>January 2nd</td>
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<td>Recommended Deadline</td>
<td>March 1st</td>
<td>September 1st</td>
<td>February 1st</td>
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NOTE: CDU programs offer rolling admissions and applications are considered after the recommended deadlines and until the class is filled.

1. Prospective students submit appropriate application for admission in accordance with the priority deadline or recommended application deadline published in the CDU Catalog, on the CDU website and/or print media.

2. All applicants are encouraged to apply for federal financial aid at the time they apply for admission to an academic degree program or as early as January 1st of each year.

3. To be considered for federal financial aid, applicants must submit a FAFSA (Free Application for Federal Student Aid) online at www.fafsa.gov. In order to access personal information on the www.fafsa.gov site and to sign the FAFSA online, applicants must first obtain a PIN# (a 4-digit number that is used in combination with the Social Security Number, name, and date of birth to identify the applicant as someone who has the right to access his/her personal information on the www.fafsa.gov site.)

4. Timeline for federal aid processing of prospective students who submit an Application for Admission to CDU by the priority deadline.
   - December 1st: Priority Deadline for Submitting Application for Admission
   - February 1st:

- Office of Admissions mails early acceptance letters for fall semester of the same calendar year.

- Student applies for federal financial aid online at www.fafsa.gov. The priority deadline to apply for federal financial aid is April 1st. Students who submit a FAFSA and all required documents, and meet the eligibility criteria, by April 1st will be considered for SEOG and CDU Scholarships.

March 1st: Deadline for returning Intent to Enroll

Note: Financial Aid award letters will be mailed within 2 to 3 weeks from receipt of all required financial aid documents.

5. Timeline for federal aid processing of prospective students who submit Application for Admission to CDU by recommended application deadline.

March 1st: Recommended Deadline for Submitting Application for Admission

April 1st:

- Office of Admissions mails acceptance letters for fall semester of the same calendar year.

- Student applies for federal financial aid online at www.fafsa.gov. The deadline to apply for federal financial aid is July 1st. Students who submit a FAFSA and all required documents, and meet the eligibility criteria, by July 1st will be guaranteed a financial aid award in time for the start of classes.

May 1st: Deadline for returning Intent to Enroll

Note: Financial Aid award letters will be mailed within 2 to 3 weeks from receipt of all required financial aid documents.
Note: All applications for admission received after the recommended application deadline will be considered on a rolling admissions basis.

6. Only complete application files will be forwarded to the academic department for admission consideration.
   
a. Application files completed after the published deadline will be forwarded to the academic department as they are completed and will be considered for acceptance on a space-available basis. If the cohort is filled, accepted applicants will be placed on a waiting list.

b. Applicants who do not complete their application file within the one-year application period will be required to re-apply by submitting updated application materials along with the required non-refundable application fee.

7. The academic department’s admissions review committee will have up to three (3) weeks to review application files and conduct interviews (if applicable).

8. Once the review process is completed, the admissions decision will be communicated to the Office of Admissions with a completed Admissions Decision Form.

   a. For applicants who are accepted or provisionally accepted to an academic degree program, the Office of Admissions will mail acceptance letters, along with the Intent to Enroll form, information regarding financial aid and orientation, and any other documents required by the academic department. Acceptance packets will be mailed within 4 to 5 business days of receiving admissions decisions from the academic department.

   b. For applicants who are denied, the Office of Admissions will mail letters of denial within 4 to 5 business days of receiving decisions from the academic department.

   c. For applicants who are placed on a wait list, the Office of Admissions will mail letters regarding the status within 4 to 5 business days of receiving decisions from the academic department.

Application Policy
By submitting an application for admission to Charles R. Drew University of Medicine and Science, the student agrees that all the information provided on the application is complete, factually correct, and accurate. Furthermore, the student agrees that falsification, misrepresentation, or omission of information on the application, supporting documents, transcripts, or credentials may result in the denial or revocation of admission, and if enrolled, will result in disciplinary action including dismissal from the University. This policy will also apply to transcripts submitted for the purpose of obtaining transfer credit at the University.

Disciplinary Procedures
When students register for classes at Charles R. Drew University, they are agreeing to abide by University, College, and Program regulations. Although many of these regulations are set forth in this University Catalog, more information can be obtained from the program offices and the Office of Registration and Records.

Student Conduct
The Divisions of Academic Affairs and Student Services continually review student policies and regulations to ensure that they reflect changes in basic University practice and policy, and to recommend modifications as warranted by a changing student environment. Included in their review are the regulations pertaining to the student conduct system, which is administered by the Office of Academic Affairs presiding in coordination with the Offices of Student Services.

The Office of Student Affairs for each college reviews all matters relating to student conduct and academic integrity. A complete description of the student conduct system is printed in the Student Handbook.

Procedures for handling alleged violations of the academic integrity policy are the responsibility of each of the University’s colleges. These procedures are outlined in the colleges’ respective student handbooks.

Confidentiality: No information pertaining to student performance presented at a program or committee meeting or in a counseling session will be discussed or divulged outside the respective program committee membership. This prohibition includes information of a non-academic and personal nature and all deliberation and details of committee voting.
**Student Responsibility**

Students admitted into Charles R. Drew University assume an obligation to behave in a manner compatible and consistent with the function of the University as an educational institution. The following sections outline the University's expectations relating to student responsibility and performance, which should be taken to include academic integrity as well as professional and ethical behavior.

- Students must uphold the University and/or college/school rules and regulations regarding examination behavior, fabrication of information, plagiarism, and other types of academic dishonesty as described above.

- Students must refrain from obstructing or disrupting teaching, administration, or other University activities, including the work of the University's public service functions.

- Students must work with the institution in discouraging negative behavior among peers by informing classmates of appropriate conduct and behavior.

**Disability**

Charles R. Drew University of Medicine and Science (CDU) provides equal access and opportunity to its students and does not discriminate on the basis of disability in all of its courses, programs and activities. CDU is committed to providing appropriate services and reasonable accommodations for students with disabilities consistent with the requirements of Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act, and the Americans with Disabilities Amendments Act of 2008.

**Drug-Free Workplace and University**

Charles R. Drew University of Medicine and Science recognizes drug dependency (including addiction to controlled or prescription drugs, over-the-counter medications, alcohol or tobacco) as an illness and a major health problem. The University also recognizes drug dependency as a potential health, safety and security problem within the campus environment.

The objective of the University’s policy is to provide a drug-free, healthful, safe, and secure campus and work environment.

Each new employee and student is provided a copy of this policy during initial orientation, and a written reminder of this policy is distributed annually to each employee and student. All employees and students are required to abide by the terms of this policy.

Students requiring assistance are encouraged to use Student Affairs assistance services and health plan referral services, as appropriate. All students are expected to be aware of the information contained in this policy. For further information and/or to seek assistance for drug and alcohol related problems through confidential counseling, students should contact the Chief Student Services Officer. Substance abuse information is available on campus in the form of brochures, pamphlets and other handouts and on the website.

Students employed by the University as regular or temporary part-time or full-time employees or as part of the Federal Work Study Program are expected to abide by the University’s Drug and Alcohol Free Workplace Policy (CDU Policy I.E.00420), a copy of which is provided to them during new employee orientation.

**Family Educational Rights and Privacy Act (FERPA)**

Charles R. Drew University of Medicine and Science is committed to meeting the provisions established in the Family Educational Rights and Privacy Act (FERPA), which protects the rights of students who are enrolled or who were previously enrolled in the University. This policy also applies to prospective students who intend to enroll and have initiated the application process.

**Annual Notification**

The University will notify currently enrolled students of their rights under FERPA by publishing a notice in the University Catalog, and on the Charles R. Drew University website.

**Disclosure of Education Records to Student**

A. Procedure of Students to Inspect Their Education Records

To inspect or review an education record, a student must submit a written request to the Registrar. If students wish to inspect their student conduct records, the written request must be submitted to the Dean of their respective college or school. The student must sign the request; describe the specific records to be reviewed; and must set forth the name under which the student attended the University, the student’s ID number, and the student’s last date of attendance. Proper picture identification must be presented before the documents may be reviewed. The custodian of record, or designee, may waive the requirement for a written request. For example, the custodian of record for the student account may waive the requirement for a written request when the student requests a copy of the current statement of tuition and fees.
Some student records may no longer be retained and therefore, the file may not exist for the student to inspect.

B. Right of University to Refuse Access

The University reserves the right to refuse permission to the inspection and review of:

- Financial statements of the student’s parents;
- Confidential letters and confidential statements of recommendation placed in the education record before January 1, 1975, if the student has waived his or her right to inspect and review those letters and statements, and the letters and statements relate to the student’s admission to an educational institution, application for employment, or receipt of an honor or honorary recognition; or
- Confidential letters and confidential statements placed in the education record after January 1, 1975 for which the student has waived the right of access in writing for admission, employment, or receipt of an honor or honorary recognition, except when these documents have been used for any purpose other than that for which they were originally intended; and
- Documents excluded from the FERPA definition of education records (such as those listed in the “Definitions” section above.)

C. Refusal to Provide Copies

The University reserves the right not to provide copies of transcripts it has received from other education institutions. It also reserves the right to deny copies of the Charles R. Drew University transcripts if the student has an unpaid financial obligation to the University.

D. Request for Copies

If health reasons or extreme distance from the University prevents the student from inspecting the education record in the office of the respective custodian of record, then copies of the specific education record requested will be mailed to the student. The student must pay all copying expenses in advance of the release of the record. The requirement of a written request will not be waived in these circumstances.

Disclosure of Education Records to Individual/Agency Other Than the Student to Whom the Record Pertains

A. Disclosure of Education Records to University Officials

The University will disclose information from a student’s education records to University officials who have a legitimate educational interest in the records.

A University official has a legitimate educational interest if the official is:

- Performing a task or service specified in the official’s position description or contract;
- Performing an instructional task directly related to the student’s education;
- Performing a task related to the discipline of a student;
- Performing as a faculty advisor, Program Director, Department Chair or Dean; (this pertains exclusively to access to the student’s academic records);
- Providing a service or benefit relating to the student, including, but not limited to, health care, counseling, job placement, financial aid, or health and safety emergency.

B. Disclosure to Others

Charles R. Drew University may disclose information from a student’s education records to other than University officials only with written consent of the student, except

a. To officials of another school where the student seeks or intends to enroll;
b. To certain authorized government representatives;
c. In connection with the student’s financial aid request or award and the information is necessary for certain purposes set forth in the regulations;
d. To organizations conducting studies for or on behalf of the University;

e. To accrediting organizations to carry out their accrediting function;

f. To comply with a judicial order or lawfully issued subpoena and the University has made reasonable effort to notify the student of the order or subpoena in advance of compliance;

g. To appropriate parties in a health or safety emergency;

h. To victims of crimes of violence or of a non-forcible sex offense who requests the final results of a disciplinary review process held by the institution against the perpetrator on account of the crime or offense.

i. In connection with the University’s obligation to respond to a request from military recruiters made under the Solomon Amendment.

C. Records of Requests for Disclosure to Individuals Other Than the Student or University Officials

A record will be maintained of all requests for access to and disclosures of information from the education records of each student except as stated below. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed and the party’s legitimate interest in requesting or obtaining the information. The record may be reviewed by the student. A record of disclosures does not need be kept if those disclosures were made to the student, a University official with legitimate educational interests, a party with written consent from the student, or a party seeking directory information.

D. Directory Information

The University designates the following items as directory information:

- Student’s name
- University assigned e-mail address
- Major field of study
- Dates of attendance
- Full-time or part-time status
- Degrees, awards, and honors received
- Dates degrees conferred
- Participation in officially recognized activities.

Directory information may be released without prior written approval unless notified in writing by the student that all information is to be held in confidence by the University. Requests to withhold directory information should be sent in writing to the Registrar. The student’s records will be kept confidential until the student requests in writing that the confidentiality hold be removed.

E. Challenge and Correction of Education Records

Students have the right to ask to have education records corrected that they believe are inaccurate, misleading, or in violation of the privacy or other rights of the student. The following are the procedures for correcting the records.

a. The student must request an informal discussion of the questionable item with the custodian of record, who will determine whether to comply.

b. If the student is not satisfied with the result and still wishes to have the record corrected, the student must submit a written request for a change in the education record. This written request must state why the education record is inaccurate, misleading or violates the privacy or other rights of the student. This request must be given to the Provost. The Provost will then forward the request to the appropriate University designee for review.

c. Upon receipt of the request, the University designee shall obtain a written statement from the records custodian that explains why the request for the change in the education record was denied at the informal stage.

d. After a review, the University designee will notify the student whether or not the University will comply with the requested change. If not, the designee will notify the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights. A copy of this communication will be sent to the Provost.

e. Upon receiving a written request for a hearing, the Provost, or designee, shall arrange for a hearing within thirty (30)
working days after receipt of the request. The student shall be notified at least fifteen (15) working days in advance of the date, time and place of the hearing. The right to a hearing does not include any right to challenge the appropriateness of a grade determined by an instructor. The Provost’s Office can apprise students of the appropriate process for challenging a grade.

f. The Provost shall appoint a hearing officer to conduct a hearing. The hearing officer shall be a disinterested party; however, the hearing officer may be an official of the University. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. In accordance with University policy, attorneys will not be permitted to attend the hearing.

g. The hearing officer will submit a written decision to the Provost based on the evidence presented at the hearing. The Provost’s Office will communicate the decision in writing to the student within fifteen (15) days after the hearing.

h. If the University’s decision is that the challenged information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the record will be amended accordingly and the student will be notified in writing by the Provost of the amendment.

i. If the University’s decision is that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, the Provost will inform the student of the right to place a statement in the record commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as that record is maintained, and the statement will be disclosed whenever the University discloses the portion of the record to which the statement relates. The hearing officer’s decision is final.

F. Compliance with FERPA

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address for the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

Sexual Harassment

Charles R. Drew University views sexual harassment as a violation of Title VII of the Civil Rights Act of 1964. Sexual harassment will not be tolerated at the University. Such conduct is outlined as follows:

- Unwanted or offensive sexual flirtations, touching, advances, or propositions.
- Verbal abuse of a sexual nature.
- Unwanted or offensive graphic or suggestive comments about an individual’s dress or body.
- Sexually degrading words to describe an individual.
- The display of sexually suggestive objects or pictures in the workplace.

If any student or employee encounters conduct believed to be inconsistent with University policy, he or she is urged to report the information immediately to the University’s Human Resources Office at (323) 563-5827.

The University’s policy also prohibits all forms of harassment which are based on a person’s ethnicity, age, physical or mental disability, sexual orientation, or any other basis prohibited by federal, state, or local law.

- Students must conduct themselves with the professionalism expected of clinicians dealing with patients, families, colleagues, other health care workers, and the public.
- Students must respect patient confidentiality and adhere to the standards of record keeping.

Policy on Near Relatives

Consistent with Charles R. Drew’s policy on equal employment opportunity and non-discrimination in
employment, the employment of near relatives in the same department shall be permitted when concurrent employment would be in the best interest of the University, however, such employment relationships are strongly discouraged and should be avoided.

A. DEFINITION OF NEAR RELATIVE
For the purpose of this policy, a near relative is defined as a spouse, domestic partner, parent, child (including the child of a domestic partner), or siblings. In-laws and step-relatives in the relationships listed, including relatives of the domestic partner who would be covered if the domestic partner were the employee’s spouse, are also defined as near relatives.

B. CONFLICT OF INTEREST
Hiring near relatives who work in the same department could lead to the appearance of an actual conflict of interest. Under no circumstance shall a supervisor-subordinate relationship exist between near relatives.

The types of work situations which require prior approval are positions in which the near relatives:
1. would have a supervisory relationship with each other;
2. would have the same immediate supervisor,
3. would have a close working relationship,
4. when two employees become near relatives (e.g., through marriage, adoption, etc.), and
5. any of the work situations identified above become relevant.

The hiring authority shall request prior approval (i.e., Department Chair; Administrative Vice President; Senior Administrator; Dean of the College; or the Director of Human Resources) to make a job offer to a near relative in the case of any competitive (open-recruitment) position or extending the appointment of any current employee. All such requests seeking approval must be signed off by the Organization Head.

Applicability: All Staff Employees and Faculty

C. NON-COMPLIANCE - CONFLICT OF INTEREST
1. It is the responsibility of each person in a near relative relationship to disclose the relationship immediately by completing a Conflict of Interest Disclosure form.
2. The completed form should be promptly filed with the University Auditor.
3. Failure to disclose near relative relationships may be grounds for disciplinary action up to and including termination from the University.
4. Disciplinary action applies to the supervisor of the near relatives if s/he was aware of the relationship and failed to immediately report or remedy the situation.
5. Failure to comply with the Conflict of Interest Policy or its clarifications may be grounds for disciplinary action up to and including termination from the university for either or both of the near relatives, the supervisor, and/or the Department Chair.

Policy on Bullying and Anti-Harassment
The University has a zero tolerance policy for harassment, bullying, violent acts or threats of violence against staff, students, faculty, or visitors. The University is committed to providing a workplace, learning, study, and social environment free of harassment and bullying and which is healthy, conducive to productivity, comfortable, where the rights and dignity of all members of the campus community are respected. This includes staff, students, faculty, and visitors to the University.

The University expects all members of the university community to treat each other with respect, courtesy and consideration. All members of the university community have the right to expect professional behavior from others, and a corresponding responsibility to behave professionally towards others.

A. DEFINITIONS
Bullying is defined as mistreatment of a person that is deliberate, violates another person’s dignity, creating an intimidating, hostile, degrading, humiliating, or offensive environment for someone, hurtful and repeated, repeated oppression, usually psychological of a less powerful person by a more powerful person or group of persons and that prevents the person from performing his or her job (refer also to CDU – APM I.E. 00410 Violence in the Workplace and CDU – Faculty Manual Revised 2011 I. Workplace Violence).

Harassment is when a person subjects another to or engages in unwanted and unwarranted conduct which has the purpose or effect of violating that other’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other person. Harassment may involve repeated forms of unwanted and unwarranted behavior, but a one-off incident can also amount to harassment (refer also to

Harassment on the grounds of sex (including gender re-assignment), race, religion or belief, disability, sexual orientation or age may amount to unlawful discrimination. Harassment may also breach other legislation and may in some circumstances be a criminal offence, e.g. under the provisions of the Protection from Harassment Act 1997.

Reasonable and proper management instructions administered reasonably, or reasonable and proper review of a member of staff’s or a student’s work and/or performance will not constitute harassment or bullying.

Behavior will not amount to harassment if the conduct complained of could not reasonably be perceived as offensive. The intention or motives of the person whose behavior is the subject of a complaint is not conclusive in deciding if behavior amounts to harassment or bullying. Bullying can take many forms and can include but are not limited to:

- Slander
- Offensive comments or body language
- Name Calling
- Yelling
- Comments about appearance or lifestyle
- Insulting, abusive, embarrassing, teasing, or patronizing behavior or comments
- Verbal threats or intimidation
- Unfair, humiliating, intimidating, and/or demeaning criticism
- Ignoring
- Open hostility and/or aggression
- Physical threats/assaults
- Hitting, punching, shoving
- Deliberately undermining a competent person by overloading with work
- Unreasonable work assignments
- Menial task assignments
- Gossiping
- Spreading rumors
- Leaving people out on purpose; isolating from normal work or study place, conversations, or social events
- Publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures, language, or other materials
- Unwanted physical contact, ranging from an invasion of space (personal or otherwise) to a serious assault
- Breaking up friendships
- Cyberbully: using the internet, mobile phones or other digital technologies to harm others

Many of these examples of behavior may occur through the use of the Internet, email, social networking sites, or telephone. All of the examples above may amount to bullying, particularly when the conduct is coupled with the inappropriate exercise of power or authority over another person. Being under the influence of alcohol, illegal drugs or otherwise intoxicated is not an excuse for harassment, and may be regarded as an aggravating feature.

B. RETALIATION

Charles R. Drew University prohibits retaliation against any employee or person for bringing a complaint of discrimination, bullying, or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination, bullying, or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination, bullying, or harassment.

Retaliation occurs where a person is subjected to detrimental treatment because she or he has, in good faith, made an allegation of bullying or harassment, or has indicated an intention to make such an allegation, or has assisted or supported another person in bringing forward such an allegation, or participated in an investigation of a complaint, or participated in any disciplinary hearing arising from an investigation.

The University seeks to protect any member of the university community from retaliation arising as a result of bringing a complaint or assisting in an investigation where they act in good faith. Retaliation is a form of misconduct, which may itself result in a disciplinary process.

D. COMPLAINTS

Information regarding applicable policies and procedures for resolving complaints of discrimination, bullying, and harassment and for pursuing available remedies is available in HR, Students Affairs, or Academic Personnel.

F. CONFIDENTIALITY

All information concerning allegations of bullying and harassment must and will be treated in the strictest confidence and breaches of confidentiality may give rise to disciplinary action. All parties involved in a complaint (including any witnesses who
may be interviewed as part of any investigation) should maintain the confidentiality of the process.

**PROCEDURE**

For the purposes of this procedure, “harassment” is taken to include bullying and victimization. Incidents of harassment that occur within the University environment will normally be dealt with under the appropriate University procedure.

The references in this procedure to the “Department Head” should be taken to mean the head of the department, department chair, head of division, head of a school, or their equivalent or the person to whom any of these has formally delegated his/her responsibility.

**A. COMPLAINTS INVOLVING STUDENTS**

1. Complaints of bullying or harassment against students, which arise within the University environment, will normally be dealt with under the appropriate University and student policy and procedures.

2. Other complaints of bullying or harassment against students may be considered by the Provost’s Office under Student Affairs (refer to University Catalog 2011-2012).

3. Advice may be sought from the Provost’s Office if the subject of the complaint is a student.

**B. COMPLAINTS INVOLVING UNIVERSITY STAFF**

1. Any complaints against University staff relating to supervision will be dealt with under University policy and procedures.

2. The procedure below applies in all cases where the person who is the subject of the complaint is a member of University staff on campus (refer to CDU – APM I.E. 00640 Grievance and Complaint Process).

3. If any of the parties considers that the department head has a conflict of interest in the complaint, the complaint may be referred to the head of division.

4. In cases where it is not immediately clear to whom a complaint should be addressed, advice and/or complaint filed with:
   a. Human Resources
   b. Student Affairs
   c. Office of the Dean
   d. Provost’s Office
   e. Academic Personnel
   f. Public Safety

5. The complainant should set out as clearly and succinctly as possible:
   a. The nature of the behavior that she or he is concerned about;
   b. The effect of this behavior on him/her; and c. The resolution she/he is seeking.
   c. Dates and details of any witnesses to

**E. INITIAL ACTION**

An individual who feels that she/he is being harassed in the course of their University activities such as work, studies, or university leisure activities may feel able to approach the person in question to explain what conduct she/he finds upsetting, offensive or unacceptable and ask that person to refrain from that behavior. Such an informal approach may be all that is required to resolve the issue. The University does not wish to be prescriptive as to the form of any such action that the complainant or the person who is the subject of the complaint may wish to make.

If the complainant is unable or reluctant to approach the person complained against, she/he may approach his/her immediate supervisor, departmental administrator, department head or equivalent to ask for help in achieving a resolution of the problem. Human Resources, Students Affairs, Provost’s Office, Office of the Dean, Academic Affairs, or Public Safety will also be available to advise and assist.

**F. COMPLAINTS PROCEDURE**

1. If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the complainant should make a written complaint to his/her department head or,

2. If the complainant feels it is not appropriate to approach that person, the relevant head of division.

3. If any of the parties considers that the department head has a conflict of interest in the complaint, the complaint may be referred to the head of division.

4. In cases where it is not immediately clear to whom a complaint should be addressed, advice and/or complaint filed with:
   a. Human Resources
   b. Student Affairs
   c. Office of the Dean
   d. Provost’s Office
   e. Academic Personnel
   f. Public Safety

5. The complainant should set out as clearly and succinctly as possible:
   a. The nature of the behavior that she or he is concerned about;
   b. The effect of this behavior on him/her; and c. The resolution she/he is seeking.
   c. Dates and details of any witnesses to
any incidents referred to in the complaint, together with any documentary evidence.

d. Explain what attempts, if any, have been made to resolve the difficulties and the outcome she/he is seeking.

6. A copy of all written complaints should be sent to the Chief Human Resources Officer, Public Safety, and the Risk Manager for information.

Every effort will be made to achieve a prompt resolution to the complaint – the aim being to conclude the complaint within a reasonable period of time. Both the complainant and the person who is the subject of the complaint will be expected to co-operate with the University in achieving that result.

There may be circumstances in which an aggrieved party is not willing, or able, to make a formal complaint but the department head considers that the implications for the aggrieved person or others actually or potentially affected are serious. In this case, the department head will consult the:

1. Chief Human Resources Officer in the Department of Human Resources (Staff and Faculty),
2. Chief Operating Officer in the Office of the President (Staff, Students, and Visitors),
3. President in the Office of the President (Staff, Faculty, Students, and Visitors), or
4. Provost in the Office of the Provost (Students and Faculty)

who may initiate an investigation and make a decision of further action on the basis of such evidence as is available.

**G. ACTION BY THE DEPARTMENT HEAD ON RECEIPT OF A COMPLAINT**

On receipt of a complaint, the department head (or his/her nominee) will in consultation with Human Resources or Office of the Provost take such steps as she/he thinks necessary or appropriate to understand the nature of the complaint and the outcome sought including:

1. Informing the person against whom a complaint has been made of the allegations against him/her;
2. Meeting separately with the complainant and the alleged;
3. Speaking to other relevant people on a confidential basis; and/or
4. Obtaining further relevant information.
5. The department head will then decide how to proceed and will inform the parties in writing.

6. She/he may make such enquiries as are necessary to determine the complaint, or may commission an investigation.

**H. INVESTIGATION**

The purpose of an investigation is to establish the relevant factual evidence in connection with the allegation(s) made by the complainant. As a general rule, the investigator should not have had previous involvement with the issues in the case. The investigation should be concluded as soon as is reasonably practicable.

1. The investigator will prepare a report and make recommendations on possible courses of action.
2. The department head will inform the complainant and the person who is the subject of the complaint in writing of the conclusions she/he has reached having reviewed the evidence, including any investigation report of the action the department head intends to take; and of the reasons for any such action.
3. The head of department will also inform any other parties who have been asked to participate in an investigation that the investigation has been concluded.

**I. POSSIBLE OUTCOMES OF A COMPLAINT**

Depending on the nature of the complaint and the evidence found, including the findings of any investigation report, the department head, in consultation with Human Resources or the Provost’s Office, will either:

1. Take no further action, other than, where appropriate, implementing or suggesting steps that would help to restore reasonable working relationships between the parties. This approach will usually be appropriate where the claim(s) of bullying or harassment are considered to be unfounded and where there is a continuing relationship between the parties.
2. Initiate resolution of the issues (e.g. by requiring that certain individuals undergo specific training or implementing practical arrangements to improve working relationships).
3. If a successful resolution is achieved the case will be closed, but the situation will be monitored for an appropriate period. This approach will usually be appropriate where the evidence does not support a claim of
harassment but it is clear that either party has demonstrated behaviors that are likely to lead to further issues between them if unresolved or, alternatively that there are structural issues within a department that require management attention.

4. Institute disciplinary proceedings where the department head is reasonably satisfied that there is sufficient evidence to support allegations of bullying or harassment of a sufficiently serious nature as to merit disciplinary action. Such proceedings may include paid or unpaid investigatory leave, suspension, termination, and/or expulsion from the University.

5. In rare cases disciplinary action may be instituted against the complainant if the department head is satisfied that the complaint of bullying or harassment is unfounded and not made in good faith.
University Student Life

The University strives to satisfy the needs and interests of its students by ensuring that the learning atmosphere is conducive to their social, cultural, and spiritual growth. The University endeavors to serve the educational and personal needs of its students by committing to the concept that an educational institution exists for the purpose of assisting the individual student in the learning process. The realization and development of a sense of local community, state, national, and international responsibility is also central to student life at Charles R. Drew University.

Charles R. Drew University offers a variety of campus opportunities for student involvement and leadership development, ranging from informal groups in which students share common interests to formal and organized participation in elective government.

Student Government – College of Science and Health (COSH)

The Charles Drew Student Government (CDSG), in the College of Science and Health, provides opportunities for students in social, service, curricular, and special interest programs. CDSG elects officers each year to serve on the Executive Council to represent the general student population. Regularly enrolled students of the University are encouraged to participate.

The CDSG Executive Council consists of nine elected student leaders: President, Vice-President, Secretary, and Treasurer as well as 5 additional members from the student body and Student Affairs’ committee. The nine-member CDSG Executive Council and each program’s two student representatives make up the Legislative Council for the Charles Drew Student Government.

CDSG Elections

The Charles Drew Student Government (CDSG) sponsors a campus-wide student government election during the Spring Semester for the upcoming school year. All enrolled students in COSH who are in good standing are eligible to participate in the CDSG election.

Eligibility Requirements for CDSG Executive Council

Candidates for an elected office must complete the required nominating application and meet the eligibility requirement as stated in the CDSG Bylaws before candidacy is approved by the Office of Student Education and Services.

Student Government – Mervyn M. Dymally School of Nursing (SON)

The purpose of the Student Government Association (SGA) of the Mervyn M. Dymally School of Nursing is to promote awareness of the University’s nursing graduate program among academic and local communities. It serves as a means of communication between students, faculty and administration and endeavors to augment student understanding of graduate opportunities. Student leaders collaborate with other CDU student organizations to achieve mutual goals and to take action to enhance student services, academic programs and the overall experience of graduate nursing students.

All student nurses enrolled in the CDU Mervyn M. Dymally School of Nursing, are, by virtue of enrollment, members of the Student Government Association. Members remain in good standing by obeying the rules and regulations governing the School of Nursing and its students. Dues are free and all activities of the Association are open to any enrolled nursing student.

SGA Elections

Only active members of SGA shall be eligible for nomination to seek or hold office, and they must be officially enrolled in the CDU Mervyn M. Dymally School of Nursing. To be elected, it is necessary for a member to be nominated and thereupon receive majority approval of those active members present to vote. Election dates shall be set by the current administration of officers, and all voting shall be by secret ballot.

Student Leadership Council

The Student Leadership Council (SLC) is comprised of the student leaders across all three colleges including: the Student Representative—Board of Trustees, Presidents from all four cohorts in the College of Medicine, the President and Vice President from the School of Nursing’s Student Government Association, and the President and Vice President of the Charles Drew Student Government in the College of Science and Health. Each month, these student leaders meet to communicate with one another key issues affecting students in hopes of finding solutions to student concerns. In addition, the students collaborate in generating campus interests related to CDU such as Unity Day and the annual “Spring into Health” Fair. SLC is a campus organization founded to improve the communication between three colleges and administration.
Student Ambassador Leadership Program
CDU Student Ambassadors are an enthusiastic group of student leaders from diverse backgrounds that are dedicated to providing excellent service to the University through on and off-campus initiatives. They serve as a resource for current students as well as for prospective high school, transfer, and graduate students. Student Ambassadors benefit from opportunities for leadership development, personal growth, networking, and resume building.

CDU Student Ambassadors must be currently enrolled part-time or full-time students in good academic standing. All Student Ambassadors must complete an interest form, attend extensive training about the University, and pass the training quiz with 90% or higher. Once the quiz is passed, Student Ambassadors must be enrolled and remain in good academic standing to remain active members.

Pre-Medical Society
The Pre-Medical Society is an organization with the purpose of helping students become better candidates for Medical School. The Pre-Medical Society hosts workshops focused on writing personal statements, MCAT preparation and preparing for medical school interviews, and provides resources for research and volunteering opportunities focused on community outreach in accordance with the CDU’s mission statement.

Master of Public Health Student Association (MPHSA)
The MPHSA is a graduate student-led organization comprised of leaders from the Urban Public Health program, which promotes public health on campus and within the surrounding communities in South Los Angeles. The MPHSA promotes academic success and career development to contribute to the University’s mission.

Charles R. Drew University Alumni Association
All graduates of Charles R. Drew University of Medicine and Science are members of the CDU Alumni Association. Honorary alumni include honorary degree recipients, former faculty and supporters. The CDU Alumni Association aims to ensure that CDU continues to be an educational, support, and networking resource after graduation. Alumni can share their experiences and enjoy the benefits of membership by joining the alumni online community at http://www.cdu-alumni.net.

Discover CDU - New Student Orientation
The orientation process acquaints students with University and college/school programs, services, facilities and grounds, academic expectations, and institutional procedures. All students entering the University are required to participate in Discover CDU. The University will make reasonable efforts to ensure that all students are provided with the opportunity to participate in Discover CDU before their first semester of enrollment.
Admissions Procedures and Policies

Admission to undergraduate and graduate programs at Charles R. Drew University is competitive, thus, meeting the minimum requirements for admission does not guarantee acceptance to a program. The number of students admitted and enrolled every year is determined by approved enrollment levels as well as the capacity of the University and each academic department.

Each student's entire application packet is individually reviewed. All candidates must be available for an in-person interview (or a phone interview if the candidate is out-of-state). In selecting students, each program considers evidence of the applicant’s integrity, discipline, compassion, and academic ability. Documentation of academic preparation, personal achievement, and recommendation are given careful consideration in the determination of an applicant's eligibility. Additionally, each program’s admissions committee takes into consideration all evidence to suggest that applicants are capable of completing the curriculum in the specified time and will be able to achieve the programs required levels of competence.

Prospective students are encouraged to contact or visit the campus for admissions and academic program information. The Office of Admissions offers information sessions, campus tours, and individualized counseling appointments. For more information, contact:

Office of Admissions
Charles R. Drew University
of Medicine and Science
1731 East 120th Street
Los Angeles, California 90059
Tel. No. 323-563-4839
E-mail: admissionsinfo@cdrewu.edu

Application Deadlines
Applications for admission are reviewed on a rolling basis. Priority and recommended application deadlines are provided in the University policy on Deadlines Regarding Application for Admission and Financial Aid.

Requirements for Admission
All applicants to Charles R. Drew University must submit the following documents to satisfy minimum admission requirements:

1. A University admissions application, which can be downloaded from [http://www.cdrewu.edu/admissions/apply-now](http://www.cdrewu.edu/admissions/apply-now).
2. A non-refundable application fee.
   a. $35 for Associate and Bachelor Degree Programs
   b. $75 for Master of Public Health (MPH)
   c. $100 for Master of Science in Nursing (MSN)
3. Official high school transcripts as evidence of high school graduation, or official GED high school equivalency certificate (for undergraduate and certificate programs).
4. Official college transcripts as evidence of a Bachelor degree (for graduate and post-baccalaureate programs) Note: Two (2) official transcripts from each college attended are required for the School of Nursing’s MSN program.
5. Official academic transcripts from all colleges or universities attended (This requirement applies to transfer students and applicants to graduate programs).
7. Three (3) Recommendations.
8. Official SAT/ACT test scores (for undergraduate programs).
9. Official GRE test scores (for graduate programs).

Note: Transcripts are considered official if forwarded directly to the University by the institutions attended. Official transcripts can also be delivered in person in an unopened envelope marked official across the seal of the envelope by the previous institution’s Registrar’s Office. All official documents become the property of Charles R. Drew University and cannot be re-issued to applicants.

Program-Specific Admissions Requirements
Some academic programs may call for an additional application materials and have additional admissions requirements. Refer to the program section of this Catalog for additional admission requirements specific to each degree program.
Pre-enrollment Examinations
Applicants who are offered admission to undergraduate degree programs in the College of Science of Health are required to take examinations in three fundamental academic skill areas: writing, reading, and mathematics.*

* Results from these tests are used for placement. Applicants who have completed equivalent coursework to satisfy the general education requirement for college mathematics and English with a “C” grade or better must submit official transcripts for evaluation and approval of course equivalency.

Applicants who are offered admission to the Mervyn M. Dymally School of Nursing graduate degree program are required to take examinations in several fundamental academic skill areas: writing, reading, science, and mathematics.**

** Results from the HESI and TEAS tests are used for assessment and evaluation of student academic ability and level of achievement.

Transfer Credit
Charles R. Drew University awards transfer credit earned at regionally accredited colleges and universities. Transfer credit is accepted only when the course is applicable toward academic program requirements for a Charles R. Drew University degree.

Transfer Units earned at other colleges and universities are not included in the Charles R. Drew University grade point average (GPA) computation. However, transfer units will be counted in the total units earned to meet academic program requirements.

Only courses with a “C” grade or better are transferable to undergraduate degree programs. For graduate programs, only courses with a “B” or better are transferable. Official transcripts are required.

A maximum of 63 units can be transferred from a regionally accredited institution toward a Charles R. Drew University’s bachelor degree. The maximum transfer credit acceptable for the associate degree is up to 50% of the total units required for the program. A maximum of 12 units can be transferred toward the Master of Science degree in Nursing or the Master of Public Health degree in Urban Public Health.

College Level Examination Program (CLEP)
Charles R. Drew University accepts credit by examination from the College Board via the Advanced Placement Examinations (AP) and the College Level Examination Program (CLEP). Scores must be sent directly to Charles R. Drew University Office of Admissions in order to be evaluated for credit. A total of 20 units can be granted for successful performance on CLEP examinations.

Admissions Process
Request for information and application forms (by mail, telephone, website, or walk-in):

- Applications, correspondence and requests for general information about the College of Science and Health and the Mervyn M. Dymally School of Nursing degree programs will be processed by the Office of Admissions.

  Office of Admissions
  Email: admissionsinfo@cdrewu.edu
  Tel: (323) 563-4839

- For admission to the joint CDU/UCLA MD program, please refer to the College of Medicine Admissions’ section of this Catalog.

Completed applications must be submitted prior to or on the final filing date along with required supplemental application materials and non-refundable application fee. Applications sent by mail must be postmarked by the filing deadline.

Many programs have rolling admissions deadlines. Please contact the Office of Admissions for details.

Note: Application form(s) received without appropriate fee(s) and/or required documentation are not official and will not be processed.

Notification of Admission
Candidates will be evaluated for admission after all of the required application materials have been submitted. Each candidate will receive notification in writing of admissions decision.

Commitment Deposit
Students accepted to undergraduate and graduate degree programs in the College of Science and Health are required to submit a $250 non-refundable commitment deposit to reserve a seat in the incoming class by May 1, or within two (2) weeks of receiving the acceptance letter (if accepted after May 1st).

Students accepted to the Mervyn M. Dymally School of Nursing graduate degree programs are required to submit a $100 non-refundable commitment deposit to reserve a seat in the incoming class by the deadline.

The commitment deposit is non-refundable and is applied toward the student’s tuition upon registration in classes.
Conditional Admission
Conditional admission and registration may be granted on a case-by-case basis to a limited number of applicants. Conditionally admitted students must satisfy the terms of their admission by the end of their first term or admission may be rescinded and further registration prohibited.

Conditionally admitted students are eligible for a one-term disbursement of financial aid.

Waitlisted
Admission to Charles R. Drew University academic programs is competitive, and occasionally, students are waitlisted. If waitlisted, candidates are notified in writing of their status and are informed of a confirmed slot as soon as the Office of Admissions receives an update from academic departments regarding available seats.

Appeal of Admissions Decision
Every application goes through extensive reviews, and the University regrets that we are unable to offer admission to all qualified applicants. For an appeal to have merit, it must bring to light new information that was not present in the application—information that clearly shows the candidate to be stronger overall than had been earlier evidenced in application materials.

Submitting an Appeal
• Candidates seeking to appeal their admission decision should submit a letter requesting that their application be reconsidered. The letter must be written by the applicant.
  o Email or fax submissions will not be reviewed.
  o The letter must state the applicant’s reasons for appealing the initial decision. The letter should not simply repeat information that had already been presented in the application.
• If the basis for the appeal is a changed grade or an incorrectly reported test score, the candidate should provide documentation (e.g., a transcript or a revised score report) in the same envelope as the letter of appeal.
• Include copies of all high school and college transcripts (recommended).
• Letters of recommendation are not required. If letters are included, the limit is two.

Mail documents in a single envelope to:
Admission Review Committee
Charles R. Drew University of Medicine and Science
1731 E. 120th Street
Los Angeles, CA  90059

• Appeals documents will be forwarded to the Dean of the respective academic program. Upon receipt of an appeals decision, the Office of Admissions will notify the candidate accordingly.

International Students
Charles R. Drew University is approved by the US Department of Homeland Security to admit International F-1 visa students. The University welcomes applications from international students.

1. International students must submit an admissions application, application fee, and all requisite supplemental application documents. See Requirements for Admissions section of this Catalog.

2. Applicants must present documentation of academic preparation equivalent to that of a U.S. high school diploma (for undergraduate degree programs) or U.S. baccalaureate or higher degree (for graduate degree programs). The documents must be official and authentic, signed and sealed by the respective institutions from which the applicant received the graduation certificate or degree.

3. Applicants must present an official transcript of all post-secondary work; including year-by-year records for each college or university attended (indicating the number of lecture and laboratory hours per week for each course), grades received for each subject, and official documents that indicate the degree awarded with the title and date conferred.

4. International transcripts must be translated and evaluated for U.S. equivalence by one of the approved organizations listed below:
   a. World Education Services (WES)
   b. International Education Research Foundation (IERF)
   c. Academic Credentials Evaluation Institute (ACEI)
   d. American Education Research Corporation (AERC)

5. Applicants whose native language is not English must present evidence of competency in English by taking the Test of English as a Foreign Language (TOEFL). Official TOEFL results must be sent directly to the Office of Admissions or the Office of Student Affairs of the Mervyn M. Dymally School of Nursing (for MSN applicants).
6. International students are ineligible for federal financial aid and are required to present proof of financial support.

**Admission for Non-Matriculating Students**

A Non-Matriculating Student is a student who enrolls in a course offered by Charles R. Drew University without being accepted into a degree program in order to:

- Meet credentialing requirements of a state licensing agency
- Meet graduation requirements for another University or for continuing education
- Take course(s) for general interest
- Meet prerequisite course requirement(s)

Enrollment as a non-matriculated student is contingent upon space availability and scheduling, and is limited. To enroll as a non-matriculated student, prospective students must complete the Application for Non-Matriculated Enrollment and pay the appropriate application and student activities fee. Specific course approval must take place prior to the beginning of each semester. An interview is required prior to application and registration in clinical courses.

Students must submit additional application requirements as specified by respective academic programs before being considered for enrollment.

**Deferment of Admission**

Students who wish to defer their admission must request deferment in writing by returning a completed Intent-to-Enroll form along with the required tuition deposit. Deferred admission may only be granted for one year to officially admitted students who have paid the non-refundable confirmation deposit (see Commitment Deposit section of this catalog). If the deferred student does not enroll at Charles R. Drew University within the deferral period, the student must reapply.

**Readmission of Former Students**

Readmission will be based on the current admissions policies. Candidates for readmission must meet current Program requirements. Policies related to the readmission of former students are outlined below:

Special conditions may apply.

To re-apply, students should:

1. Complete and submit a Readmission Application (available in the Office of Admissions).

Students seeking readmission should contact the Office of Admissions at least one semester prior to their intended return. Students dismissed from the University for academic reasons must re-apply and receive approval from the Dean’s Office. Students participating in an approved planned educational leave do not have to re-apply for readmission.

Students who have been absent for two or more semesters prior to the semester of return must apply for readmission unless they are on an approved leave of absence. Returning students will be subject to all the requirements and regulations printed in the Catalog for the year of readmission.

**Former Students in Good Standing.** With approval of the Dean or Admissions Committee, students who previously left the University in good standing may be readmitted, provided that academic work in the interim period has not altered the student’s scholastic status. If a student has attempted coursework at another institution during his/her absence from Charles R. Drew University, official transcripts of that coursework must be submitted to Charles R. Drew University Office of Admissions for consideration in the readmission process.

**Former Students on Probation.** Students on probation at the close of their last semester remain on probation if readmitted. If a student has attempted coursework at another institution during his/her absence from Charles R. Drew University, official transcripts of that coursework must be submitted to Charles R. Drew University Office of Admissions.

**Former Students Who Were Dismissed.** The readmission of a previously dismissed student is by special action only. The University will not consider a student for readmission until one semester of non-attendance has passed and all recommended conditions of readmission have been fulfilled. Readmission action is based upon evidence that the causes of previous low achievement have been removed. This evidence may include grade reports or official transcripts of work completed at other institutions during the student's absence. Students who have been dismissed for ethical or behavioral reasons will generally not be readmitted.

2. Include a non-refundable application fee of $50 made payable to Charles R. Drew University.

3. Include official transcripts of any coursework attempted during absence from Charles R. Drew University.
Registration and Records

The Office of Registration and Records manages registration via MyCDU, the University’s self-service student information system. Procedures are explained to students during orientation and in materials supplied by the Office of Registration and Records. Students who register late will incur a late fee. Students are encouraged to be familiar with MyCDU self-service system in order to reach their academic goals with ease and efficiency. The following is the Registration Sequence:

- Submit a tuition deposit. (New Students)
- Meet with your advisors to select the appropriate courses (new students are registered during Discover CDU new student orientation).
- Register for courses during the Registration Period (see Academic Calendar).
- Pay tuition and all other fees for the semester.

Registration is complete when all financial obligations are satisfied.

Adding/Dropping Courses

During the academic semester, students may add or drop courses within the Add/Drop periods detailed in the Academic Calendar. Courses may not be added or dropped after the Add/Drop deadline. To add or drop a course, the student must use MyCDU, the online Student Portal, and the change must be approved by the Academic Advisor. If a student is unable to submit registration changes online, s/he must visit the Office of Registration and Records to add or drop a class. Students are responsible for managing their registration within published deadlines. Failure to drop a course in the manner outlined will otherwise result in a failing grade.

Cancelled Classes

Classes may be cancelled at the discretion of the University. Students enrolled in a cancelled class will be permitted to enroll in other, open classes. Cancellation of classes can occur through the end of the second week of the term. Students who have a course(es) cancelled by the University because of low enrollment are eligible for a full refund of tuition paid for those classes.

Course Withdrawal

It is the student’s responsibility to withdraw from courses. Students may withdraw from a course until the published deadline to withdraw (see Academic Calendar). When students withdraw from a course within the time period specified in the Academic Calendar, a grade of “W” will be entered. Course withdrawal will not be official until the completed Add/Drop has been processed by the Office of Registration and Records. The withdrawal must be approved by the Academic Advisor and processed by the Registrar by the published deadline. Failure to complete the withdrawal process will result in the assignment of a failing grade. Withdrawal forms are available from the Office of Registration and Records.

University Withdrawal

Under exceptional and documented circumstances, a student may request a complete withdrawal from the University. If approved, the student will receive a grade of “W” for each course after the withdrawal date and before the last day of the term. Questions about the academic impact of withdrawal should be directed to the Program Director or Department Chair. Students who seek withdrawal from the University must complete the formal withdrawal process. A petition form must be obtained from the Office of Registration and Records and the process completed before leaving the University.

When a student who received Federal Title IV financial aid withdraws from the University, the unearned portion of these awards may be returned to Federal Title IV financial aid programs. Charles R. Drew University returns any unearned portion of financial aid in accordance with Department of Education federal guidelines. See the Office of Financial Aid and Scholarships for more information.

Students who withdraw from the University and decide to return at a later date must reapply for admission under the degree requirements in effect at the time of readmission. See Readmission policy.

Concurrent Enrollment

Petitions for Concurrent Enrollment are available in the Office of Registration and Records. Petitions must be authorized by the student’s Program Director or Department Chair and are subject to the University Transfer, Residency, and Academic Load policies. Approval of the Office of Financial Aid and Scholarships is also required. Students who register at other institutions and who have not obtained advance approval may not be able to receive credit for the concurrent enrollment.
**Auditing Courses**

Students must file an application in the Office of Registration and Records to obtain permission to audit a course. All audit requests must be filed by the Add/Drop Deadline as published in the Academic Calendar and students must submit the audit fee. No credit or grade will be given for audited courses. Audited courses cannot be repeated for a grade by registering for the course in a subsequent semester and paying the full tuition and fees. Auditor status cannot be changed to credit status. Non-matriculated students may audit courses with approval of the Program Director or Department Chair and the instructor. Non-matriculated students are required to pay the corresponding tuition and fees.

**Enrollment Certification**

Certification of Enrollment letters will be provided to students who do not have an outstanding financial obligation to the University upon the student's written request. Forms are available in the Office of Registration and Records. Issuance of Certifications of Enrollment may take up to five business days and typically longer at the beginning of the term.

**Transcripts**

**Unofficial Transcripts**: Students have access to their unofficial transcript via the University’s Self-Service student information system, MyCDU.

**Official Transcripts**: Official transcripts can be ordered online at www.iwantmytranscript.com/cdrewu. Standard processing is five business days. Expedited processing (next business day) is available for an additional fee. Overnight shipping via FedEx is also available for an additional fee.

**Transcript Fees**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Request</td>
<td>$2.25</td>
</tr>
<tr>
<td>Each Transcript</td>
<td>$2.00</td>
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<tr>
<td>Rush Processing</td>
<td>$7.00</td>
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<tr>
<td>FedEx Overnight Shipping</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

*Fees subject to change.

College of Medicine students enrolled in the Drew/UCLA Medical Education Program are enrolled at UCLA and may request official transcripts from UCLA Registrar’s Office.

**Note**: No academic records will be released to any CDU student or alumnus who has a financial obligation to the University.

**Graduation Process**

**Grad Check**: Students who expect to receive degrees and/or certificates must file an Application for Graduation with the Office of Registration and Records. Filing deadlines are published on the Registration and Records web page. A Grad Check will be performed to identify program completion. The Grad Check will be provided to the student and the student’s program so that advising can take place leading to successful program completion.

**Graduation Clearance**: All graduating students must complete a Graduation Clearance form and obtain appropriate departmental signatures before receiving any degrees or certificates. Furthermore, students who received financial aid must participate in exit counseling prior to obtaining a clearance signature from the Financial Aid Office. For more details about exit counseling, see the Financial Aid section of this Catalog. This clearance procedure should be initiated 90 days prior to the last day of school before graduation. Students who have outstanding financial obligations to the University will not receive degree or certificate verification until the obligation have been satisfied.

**Commencement**

The annual Commencement Ceremony is held each June in celebration of the achievements of our graduates. For more information, see the University website at www.cdrewu.edu.
University Services

Campus Alert System (Everbridge)
Charles R. Drew University’s alert system enables emergency response team members to communicate with students, staff, and faculty in minutes by sending a message via a number of contact methods—including email, text messaging, and cell phones. Everbridge Aware for Campus Alerts will only be used during emergencies and for system testing. This is a free service to members of the Charles R. Drew University’s community. Standard rates apply for cell phone and SMS messages. To receive emergency alerts from the University’s Everbridge Aware for Campus Alerts system, students are required to sign up by following these instructions:

1. Access any internet browser on any computer.
2. Go to https://www.everbridge.net/nns/pub/Login.jsp
3. Enter your authorization code
4. Follow the simple instructions to enter your contact information

Crime Statistics – Clery Report
Under the Federal “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” the Charles R. Drew University Campus Safety Unit must annually distribute statistics on the reported occurrences of the following offences:

- Murder
- Sex Offences
- Non – Forcible (incest and statutory rape)
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes, including larceny, theft, simple assault, intimidation, and destruction of property (where there is evidence of victim selection base on actual or perceived race, gender, sexual orientation, ethnicity, or disability)
- Arrests or persons referred for campus disciplinary action for liquor violations, drug abuse violations and weapon possession.

<table>
<thead>
<tr>
<th>Crime Statistics for Charles R. Drew University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>2009</td>
</tr>
<tr>
<td>2010</td>
</tr>
<tr>
<td>2011</td>
</tr>
</tbody>
</table>

Lost and Found
The University’s Lost and Found is located at the information booth in the Lobby of the Cobb Building. Found items can be turned in to the on-duty safety and security officer for safekeeping. Officers will return lost articles to those who can describe the article and are willing to sign a receipt. Items will be held for a minimum of 90 days.

Parking
Conveniently located parking lot and parking structure provide parking for students and visitors to campus adjacent to the campus on 118th Street.

Campus Safety
Safety for faculty, staff and students is provided by the University’s Office of Campus Safety. For additional information, students are encouraged to contact the Office of Campus Safety, located in the lobby of the Cobb building or by dialing 323-563-4918. After hours and on weekends, dial 323-326-4859.

Evening Shuttle Service
Shuttle service is available from the security booth located at the CDU Parking Lot on 118th Street to the Rosa Parks Transit Station (Metro Blue and Green lines). For current shuttle schedule, see Campus Safety and Security.

Transportation
The Los Angeles Metropolitan Transit Authority (MTA) has routes throughout the entire Los Angeles metropolitan area during the day and evening. Registered students showing proof of enrollment can obtain student bus and Metrolink passes at a discount rate.

Student Health
Students are responsible for their own routine health maintenance and chronic health care. For medical emergencies, service is available at the MLK-Multi-Ambulatory Care Center (MACC).
Student Health Insurance
Charles R. Drew University of Medicine & Science requires all full-time undergraduate and graduate students to maintain adequate health insurance that covers them every day of their higher education career at CDU. Adequate health insurance coverage for students is important, and CDU’s health insurance plans offer a quality alternative to more expensive, traditional comprehensive plans. The primary purpose for providing a student health insurance plan is to help students stay on track for completing their academic program and realizing professional career goals. Without health insurance, one accident or serious illness could jeopardize academic plans.

All full-time undergraduate and graduate students attending Charles R. Drew University must enroll in, or waive, the health insurance coverage offered by the University. Students who wish to waive the University’s health plan must confirm by established deadline dates that their existing coverage is at least equal to the health plan offered by the University. Students who do not provide the necessary proof to waive the insurance by the established deadlines will be automatically enrolled in the University’s health plan.

Student ID Badges
Photo identification badges are issued to enrolled students by the Office of Registration and Records during orientation. Students must wear the University I.D. badges while on campus. In clinical settings, students should refer to the specific requirements of their academic program. Duplicate identification badges will be provided to students for a $10.00* replacement fee.
Tuition and Fees

Tuition and Fees paid will vary with the particular College, Curriculum, and Courses in which a student enrolls.

Students can expect to pay the following tuition and fees established by the institution*:

**Tuition**

Per Unit:
- Undergraduate Programs
- Associate Degree Programs: $395
- Bachelor Degree and Upper Division Certificate Programs: $494
- Graduate Programs: $791

**University Fees**

<table>
<thead>
<tr>
<th>Application Fees</th>
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</thead>
<tbody>
<tr>
<td>Undergraduate and Post-Baccalaureate Programs</td>
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</tr>
<tr>
<td>Graduate Urban Public Health Program</td>
<td>$75</td>
</tr>
<tr>
<td>Graduate Nursing Program</td>
<td>$100</td>
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<tr>
<td>Non-Matriculated Enrollment</td>
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<tr>
<td>Readmission</td>
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<table>
<thead>
<tr>
<th>Registration Fees</th>
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<tbody>
<tr>
<td>One-time Student Activities Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Late Registration Fee (per occurrence)</td>
<td>$50</td>
</tr>
<tr>
<td>Readmission Fee (per occurrence)</td>
<td>$50</td>
</tr>
<tr>
<td>Installment Financing Fee</td>
<td>$150</td>
</tr>
<tr>
<td>Course Audit Fee (per class)</td>
<td>$35</td>
</tr>
<tr>
<td>Student ID Card Replacement Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>See Below</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Registration Fees</th>
<th></th>
</tr>
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<tbody>
<tr>
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<td>Late Registration Fee (per occurrence)</td>
<td>$50</td>
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<td>Readmission Fee (per occurrence)</td>
<td>$50</td>
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<tr>
<td>Installment Financing Fee</td>
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<tr>
<td>Course Audit Fee (per class)</td>
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<tr>
<td>Student ID Card Replacement Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>See Below</td>
</tr>
</tbody>
</table>

**Program-Specific Fees**

**Radiologic Technology**
- Equipment & Supplies Fee (per semester): $300
- Annual Clinical Fee: $1,000

**Nursing MSN - Entry Level Track**

<table>
<thead>
<tr>
<th>Entry Level Track</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
<th>Semester 5</th>
<th>Semester 6</th>
<th>Totals</th>
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<td>ATI Books &amp; Online Modules</td>
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<td>$1000</td>
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<tr>
<td>Lab Fees</td>
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<td>$200</td>
<td>$200</td>
<td>$200</td>
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<td>$400</td>
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<td>Graduation</td>
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<tr>
<td>Nurse Mgr. Cert</td>
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<td><strong>$1,422</strong></td>
<td><strong>$1,497</strong></td>
<td><strong>$2,347</strong></td>
<td><strong>$10,346</strong></td>
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</table>

1. ATI Book Fee: Includes online assessments books and modules for courses requiring ATI. Packages must be purchased by the University.
2. School of Nursing Equipment/Uniform fee includes nursing school kit, simulation lab and equipment, medical supplies as well as simulation, lab and facility maintenance.
Nursing MSN - Family Nurse Practitioner Track

<table>
<thead>
<tr>
<th>Family Nurse Practitioner Track</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
<th>Totals</th>
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</thead>
<tbody>
<tr>
<td>Equipment</td>
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<td>$800</td>
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<tr>
<td>FNP Cert Review</td>
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<td>$250</td>
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<td>OSCE</td>
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<tr>
<td><strong>Total Fees</strong></td>
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NOTE: It is anticipated that School of Nursing fees will change effective Spring 2014.

**Student Health Insurance Fee**

In keeping with the University’s mission to eliminate health care disparities by providing access to and delivery of healthcare services, Charles R. Drew University requires that all full-time students maintain adequate personal health insurance coverage during their entire educational career at the University. Optional coverage for part-time enrollees and for student spouses and families is also available.

Students who maintain adequate healthcare insurance through other sources may apply for a waiver of CDU’s Student Health Insurance from the University’s insurance provider.

A separate waiver is required for each semester of enrollment.

Anticipated Insurance rates for the 2013-2014 Academic year are:

<table>
<thead>
<tr>
<th>COSH Rates</th>
<th>Fall 8/22 – 12/21/13</th>
<th>Spring 12/22/13 – 5/10/14</th>
<th>Summer 5/11 – 8/21/14</th>
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<tr>
<td>Student</td>
<td>$675</td>
<td>$736</td>
<td>$574</td>
</tr>
<tr>
<td>Spouse</td>
<td>$1,720</td>
<td>$1,874</td>
<td>$1,456</td>
</tr>
<tr>
<td>Per Child</td>
<td>$1,125</td>
<td>$1,286</td>
<td>$953</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Student</td>
<td>$675</td>
<td>$736</td>
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<td>$1,720</td>
<td>$1,874</td>
<td>$1,550</td>
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<tr>
<td>Per Child</td>
<td>$1,125</td>
<td>$1,225</td>
<td>$1,014</td>
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</table>

*All Tuition and Fees are subject to change.

**Payment Due Dates**

All Tuition and Fees are due in full before the first day of instruction as recorded in University Catalog. Students registering after the first day of instruction must make full payment at the time of registration. Students whose payments have not been received in the Student Finance Office prior to the Add/Drop deadline will be dropped from registered courses.

Students with unpaid account balances will have a hold placed upon their University records until the balances are resolved. Students with account holds will not be able to register for future courses. They will not be certified for graduation or for exams. They will not be entitled to University Services including—but not limited to—references, verifications, or transcripts.

**Payment and Financial Aid**

Students are solely responsible for payment of University Tuition and Fees by the due dates described above and are encouraged to make arrangements for Financial Aid loans and awards early in order to ensure those payments are available prior to the due dates. Students experiencing delays in Financial Aid awards must pay out of pocket or (if eligible) apply to the Installment Payment Plan prior to the close of the Add/Drop period.

Should subsequent Financial Aid awards exceed the current balance on a student’s account, the University will promptly refund the excess in accordance with the requirements of the award source.

The University’s Office of Financial Aid and Scholarships recommends application and documentation be submitted 60 days prior to the start of instruction.
For calculation purposes only, the University will apply certain estimated financial aid to student accounts in advance of actual receipt of those funds. Students remain responsible for these payments should the actual aid be cancelled or received in an amount less than expected.

**Federal Direct Subsidized and Unsubsidized Loans**
Anticipated Loan amounts will be applied to student accounts for calculation prior to the first day of instruction, provided all applications and supporting documentation have been received and reviewed by the Office of Financial Aid and Scholarships.

**Federal Grad Plus and Parent Plus Loans**
Anticipated Loan amounts will be applied to student accounts for calculation prior to the first day of instruction, provided confirmation of the award has been received by the funding agency and the student has signed the Master Promissory Note.

**Other Programs**
Actual loan or award amounts will be applied when funds are disbursed to student accounts.

**Tuition Installment Plan**
Students with a current term balance of greater than $500 and in good financial standing may request to pay the current term’s Tuition and Fees over the course of that term by applying to the University’s Tuition Installment Plan. Under this plan, students may divide the current term’s financial obligation over three pre-determined payments. Students carrying any past due balance are ineligible to participate in this program.

Students participating in the University’s Tuition Installment Plan will be assessed an Installment Financing Fee of $150 for each term of participation. The Installment Fee plus the first payment (1/3 of student’s account balance) are due upon application to the program. There is no interest charge for this program provided all payments are made as scheduled.

The Tuition Installment Plan may be used concurrently with external Financial Aid programs, provided all Plan requirements are met. Incoming Financial Aid funds must be used to retire the installment agreement prior to disbursing payment to the student.

Applications to the CDU Tuition Installment Plan must be received in the Finance Department prior to the Add/Drop deadline to avoid removal from class rosters. Please contact the Student Finance office for application and full details.

**Payment of Tuition and Fees:**
Charles R. Drew University currently accepts the following forms of payment directly from students:

- Cash
- Checks (with appropriate identification)
- Cashiers’ Checks
- Credit Cards (Visa, MC, Amex)
- Financial Aid Awards
- Bank Wire Transfers can be accepted in some cases. (Please contact the Finance Office for assistance.)

**Refund Policy**

<table>
<thead>
<tr>
<th>Courses Dropped on:</th>
<th>Expected Refund:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 — Week 2</td>
<td>100 percent refund</td>
</tr>
<tr>
<td>Week 3 — Week 7</td>
<td>Based on days attended</td>
</tr>
<tr>
<td>After the 7th week</td>
<td>No refund</td>
</tr>
</tbody>
</table>

Refunds and Repayment: Students who drop below half time enrollment may be expected to repay a portion of their financial aid. According to a formula prescribed by state and federal regulations, any refundable amount used to pay tuition and fees is returned to the appropriate financial aid sources. Students also may be required to pay the unjustified portion of assistance that was directly disbursed to them.

Students who completely withdraw from the University must give written notification to the Registrar, Program Advisor, and Office of Financial Aid and Scholarships and must complete all withdrawal procedures to be eligible for any refunds.

A refund, if applicable, will be calculated based upon the Federal refund methodology also known as the Return to Title IV (R2T4). Financial aid refunds are calculated on a per diem basis (days attended at time of withdrawal) for withdrawals up through the 60% point in time for each semester. After 60% of the semester has elapsed, there is no refund calculation for federal aid programs. Non-refundable fees are excluded from the refund calculation. Calculated refunds are returned to the appropriate aid programs. Students should contact the Office of Financial Aid and Scholarships to discuss the impact of withdrawing from courses on their financial aid eligibility.

If a student has been awarded financial aid, the financial aid programs from which the funds are disbursed will be refunded in accordance with federal regulations.

Refunds will be mailed to the student’s permanent home address as soon as the required withdrawal forms
have been processed. It is the student’s responsibility to ensure that the University has a current address on file for them at all times.

Refund Procedure
The refund amount is apportioned back to the individual financial aid programs in a priority sequence, paying back all that was disbursed from one program before paying back the next program.
Financial Aid

Charles R. Drew University is committed to providing information and guidance in obtaining financial aid resources. Financial aid includes grants, scholarships, loans, and part-time employment. The University offers a combination of these types of aid from various sources in an award package. Financial aid is awarded based upon financial need. Eligibility for financial aid is established through the Free Application for Federal Student Aid (FAFSA). An application for financial aid does not affect a student’s eligibility for admission.

How to Apply for Financial Aid
There are just a few easy steps to follow when applying for financial aid for the 2013/2014 academic year:

1. Complete the 2013/2014 Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA. The FAFSA must be completed online at www.fafsa.gov. Students must ensure that they enter The Charles R. Drew University Federal School Code 013653. The FAFSA is a FREE application. Students should NOT PAY to have their FAFSA completed.

2. The Office of Financial Aid and Scholarships maintains the right to request additional information as required to process student applications, including income verification, tax returns, non-taxable income certification, verification of non-filing of tax returns, verification of household size, number of family members in college, amongst others. Specific questions about financial aid should be referred to the Office of Financial Aid and Scholarships. If additional information or documentation is required applicants will be contacted in writing.

3. The Office of Financial Aid and Scholarships will process awards for all student applications upon successful acceptance to the university and will send an Award Notification Letter within 3-4 weeks.

For identification purposes, students must submit to the Office of Financial Aid and Scholarships a copy of their driver’s license or state Identification card along with a copy of their social security card; and, if applicable for permanent resident or eligible non-citizen status, both sides of form I-151 or I-551 Alien Registration card (green card), U.S. passport or certificate of naturalization will be needed for identification.

Eligibility
In order to receive federal financial assistance, students must meet the following criteria:

- Student must be enrolled as a matriculated student in an eligible academic program.
- Student must be a United States citizen, a permanent resident, eligible non-citizen, a citizen of the Federated States of Micronesia, the Marshall Islands or a permanent resident of the Trust Territory of the Pacific Island (Palau)

Verification Policy
Federal verification requirements apply to the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study Program
- Federal Student Loan Programs.

Applications selected for verification by the federal process will require additional documentation.

The institution will continue to verify information believed to be inaccurate and maintain the flexibility to select additional information from applicants for verification. If further documentation is required to complete the financial aid application process, the Office of Financial Aid and Scholarships will contact students.

Types of Financial Aid Available
Federal Pell Grant: To be eligible, an applicant must be an undergraduate student and demonstrate financial need. The amount of the award, as determined by the Federal Pell Grant Program, is in most cases based on previous year’s income and current asset information provided in the application.

Federal Supplemental Educational Opportunity Grant (FSEOG): To be eligible, an applicant must be an undergraduate student and demonstrate exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid.

State Grants: The State of California, through the
California Student Aid Commissions (CSAC), sponsors several grant programs for undergraduate students. To qualify for any of the state-funded grants, a student must be a California resident and be attending (or planning to attend) an eligible school or college in California.

**Cal Grants**: There are three types of Cal Grants as described below: Cal Grant A, Cal Grant B, and Cal Grant C. A student can receive only one type of Cal Grant in an award year. Students must be registered in at least six units to be eligible. The deadline to apply for any Cal-Grant is March 2. Students applying for a Cal Grant must also file a G.P.A. Verification Form with CSAC by March 2, and a FAFSA application. The Financial Aid Office has complete information and forms.

- **Cal Grant A** - Assists low and middle-income students with tuition costs. To be eligible for a first-time Cal Grant A, a student may not have completed more than six semesters, or nine quarters, of college study and must be enrolled in at least six units of coursework.

- **Cal Grant B** - This program provides a living allowance for entering college freshmen who come from very low-income families. This grant is intended for students who would be unable to attend college without such help. Awards are available only to students who have completed no more than one semester of full-time college work (16 semester units or 24 quarter units).

- **Cal Grant C** - This grant is intended for students who want to train for specific occupations, vocations, or technical careers, but who do not have the financial resources to enter training programs. Programs may range in length from four months to two years. Students must demonstrate occupational achievement or aptitude in their chosen field.

**Federal Work Study Program (FWSP)**
The FWSP is a federal program that enables students to earn part of their financial aid award through part-time employment. To be eligible, a student must meet the eligibility requirements for federal financial aid and must maintain good academic standing while employed under the program. This program allows students to work a maximum of 20 hours per week. An academic year’s work-study award may range from $1,000 to $3,000 depending on availability.

**Payment Periods and Disbursements**
Award limits are generally connected to a period of time and to Units attempted. For instance, all of the programs except Federal Work-Study (FWS) have a maximum amount that can be awarded for an academic year or award year. In most cases, awards from the Federal Student Aid (FSA) programs must be paid in at least two installments. For most programs, the amount and timing of the payments is based on the academic terms or payment periods in the program.

FSA program disbursements (except FWS payments) must be made on a payment period basis.

**Timing Of Disbursements**
Federal Student Aid funds must be provided to students in a timely manner to best assist them in paying their educational expenses. Funds are applied after the end of the terms add/drop period, (normally the first two weeks after classes begin).

If a student’s award creates a credit balance on your student account the student will be given a tuition credit balance check 7 - 14 days after the funds have been applied.

**Tuition Credit Balances**
A credit balance occurs whenever a student has funds credited to his/her account, which exceeds the total amount of the student's direct charges. Credit balances are given directly to the student or parent in the form of a check as soon as possible but no later than 14 days after the date the funds were applied to a student's account. Regulations stipulate that a student's unpaid charges on their student account must be satisfied before a “Credit Balance check” can be processed.

Federal Regulations also require the University to document that a student has begun attending classes in order to be eligible for a credit balance check. For this reason, the Finance Office begins processing checks once the Add/Drop period has passed.

**Credit Balance from PLUS Loans**
Regulations require that any excess PLUS loan funds be returned to the parent, if the PLUS loan funds created the credit balance. The Office of Student Finance determines which funds create a credit balance on a student's account. In the case where the PLUS loan is the only loan on file or exceeds the total aid for a student any resulting credit balance will be refunded to the parent who took out the loan. If a parent wishes to have the funds proceeds from a PLUS loan to be given directly to the student the parent must authorize The Office of Student Finance in writing to transfer the proceeds of a PLUS loan directly to the student. In cases where the student's non tuition specific financial aid exceeds the amount of a parent PLUS loan all resulting credit balances will be refunded to the
Credit Balances from Educational Loans
All payments that are applied to a student account are applied by priority based on the type of payment that is received. Most scholarships and grants including University aid are tuition specific therefore will be applied to the student's tuition charges before any educational loans.

The Office of Finance
Contact the Office of Finance concerning any of the following:
- Credit Balances from Monthly Payment Plans
- Credit Balances from Personal Checks
- Credit Balances from Credit Card Payments
- Credit Balances from Third Party Payments

Educational Loans
Federal Direct Loans: Subsidized loans are based on financial need, and interest accrued while the student is in school is paid by the federal government. Unsubsidized loans are available to students regardless of income and assets and interest starts to accrue immediately. Accrued interest on the unsubsidized loan is the student’s responsibility and can be paid while in attendance or postponed until after attendance has ended. Students are advised to speak with the financial aid office before applying for a subsidized and/or unsubsidized loan.

For any specific guidelines, students are encouraged to contact the Office of Financial Aid and Scholarships at 323-563-4838.

Shortly before graduating from or terminating enrollment at Charles R. Drew University, borrowers must receive exit loan counseling. The Financial Aid Office collects information about the borrower's permanent address, references, expected employment, and driver's license number. This information is forwarded to the lender.

Federal Direct Parent PLUS Loans for Undergraduate Students (FPLUS): These loans are government-insured loans that are made to parents of dependent students. Parents may borrow FPLUS up to the cost of education minus other financial aid received during the years the dependent student is an undergraduate. Variable interest rate is adjusted annually. There is no interest subsidy for this loan. Repayment begins within 60 days after the last date of attendance.

Federal Direct Graduate/Professional PLUS Loans for Students (Grad PLUS): Graduate and professional degree students are now eligible to borrow under the Grad PLUS Loan Program up to their cost of attendance minus other estimated financial assistance. The terms and conditions applicable to Parent PLUS Loans also apply to Graduate/Professional PLUS loans. These requirements include a determination that the applicant does not have an adverse credit history, repayment begins 60 days after the last date of attendance.

New Student Loan Interest Rates
For Loans Borrowed
July 1, 2013 – June 30, 2014

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Subsidized and Unsubsidized</th>
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</thead>
<tbody>
<tr>
<td>Borrower</td>
<td></td>
</tr>
<tr>
<td>Undergraduates 3.86%</td>
<td>Graduate/Professional 5.41%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>PLUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrower</td>
<td>Grad or Parent 6.41%</td>
</tr>
</tbody>
</table>

Private Loans: These loans are privately funded and are not based on need, so no federal formula is applied to determine eligibility. However, the amount borrowed cannot exceed the cost of education minus other financial aid. Interest rates and repayment terms vary and are generally less favorable than those provided through the federal lending program. Private loans are used to supplement the federal programs when the cost of education minus federal aid still leaves unmet need.

Loan Notification/Right to Cancel
Except in the case of loan funds made as part of a Post-withdrawal Disbursement, when Direct or Direct Parent PLUS or Federal Direct Grad Plus loan funds are being credited to a student’s account, the school must also notify the student or parent in writing of the:

- Anticipated date and amount of the disbursement;
- The students (or parent’s) right to cancel all or part of the loan or disbursement.

This notification must be sent no earlier than 30 days before, and no later than 30 days after crediting the student’s account.

If the student, or parent, wishes to cancel any portion of the loan or the disbursement he/she must notify the Office of Financial Aid and Scholarships within 14 calendar days from the date of notification.
If the student wishes to cancel or return any portion of the loan after the 14 days the student must return the funds directly to the Department of Education (DOE) Direct Loan Servicing Center at (800) 848-0979

**Repayment**

Repayment of Federal Direct Loans (subsidized and unsubsidized) begins six months after either graduation or student’s last date of at least half-time attendance. Repayment of Federal PLUS loans begins within 60 days of the last date of at least half-time attendance. Borrowers have the right to prepay their loans without penalty. Please check with your lender for any specific repayment plans.

**Deferring Repayment:** To defer repayment, students may:

- Study at least half time at an eligible school
- Attend an approved graduate program or rehabilitation training program
- Participate in a medical internship or residency program
- Be unemployed (up to three years)
- Show economic hardship (up to three years)

During periods of approved deferment, a Federal Direct Subsidized Loan borrower does not need to make payments of principal, and the interest does not accrue. For the Federal Direct Unsubsidized, FPLUS or Grad PLUS borrower, principal repayment may be deferred, but interest continues to accrue and is capitalized or paid by the borrower during that time.

**Forbearance:** A loan borrower or endorser may receive forbearance from their lender. The lender decides whether the borrower is willing but unable to make scheduled loan payments. Forbearance is the temporary cessation of payments, an extension of time for making payments, or the temporary acceptance of smaller payments than previously scheduled. Forbearance is granted to medical or dental interns or residents for limited periods of time.

**Entrance and Exit Counseling:** First-time subsidized or unsubsidized Federal Stafford Loan borrowers must receive pre-loan counseling. Shortly before graduating from or terminating enrollment at Charles R. Drew University, borrowers must receive exit loan counseling. The Financial Aid Office collects information about the borrower's permanent address, references, expected employment, and driver's license number. This information is forwarded to the lender. Both are to be completed online at www.studentloans.gov.

**Refunds and Repayment**

Students who withdraw from the University may be expected to repay a portion of their financial aid. According to a formula prescribed by state and federal regulations, any refundable amount used to pay tuition and fees is returned to the appropriate financial aid sources. Students also may be required to pay the unjustified portion of assistance that was directly disbursed to them.

**Debt Management and Default Reduction**

Charles R. Drew University is committed to helping students achieve sound financial planning and debt management. Information about loans, repayment options, and debt management strategies are available in the Financial Aid Office.

**Financial Aid Disbursements**

All financial aid is awarded for the academic year. It is applied for the semester for which the student has registered. If the student does not register, financial aid will be cancelled for the semester.

**Return to Title IV Funds (R2T4) Policy**

Federal regulations prescribe the calculation of a student’s eligibility for federal financial aid funds when the student completely withdraws (officially or unofficially) from the University during the semester.

Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed.

Example: a student who withdraws completing only 30% of the term will have “earned” only 30% of any Title IV aid received. The remaining 70% must be returned by the school and/or the student. The Financial Aid Office encourages students to read the R2T4 policy carefully when thinking about withdrawing from all classes PRIOR to completing 60% of the semester. When a student has completed MORE than 60%, 100% of Title IV funds are earned.

The Financial Aid Office will:

1. Run a bi-weekly R2T4 report to determine students that may be subject to an R2T4 calculation.
2. Utilize the R2T4 on the web calculator to calculate and manage the treatment of Title IV funds.
3. Make all adjustment to student disbursements in Department of Education’s Common Origination and Disbursement (COD) system and the CDU Student Billing System (PowerCampus) via CDU Financial Aid System (PowerFAIDS).
4. Communicate program refunds and amount to the Finance Office via the “R2T4 on the Web” worksheet.
5. Provided written notification to student as well as maintain documentation within the students file.

After calculating the amount the student earned there are 3 possibilities:
1. The amount disbursed = the amount earned
   - No further action necessary!
2. The amount disbursed exceeds the amount earned
   - The unearned portion must be returned to the programs
3. The amount disbursed is less than the amount earned
   - Post-withdrawal disbursement

Unearned Title IV aid shall be returned to the following programs in the following order:

1. Unsubsidized Direct loans (other than PLUS loans
2. Subsidized Direct loans
3. Direct Parent PLUS loans
4. Direct Grad PLUS loans
5. Pell Grants
6. SEOG
7. TEACH Grants
8. Iraq and Afghanistan Service Grant

Written Notifications
The University will notify students as follows:
• Any credit balances
• The obligation to repay student loan(s)
• Must be completed as soon as possible, and no longer than 30 days from date of determination

Satisfactory Academic Progress (SAP)
To be eligible for Federal Financial Aid funds at Charles R. Drew University, a student must be making satisfactory academic progress toward a degree or certificate. In order to maintain eligibility for funds, students must maintain both quantitative (number of credit hours), and qualitative (grade point average) standings.

Financial Aid Satisfactory Academic Progress is defined as:

1. Maintaining a 2.0 semester and cumulative Grade Point Average (GPA) or higher (a quantitative measure).
2. Successfully completing at least 67% of the course load (credit hours) taken in a semester (a quantitative measure). Successful completion of a class or course is defined as earning a grade of A, B, C, or D. Unsuccessful grades are W, F, I, or RD.
3. Completion of a program of study within 150% of the average published program length.

Failure to meet ANY of the above standards will result in a student being placed on financial aid warning, probation or deemed ineligible.

When is Academic Progress Evaluated?
A student’s satisfactory academic progress is evaluated at the end of each semester (i.e., fall, spring, or summer semesters).

GPA Requirements
All students must maintain a cumulative GPA of 2.0 or higher. Failure to meet this requirement will result in either Financial Aid probation or a SUSPENSION notice being issued. If a student who was on probation status fails to meet the standards, they will be placed on financial aid suspension and will stay on suspension until a 2.0 cumulative GPA is achieved.

Course Completion Requirements
A minimum of 67% of the credit hours taken must be earned. For example:

<table>
<thead>
<tr>
<th>If you enroll in:</th>
<th>You must complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Units</td>
<td>10 Units</td>
</tr>
<tr>
<td>12 Units</td>
<td>8 Units</td>
</tr>
<tr>
<td>9 Units</td>
<td>6 Units</td>
</tr>
<tr>
<td>6 Units</td>
<td>4 Units</td>
</tr>
</tbody>
</table>

Note: An F will not count as a completed course, but it will be calculated in the semester GPA.

Example:
Student is awarded funds for 12 credit hours for the fall semester:
1. He or she must complete 8 credit hours and maintain a 2.0 GPA to be making satisfactory academic progress.
2. If the student completes only 6 credit hours and maintains a cumulative GPA of at least 2.0, he or she would be placed on financial aid probation or suspension if a prior probation has been issued. To re-establish eligibility, the student must enroll, and successfully complete the required Units for the semester and a cumulative GPA of 2.0 or better at his or her own expense.
3. If the student completes all 12 credit hours, but the cumulative GPA is less than a 2.0, he or she would be placed on financial aid probation or suspension if a prior probation has been issued. To re-establish eligibility, the student must enroll, and successfully complete the required Units for the semester and a cumulative GPA of 2.0 or better at his or her own expense.

Complete Withdrawal: Automatic Ineligibility
If during a semester a student completely withdraws from the university or receives gra
des of all W, F or all incompletes, he or she will be placed on automatic financial aid ineligible status. To re-establish eligibility, the student must enroll, and successfully complete the required Units for the semester and achieve a cumulative GPA of 2.0 or better at his or her own expense.

Program Completion Timeframe
Students cannot receive financial assistance for periods of enrollment beyond 150% of the average published program length (to be measured by all CDU credit hours attempted), including any transfer work.
Example: Life Sciences BS degree program is 129 Units. The maximum timeframe to complete the program would be 194 Units attempted.

If you cannot complete the program within the maximum timeframe, you will no longer be eligible to receive financial assistance.

Notice
Failure to meet any of the Financial Aid Satisfactory Academic Progress (SAP) standards will result in one of the following notices being issued. Please remember that all periods of enrollment must be measured, including ones where the student may not have received financial aid.

Warning
A status a school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period.

Probation
A status a school assigns to a student who is failing to make satisfactory academic progress and has successfully appealed. Eligibility for aid may be reinstated for one payment period.

Ineligible
Status of student that has failed a warning period and has not appealed his or her status to be placed on Probation.

Automatic Ineligibility
At the end of each semester, a review will be made to determine if a student completely withdrew, or received grades of all W’s, F’s, or all incompletes. These students will be automatically deemed ineligible and will be given a written notice. A student placed in ineligible status may not receive further financial assistance until he or she meets the minimum standards under the Financial Aid Satisfactory Academic Progress Policy. A student who has been deemed ineligible has the right to submit an appeal. Please reference the appeals section below for more information.

How to Re-Establish Eligibility
Students must enroll and successfully complete the required Units for the semester and a cumulative GPA of 2.0 or better at his or her own expense.

Coursework earned at other institutions cannot be considered for the purpose of removing an ineligible status.
Once the required hours have been completed, and the student has a cumulative GPA of 2.0 or higher, the ineligibility can be removed. Students should contact the Financial Aid Office to request a review of the course work.

Appeals
A student who has been denied financial aid because of a failure to meet the Financial Aid Satisfactory Academic Progress Standards may petition the Financial Aid Appeals Committee (FAAC) to consider mitigating circumstances. The student’s appeal must be in writing, and supporting documentation regarding special circumstances must be provided. Student appealing the maximum timeframe (attempting more than 150% of the published degree plan or having a prior degree) must attach a degree plan completed by a CDU Academic Advisor.
Appeals will be reviewed in approximately two to three weeks after the submission of all grades for the current term. Students are responsible for all educational expenses while ineligible. The decision of the Financial Aid Appeals Committee is FINAL.

Other Sources of Financial Aid
Additional kinds of aid are available from other sources, including, but not limited to:

- Veterans Educational Benefits
  Matriculated veterans may be eligible for Veterans Educational Benefits. Veteran students should contact the Office of Admissions for details.

Under Title 38 of the US Code, Charles R. Drew University is approved for the training of veterans and other eligible persons. Information regarding eligibility for these programs may be obtained by calling (888) 442-4551 or by visiting www.gibill.va.gov.
The Office of Registration and Records serves as the certifying official for Charles R. Drew University. Students should contact the certifying official prior to their first enrollment certification.

- Vocational Rehabilitation Assistance
For details, please contact your individual counselor.

Students eligible for any of these benefits are encouraged to apply early, as funds are limited. Contact the appropriate off-campus agency for more details.

**CDU and External Scholarships**

CDU Scholarships are designed to help alleviate the financial burden of a health professions education. Students are encouraged to apply for both CDU and external scholarships. As you look through the list below please keep in mind that even though some of the deadlines for the scholarships have passed, many of them are annual awards with the same deadline each year. If the scholarship is a good fit for you, make note of its deadline so you can apply the following year. For CDU scholarships, students must complete and submit the CDU Scholarship Application and additional requirements as detailed within the eligibility requirements section of each scholarship listed below.

A complete list of CDU scholarships is available to students on the CDU website, financial aid pages.


**Academic Policies**

**Academic Dishonesty**

Defined as any academic act, which intentionally violates the trust upon which the pursuit of truth is based. The sections that follow illustrate key areas in which academic dishonesty should be watched for and eliminated:

- **Examination Behavior**: During didactic training, any behavior that involves external assistance is considered academically dishonest, unless expressly permitted by the instructor. Specific violations that are considered unacceptable during an examination include communicating in any way with another student during the examination, copying material from another student's examination, and using unauthorized notes or other devices during an examination.

- **Fabrication**: Any intentional falsification or invention of data or of a scholastic citation in an academic exercise is considered a violation of academic integrity. Acts of fabrication include altering existing data and resubmitting returned and corrected academic work under the pretense of grader evaluation error when, in fact, the work has been altered from its original form.

- **Plagiarism**: The appropriation and subsequent passing off of another's ideas or words as one's own is plagiarism. If the words or ideas of another are used, acknowledgment of the original source must be made through recognized referencing practices. Any use of a direct quotation must be acknowledged by footnote citation and by either quotation marks or appropriate indentation and spacing. If another's ideas are borrowed in whole or in part and are merely recast in the student's own words, proper acknowledgment must be made; a footnote or proper internal citation must follow the paraphrased material.

- **Other Types of Academic Dishonesty**: The following activities are also considered violations of the University's academic integrity policy: submitting a paper written by or obtained from another, using a paper or essay in more than one class without the instructor's express permission, obtaining a copy of an examination in advance without the knowledge and consent of the instructor, using another person to complete homework assignments or take home examinations without the knowledge and/or consent of the instructor, altering academic records, using electronic devices to perform coursework or during an in examination without the express permission of the instructor.

**Academic Integrity**

As members of the academic community, faculty, students, and administrative officials share the responsibility for maintaining a productive environment. Faculty has the primary responsibility for establishing and maintaining an atmosphere and attitude of academic integrity such that the University may flourish in an open and honest way. Students share responsibility for maintaining standards of academic performance and classroom behavior conducive to the learning process. Administrative officials are responsible for the establishment and maintenance of procedures to support and enforce these academic standards.

**Attendance**

1. Instructors shall take attendance throughout the term, commencing on the first day of class and continuing throughout the term, by verifying that the students in attendance in class appear on the official class roster.

2. The Office of Registration and Records provides up-to-date class rosters via MyCDU Self-Service portal. Rosters can be printed, downloaded to Excel, or viewed online in MyCDU.

   a. On an interim basis, the Registrar will provide printed or electronic class rosters to the Deans’ Offices for distribution to instructors as follows:

      i. First Day of Classes (Monday of Week 1)
      ii. Second Week of Classes (Monday of Week 2)
      iii. End of Add/Drop/Late Registration period (Monday of Week 3)
      iv. At Census (Monday of Week 4)

3. Students attending class and not appearing on the roster as of the Week 3 Roster above must be sent to the Office of Registration and Records to determine their status and eligibility to enroll in class.
4. All students attending class as of the Census date must appear on the official class roster. No student shall be permitted to attend class who does not appear on the Census Roster.

5. Instructors may use discretion in determining the most efficient manner to take attendance (i.e. sign in sheet, roll call, etc.).
   a. Students not appearing on the official class roster shall be informed that they are not officially enrolled in class and must take appropriate steps to become enrolled or must stop attending class.
   b. Attendance in virtual, asynchronous or self-paced classes will be determined by submission of required assignments by the due dates. A student would be considered absent if an assignment is not received by the due date.
   c. Students’ attendance shall be recorded in the Attendance feature of MyCDU Portal.
      i. Such report must be made within 72 hours of the class meeting.
      ii. The Registrar will follow up with instructors who report students as being absent as an initial step to commencing the Administrative Drop process.

6. The instructor shall have the authority to execute an Administrative Drop for any student who is absent three (3) or more consecutive class meetings without instructor approval. The student must make every effort to dialog with the instructor regarding his/her absence.
   a. Prior to filing an Administrative Drop, the instructor will contact the Retention Coordinator.
      i. The Retention Coordinator will attempt to contact the student regarding their absences.
      ii. The Retention Coordinator will inform the instructor and the registrar of the outcome of contact with the student.
   b. The instructor may forward the Administrative Drop form to the Office of Registration and Records.
      i. If the Administrative Drop will be processed as follows:
         1. Within the first two (2) weeks of the term, the student will be dropped without record of enrollment.
         2. After week two (2) and before the published deadline to withdraw, a grade of “W” shall be recorded on the student’s record.
         3. After the published deadline to withdraw, the grade of “U” shall be recorded on the student’s record.
            ii. In each of the above instances, the Last Date of Attendance as reported by the instructor shall be recorded on the student’s record and will be used by the Financial Aid Office to calculate any required repayment of aid as per Federal regulations.

Vacations
The University does not have regularly scheduled vacations for faculty or students. Vacations may be taken during semester breaks and during the spring break.

Holidays
The University observes nine holidays each year. Students on clinical rotations may occasionally observe a different holiday schedule. Students on clinical rotation may be required to make up holiday time and are asked to check their respective program policy regarding holidays.

Sick Leaves
Students who are absent three or more days due to illness may be required to present a doctor’s statement to their instructor documenting the illness and the expected date of return. Students MUST make contact with the instructor prior to the third day of absence or risk being administratively dropped from the class. The doctor’s note becomes part of the student’s file. Students are responsible for the material covered during the period of their illness and must make up all days in clinical rotation missed as a result of their illness.

Tardiness
Tardiness by students is discouraged in both didactic courses and on clinical rotations. Each instructor will determine a class tardiness policy and make this policy known to each class by recording it in the course syllabus.

Leave of Absence
A leave of absence may be granted through the
individual academic programs for personal, medical, or military purposes. Normally, only one leave of absence per student is allowed. To petition for a leave of absence, a student must meet with the Program Director and complete the Leave of Absence Form (available in the Office of Registration and Records). Conditions of the leave of absence are handled by the individual program with review by the Dean. Students must be in good academic and professional standing to be considered for a leave of absence.

A student’s return to the program earlier than the time indicated is contingent upon space availability and scheduling in the program. Extensions of leave will be reviewed and approved by the individual program. Exceeding leave time without an approved extension cancels any guaranteed permission to return.

It is the student’s responsibility to make arrangements regarding their financial aid and student account. Students must meet with the Office of Financial Aid to understand the potential financial implications of the leave of absence.

Catalog Rights
Students pursuing a degree or certificate must meet the curriculum requirements for the program as outlined in the Catalog in effect at the time of admission or re-admission to Charles R. Drew University. Students are responsible for knowing program requirements. Students may graduate under the general education requirements and graduation requirements in effect at the time of their admission as long as they have maintained continuous enrollment, or under the requirements in effect from the time continuous enrollment is established and maintained. Continuous enrollment is defined as enrollment in the fall, spring, and summer (where applicable) semester of each academic year.

Academic Load
A full-time academic load for undergraduate and certificate students is defined as 12 units per semester. A full-time academic load for graduate students is defined as 9 units per semester. Six units is considered part-time academic load for graduate students. Undergraduate students enrolled in less than 12 units/semester are considered part-time students. Undergraduate students may enroll for a maximum of 21 semester units if:

1. they have earned a minimum G.P.A. of 3.3 on all work pursued during the previous semester;
2. they have not received any grade less than a “C”;
3. and they are recommended by their Program Director to the Dean.

Course Load for Students on Academic Probation
Undergraduate or certificate students on initial scholastic probation, extended scholastic probation, or who are returning to the University after a period of absence caused by academic suspension will be allowed to pursue a maximum of 15 semester units during any semester until their cumulative G.P.A. has been restored to at least 2.0 on a 4.0 scale.

Course Load for Conditional Students
Students admitted conditionally will be permitted to register for one semester as full-time students.

Classification of Students

• Freshman Student: A student who has completed less than 30 units.
• Sophomore Student: A student who has completed 30 to 59 units.
• Junior Student: A student who has completed 60 to 89 units.
• Senior Student: A student who has completed 90 or more units.
• Non-Matriculating Student: A student who has been granted permission to enroll in classes for a single semester without being accepted to a degree or certificate program.
• Graduate Student: A student who has been admitted to a graduate program.

Unit Requirement
Total units required for the Associate of Science, Bachelor of Science, and professional certificates vary by program.

Residence Requirement
Prior to receiving an Associate of Science degree, students must have completed at least half of the total units required for degree completion in their program in residence. Prior to receiving a Bachelor of Science degree, students must have completed a total of at least 63 units in residence (including at least half of these in the required major).

The residency requirement for Masters programs varies by program. See the Urban Public Health program or Nursing program sections of this Catalog for details.

Course Numbering System
Courses in the College of Science and Health and
Mervyn M. Dymally School of Nursing are numbered according to the following system:

- 000-099 Academic Enhancement Courses (No baccalaureate credit toward degree or certificate)
- 100-199 Lower-division courses of freshman level
- 200-299 Lower-division courses of sophomore level
- 300-399 Upper-division courses of junior level
- 400-499 Upper-division courses of senior level
- 500-699 Graduate level courses

**Grade Point Average (GPA)**

The GPA is the total number of grade points earned divided by the total number of units attempted. Grades A through F and U are included in the computation of the GPA. Only coursework earned at Charles R. Drew University is included in the semester and cumulative GPAs.

**Repeated Courses**

**Undergraduate Students**

Undergraduate students may repeat courses in which grades less than C were earned. Under no circumstances will additional units or GPA credit be given for repeated courses in which a C or higher was earned. When an undergraduate student repeats a course, the units attempted, units earned, and grade points of first attempt are excluded from the GPA calculation. All courses attempted and grades earned at Charles R. Drew University will appear on the student's permanent academic record.

**Graduate Students**

Graduate students may repeat courses in which they did not achieve a passing grade for their specific graduate program. All courses attempted and grades earned at Charles R. Drew University will appear on the student's permanent academic record and the grades will be averaged for GPA calculation.

**Final Examinations**

A final examination is required in each course during the scheduled examination period, except in those courses in which the program has previously determined that no examination will be given. Since the final examination week is part of the semester hour requirement, the period scheduled for final examinations is used either for the final examination in the course or as an instructional period.

**Repeating Final Examinations**

Excluding competency-based skills development courses, clinical learning courses, or courses in which there is no scheduled final examination, an undergraduate student achieving a final course grade of C- or lower can request one retake of the final course examination if both of the following conditions exist:

1. The student has achieved a passing grade (as determined by the criteria of the program of matriculation) for all coursework completed prior to the final course examination; and
2. The student has not been absent without valid and approved reasons from more than 25 percent of all scheduled class sessions.

Where the aforementioned conditions exist, the student will have the request granted if either of the following reasons are applicable:

1. The student has experienced personal illness (as documented by physician certification); or
2. The student has encountered family illness or extenuating circumstances (e.g., death in the family or financial hardship). The student must provide documentation to support the request.

Students must request re-examination in writing within seven days of grade posting. The re-examination will be administered to the student 15 days after receipt of the request. In all cases, the final course grade will be no higher than C.

**University Grading System**

The University generally uses a letter grade evaluation and reporting system based on a 4.0 grade point formula. Earned grades and grade points are awarded according to the following schedule:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Above Average</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>Above Average</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>Below Average</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>Below Average</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>Below Average</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>U</td>
<td>Unauthorized Withdrawal</td>
<td>0.00</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>No grade points</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>No grade points</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>No grade points</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>No grade points</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>No grade points</td>
</tr>
<tr>
<td>SP</td>
<td>Satisfactory Progress</td>
<td>No grade points</td>
</tr>
</tbody>
</table>
RD: Report Delayed  No grade points
CE: Credit by Examination  No grade points
NCE: No Credit by Examination  No grade points

**Grade Definitions**

**A, A-:** The highest academic grade is reserved for accomplishment that is truly distinctive and demonstrably outstanding. It represents a superior mastery of course material and is a grade that demands a very high degree of understanding as well as originality or creativity as appropriate to the nature of the course. The grade may indicate that the student works independently with unusual effectiveness and often takes the initiative in seeking new knowledge outside the formal confines of the course.

**B+, B, B-:** A grade that denotes achievement considerably above acceptable standards. Good mastery of course materials is evident and student performance demonstrates a high degree of originality, creativity, or both. The grade may indicate that the student works well independently and often demonstrates initiative. Analysis, synthesis, and critical expression, oral or written, are considerably above average.

**C+, C, C-:** Indicates a satisfactory degree of attainment and is the acceptable standard for graduation from college (see specific program requirements for additional policies). It is the grade that may be expected of a student who gives to the work a reasonable amount of time and effort. This grade implies familiarity with the content of the course and acceptable mastery of course material; it implies that the student displays some evidence of originality and/or creativity, and works independently at an acceptable level and completes all requirements.

**D+, D, D-:** Denotes a limited understanding of the subject matter, meeting only the minimum requirement for passing the course. It signifies work which in quality and/or quantity falls below the average acceptable standard for passing the course. Performance is deficient in analysis, synthesis, and critical expression; there is little evidence of originality, creativity, or both.

**F:** Indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, and/or failure to complete requirements of the course.

**Other symbols which may appear on official transcripts:**

**U:** Unofficial withdrawal. Assignment of an unauthorized incomplete indicates that an enrolled student did not officially withdraw from a course and failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments, or course activities, or both were insufficient to make normal evaluations of academic performance possible. The “U” grade is equivalent to an “F” and will affect a student's G.P.A. as such. For a credit/no credit course, a grade of “NC” will be applied.

**AU:** Auditing a course means that the course instruction is undertaken but not for credit or a grade. Students auditing a course will receive “AU” (Audit) on the transcript only if they have attended regularly and participated according to the prior agreement with the instructor.

**W:** Approved withdrawal with penalty. A notation of “W” is entered on the academic record of the student who withdraws from a class within the time period specified in the Academic Calendar at the end of this Catalog. A “W” grade is not counted in GPA calculations.

**I:** Incomplete: course work not completed. An incomplete grade indicates that course credit has been delayed. Please see the “Incomplete Policy” for further details.

**Credit/No-Credit Courses (CR/NC)**

Upon successful completion of a credit/no credit course, the student earns the specified number of units and the transcript will show “CR” (which indicates a “C” grade or better). If the student’s work is unsatisfactory, the transcript will show “NC” (which indicates a “D” grade or below). All units of “CR” will be counted curriculum requirements, but will not be used in computation of GPA.

**SP:** A satisfactory progress mark indicates that work in progress has been evaluated as satisfactory to date, but that assignment of a final grade must await completion of additional coursework and the end of the course, which may extend beyond the end of the term.

**RD:** Report Delayed is an interim designation used only by the Registrar when a delay in the reporting of a grade is due to circumstances beyond the control of the student. The “RD” must be replaced by the appropriate grade within 6 weeks. The “RD” is not included in calculations of grade point average.

**Credit by Examination (CE) / No Credit by Exam (NCE)**

For a student in good academic standing (cumulative G.P.A. 2.00) to receive credit for certain courses without registering for the course, the student, upon approval of the instructor and Program Director, must
successfully pass the challenge examination for the course. This is done without enrolling in the course. If the student earns less than a “C” on the examination, a mark of “NCE” (no credit by examination) will be placed on the student’s academic record. The student will be required to enroll and take the course in a subsequent semester if it is a required course.

To be eligible for “CE”, students must have completed a minimum of nine units at Charles R. Drew University. The student applies for credit by examination during the first two weeks of the semester. Program courses are not subject to “CE”. A maximum of three units for certificate programs, six units for associate programs, and nine units for bachelor’s programs can be taken for “CE”. “CE” courses are not eligible for financial aid. Courses previously taken or audited cannot be challenged, nor may a student challenge the same course more than once. No credit is given when the purpose of an examination is to determine the proper level at which students should begin their academic studies (e.g., foreign language or mathematics assessment). Students who satisfy a course by challenge will receive the approved unit credit on their academic record and a mark of “CE”. Letter grades and grade points will not be given. Students who unsuccessfully challenge a course will receive a mark of “NCE” on their academic record, but “NCE” will not affect the G.P.A. A $35 administrative fee is payable to the Finance Office for taking the challenge examination.

Grade Appeal
When a student considers a final course grade inaccurate, the student should confer with the instructor regarding the accuracy of the grade received within the first three weeks of the semester following receipt of the grade. At this time, the student and instructor must together review all class material pertinent to the grade for errors to be corrected. If the student is not satisfied, or if the instructor does not confer with the student within the first three weeks of the semester, the student should immediately contact the Dean and submit a written appeal consisting of a statement containing the factual reasons, and basis for the complaint, accompanied by any supporting documentation. The Dean will direct the appeal to the Student Academic Performance, Promotion and Judiciary Committee (SAPPJC) for a decision. The student has the right to appear before the committee, which includes student representation. The committee’s decision must be submitted to the Dean within the first five weeks of the semester. If the Dean does not favor the committee’s process or decision, an ad hoc committee can be appointed by the Dean to review the appeal and arrive at a decision. The ad hoc committee must reach a decision within one week of receipt of the appeal. Its decision is final.

Grade Change
Once a grade has been submitted to the Office of Registration and Records, it can be changed only by the instructor of record, and only if the change is due to miscalculation or error, within one semester of initial grade submission. The change must be initiated by the instructor of record, using the Change of Grade form. The form must be signed by both the instructor and the Program Director, and brought to the Office of Registration and Records by the instructor. If the instructor of record is no longer employed by the University, the Program Director may act on his/her behalf. The change will be recorded on the student's official academic record.

Incomplete Policy
The designation of Incomplete (I) is to be used only when the student has not completed the course in question. It presumes extenuating circumstances (e.g., illness, accident) that have made the student unable to finish. An Incomplete is not to be used as a qualified pass or fail and is to be viewed as a non-prejudicial entry on the student's record. Completion of the course is determined by the instructor of record following discussion with the student. Only students in good academic standing and without professional issues can be awarded an incomplete grade for a course. An Incomplete, not removed by the end of the academic year in which the course began, will be converted to a “Fail.” Exceptions to this rule due to serious, protracted illness or other documented extenuating circumstances may be granted by the Dean’s Office upon petition by the student, to be submitted no later than 10 calendar days prior to the end of the academic year in which the incomplete record should have been reconciled. Instructors may assign an Incomplete only if the following conditions apply: 1) a student is justifiably unable to complete a defined portion of coursework after 75 percent of the course has been completed; 2) a student has made satisfactory progress in the class up to that point; and 3) the student has made prior arrangements with the instructor and signs an Incomplete Contract Form.

The Incomplete (I grade) is not calculated in the GPA. The student must arrange for completion of the required work with the instructor outside of the usual class time. Incompletes are removed when the final grade for the course is assigned by the instructor, on a Change of Grade form, and submitted to the Office of Registration and Records. Incompletes cannot be removed by repeating the course. If an incomplete is not removed within one year from the date of grade
assignment, a failure (F) grade will be automatically recorded on the student’s permanent academic record as the official grade for the course.

**Independent/Directed Study**
Independent/directed study allows individualized coursework to be designed and tailored to meet a student’s particular needs. Enrollment in independent/directed study courses requires prior program approval. The student may not be required to be on campus while completing the work. Independent/directed study courses involve supervised independent study and/or research in a subject area proposed for in-depth study. Courses may comprise special study, directed readings, and/or directed research structure as determined by the instructor and student at the time of initial proposal.

Independent study courses are open to eligible students. A maximum of eight units are permitted, unless individual program guidelines specify otherwise. Permission of the instructor is always required.

**Medical Withdrawals**
Permission to drop courses for health reasons must be requested in writing and supported by the student's physician and Program Director. Requests of this nature must be presented to the student's Program Director prior to the final examination. Under no circumstances will a medical withdrawal be considered after the final examination has been taken.

**Academic Probation**
Undergraduate students will be placed on academic probation if their G.P.A. for the semester is less than 2.0 on a 4.0 scale, or if their cumulative G.P.A., computed by the total of all courses undertaken, is less than 2.0 on a 4.0 scale. Please see the probation policies of each academic program for more details.

Graduate students will be placed on academic probation if the semester or cumulative GPA falls below 3.0. Each graduate program may have additional criteria, which may place the student on academic probation. For more details, see the requirements listed for the specific graduate program.

**Academic Dismissal**
Students who fail to achieve the required academic standards while on academic probation will be dismissed. Students may appeal an academic dismissal and should discuss the preparation of such an appeal with their Program advisor. The Student Academic Performance, Promotion and Judiciary Committee (SAPPJC) reviews all appeals and makes final determinations unless the Dean disagrees with the process or decision. In such cases, the Dean may appoint an ad hoc committee to review the appeal. The decision of the ad hoc committee is final and the Dean will so inform the student in writing.

Students dismissed for ethical or behavioral reasons may not be readmitted. Special conditions may apply. Tuition and fees will be refunded according to the University refund policy.

Students who withdraw from the University while on academic probation will be automatically dismissed. Students who have been dismissed or who have withdrawn while on academic probation may not be readmitted as full-time students until they have been separated from the College of Science and Health for at least one semester.

**Satisfying Requirements for Graduation**
Students must receive a grade of C or better in all major courses to remain in good academic standing. A grade of C- is unsatisfactory for financial aid and program promotion. Although grades of C- and lower are included in the GPA, some programs may not allow courses to satisfy degree requirements in which the student receives a grade below C. See the program pages in this Catalog for specific program policies.

All undergraduates must meet the minimum GPA requirement of 2.0 in order to earn a degree. Some programs have higher GPA requirements. Check the specific program requirements in this Catalog.

Graduate students should refer to the graduation requirements for their program as published in this Catalog.

**Academic Degree and/or Certificate**
Academic degree and/or certificate will be issued to any Charles R. Drew University graduate upon verification of completion of degree/certificate requirements. Students must file the Degree Completion form and obtain all approvals prior to submission to the Registration and Records Office. Duplicate or replacement diplomas and certificates may be requested in writing from the Registrar. There is a fee charged for each duplicate diploma or certificate. Contact the Registration and Records office for complete details.

**Maximum Time to Degree Completion**
Charles R. Drew University requires students to complete all degree or certificate program requirements within specific time limits in order to be eligible to graduate. Students who do not complete degree or
certificate requirements within required time limits, which are based on their degree or certificate level, will be administratively withdrawn from the University.

These time limits are the outside dates for completion and do not supersede the obligation to maintain satisfactory academic progress throughout the student’s program of study. Time limits for degree and certificate programs are outlined in this policy. Time limits for University degree and certificate programs are as follows:

<table>
<thead>
<tr>
<th>Degrees and Certificates</th>
<th>Maximum Time for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>4 years</td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td>8 years</td>
</tr>
<tr>
<td>Master Degree</td>
<td>4 years</td>
</tr>
<tr>
<td>Graduate Certificate</td>
<td>3 years</td>
</tr>
</tbody>
</table>
History of the College of Science and Health

The first allied health programs at Charles R. Drew University preceded the establishment of the current College of Science and Health with the implementation of MEDEX physician assistant and radiologic technology programs in cooperation with UCLA and Harbor General Hospital. Creation of a College of Science and Health (then the College of Allied Health) was first proposed in 1975 when a number of allied health programs were being developed in response to expanded clinical needs of the surrounding urban population. In 1983, Charles R. Drew University’s Board of Directors consolidated existing programs and authorized creation of the College of Science and Health.

In 1987, the State of California’s Office of Private and Post-Secondary Vocational Education granted Charles R. Drew University’s College of Science and Health a license to offer a Bachelor of Science for primary care physician assistants and an Associate of Science degree in medical record technology. In 1988, Charles R. Drew University conferred the first bachelor’s degree for the physician assistants. Since then, a wide range of programs has been added. In April 2005, the College was renamed the College of Science and Health to reflect these and future additions.
College of Science and Health Administration

Gail Orum, Pharm.D.
DEAN

DEPARTMENT CHAIRS AND PROGRAM DIRECTORS

Suzanne Porszasz-Reisz, Ph.D., M.S.C.R.
Chair, Health and Life Sciences

Candice Goldstein, Ph.D., CADC-II
Chair, General Studies

Babatunde Oyefeso, R.H.I.A., CCS, CCS-P
Interim Director, Health Information Technology Program

Eugene Hasson, M.S., R.T. (R)
Director, Radiologic Technology Program

Sondos Islam, Ph.D., M.P.H., M.S.
Director, Urban Public Health Program
Dear CDU Family,

As we embark on another academic year, we hold dear our mission of engaging in education and research to prepare students to transform health in underserved communities.

It is in the spirit of collaboration, across diverse disciplines and academic backgrounds, that the College of Science and Health faculty and staff prepare our graduates to address the health and healthcare challenges of the 21st Century. We embrace the opportunity to contribute to the improvement of health in this and other similarly underserved communities through our current programs and course offerings in Urban Public Health, Life Sciences, Health Information Technology, Radiologic Technology and General Studies. Our commitment to health disparities research fosters an environment of scientific inquiry and scholarship necessary for students to excel in their chosen discipline. Service enriches the academic experience for our students, better preparing them to become the next generation of healthcare professionals, scientists and faculty. In these capacities, our graduates contribute to improving health with compassion and excellence, and thereby, perpetuate the legacy of our namesake, Dr. Charles Richard Drew.

Sincerely,

Gail Orum, PharmD
Dean,
College of Science and Health
**The College of Science and Health**

The College of Science and Health at Charles R. Drew University of Medicine and Science offers undergraduate degree programs leading to an associate or baccalaureate degree. A Master of Public Health (MPH) degree with emphasis in Urban Public Health is also offered. Additional Health Profession programs include: Health Information Technology (AS/Certificate), Bachelor of Science in Life Sciences (BS), Radiologic Technology (AS), Post Baccalaureate in Pre-Medicine (Certificate).

The College of Science and Health provides students a solid science and liberal arts background, which enables graduates to bring a rich and informed sense of public responsibility to their careers as health care professionals or biomedical scientists. The educational experience is intended to produce first-rate clinicians, public health professionals, managers, and scientists who will commit to life-long learning.

In keeping with the Charles R. Drew University’s mission, the goal of the College of Science and Health is to foster a dynamic educational climate that provides students with relevant educational experiences leading to both personal and professional growth. This environment is designed to enable students to attain their academic and professional goals, become competitive in the job market, and to become leaders in transforming the health of their communities.

Each of the College’s undergraduate degree programs consists of a general education component, elective courses, and specified courses in the program. The general education component provides a base of knowledge in the fields of communication, humanities and arts, natural and social sciences, and citizenship responsibilities. Elective courses provide opportunities for students to gain additional exposure to a variety of fields.

Note: For MPH (graduate) academic policies, refer to academic policies contained in the Urban Public Health section of this Catalog.

The College of Science and Health aims to be recognized not only as a leader in the educational preparation of health professionals and scientists, but also as a catalyst for public policy reforms in the healthcare system. Toward this end, the academic curricula of the College emphasize clinical and preventive medicine, competency-based education, and community-based practice. Its clinical programs are designed to graduate excellent and compassionate urban specialists who provide primary healthcare services to culturally-diverse, medically-underserved populations.

The College of Science and Health is committed to educating students who have grown up in medically underserved communities.

**Academic Community**

**Students**

Charles R. Drew University of Medicine and Science current student population reflects the shifts that have taken place in the community at large over the years. The University includes students from various areas of California, the United States, and nations around the world. These students represent various ethnic groups and speak many different languages. The University unequivocally supports equal access for students of all backgrounds.

Many are first generation college students and come from underprivileged communities. Because of their commitment to the University’s mission, most of the University’s graduates return to those communities to serve and to work.

**Faculty**

The Charles R. Drew University faculty are diligent in their commitment to providing quality education to their students and adjusting their teaching methods to accommodate diverse learning styles as well as the learning styles of the millennial learner. The College strives to recruit and retain faculty who appreciate the value and benefits of our student body’s diversity. Faculty and students will be able to take advantage of the latest in technology to deliver a dynamic curriculum in an environment that encourages critical thinking, self-reflection, and continuous analysis.

**Community Service and Service Learning**

The College's community service and service learning requirement is to provide students with an opportunity to apply the theories and competencies learned in their core and program courses to the real needs of the community, through service and service learning activities.

To facilitate achievement of these community service goals, learning experiences must be conducted in a setting or with a population that meets at least one of the following criteria: 1) low income; 2) medically disadvantaged, underserved, or under-represented; or 3) other special populations or communities as defined by course requirements (e.g., hospice patients, victims of domestic violence, students with special learning
needs, etc.). College programs ensure that proposed community service assignments are consistent with Charles R. Drew University’s mission. Therefore, all students are to provide verification of the approved community service and service learning activity to the service learning coordinator.

Students enrolled in the College of Science and Health are required to complete a minimum number of community service hours. Prior to graduating, students in certificate programs must complete at least 25 hours of service; associate degree students must complete at least 50 hours of service; and bachelor degree students must complete 100 hours of service. The College and programs retain the authority to establish requirements for completion of the community service and service-learning component of the curriculum.

Community service and service learning hours are fulfilled when the fieldwork component and the appropriate course work (classes) that accompany this area of study have been completed.

**Student Awards**

The College of Science and Health has established the following standards for recognizing the achievement of its students with the following honors and awards. At the end of each fall, spring, and summer semester, the Office of Registration and Records recognizes matriculated students in excellent academic standing.

**Dean's List:** Undergraduate Students enrolled in 12 or more credit units in a semester or Graduate Students enrolled in 9 or more credit units in a semester with a grade point average of 3.50 or better in completed coursework are cited on the Dean’s List.

**Honor Roll:** Undergraduate Students enrolled in 12 or more credit units in a semester or Graduate Students enrolled in 9 or more credit units in a semester with a grade point average between 3.00 and 3.49 and no grade lower than a C are eligible for the University Honor Roll. The student’s 12 units may include a grade of Credit.

**Graduation with Honors:** The College of Science and Health recognizes academic accomplishments by awarding graduating students honors according to their cumulative grade point average. A designation of cum laude (with honors) indicates a cumulative GPA of at least 3.25. A designation of magna cum laude (with high honors) indicates a cumulative GPA of at least 3.5. A designation summa cum laude (with highest honors) indicates a cumulative GPA of at least 3.75.

The following are COSH Student Awards presented during Oaths and Honors:

- **Dr. Charles W. Buggs Award:** The College of Science and Health's highest award, named after the prominent microbiologist and first dean of the College of Science and Health at Charles R. Drew University, is presented to the graduate who has maintained the highest GPA throughout his or her training and has exemplified the personal characteristics of excellence and compassion.

- **Dr. Jack Mitchell Award:** Named after a community physician who was an early advocate of allied health education at Charles R. Drew University, this award is presented to the graduate who has demonstrated leadership among his or her peers in college and university activities and in the provision of health care to community residents.

- **Dr. Raymond Kivel Award:** This award, named for the medical director whose leadership garnered nationwide prominence for the MEDEX Physician Assistant Program, is presented to the graduating senior whose voluntary community service has demonstrated an extraordinary commitment to the delivery of health care in medically-underserved communities.

- **Dr. Mary McLeod Bethune Award:** Named in honor of the outstanding educator, whose life and legacy serves as an inspiration to all, this award is presented to the graduating student who has demonstrated the ability to persist in the face of adversity.

**Honor Societies**

The Delta Chapter of the Epsilon Tau Sigma Honor Society of the National Society of Allied Health is located on the campus of Charles R. Drew University. The purposes of the society are:

1. To promote high standards of scholarship, academic achievement, and professionalism among allied health students at traditionally and historically Black colleges and universities.

2. To foster service to the masses of people who are ill, underprivileged, ill-housed, and impoverished—in our communities and abroad—through the application of health professions.
3. To strive always to live lives which exemplify and fulfill the tenets of the legacy of Mary McLeod Bethune.

To become eligible for active membership in the honor society, students must satisfy the following requirements:

1. The student must be an associate, baccalaureate or graduate degree candidate.
2. The student must have been enrolled in an allied health program for at least two consecutive semesters.
3. The student must have an overall cumulative GPA of 3.2 or better.
4. The student must be recommended by his or her Program Director, the Student Academic Performance Committee, and the Dean of the College of Science and Health.
5. The student must have shown capacity for leadership or achievement in his/her chosen allied health field.
6. The student must maintain a GPA of at least 3.0 in each semester after induction to the society.

Note: Various programs within the college are affiliated with honor societies, which are discipline specific.

Oath and Honors
This ceremonial occasion during which candidates for graduation are recognized for their academic achievement, clinical excellence, leadership, and service while attending Charles R. Drew University is held every year prior to graduation.

Student Life

Student Clubs, Activities & Organizations
The Office of the Dean sponsors and co-sponsors a number of events, activities and services throughout the school year. The purpose of these activities is to provide the students with an opportunity to develop leadership skills, special interests and cultural competency. A typical list of programs for the year might include Student Government Activities, cultural events, Program Awareness Day, Career Day and the Oaths & Honors ceremony.

All student clubs and organizations have oversight through the supporting academic departments or programs.

Academic Advising
Faculty advisors provide academic advice, support, and encouragement throughout the duration of the student’s academic program. A faculty member from the student’s designated program serves as the academic advisor throughout the student’s career at the University. Faculty members serve as advisors to provisional students as well. Department of General Studies faculty members advise non-matriculated students.

Academic advising is a service provided to all students who need assistance selecting a program, scheduling classes, or seeking tutorial support and guidance in making certain they meet all graduation requirements. Students who utilize academic advisement services usually complete their educational goals in a timely manner and are unlikely to drop out of school.

Students may meet with their academic advisor by scheduled appointment or on a drop-in basis during office hours. Students entering degree programs will be assigned to a faculty advisor within the first week of enrollment. The student and faculty advisor jointly arrange meeting hours. For additional information about faculty advisor arrangements, contact the program of interest.

Student Education and Services Center (SESC)
The Student Education and Services Center is located on the first floor of the Keck Building. The Center provides tutoring in specific subject areas. A Career Center, the Charles R. Drew Student Government (CDSG), and a fully equipped computer lab are also located in this facility. The University’s pre-admissions assessment examinations in reading, writing, and mathematics are computer-based and administered to prospective students at their convenience. Pre-enrollment advisement and the service learning program also are administered through the Center. For additional information, please call (323) 563-5934.

Student Government
Charles R. Drew Student Government (CDSG) is the official student government organization. CDSG officers are elected by the current student body and appointed program representatives. Students participate in scheduled meetings where they promote unity within the student body, maintain a forum expressing diverse views and interests and implement student efforts...
aimed at improving student life. The members of CDSG also sit on various University and College of Science and Health policy-making committees. All students pay a one-time student service fee that entitles them to membership in the CDSG organization. This membership allows students to participate in all programs, events and activities that are sponsored or co-sponsored by CDSG.

Student Government Election
The Charles R. Drew Student Government (CDSG) sponsors a campus-wide student government election during the Spring Semester for the upcoming school year. All currently enrolled students who are in good standing are eligible to participate in the CDSG election.

Eligibility Requirements for CDSG Candidates: Candidates for an elected office must complete the required nominating application and meet the eligibility requirements as stated in the CDSG By-Laws before candidacy is approved by the Office of the Dean.

CDSG Officers
The CDSG Executive Council consists of nine elected student leaders: President, Vice-President, Secretary, and Treasurer as well as five additional members from the student body and Student Affairs Committee. The nine-member CDSG Executive Council and each program’s two student representatives make up the Legislative Council for the Charles R. Drew Student Government.

Academic Support
Student Education and Services Center (SESC) Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Towles</td>
<td>(323) 563-9351</td>
</tr>
<tr>
<td>Retention Coordinator</td>
<td>(323) 563-5886</td>
</tr>
<tr>
<td>John Isaac</td>
<td>(323) 357-3446</td>
</tr>
<tr>
<td>Testing/Basic Skills Coordinator</td>
<td>(323) 563-9869</td>
</tr>
<tr>
<td>Harold Abramowitz, M.F.A.</td>
<td></td>
</tr>
<tr>
<td>Health Science Library</td>
<td>(323) 563-9869</td>
</tr>
</tbody>
</table>

Degree Requirements
Each undergraduate program of study leading to a degree includes the College's general education and core curriculum requirements as outlined below. Not all courses may be credited toward fulfillment of the general education and core curriculum requirements. The following restrictions apply to these units:

1. Basic skills courses (developmental level courses, such as pre-algebra and English fundamentals) cannot be applied toward the A.S. or B.S.
2. No professional course in the student's major program of study may be used to satisfy general education requirements.
3. Courses in which previous credit has been received may not be applied a second time.
4. In some cases, students may satisfy core requirements and general education elective requirements simultaneously, although doubling of credit value is not permitted.

Associate of Science (A.S.) Degree
Terms regarding graduation requirements in the Associate of Science programs are detailed below:

Unit Requirement: Total units required for an A.S. vary according to the general education, elective, and program requirements.

Residence Requirement: Prior to receiving an A.S., students must have completed at least half of the total units required for degree completion in their program in residence.

G.P.A. Requirement: Achievement of a minimum overall G.P.A. of 2.0 on a 4.0 scale.

General Education Requirement: Completion of the general education requirements.

Program Requirement: Completion of requirements for the major.

Unrestricted Elective Requirement: Completion of one lower or upper-division three unit elective course. An unrestricted elective is any course a student wishes to complete for credit toward a degree other than those courses taken that fulfill specific general education, core curriculum, and program curriculum requirements. This is a residency requirement and cannot be transferred without prior written consent of the Department Chair or Program Director.

Graduation Check: Students who expect to receive degrees and/or certificates must file an Application for Graduation with the Office of Registration and Records. Filing deadlines are published on the Registration and Records web page. A Grad Check will be performed to identify program completion. The Grad Check will be provided to the student and the student’s program so that advising can take place leading to successful program completion.
Graduation Clearance: All graduating students must complete a Graduation Clearance form and obtain appropriate departmental signatures before receiving any degrees or certificates. Furthermore, students who received financial aid must participate in exit counseling prior to obtaining a clearance signature from the Financial Aid Office. For more details about exit counseling, see Financial Aid section of this Catalog. This clearance procedure should be initiated 90 days prior to the last day of school before graduation. Students who have outstanding financial obligations to the University will not receive degree or certificate verification until the obligation have been satisfied.

Bachelor of Science (B.S.) Degree
Terms regarding graduation requirements in the Bachelor of Science programs are detailed below:

Unit Requirement: Total units required for a B.S. vary according to the general education, elective, and major course requirements. Students should consult this Catalog for specific degree requirements in the sections concerning general education and the individual programs of the University.

Residence Requirement: Prior to receiving a B.S., students must have completed a total of at least 63 units in residence (including at least half of these in the required major).

G.P.A. Requirement: Achievement of a minimum overall G.P.A. of 2.0 on a 4.0 scale.

General Education Requirement: Completion of the general education requirements.

Program Requirement: Completion of requirements for the major.

Master of Public Health (MPH)
Terms regarding graduation requirements in the Master of Public Health program are detailed below:

Unit Requirement: Total units required for MPH is 42 graduate seminar credit hours.


Program Requirement: Successful completion (i.e., achievement of a grade of 80% or better) of all the required courses for the major.

Residence Requirement: MPH students must complete a total of at least 36 units in residence.
Course Listing by Prefix

Division of General Studies
ATH Anthropology
ART Arts
BIO Biology
CHM Chemistry
CLS College Learning Skills
COM Communication Skills
CPU Computer Science
ECN Economics
ENG English
HIS History
HSM Health Services Management
HUM Humanities
MIC Microbiology
MTH Mathematics
PHE Public Health Education
PHL Philosophy
PHY Physics
POL Political Science
PSY Psychology
SOC Sociology

General Education

Department Chair: Candice Goldstein, Ph.D.
CADC-II
Location: W.M. Keck Building
Telephone: (323) 357-3635

General education at Charles R. Drew University is structured to foster an educational climate that provides positive and lifelong educational opportunities for all students entering the University. The General Studies curriculum is designed to provide skills, information, inquiry methods, and intellectual values, and aims to:

- Introduce students to the richness and diversity of the various academic disciplines;
- Broaden students’ intellectual perspectives as educated members of society; and
- Encourage students to develop commitments to and mutual respect for diverse groups

General Studies Curriculum

General Studies courses are approved by the College’s Education and Academic Policy Committee and must satisfy the University’s criteria for general education courses. Consistent with this criteria and the mission of the University, coursework in the general education program is designed to equip students with the fundamental tools for active lifelong learning and full participation in and engagement with their contemporary world. To this end, the intent of the Division of General Studies is to ensure that every student will develop and demonstrate understanding of and/or proficiency in the following areas:

- Written and oral communication skills
- Critical thinking
- Quantitative analysis skills
- Computer/information literacy
- Science, and the process by which science concepts are developed, tested, and modified; and the reliability and limitations of scientific knowledge itself
- Human and world cultures, philosophies, and issues, including the importance and capacity of the creative arts and humanities in addressing and expanding the concepts and principles of human compassion, communication, and understanding necessary for intercultural competence in a variety of contexts
- Contributions of diverse groups of people to world development, in both the contemporary world and historically, as well as the importance and contribution inherent in the concept of cultural diversity
- Political, ethical, and legal foundations and frameworks in both contemporary American culture and historically
- Social responsibility and cultural understanding, especially in the context of service and service learning

In realizing the above goals for graduates of the Charles R. Drew University College of Science and Health, the Division of General Studies and College of Science and Health faculty have established program outcomes for the University’s general education curriculum.
The General Studies Requirement

Those students who have tentatively decided on a major or who have declared their major should read the respective program statement to determine any particular general education courses that are required or suggested. Depending on the program of study, students may either take general education courses concurrently with major coursework or complete general education requirements prior to entering the major. Some programs allow a limited number of general education units to also be counted towards a major. Although this does not lessen the total units required for the degree, it allows for those units to be used as electives. Electives are units needed beyond those taken to fulfill general education and major requirements. Students may take any elective courses for which they have the necessary prerequisites. No course may be repeated for elective credit unless stated in the course description.

Category A: Written and Oral Communication and Critical Thinking

A1. Written Communication: Courses such as English Composition (ENG 111) and expository writing focusing on the rhetoric and stylistics of various forms of essays, with emphasis on the development of unified, coherent, and clearly composed written discourse.

A2. Oral Communication: Courses such as Public Speaking (COM 111) or interpersonal communication focusing on understanding the process and experience of communication.

A3. Critical Thinking: Courses such as Critical Thinking and Text Analysis (ENG 112), Principles of Argumentation (COM 210) or Logic and Critical Reasoning (PHL 112) emphasize the relationship between logic and language that explore concepts essential to identifying, analyzing, and evaluating arguments, with attention to deduction, induction, and common fallacies.

Category B: Natural Sciences, Mathematics, and Information Science

B1. Life Science: Biological science courses such as Introductory Biology (BIO 100), General Biology (BIO 124) and introductory courses in human genetics and physical or biological anthropology with laboratory components that emphasize the observation and description of organisms.

B2. Physical Science: Physical science courses such as Introductory Chemistry (CHM 100), General Chemistry (CHM 122) and Introductory Physics (PHY 126) with laboratory components emphasize analytic, quantitative, and qualitative investigation of matter.

B3. Mathematical Concepts and Quantitative Reasoning: Mathematics and quantitative reasoning courses, such as College Algebra (MTH 126).

B4. Computer Science: Courses such as Introduction to Computers (CPU 125) provide the foundation and skills in information science and computers via various assignments, problem solving and research, including word processing, spreadsheets, and database applications.

Category C: Arts and Humanities

C1. Fine and Performing Arts: Creative process and artistic activity coursework, such as Health and Creative Arts (ART 131) and other coursework including painting, sculpture, dance, creative writing, theater arts, photography, and filmmaking.

C2. Humanities: Courses emphasize the understanding of aesthetic, philosophical and cultural principles, such as Introduction to Humanities (HUM 231).

Category D: Social and Behavioral Sciences

D1a. Citizenship I: Courses in United States history (HIS 141).

D1b. Citizenship II: Courses in United States political systems (POL 141).

D2. World Societies and International Cultures: These courses consider individual cultures or multicultural experiences in an international context, such as cultural anthropology, ethnic studies, and cross-cultural communication.

D3. Social and Behavioral Science: These courses emphasize individual and human social behavior, such as courses in General Psychology (PSY 141), Human Development (PSY 351), Introduction to Sociology (SOC 141), political science, economics, geography, and history.

Category E: Diversity, Service and Community Health:
In Residency Requirement—must be completed within the College of Science and Health

E1. Spanish: Courses in Introductory Spanish (COM 131) and Spanish for the Healthcare Professional (COM 231) that offer vocabulary and practical dialogues needed by people working in healthcare.

E2. Health Seminar and Community Service Learning: These courses involve actual voluntary service learning in underserved communities in an attempt to create within students a personal commitment to these communities. Community service hours must be completed prior to starting the health seminar. The health seminar portion of this course involves the integration of knowledge and skills to create an awareness, sensitivity, and knowledge of the needs of underserved communities.

E3. Community Health: Course in Community Health Issues that introduce students to the areas of community health including the medical, legal, and social aspects of areas such as substance abuse, communicable diseases, intentional injury, and death. Integrates Healthy People 2020 objectives and strategies for promoting health in underserved communities with all course objectives.

Category F: Interdisciplinary Approaches to Healthcare

F1. Courses emphasize interdisciplinary approaches to understanding how we know the world with special attention to education and health care, emphasizing the human being as an integrated physiological, psychological, and social organism.

Checklist of General Education and Core Requirements for Associate of Science Degree (35 units)

Category A: Written and Oral Communication in Critical Thinking (6 units required)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Units</th>
<th>COSH Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>3</td>
<td>ENG 111</td>
</tr>
<tr>
<td>A2</td>
<td>3</td>
<td>COM 111</td>
</tr>
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</table>

Category B: Physical Universe and Mathematical Concepts (10 units required)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Units</th>
<th>COSH Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>4</td>
<td>BIO 120, or BIO 124, or CHM 122, or PHY 126</td>
</tr>
<tr>
<td>B3</td>
<td>3</td>
<td>MTH 121, or MTH 125, or MTH 126</td>
</tr>
<tr>
<td>B4</td>
<td>3</td>
<td>CPU 125</td>
</tr>
</tbody>
</table>

Category C: Arts and Humanities (3 units required)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Units</th>
<th>COSH Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>3</td>
<td>ART 131, or HUM 231, or HUM 232, or HUM 233</td>
</tr>
</tbody>
</table>

Category D: Social and Behavioral Science (6 units required)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Units</th>
<th>COSH Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1a</td>
<td>3</td>
<td>HIS 141</td>
</tr>
<tr>
<td>D1b</td>
<td>3</td>
<td>POL 141, or</td>
</tr>
<tr>
<td>D2</td>
<td>3</td>
<td>ATH 142, or</td>
</tr>
<tr>
<td>D3</td>
<td>3</td>
<td>PSY 141, or SOC 141</td>
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</tbody>
</table>

Category E: Diversity, Service and Community Health (5 units required—must be completed in residency)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Units</th>
<th>COSH Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>3</td>
<td>COM 231</td>
</tr>
<tr>
<td>E2</td>
<td>1</td>
<td>PHE 255</td>
</tr>
<tr>
<td>E3</td>
<td>1</td>
<td>PHE 250</td>
</tr>
</tbody>
</table>

Checklist of General Education and Core Requirements for Bachelor of Science Degree (52 units)

Category A: Communication in the English Language and Critical Thinking (9 units required)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Units</th>
<th>COSH Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>3</td>
<td>ENG 111</td>
</tr>
<tr>
<td>A2</td>
<td>3</td>
<td>COM 111</td>
</tr>
<tr>
<td>A3</td>
<td>3</td>
<td>COM 210, ENG 112, or PHL 112</td>
</tr>
</tbody>
</table>

Category B: Physical Universe and Mathematical Concepts (14 units required)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Units</th>
<th>COSH Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>4</td>
<td>BIO 100, BIO 120, or</td>
</tr>
</tbody>
</table>
BIO 124
B2....................... 4  CHM 100, CHM122, or PHY 126
B3 ....................... 3  MTH 126
B4 ....................... 3  CPU 125

Category C:  Arts and Humanities (9 units required)

Subject Area  Units  COSH Equivalent
C1 .................... 3  ART 131
C2 .................... 3  HUM 231, or HUM 232, or HUM 233
C3 .................... 3  ART 131, or HUM 231, or HUM 232, or HUM 233

Category D:  Social and Behavioral Science (12 units required)

Subject Area  Units  COSH Equivalent
D1a ................. 3  HIS 141
D1b ................. 3  POL 141
D2 ................. 3  ATH 142
D3 ................. 3  PSY 141, PSY 351 or SOC 141

Category E:  Diversity, Service and Community Health (5 units required - must be completed in residency)

Subject Area  Units  COSH Equivalent
E1 ................ 3  COM 231
E2 ................. 1  PHE 450
E3 ................. 1  PHE 250

Category F:  Interdisciplinary Approaches to Healthcare (3 units required)

Subject Area  Units  COSH Equivalent
F1 ................... 3  HUM 330, or HUM 335, or PHE 344, or PHE 352, or PSY 351

Some of the courses in the Program in Life Sciences count towards the G.E. required units, see the corresponding section of the Catalog.

1 - Fulfills GE requirement in Category A
2 - Fulfills GE requirement in Category B
3 - Fulfills GE requirement in Category C
4 - Fulfills GE requirement in Category D
5 - Fulfills GE requirement in Category E
6 - Fulfills GE requirement in Category F

* By permission of the Instructor

General Education Course Descriptions

ANTHROPOLOGY

ATH 142 - Cultural Anthropology
Provides an anthropological perspective of the human species through time and space by focusing on fieldwork studies from a variety of cultures.
Formerly: ANTH 142
Units: 3

ARTS

ART 131 - Health and Creative Arts
Covers creative communication as expressed through poetry, song, drama, and visual media and as related to the influence on people’s perception of themselves and their environment. Explores the extent to which these art forms benefit health and recovery.
Formerly: AH 131
Units: 3

BIOLOGY

BIO 025 - Human Anatomy Review and Medical Physiology
Provides a review of human anatomy from the chemical/cellular level to the formation of complex major organ systems. Provides a comprehensive approach to medical physiology to enhance the student's knowledge of organ system integration. Designed to improve learning skills and developmental review, as well as to prepare students for pathophysiology.
Formerly: AP 025
Units: (None) CR/NC

BIO 100- Introductory Biology
The course is an introductory survey of modern biological concepts covering the areas of molecular, cellular, and organismic biology, with emphasis on the diversity of life in the underlying framework of evolution. This is a preparatory course for entry into HLS130AL.
Units: 3

BIO 120 - Introduction to Anatomy and Physiology
Covers the origin of human organ systems, homeostasis, the function of major organ systems and selected diseases that affect each system. Equal consideration is given to anatomy and physiology. Covers current issues relevant to designated organ systems to enhance the students’ knowledge of research and basic science contributions.
Formerly: AP 120
Units: 4 (3 lecture units, 1 lab unit)
BIO 124 - General Biology: Principles of Human Biology
Provides a comprehensive study of the human body from the chemical/cellular level to the formation of complex major organ systems.
Units: 4 units (3 lecture units, 1 lab unit)

BIO 320 - Biochemistry
Studies the structure, properties, and metabolism of the constituents of biological systems (amino acids and proteins, carbohydrates, lipids, nucleic acids, and vitamins), the mechanism of enzyme action, ATP generation, information transfer, and the biochemical basis of disease.
Formerly: BCH 320
Prerequisite(s): BIO 120 or BIO 124
Units: 6 (4 lecture units, 2 lab units)

CHEMISTRY
CHM 100 – Basic Chemistry
Introduction to the fundamental concepts of chemistry, atomic theory, electron configuration, periodicity, bonding, molecular structure, reaction stoichiometry, gas laws, and changes in state in preparation for general and advanced classes in Life Sciences.
Prerequisite(s): H.S. Algebra, passed with a grade of B or better.
Units: 3

CHM 122 - General Chemistry
Considers scientific notation, atomic and molecular structure, the periodic table, ionic and covalent bonds, chemical equations, chemical stoichiometry, mole concepts pH concepts, introduction to organic chemistry, and states of matter, solution, acids, bases, and salts.
Prerequisite(s): MTH 121
Units: 5 (4 lecture units, 1 lab unit)

COLLEGE LEARNING SKILLS
CLS 060 - College Reading and Learning Skills
Designed to teach reading comprehension skills by exploring and organizing information, taking notes to find main ideas and supporting details in textbooks and other reading materials. Study skills include listening, note taking, memory and concentration skills, test taking, and research skills. Progression in the course is through a series of instructor supervised workshops and computer-assisted instructional modules.
Prerequisite(s): Pre-enrollment reading examination.
Units: (None) CR/NC

CLS 300 – Information Literacy Skills for Lifelong Learning
Teaches future healthcare professionals how to identify, evaluate, and synthesize information so that they can remain current with rapidly evolving healthcare practices throughout their careers.
Units: 3

COMMUNICATION STUDIES
COM 111 - Public Speaking
Introduces the fundamental principles, skills, and applications of speechmaking, preparation for public speaking, organization of materials, and presentational techniques, as well as critical listening skills and speech analysis. Provides students with opportunities to deliver various speech types.
Units: 3

COM 113 - Medical Terminology
Emphasizes etymology of disease terms, nomenclature of medical and surgical procedures, use of prefixes, suffixes, word roots, combining forms, and plurality of medical terms.
Formerly: AH 113
Units: 3

COM 113S - Medical Terminology (Self-Paced)
Provides accelerated review of basic medical terminology with modules available from the instructor and a test at the end of each unit to be completed in one to 12 weeks. Intended to assist those studying medicine and health care and who have a need to review or increase their medical vocabulary. Restricted to students with a previous background in medical terminology. Available only in the summer prior to a student’s fall entry.
Formerly: AH 113X
Units: 3

COM 210 - Principles of Argumentation
Studies argumentation as a form of critical reasoning by examining the nature of propositions, elements and structure of arguments, and forms and types of arguments concerning current issues in bioethics. Integrates these issues with the concerns of the health sciences professions.
Prerequisite(s): COM 111
Units: 3

COM 131 – Introductory Spanish
A comprehensive beginning Spanish course designed for students with no previous knowledge of Spanish or with a previous Spanish course that was taken more than three years ago. This course includes instruction and practice in all four basic languages skills of speaking, reading, writing, and listening. This course is
a prerequisite for COM 233 Medical Spanish 1.
   Units: 3

COM 231-Spanish for Healthcare Professionals
   Teaches the vocabulary, grammatical principles, and sentence structure needed by those in the medical field. Focus is primarily on methods to take a medical history, perform physical examinations, and counsel patients in Spanish to enhance the patient-healthcare provider relationship.

Formerly: COM 233 (2 units) plus COM 234 (1 unit)
Prerequisite(s): COM 131, one year of high school Spanish/one semester of college Spanish within the last 3 years, or preapproval by Instructor based on passing a competency exam.
In Residency Requirement for COSH Undergraduates: Must be completed within the College of Science and Health.
   Units: 3

COM 234 - Medical Spanish II
   Continues COM 233 by focusing primarily on methods to take a medical history, perform physical examinations, and counsel patients in Spanish to enhance the patient-healthcare provider relationship.
   Formerly: AH 233B
   Prerequisite(s): COM 233
   Units: 1

COM 315 - Effective Communication for Healthcare Professionals
   Introduces the concepts and principles of effective communication as they are applied to communication within healthcare contexts. Emphasizes patient-professional relationships, focusing upon relationship building, barriers to effective communication, verbal and nonverbal behavior, cultural communication and ethics of communication.
   Formerly: AH 315
   Prerequisite(s) COM111
   Units: 3

COMPUTER SCIENCE
CPU 125 - Introduction to Computers
   Designed for students to develop and demonstrate competency in the use of micro-computers. Includes a mixture of activities, including readings, discussions, surveys of available applications and their theoretical basis, hands-on demonstration, and independent study. Provides skills for computers in classroom assignments, problem-solving, patient care, research, and test preparation.

Formerly: AH 125
   Units: 3

CPU 126 - Computer Theory and Application for Health Professionals
   Designed to introduce students to the major concepts and applications of medical informatics. Includes history and evolution of information processing, elements of the computer system, input/output devices, computer files and databases, programming languages, data management, and ethical issues in computer technology. Teaches applications of computer technology in selected areas of study.
   Formerly: AH 126
   Prerequisite(s): CPU 125*
   Units: 3 (2 lecture hours, 3 lab hours)

ECONOMICS
ECN 201 - Macroeconomics
   Overview of macroeconomic theory. Examines national accounting, levels of output and employment, money supply, government monetary and foreign exchange, and the international monetary system.
   Units: 3

ECN 202 - Microeconomics
   Overview of microeconomic theory. Examines pricing, resource allocation, distribution, current domestic economic problems, international trade, and alternate economic systems.
   Units: 3

ENGLISH
ENG 011 - English Fundamentals
   Intensive review of basic English language skills through sentence structure, speech parts, phrases and clauses, punctuation, mechanics, and usage. Offered to students who require English grammar training as a prerequisite for English Composition (ENG 111). Develops students for college level English.
   Prerequisite(s): Pre-enrollment writing examination.
   Units: 0 CR/NC

ENG 012 - Introduction to the Essay
   Prepares students for English Composition (ENG 111) through intermediate-level study and exercises in vocabulary (structure, semantics, and usage), sentence composition (syntax and style), paragraph development, and basic essay structure.
   Prerequisite(s): ENG 011 or an appropriate score on the pre-enrollment writing examination.
   Units: 0

ENG 024 – Expository Writing Workshop
Intensive review of college-level English writing skills through study and exercises in grammar, syntax, and mechanics; as well as practice in essay writing with a focus on purpose, organization, development and style. This workshop is offered to provisionally admitted students who are required to demonstrate junior-level writing competency for regular admission into the College of Science and Health Bachelor Degree Programs.

**Prerequisite(s):** Pre-enrollment writing examination

**Units:** (None) CR/NC

**ENG 111 - English Composition**

Introduces the student to written discourse in the form of the essay. Reviews the stages of writing process and the styilities involved in essay composition. Analyzes texts of various authors and teaches various types of essay composition.

**Prerequisite(s):** ENG 012 or appropriate score on the pre-enrollment writing examination.

**Units:** 3

**ENG 112 - Critical Thinking and Text Analysis**

This course is an intensive reading and writing course designed to develop the student's ability to think critically, analyze, synthesize, evaluate, and draw conclusions from complex information in a variety of forms and contexts. The primary source material for the course will be texts, that is, textual forms, including, but not limited to, written, cultural, artistic, and various media forms. As the advanced semester of composition, this course will allow students to continue to define their academic reading, writing, and research practice, and to expand upon their knowledge and understanding of fundamental communication theory. The course will also offer opportunities for students to work in collaborative settings in order to broaden their experience in determining effective models for critical and creative thinking, and problem solving.

**Prerequisite(s):** ENG 111

**Units:** 3

**ENG 314 Writing for Health Care Professionals**

Emphasizes professional writing and research methods for students in allied health. Requires students to select, develop, and produce individual and collaborative writing projects from planning through production. Includes organizational or public document projects, such as journal articles, newsletters, a series of health promotion pamphlets, a set of organizational policies and procedures, or a community-based research project culminating in formal proposals.

**Formerly:** AH 255

**Prerequisite(s):** ENG 111

**Units:** 3

**HISTORY**

**HIS 141 - United States History**

Explores in survey form the roots of American civilization and culture by focusing on specific problems that have shaped the character, social, and political development of American society.

**Formerly:** HIST 141

**Units:** 3

**HEALTH SERVICES MANAGEMENT**

**HSM 306 – Organization and Management of Healthcare Systems**

Examines the administrative elements of health services management. Provides background, theoretical concepts, practices, and opportunities for the exploration and discussion of issues and problems in health services management. Provides a workable overall knowledge of health services management as well as particular insight into certain types of health systems.

**Units:** 3

**HSM 311 - Introduction to the U.S. Healthcare System**

Provides an overview of the United States healthcare system, including topics in health policy, financing, organization, and the institutions of healthcare systems, medical practice, and access to care. Introduces students to the historical and traditional bases of programs, issues, and aspects of healthcare delivery system in the United States.

**Units:** 3

**HSM 312 – Introduction to Health Services Management**

Introduces management theories, practices, and organizational dynamics. Emphasizes the application of theories to managing health services and healthcare institutions. Topics include ethical and legal considerations, organizational design and change, strategic planning, marketing, quality improvement, motivation, leadership, communication, and human resources.

**Units:** 3

**HSM 405 - Critical Health Issues**

Examines and evaluates current issues in the health care industry. Devotes particular attention to issues of community health, minority healthcare delivery, health care for the poor and the aged, the rising cost of health care, current state and federal legislation, and the legislative impact of voluntary and governmental
health plans on minorities. Increases understanding of the medical, legal, and social aspects of health care, their impact and influence upon community health care, and particularly the healthcare delivery system for minority groups.

Units: 3

HSM 410 - Introduction to Managed Care
Provides an understanding of the health maintenance organization (HMO) under current pluralistic systems of health care and insurance, and the organizational forms of managed care. Examines the HMO as a health delivery system. Presents an overview of relevant terminology, concepts and issues including benefits packages and health insurance in the United States.

Units: 3

HUMANITIES

HUM 231 - Introduction to Humanities I
Provides an integrated historical, aesthetic, and philosophic perspective on world cultures with readings of primary texts, such as oral traditions from the earliest civilizations, including persistent African traditions, through the European late middle ages.

Prerequisite(s): ENG 111

Units: 3

HUM 232 - Introduction to Humanities II
Provides an integrated historical, aesthetic, and philosophic perspective on world cultures with readings of primary texts from the European Renaissance to the end of the second millennium.

Prerequisite(s): ENG 111

Units: 3

HUM 233 - Cultural Diversity in Contemporary Literature
Surveys the literatures of various cultural groups as expressed through the texts and voices of representative writers and poets. Emphasizes contemporary ethnic literatures, as well as representative writing of diverse cultural and sub-cultural groups. Focuses occasionally on special topics presented by visiting scholars.

Prerequisite(s): ENG 111

Units: 3

HUM 330 - Medical Humanities I: Philosophy of Health
Provides a humanistic study of medicine and health care from the perspectives of traditional and contemporary philosophies. Approaches current medical thought and health care in terms of the historical, cultural, and intellectual formation of such concepts as illness, wellness, methods of discovery and knowledge, mind/body, scientific, and holistic views of reality.

Formerly: AH 330

Prerequisite(s): All GE Humanities requirement.

Units: 3

HUM 335 - Medical Humanities II: Literature & Medicine
Provides a humanistic perspective of medicine and health care revealed through literary studies. Engages students in critical analyses and discussions of literary texts. Develops students’ perspectives on the role of literature in the art of medicine through essays and creative writing. Available to all students to fulfill the upper division unrestricted elective requirement.

Formerly: AH 335

Prerequisite(s): All GE Humanities requirement.

Units: 3

MATHEMATICS

MTH 022 - Pre-Algebra
Reviews the fundamental concepts of arithmetic, geometry, and elementary algebra.

Units: (None) CR/NC

(no credit toward associate or bachelor degree)

MTH 121 - Elementary Algebra
Designed to develop proficiency with mathematical skills, to expand understanding of mathematical concepts and to improve logical thinking.

Prerequisite(s): MTH 022 or appropriate score on the pre-enrollment mathematics examination.

Units: 3 (cannot be used for bachelor degree requirement)

MTH 125 - Intermediate Algebra
Addresses concepts in Elementary Algebra (MTH 125) at a higher mathematical level. Provides an introduction to matrices and determinants and their applications to solving a system of linear equations, conic sections, nonlinear systems, inverse functions, exponential inverse, and logarithmic functions.

Prerequisite(s): MTH 121 or appropriate score on the pre-enrollment mathematics examination.

Units: 3 (cannot be used for bachelor degree requirement)

MTH 126 - College Algebra
Reviews basic algebra concepts, linear and quadratic equations with applications, functions and their graphs, probability, matrices, and determinants.

Prerequisite(s): MTH 125 or appropriate score on the pre-enrollment mathematics examination.

Units: 3
MTH 130 – Pre-Calculus
Elementary function theory with graphing techniques and applications. Polynomials, rational functions, exponential functions, logarithms, and trigonometric functions, arithmetic series, geometric series, and conic sections will be studied in detail. The course provides a solid foundation for the use of scientific and graphics calculators in problem solving.
Prerequisite(s): MTH 126 or approval of instructor.
Units: 3

MTH 150 Statistics for Research
This course is an introduction to the fundamental concepts of descriptive and inferential statistics that emphasizes application to the life sciences. Topics include: sampling and measurement, tests of significance, probability distributions, confidence intervals, regression, and correlation.
Units: 3
Prerequisite(s): MTH 130 or instructor approval*

MTH 230 – Calculus I
This course is an introduction to the differentiation and integration of elementary algebraic functions (polynomial, rational, and nth-root) and transcendental functions (exponential, logarithmic, and trigonometric) of one variable and the study of related topics including the fundamental theorems of calculus, maxima and minima, ordinary differential equations, and applications to statistics.
Prerequisite(s): MTH 130
Units: 3

MTH 231 – Calculus II
Continuation of MTH 230 that covers advanced integration techniques, Taylor series, convergence tests for infinite series, and multivariable calculus including: partial derivatives, multiple integrals, gradients and Laplacians, coordinate transformations, and partial differential equations.
Prerequisite(s): MTH 230
Units: 3

MICROBIOLOGY
MIC 223 - Applied Microbiology
Provides an introduction to the biology of microorganisms with emphasis on their roles in infectious disease, production and deterioration of goods in industry, agriculture, waste disposal, and production.
Prerequisite(s): BIO 124
Units: 6 (4 lecture units, 2 lab units)

PHILOSOPHY
PHL 112 - Logic and Critical Reasoning
Introductory course in logic and critical reasoning. Examines basic logical concepts, including formal and informal logic—reasoning, deduction, argument, proposition, induction, truth, and fallacy. Satisfies Division of General Studies critical thinking requirement.
Units: 3

PHYSICS

PHY 126 - Introductory Physics
Emphasizes the presentation of Newton's laws of motion, work, and energy. Involves understanding of diverse forms of energy, focusing on the motion of particles and waves, electricity, and magnetism.
Prerequisite(s): *
Units: 4 (3 lecture units and 1 laboratory unit)

PHY 250 – General Physics I
Introductory calculus-based physics course. Topics include kinematics, mechanics, work, momentum, rotational motion, elasticity, mechanical waves, thermodynamics, and fluid mechanics.
Prerequisite(s): MTH 230 or instructor approval
Units: 4 (3 lecture units and 1 laboratory unit)

PHY 251 – General Physics II
Calculus based physics course. Topics include wave motion, electrostatics, electromagnetism, AC and DC circuits, optics, quantum theory, atomic and nuclear structure, relativity, and elementary particles.
Prerequisites(s): PHY 250
Units: 4 (3 lecture units and 1 laboratory unit)

POLITICAL SCIENCE

POL 141 - United States Government
This course is designed to explore the foundations and development of American politics and the American political system from its origins in the Western tradition until the present day and focuses on the ways in which various theoretical, philosophical, and historical ideas contribute to and inform the workings and dynamics of U.S. Politics and Government as it exists in the contemporary moment.
Formerly: POLS 141
Units: 3

PSYCHOLOGY

PSY 141 - General Psychology
Introduces psychology, including a brief overview of its history and various schools of thought. Focuses on the basics of human behavior, developmental psychology, personality and adjustment, and social psychology. Includes the application of psychological principles to health and cross-cultural experiences. Provides an introduction to methods of psychological evaluations.
Formerly: PSYCH 141
Units: 3

PSY 351 - Human Development
Describes human development from a physical, psychological, biological, anthropological, and sociological perspective from conception to death. Emphasizes the scientific method to describe and explain human development. Examines the influence of culture and the external environment. Discusses practical implications for allied health professionals.
Formerly: AH 351
Prerequisite(s): SOC 141 or PSY 141.
Units: 3

PUBLIC HEALTH EDUCATION
PHE 143 - Survey of Allied Health Professions
Provides a basic foundation for student inquiries into allied health occupations as career choices for the healthcare labor force. Develops skill in recognizing components of various options in the AHP.
Formerly: AH 143
Units: 3

PHE 250 - Community Health Issues
Discusses issues in community health including the medical, legal, and social aspects of areas such as substance abuse, communicable diseases, intentional injury, and death. Provides an overview of lifestyle behaviors that influence attitudes, services, and personal and social issues related to health. Provides an overview of behavior change strategies to improve health status. Integrates Healthy People 2020 objectives strategies for promoting health in underserved communities.
Prerequisite(s): None
Units: 1

PHE 255 - Sophomore Health Seminar and Capstone
Students synthesize, integrate, and build upon their academic achievements from their general education coursework and service learning experiences with an emphasis on communication, critical thinking, understanding cultural diversity, and technical skill development.
Formerly: AH 252 and AH 255
Prerequisite(s): PHE 250
Units: 1

PHE 344 - Educational Methods for Allied Health Practitioners
Provides an overview of theoretical concepts of learning, teaching, planning, implementing, and evaluating education experiences for individuals in various settings and at different stages in the life cycle.
Emphasizes the development of lesson plans, usage of audiovisual aids, and application of educational methods in practical settings.
Formerly: AH 344
Prerequisite(s): 3 units in social/behavioral science
Units: 3

PHE 352 - Health Dynamics and Cultural Diversity
Examines cross-cultural views of health, disease, and medicine. Examines health behavior skills intended to facilitate behavior change in cross-cultural groups. Surveys strategies for promoting optimal care for patients and self in the clinical situation, and increasing awareness of health behaviors that can inhibit or enhance behavior change. Provides an overview of four modules: cultural and religious diversity and differences, the dynamics of helping relationships, violence and intentional injury, and interpersonal communication skills. Emphasizes promotion of optimal provider-patient relationships in the clinic and other medical encounters.
Formerly: AH 352
Prerequisite(s): SOC 141 or PSY 141
Units: 3

PHE 450 - Senior Health Seminar and Capstone
Students synthesize, integrate, and build upon their academic achievements from their general education course work and service learning experiences with an emphasis on communication, critical thinking, understanding cultural diversity, and technical skill development.
Formerly: AH 355 and AH 450
Prerequisite(s): PHE 250
Units: 1

PHE 451 - Research Methods
Presents students with various aspects of health-related research. Focuses on basic research design, proposal construction, data collection, statistical theory, and formal report writing. Aims to develop and/or enhance the student's ability to participate in and conduct basic research.
Formerly: AH 321
Prerequisite(s): CPU 125*
Units: 3

SOCIOLOGY
SOC 141 - Introduction to Sociology
Introduces the study of self, socialization, and social interaction. Explores interpersonal relations, social roles, structure and social change, and culture.
Units: 3

SOC 240 - Urban Sociology
Examines organization of the modern city with an emphasis on: 1) the social problems of the modern industrial center; 2) comparisons of minority communities across cultures; 3) differential structure and process of minority group life; and 4) analysis of trends in urban and suburban communities.

**Prerequisite(s):** SOC 141*

**Units:** 3

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**CERTIFICATE PROGRAMS**

**CLINICAL CODING SPECIALIST**

*Program on Teach Out; Not Accepting New Students*

**Program Director:** Babtunde Oyefeso, RHIA, CCS, CCS-P

**Location:** W.M. Keck Bldg.

**Telephone:** (323) 563-5888

This certificate program is part of a career ladder curriculum of the health information technology program in which the students are devoted to technical aspects of becoming a coding specialist. Students then may choose to exit with a certificate or to enter the health information technology degree to complete the coursework for the Associate of Science degree in health information technology.

After successfully completing the program, students will receive a certificate of completion. Graduates are eligible to take the American Health Information Management Association’s national examination for certification as a certified clinical coding specialist.

**Accreditation**

The HIT Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

**Professional Course Curriculum (31 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 100</td>
<td>Healthcare Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>HIT 110</td>
<td>Legal and Ethical Aspects</td>
<td>2</td>
</tr>
<tr>
<td>HIT 115</td>
<td>Pathophysiology*</td>
<td>3</td>
</tr>
<tr>
<td>HIT 121</td>
<td>Basic Medical Coding ICD-10-CM Part I*</td>
<td>3</td>
</tr>
<tr>
<td>HIT 122</td>
<td>Basic Medical Coding ICD-10-CM Part II*</td>
<td>3</td>
</tr>
<tr>
<td>HIT 125</td>
<td>Intermediate Medical Coding*</td>
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<td>HIT 126</td>
<td>ICD-10-PCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 127</td>
<td>Billing and Reimbursement*</td>
<td>2</td>
</tr>
<tr>
<td>HIT 130</td>
<td>Fundamentals of Health Information</td>
<td>3</td>
</tr>
<tr>
<td>HIT 136</td>
<td>Introduction to Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>HIT 172</td>
<td>Application &amp; Virtual Skill Lab I</td>
<td>1</td>
</tr>
<tr>
<td>HIT 175</td>
<td>Professional Practice Experience I*</td>
<td>1</td>
</tr>
<tr>
<td>HIT 221</td>
<td>Integrated ICD-10-CM/PCS &amp; CPT Coding*</td>
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**Program Units**

31

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**General Education Course Requirements (11 units)**

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<tr>
<td>BIO 120</td>
<td>Anatomy &amp; Physiology w/Lab</td>
<td>4</td>
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<tr>
<td>COM 113</td>
<td>Medical Terminology</td>
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</tr>
<tr>
<td>CPU 125</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>PHE 250</td>
<td>Community Health Issues</td>
<td>1</td>
</tr>
</tbody>
</table>

**General Education Units**

11

* These courses require a prerequisite. See course descriptions to identify specific prerequisite courses.

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Community Service: 25 hours of service are required for graduation.

**Note:** Refer to the Health Information Technology Program for course descriptions.

Students entering the clinical coding specialist or associate degree program must take the college reading, writing, and math assessment exams. The score received will determine the math and English class level in which a student may register.

**Associate of Science Programs**

**HEALTH INFORMATION TECHNOLOGY**

*Program on Teach Out; Not Accepting New Students*

**Program Director:** Babtunde Oyefeso, RHIA, CCS, CCS-P

**Location:** W.M. Keck Building

**Telephone:** (323) 563-5888

The Health Information Technology (HIT) program prepares professionals who play a leading role in the effective management of health data and medical records in the healthcare delivery system. HIT professionals acquire the technical knowledge and essential skills of collecting, using, analyzing, coding, validating, storing, retrieving, and quality measurement and control of healthcare data. HIT professionals are employed in a variety of settings, such as hospitals, clinics, managed care organizations, physician office practices, home healthcare and long-term care agencies, correctional facilities, insurance companies, and state and federal agencies. HIT professionals assume a variety of job titles depending on their education, work experience, and place of employment. Common jobs held by HIT professionals include medical coders, clinical data specialists, compliance and security officers, patient information coordinators and health information managers, among others. A variety of emerging roles are developing as healthcare enterprises expand their reliance on information systems and technology.
After successful completion of the program, students will receive an Associate of Science in HIT. Students also will be eligible to write the national accreditation examination given by the American Health Information Management Association (AHIMA) and upon successful passing of this exam, receive the RHIT (Registered Health Information Technician) credentials.

**Accreditation**

The HIT Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

**Professional Course Curriculum**

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<td>HIT 175</td>
<td>Professional Practice Experience I *</td>
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<td>HIT 219</td>
<td>Computers and Technology in Healthcare</td>
<td>3</td>
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<tr>
<td>HIT 221</td>
<td>Integrated ICD-10-CM/PCS &amp; CPT Coding*</td>
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<td>HIT 250</td>
<td>Statistics in Healthcare</td>
<td>2</td>
</tr>
<tr>
<td>HIT 260</td>
<td>Quality Improvement/Risk Management/Utilization</td>
<td>2</td>
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<td>HIT 270</td>
<td>Management and Supervision</td>
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<tr>
<td>HIT 272</td>
<td>Application Skills and Virtual Simulation Lab II</td>
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<td>HIT 275</td>
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**Total Program Units** 43

**General Education Course Requirements**

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<td>COM 131</td>
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<td>CPU 125</td>
<td>Introduction to Computers</td>
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</tr>
<tr>
<td>Elective</td>
<td>Unrestricted Elective</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111</td>
<td>English Composition *</td>
<td>3</td>
</tr>
<tr>
<td>HIS 141</td>
<td>U.S. History</td>
<td>3</td>
</tr>
<tr>
<td>MTH 121</td>
<td>Elementary Algebra *</td>
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<td>PHE 250</td>
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</tr>
<tr>
<td>PHE 255</td>
<td>Sophomore Seminar &amp; Community</td>
<td></td>
</tr>
</tbody>
</table>

**Total General Education Units** 35

* These courses require a prerequisite. See course descriptions for details.

**Program Philosophy**

The program’s philosophy is based on the belief that health information professionals play a vital role in making the healthcare system work. As an integral part of the medical team, health information professionals provide a very important service to patients and other healthcare professionals by competently collecting accurate data to aid in rendering patient diagnoses and treatments. We believe that the success of our students in learning the skills of managing data that doctors, nurses and other healthcare providers rely on to deliver quality healthcare is dependent on the continuing process of hands-on training coupled with structured comprehensive instruction. The program is committed to supporting the professional and personal development of each individual seeking this as a career in health information management.

**Mission Statement**

The mission of the Health Information Technology/Clinical Coding Specialist Program is to attract, educate, and increase the pool of qualified individuals entering the profession of health information management, with a commitment to becoming experts in managing patient health information, administering computer information systems and collecting data for health care services provided to the medically underserved and other communities.

**Program Goals**

- Educate health professionals who are highly-skilled, knowledgeable and committed to improving the lives and health of individuals in society.
- Provide didactic theory to prepare students to successfully become credentialed professionals through the American Health Information Management Association
- Provide practical theory and hands-on application
opportunities that will allow students to demonstrate competency in collecting, retaining, and reporting health information data.

**HIT/CCS Graduates will possess the technical skills necessary to:**
- Protect all confidential information and promote the obligation to respect privacy of patient information including personal, health, financial, genetic, and outcome information.
- Identify and interpret health information content in reference to its value, purpose and importance.
- Organize and revise data to place value on how it is defined, understood, analyzed, and interpreted for use in the healthcare environment.
- Ensure quality health information is secure and accessible for healthcare interdisciplinary team and other organizations that create and make use of it.

### Learning Outcomes
- Describe important terms and concepts in Health Information/Coding
- Collect, validate, store and retrieve health care data
- Convert diagnoses and procedures to numeric codes
- Manage related data, personnel, and release of information
- Utilize appropriate computer programs to manage data
- Create a Process Improvement Plan
- Create a Financial Management Plan
- Demonstrate knowledge and skills in health care facilities
- Apply concepts of health information to observation of professional practice
- Demonstrate knowledge, skills, ethical conduct, and professional behavior

Community Service: 50 hours of service learning are required for graduation.

### Course Descriptions

**HIT 100 – Healthcare Delivery System**
Introduces the history of the profession, its professional association, and ethics. Studies development, maintenance, and content of the health record, including its format and use in reference to voluntary accrediting bodies, and federal and governmental regulatory agencies. Includes related field trips to various facilities.
**Units:** 3 (3 hours lecture)

**HIT 110 - Legal and Ethical Issues**
Introduces the legal and ethical issues applicable to health information. Emphasizes confidentiality, liability, release of information, patient rights, subpoenas, consent for treatment, the court system, and federal and state regulations.
**Units:** 2 (2 hours lecture)

**HIT 115 – Pathophysiology**
Focuses on the disease process of the human body including major signs and symptoms accompanying specific diseases. Explores the degenerative, genetic, and pathogenic causes and effects on the body system. Emphasizes diagnostic laboratory treatments, including basic pharmacology.
**Prerequisites:** Anatomy & Physiology, Medical Terminology
**Units:** 3 (3 hours lecture)

**HIT 121 – Basic Medical Coding ICD-10-CM Part I**
Introduces the concepts, principles, and applications of nomenclature and classification systems. Emphasizes assignment of ICD-10-CM to distribute valid diagnosis procedures for basic coding problems and their respective APC or MS-DRG as well as the corresponding prospective payment systems (PPS). Provides hands-on experience utilizing computerized encoding solutions.
**Prerequisites:** Anatomy & Physiology, Medical Terminology
**Units:** 3 (3 hours lecture)

**HIT 122 – Basic Medical Coding ICD-10-CM Part II**
Introduces the concepts, principles, and applications of nomenclature and classification systems. Emphasizes assignment of ICD-10-CM to distribute valid diagnosis for basic coding problems and their respective APC or MS-DRG as well as the corresponding prospective payment systems (PPS). Provides hands-on experience utilizing computerized encoding solutions.
**Prerequisites:** Anatomy & Physiology, Medical Terminology and HIT 121
**Units:** 3 (3 hours lecture)

**HIT 125 – Intermediate Medical Coding**
A continuation of HIT 120 with emphasis on the relationship of the Disease Process, Pharmacology, and Physician Documentation to coding. Introduces the concepts, principles, and applications of current procedural terminology (CPT) coding with an emphasis on inpatient and ambulatory code assignment. Includes manual and computerized
hands-on experience with CPT coding and continued use of encoding systems.

**Prerequisites:** HIT 121, HIT 122, Anatomy and Physiology, Medical Terminology

**Units:** 3 (3 hours lecture)

**HIT 126 – ICD-10-PCS Coding**

Course introduces the concepts, principles, and applications of nomenclature and classification systems. Emphasizes assignment of ICD-10-PCS to distribute valid procedures for coding problems and their respective APC or MS-DRG, as well as the corresponding prospective payment systems (PPS). Provides hands-on experience utilizing computerized encoding solutions.

**Units:** 3 (3 hours lecture) **Pre-requisite(s):** HIT 120, HIT 121, Anatomy and Physiology, Medical Terminology, Pathophysiology

**HIT 127 – Billing and Reimbursement**

Introduces students to the principles and mechanics of insurance billing, using various coding systems for reporting healthcare services that will maximize optimal reimbursement. Discusses claim preparation of HCFA 1500 and UB04 for Medicare and other types of insurance benefits. Emphasizes data abstraction, coding, and DRG assignments.

**Prerequisites:** HIT 121, HIT 122, HIT 125, Anatomy and Physiology, Medical Terminology

**Units:** 3 (3 hours lecture)

**HIT 130 – Fundamentals of Health Information Technology**

A continuation of HIT 100 to introduce the organization and functions of the health information management/medical record department in acute, psychiatric, long-term and ambulatory care facilities, home health, and hospice centers.

**Units:** 3 (3 hours lecture)

**HIT 136 – Introduction to Pharmacology**

Designed to meet the American Health Information Management Association (AHIMA) basic concepts in pharmacology requirement. Introduces routes of drug administration, measurement systems, drug chemistry types, generic names and brand names, drug usage, contraindications and precautions, drug interactions, and side effects. Discusses use of the Physician Desk Reference (PDR) and other reference resources, along with drug classes as they relate to body systems, diseases, and conditions.

**Units:** 1 (1 hour lecture)

**HIT 172 – Application and Virtual Simulation Lab I**

Orients the student to hands-on application in the areas of documentation practices, critical analysis, problem-solving in case studies, review and data collection of actual patient records, classification of patient diagnoses and procedure, record retention and storage, review of various indices and multiple filing systems, and development of patient registries (admission, death, birth, and tumor) in accordance with accreditation standards and regulatory laws.

**Units:** 1

**HIT 175 – Professional Practice Experience I**

Introduces practical application using theory and knowledge of coding systems and other HIM functions at various healthcare facilities under designated staff supervision. Requires 64 hours of non-compensated practicum at the designated site.

**Prerequisites:** Anatomy and Physiology, Medical Terminology, HIT 121, HIT 122, HIT 125, and HIT 126

**Units:** 1 (64 hours practicum)

**HIT 219 – Computers and Technology in Healthcare**

Introduces the various software applications available for the health information practitioner. Emphasizes the importance of computers in information systems, as well as the application of software such as DRG Grouper, chart analysis, the encoder, and statistics and revenue reimbursement systems. Provides hands-on application experience concentrating on software use and on creating a database inventory of all data components in the healthcare institution.

**Units:** 3 (3 hours lecture)

**HIT 221 – Integrated ICD-10-CM/PCS & CPT Coding**

Integrates the concepts, principles, and applications of the ICD-10-CM and PCS Classification Systems. Emphasizes the assignment of ICD-10-CM diagnosis and ICD-10-PCS procedure codes for advanced coding challenges, reviewing the respective MS-DRG as well as the corresponding prospective payment systems (PPS). Introduces the students to integrated computerized encoding solutions such as 3M and QuadraMed.

**Units:** 3 (3 hours lecture) **Pre-requisite(s):** HIT 120, HIT 121, HIT 125, HIT 126, Anatomy and Physiology, Medical Terminology, Pathophysiology

**HIT 250 – Statistics in Healthcare**

Applies principles of health statistics foundations and research methods to be discussed. Emphasizes techniques for data collection, data analysis, and presentation of oral and written reports. Includes methodologies necessary to identify, prepare, and disseminate findings from research projects and on
reporting of required patient-related data.

Units: 2 (2 hours lecture)

**HIT 260 – Quality Improvement/Risk Management/Utilization**
Emphasizes principles of the quality improvement process, including a framework for skills in collecting and analyzing data, reporting techniques, collection tools, data analysis, utilization of resource and risk management, and clinical pertinence standards.

Units: 2 (2 hours lecture)

**HIT 270 – Management and Supervision**
Introduces management of a health information department and the functions of departmental personnel. Introduces students to skills and techniques required for managing health information resources and staff, including assessment of resources, problem-solving techniques, data security, planning and organizing concepts, effective communication, staff motivation and leadership abilities, health, safety, and fair employment acts and laws.

Units: 3 (3 hours lecture)

**HIT 272 – Application and Virtual Simulation Lab II**
Provides the students with a RHIT exam prep review course. The accrediting body, CAHIIM has been notified of the proposed change.

Unit: 1

**HIT 275 – Professional Practice Experience II**
Orients students to various health information management and medical record departments. Requires students to rotate 96 hours through specialty areas in basic technical functions, policies and procedures of discharge analysis. Requires hands-on abstracting skills, medico-legal, and correspondence procedures. Provides quality improvement activities related to the institution and examines relationships between the supervisory/management team members. Includes alternate healthcare delivery facilities such as skilled nursing, ambulatory care, and outpatient surgery centers.

Prerequisite: Taken during the last semester of professional courses.

Units: 1 (96 hours practicum)

**RADIOLOGIC TECHNOLOGY**

Program Director: Eugene Hasson, M.S., R.T. (R)
Location: W.M. Keck Building
Telephone: (323) 563-5835

The Associate of Science degree program in Radiologic Technology serves as the foundation for a Bachelor of Science degree in medical imaging technology and/or health sciences. It is designed to prepare the student for employment as an entry-level radiologic technologist after two years of didactic, clinical and professional education. The program also provides the necessary prerequisite courses for a Bachelor of Science degree in an accredited medical imaging technology program.

The primary duties of a radiologic technologist include operating imaging equipment, ensuring radiation safety from unnecessary exposure for the general public and themselves. Technologists perform clinical procedures to produce X-ray studies for the diagnosis and treatment of injury and disease. Other duties include HIPPA compliance, financial stewardship, protection of patient rights, maintaining medical records. Technologist also positions the patients, determining safe technical factors, process images, and assist in the performance of advanced imaging procedures and initiating basic life-support techniques as necessary. Radiologic technologists provide patient services using imaging equipment as directed by physicians. Professional competence requires that radiologic technologists apply knowledge of anatomy, physiology, positioning, radiographic technique, and radiation protection to produce body images.

Radiologic technologists must exercise independent judgment and critical thinking skills in the performance of imaging procedures and must be able to communicate effectively with patients, other health professionals and the general public. Graduates are eligible to practice as radiologic technologists after successful completion of certifying examinations (ARRT, CRT, and Fluoroscopy).

Professional courses are arranged and must be completed in sequence. Progression toward and completion of the Associate Degree requires the attainment of a minimum grade of “C” in all professional courses.

Didactic and clinical professional courses are designed in a manner consistent with the standards and curriculum models outlined by the American Society of Radiologic Technologists (ASRT).

Students are required to wear a regulation uniform during clinical assignments. Students must provide their own transportation to all facilities and must be willing to travel 60 miles each way to the various clinical sites. Clinical site locations currently extend from Los Angeles County to San Bernardino County. Clinical hours vary from 5:00am – 11:30pm. Weekends may also be included as part of the clinical experience. A student who misses 10% or more of the
clinical portion of the program, in a given semester, is subject to dismissal pending faculty review.

All students are required to pass a physical exam before entering the program. If at any time before or after acceptance into the program the student’s conduct or physical or emotional health is such that there is potential threat to the well-being of patients, fellow students, faculty and staff, the applicant will be denied admission to, or be withdrawn from, the program. In addition to the policies and standards of Charles R. Drew University of Medicine and Science, College of Science and Health, the Radiologic Technology program has policies and procedures based on the professional standards and guidelines of their individual regulating state, accrediting bodies and committees. These additional policies and procedures are listed in the policy and procedure manual handbook and are reviewed each semester with students during all professional courses. All program policies, including the pregnancy and radiation safety and protection policy, are in the Radiologic Technology Program Policies and Procedures Manual and Radiologic Technology Program Handbook.

Program Mission Statement

“To educate entry-level radiologic technologists who assist in providing high quality healthcare with excellence and compassion by producing diagnostic images through the knowledge and application of radiologic science while maintaining the patient as their primary focus, and by administering the necessary radiation protection measures and quality patient care.”

Program Goals

Goal 1: Graduate students who will be clinically competent.

Goal 2: Graduate students who will be able to demonstrate communication skills.

Goal 3: Graduate students will demonstrate problem solving and critical thinking skills.

Goal 4: Graduate students who are ethical and professional.

Program Student Learning Outcomes

- Students will apply accurate positioning skills.
- Students will select appropriate technical factors.
- Students will use appropriate radiation protection measures.
- Students will demonstrate oral communications skills.
- Students will demonstrate written communication skills.
- Students will successfully complete all laboratory experiments.
- Students will adapt to non-routine positioning situations.
- Graduates will demonstrate professionalism upon employment.
- Students will learn how to protect patient information.
- Students will develop a professional portfolio.

Accreditation

The Radiologic Technology program is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Tel: (312) 704-5300 Fax: (312) 704-5304
Website: www.jrcert.org

Approval

The Radiologic Technology program is approved by:

The State of California
Department of Public Health
Radiologic Health Branch
MS 7610
1500 Capital Avenue, 5th Floor, Bldg 172
Sacramento, CA 95814-5006
Tel: (916) 327-5106
Website: http://cdph.ca.gov/rhb

Program Specific Requirements

- Minimum 3.0 GPA
- Supplemental application and $35 application fee
- Program fee $300
- Annual clinical fee $1,000
- Program admission interview
- Three letters of recommendation
- Personal statement essay
- Ability to lift 25 pounds without assistance
- Copy of titers showing immunity against measles, mumps, rubella (MMR) and varicella or titers, and tetanus
- Hepatitis B vaccination
- Proof of a negative tuberculosis skin test or Chest X-ray if skin test is positive (Annual Requirement)
- Proof of health-care insurance
- Pass a physical examination conducted by a licensed healthcare provider (applicants are responsible for covering any expenses for a
physical examination)
• Visual and/or hearing impairments must be correctable with appropriate devices
• Completion of the required college-level courses from a regionally accredited college or university with a minimum grade of “C”
• Completion of Live Scan (Convictions may not disqualify applicant)

It is the responsibility of the applicant to verify receipt of all transcripts and completion of application file. Applications are reviewed in the order they are received.

Admission to the Program

Admission to the program is highly selective and the number of students accepted will depend on the number of clinical site openings. Admission will also depend on an objective and subjective interview.

Appeals

Any applicant who does not meet the entrance requirements may write a letter of appeal to the "Radiologic Technology Appeals Committee" stating why the applicant feels the application should be reconsidered.

Send the appeal to:
Radiologic Technology Appeals Committee
1731 E. 120th Street Los Angeles, CA 90059

Grievance Policy

The grievance policy with a timeline is stated in the University Catalog and is also located in the student policy and procedure manual.

Technical Standards:

Radiography requires proficiency in the application of technical knowledge, operation of specialized equipment in a competent and safe manner. In addition, the technologist must be able to provide physical care and emotional support to patients during the radiographic procedures.

(1) Visual acuity
(2) Auditory perception
(3) Communication
(4) Gross and fine motor
(5) Intellectual ability to measure, calculate, reason, analyze, and evaluate as required for direct patient care. The applicant must be able to comprehend three-dimensional and spatial relationships
(6) Emotional stability

(7) Social attributes to allow the development of mature, sensitive, and effective relationships with patients, faculty, co-workers and administrators.
The "Technical Standards for Admission" have been established as a guidance tool for use in realistically informing the student of minimum standards needed to satisfactorily function in the program and ultimately in the profession.

Program Prerequisites (15 Units)
Anatomy and Physiology 4
Elementary Algebra 3
English Composition 3
Medical Terminology 3
Introduction to Radiologic Technology 2

General Information

All radiologic technology courses must be completed with a minimum grade of “C” before the student can enroll in the next semester course. Eighty- (8) units are required to complete the Associate of Science Degree and 2000 hours of clinical practice. Successful attainment of 85% on the final written comprehensive examination is part of the program completion requirement.

Ethics (ARRT)

They are mandatory standards of minimally acceptable professional conduct for all present Registered Technologist and Candidates. The Standard of Ethics can be viewed at www.arrt.org.

Professional Course Curriculum (49 Units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 102</td>
<td>Introduction to Radiologic Technology**</td>
<td>2</td>
</tr>
<tr>
<td>RAD 103</td>
<td>Radiographic Positioning I w/Lab</td>
<td>3</td>
</tr>
<tr>
<td>RAD 104</td>
<td>Radiographic Positioning II w/Lab</td>
<td>3</td>
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<tr>
<td>RAD 105</td>
<td>Methods of Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>RAD 106</td>
<td>Radiographic Positioning III w/Lab*</td>
<td>3</td>
</tr>
<tr>
<td>RAD 107</td>
<td>Introduction to Radiography Physics</td>
<td>3</td>
</tr>
<tr>
<td>RAD 112</td>
<td>Principles of Radiation Exposure I*</td>
<td>2</td>
</tr>
<tr>
<td>RAD 113</td>
<td>Principles of Radiation Exposure II*</td>
<td>2</td>
</tr>
<tr>
<td>RAD 120</td>
<td>Clinical Practicum I</td>
<td>2</td>
</tr>
<tr>
<td>RAD 130</td>
<td>Clinical Practicum II*</td>
<td>3</td>
</tr>
<tr>
<td>RAD 140</td>
<td>Clinical Practicum III*</td>
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<tr>
<td>RAD 209</td>
<td>Radiographic Positioning IV w/Lab*</td>
<td>3</td>
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<tr>
<td>RAD 215</td>
<td>Advanced Radiographic Procedures*</td>
<td>3</td>
</tr>
<tr>
<td>RAD 216</td>
<td>Principles of Radiation Exposure III*</td>
<td>2</td>
</tr>
<tr>
<td>RAD 217</td>
<td>Sophomore Seminar II &amp; Certification Preparation</td>
<td>5</td>
</tr>
<tr>
<td>RAD 220</td>
<td>Clinical Practicum IV*</td>
<td>3</td>
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<tr>
<td>RAD 230</td>
<td>Clinical Practicum V*</td>
<td>3</td>
</tr>
<tr>
<td>RAD 240</td>
<td>Clinical Practicum VI*</td>
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General Education Courses (37 Units)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENG 111</td>
<td>English Composition* ** (*A)</td>
<td>3</td>
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<tr>
<td>COM 111</td>
<td>Public Speaking* (*A)</td>
<td>3</td>
</tr>
<tr>
<td>BIO 120</td>
<td>Introduction to Anatomy &amp; Physiology* ** (*B)</td>
<td>4</td>
</tr>
<tr>
<td>MTH 121</td>
<td>Elementary Algebra or higher** (*B)</td>
<td>3</td>
</tr>
<tr>
<td>CPU 125</td>
<td>Introduction to Computers* (*B)</td>
<td>3</td>
</tr>
<tr>
<td>ART/HU</td>
<td>ART or Humanities* (*C)</td>
<td>3</td>
</tr>
<tr>
<td>HIS 141</td>
<td>U.S. History* (*D)</td>
<td>3</td>
</tr>
<tr>
<td>POL 141</td>
<td>Political or Social Science* (*D)</td>
<td>3</td>
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<tr>
<td>MAP 215</td>
<td>Laboratory Skills for Science and Health* (UE)</td>
<td>3</td>
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<tr>
<td>COM 233</td>
<td>Medical Spanish * (*E)</td>
<td>3</td>
</tr>
<tr>
<td>PHE 250</td>
<td>Community Health Issues* (*E)</td>
<td>1</td>
</tr>
<tr>
<td>PHE 255</td>
<td>Sophomore Seminar &amp; Community Service* (*E)</td>
<td>1</td>
</tr>
<tr>
<td>COM 113</td>
<td>Medical Terminology*</td>
<td>3</td>
</tr>
</tbody>
</table>

* Prerequisite required
** Program prerequisite
(UE) Unrestricted Elective
* Required for program completion
** Program prerequisite
(*A) Fulfills University GE requirements in Category A
(*B) Fulfills University GE requirements in Category B
(*C) Fulfills University GE requirements in Category C
(*D) Fulfills University GE requirements in Category D
(*E) Fulfills University GE requirements in Category E

* For a complete listing of general education requirements, pick up a requirement sheet in the Counseling Center or see “Degree Requirements” in the Catalog.

Additional Information

Advising
The Radiologic Technology Advisors can assist students in planning course schedules, evaluating previous-completed general education courses, etc. Make an appointment through the Program Office, (323) 563-5835.

Transfer and Returning Students
Please see University Policies section of this Catalog for admission requirements and procedures.

Misdemeanor or Felony Disclosures
In the event that an applicant has been convicted of a crime, licensure may be denied. This is determined by the Ethics Committee of the American Registry of Radiologic Technologists. Information is available at https://www.arrt.org/Ethics/

Course Descriptions

RAD 102 – Introduction to Radiologic Technology
Provides an introduction to the profession of radiologic technology. Discusses introduction to the clinical setting, radiologic services administration, basic radiation protection, patient interactions, and infection control. Discusses an overview of radiography, its role in the healthcare delivery system, and the history and future of the profession.

Units: 2

RAD 103 - Radiographic Positioning I w/lab
Designed to provide the student with the necessary concepts and practical experiences in basic standardized radiographic positioning of the upper limb, lower limb, and chest. This course also discusses radiographic terminology and considerations related to the production of quality radiographs.

Units: 3

RAD 104 - Radiographic Positioning II w/lab
Designed to provide the student with the necessary concepts and practical experience in basic standardized radiographic positioning of the pelvic girdle, bony thorax, and abdomen. This course also discusses radiographic terminology and considerations related to the production of quality radiographs.

Prerequisite(s): successful completion of all professional courses in the first semester

Units: 3

RAD 105 - Methods of Patient Care
Designed to acquaint the student with the necessary concepts of patient care. It includes the consideration of physical and psychological conditions. It describes routine and emergency patient care procedures. It also identifies the role of the radiologic technologist in patient education. This course also discusses aspects of death and dying. It discusses contrast media pharmacology and its practical use and includes certification in basic CPR.

Units: 2

RAD 106 - Radiographic Positioning III w/lab
Provides the necessary concepts and practical experience in basic standardized radiographic positioning of the skull, sinuses, petromastoid, and temporomandibular articulations. Discusses considerations related to the production of quality radiographs. This course also discusses radiographic terminology and considerations related to the production of quality radiographs.

Prerequisite(s): All RAD courses in the first year fall and spring semester

Units: 3

RAD 107 – Introduction to Radiography Physics
Introduces basic health physics and computational techniques required for further education in the radiologic technology. Topics include atomic physics,
quantum mechanics, radioactivity, electromagnetism, X-ray production, X-ray interactions with matter, and a comparative survey of medical imaging techniques.

**Units:** 3

**RAD 112 - Principles of Radiation Exposure I**
Provides introductory knowledge and understanding of X-ray exposure technique as correlated with practical application. It provides an introduction to PACS and digital radiography. Develops the capability to devise and revise a technique based on sound principles and practices. It discusses basic math and algebra formulas. Basic fundamentals concerned with the production, analysis, and recording of radiographic images are included in this course. Understanding density, contrast, detail and distortion as well as their interrelationships will be emphasized. Subject matter will include mAs, kVp, distance relationships, geometric image formation, grids, beam limiting devices, filtration, film, intensifying screens, and technique charts. Laboratory assignments are included.

**Prerequisite(s): All RAD courses in the first fall semester**

**Units:** 2

**RAD 113- Principles of Radiation Exposure II**
Continuation of RAD 112. This course continues to provide knowledge and understanding of X-ray exposure technique as correlated with practical application. This course also provides knowledge of factors that govern and influence the production and recording of radiographic images. It provides further knowledge of PACS and digital radiography, and fluoroscopy. It also demonstrates clinical applications of theoretical principles and concepts via laboratory assignments and discussion.

**Prerequisite(s): All RAD courses in the first year fall and spring semesters**

**Units:** 2

**RAD 120 - Clinical Practicum I**
Designed to introduce the student to the clinical setting and exposure to departmental organization; patient flow, analog and digital imaging; observation in various sections of the radiography department. It requires assigned students to assist in various patient care and departmental functions and perform examinations under direct supervision.

**Units:** 2

**RAD 130 - Clinical Practicum II**
Designed to further develop student clinical skills under direct and indirect supervision. This course further develops practical skills in patient care.

The student continues to accumulate hours and examinations required by the State of California Department of Health Services.

**Prerequisites: All RAD courses in the first year fall semester**

**Units:** 3

**RAD 140 – Clinical Practicum III**
Second year clinical course designed to continue developing skills in performing examinations under direct and indirect supervision. The student continues to develop positioning skills and making exposures using sound radiation protection decisions. Students must begin to demonstrate developing competency in radiographic procedures of patients with emergent and non-emergent conditions. The student continues to accumulate hours and examinations required by the State of California Department of Health Services.

**Prerequisites: All RAD courses in the first year fall and spring semesters**

**Units:** 3

**RAD 209 - Radiographic Positioning IV w/lab**
Provides study and laboratory demonstration in various anatomic positions necessary to demonstrate specific anatomical parts for diagnostic evaluation with an emphasis on the vertebral column. Discuss medical terminology and considerations related to the production of quality radiographs.

**Prerequisite(s): All RAD courses in the first year**

**Units:** 3

**RAD 215 – Advanced Radiographic Procedures**
Designed to introduce and develop skills necessary to perform special procedures. This course will also develop skills necessary to perform procedures on patients with unusual conditions or pathologies. This course covers the contrast studies of the abdomen, liver, spleen, biliary tract, alimentary canal, and urinary system. It discusses fluoroscopy radiation protection. It also provides study and laboratory demonstration of various positions necessary to demonstrate specific anatomical parts for diagnostic evaluation. This course also discusses radiographic terminology and considerations related to the production of quality radiographs.

**Prerequisite(s): All RAD courses in the first year and second year fall semester**

**Units:** 3

**RAD 216 – Principles of Radiation Exposure III**
Designed to further develop theoretical knowledge of studies in X-ray production, emission, and interaction with matter and a recording medium. Introduces
advanced fundamentals of radiation and radiation physics as it applies to humans and image receptors. It also provides study in radiation protection, radiation monitoring, and dosimetry. It also introduces the fundamentals of physics in mammography, fluoroscopy, and special procedures.

**Prerequisite(s):** All RAD courses in the first year

**Units:** 2

**RAD 217 – Sophomore Seminar II & Certification Preparation**

Designed for the student to review those subjects necessary for the successful completion of the American Registry of Radiologic Technologists (ARRT) certification examination, fluoroscopy, and/or the California Certified Radiologic Technologist (CRT) certification exams in radiography. Consists of lectures by guest and faculty. This course also permits the student to use simulated testing software to identify and eliminate their own personal areas of academic weakness before taking the certification examinations.

**Prerequisite(s):** All RAD courses in the first year and second year fall and spring semesters

**Units:** 5

**RAD 220 - Clinical Practicum IV**

Designed to continue develop advanced skills in performing examinations under direct and indirect supervision. The student continues to develop positioning skills and making exposures using sound radiation protection decisions. Students must demonstrate developing competency in radiographic procedures of patients with emergent and non-emergent conditions.

**Prerequisite(s):** All RAD courses in the first year

**Units:** 3

**RAD 230 - Clinical Practicum V**

Designed to continue to develop advanced skills in performing examinations under indirect supervision. The student begins to master positioning skills and making exposures using sound radiation protection decisions. Students must begin to demonstrate mastery competency in radiographic procedures of patients with emergent and non-emergent conditions. This course enhances skills in procedures learned in prior clinical courses. It provides comprehensive experiences in closely related special imaging and therapeutic modalities to broaden knowledge of the profession.

**Prerequisite(s):** All RAD courses in the first year and second year fall semester

**Units:** 3

**RAD 240 - Clinical Practicum VI**

Designed to assess student mastery of all components of performing examinations on emergent and non-emergent patients using portable and stationary equipment. A final evaluation determines student competency before completing the program. The student continues to refine skills for entry-level employment.

**Prerequisite(s):** All RAD courses in the first year and second year fall and second year spring semesters

**Units:** 3

**NOTE:** This curriculum schedule was a correct representation of the program at the time of its preparation. The Radiologic Technology program has the right to modify its content at anytime with the approval of the Education & Academic Policy Committee and the Dean of The College of Science and Health. It is the University’s responsibility to provide a curriculum, which fulfills all intra and extra institutional requirements. All potential graduates must pass program completion requirements prior to ARRT testing. Students must also pass a final written comprehensive examination with a minimum score of 85% as part of the program completion requirements. A total of 50 hours of community service must be fulfilled for program completion. 2000 hours of clinical practice are required for program completion. Drew remains in compliance with all Laws and Regulations of The State of California Department of Public Health Radiologic Health Branch.

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**Bachelor of Science Programs**

**Bachelor of Science, Life Sciences**

**Department Chair:** Suzanne Porszasz-Reisz, Ph.D., M.S.C.R

**Location:** W.M. Keck Building

**Telephone:** (323) 563-4834

**Website:** [http://www.cdrewu.edu/admissions/undergraduate/LifeSciencesPreMed](http://www.cdrewu.edu/admissions/undergraduate/LifeSciencesPreMed); Or [http://www.cdrewu.edu/cosh/programs/undergraduate/Life_Sciences](http://www.cdrewu.edu/cosh/programs/undergraduate/Life_Sciences)

The Bachelor of Science (BS) degree in Life Sciences has been created for students interested in pursuing careers in the health professions, such as dentistry, medicine, nursing, pharmacy, and physician assistance. The focus of the program is to prepare students for entry into graduate schools for the health professions by providing the requisite courses, training for graduate school admission examinations, and access to relevant extracurricular activities.
The Life Sciences supply fundamental knowledge that can be applied to the practice of medicine and health care. They include the multidisciplinary study of health and diseases, and particularly the biological and molecular sciences that constitute the foundation of modern medicine.

The Mission
The mission of the Department of Health and Life Sciences is to provide an integrated program of learning, research, leadership training, and community service in order to prepare graduates to pursue their goals for professional and advanced degrees in health care or biomedicine. This will be accomplished by discovery, dissemination, and application of knowledge in the Life Sciences, and by educating and training undergraduate, graduate, professional, and post-graduate students.

Program Objectives/Student Learning Outcomes
Students are immersed in a comprehensive program rarely offered at the undergraduate level in other colleges and universities. The Bachelor of Science program graduates students with the scientific knowledge and intellectual abilities to pursue careers or post graduate education in the health profession. Graduates with a Bachelor of Science in Life Science are able to:

- Apply their knowledge of biology, chemistry, physics, and math in order to obtain positions in a health profession or closely related field.
- Conduct experiments and analyze and interpret results.
- Communicate their research and knowledge in oral and written forms.
- Work in teams and apply leadership skills to advance a project.
- Identify and analyze ethical issues in research and health professions.
- Practice the behaviors of life-long learners.

Program Highlights
Small Class Size — each year a new class of up to 20 students are accepted into the program.

Mentored Research Experience — Students work on independent research projects with faculty skilled in mentoring young scientists. Faculty and students in the Department of Health and Life Sciences use state-of-the-art techniques in microscopy, computer imaging, electrophysiology, biochemistry, and molecular biology to investigate important problems in biomedicine.

Development of Strong Ethical and Leadership Qualities — In accordance with the University’s mission, the Life Sciences program fosters and develops strong ethical values in students through leadership training and service to the community.

Preparation for Graduate and Professional School — The Life Sciences degree is designed to prepare students for post-baccalaureate programs in the various health professions.

Individualized Attention — Students will have the opportunity to work closely with professors and researchers in a small class environment. Students will also have ample opportunities to:

- Interact with academic counselors and departmental staff,
- Advance communication skills through special workshops,
- Receive personalized academic advisory, career exploration assistance, and graduate school interview preparation with Career Counselors.

Application
The Department of Health and Life Sciences accepts applications only once a year. See University Policy section in this Catalog for Application Deadlines.

Program Admissions Requirements
The Department of Health and Life Sciences accepts applications from freshman-level and transfer students. Students seeking a second baccalaureate degree will be considered on a case-by-case basis (see institutional guidelines regarding credit earned at other institutions, and also description of transfer contained in this Catalog).

For the purpose of admission, applicants considered for freshman-level are students:

- still in high school, or
- have graduated from high school but have not earned more than 30 Units from any accredited college or university.

If students are attending a college summer session immediately after graduating from high school or have completed college work while in high school, the University still considers them as freshman applicants.

Matriculation Requirements:
• Completion of the Application for Undergraduate Studies.
• Minimum grade point average (GPA) of 3.0 (on a 4.0 scale)
• Grade of B (or better) in at least three of the following secondary school courses: Biology, Chemistry, Physics, and Algebra
• Completion of Math, and English placement exams
• Passing score on Biology and/or Chemistry placement exam or completion of CHM 100 and/or BIO 100 (or equivalent) with grade of “B” or better

Life Sciences Program Curriculum
Requirements for the Major (130 units)
The program offers six tracks: Pre-Medicine, Pre-Dentistry, Pre-Nursing, Pre-Pharmacy, Pre-Physician Assistance, and Life Sciences. The lower division requirements are the same in each tracks, there are differences in the upper division course requirements. Of the 130 units required for the Bachelor of Science degree in Life Sciences, the major requires 78 units, plus an additional 52 units of general education and other University requirements. During Freshman and Sophomore years, students have to take summer semester courses.

Successful completion of the major requires a minimum C (2.0) overall grade point average in all courses required for the major. At least 15 units of upper division course work that fulfills major requirements must be taken in residence (not to include courses graded CR/NC).

Lower Division Required Courses
- HLS 130ABL General Biology w/Lab (*B) 5,5
- HLS 140ABL General Chemistry w/Lab (*B) 5,5
- HLS 200 Leadership Seminar I (*F) 1
- HLS 210ABL Organic Chemistry w/Lab 4,4
- MTH 130 Pre-Calculus (*B) 3
- MTH 230 Calculus I 3
- MTH 231 Calculus II 3
- PHY 250L General Physics I w/Lab 4
- PHY 251L General Physics II w/Lab 4
- PSY 141 General Psychology (*D) 3
- SOC 141 Sociology (*D) 3
- ENG 111 English Composition (*A) 3
- COM 111 Public Speaking (*A) 3
- CPU 125 Intro to Computers (*B) 3
- PHE 250 Community Health Issues (*E) 1
- COM 231 Spanish for Healthcare Professionals (*E) 3

Upper Division Required Courses
- HLS 300L Biochemistry w/Lab 4
- HLS 302L Cell Biology w/Lab 3
- HLS 310ABL Anatomy and Physiology w/Lab (*B) 4,4
- HLS 320L General Microbiology 4
- HLS 400 Leadership Seminar II (*F) 1
- HLS 401 Pharmacology 3
- HLS 402L Molecular Biology w/Lab 3
- HLS 405L Immunology w/Lab 3
- HLS 410 Human Genetics 3
- HLS 435 Neurobiology 3
- HLS 444 Clinical Immunology and Hematology 3
- HLS 450 Ethical Issues in Research (*F) 1
- HLS 490 Senior Seminar 1
- HLS 495AB Capstone-MCAT 2,2
- PHE 450 Senior Health Seminar and Capstone (*E) 1
- PHE 451 Research Methods/Stats 3
- PSY 351 Human Development 3

Other General Education Requirements
- ATH 142 Cultural Anthropology (*D) 3
- ART 131 Health and Creative Arts (*C) 3
- COM 234 Medical Spanish II (*E) 1
- HIS 141 US History (*D) 3
- HUM 231 Intro to Humanities I (*C) 3
- HUM 232 Intro to Humanities II (*C) 3
- LOG 100 Principles of Logic (*A) 3
- POL 141 US Government (*D) 3

(*A) Fulfills University GE requirements in Category A
(*B) Fulfills University GE requirements in Category B
(*C) Fulfills University GE requirements in Category C
(*D) Fulfills University GE requirements in Category D
(*E) Fulfills University GE requirements in Category E
(*F) Fulfills University GE requirements in Category F

Life Sciences Electives
In addition to the above mentioned courses, a minimum of 9 units in Elective Courses must be taken for graduation. The purpose of these elective courses is:

• To build-up a background in one area of Life Sciences.
• To broaden the student’s knowledge of Life disciplines and greatly enhance the academic preparation of individuals seeking future entry into human or veterinary medical, dental, or pharmacologic professional degree programs.
• To facilitate career advancement of individuals employed in the areas of life sciences research and general science education.

A list of available Life Sciences Electives can be obtained from the department during the registration period for each semester.
With departmental approval, students may register for elective classes at other institutions.

Students may enroll in HLS 299 or HLS 499 in any semester or during the summer. A maximum of 4 units of HLS 299 or HLS 499 may be counted as an elective course for graduation.

Research Requirement
By the time of graduation, students will be required to provide evidence of satisfactory research experience. To fulfill this requirement:

- Students must complete a research proposal (as required in HLS 200).
- Students must successfully implement and complete a research project under the guidance of a faculty mentor over a minimum of 12 weeks or 480 hours equivalent (approximately 15 hours per week during the entire academic year).
- Students must present their research data in a poster session, give an oral presentation at a research symposium, and complete a written report (in lieu of a published manuscript).
- It is recommended that the students complete the research requirement during the summer between the second and third year.

Community Services Requirement
Through service, students will develop an understanding of the needs of the community, and experience the joy of making a difference in the lives of those in need. Students must complete a minimum of 100 hours of community service, as part of the general education requirement, to participate in the graduation ceremony.

To fulfill this graduation requirement, the selection of community service projects must receive departmental approval. Students are encouraged to discuss their options with their advisor, no later than the first semester in their sophomore year.

Course Descriptions

**HLS 130ABL – General Biology with Lab**
Introduction to the ecology, evolution, and diversity of life, covering all major groups of organisms from a phylogenetic perspective.
Prerequisite(s): High school biology and chemistry, each with a grade of “B” or better, and Biology placement test with a grade of “B” or better, or BIO 100. To continue to the second semester of the course (e.g. HLS 130BL), a passing grade of “C” or better in HLS 130AL.
Units: 10

**HLS 140ABL – General Chemistry with Lab**
Introduction to the fundamental concepts of chemistry, atomic theory, electron configuration, periodicity, bonding, molecular structure, reaction stoichiometry, gas laws, acids and bases, thermodynamics, kinetics, organic molecules, and changes in state in preparation for advanced classes in Life Sciences.
Prerequisite(s): High School Chemistry with a grade of “B” or better, and Chemistry placement test with a grade of “B” or better, or CHM 100. To continue to the second semester of the course (e.g. HLS 140BL), a passing grade of “C” or better in HLS 140AL.
Units: 10

**HLS 200 – Leadership Seminar I**
This interactive course will explore, both through readings and various activities, the meaning of leadership in today’s scientific enterprise at the service of society.
Prerequisite(s): Sophomore standing.
Units: 1

**HLS 210ABL – Organic Chemistry with Lab**
Intermediate chemistry course dealing with structural and synthetic concepts of organic chemistry, atomic theory, electron configuration, bonding, molecular structure, stereochemistry, molecular identification by IR, Mass, & NMR spectroscopy, reaction stoichiometry, purification, and reaction pathways.
Prerequisite: HLS 140ABL or equivalent. To continue to the second semester of the course (e.g. HLS 210BL), a passing grade of “C” or better in HLS 210AL.
Units: 8

**HLS 250L – Brain and Behavior**
Introduction to neuroscience and multi-level frames of reference that put the brain in context. Cells and molecules, nervous system organization, interactions with other body systems, higher brain functions, health and disease.
Prerequisite(s): HLS 130ABL and PSY 141.
Units: 3

**HLS 299 – Independent Study**
Provides students an opportunity to apply knowledge and skills obtained in prior courses and to learn skills not specifically presented in the curriculum by working with a mentor.
Prerequisite(s): Approval of Department Chair.
Units: 1-4
HLS 300L – Biochemistry with Lab
Advanced biochemical course in biological chemistry, cellular metabolism, enzyme protein complexes, peptide bonds, carbohydrates, glycolysis and citrate cycle, respiration, photosynthesis, ATP energy, degradation and biosynthesis of lipids and amino acids, enzyme kinetics.
Prerequisite(s): HLS210BL
Units: 4

HLS 302L – Cell Biology with Lab
This course is intended to help the student to develop an understanding of the cell as the basic biological unit. Emphasis is placed on ultrastructure, organization and function of cellular organelles, and the regulation of selected cell activities. Many other topics in cell biology will be addressed in subsequent courses.
Prerequisite(s): HLS 130ABL and HLS 300L
Units: 3

HLS 310ABL – Anatomy and Physiology with Lab
Introduction to anatomy and physiology for biomedical science students. Includes overview of all body systems, structure and function of cells, tissues, and organs. Detailed survey of the integumentary, musculoskeletal, digestive, urinary nervous, endocrine, reproductive, circulatory, and respiratory systems.
Prerequisite(s): HLS130BL and HLS140BL. To continue to the second semester of the course (e.g. HLS 310BL), a passing grade of “C” or better in HLS 310AL.
Units: 8

HLS 320L – General Microbiology with Lab
Microbiology provides an overview of the diversity, genetics, physiology, and ecology of micro-organisms, focusing on what sets them apart from the plants and animals studied in most of the biology courses. It will provide the necessary background for upper-level courses such as bacterial genetics or immunology, and issues related to public health.
Prerequisite(s): HLS 130ABL and HLS 140ABL
Units: 4

HLS 400 – Leadership Seminar II
Leadership Seminar II will focus on implementation of skills discovered in Leadership Seminar I.
Prerequisite(s): HLS200
Units: 1

HLS 401 – Pharmacology
An introduction to the structure, mechanisms, pharmacokinetics, pharmacodynamics, therapeutic uses and adverse reactions of prototypic agents from the major categories of drugs.
Prerequisite(s): HLS302L
Units: 3

HLS 402L – Molecular Biology with Lab
A course designed to introduce the scientific theory of molecular biology and gene manipulation combined with experimental laboratory practice. The central goal is understanding gene regulation at all levels.
Prerequisite(s): HLS300L and HLS302L.
Units: 3

HLS 405L – Immunology with Lab
Immunology is a course designed to introduce the student to the immune response, cellular and humoral, induction of immunity, detection of antibodies, principal serologic methods evaluation of immune response. It will address three sections: fundamental immunology, serology, and introduction to clinical immunology.
Prerequisite(s): HLS320L or equivalent and HLS302L.
Units: 3

HLS 410 – Human Genetics
Principles and methods of genetics as they relate to humans as individuals and in populations. This course covers the topics of human disease genes, cytogenetics, medical genetics, cancer genetics, and population genetics. In each section, principles are presented by way of illustration of particular human genetic diseases or conditions.
Prerequisite(s): HLS302L and HLS402L (or concurrent registration)
Units: 3

HLS 435 – Neurobiology: Human Neuroanatomy
Neurobiology: Human Neuroanatomy is a course designed to introduce the student to the gross and microscopic structure of the human nervous system, its organizational aspects, classical lesions and deficits.
Prerequisite(s): HLS310BL or equivalent.
Units: 3

HLS 444 – Clinical Immunology and Hematology
The course is a one-semester course, which provides basic knowledge in clinical immunology and hematology as it applies to disease pathogenesis and patient care. It will cover new advances in interventional clinical immunology and hematology, and sections on hematopoietic stem cell origins and immune responses to infectious diseases.
Prerequisite(s): HLS 320L and HLS 405L or department approval.
Units: 3

HLS 450 – Ethical Issues in Research
Exploration of ethical issues that arise while conducting biomedical research. Examination of ethical issues such as establishing guidelines for ethical research methods, understanding legal requirements for conducting biomedical research, considering subjects’ cultural and/or religious backgrounds, and citing others’ work. Includes guided practice in moral reasoning as it relates to research.

**Prerequisite(s):** Sophomore standing.
**Units:** 1

**HLS 490 – Senior Seminar**
Senior undergraduate students have the opportunity to expose to the important aspects of professional scientific practice before graduation and entry into the workforce. Some of the objectives are: 1) applying the scientific process, including designing experiments and testing of hypotheses; 2) using mathematics and statistics to evaluate scientific evidence; and 3) reading, understanding, and critically reviewing scientific papers and presentations.

**Prerequisite(s):** Senior standing; Approval of Department Chair.
**Units:** 1

**HLS 495AB – Capstone-MCAT**
A comprehensive summary course of the four year BS education for a deeper understanding of scientific principles with an emphasis of MCAT exam preparation. The course includes test taking strategy, critical thinking, problem solving elements, overviews the biological and chemical foundations of living systems, and challenges students understanding the psychological, social and biological foundations of behavior.

**Prerequisite(s):** HLS 130ABL, HLS 140ABL, HLS 210ABL, HLS 300L, SOC 141, PSY 141, PHY 250L, PHY 251L.
**Units:** 4

**HLS 499 – Research Project**
Provides students an opportunity to apply knowledge and skills obtained in prior courses and to learn skills not specifically presented in the curriculum by working with a mentor on a particular research project of the student’s choice.

**Prerequisite(s):** Junior standing; Approval of Department Chair.
**Units:** 1-4

**Post-Baccalaureate Certificate in Pre-Medicine**
Chair: Suzanne Porszasz-Reisz, Ph.D., M.S.C.R.
Location: W.M. Keck Building
Telephone: (323) 563-4834
Website: [http://www.cdrewu.edu/cosh/programs/graduate](http://www.cdrewu.edu/cosh/programs/graduate)

Charles R. Drew University of Medicine and Science is one of the 55 institutions in the country offering a Post-Baccalaureate Pre-medical program (see [http://services.aamc.org/postbac/](http://services.aamc.org/postbac/)). The certificate program is designed for "career changers" or “career enhancers.” Career changers are individuals who have already earned an undergraduate degree, but lack the requisite science background to pursue matriculation to medical or other graduate health professions schools. Career enhancers are individuals who have the requisite science background, but need to improve the status of their candidacy through improved admissions exam scores, completion of upper division sciences, and enhancing the application packet. Our program gives college graduates and professionals the opportunity to take courses required for admission to medical, nursing, osteopathic, pharmacy, and dental schools.

The Post-Baccalaureate program at The Charles R. Drew University is integrated with the undergraduate curriculum in the University’s Department of Health and Life Sciences. Our students enjoy the same intellectual energy, faculty attention and laboratory facilities as full-time undergraduates.

**The Mission**
The mission of the Department of Health and Life Sciences is to provide an integrated program of learning, research, leadership training, and community service in order to prepare graduates to pursue their goals for professional and advanced degrees in health care or biomedicine.

**Program Objectives/Student Learning Outcomes**
The Charles R. Drew University recognizes that the United States is facing a severe physician shortage: the Health Policy Institute predicts that the deficit in physicians will reach 200,000 by 2020, and recommends that U.S. medical schools produce an extra 10,000 physicians per year over the next 15 years to meet the demand. Moreover it is the distribution of physicians relative to the nation’s underserved, a population that is of most concern (Congressional Hearings, May 2006). Therefore, the Post-Baccalaureate Certificate Program aims to help address the problem of physician demand as well as distribution by increasing the number of those qualified to join the health professions.

In an environment of academic excellence and personalized attention, the post – baccalaureate program enables students to competitively apply to
health professional schools.

The program aims to develop critical thinking and test-taking skills within a rigorous academic setting. Our program seeks to optimize each student’s likelihood of success through individualized programs of instruction combined with small class sizes and one-on-one attention. Post-Baccalaureate Certificate holders are able to:

- Recognize physical, chemical, biological and biochemical foundations of living systems.
- Synthesize and integrate scientific concepts and principles to develop evidenced based problem solving skills upon completion of the Post Baccalaureate Certificate program.
- Implement verbal reasoning and writing skills to employ test taking strategies in the completion of professional health exams.
- Interpret the social, psychological, and biological foundation of behavior and their impact on society in the context of health and well-being.

In accordance with the University's mission, the Post-Baccalaureate Certificate Program challenges its students to become leaders in their field and in society. Strong ethical values are fostered and developed.

Program Highlights
Small Class Size - Each year a new class of up to 40 students are accepted into the program.

Individualized Attention - Students will have the opportunity to work closely with professors in a small class environment. Students will also have ample opportunities to:

- Interact with academic counselors and departmental staff
- Advance communication and test-taking skills through special workshops
- Receive personalized academic advisory, career exploration assistance, and medical school interview preparation with Career Counselors

Application
The Department of Health and Life Sciences accepts applications only once a year. See University Policy section in this Catalog for Application Deadlines.

Program Admission Requirements
The Department of Health and Life Sciences conducts a comprehensive review of all applications for certificate admission, involving an academic review and evaluation of personal achievements and life challenges.

Matriculation Requirements
- A Bachelor degree
- Official transcripts from all colleges attended and minimum overall grade point average (GPA) of 3.0.
- College of Science and Health admissions application and $35 application fee.
- Three letters of recommendation, one of which must be from an academic source.
- Completion of Math placement exam.
- Passing score on Biology and/or Chemistry placement exams or completion of CHM 100 and/or BIO 100 (or equivalent) with grade of “B” or better.

Certificate in Pre-Medicine Curriculum
The core curriculum represents a logical sequence of science courses necessary for application to medical and other schools of advanced health studies. Nevertheless, the certificate program is flexible and tailored to suit each student's specific goals and background.

Individuals taking all of the basic science courses will usually spend two academic years (four semesters) completing the program. For those taking fewer courses, less time may be required.

Post-Baccalaureate candidates may elect to take only the courses they require to achieve their goal; however, a Certificate of Completion will be awarded only to those students completing a minimum of 24 Units and achieving a cumulative G.P.A. of 3.2 or above.

Lower Division Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLS 130ABL</td>
<td>General Biology w/Lab</td>
<td>5,5</td>
</tr>
<tr>
<td>HLS 140ABL</td>
<td>General Chemistry w/Lab</td>
<td>5,5</td>
</tr>
<tr>
<td>HLS 210ABL</td>
<td>Organic Chemistry w/Lab</td>
<td>4,4</td>
</tr>
<tr>
<td>PSY 141</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 141</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>MTH 230</td>
<td>Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 231</td>
<td>Calculus II</td>
<td>3</td>
</tr>
<tr>
<td>or UPH 502</td>
<td>Principles of Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>or MTH 150</td>
<td>Statistics for Research</td>
<td>3</td>
</tr>
<tr>
<td>PHY 250L</td>
<td>General Physics I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHY 251L</td>
<td>General Physics II w/Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

Upper Division Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLS 300L</td>
<td>Biochemistry w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>HLS 302L</td>
<td>Cell Biology w/Lab</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>-------------</td>
<td>--------------------------------------------</td>
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</tr>
<tr>
<td>HLS 310ABL</td>
<td>Anatomy and Physiology w/Lab</td>
<td>4,4</td>
</tr>
<tr>
<td>HLS 320L</td>
<td>General Microbiology w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>HLS 401 or</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>HLS 402L</td>
<td>Molecular Biology w/Lab</td>
<td>3</td>
</tr>
<tr>
<td>HLS 405L</td>
<td>Immunology w/Lab</td>
<td>3</td>
</tr>
<tr>
<td>HLS 410</td>
<td>Human Genetics</td>
<td>3</td>
</tr>
<tr>
<td>HLS 444</td>
<td>Clinical Immunology and Hematology</td>
<td>3</td>
</tr>
<tr>
<td>HLS 450</td>
<td>Ethical Issues in Research</td>
<td>1</td>
</tr>
<tr>
<td>PSY 351</td>
<td>Human Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**MCAT Preparation**

Participation in the Charles R. Drew University MCAT Review Course is required (HLS 495AB). In addition, test-taking seminars are scheduled throughout the year and are designed to reduce test-taking stress as well as to raise scores.

**Community Service**

President John F. Kennedy once appealed to Americans: "Ask not what your country can do for you, ask what you can do for your country." Inherent in that theme is the idea that we shall all serve each other as fellow citizens. It is in this spirit that the community service requirement was launched. Through service, students will develop an understanding of the needs of the community, and experience the joy of making a difference in the lives of those in need. The minimum graduation service requirement for the Post-Baccalaureate Certificate is 25 hours.

**Course Descriptions**

See the Life Sciences Bachelor degree pages.
Graduate Programs
Urban Public Health, MPH

Program Director: Sondos Islam, PhD, MPH, MS
Location: W.M. Keck Building, Room 224
Telephone: (323) 563-5890
Website: http://www.cdrewu.edu/cosh/programs/graduate/urban-public-health

Accreditation Status
The Master of Public Health (MPH) in Urban Public Health at Charles R. Drew University of Medicine and Science (CDU) is accredited by the Council on Education in Public Health (CEPH).

Program Overview
Approximately half of the world’s population lives in densely populated urban settings - and in the U.S., many of those living in urban settings come from underserved minority groups. For many of the underrepresented minorities living in these areas, the urban setting presents a unique context of particular social and environmental factors informing health disparities. An urban public health program focuses on how health disparities originate and propagate within these settings.

Program Mission
The mission of the Urban Public Health Program at Charles R. Drew University of Medicine and Science, College of Sciences and Health (COSH), is

“To improve the health of urban populations through graduate education of future public health practitioners, urban-relevant scholarship, and community service specifically targeting the determinants of health disparities in underserved communities.”

Program Goals
1. To provide an exemplary education to public health graduate students from racially/ethnically diverse communities, particularly those from underserved communities, for careers in underserved urban health settings.

2. To promote the participation of MPH students and MPH faculty in health disparities research in urban community health issues.

3. To promote the participation of MPH students and MPH faculty in community health services that address health disparities in urban underserved populations, and to support the development of a well-trained and professional public health workforce.

Program Values
1. Social justice, cultural diversity, and the elimination of health disparities
2. Respect for all individuals and the communities in which they live.
3. Evidence-based practice: we value enhancing the curriculum through an active partnership between students, faculty, and the community in identifying authentic public health issues where students are involved in assessing and solving problems for the promotion of public health practice.
4. Excellence: we strive for the highest standard of performance by continually monitoring, evaluating and reviewing the program’s goals, objectives, and student learning outcomes.

Career Opportunities
Public health professionals have numerous career options within local, state, federal, and non-governmental health agencies; academic institutions; research organizations; health services organizations, and community advocacy organizations. Students who choose to pursue graduate education and training in urban public health at CDU will be prepared to address a wide range of urban health problems prevalent among the various ethnic groups, such as violence, substance abuse, mental illness, obesity, HIV/AIDS, and cardiovascular diseases, among others.

Program Objectives/Student Learning Outcomes (SLOs)/Competencies
Upon completion of the program, MPH graduates will be able to:

1. Apply core concepts of epidemiology to identify urban community health problems and ethnic/racial health disparities.

2. Use appropriate statistical methods to critically interpret health-related data and literature.

3. Identify multi-level risk and protective factors influencing the health status of ethnically diverse urban populations.

4. Apply basic theories, methods and models from a range of social, scientific and behavioral disciplines that are used in public health practice and research.

5. Identify and appraise public health programs, policy and advocacy processes for improving the health status of urban underserved populations.

6. Plan, develop, and evaluate culturally appropriate public health programs, interventions and policies that are responsive to urban underserved communities’ needs.
7. Apply principles of leadership and management, including the mobilization of community partnerships, to administer urban public health programs and solve health problems.

8. Demonstrate effective written and communication skills for public health practice that inform, educate and empower underserved communities.

**Graduation Requirement**
Successful completion of all MPH courses with a grade of 80% (B-) or better.

**Curriculum**
Currently, CDU’s MPH program is a cohort-based, five-semester, sequenced curriculum of 42 competency-based semester units of required courses. MPH classes are offered once a year, and are held in the evenings from 6-9 pm, three days a week (Tuesdays, Wednesdays, and Thursdays). The program is currently accepting full-time students only for fall semester matriculation.

The MPH curriculum is structured as follows:

**Core MPH Courses**
1. MPH 511 Principles of Epidemiology
2. MPH 512 Principles of Biostatistics
3. MPH 521 Environmental Determinants of Health
4. MPH 522 Social and Behavioral Theories in Public Health
5. MPH 523 Health Policy and Management

**Urban Health Courses**
6. MPH 502 Racial and Ethnic Disparities in Health
7. MPH 524 Community Organization in Urban Settings
8. MPH 527 Race, Culture and Public Health

**Strategies for PH Improvement Courses**
9. MPH 513 Program Planning and Evaluation
10. MPH 520 Public Health Biology
11. MPH 526 Health Education and Communication
12. MPH 581 Research Methods

**Competency-Based Courses**
13. MPH 590 Public Health Practicum (300 hours)
14. MPH 595 Culminating Experience (CE)

**Time to Degree**
The MPH program is a 5 semester, 42 unit, cohort-based full-time program delivered exclusively in the evening (6-9pm), convenient for working adults. Students receive an MPH degree upon satisfactory (80% score or better) completion of a minimum of 42 semester-credit program as described above (or the latest amendment available from the Program Director and posted on the Program Bulletin Board). Students are admitted to the program in the fall semester under a full-time cohort model.

**Requirements for Admission**
Admission is a competitive process in which each student’s entire application is individually reviewed. In selecting students, the program carefully considers the applicant’s responses to questions about “why public health as a career,” and “why the Charles R. Drew program specifically,” particularly with respect to the program’s mission of improving the health of underserved populations in urban settings. The applicant’s previous academic record, i.e., Grade Point Average (GPA) and performance on the Graduate Record Exam (GRE) are used to identify the student’s potential in fulfilling the CDU mission.

All applicants to the Urban MPH program must satisfy the following minimum admission requirements.
1. University admissions application.
2. A non-refundable $75 application fee.
3. An earned baccalaureate (or higher) degree from an accredited university.
4. Official academic transcripts from all previous colleges and/or universities attended. Transcripts will be considered official if forwarded directly to the University Admissions Office (do not send to the Program Directory) by the institutions attended or if hand-carried with official seal intact. All official documents become the University’s property. Failure to complete the application or to provide accurate and authentic documents may result in denial of admission.
5. Graduate Record Exam (GRE) taken within last five years of application date. Applicants holding a graduate degree with a graduate GPA of 3.0 or higher may request waiver of the GRE requirement.
6. A personal essay describing the student’s motivations and reasoning for applying to the UPH program at CDU.
7. Three (3) letters of recommendation using the recommendation forms found on the Application website, http://www.cdrewu.edu/admissions/apply-now

**Transfer Credit**
Applicants may petition the transfer of MPH-relevant graduate coursework during the application process, or upon notification of acceptance into the program. Normally, the maximum number of units (Units) from other institutions that students will be able to transfer into the MPH Program is six (6) semester units. MPH courses taken at other institutions must be approved by
the Program Director. Only units with a B grade or better will be transferable.

**Admission Deadlines**
See University Policies section of this Catalog for deadlines regarding Application for Admission and Financial Aid. Class sizes of approximately 15-20 students are admitted each fall semester. Applications for admissions are processed as they are received and applicants are encouraged to complete their application packets as soon as possible and not wait for the final deadline as the class may be filled.

**Other Admissions Information**
For all other admissions information including international applications, registration, appeal, tuition, financial aid and scholarship, refer to the criteria outlined in the University Policies section of this Catalog.

Residence Requirement: MPH students must complete a total of at least 36 units in residence.

**Course Descriptions**
Currently approved courses are listed below. Students should check with the UPH Program Director to determine availability of additional courses that have been approved and added after the publication of this Catalog.

**MPH 502 Racial and Ethnic Disparities in Health**
This course offers an analysis and evaluation of various topics and issues on health disparities of underserved racial, ethnic or minority vulnerable populations as well as an analysis of research that describes, explains and examines variables influencing health disparities and intervention strategies to reduce these disparities.

**Units:** 3

**MPH 511 Principles of Epidemiology**
Principles of Epidemiology focuses on the study of the distribution and determinants of urban health issues through the use of vital statistics data. The course provides students with the necessary skills to investigate the epidemiology of diseases as well as to critique population-based studies in urban public health.

**Units:** 3

**MPH 512 Principles of Biostatistics**
Principles of Biostatistics introduces students to the statistical methods commonly used in public health research, including the appropriate uses and common misuses of health statistics. The course provides the students with the necessary skills to analyze interpret and critique urban public health research studies.

**Units:** 3

**MPH 513 Program Planning and Evaluation**
Program Planning and Evaluation builds on previously-learned skills of epidemiology, biostatistics, and social and behavioral theories in public health. The course provides students with the necessary skills to plan, design, implement and evaluate public health programs for improving health in urban settings.

**Units:** 3

**MPH 520 Public Health Biology**
This course addresses the basic biologic principles in the definition, monitoring and promoting health or preventing disease. It introduces population biology and the ecological principles underlying public health. The course focuses on specific diseases of viral, bacterial, and environmental origin. It uses specific examples of each type to develop the general principles that govern interactions among susceptible organisms and etiologic agents.

**Units:** 3

**MPH 521 Environmental Determinants of Health**
Urban environmental factors, including social, physical and chemical factors are examined as determinants of health, with a particular emphasis on urban communities and strategies for reducing or eliminating ambient, workplace, and residential environmental threats.

**Units:** 3

**MPH 522 Social and Behavioral Theories in Public Health**
This course reviews the social and behavioral theories influencing health-related behavior, and their application in public health programs. Students are provided the skills to apply, critique and recommend theoretically-based public health programs targeting various urban ethnic groups.

**Units:** 3

**MPH 523 Health Policy and Management**
This course examines the political, structural, economic, ethical, and legal framework in which U.S. public health organizations develop, administer, and evaluate PH programs, and the U.S. policy making processes that affect the health of populations.

**Units:** 3

**MPH 524 Community Organization in Urban Settings**
This course provides students with the knowledge and skills to empower underserved urban communities to address health disparities through community organization, capacity and coalition building, community-based participatory research, and transcultural communication.

**Units:** 3
MPH 525 Health Policy and Management
Health policy and leadership are studied as strategies for improving the health of urban populations through the creation and communication of shared visions for a changing future, and the championing of solutions to organizational and community challenges. An emphasis is placed on ethical choices, stewardship, equity, social justice and accountability.
Units: 3

MPH 526 Health Education and Communication
The course provides an overview of the development, design, and delivery process for public health education, communications and informatics. It is designed to familiarize students with the process of communicating public health information, goals, and objectives, and the application of both traditional and advanced communication technology into meaningful interventions.
Units: 3

MPH 527 Race, Culture and Public Health
Working towards “cultural competence,” this course discusses the historical and contemporary ways that race and culture have been measured and understood in public health research and practice. The course examines racial formation, medicalization, biological and cultural determinism, and ways that differences between racial/ethnic groups are central to managing health disparities.
Units: 3

MPH 529 Independent Studies
Independent studies are used to provide required coursework when the student is unable to attend a regularly scheduled course, or when the course has to be repeated. The following letter suffixes apply (e.g., MPH 529A):
A. Racial and Ethnic Health Disparities
B. Principles of Epidemiology
C. Environmental Determinants of Health
D. Principles of Biostatistics
E. Social and Behavioral Theories in PH
F. Health Policy and Management
G. Community Organization in Urban Settings
H. Research Methods
I. Program Planning and Evaluation
J. PH Biology
K. Health Education and Communication
L. Race, Culture and PH
Units: 3

MPH 590 Urban Public Health Practicum
The practicum is a hands-on course which transitions students from an academic to a practice mindset. It requires the completion of 300 hours (100 hours for each credit hour) in a variety of public/private urban health settings. Students start their practicum in the second fall semester after matriculation. The student, in collaboration with the work-site preceptor, identifies the public health skills from the five public health domains, which will be applied during the practicum experience and used for the student’s practicum-performance evaluation.
Units: 3

MPH 595 Culminating Experience (CE)
The CE course is offered in the last semester before graduation. Students choose from the following three (3) CE options that stem from research and practice involving a salient urban public health issue:
Units: 3

MPH 595(a): Capstone Project
The capstone project provides an opportunity to integrate technical and professional knowledge and management/leadership tools into a comprehensive and written report on prioritized urban public health issues from local and national perspectives. Working as an interdisciplinary team, students prioritize; recommend interventions and evaluation methods to an external decision-making body.

MPH 595(b): Thesis
Students apply methods of research to the study of urban public health issues culminating in a monograph embodying public health research. The monograph is formally presented in a public forum to a thesis committee, and must be potentially publishable or have public health impact.

MPH 595(c): Grant Proposal
Working independently or as a team, students submit a grant proposal addressing a salient urban public health issue including a needs assessment, goals and objectives of the proposed study, the methodology, implementation, evaluation, budget and timeline of the proposed program.

MPH Academic Standards and Policies
CDU’s MPH program is a five-semester cohort-based program of required courses, currently accepting only full-time students for fall semester matriculation. MPH classes are offered only once a year, and are held in the evenings from 6-9 pm, three days a week. Accordingly, a student who fails to successfully complete an MPH course i.e., passing the course with a letter grade of “B-” (80%) or better, will have to repeat the course in the following year when the course is offered again, and will not be able to register for the second year course being offered on the same evening, thus delaying the student’s graduation date.

If a student fails to successfully complete two MPH courses within an academic year, he/she will be put on
probation. A student on probation will be required to repeat and successfully complete the courses the following year when the courses are offered again, and accordingly, will not be able to register for the second year courses being offered on the same evening, thus delaying the student’s graduation date. Probation will be lifted when the student successfully completes the repeated courses. A student on probation who fails another MPH course will be administratively dropped from the program, but will be given the option to re-apply to the program the following academic year.

Probation may be considered by the MPH program for the following reasons, but is not limited to:

- Failure to successfully complete two MPH courses with a letter grade of “B-” (80%).
- Record of excessive absences (three or more absences in one class) and/or tardiness.
- Unsatisfactory removal of two “Incomplete” grades.
- The student is in violation of the program, college or university’s behavioral or professional standards.
- The student fails to meet the MPH program’s “Ethical Guidelines” (see Appendix A in the MPH student handbook).
- Failure to comply with any MPH program policies or regulations.

The MPH program probation is determined to be continuous until the MPH student is either in a good academic standing and/or has met the behavioral standards of the program. The student will be notified in writing of their probationary status. The minimum standard(s) required to remove this probationary status will be stated in the notice of probation to the student.

**Termination from the MPH Program**

MPH faculty has the responsibility to prepare students to function as competent and ethical public health professionals. In this regard, the MPH faculty also have the obligation to terminate a student from the program at any time prior to completion of his/her program when the student fails to maintain minimum expected quality academic and professional standards in the classroom or in the field practicum.

Upon review by the MPH faculty a student may be terminated from the MPH program if one or more of the following occurs:

- Receives two “F’s” (<80%) in any MPH course;
- Earns below the minimum 3.0 cumulative grade point average (GPA) at the end of two consecutive grading periods;
- Demonstrates inappropriate or disrespectful conduct toward faculty, staff, and/or student peers;
- Fails to demonstrate ethical conduct.

Any MPH faculty member may request an MPH faculty review of a student at any other time if circumstances warrant such a review. The request for special review must be in writing to the MPH program director. The MPH program director must approve the request before the review is scheduled. The MPH faculty review committee will consist of a minimum of three MPH or COSH faculty members, and is subject to approval by the MPH program director.

Students will be notified, in writing, of termination following a graduate faculty vote to dismiss.

**Petition for Reinstatement**

Upon receipt of a termination notice, a student who believes there are extenuating circumstances that led to the noted deficiencies may submit a written request for reinstatement into the program. Requests must be made within ten (10) working days after receipt of the program’s notice of termination. Once the program receives a reinstatement request, the following process will occur:

1. The student shall submit a written petition explaining the extenuating circumstances leading to the notice of termination;
2. The MPH program director will constitute a Reinstatement Review Committee consisting of three (3) MPH faculty. The Reinstatement Committee will meet within five (5) working days following receipt of the student’s written petition;
3. The committee shall deliberate in private and transmit its recommendations to the MPH program director within five (5) working days following the reinstatement meeting;
4. The MPH program director shall consider the Reinstatement Review Committee’s recommendation and provide written notification to the student and the committee of his/her decision within three (3) working days of receipt of the committee’s recommendation.

Students who are reinstated, as a result of their appeal, but who subsequently violate the above policies are automatically and permanently terminated from the program without an additional opportunity to request reinstatement.
COSH Governance
The College of Science and Health has a full range of faculty governance committees including:

1. **Executive Committee:** serves as the official voice of the Faculty of the College of Science and Health.
2. **Committee on Committees:** serves as the Parliamentarian for the Faculty Association.
3. **Educational Effectiveness and Academic Policy Committee:** has primary responsibility for formulating and recommending educational policy in all matters of concern to the College of Science and Health, including the implementation of such policy.
4. **Faculty Appointment and Promotion Committee:** takes action on recommendations of faculty appointments and promotions to the Dean based on documentation.
5. **Faculty Concerns and Grievance Committee:** monitors and reviews matters concerning academic freedom, Faculty conduct, recruitment and retention, educational leave, sabbaticals, vacation, and other leaves, compensation and benefits.
6. **Student Affairs Committee:** develops and maintains channels of communication between students, faculty, and administration, and serves as liaison with students to implement social, cultural, and intellectual activities.
7. **Research Committee:** supports and encourages the development and implementation of research in the College of Science and Health.

**Student Complaints and Grievances**

Students who have complaints against other students should report their complaints to the program director, and if the matter is not resolved at the program level, the student may then request the Office of Dean to address their complaint.

Students who have a complaint against a staff member should report the complaint to the staff member’s supervisor. If such a report would be uncomfortable for the student or otherwise, inappropriate, the student should contact the Dean for the College of Science and Health.

Students who have a complaint against a College policy or action which is alleged to have violated the students’ rights should first contact the program director. If the student is not satisfied that the matter is resolved at the program director level, the student may then request a hearing before the Student Academic Performance, Promotion and Judiciary committee. The request for a grievance hearing should be submitted in writing to the committee chair within 10 business days after an initial conference has taken place with the appropriate program director. The student will be notified by the committee chair in writing of the hearing. (It usually takes 7 business days after receipt of written request.) Once a student’s name appears on the committee’s agenda and a decision has been rendered, the student has the right to appeal the decision.

The steps involved in the appeal process are delineated as follows:

1. The student will have no more than 30 days to appeal the committee’s decision. This appeal is to the Dean of the College of Science and Health. The Dean may uphold the decision of the committee and no further review will be necessary. If the Dean does not uphold the committee’s decision, numbers two (2) and three (3) below will apply.

2. The Dean may appoint an ad hoc committee to hear the appeal. The members of this committee shall be faculty members who have not been involved in the original decision in question. The chairperson of the committee shall present its findings to the Ad Hoc Appeal Committee but shall not sit as a voting member of said committee. The Ad Hoc Appeal Committee, with the approval of the Dean, may have legal counsel present.

3. The Ad Hoc Committee shall be empowered to call members of the original committees as witnesses and other appropriate members of the faculty and shall have authority to review records pertaining to the student’s appeal. The Ad Hoc Appeal Committee shall report its decision directly to the Dean of the College of Science and Health, one week after the receipt of the appeal. The Dean will inform the student in writing as to the outcome of the appeal. Students shall have the right to have their academic records treated in a confidential and responsible manner as required by the Family Education Rights and Privacy Act of 1974.
COLLEGE OF SCIENCE AND HEALTH

Faculty By Program

Dean's Office
Gail Orum, PharmD, Dean

Department of Health & Life Sciences
Suzanne Porszasz-Reisz, Ph.D, MSCR, Department Chair, Associate Professor
Jorge N. Artaza, Ph.D., MS, Associate Professor
Victor Chaban, Ph.D, Associate Professor
Silvana Constantinescu, Ph.D, Postdoctoral Fellow, Instructor
Sonsoles de Lacalle, MD, Ph.D, Associate Professor
Monica Ferrini, Ph.D, Associate Professor
Thomas R. Magee, Ph.D, Assistant Professor
Franklin Ow, Ph.D, Adjunct Assistant Professor
Enrico Rodrigo, Ph.D, Assistant Professor
Wayne Taylor, Ph.D, Associate Professor

Department of General Studies
Candice Goldstein, Ph.D, CADC-II, Chair
Harold Abramowitz, M.F.A., Assistant Professor
Enrico Rodrigo, Ph.D, Assistant Professor
Michael Reed, M.A., Adjunct Instructor
Sanubo Toeque, Ph.D, Adjunct Assistant Professor
Linda Towles, M.A., Adjunct Instructor

Health Information Technology Program
Babatunde Oyefeso, RHIA, CCS, CCS-P, Interim Program Director
**Radiologic Technology Program**

Eugene Hasson, M.S., R.T.,(R), Program Director
Carmen Saunders, M.B.A., M.A.O.M., R.T.,(R), Clinical Coordinator/Instructor
Louis Armstead, B.S., R.T.,(R), Adjunct Instructor

**Urban Public Health Program**

Sondos Islam, Ph.D., M.P.H., M.S., Associate Professor, Program Director
Bita Amani, Ph.D., M.H.S., Assistant Professor
Cynthia Davis, M.P.H., Assistant Professor
Nina Harawa, Ph.D, M.P.H, Associate Professor
Mohsen Bazargan, Ph.D., Professor
Paul Robinson, Ph.D., Assistant Professor
Fred Dominguez, MD, M.P.H, Adjunct Assistant Professor
Yasser Aman, Dr.PH, Adjunct Assistant Professor
History of the College of Medicine

Initially known as the Charles R. Drew Postgraduate Medical School, the university was incorporated in the State of California in August 1966 as a private, nonprofit, educational institution. Mitchell Spellman, M.D., PhD was selected as the founding Executive Dean in 1968 and M. Alfred Haynes, M.D., MPH was appointed the first department chairman of the Community and Preventive Medicine Department. The school signed an affiliation agreement with the County of Los Angeles in 1971 and the first annual contract between the school and the county Department of Health Services was formalized. The relationship between the two entities became operational. When the Martin Luther King Jr. General Hospital opened in 1972, responsibility for direction of the hospital's medical services was assigned to the Charles R. Drew University's Department Chairmen, each of whom was designated chief of the hospital's corresponding clinical service. At that time, employees of the Charles R. Drew Postgraduate Medical School numbered a mere 109 people; 29 of these full-time faculty and nine were Department Chairman.

In 1973, the school issued a three-volume “Master Plan Study” which provided the blueprint for the development the Charles R. Drew University over the next decade. The report focused on the creation of an infrastructure that would facilitate the physical growth of the campus as well as the creation of programs. These programs would emphasize community collaboration and seek to improve the health of residents in the neighboring Watts and Willowbrook communities.

In 1978, the Charles R. Drew University Post Graduate Medical School entered into an affiliation agreement with the University of California, Los Angeles, to develop a program for undergraduate medical education leading to conferment of the M.D. degree. Since its first students entered the program in the Fall of 1981, the program has graduated more than 550 students.

The W. Montague Cobb Building is home to the College of Medicine.
College of Medicine Administration

Daphne Calmes, M.D.
INTERIM DEAN

Ronald Edelstein, EdD.
ASSOCIATE DEAN, ACADEMIC AFFAIRS

Jimmy Harra, MD.
INTERIM ASSOCIATE DEAN, GRADUATE MEDICAL EDUCATION

Kenneth Lewis, M.D.
ASSOCIATE DEAN, CLINICAL AFFAIRS

Peregrina Arciaga, M.D.
ASSISTANT DEAN, CLINICAL STIMULATION

Madeleine Valencerina, MD
ASSISTANT DEAN, MEDICAL STUDENT AFFAIRS
Welcome to the College of Medicine at Charles R. Drew University of Medicine and Science.

The CDU/UCLA Medical Education program is our partnership program with the David Geffen School of Medicine at UCLA, dedicated to training students who will become physician leaders in the care of underserved and diverse populations. Each year, 28 students, including four in the CDU/UCLA PRIME program, are selected based on their academic performance and demonstrated commitment to the CDU mission, vision and values. The program began in 1981 and has graduated over 550 medical students. Our medical education program graduates continue their residency training in the best programs in the region, state and nation. They have become leaders in clinical care in all areas of medicine including research, academics and health care administration.

In these Catalog pages you can read about our medical education program, the medical student thesis program and the mission-based clinical opportunities available to medical students in community settings throughout Los Angeles. I encourage you to visit our website, read our brochures and speak with our faculty and students about all of the wonderful opportunities available for our medical students.

Daphne Calmes, M.D.
Interim Dean, College of Medicine
The College of Medicine

Faculty of the Charles R. Drew University College of Medicine perform an enormous scope of work to fulfill the College's mission of education, patient care, research, and service in improving healthcare in underserved communities.

The College's faculty are responsible for the CDU/UCLA Medical Education Program. College of Medicine faculty also conduct programs in Continuing Medical Education (CME) for faculty and community physicians. The Charles R. Drew University is one of only a select group requiring medical students to complete a research thesis for graduation supervised by faculty research mentors.

Faculty supervise community-based programs affiliated with Charles R. Drew University. These affiliated programs are central to the University's teaching mission. The community-based programs serve as clinical teaching sites, community service hubs, and demonstration projects for testing innovative methods of healthcare delivery, clinical care, and health services research.

The College of Medicine faculty is also responsible for teaching an array of pre-collegiate programs that make up the Charles R. Drew University Extended Science Pipeline Programs. Individual programs in which College faculty are involved include: the Saturday Science Academy, the Post Baccalaureate Program, the Lincoln Drew Elementary Magnet School, and the King/Drew Medical Magnet High School. The pipeline concept has been endorsed by the American Association of Medical Colleges and various national commissions as a method for encouraging underrepresented populations to pursue higher education and careers in healthcare.

Office of Medical Student Affairs and Curriculum

The Office of Medical Student Affairs and Curriculum provides academic, matriculation and personal support services to students in the CDU/UCLA Medical Education Program. These services include: academic counseling and scheduling, information regarding graduation and licensure requirements, and assistance and referrals for academic and personal needs. The office is also responsible for the administration of student admission and support services, in coordination with the DGSOM at UCLA Student Affairs Office.

General information about the Medical Education Program and Student Services can be obtained from the Office of Medical Student Affairs.

The associate dean for medical student affairs and the staff provide an environment in which the academic and personal needs of students are met on a daily basis. Matters of serious concern may be brought to their attention with assurance of strict confidentiality.

The office is open Monday-Friday, 8:00 a.m. to 5:00 p.m.

Office of Medical Student Affairs

W. Montague Cobb Medical Education Building
Charles R. Drew University
1731 E. 120th Street
Los Angeles, California 90059

General Information (323) 563-5956
Admissions (323) 563-4978
David Geffen School of Medicine at UCLA
Student Affairs Office
The UCLA Student Affairs Office (SAO) is located in the UCLA Center for the Health Sciences, Room 12-109. UCLA staff is available to answer questions and provide assistance while students are on the Westwood campus.

Important telephone numbers at the UCLA office of Student Affairs include the following:

Student Affairs Office (310) 825-6281
Financial Aid Office (310) 794-1629

Academic Programs

CDU/UCLA Medical Education Program
The CDU/UCLA Medical Education Program was initiated in 1978, by joint approval of the Regents of the University of California and the Board of Directors of Charles R. Drew University of Medicine and Science, (known then as the Charles R. Drew Postgraduate Medical School). The charter class entered in August 1981 as candidates for the M.D. degree.

The Medical Education Program is especially designed to attract students who have an interest in addressing the concerns of underserved populations and who are prepared to do so with competence and compassion. Undergraduate medical students accepted into this program benefit from the best efforts of both the Charles R. Drew University of Medicine at UCLA in a combined curriculum.

The Prematriculation Program
During the summer preceding the first year of study, students entering the Medical Education Program are required to attend a one-week pre-matriculation program. The purpose of the program is to orient students to the medical education curriculum, Charles R. Drew University and the surrounding community. The program emphasizes the development of specific learning skills such as critical thinking, problem solving, and study group interaction which are needed for successful completion of the CDU/UCLA Medical Education Program.

First and Second Years
The first and second years of study are conducted chiefly at the David Geffen School of Medicine at UCLA. The block-based curriculum for years one and two integrates normal human biology with disease processes and clinical skills. Instruction is accomplished through lectures and in small group discussions, laboratories and conferences.

Progress is evaluated on a pass/fail basis.

First Year (David Geffen School of Medicine, UCLA)
The following courses are taught in sequential order:

1. Block 1: Human Biology and Disease 401 Foundations of Medicine 1 (8 weeks)
   Pathologic processes, genetics, molecular and cellular biology, basic immunology, and critical appraisal.

2. Block 2: Cardiovascular, Renal, & Respiratory Medicine I (8 weeks)
   Anatomy, histopathology, physiology, biochemistry, genetics, imaging, and selected pathophysiologic mechanisms of these organ systems along with the clinical assessment of these organ systems.

3. Block 3: Gastrointestinal, Endocrine, & Reproductive Medicine I (8 weeks)
   Anatomy, histopathology, biochemistry, nutrition, genetics, and selected pathophysiologic mechanisms, along with the clinical assessment of these organ systems.

4. Block 4: Musculoskeletal Medicine (5 weeks)
   Anatomy, imaging, histopathology, pathophysiology and pharmacology related to this system with a focus on rheumatology and physical medicine.

5. Block 5: Medical Neurosciences I (5 weeks)
   Neuroanatomy, histopathology, neurobiology, neurology, imaging, pharmacology, pathophysiology, and clinical assessment of the neurological systems.

A preceptor program is offered in which a faculty or house officer preceptor introduces the student to patient care on the wards and/or in the physician's practice site.

Second Year (David Geffen School of Medicine at UCLA)
The courses of the second-year curriculum include
foundations in pharmacology, microbiology, infectious diseases, cancer, and hematology; advanced topics in gastrointestinal medicine, nutrition, and reproduction; and advanced topics in cardiovascular, renal, and respiratory medicine.

**Block 6: Foundations of Medicine II (8 weeks)**
Basic pharmacology, microbes, host defense and immunity, immune disorders, clinical trials & epidemiology, infectious diseases, including classification of pathogens & therapeutics, cancer-including classification, causes & therapeutics of other blood disorders.

**Block 7: Gastrointestinal, Endocrine, & Reproductive Medicine II (8 weeks)**
Endocrinology; reproductive health & disease; GI diseases; gender-specific diseases; skin diseases; common infectious diseases, therapeutics; and prevention, including nutrition.

**Block 8: Medical Neurosciences II (5 weeks)**
Neuroanatomy, neurobiology, psychopathology, neurology, and psychopharmacology.

**Block 9: Cardiovascular, Renal & Respiratory Medicine II (8 weeks)**
Pathology & pathophysiology of these systems; including hypertension, developmental disorders; therapeutics-pharmaceuticals and other treatments; clinical trials & epidemiology; prevention; common infectious agents.

Assessment Week (1 week)
One-week block of assessment concludes the second year to prepare for the USMLE and clerkships.

**Third Year (Charles R. Drew University)**
The third year consists of 49 weeks of required clerkships; one week of Clinical Foundations and 48 weeks of clinical clerkships. All third year coursework must be completed before a student is allowed to take senior and elective courses. It is in the third year that most students decide their specialty.

**Third Year Core Clerkships**
All required clerkships are taken at Charles R. Drew University and the David Geffen School of Medicine at UCLA affiliates.

**Clerkship** | **Duration**
---|---
Clinical Foundations | 1 week
Primary Care Continuity Clinic | Longitudinal
Radiology | Longitudinal

**Track A Clerkships**
- Surgery Clerkship | 12 weeks
  - General Surgery (6 weeks)
  - Surgical Subspecialties (6 weeks)
- Pediatrics Clerkship | 6 weeks
- Obstetrics and Gynecology Clerkship | 6 weeks

**Track B Clerkships**
- Inpatient Medicine Clerkship | 8 weeks
- Psychiatry Clerkship | 5 weeks
- Neurology Clerkship | 3 weeks
- Ambulatory Medicine Clerkship | 4 weeks
- Family Medicine Clerkship | 4 weeks

**Total Required Weeks** | **49 weeks**

**Unscheduled Time**
- Winter Break | 2 weeks
- Spring Break | 2 weeks

**Learning Objectives for Required Clerkships**
Upon completion of the required clerkships, it is expected that the student will be able to demonstrate:

1. The ability to take an accurate, focused patient history, including psychosocial and family issues;
2. The ability to perform a complete or focused physical and psychiatric examination;
3. The ability to give a complete, accurate, and organized case presentation;
4. The ability to keep a complete, accurate, organized medical record;
5. Knowledge of common acute and chronic problems across age and gender;
6. A basic knowledge of gender and age-specific preventive health measures;
7. Interpersonal skills that enable the development of patient rapport;
8. The ability to use evidence-based medicine to solve clinical problems;
9. Knowledge of appropriate use of imaging modalities, including conventional radiography, ultrasound, CT, or MR imaging;
10. The ability to formulate a patient-centered management plan that incorporates the principles
of prevention and health education;
11. Knowledge of, and sensitivity to, cultural and socioeconomic issues that impact patient care;
12. Knowledge and skills needed to provide cost effective and appropriate care;
13. Skills in life-long learning, including the ability to search computerized medical databases;
14. The ability to utilize other members of the healthcare team, including consultant physicians, nurse practitioners, nutritionists, and mental health professionals.

These learning objectives have been compiled by the Educational Policy and Curriculum Committee (EPCC) in an effort to inform students of the expectations of their performance on clinical clerkships. The objectives apply to all the required third year clerkships.

Students can access detailed descriptions of required clerkships in the Handbook of Courses for Third Year Students published by the UCLA David Geffen School of Medicine at UCLA Student Affairs Office or at: http://www.medstudent.ucla.edu. Students may also access course information on Angel, the online curriculum resource at the following URL: http://www.medsch.ucla.edu/angel.

Fourth Year: Urban/Underserved College (Charles R. Drew University)

Curricular revision at the David Geffen School of Medicine at UCLA has resulted in the development of smaller focused entities known as "Colleges" to enhance career advising and mentoring in addition to other defined activities. The fourth year of the CDU/UCLA Medical Education Program at Charles R. Drew University is known as the Urban/Underserved College.

- One week of College Foundations and thirty (30) weeks of coursework are required for the fourth year. Of these, twelve weeks must be sub-internships (300 and 400 level) and three weeks must be an ICU elective.
- 3 week, 400-level subinternship

The remaining 18 weeks may be spent in approved electives at any level. However, no more than 6 weeks may be spent in research or non-clinical electives. Up to 12 elective weeks may be arranged at other community medical centers and hospitals, also known as “away electives”. Information on elective courses offered both at Charles R. Drew University and UCLA is available from the Handbook of Courses for Fourth Year Medical Students published by the David Geffen School of Medicine at UCLA Student Affairs Office or at http://www.medstudent.ucla.edu.

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
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<tbody>
<tr>
<td>College Foundations</td>
<td>1 week</td>
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<tr>
<td>Medicine Subinternship</td>
<td>3 weeks</td>
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<tr>
<td>Intensive/Critical Care Subinternship</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Senior Selective</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Additional Electives</td>
<td>21 weeks</td>
</tr>
</tbody>
</table>

Total number of weeks required for the fourth year: 31 weeks

Unscheduled Time

- Winter Break: 2 weeks
- Vacation/interviewing: 12 weeks

Elective Clerkships

The goal of the Elective Program is to broaden the medical education experience of the student. The fourth year provides the opportunity to investigate personal interests as well as gain exposure to subjects that students may not have the time to experience after medical school. Elective clerkships may only be taken once the third year core clerkships are successfully completed. The maximum duration of an elective course for which a student may receive credit is four weeks.

Electives are of three types: in-depth non-clinical electives, advanced clinical clerkships and sub-internship or sub-internship/inpatient courses. Below are descriptions of the three types of electives. For more information, please refer to the Handbook of Courses for Fourth Year Medical Students.

In-Depth Non-Clinical Electives explore the basic sciences as well as the clinical aspects of an organ system and its disease states; or focus on a particular field of study.

In-Depth Non Clinical Electives do not count toward California licensing. No more than six weeks (6) of In-Depth Non Clinical Electives and Research Electives combined will be granted toward the 30 weeks of required course work for the fourth year. Advanced Clinical Clerkships Electives (200 level) enable students to utilize and build on the fundamental information and skills acquired during required rotations from the third year. Courses are structured to increase students' depth of insight into complex medical problems and to stress development of intellectual and decision-making processes.
Sub Internship Electives (300 & 400 levels) are inpatient, emergency or outpatient clerkships that give students increased responsibility for decisions made for the total care of the patient. In general, the student will be expected to function at a first-year resident level.

Research Electives
In addition to clinical clerkships, research electives are also available and may be developed with mentors to meet special interests. Research sabbaticals may be arranged to accommodate a year of study at UCLA, an affiliated hospital, the National Institutes of Health, or any other appropriate institution. Fellowship and research opportunity information is available from the Office of Medical Student Affairs.

Medical Student Research Thesis Program (Longitudinal Experience)
All students in the CDU/UCLA Medical Education Program are required to complete a research project and research thesis. The goal of the research project/thesis is to address medical conditions commonly encountered in primary care practice. Students develop, design and implement a research project during their two-year longitudinal research experience.

Longitudinal Clerkships
Primary Care, PC011 (Third Year)
Primary Care, PC02 (Fourth Year)
Radiology (integrated in all rotations throughout the third year)

Scheduling
Students are responsible for scheduling their courses. Each student is provided with a scheduling packet containing samples of forms and an outline of requirements.

Scheduling meetings are held by the DGSOM at UCLA Student Affairs Office and the Charles R. Drew University Office of Medical Student Affairs. The meetings outline the clerkship scheduling process. An introduction to the National Residents Matching Program is also provided at these meetings.

Scheduling Fourth Year Electives
The access of CDU/UCLA Medical Education Program students to electives published in the Handbook of Courses for Fourth Year Medical Students is equal to that of UCLA students, subject to a computerized lottery system.

To participate in non-UCLA system electives, students must ensure that all necessary forms are routed to the appropriate persons, e.g., course chair, faculty advisor, and Associate Dean of Student Affairs. These forms include the outside institution's own forms, as well as special “away elective” forms. In order for the Associate Dean of Student Affairs to accurately complete the paperwork, it will be necessary to provide documentation of an active personal health insurance plan and evidence of Rubella status (a record of immunization or result of a screening test). Upon receipt of all paperwork, the Office of Medical Student Affairs will complete the forms, retaining for the student's file the documentation of personal health insurance, rubella immune status, and other relevant information; and will then forward the completed application to the institution at which the elective will be taken.

An elective is not considered to be approved until all required signatures have been obtained.

Prior to starting the senior year, students are to complete an elective scheduling form outlining their proposed schedule. Each student is to discuss the schedule with the Associate Dean of Student Affairs.

Changes to a student's elective clerkship schedule may be accomplished by completing an add/drop form with the Charles R. Drew University Office of Medical Student Affairs. An appropriately completed and signed add/drop form must be provided to the Associate Dean of Student Affairs at least 30 days before the requested date of the addition or deletion of a course from a student's program.

Grading System
The CDU/UCLA Medical Education Program currently has a strict pass/fail grading system for all four years.

Evaluations
There are three categories of evaluations: Student Evaluation of Clerkships and Faculty; Faculty and Resident Evaluations of Students; and Clerkship Director's Summative Evaluation and Grading.

Student Evaluation of Clerkships and Faculty
Medical students are responsible for providing evaluation as requested through the standardized evaluation system, “CoursEval”. The data collected is used in the aggregate to evaluate courses, curricula, and faculty, and the data is reported back to Clerkship Directors for use in improving teaching and rotations. The time and tools are provided to the student for critiquing the instructional program, and it is incumbent on the student to provide the information for assessment. Constructive criticisms as well as positive recognition will be appreciated and the anonymity of the student is protected. The URL for the web-based
program is http://evaluation.medsch.ucla.edu/. Students complete evaluation forms online upon completion of a given clerkship.

At the close of a clerkship, each student will receive an email reminder that he/she is required to complete the clerkship evaluation. Results of each clerkship rotation evaluation will be available to clerkship directors after they have completed and submitted the students' grades. The individual faculty evaluations will be given to the clerkship directors twice a year. This is done in order to protect the anonymity of the students.

The clerkship directors are responsible for providing feedback to faculty on the clerkship and on their individual evaluations. Students who do not complete the evaluations in a timely manner will receive reminders.

Students who are delinquent in completing their clerkship and faculty evaluations will be referred to the Office of Medical Student Affairs. Further penalty for not completing the evaluations will be determined by the Associate Dean for Medical Student Affairs.

**Faculty and Resident Evaluation of Medical Students**
Attending faculty, house staff, and fellows who have worked with medical students for one or more weeks must complete their evaluation of each student supervised and forward the completed evaluation form (via web-based system) to the appropriate Student Clerkship Coordinator. The Clerkship Director will use the comments to produce the Summative Evaluation and Grade Report.

**Clerkship Director's Summative Evaluation and Grading of Medical Students**
Clerkship Directors are responsible for providing students with meaningful, written descriptions evaluating performance in the clerkship. All clerkship directors prepare and submit narrative descriptions for all students.

A web-based evaluation program has been implemented. A login and password is assigned to clerkship directors and their coordinators by the UCLA Student Affairs Office upon completion of training on the system.

All performance evaluations must be submitted to the web-based system within six weeks of the conclusion of the clerkship. Evaluations may be reviewed via the web or in the OMSA.

**Graduation Requirements**
To be awarded the M.D. degree from the CDU/UCLA Medical Education program, the following are required:

- Successful passage of each year of the four-year medical school curriculum
- Annual recommendation for promotion by the Progress/Promotions Committee
- Passage of the USMLE Step 1, Step 2 CK and Step 2 CS
- Passage of a Clinical Performance Examination (CPX) at the end of the third year
- Completion of requirements of the 4th year Urban/Underserved College

**Postgraduate Employment Opportunities (Internships and Residencies)**
Most students make their choice of specialties during the third year. Except for some programs requiring "early matches" (e.g., urology, ophthalmology), interviews for internships and residencies are generally conducted during fall of the senior year. Students typically apply for these programs through the National Resident Matching Program (NRMP), more commonly known as "The Match." The NRMP application and matching process is coordinated through the Office of Medical Student Affairs by the Associate Dean of Medical Student Affairs. Students will be given an orientation to “The Match” in the spring of their junior year.

Graduates of the CDU/UCLA Medical Education Program enter into intern positions at institutions throughout the United States at the Postgraduate Year I (PGY-I) level.

**Admissions and Fees**

**Overview**
The CDU/UCLA Medical Education program seeks to provide an education in the scholarly and humane aspects of medicine and to foster the development of leaders who will advance medical practice and knowledge in underserved areas of the United States and abroad. The admissions committee seeks to admit students who are best suited for the educational program and mission of the University. In particular, it looks for intelligent, mature, and highly motivated students who show promise in becoming leaders in medicine. The admissions committee also considers very carefully personal qualities necessary for the successful study and practice of humanistic medicine. These include integrity, professionalism, dedication to
community service, scholastic accomplishments and potential.

The CDU/UCLA Medical Education Program admissions committee is committed to diversity by ensuring adequate representation of women and all minority groups with diverse interests and backgrounds. All applications are given careful consideration without regard to gender, race, age, religion, national origin, sexual orientation, or financial status. In evaluating candidates, the committee takes into consideration many factors including academic record, MCAT scores, record of activities and accomplishments, and recommendations from premedical committees and science teachers. We use the Multiple Mini-Interview process (MMI) which is an integral part of the selection process.

Students who are admitted into the program spend the first two years of medical school on the campus of the David Geffen School of Medicine at UCLA. World-renowned leaders in medical education have implemented an innovative preclinical curriculum ensuring a quality science foundation. The third year of medical education coordinated and supervised by Charles R. Drew University located in South Los Angeles approximately 17 miles from the Westwood campus. Students rotate through the various services including pediatrics, psychiatry, obstetrics/gynecology, surgery, Family Medicine and internal medicine at Charles R. Drew and UCLA affiliate sites.

A unique component of the CDU/UCLA Medical Education program is the longitudinal primary care clinical experience. Students in the third year spend two to three mornings per month at a primary care clinic located in an underserved area of Los Angeles. In addition, students are required to develop and implement a primary care research project, and produce a thesis with a faculty mentor that will be presented at the annual research colloquium just prior to graduation. The fourth year begins with a one-week orientation designed for students to hone their clinical skills and prepare for residency. A mentorship program in the fourth year allows the students to work closely with faculty to ensure appropriate career and academic guidance and successful completion of the research thesis.

Students successfully matriculating through the program are encouraged to pursue additional postgraduate training or scholarly activity on the UCLA campus. Students may choose programs in either the Schools of Public Health or Business. Graduates of the CDU/UCLA Medical Education have also successfully completed joint MD/PhD degrees.

Academic Requirements

The following courses are required:

- One year of college English to include the study of English composition
- One year of college mathematics to include the study of introductory calculus and statistics
- One year of college physics, (with laboratory)
- One year of general biology (with laboratory)
- Two years of college chemistry to include the study of inorganic chemistry, quantitative analysis and organic chemistry (with laboratory)

The following courses are recommended:

- One year of foreign language (Spanish is highly recommended)
- Coursework in Humanities
- Coursework in Computer Skills

Preference shall not be given to undergraduate science majors over non-science majors. Applicants are urged to acquire a broad experience in the humanities, behavioral sciences, and social sciences in their college years, but they should follow their own interests whether in the arts or in the sciences. Prior research experience and conversational Spanish are highly recommended but not required.

High school and advanced placement courses do not fulfill these requirements. If an applicant has been excused from a required college-level course, another course at the same or higher level must be substituted. Applicants currently enrolled in a professional or graduate school must be in the terminal year of the degree program to be considered for admission to the first-year class. Post-Baccalaureate students are encouraged to apply.

Students must complete all premedical requirements before beginning the first year of medical study, although these requirements need not be completed at the time the application for admission is filed.

All students must take the Medical College Admissions Test (MCAT). Arrangements for taking the MCAT must be made directly with the MCAT Program Office, http://www.aamc.org or (202)-828-0690.

Applicants are strongly urged to take the MCAT in the spring of the year of application. Please refer to the
AAMC web site for more information. The test must be repeated if, at the time of the application, more than three years have elapsed since it was taken.

Admissions Process
In order to be considered for admission to the CDU/UCLA Medical Education Program, all applicants are required to follow the procedures listed below:

1. Fulfill the academic requirements.
2. Submit an application through the American Medical College Admissions Service (AMCAS), Association of American Medical Colleges (www.aamc.org/amcas). Completed applications and supporting documents must be received by AMCAS no later than November 1 of the year preceding anticipated entry.
3. Take the Medical College Admissions Test (MCAT).

Selected applicants will be invited to submit a supplemental application and three letters of recommendation or a composite report from a professional advisory committee of the student's college or university. The deadline for receipt of this additional information is January 31 of the year in which entry is anticipated.

Selected applicants who are invited to submit and complete the supplemental application process will be invited for an interview with members of the admissions committee.

Refer to website (www.cdrewu.edu) for updated information.

Transfer Application
Admission is granted into the first year of the Medical Education Program only. The CDU/UCLA Medical Education Program does not accept transfer students.

Application Processing Fee
An application fee of $70 is required for all applicants invited to submit a supplemental application. Fee waivers are granted only with approval of the Admissions Committee and a copy of the AMCAS fee waiver documentation must be submitted.

Registration
During the four years in the CDU/UCLA Medical Education Program, students are registered at University of California, Los Angeles, for a total of eight semesters and one summer session. Enrollment is distributed as follows:

First Year: Fall, Spring
Second Year: Fall, Spring
Third Year: Summer, Fall, Spring
Fourth Year: Fall, Spring

Annual Fees and Expenses
Tuition and fees of the CDU/UCLA Medical Education Program are determined by the Regents of the University of California and are subject to change without notice. Refer to the Registrar website: http://www.registrar.ucla.edu/Fees for updated information.

Refund Procedure
Prior to the first day of instruction, fees paid are refunded in full. After that, refunds are determined based on the number of weeks classes were attended. For more information including a schedule of refunds, refer to the registrar website at http://www.registrar.ucla.edu/archive/refund/refund07-08.htm.

Financial Aid
The David Geffen School of Medicine at UCLA Student and Resident Financial Services Office administers all financial aid for students of the CDU/UCLA Medical Education Program, regardless of their year in the program. Responsibilities of this office include the processing of all applications, assessment of student eligibility for financial aid, and awarding of financial aid.

Financial aid application forms are only sent to students accepted into the CDU/UCLA Medical Education Program.

In general, awards of both loan and scholarship funds are made on the basis of demonstrated financial need—that is, the difference between the standard costs of attendance at school and the student's resources from parents, spouse, and self. However, there are several awards which are made primarily on the basis of academic excellence. Awards are determined annually, and support in subsequent years is dependent on continued demonstration of financial need, availability of funds, and satisfactory academic progress as determined by the College of Medicine and by the appropriate promotion committee.

Details about financial aid are provided at the time of application, and supplemented by information posted by the David Geffen School of Medicine Student and Resident Financial Services Office on the following website: http://www.medstudent.ucla.edu.
The Office is located at the Center for the Health Sciences (CHS), Room 12-109, (310) 825-4181.

Medical students are eligible to receive need-based aid for the normative four-year length of the M.D. program. Up to one year of additional aid may be granted to a student required to repeat course work, if a minimum of two-thirds of the normal academic load is carried. However, if a student is allowed to repeat a second year (or third semester), financial aid will not be provided during that specific year or semester. Foreign nationals are generally not eligible for student aid. Such students may be required to submit letters explaining how they will finance their education.

### Application Deadlines
There are no deadlines for entering first-year students. However, the sooner the forms are received, the sooner an award can be made. The process requires approximately six weeks from receipt of application to disbursement of a check.

After the first year, continuing students must reapply by the deadline date each year to receive full consideration for financial aid. When awards are made, the offer letter must be signed and returned immediately, in order to prevent any delay in processing and dispensing the awards.

### Types of Aid Available
The David Geffen School of Medicine at UCLA generally offers a combination of grants, scholarships, and loans to help finance a student's education. The ratio of scholarship to loan may vary from year to year depending upon the availability of funds and current regulations.

Should a student be awarded a private scholarship, he/she is responsible for informing the Financial Aid Office immediately, with the name and address of the awarding entity. For complete information, go to the David Geffen School of Medicine Student and Resident Financial Aid Office website (http://www.medstudent.ucla.edu).

### Emergency Loans
CDU/UCLA Medical Education Program students may take advantage of UCLA funds that are made available on the UCLA campus for emergency purposes. These loans provide from $75 to $300 for a short period of time (30-90 days) in order to help a student overcome temporary financial problems. Loans may be obtained in one day and are interest-free. Repayment of loans by the due date is a requirement for continued registration. There is a $10 late fee for all loans repaid after the due date.

### Extramural Funding
The following scholarships, fellowships, and grants are offered by agencies other than the University, but are coordinated through the Charles R. Drew University’s Office of Medical Student Affairs. To apply for these funds, CDU/UCLA Medical Education Program students should obtain an application and/or letter of support from the Associate Dean of Medical Student Affairs at Charles R. Drew University.

**Association of Black Women Physicians (ABWP)**
Minority medical students with demonstrable financial need are eligible for scholarships from this organization. Between eight and ten scholarships are awarded annually, the amount varying according to individual need. Winners are announced in mid-October at the time of the annual dinner dance of this organization.

**Auxiliary to the Charles R. Drew Society Scholarship**
This fund has been made possible by Los Angeles minority physicians, spouses, and friends through the Charles R. Drew Medical Society and Auxiliary. Minority medical students in the sophomore or junior year with demonstrated financial need and leadership/community involvement may apply by May 15 of a given year. Applications are disseminated by the Office of Medical Student Affairs each April.

**National Medical Fellowships**
National Medical Fellowships, Inc. is a nationwide private organization that provides financial assistance to minority medical students for their first two years. Eligibility is limited to minority students (African-Americans, Mexican-Americans, mainland Puerto Ricans, and Native Americans) who have demonstrable financial need and who are United States citizens. Application for these awards requires a Dean's letter in all cases.

### Student Awards
Students in the Medical Education Program are encouraged to learn and perform in a manner that is consistent with the University’s Mission and are recognized for their achievements in the following categories of awards:

- **Dr. Charles R. Drew Award:** The College of Medicine's highest award, this honor is presented to the graduating student who, in the opinion of the
faculty, has most exemplified a combination of compassion and academic excellence over all years of training. Winners of this award perform in a manner exemplary of the institution's Mission, as manifested in academic achievement in basic science and clinical coursework. Awardees also demonstrate compassion in clinical service. The winner of this award is selected by the Awards Committee, with input from the senior class.

- **Dr. Mitchell Spellman Award**: This award, named for the first Dean of the College of Medicine, is presented to the graduating student who has demonstrated unique and noteworthy achievement, not necessarily in the field of medicine. The winner of this award is selected by the Awards Committee, with input from the fourth-year class.

- **Dr. Geraldine Burton-Branch Award**: Named for a physician who resides in the community served by the MLK Hospital, this award is presented to the graduating student who has demonstrated outstanding performance in the primary care course over the clinical years. The winner of this award is selected by the Awards Committee with input from the primary care faculty.

- **Dr. Carlos Juan Finlay Award**: This award, named after the Cuban physician who discovered the role of the *Aedes aegypti* mosquito in the transmission of yellow fever, is presented to the graduating student who has most exemplified excellence in community service or public health. The winner of this award is selected by the Awards Committee, with input from the fourth-year class.

- **Dr. Martin Luther King, Jr., Award (Silver Medal)**: Named for the noted civil rights leader, this award is presented to the graduating student who has most exemplified peer support and advocacy. The recipient of this award is selected by the Awards Committee, based on nominations by the members of the fourth-year class.

- **Dr. Rebecca Lee Award**: This award, named for the first Black woman to receive the M.D. degree in the United States, is presented to the graduating student who has best exemplified excellent performance despite adverse circumstances. The recipient of this award is selected by the Awards Committee, with input from the senior class.

**Honor Society**

Alpha Omega Alpha is the only medical honor society in the world. Its aims are the promotion of scholarship and research in medical schools, the encouragement of a high standard of character and conduct among medical students, and the recognition of high attainment in medical science, practice, and related fields.

Election to Alpha Omega Alpha is a distinction that accompanies the physician throughout his/her career. Members can be elected as students, graduates, or faculty of an affiliated institution, or on an honorary basis because of their distinguished achievement in any field of medicine. Chapters elect undergraduate members from students in their last two years of medical school. Scholastic excellence is not the only criterion for election: integrity, capacity for leadership, compassion, and fairness in dealing with one's colleagues are considered to be of equal significance.

Students elected to the society are men and women who, in the judgment of the local chapter, have shown promise of becoming leaders in their profession. The number of students elected from any CDU/UCLA class may not exceed one-sixth of those expected to graduate for that year.

**Professional Associations**

Students at Charles R. Drew University participate in a wide variety of professional associations designed to broaden the scope of their collegial relationships and provide support for ongoing career development.

- **Latino Medical Student Association (LMSA)**
- **Student National Medical Association (SNMA)**
- **American Medical Student Association (AMSA)**

**Licensure**

**United States Medical Licensing Examinations (USMLE)**

All students enrolled in the CDU/UCLA Medical Education Program are required to take and pass Step 1, Step 2 Clinical Knowledge (CK), and Step 2 Clinical Skills (CS) of the USMLE before a student is eligible to graduate.

Students must take Step 1 before beginning Clinical Foundations in their third year. Step 1 must be passed in order to advance to the fourth year. Failure of Step 1 may require removal from the clinical curriculum or the student may not be allowed to start the next rotation. The Associate Dean of Medical Student
Affairs will meet individually with students who do not pass Step 1 of the USMLE to plan the best course of action. Failure of Step 1 on the third attempt will result in dismissal from the Medical Education Program.

Students must take the USMLE Step 2 CK examination by the date specified in the Handbook of Courses for Fourth Year Medical Students. If Step 2 CK is not attempted by the deadline (usually the last day of December of the fourth year), credit will not be given for any coursework completed after the deadline and before the examination. No retroactive credit will be given. Failure of Step 2 CK on the third attempt will result in dismissal from the Medical Education Program.

Students must take Step 2 CS examination by the date specified in the Handbook of Courses for Fourth Year Medical Students. The clinical performance exam (CPX) given at the end of the third year must be passed before taking the Step 2 CS.

The National Board of Medical Examiners offers self-assessment resources for medical students on its website: http://www.nbme.org/. In an effort to facilitate students’ success on these examinations, Charles R. Drew University’s Learning Resource Center offers Step preparation materials for student review. Additionally, the Office of Medical Student Affairs provides limited individual study skills counseling for its medical students.

Please refer to the Handbook of Courses for 4th-Year Medical Students for more specific information on the USMLE policy.

Course Responsibilities during Board Review Programs

Since passing Step 1, 2 CK and CS of the USMLE is an institutional priority at CDU, any student may, by the decision of the Associate Dean of Medical Student Affairs, be relieved of course responsibilities in order to take part in an approved USMLE review course. The student so excused must complete coursework missed while completing a USMLE review course.

Student Life

Charles R. Drew University augments its programs of formal education through community service programs and organizations that provide student activities commensurate with the mission of the University and relevant to the work in which students will be engaged in their professional lives.

The University strives to see that the needs and interests of every student are met and that students are at all times in an atmosphere that is conducive to their social, cultural, and spiritual growth. The atmosphere must also be conducive to the realization and development of a sense of community, state, national, and international responsibility.

Student Health

Before registering at the University, students must show evidence that they have current immunizations, are free from communicable disease, and are physically fit to carry out university work. Copies of these documents must be submitted to the Office of Medical Student Affairs and to the Student Affairs Office (SAO) at the David Geffen School of Medicine at UCLA.

Prior to starting the clinical years, all students are to provide licensed physician-documented evidence of freedom from infectious diseases. The evidence should be based upon physical examination, chest x-ray, tuberculin testing and other methods, as determined by the physician. Students are to consult their private physicians or the Arthur Ashe Student Health and Wellness Center in order to fulfill these requirements and are responsible for all fees not covered by insurance.

Health insurance coverage is required for all students. Proof of such coverage must be presented to the Office of Medical Student Affairs during registration. Students are responsible for their own routine health maintenance and chronic healthcare.

Medical Treatment

UCLA student health insurance is available to all medical students and may be purchased on the UCLA campus. This health insurance plan requires that the student receive care at UCLA.

When a student is injured while on rotations, he/she should report the injury to the nursing supervisor on the nursing unit and to his/her preceptor.

Counseling Services

Students are encouraged to make use of the personal and academic counseling services provided for them throughout their training. Individual appointments are scheduled for students enrolled in CDU/UCLA Medical Education Program through the Office of Medical Student Affairs at (323) 563-4888.

Identification Badges

There are several types of photo identification badges
required of students in the CDU/UCLA Medical Education Program:

Charles R. Drew University photo identification issued during the Prematriculation Program upon completion of the Charles Drew portion of registration. (This identification indicates the student has met the requirements for UCLA Student Health Services and has provided evidence of a current health insurance policy or has signed a statement that he/she will participate in UCLA’s Health Insurance Plan as of September of the current academic year.)

UCLA photo identification is issued by UCLA during first year orientation.

County of Los Angeles photo identification, issued at the start of the clinical years. This identification will not be issued until the student has provided the Office of Medical Student Affairs with evidence of current health insurance coverage, verification of freedom from infectious disease, and an updated registration form.

Students must wear the appropriate identification badges whenever they are at Charles Drew affiliate hospitals or clinics, at the UCLA Center for the Health Sciences, or whenever they are in contact with patients.

**Housing**
For information, contact the following UCLA offices:

Housing Office (310) 825-4491
Office of Residential Life (310) 825-3401

**Night Call Rooms**
When on call during a clinical clerkship, the student should use the relevant department's 'night call' facilities, which are usually shared with house staff.

**Liability during Assigned Travel**
The responsibility for safe transportation from Charles R. Drew University or from students' homes to assigned clinical sites rests with the individual student. All drivers on public thoroughfares in the state of California are required to have car insurance.

**Dress Code**
A medical student is responsible to the public and to patients and should thus dress and act like a physician-in-training in all patient contact situations. Men are to wear a shirt and tie; women should be dressed in professional attire. All students should wear a short white coat with visible photo identification whenever they are in a clinic or hospital, with a preceptor, or with a patient in any professional capacity.

**Student Government/Student Activities**
Charles R. Drew University offers broad and diverse opportunities for student involvement and leadership development, ranging from informal groups in which students share common interests and enthusiasms to formal and organized participation in elective government. Students may choose to participate in student government at the program level, the college level, or by becoming active in the University-wide student organization, Charles Drew Student Government (CDSG).

**Participation in University and College Governance**
Third and fourth-year medical students who are in good academic standing are eligible to serve on College committees.

For each of the committees approved for student membership, the 3rd and 4th year classes are each entitled to one representative and two alternates. Each class selects its representatives and alternates through a democratic process and submits the roster of selectees to the Associate Dean of Medical Student Affairs, who verifies that each person on the roster is in good academic standing. The slate of nominees is then presented to the College's Faculty Council, which has the right of final approval.

Student representatives will serve one-year appointments but may serve successive terms if appointed or elected. The following College committees are approved for student representation:

The *Educational Policy and Curriculum Committee* reviews and makes recommendations on educational policy and procedure and critiques the administration and curricula of all medical student education programs. Each department in the College is represented on the committee by one faculty member who may serve an unlimited number of consecutive two-year terms. The committee meets monthly.

The *Medical Student Admissions Committee* participates in the recruitment and selection of a medical student body that is committed to the University’s mission and is motivated and capable of fulfilling the academic requirements of the CDU/UCLA Medical Education Program with, particular emphasis on its primary care curriculum. This committee develops, maintains, publishes, and distributes guidelines for medical student admissions which state the admission policies and procedures developed by the faculty according to its bylaws.
Any breach of confidentiality as a student member of either of these committees may be considered grounds for immediate dismissal from the committee.

**College Policies**

**Attendance Policy**
The attendance of all students is required at all regularly scheduled class sessions, laboratories, or clinical training sessions and will be used in assessing grades and meeting state requirements. All of the above stated experiences and training sessions are viewed as extremely important by the faculty and, therefore, participation in such sessions is expected of all students on an ongoing and regular basis. Students in the College of Medicine will adhere to specific attendance policies.

**Compliance Statement**
Charles R. Drew University of Medicine and Science, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Age Dissemination Act of 1975 does not discriminate on the basis of race, creed, color, national origin, mental or physical disability, age, or sex in any of its policies, practices, or procedures. The University is in compliance with Title VII of the Consumer Protection Act and the Privacy Act of 1974. This policy includes, but is not limited to, the University's offices and programs related to admissions, employment, financial aid, educational services, and activities.

**Harassment**
Charles R. Drew University is committed to providing a work and educational environment that is free of discrimination and unlawful harassment. The University seeks to prevent and prohibit misconduct on the campus, including sexual harassment or any other type of harassment by fellow students, staff, or faculty. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

Any student who feels that he/she has been harassed should make it clear to the offending individual that such behavior is offensive and unwelcome. If the behavior continues, the incidents should be reported to the Associate Dean for Medical Student Affairs immediately.

**Complaints and Grievances**
Charles R. Drew University believes that the campus environment should be conducive to openly expressed and shared ideas that stimulate professional and personal knowledge and growth.

Students who have complaints against other students should report their complaints to the Director of Medical Student Affairs. Students who have a complaint against a staff member should report their complaints to the staff member's supervisor or Program Director. If the Director of Student Affairs, the supervisor, or the Program Director is unavailable, or if the student believes it would be inappropriate to contact one of those individuals, the student should immediately contact the Associate Dean of Medical Student Affairs. Students may raise concerns and make reports without fear of reprisal.

**Honor Code**
The students of the College of Medicine have adopted the following statement:

*We, students of the CDU/UCLA Medical Education Program, being cognizant of the high ideals of the profession of medicine and of the part that honor and self-discipline play in the maintenance of such ethical standards, pledge ourselves to observe this fundamental code in our formative years that we may better uphold the honor code for which the profession of medicine has always been venerated.*

1. *We will act at all times in a manner creditable to our school and future profession.*

2. *No un-permitted aid will be given or received for an examination, paper, or other assigned work.*

3. *It will be the responsibility of each student to uphold these ideals and aid in their enforcement.*

Further, we agree to the establishment of an Honor Council to review infractions of the above principles during our clinical years at Charles R. Drew University according to the preceding sections of the article.

During the preclinical years at the David Geffen School of Medicine at UCLA, the students of the CDU/UCLA Medical Education Program are bound by the Medical Code of Ethics as outlined in the Medical Student Honor Code. The Medical Student Honor Code is under the jurisdiction of the UCLA Medical Student Council. Further information regarding the Medical Student Honor Code at UCLA can be obtained from [www.medstudent.ucla.edu/current/policies](http://www.medstudent.ucla.edu/current/policies).
Nondiscrimination Policy

The Charles R. Drew University of Medicine and Science does not discriminate on the basis of sex in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted there under, prohibit discrimination on the basis of sex in education programs and activities operated by the Colleges. Such programs and activities include the admission of students and employment. Inquiries concerning the application of Title IX to programs and activities of the Colleges may be referred to the Registrar, who is assigned the administrative responsibility for reviewing such matters.

Student Code of Conduct

The Charles R. Drew University of Medicine and Science has an obligation to maintain conditions under which the College can carry out its primary function of teaching, research, and public service in accordance with the highest standards of quality and institutional integrity. The Office of Medical Student Affairs reviews all matters relating to student conduct and academic integrity.

In granting each student the M.D. degree, the faculty of the Charles R. Drew University College of Medicine endorses each student as having maintained the academic, moral, and ethical standards appropriate to the practice of medicine. It is the responsibility of the faculty to help each student recognize and correct any deficiencies before the M.D. can be granted. The formality of any such correction should vary in proportion to the gravity of the deficit.

To this end, every registered student and every instructor with an academic appointment has agreed to abide by the Student Code of Conduct and Academic Integrity guidelines. These guidelines provide the standard by which students, faculty, and administration are encouraged to take reasonable steps to prevent violations. If violations occur, however, they will be handled in accordance with the policies of the College of Medicine.
Medical Education Program Student Learning Outcomes

O1: Patient Care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

1.1 Conduct patient-centered encounters that balance the needs of the patient with time constraint of practice.

1.2 Accurately perform and document both complete and focused histories and physical examinations that are based on the pathophysiology of presenting complaints, and that address relevant psychosocial and family issues.

1.3 Prioritize patient's problems, formulate appropriate differential diagnoses, and develop appropriate plans for diagnosis and/or management.

1.4 Perform basic and therapeutic procedures (basic life support, suturing simple lacerations, drawing venous blood, starting an IV, basic airway management).

1.5 Be familiar with the technique of normal vaginal delivery.

1.6 Be able to discuss the principles of and the relative advantages and disadvantages of various therapeutic modalities, including surgery, pharmacology, physical rehabilitation, mental health care, behavioral modification and complementary and alternative medicine, as applied to common clinical situations.

1.7 Use epidemiological principles and data to formulate measures for care of individuals and communities and be able to read the medical literature.

1.8 Evaluate the roles that unemployment, poverty, and lack of education play as obstacles to quality health care.

1.9 Develop and implement individualized risk reduction plans based on a culturally-sensitive assessment of important medical and social conditions including sexually transmitted diseases, substance abuse, and interpersonal violence.

O2: Medical Knowledge about established and evolving biomedical, clinical, and cognate (e.g., epidemiological and social-behavioral) sciences and the application of this knowledge to patient care.

2.1 Know the scientific principles that underlie current understanding of normal human development, function, and disease. Be able to accurately express and use these principles in discussing health maintenance, common disease processes, and disease evaluation and management.

2.2 Demonstrate an understanding of social and behavioral factors that influence patients' responses to health and disease.

2.3 Understand the scientific basis and interpretation of common diagnostic modalities. Discuss the indications, contraindications and cost-effectiveness of common diagnostic studies.

2.4 Demonstrate knowledge if common problems and diseases for diverse populations.

2.5 Understand basic issues for promoting health and preventing disease, including nutrition, exercise, psychological health, preventive pharmacology, genetic predisposition to disease, sanitation, environmental and workplace hazards, life-styles, immunizations, and apply this understanding to patient management.

2.6 Assess the health status, demographics and socioeconomic characteristics of medically underserved populations.

2.7 Know when and how to report incidents of domestic violence.

O3: Practice Based Learning and improvement that involves investigation and evaluation of their own
patient care, appraisal and assimilation of scientific evidence, and improvements in patient care.

3.1 Understand the importance of life-long learning to adequately care for patients, to participate in patient education, and to pursue creative scholarly endeavors.

3.2 Use computer-based techniques, including PubMed and other relevant database, to acquire new information and resources for learning.

3.3 Identify and use reliable, authoritative sources of medical information.

3.4 Organize personal resources efficiently and systematically using electronic tools and other methods.

3.5 Describe and assess common scientific methodologies used in clinically-relevant medical research.

3.6 Identify the evidential value, organization and logistics of various types of clinical trials, and be able to advise patient concerning their participation in or interpretation of these.

3.7 Read, summarize and critique research and disease review in articles in peer-reviewed journals.

3.8 Use evidence-base approaches as tools to decide whether to accept new findings, therapies and technologies for incorporation into medical practice.

3.9 Utilize decision-support systems and guidelines for clinical decision making, including an understanding of the roles of preferences and probabilities.

3.10 Understand and use continuous quality improvement practices.

3.11 Translate questions that arise from daily clinical practice into formal research hypotheses.

3.12 Utilize computer technology to aid in the design, writing, analysis, and presentation of data from a clinical research project.

3.13 Design, implement, and complete a clinical research project that will meet the criteria for a thesis.

O4: Interpersonal and Communication Skill that result in effective information exchange and teaming with patients, their families, and other health professionals.

4.1 Demonstrate interpersonal skills that build rapport and empathic communication with patient and their families across socioeconomic, racial, and cultural boundaries.

4.2 Make both complete and focused case presentations that are accurate and well-organized, prepare and maintain complete, accurate, well-organized medical records.

4.3 Demonstrate a commitment to and skill in teaching medical students, colleagues, and other members of the allied health profession using the concepts and vocabulary of contemporary basic and clinical science.

4.4 Function as a productive member of a team.

4.5 Work collaborative with health professionals from other disciplines.

4.6 Skillfully address sensitive issues in an effective, compassionate, non-judgmental manner.

4.7 Describe and use sound principles for changing patients' behavior in order to promote and improve their health.

4.8 Inform patient and their families about health and illness in a way that is culturally-sensitive, jargon-free and appropriate to their needs, including counseling on prevention and psychosocial issues.

4.9 Obtain informed consent from patient by clearly explaining the risks, benefits, and alternative for common medical and surgical procedures in a culturally sensitive manner.

O5: Professionalism, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient.
5.1 Demonstrate reliability, dependability, and integrity in interactions with colleagues and patients.
5.2 Deal with professional mistakes openly and honestly in ways that promote patient trust and self-learning.
5.3 Accurately assess one's personal strengths and limitations, relevant to one's practice of medicine and continued learning.
5.4 Develop abilities to receive and provide constructive feedback as part of peer and self-assessment of professional behaviors.
5.5 Understand appropriate coping mechanisms for dealing with stress, intellectual uncertainty, interpersonal conflict, and issues related to power.
5.6 Use basic ethical concepts and approaches to identify and analyze the ethical dimensions of common situations in medical practice, health policy, and research.
5.7 Understand the obligation to treat the individual patient, and discuss the conflict between caring for a patient and caring for a population.
5.8 Recognize an obligation to the health of society, locally, regionally, and nationally.
5.9 Demonstrate the ability to provide leadership to groups if colleagues or patients.

O6: System Based Practice, as manifested by actions that demonstrate an awareness of and responsiveness to the larger context and system of health care and the ability to effectively call on system resources to provide care that is of optimal value.
6.1 Function under common time constraints in outpatient primary care settings, including managed care groups and underserved populations.
6.2 Discuss changing social, economic, and political factors that are affecting the patterns of health care delivery in the United States, and specifically in Southern California.
6.3 Know the structure and function of health care delivery and insurance systems currently used in United States.
6.4 Understand how payment systems for medical care affect decision making and care provision, and discuss strategies for delivering quality of care in the face of reimbursement restrictions.
6.5 Apply cost-effectiveness analysis to specific instances of diagnosis and treatment of disease and health promotion.
6.6 Understand the principles of medical record keeping and the use of electronic records.
6.7 Know how and when to use consultants.
6.8 Identify and use resources and ancillary health care services for patients in situations in which social and economic barriers to access exist.
History of the Mervyn M. Dymally School of Nursing

At a time when millions of inner-city citizens are suffering from vast health inequities and few clinical care options, the need for innovative, comprehensive medical education and clinical care has never been greater. California consistently ranks 49th or 50th nationwide in the number of registered nurses per capita, with 30% fewer nurses than the national average. The federal Health Resources and Services Agency (HRSA) estimates that by the beginning of the second decade of the 21st century, California will need more than 42,000 additional nurses to meet demand, which it describes as “a target that more than likely will not be met because of the inability of the current nursing education program to prepare sufficient numbers of professionals.”

In particular demand are health-care providers with expertise working with a highly diverse, low-income communities. California is one of the most racially, ethnically, and culturally diverse states in the U.S., with a significant number of residents living without health insurance (6.3 million in California compared to 45 million for the rest of the U.S.). At the same time, California’s nurse workforce is not culturally diverse; the majority of registered nurses in California are Caucasian women.2

The South Los Angeles area surrounding CDU has the highest concentration of racial/ethnic minorities and is the most socioeconomically disadvantaged community in Los Angeles County. The university’s service area is 60 percent Hispanic/Latino, 25 percent African American, 12 percent non-Hispanic/Latino White, and 5 percent Asian American. Nearly 32 percent of the population in South Los Angeles lives below the federal poverty level and nearly 46 percent have less than a high school education. The median age is 25.6 years, with a median family income of $17,597. Compared with Los Angeles County overall, this area has significantly fewer physicians and hospital beds per capita and a significantly greater overall age-adjusted mortality rate, with high rates of serious chronic and acute health problems recognized by the National Institutes of Health (NIH) as national priorities. In South Los Angeles, diabetes rates are 44 percent higher than elsewhere in the county, hypertension rates are 24 percent higher, HIV/AIDS rates are 38 percent higher and asthma rates are 11 percent higher.

To tackle the growing demand for nurses who can provide health care in South Los Angeles and similar communities across the nation and throughout the world, Charles R. Drew University opened the Mervyn M. Dymally School of Nursing3. This new institution

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1 The percentage of Hispanics/Latinos residing in California is more than double that of those residing in the rest of the United States (35.2 percent versus 14.4 percent). Of the uninsured individuals residing in California, 54 percent are Hispanic/Latino (Hispanic/Latino Coalition for a Healthy California, 2007).

2 Based on 2000 data, following Caucasians, Asian Americans constitute the second largest ethnic group of RNs working in California, at 11 percent of the workforce, followed by 4 percent African American and 3.6 percent Hispanic.

3 The CDU School of Nursing was named after Mervyn Malcolm Dymally, a California Democratic politician of mixed Indo-
aims to improve the diversity and cultural sensitivity in the nursing workforce and develop nurses and nurse educators who will achieve excellence in patient care in the often-challenging urban health care settings.

Following the initial approval for the Master of Science in Nursing (MSN) program granted in June 2009 by the California Board of Registered Nursing (BRN), a nationwide search for the founding dean of the School of Nursing was conducted. In January 2010, Dr. Gloria J. McNeal, PhD, MSN, ACNS-BC, FAAN was appointed Founding Dean. The state-of-the-art, $43 million Life Sciences Research and Nursing Education (LSRNE) Building was officially opened August 2010, and houses the Mervyn M. Dymally School of Nursing (MMDSON), which is located on the north side of the first floor of the building. The first cohort of entry level master’s students was enrolled in the Fall 2010 semester. Five full-time and one part-time faculty members were hired to begin the curriculum of instruction. To enhance course offerings, the faculty agreed to develop content for the family nurse practitioner (FNP) curriculum of study. Approval for the new course offerings was obtained by the CDU Academic Senate. Six additional faculty holding advanced practice nursing credentials were hired and the first cohort of FNP students was admitted in January 2011. Students enrolled in the first cohort of the entry level master’s track graduated in June 2012, and the first cohort of FNP students graduated December 2011. To date the program has admitted a total of 8 student cohorts: four entry level cohorts and four FNP cohorts.

The Mervyn M. Dymally School of Nursing (MMDSON) designed and implemented a highly successful recruitment plan. From a beginning cohort of 18 entry level master’s students in Fall 2010, the program has grown exponentially. With the support of the California Endowment a recruitment video has been widely disseminated, and Time Warner Cable was commissioned to produce several commercials that were aired over local cable networks. The spring 2011 enrollment yielded a five-fold increase over the fall 2010 semester with a total of 94 students. With the fall 2011 admission of new cohorts, the number of enrollees rose to 229, representing a 1200% increase in enrollment from the baseline at start up to the end of Year 01. Enrollment currently stands at 235 students.

To be eligible for enrollment into the nursing programs, students must hold a baccalaureate degree to meet minimum requirements; however, the majority of enrollees have exceeded that requirement having earned master’s or doctoral degrees in a variety of fields.

With the growth in the student body, there has also been a similar rate of growth in the MMDSON faculty. From a small beginning group of six dedicated faculty, there are now a total of 54 academicians, over 70% of whom hold the earned doctoral degree. MMDSON has been awarded over $2.2 million in extramural funding for its Song Brown, Robert Wood Johnson Foundation (RWJF), Department of Labor, and National Institute of Health (R25) grant submissions. Following the initial approval granted by the California Board of Registered Nursing, MMDSON then applied for national certification with both the National League for Nursing Accrediting Commission (NLNAC) and the Commission on Collegiate Nursing Education (CCNE). Both accrediting bodies have completed their site visit reports, and NLNAC has provided notification of the School’s accreditation status. CCNE will present its final report in early October 2012. The MMDSON Founding Dean is a nationally recognized nurse leader with appointments to several prestigious organizations. She sits on the RWJF Initiative for the Future of Nursing California Action Coalition, and co-authored a section of the landmark report by the Institute of Medicine on the Future of Nursing.

A partnership has been established with the UCLA School of Nursing, whose faculty and students utilize the simulation lab for student learning experiences. In addition the UCLA School of Nursing Center for Population Studies is housed on the second floor of LSRNE Building. Future expansion of the partnership will include joint course offerings and faculty and student exchanges.

An additional partnership has been established with the Los Angeles County Department of Health Services, in collaboration with Worker Education & Resource Center, to provide an educational opportunity for County nurses to earn the family nurse practitioner credential. The first cohort of County nurses will be enrolled in the Fall 2012 semester.

Afro-Trinidadian heritage who has served in the California State Assembly, the California State Senate, as Lieutenant Governor of California, and in the U.S. House of Representatives. He has been a recognized supporter of Charles R. Drew University and of the community for many years.
Mervyn M. Dymally School of Nursing Administration

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Mervyn M. Dymally School of Nursing

Program Administrators

Irene Benliro M.S.N., A.P.N., FNP-C
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Maria Jhocson M.S.N., RN
Interim Clinical Coordinator
Family Nurse Practitioner Track
Assistant Professor
Welcome to the Mervyn M. Dymally School of Nursing (MMDSON).

The faculty and staff at MMDSON are pleased to invite you to enroll in our Master of Science in Nursing (MSN) Program. As you embark upon your new career in nursing, you will find that being a student in the MSN program is both challenging and stimulating.

The School of Nursing is an integral part of Charles R. Drew University of Medicine and Science, a major research institution dedicated to teaching, scientific discovery and community enrichment in South Los Angeles and abroad.

Our intensive program is designed to prepare graduates to provide excellent care with compassion to the underserved and to be leaders in their respective professions. Currently, we offer two tracks to the completion of the MSN credential: the Entry Level Master’s (ELM) track and the Family Nurse Practitioner (FNP) track. We strongly believe in the ability of informed, well-managed and broadly supported scientific inquiry to complement academic scholarship while producing new knowledge that advances the profession of nursing. Our location in Los Angeles, California’s thriving Movie, Information Technology and Aerospace Space Industries as well as culturally diverse neighborhoods, places the School of Nursing within walking distances of several celebrated international institutions. At the same time, we are surrounded by many communities that are disproportionately plagued by preventable disease such as Cancer, Hepatitis C, Diabetes and Childhood Obesity.

Our faculty is changing the face of the nursing workforce, mentoring tomorrow’s nurse clinicians, educators and scientists. Our future goal is to conduct pioneering and transformational research on the health and psychosocial issues faced by our patients. Working together with CDU President Dr. David Carlisle and the Board of Trustees, we are committed to meeting our nation’s growing need for a highly skilled and compassionate nursing workforce that mirrors the population that we serve. Whatever your specialty, we are confident that we will prepare the best nurses anywhere.

To that end, Charles R. Drew University MSN graduates will be prepared to improve health and quality of life for individuals through excellent healthcare, transforming the health of underserved communities.

In closing, we welcome you join our passion and move your career with purpose.

Shirley Evers-Manly, PhD, MSN, RN
Interim Dean,
Mervyn M. Dymally School of Nursing
The Mervyn M. Dymally School of Nursing

Mission Statement
To advance the science and art of nursing by conducting nursing research and providing nursing students with education that emphasizes the health status of underserved communities, for the purpose of enabling graduates to provide evidence-based nursing care with dignity, respect and compassion to all nursing clients.

The nursing program is committed to preparing highly qualified nurses to provide quality nursing care to clients from diverse backgrounds in a multi-cultural society, paying attention to the underserved who present with special needs. The emphasis on evidence-based practice underscores the Program’s focus on education, research, and practice.

The MMDSON currently offers one degree program leading to the Master of Science in Nursing (MSN) credential and consists of two tracks: The Entry Level Master’s (ELM) Track and the Family Nurse Practitioner (FNP) Track. The ELM Track is designed for applicants holding baccalaureate degrees in other fields, and the FNP Track is designed for applicants holding a Bachelor of Science in Nursing degree. The MSN Program endeavors to fulfill the University and School mission statements, the MMDSON philosophy, and professional nursing standards of practice. 

http://www.cdrewu.edu/school-of-nursing/curriculum

Graduates of the MSN Program will function as generalists or specialists in their management of individual, families/groups, and community health and illness situations. ELM graduates will be able to assess all patients to anticipate risks, design and implement care, oversee care delivery and patient outcomes, delegate responsibilities knowing they are responsible for the outcomes, oversee patient care delivered by staff on a daily basis, and direct and manage nursing care units. FNP graduates will develop collaborative relationships with other healthcare providers, design and implement the plan of care, and will be accountable for improving clinical outcomes and care processes in a quality, cost effective manner. All MSN graduates will be able to lead and work in a variety of health care settings including acute, primary care, and community.

The first dimension of the mission is to provide graduate level nursing education to individuals who are entering practice at the master’s degree level. Graduate level student nurses will build on their previous undergraduate education to develop professional accountability and critical thinking. Students will learn and understand nursing theories, principles, concepts and research. Ultimately, they will acquire the ability to select and apply nursing theories, principles, concepts and research to the delivery of quality nursing care.

The second dimension of the mission focuses on contributing to nursing science through research. Research promotes excellence in nursing science. The nursing faculty at Charles R. Drew University actively engages in conducting research on nursing-related phenomena and disseminating the findings in forums including scientific meetings and publications embody the emphasis on evidence-based practice and contribution to nursing science. Collaborative research with scientists and clinicians at Charles R. Drew University and other scientific communities, locally, regionally, and internationally are encouraged. Although not conducting research as part of the curriculum, nursing students will be exposed to research concepts and studies that advance public health. Upon completion of the program, students will have the ability to improve health outcomes through applied research in various health settings.

The third dimension of the mission is to expand the program offerings to include doctoral level curricula of study, joining faculty and students in the development of research questions and interventional solutions in meeting the healthcare needs of underserved communities.

The fourth dimension of the mission is to address healthcare disparities worldwide. Faculty and students will participate in faculty-student exchange programs in partnerships with schools of nursing throughout the nation and the world, to develop global immersion experiences designed to address healthcare disparities around the globe.

Accreditation
The Mervyn M. Dymally School of Nursing is accredited by the following accreditation commissions:

Charles R. Drew University of Medicine and Science Mervyn M. Dymally School of Nursing Master of Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) (formerly National League for Nursing Accrediting Commission, Inc. (NLNAC)).

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
www.nlac.org
The Masters of Science in Nursing Program at Charles R. Drew Mervyn M. Dymally School of Nursing is accredited by the Commission on Collegiate Nursing Education

One Dupont Circle, NW, Suite 530
Washington, DC 20036, (202) 887-6791
www.aacn.nche.edu/ccne-accreditation

The Nursing Entry Level Master’s (ELM) Track in Nursing Program is approved by the Board of Registered Nursing (BRN)

Board of Registered Nursing
1747 North Market Boulevard, Suite 150
Sacramento, CA 95834
www.rn.ca.gov

The Senior Commission of the Western Association of Schools and Colleges (WASC)
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
www.wascweb.org

Graduates of the MSN Program with the FNP specialty are eligible to take a certification exam from either the American Nurses Credentialing Center (ANCC) to earn the FNP-BC credential; or take a certification exam through the American Academy of Nurse Practitioners (AANP) to earn the NP-C credential.

Graduates who complete the pre-licensure segment (ELM) of the master’s program are eligible to apply for the Public Health Certificate issued by the California Board of Registered Nursing.

Terminal Objectives
The MSN Program and terminal objectives are leveled to the expected competencies of a master’s level nurse clinician.

The ELM track allows pre-licensure nursing students to study basic nursing knowledge and science at the graduate level concurrently with graduate core content to prepare for licensure as a registered nurse. Students graduating from the ELM track will be able to assume the role of a direct provider of care, nursing administrator, or nursing faculty member.

The FNP curriculum prepares the registered nurse to provide primary care services in a variety of clinic and community-based settings.
disciplines to improve professional nursing practice the work environment and influence improvement in healthcare.

**Curriculum**
The curriculum is based on the philosophy and conceptual framework for the University and the School of Nursing MSN Program, and considers the recommendations presented in the American Association of Colleges of Nursing Essentials of Baccalaureate Education for Professional Nursing Practice, and Essentials of Master’s Education for Advanced Practice Nursing.

Theory and clinical practice are concurrent in the following nursing areas: medical-surgical and geriatric, maternal/child, and psychiatric/mental health nursing. Integrated curriculum content also includes the following topic areas: personal hygiene, human sexuality, client abuse, cultural diversity, nutrition, pharmacology, legal, social, and ethical aspects of nursing, nursing leadership and management.

**The Academic Community**

**Community Service and Service Learning**
The intent of the MMDSON’s community service and service learning requirement is to provide students with an opportunity to apply the theories and competencies learned in their core and program courses to the real needs of the community, through service and service learning activities.

To facilitate achievement of these community service goals, learning experiences must be conducted in a setting or with a population that meets at least one of the following criteria: 1) low income; 2) medically disadvantaged, underserved, or under-represented; or 3) other special populations or communities as defined by course requirements (e.g., hospice patients, victims of domestic violence, students with special learning needs, etc.).

The MMDSON Program ensures that proposed community service assignments further Charles R. Drew University’s mission, and provides verification of the approved community service and service learning activity to the service learning coordinator. Students enrolled in the MMDSON are required to complete a minimum number of hours in community service. The MMDSON retains the authority to establish requirements for completion of the community service and service learning component. Community service and service learning hours are fulfilled when the fieldwork component and the appropriate course work (classes) that accompany the curriculum of study have been completed.

**Application Deadlines**
See University policy for Deadlines Regarding Application for Admission and Financial Aid.

**MASTER OF SCIENCE IN NURSING GRADUATE TRACKS**

**Entry Level Master's (ELM) Track**

**Overview**
The Entry Level Master of Science in Nursing Track is designed for non-nurses holding baccalaureate degrees in another field, who are interested in completing course requirements leading to a graduate degree in nursing. Graduates of this program are eligible to sit for the NCLEX-RN examination and the Clinical Nurse Leader (CNL) certification examination.

**Entry Level Masters Program Admission Requirements**

1. **2 official transcripts** are required from all post-secondary educational institutions. Completion of a baccalaureate degree (bachelors degree) in a general discipline other than nursing. Transcript must also verify the baccalaureate degree and courses were conferred NO LATER THAN the student’s first semester.

2. **Proficiency in English is mandatory.** All applicants whose first language is not English must take the Test of English as a Foreign Language (TOEFL, [http://www.toefl.org](http://www.toefl.org)). The minimum overall score is 84; 24 is the minimum score in the speaking section, and 24 is the writing section minimum score.

3. **Recommended GPA of 3.0 on a 4.0 scale** based on most recent degree.

4. **Three letters of recommendation** are required. Letters should be from faculty members, professional colleagues, or work supervisors who can evaluate your potential for success in a graduate program. Recommendations from family, friends or other students are NOT accepted. Recommendations should address the following areas: a. relationships with work (paid or voluntary) associates, b. work competence, e. communication and interpersonal skills with persons of diverse backgrounds, d. leadership skills or potential, and e. values, ethical standards, responsibility,
and initiative. The 3 letters of recommendation should be uploaded to the CDU web application system using PDF format.

5. Congruence of the applicant’s goal with the goals and resources of the School and University. A written personal goal statement is required, which is to be PDF-formatted and submitted on-line via the CDU web application system. The goal statement is your opportunity to tell the admissions committee what you are planning to do with your career after you finish your masters degree. Before writing your goal statement, please carefully review information about the Entry Level program on our web site so that you clearly indicate to the admissions committee that you are a fit with the program.

6. Computer proficiency is required (especially word processing and internet/web skills).

Please see Computer Requirements section below.

7. Completion of the Graduate Record Examination (GRE) General Test, within five years of the application deadline.

International Students: The ELM program is not optimal for international applicants, because of the intensity and inflexibility of the first year of study, the need for language and culture familiarity, and the need for familiarity with the U.S. health care system.

Computer Requirements

Windows PC:
- Intel® or AMD x86 processor running Intel Core i3 (2.2 Ghz, Dual Core) or AMD APU (A6-3400M or higher), Windows 7 or 8, 4 GB of RAM or more, 50 GB recommended free hard drive space, 1024x768 display, DVD-ROM drive, Video hardware acceleration (optional)

Mac:
- Intel processor, Mac OS X 10.6 or later, 4 GB of RAM, 50 GB free hard drive space recommended, 1280x800 display, DVD-ROM drive

Software:
- Microsoft Office Standard (including Word, Excel, PowerPoint, and Outlook), Any Anti-Virus software (Microsoft Security Essentials Free version), Adobe Acrobat Reader (Version 11 or higher)

Peripherals:
- Printer, flash drive

Browser:
- Windows Users: Courses are best viewed using one of the two latest releases of Microsoft Internet Explorer, Mozilla Firefox, or Google Chrome.
- Mac Users: Courses are best viewed using one of the two latest releases of Apple Safari, Mozilla Firefox, or Google Chrome.

Role and Qualifications

Graduates of this track are prepared at the generalist level to assume the CNL role at the point of care. The CNL is responsible for the comprehensive clinical management of individuals, families and communities across the continuum of care in a variety of clinical settings, including virtual environments. The CNL designs and implements the plan of care, and is accountable for improving clinical outcomes and care processes in a quality, cost effective manner, as a key member of an interdisciplinary team of healthcare professionals.

ELM Curriculum

The 80-credit ELM Track is completed through full-time study in preceptored clinical settings. The Entry Level Master of Science track curriculum is designed for pre-licensure nursing students to study basic nursing knowledge and science at the graduate level concurrently with graduate core content to prepare for RN licensure.

The CNL is a new generalist nursing role developed by the American Association of Colleges of Nursing. “The Clinical Nurse Leader (CNL) oversees the care coordination of a distinct group of patients and actively provides direct patient care in complex situations. This master's degree-prepared clinician puts evidence-based practice into action to ensure that patients benefit from the latest innovations in care delivery. The CNL evaluates patient outcomes, assesses cohort risk, and has the decision-making authority to change care plans when necessary. The CNL is a leader in the health care delivery system, and the implementation of this role will vary across settings” (American Association of College of Nursing [AACN], 2005). The MMDSON courses will prepare students to design, implement and evaluate client care by coordinating, delegating and supervising the care provided by the interdisciplinary health care team. The CNL role is not one of administration but rather a provider and manager of care for individuals and groups. The graduates, in the role of clinical nurse leader, will provide comprehensive care for patients in the hospital and the
community, manage the work environment, engage in case management and other graduate-level nursing functions, as well as teach and precept nursing students. Success is achieved when students meet or exceed the program outcomes and fulfill their personal and professional goals for their career and stage of life.

The curriculum is based on the philosophy and conceptual framework for the University and the MMDSON ELM track, and considers the recommendations presented in the American Association of Colleges of Nursing Essentials of Baccalaureate and Master’s Education for Professional Nursing Practice (1998) and the White Paper on the Education and Role of the Clinical Nurse Leader, Feb., 2007. Theory and clinical practice are concurrent in the following nursing areas: medical-surgical and geriatric, maternal/child, psychiatric/mental health nursing. Integrated curriculum content also includes the following topic areas: primary/secondary/tertiary prevention, genetics, communication, technology and resource management, ethics, personal hygiene, human sexuality, client abuse, cultural diversity, nutrition, pharmacology, legal, social, and ethical aspects of nursing, and nursing leadership and management. Courses are sequenced from simple to complex so that students are able to build upon prior learning as they progress through the program.

**Track Description**

The first year of the CDU ELM track consists of courses that provide the foundation for safe nursing practice while immersing students in a variety of classroom, hospital, and community based experiences. Through a series of designed learning activities, students are able to learn how to care for patients and their families within a supportive environment that promotes the spirit of inquiry and application of research to nursing practice. The second year of the program provides coursework in nursing research, issues/theory, community health and a final clinical immersion experience in a preceptored course where students can further develop the professional RN role through patient care experiences at the point of care, delegation, prioritization of care, interdisciplinary communication, and team management prior to being eligible to take the NCLEX-RN licensing exam.

**Clinical and Program Requirements**

The MSN program requires that students complete 1,440 hours of clinical practice in the ELM track. In addition to actual clinical hours, the student will spend additional hours studying, preparing and completing assignments, usually double the amount of time spent in actual class or role activities, depending on the time necessary to complete assignments and meet individual objectives.

Prior to taking clinical courses, students must satisfy all prerequisites and submit important documents for instructor verification. Students must provide documentation of all the requirements listed on the MSN Clinical Requirements form in Appendix D of the MMDSON Student Handbook.

These requirements include:

- Complete physical examination on file in School of Nursing office
- University liability insurance
- Health insurance, private or through the University
- Annual CPR certification
• Training in universal precautions and blood borne pathogens
• Training in HIPAA requirements
• Annual PPD/2 step process or chest x-ray if positive
• Immunity status: Hepatitis B titer series, Rubeola, Rubella & Varicella
• Annual Flu vaccine if required by clinical site.

All students will be required to complete a criminal background check before starting their first clinical lab/practicum. Some agencies also require live scan fingerprinting in addition to background checks. A positive criminal record shall not automatically disqualify a student from continuing in the program. If a record of criminal activity is revealed through the background check, the student shall be counseled by the Program Director regarding their continuation in the program and implications for licensure.

Course Descriptions

**Year 1 Semester 1**

**NUR 500 Concepts of Professional Nursing 2 Units**
This course provides an overview of the professional nursing role within the healthcare environment, including nursing theory and evidence-based nursing practice. Highlights of the influence of culture and professional.

**NUR 511 Fundamentals of Nursing and Care of the Older Adult 6 Units**
Concepts of physiological integrity, psychosocial integrity and effective care environments, and health promotion/maintenance are examined. This course focuses on beginning competencies required for care of adult and older adult clients with acute and chronic health problems.

**NUR 520 Physical Assessment 4 Units**
This course focuses on health assessment for professional practice. Basic knowledge and skills necessary to perform assessments including interviewing, history taking, and foundational physical assessment skills are required. Emphasizes developmental and culturally competent assessment skills and ability to recognize deviations from normal across the lifespan.

**NUR 516 Pathophysiology 3 Units**
This course covers principles of normal body functioning, pathophysiological and psychological changes occurring with altered health across the lifespan.

**Year 1 Semester 2**

**NUR 512 Nursing of Culturally Diverse Clients Medical Surgical 8 Units**
This course provides nursing theory and care of adult and older adult clients with medical-surgical health alterations. Includes diagnostic and therapeutic nursing interventions relevant to medical surgical alterations. Emphasizes the nursing process and critical thinking to manage acute and chronic medical-surgical, remedial, supportive and rehabilitative problems.

**NUR 510 Pharmacology 3 Units**
Presents core drug knowledge, pharmacotherapeutics, and pharmacodynamics. Emphasizes drug classification by categories affecting various body systems.

**NUR 521 Nursing Theory 3 Units**
This course provides a study and critique of the organization and development of nursing knowledge. Students will discuss and compare concepts and theories from nursing, humanities, and science with emphasis on their significance to the practice of professional nursing across the lifespan.

**Year 1 Semester 3**

**NUR 513 Nursing of Culturally Diverse Families II Maternal Child/Pediatrics 8 Units**
Students will apply the nursing process in the care of diverse and multicultural women, newborns, children and their families. Emphasis is placed on the integration of theory from nursing and related fields including genetics/genomics, growth and development, standards of clinical practice, evidence-based care, communication, family systems, and critical thinking in planning and providing care.

**NUR 522 Understanding Race/Ethnicity and Cultural Diversity in Health and Illness 3 Units**
This course provides culturally sensitive approaches to providing nursing care. Focuses on socio-cultural
factors and health disparities that influence health and illness and explores that impact in the use of health care resources.

**NUR 528 Health Management and Systems 3 Units**
Healthcare delivery for populations is examined as a multidisciplinary system of dynamic interactions among human and social systems, concerned with healthcare delivery, quality and costs. The management of urban health systems addresses structure, process and outcomes of health services including costs, financing, organization, outcomes and accessibility of care.

**Year 2 Semester 1**

**NUR 527 Fundamentals of Epidemiology and Biostatistics for Nursing 3 Units**
This course presents core epidemiology and biostatistics knowledge and skills that can be used to draw practical conclusions regarding data pertaining to nursing and patient care. Students will become acquainted with the epidemiological and biostatistical concepts in theory and in practice. Students will develop the basic skills necessary to use epidemiological and biostatistical knowledge and methods as the basis for health practice.

**NUR 518 Families in Crisis 6 Units**
Provides nursing theory for the care of adult and older adult clients with complex health alterations; includes diagnostic and therapeutic nursing interventions relevant to advanced medical-surgical health alterations. Emphasizes the importance of collaboration, accountability, and advocacy in the leadership role.

**NUR 523 Perspectives in Nursing Issues 3 Units**
This course provides an analysis on socioeconomic trends and issues affecting nursing and health care. Bioethics, healthcare legislation, public policy and roles of professional organizations are examined. Nursing leadership tasks are explored in relation to group dynamics, values clarification, and ethical decision making.

**Year 2 Semester 2**

**NUR 526 Residency/Internship I 6 Units**
This preceptored patient care clinical course builds on the knowledge and skills obtained in the nursing curriculum. Students will synthesize clinical management, assessment, and interpretation of diagnostic data of complex health care problems seen in the tertiary care setting. Students will work closely with bedside clinical nurses as they transition to the role as a professional practicing nurse.

**NUR 515 Nursing Management of Culturally Diverse Families in the Community 5 Units**
Theories of epidemiology, community health, and nursing are synthesized to help students facilitate the adaptation process of clients, families, and communities to attain and maintain optimal health. Emphasis is placed on family healthcare, assessment of community health needs, advocacy and collaborative role.

**NUR 525 Research 3 Units**
This course examines concepts and issues related to evidence-based practice. The course focuses on the development and refinement of the directed project/research proposal. The proposal includes problem/purpose statements, literature review, measurement tools, work plan, timeline, method and evaluation (analysis/synthesis) plan.

**Year 2 Semester 3**

**NUR 517 Psychiatric Mental Health 3 Units**
This course provides psychiatric/mental health nursing including scope of practice, roles and responsibilities, and social, political, and economic issues related to mental health/illness. Relevant theories and evidenced-based research

**NUR 526 Residency/Internship II 8 Units**
This course builds on the concepts from Residency I. The students participate in supervised practicum experiences within a multidisciplinary setting with a focus on the application of the CNL role. Students will design a planned change project which reflects skills necessary for the application, design, implementation, and evaluation of an outcome-based practice model.
## Entry Level Nurse Track Curriculum of Study

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<td>NUR 521 Nursing Theory</td>
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<td>NUR 528 Health Mgmt. &amp; Systems</td>
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<td>NUR 523 Perspectives</td>
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Family Nurse Practitioner (BSN to FNP) Track
Overview
The Family Nurse Practitioner (FNP) Master of Science in Nursing Track prepares advanced practice nurses to manage the care of individuals and families across the lifespan. The FNP Program is designed for nurses holding baccalaureate degrees, who are interested in completing course requirements leading to a graduate degree in nursing. Graduates of this program are eligible to sit for the FNP national certification examinations through the American Nurses Credentialing Center (ANCC), or the American Academy of Nurse Practitioners (AANP).

BSN to FNP Track Admission Requirements
1. **2 Official transcripts** verifying baccalaureate (bachelor’s) degree from an accredited program in nursing. Official transcripts from most recent degree received. Transcript must also verify the baccalaureate degree and courses were conferred NO LATER THAN the student’s first semester.
2. **Licensure** as a registered nurse in California (and home state of residence). Students must have CA RN license before start of clinical rotation.
3. Completion of an introductory course in **statistics**.
4. **Proficiency in English is mandatory.** All applicants whose first language is not English must take the Test of English as a Foreign Language (TOEFL). The minimum overall score is 84; 24 is the minimum score in the speaking section, and 24 is the writing section minimum score.
5. Recommended **GPA of 3.0** on a 4.0 scale based on most recent degree.
6. **3 Letters of recommendation** are required. Letters should be from faculty members, professional colleagues, or work supervisors who can evaluate your potential for success in a graduate program. Recommendations from family, friends or other students are NOT accepted. Recommendations should address the following areas: a. relationships with work (paid or voluntary) associates, b. work competence, c. communication and interpersonal skills with persons of diverse backgrounds, d. leadership skills or potential, and e. values, ethical standards, responsibility, and initiative. The 3 letters of recommendation should be uploaded to the CDU web application system using PDF format.
7. Congruence of the applicant’s goal with the goals and resources of the School and University. A written **personal goal statement** is required, which is to be PDF-formatted and submitted on-line via the CDU web application system. The goal statement is your opportunity to tell the admissions committee what you are planning to do with your career after you finish your master’s degree. Before writing your goal statement, please carefully review information about the specialty on our web site so that you clearly indicate to the admissions committee that you are a fit with the specialty.
8. A minimum of one year of work experience as a registered nurse is desired.
9. **Computer proficiency** is required (especially word processing and internet/web skills).

Computer Requirements
Windows PC: Intel® or AMD x86 processor running Intel Core i3 (2.2 Ghz, Dual Core) or AMD APU (A6-3400M or higher)• Windows 7 or 8, 4 GB of RAM or more, 50 GB recommended free hard drive space, 1024x768 display, DVD-ROM drive, Video hardware acceleration (optional)

Mac:
Intel processor, Mac OS X 10.6 or later, 4 GB of RAM, 50 GB free hard drive space recommended, 1280x800 display, DVD-ROM drive

Software:
- Microsoft Office Standard (including Word, Excel, PowerPoint, and Outlook), Any Anti-Virus software (Microsoft Security Essentials Free version), Adobe Acrobat Reader (Version 11 or higher)

Peripheral:
- Printer, flash drive

Browser:
- Windows Users: Courses are best viewed using one of the two latest releases of Microsoft Internet Explorer, Mozilla Firefox, or Google Chrome.
- Mac Users: Courses are best viewed using one of the two latest releases of Apple Safari, Mozilla Firefox, or Google Chrome.

Admission Requirements for International Applicants & Applicants with a foreign degree
1. Completion of a nursing bachelor’s degree, if available in the country of origin.
   **Note:** non-U.S. (and/or non-English) transcripts must be submitted for evaluation; please refer to the International Students section of this Catalog for more information.
2. Scholastic record comparable to that reflected by a 3.0 Grade Point Average.
3. Completion of an introductory course in statistics.
4. **Proficiency in English is mandatory.** All applicants whose first language is not English must take the Test of English as a Foreign Language (TOEFL, http://www.toefl.org). The minimum overall score is 84; 24 is the minimum score in the speaking section, and 24 is the writing section minimum score. Consult with Nursing Student Affairs for any questions on TOEFL examinations and scoring.
5. International students need to be licensed in their country of origin. If they are going to perform direct patient care activities locally, they will need to obtain California registered nurse licensure before start of clinical rotation.
6. One year of recent work experience as a registered nurse is required, related to the prospective field of study.
7. **Computer proficiency** is required, (especially word processing and internet/web skills).
8. Please visit the CDU website for computer requirements.

**PLEASE NOTE:** Admission requirements are only for California State Board of Registered Nursing. Other State Boards Registered Nursing FNP certification requirements may be different.

**Clinical and Program Requirements**

The MSN program requires that students complete 645 hours of clinical practice in the FNP track. In addition to actual clinical hours, the student will spend additional hours studying, preparing and completing assignments, usually double the amount of time spent in actual class or role activities, depending on the time necessary to complete assignments and meet individual objectives. See list for ELM clinical requirements.

**Role and Qualifications**

Graduates of this track assume responsibility for the provision of healthcare in the areas of health promotion, disease prevention and clinical management of primary care conditions. The FNP develops collaborative relationships with other healthcare providers, designs and implements the plan of care, and is accountable for improving clinical outcomes and care processes in a quality, cost effective manner. The emphasis of this program is on meeting the healthcare needs of underserved populations.

**FNP Curriculum**

The 48-credit FNP Master of Science in Nursing Track, which is completed through full-time or part-time study in preceptored clinical settings provides a flexible, executive-education format. All clinical courses are offered as immersion practicum experiences, conducted in faculty approved, in-person, preceptored clinical settings. The following course sequence is required for this curriculum of study.

The FNP track is a 4 semester full-time program with opportunity for part-time enrollment. The program begins each semester in the Fall, Spring or Summer. All course work is completed over 4 semesters.
Students may transfer in course credit for courses completed at an accredited academic institution. Clinical experiences are offered in a variety of clinical settings, where students work in preceptored settings to acquire clinical skills in structured environments designed to ensure that all students will satisfy the 645 clinical hours required to complete the program.

The FNP graduate is prepared to deliver care as a member of a healthcare team and to improve the availability of culturally relevant primary healthcare in underserved populations. Graduates possess the ability to evaluate the health status of an individual, diagnose and treat acute illness, manage chronic diseases,
deliver preventive care, and counsel individuals on psychosocial problems in collaboration with a supervising physician.

**Track Course Description**
The FNP track is clinically based and designed for individuals who have been working in the healthcare field. It combines didactic learning and clinical experience. Courses are offered using the Executive Format. All theory courses are taught in in-person classroom settings on designated weekends. During the week, students are assigned to clinical preceptors to complete the required clinical hours in diverse primary care settings.

**Course Descriptions**

**Semester 1**

**NUR 610 Advance Pharmacology 3 Units**
This course expands students’ knowledge of clinical pharmacology to provide a sound basis from which to engage in prescriptive drug management. Pharmacodynamics, pharmacokinetics and pharmacotherapeutics of drug classes are explored through a variety of teaching-learning methodologies, including seminar discussion, problem-based case study presentations, focused readings, and web-based exercises.

**NUR 616 Advance Pathophysiology 3 Units**
This course provides the pathophysiological principles and concepts essential for performing advanced clinical assessments, differential diagnoses, and therapeutic decision making. Describes the disordered physiology and clinical consequences resulting from common disease processes. Analyses of the biophysical rationale for selecting and interpreting data used in the management of plans of care throughout the life span will be presented. Seminar discussions focus on alterations in normal functions of major organ systems. Through problem-solving exercises and case studies, students are encouraged to recognize the pathophysiologic basis of clinical findings associated with disease processes. This course serves as an essential link between the basic sciences and clinical management.

**NUR 620 Advance Physical Assessments 4 Units**
This course presents information that expands the student’s knowledge base related to current health patterns across the lifespan. In addition, faculty will facilitate the students’ acquisition of advanced skills in the collection of subjective data and the performance of an adult physical and mental status examination. Students interpret data acquired through the assessment of adults and the results of laboratory and diagnostic tests.

**Semester 2**

**NUR 530 Primary Care of adults and Aged 6 Units**
The focus of this course is the development of clinical decision-making skills needed by the primary care provider in the delivery of comprehensive health care, including health promotion, health maintenance, and the diagnosis and treatment of common acute and chronic illnesses. Through assigned readings, lectures, class discussion, case studies, and supervised practicum in multicultural practice settings, the student will begin the process of developing sound clinical judgment as a primary care provider.

**NUR 531 Health Promotion Disease Prevention 3 Units**
This course provides an introduction to the description and analysis of characteristics of health promotion disease prevention interventional strategies across a variety of environmental settings. The development of modern population centers will be explored with an emphasis on the interactions among population growth, disease (infectious, epidemic, etc.) and public health measures (water supply, sanitation, food purity, and handling). The significance of these characteristics to strategic health care planning, policy formation, health promotion, and disease prevention will be discussed from a public health conceptual framework.

**NUR 521 Nursing Theory 3 Units**
This course provides a study and critique of the organization and development of nursing knowledge. Students will discuss and compare concepts and theories from nursing, humanities, and science with emphasis on their significance to the practice of professional nursing across the lifespan.

**Semester 3**

**NUR 532 Primary Care of Women and Children 6 Units**
This course will prepare advanced practice nursing students to deliver primary care to women and children within the context of family. This course builds upon the knowledge of primary care obtained in the adult health core theory and practicum courses. The focus of the course will be on methods of health promotion/disease prevention, and assessment and management of common health problems in infants, toddlers, school age children, adolescents, and women from menarche through to the climacteric. Class content will include the direct care provider role in a primary care setting. Health education methodologies and counseling strategies pertinent to a pediatric
primary care practice will be explored and intervention strategies developed. Supervised clinical practice with expert primary care clinicians provides the student with opportunities to practice to cognitive and psychomotor skills necessary to provide obstetric, gynecologic and pediatric primary care.

**NUR 522 Understanding Race/Ethnicity and Cultural Diversity in Health and Illness 3 Units**
This course provides culturally sensitive approaches to providing nursing care. Focuses on socio-cultural factors and health disparities that influence health and illness and explores that impact in the use of health care resources.

**NUR 528 Health Management and Systems 3 Units**
Healthcare delivery for populations is examined as a multidisciplinary system of dynamic interactions among human and social systems, concerned with healthcare delivery, quality and costs. The management of urban health systems addresses structure, process and outcomes of health services including costs, financing, organization, outcomes and accessibility of care.

**Semester 4**

**NUR 527 Fundamentals of Epidemiology and Biostatistics for Nursing 3 Units**
This course presents core epidemiology and biostatistics knowledge and skills that can be used to draw practical conclusions regarding data pertaining to nursing and patient care. Students will become acquainted with the epidemiological and biostatistical concepts in theory and in practice. Students will develop the basic skills necessary to use epidemiological and biostatistical knowledge and methods as the basis for health practice.

**NUR 523 Perspectives in Nursing Issues 3 Units**
This course provides an analysis on socioeconomic trends and issues affecting nursing and health care. Bioethics, healthcare legislation, public policy and roles of professional organizations are examined. Nursing leadership tasks are explored in relation to group dynamics, values clarification, and ethical decision making.

**NUR 533 FNP Practicum 8 Units**
This course prepares advanced practice nursing students to deliver primary care services within a variety of supervised clinical practice settings. Students will have the opportunity to investigate the inter-relationships among various socioeconomic, legal, and political factors which impact the structure and function of healthcare delivery systems. Students will be assisted to perform the advanced practice roles of manager, clinician, educator, researcher and consultant in the provision of primary care services across the lifespan to underserved populations. Students will participate in the development of joint protocols, scientific research and development, community service activities and professional endeavors. The purpose of this course is to enable the student to operationalize the role of the family nurse practitioner in the care of individuals, families and communities.
### Family Nurse Practitioner Track Curriculum of Study

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<thead>
<tr>
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<th>Course No.</th>
<th>Course Title</th>
<th>Units</th>
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<td>NUR 610</td>
<td>Advanced Pharmacology</td>
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<td>NUR 531</td>
<td>Health Promotion/Disease Prevention</td>
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<td>NUR 522</td>
<td>Cultural Diversity</td>
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<td>Health Management&amp; Systems</td>
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<td>NUR 533</td>
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**Total Program Units**: 48

**Total Clinical Hours**: 645
Master of Science in Nursing Post Master’s Certificate Track

The Master of Science in Nursing Post Master’s Certificate Track prepares master-degreed nurses to manage the care of individuals and families across the lifespan. This track is designed for nurses holding master’s degrees in nursing who are interested in completing course requirements leading to the FNP certification. Graduates of this program are eligible to sit for the FNP national certification examinations through the American Nurses Credentialing Center (ANCC), or the American Academy of Nurse Practitioners (AANP).

Post Masters Certificate Admission Requirements

1. **2 Official transcripts** verifying Master’s degree from an accredited program in nursing. Official transcripts from most recent degree received. Transcript must also verify the Master’s degree and courses were conferred NO LATER THAN the students first semester.

2. **Licensure** as a registered nurse in California (and home state of residence). Students must have CA RN license before start of clinical rotation.

3. **Proficiency in English is mandatory.** All applicants whose first language is not English must take the Test of English as a Foreign Language (TOEFL). The minimum overall score is 84; 24 is the minimum score in the speaking section, and 24 is the writing section minimum score.

4. Recommended **GPA of 3.0** on a 4.0 scale based on most recent degree.

5. **3 Letters of recommendation** are required. Letters should be from faculty members, professional colleagues, or work supervisors who can evaluate your potential for success in a graduate program. Recommendations from family, friends or other students are NOT accepted. Recommendations should address the following areas: a. relationships with work (paid or voluntary) associates, b. work competence, c. communication and interpersonal skills with persons of diverse backgrounds, d. leadership skills or potential, and e. values, ethical standards, responsibility, and initiative. The 3 letters of recommendation should be uploaded to the CDU web application system using PDF format.

6. Congruence of the applicant’s goal with the goals and resources of the School and University. A written **personal goal statement** is required, which is to be PDF-formatted and submitted on-line via the CDU web application system. The goal statement is your opportunity to tell the admissions committee what you are planning to do with your career after you finish your post masters certificate. Before writing your goal statement, please carefully review information about the program on our web site so that you clearly indicate to the admissions committee that you are a fit with the post master’s program.

7. A minimum of one year work experience as a registered nurse is desired.

8. **Computer proficiency** is required (especially word processing and internet/web skills).

**Computer Requirements**

Windows PC:

- Intel® or AMD x86 processor running Intel Core i3 (2.2 Ghz, Dual Core) or AMD APU (A6-3400M or higher) • Windows 7 or 8, 4 GB of RAM or more, 50 GB recommended free hard drive space, 1024x768 display, DVD-ROM drive, Video hardware acceleration (optional)

Mac:

- Intel processor, Mac OS X 10.6 or later, 4 GB of RAM, 50 GB free hard drive space recommended, 1280x800 display, DVD-ROM drive

**Software:**

- Microsoft Office Standard (including Word, Excel, PowerPoint, and Outlook), Any Anti-Virus software (Microsoft Security Essentials Free version), Adobe Acrobat Reader (Version 11 or higher)

**Peripherals:**

- Printer, flash drive
 Admission Requirements for International Applicants & Applicants a foreign degree

1. Completion of a nursing master’s degree, if available in the country of origin.

   Note: non-U.S. (and/or non-English) transcripts must be submitted for evaluation; please refer to the International Students section of this Catalog for more information.

2. Scholastic record comparable to that reflected by a 3.0 Grade Point Average.

3. Completion of an introductory course in statistics.

4. Proficiency in English is mandatory. All applicants whose first language is not English must take the Test of English as a Foreign Language (TOEFL, http://www.toefl.org). The minimum overall score is 84; 24 is the minimum score in the speaking section, and 24 is the writing section minimum score. Consult with Nursing Student Affairs for any questions on TOEFL examinations and scoring.

5. International students need to be licensed in their country of origin. If they are going to perform direct patient care activities locally, they will need to obtain California registered nurse licensure before start of clinical rotation.

6. One year of recent work experience as a registered nurse is required, related to the prospective field of study.

7. Computer proficiency is required, (especially word processing and internet/web skills).

8. Please visit the CDU website for computer requirements.

PLEASE NOTE: Admission requirements are only for California State Board of Registered Nursing, other State Boards of Registered Nursing Post Masters certification requirements may be different.

Role and Qualifications: Graduates of this track assume responsibility for the provision of healthcare in the areas of health promotion, disease prevention and clinical management of primary care conditions. The FNP develops collaborative relationships with other healthcare providers, designs and implements the plan of care, and is accountable for improving clinical outcomes and care processes in a quality, cost effective manner. The emphasis of this program is on meeting the healthcare needs of underserved populations. Applicants must meet with the Associate Dean of Student affairs to discuss specific program objectives.

Curriculum: The 30-credit Post Master’s Certificate track, completed through part-time study in preceptored clinical settings, provides a flexible, executive-education format in which the theoretical content of all courses is taught one weekend session per month each semester. The remainder of each semester is taught using both a face-to-face and web-enhanced pedagogical approach for student/faculty collaboration, faculty presentations, and clarification of theoretical content. All clinical courses are offered as immersion practicum experiences, conducted in faculty approved, in-person, preceptored clinical settings. The following course sequence is required for this curriculum of study:

Course Descriptions
Semester 1

NUR 610 Advance Pharmacology 3 Units
This course expands students’ knowledge of clinical pharmacology to provide a sound basis from which to engage in prescriptive drug management. Pharmacodynamics, pharmacokinetics and pharmacotherapeutics of drug classes are explored through a variety of teaching-learning methodologies, including seminar discussion, problem-based case study presentations, focused readings, and web-based exercises.

NUR 616 Advance Pathophysiology 3 Units
This course provides the pathophysiological principles and concepts essential for performing advanced clinical assessments, differential diagnoses, and therapeutic decision-making. Describes the disordered physiology and clinical consequences resulting from common disease processes. Analyses of the biophysical rationale for selecting and interpreting data used in the management of plans of care throughout the life span will be presented. Seminar discussions focus on alterations in normal functions of major organ systems. Through problem-solving exercises and case studies, students are encouraged to recognize the pathophysiologic basis of clinical findings associated with disease processes. This course serves as an essential link between the basic sciences and clinical
management.

**NUR 620 Advance Physical Assessments 4 Units**
This course presents information that expands the student's knowledge base related to current health patterns across the lifespan. In addition, faculty will facilitate the students' acquisition of advanced skills in the collection of subjective data and the performance of an adult physical and mental status examination. Students interpret data acquired through the assessment of adults and the results of laboratory and diagnostic tests.

**Semester 2**

**NUR 530 Primary Care of adults and Aged 6 Units**
The focus of this course is the development of clinical decision-making skills needed by the primary care provider in the delivery of comprehensive health care, including health promotion, health maintenance, and the diagnosis and treatment of common acute and chronic illnesses. Through assigned readings, lectures, class discussion, case studies, and supervised practicum in multicultural practice settings, the student will begin the process of developing sound clinical judgment as a primary care provider.

**Semester 3**

**NUR 532 Primary Care of Women and Children 6 Units**
This course will prepare advanced practice nursing students to deliver primary care to women and children within the context of family. This course builds upon the knowledge of primary care obtained in the adult health core theory and practicum courses. The focus of the course will be on methods of health promotion/disease prevention, and assessment and management of common health problems in infants, toddlers, school age children, adolescents, and women from menarche through to the climacteric. Class content will include the direct care provider role in a primary care setting. Health education methodologies and counseling strategies pertinent to a pediatric primary care practice will be explored and intervention strategies developed. Supervised clinical practice with expert primary care clinicians provides the student with opportunities to practice to cognitive and psychomotor skills necessary to provide obstetric, gynecologic and pediatric primary care.

**Semester 4**

**NUR 533 FNP Practicum 8 Units**
This course prepares advanced practice nursing students to deliver primary care services within a variety of supervised clinical practice settings. Students will have the opportunity to investigate the inter-relationships among various socioeconomic, legal, and political factors which impact the structure and function of healthcare delivery systems. Students will be assisted to perform the advanced practice roles of manager, clinician, educator, researcher and consultant in the provision of primary care services across the lifespan to underserved populations. Students will participate in the development of joint protocols, scientific research and development, community service activities and professional endeavors. The purpose of this course is to enable the student to operationalize the role of the family nurse practitioner in the care of individuals, families and communities.

**Master of Science in Nursing RN to MSN Track**
The Master of Science in Nursing RN to MSN Track/FNP prepares advanced practice nurses to manage the care of individuals and families across the lifespan. This track is designed for nurses holding baccalaureate degrees in non-nursing disciplines, who are interested in completing course requirements leading to a graduate degree in nursing. Graduates of this program are eligible to sit for the FNP national certification examinations through the American Nurses Credentialing Center (ANCC), or the American Academy of Nurse Practitioners (AANP).
## Master of Science in Nursing RN to MSN Track

### Curriculum of Study

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<th>Course No.</th>
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|            | **Total Clinical Hours**           | 645   |                |
ADN to MSN Program Admission Requirements

1. Two official transcripts are required from all post-secondary educational institutions.

2. Completion of an associate degree in nursing and baccalaureate degree (bachelor’s degree) in a general discipline other than nursing. Transcript must also verify the baccalaureate degree was conferred NO LATER THAN the student’s first semester.

3. Licensure as a registered nurse in California (and home state of residence). Student must have CA RN license before start of clinical rotation.

4. Proficiency in English is mandatory. All applicants whose first language is not English must take the Test of English as a Foreign Language (TOEFL, http://www.toefl.org). The minimum overall score is 84; 24 is the minimum score in the speaking section, and 24 is the writing section minimum score.

5. Recommended GPA of 3.0 on a 4.0 scale based on most recent degree.

6. 3 letters of recommendation are required. Letters should be from faculty members, professional colleagues, or work supervisors who can evaluate your potential for success in a graduate program. Recommendations from family, friends or other students are NOT accepted. Recommendations should address the following areas: a. relationships with work (paid or voluntary) associates, b. work competence, c. communication and interpersonal skills with persons of diverse backgrounds, d. leadership skills or potential, and e. values, ethical standards, responsibility, and initiative. The 3 letters of recommendation should be uploaded to the CDU web application system using PDF format.

7. Congruence of the applicant’s goal with the goals and resources of the School and University. A written personal goal statement is required, which is to be PDF-formatted and submitted on-line via the CDU web application system. The goal statement is your opportunity to tell the admissions committee what you are planning to do with your career after you finish your master’s degree. Before writing your goal statement, please carefully review information about the FNP specialty on our website so that you clearly indicate to the admissions committee that you are a fit with the program.

8. Computer proficiency is required (especially word processing and internet/web skills).

Please see Computer Requirements section below.

9. A minimum of one year of work experience as a nurse is desired.

Computer Requirements

Windows PC:
- Intel® or AMD x86 processor running Intel Core i3 (2.2 Ghz, Dual Core) or AMD APU (A6-3400M or higher)
- Windows 7 or 8, 4 GB of RAM or more, 50 GB recommended free hard drive space, 1024x768 display, DVD-ROM drive, Video hardware acceleration (optional)

Mac:
- Intel processor, Mac OS X 10.6 or later, 4 GB of RAM, 50 GB free hard drive space recommended, 1280x800 display, DVD-ROM drive

Software:
- Microsoft Office Standard (including Word, Excel, PowerPoint, and Outlook), Any Anti-Virus software (Microsoft Security Essentials Free version), Adobe Acrobat Reader (Version 11 or higher)

Peripherals:
- Printer, flash drive

Browser:
- Windows Users: Courses are best viewed using one of the two latest releases of Microsoft Internet Explorer, Mozilla Firefox, or Google Chrome.
- Mac Users: Courses are best viewed using one of the two latest releases of Apple Safari, Mozilla Firefox, or Google Chrome.

Admission Requirements for International Applicants & Applicants who received their degree from another country

1. Completion of an associate degree in nursing and bachelor’s degree in a general discipline other than nursing, if available in the country of origin.

Note: non-U.S. (and/or non-English) transcripts must be submitted for evaluation; please refer to the International Students
section of this Catalog for more information.

2. Scholastic record comparable to that reflected by a **3.0 Grade Point Average**.

3. **Proficiency in English is mandatory**. All applicants whose first language is not English must take the Test of English as a Foreign Language (TOEFL, [http://www.toefl.org](http://www.toefl.org)). The minimum overall score is 84; 24 is the minimum score in the speaking section, and 24 is the writing section minimum score. Consult with Nursing Student Affairs for any questions on TOEFL examinations and scoring.

4. International students need to be **licensed** in their country of origin. If they are going to perform direct patient care activities locally, they will need to obtain California **registered nurse licensure** before start of clinical rotation.

5. One year of recent work experience as a registered nurse is required, related to the prospective field of study.

6. **Computer proficiency** is required, (especially word processing and internet/web skills).

7. Please visit the CDU website for computer requirements.

### Prerequisite Courses

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<th>Semester Units</th>
<th>Note</th>
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<td>English Composition</td>
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<td>• All prerequisites must be completed at a regionally accredited U.S. institution (exceptions may be made on a case-by-case basis)</td>
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<td>Sociology</td>
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<td>• All science prerequisites must be completed with a grade of “B” or better (a grade of “B-“ or lower is not acceptable)</td>
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<td>Psychology</td>
<td>Introductory psychology, general psychology and developmental psychology are acceptable</td>
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<td>• All coursework from non-US institutions must be submitted to an approved service for evaluation</td>
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<tr>
<td>Nutrition</td>
<td>Eligible courses: Throughout the Life-Span</td>
<td>3</td>
<td>• International transcript evaluation agencies accepted by Charles R. Drew University are listed under International Students section of this Catalog.</td>
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<tr>
<td>Human Anatomy w/lab</td>
<td>If anatomy and physiology are combined, we will accept a minimum of 8 semester units</td>
<td>4</td>
<td>• English Composition may be taken outside U.S. in countries whose native language is English.</td>
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<tr>
<td>Human Physiology w/lab</td>
<td>If anatomy and physiology are combined, we will accept a minimum of 8 semester units</td>
<td>4</td>
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<tr>
<td>Microbiology w/lab</td>
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<td>4</td>
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<tr>
<td>Statistics</td>
<td>Business statistics, biostatistics, epidemiology stats, patients and populations, etc.</td>
<td>3</td>
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</tr>
<tr>
<td>Speech/Communication</td>
<td>Group communication, storytelling, debate, interviewing, etc.</td>
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</tbody>
</table>
Role and Qualifications: Graduates of this track assume responsibility for the provision of healthcare in the areas of health promotion, disease prevention and clinical management of primary care conditions. The FNP develops collaborative relationships with other healthcare providers, designs and implements the plan of care, and is accountable for improving clinical outcomes and care processes in a quality, cost effective manner. The emphasis of this program is on meeting the healthcare needs of underserved populations.

Curriculum: The 58-unit FNP Master of Science in Nursing Track, which is completed through full-time study in preceptored clinical settings, provides a flexible, executive-education format in which the theoretical content of all courses is taught two weekend sessions per month each semester. The remainder of each semester is taught using both a face-to-face and web-enhanced pedagogical approach for student/faculty collaboration, faculty presentations, and clarification of theoretical content. All clinical courses are offered as immersion practicum experiences, conducted in faculty approved, in-person, preceptored clinical settings. The following course sequence is required for this curriculum of study:

Course Descriptions
Year 1 Semester 1

NUR 500 Concepts of Professional Nursing 2 Units
This course provides an overview of the professional nursing role within the healthcare environment, including nursing theory and evidence-based nursing practice. Highlights of the influence of culture and professional.

NUR 610 Advance Pharmacology 3 Units
This course expands students’ knowledge of clinical pharmacology to provide a sound basis from which to engage in prescriptive drug management. Pharmacodynamics, pharmacokinetics and pharmacotherapeutics of drug classes are explored through a variety of teaching-learning methodologies, including seminar discussion, problem-based case study presentations, focused readings, and web-based exercises.

NUR 616 Advance Pathophysiology 3 Units
This course provides the pathophysiological principles and concepts essential for performing advanced clinical assessments, differential diagnoses, and therapeutic decision making. Describes the disordered physiology and clinical consequences resulting from common disease processes. Analyses of the biophysical rationale for selecting and interpreting data used in the management of plans of care throughout the life span will be presented. Seminar discussions focus on alterations in normal functions of major organ systems. Through problem-solving exercises and case studies, students are encouraged to recognize the pathophysiologic basis of clinical findings associated with disease processes. This course serves as an essential link between the basic sciences and clinical management.

NUR 620 Advance Physical Assessments 4 Units
This course presents information that expands the student's knowledge base related to current health patterns across the lifespan. In addition, faculty will facilitate the students’ acquisition of advanced skills in the collection of subjective data and the performance of an adult physical and mental status examination. Students interpret data acquired through the assessment of adults and the results of laboratory and diagnostic tests.

Year 1 Semester 2

NUR 521 Nursing Theory 3 Units
This course provides a study and critique of the organization and development of nursing knowledge. Students will discuss and compare concepts and theories from nursing, humanities, and science with emphasis on their significance to the practice of professional nursing across the lifespan.

NUR 522 Understanding Race/Ethnicity and Cultural Diversity in Health and Illness 3 Units
This course provides culturally sensitive approaches to providing nursing care. Focuses on socio-cultural factors and health disparities that influence health and illness and explores that impact in the use of health care resources.

NUR 515 Nursing Management of Culturally Diverse Families in the Community 5 Units
Theories of epidemiology, community health, and nursing are synthesized to help students facilitate the adaptation process of clients, families, and communities to attain and maintain optimal health. Emphasis is placed on family healthcare, assessment of community health needs, advocacy and collaborative role.

Year 1 Semester 3

NUR 530 Primary Care of adults and Aged 6 Units
The focus of this course is the development of clinical decision-making skills needed by the primary care provider in the delivery of comprehensive health care, including health promotion, health maintenance, and
the diagnosis and treatment of common acute and chronic illnesses. Through assigned readings, lectures, class discussion, case studies, and supervised practicum in multicultural practice settings, the student will begin the process of developing sound clinical judgment as a primary care provider.

**NUR 531 Health Promotion Disease Prevention 3 Units**

This course provides an introduction to the description and analysis of characteristics of health promotion disease prevention interventional strategies across a variety of environmental settings. The development of modern population centers will be explored with an emphasis on the interactions among population growth, disease (infectious, epidemic, etc.) and public health measures (water supply, sanitation, food purity, and handling). The significance of these characteristics to strategic health care planning, policy formation, health promotion, and disease prevention will be discussed from a public health conceptual framework.

**NUR 528 Health Management and Systems 3 Units**

Healthcare delivery for populations is examined as a multidisciplinary system of dynamic interactions among human and social systems, concerned with healthcare delivery, quality and costs. The management of urban health systems addresses structure, process and outcomes of health services including costs, financing, organization, outcomes and accessibility of care.

**Year 2 Semester 1**

**NUR 523 Perspectives in Nursing Issues 3 Units**

This course provides an analysis on socioeconomic trends and issues affecting nursing and health care. Bioethics, healthcare legislation, public policy and roles of professional organizations are examined. Nursing leadership tasks are explored in relation to group dynamics, values clarification, and ethical decision making.

**NUR 532 Primary Care of Women and Children 6 Units**

This course will prepare advanced practice nursing students to deliver primary care to women and children within the context of family. This course builds upon the knowledge of primary care obtained in the adult health core theory and practicum courses. The focus of the course will be on methods of health promotion/disease prevention, and assessment and management of common health problems in infants, toddlers, school age children, adolescents, and women from menarche through to the climacteric. Class content will include the direct care provider role in a primary care setting. Health education methodologies and counseling strategies pertinent to a pediatric primary care practice will be explored and intervention strategies developed. Supervised clinical practice with expert primary care clinicians provides the student with opportunities to practice to cognitive and psychomotor skills necessary to provide obstetric, gynecologic and pediatric primary care.

**NUR 525 Research 3 Units**

This course examines concepts and issues related to evidence-based practice. The course focuses on the development and refinement of the directed project/research proposal. The proposal includes problem/purpose statements, literature review, measurement tools, work plan, timeline, method and evaluation (analysis/synthesis) plan.

**Year 2 Semester 2**

**NUR 527 Fundamentals of Epidemiology and Biostatistics for Nursing 3 Units**

This course presents core epidemiology and biostatistics knowledge and skills that can be used to draw practical conclusions regarding data pertaining to nursing and patient care. Students will become acquainted with the epidemiological and biostatistical concepts in theory and in practice. Students will develop the basic skills necessary to use epidemiological and biostatistical knowledge and methods as the basis for health practice.

**NUR 533 FNP Practicum 8 Units**

This course prepares advanced practice nursing students to deliver primary care services within a variety of supervised clinical practice settings. Students will have the opportunity to investigate the inter-relationships among various socioeconomic, legal, and political factors which impact the structure and function of healthcare delivery systems. Students will be assisted to perform the advanced practice roles of manager, clinician, educator, researcher and consultant in the provision of primary care services across the lifespan to underserved populations. Students will participate in the development of joint protocols, scientific research and development, community service activities and professional endeavors. The purpose of this course is to enable the student to operationalize the role of the family nurse practitioner in the care of individuals, families and communities.
## ADN to MSN Track Curriculum of Study

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<th>Course No.</th>
<th>Course Title</th>
<th>Units</th>
<th>Clinical Hours</th>
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<tr>
<td>Year 1 Semester 1</td>
<td>NUR 616 Advanced Pathophysiology</td>
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<td>Year 1 Semester 1</td>
<td>NUR 610 Advanced Pharmacology</td>
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<td>NUR 620 Advanced Physical Assessment</td>
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<td>NUR 500 Concepts</td>
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<td>Year 1 Semester 2</td>
<td>NUR 522 Cultural Diversity</td>
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<td>Year 1 Semester 3</td>
<td>NUR 531 Health Promotion/Disease Prevention</td>
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Cost of Attendance

Below is a cost of attendance breakdown for Master of Science in Nursing (MSN) tracks. See Tuition and Fees section of this catalog for University tuition and fees information, including additional fees that may apply. All fees are subject to change.

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<th>Family Nurse Practitioner Track</th>
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<th>Semester 3</th>
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<td>Semester Units</td>
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<td>Tuition</td>
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<td>FNP Cert Review</td>
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<td>Graduation</td>
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<td>OSCE</td>
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<td>Typhon</td>
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<tr>
<td>Nurse Mgr Cert</td>
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<td><strong>Total (Tuition + Fees)</strong></td>
<td>$9,235</td>
<td>$11,017</td>
<td>$10,817</td>
<td>$13,449</td>
<td>$44,518</td>
</tr>
</tbody>
</table>

**NOTE:** It is anticipated that School of Nursing fees will change effective Spring 2014.

1. ATI Book Fee: Includes online assessments books and modules for courses requiring ATI. Packages must be purchased by the University.

2. School of Nursing Equipment/Uniform fee includes nursing school kit, simulation lab and equipment, medical supplies as well as simulation, lab and facility maintenance.
Mervyn M. Dymally School of Nursing

Faculty

Shirley Evers-Manly, PhD, MSN, BSN, RN
Intern Dean, School of Nursing

Lisa Jones, PhD, MSN, CRRN-BC, PHN
Assistant Dean, School of Nursing

Patricia Humbles, PhD, RN
Interim Associate Dean & Assistant Professor
School of Nursing

Patricia Bridewell, MSN, RN
Instructor, School of Nursing

Victor Chaban, PhD, MSCR
Associate Professor, School of Nursing

Nona Day, MSN, RN
Instructor, School of Nursing

Marcia Elliott, MSN, RN, PHN
Learning Resource Center Coordinator & Instructor
School of Nursing

Arneta Finney, MSN, RN, WOCN, WCC, PHN
Clinical Coordinator & Instructor, School of Nursing

Anne Grace Guzman, MSN, NP
Assistant Professor, School of Nursing

Angela James, MSN, RN
Instructor, School of Nursing

Maria Recanita Jhocson, MSN, RN
Assistant Professor, School of Nursing

Sylvia Jones, MSN, RN, PHN
Instructor, School of Nursing

Emilyn Lao, MSN, RN
Assistant Professor, School of Nursing

Cherry B. Maglaya-Lee, MSN, APN
Assistant Professor, School of Nursing

Nanette Leonardo, MSN, RN
Assistant Professor, School of Nursing

Romar Lingad, MSN, FNP-BC
Assistant Professor, School of Nursing

Vanessa Miller, DrPH, MSN, PHCNS-BS
Interim Director, Office of Research & Associate Professor, School of Nursing

Nicole Monk, RN, PNP, CNS
Instructor, School of Nursing

Irene Mosqueda-Benliro, APN, MSN, FNP-C,
Director of FNP Track & Assistant Professor, School of Nursing

Jose Nava, MSN, RN, PHN
Assistant Professor, School of Nursing

Maria Socorro Navarra, MSN, FNP-C
Instructor, School of Nursing

Magda Shaheen, PhD, MPH, MS
Assistant Professor, School of Nursing

Peter Tom, Pharm D
Assistant Professor, School of Nursing

Elizabeth Wider, RN, MSN, EdD
Assistant Professor, School of Nursing

Ebere Ume, MSN, RN
Instructor, School of Nursing

Angela Williams, MSN, RN
Simulation Lab Coordinator & Instructor, School of Nursing
### 2013-2014 Academic Calendar

<table>
<thead>
<tr>
<th></th>
<th><strong>FALL</strong></th>
<th><strong>SPRING</strong></th>
<th><strong>SUMMER</strong></th>
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<tbody>
<tr>
<td><strong>Academic Advising</strong></td>
<td>July 23 – Aug 3</td>
<td>Nov. 11 – Dec 6</td>
<td>TBD</td>
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<tr>
<td>Registration: Continuing Students</td>
<td>Aug 5 – 23</td>
<td>Dec 2 – Jan 3</td>
<td>Apr. 28 – May 9</td>
</tr>
<tr>
<td>Registration: New Students</td>
<td>Aug 23</td>
<td>TBD</td>
<td>TBD</td>
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<tr>
<td>Discover CDU</td>
<td>Aug 14 – 16</td>
<td>–</td>
<td>–</td>
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<tr>
<td>Semester Classes Begin</td>
<td>Aug. 26</td>
<td>Jan. 6</td>
<td>May 12</td>
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<tr>
<td><strong>School of Nursing</strong></td>
<td>Aug. 26</td>
<td>Jan. 6</td>
<td>May 11</td>
</tr>
<tr>
<td>Late Registration ($50 Late Fee) and Add/Drop Period</td>
<td>Aug. 26 – Sept. 6</td>
<td>Jan. 6 – 17</td>
<td>May 12 – 23</td>
</tr>
<tr>
<td><strong>School of Nursing</strong></td>
<td>Aug. 26 – Sept 6</td>
<td>Jan. 6 – 17</td>
<td>Apr 29 – May 9</td>
</tr>
<tr>
<td>Student Census</td>
<td>Sept. 13</td>
<td>Jan. 24</td>
<td>May 30</td>
</tr>
<tr>
<td><strong>School of Nursing</strong></td>
<td>Sept. 13</td>
<td>Jan. 24</td>
<td>May 17</td>
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<tr>
<td>Withdrawal Deadline</td>
<td>Oct. 11</td>
<td>Feb. 28</td>
<td>July 3</td>
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<tr>
<td><strong>School of Nursing</strong></td>
<td>Oct. 11</td>
<td>Feb 28</td>
<td>June 20</td>
</tr>
<tr>
<td>Spring Break (campus open, no classes)</td>
<td>—</td>
<td>March 24 – 28</td>
<td>—</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Dec. 9 – 13</td>
<td>Apr. 28 – May 2</td>
<td>Aug. 4 – 8</td>
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<tr>
<td><strong>School of Nursing</strong></td>
<td>Dec 9 – 11</td>
<td>Apr 21 – 25</td>
<td>Aug.12 – 15</td>
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<tr>
<td>Final Grades Due</td>
<td>Dec 20</td>
<td>May 9</td>
<td>Aug. 15</td>
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<tr>
<td><strong>School of Nursing</strong></td>
<td>Dec 20</td>
<td>Apr 28</td>
<td>Aug. 22</td>
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<tr>
<td>Degree Conferral Date</td>
<td>Dec 31</td>
<td>May 16</td>
<td>Aug 31</td>
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### University Holidays

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Labor Day (Campus Closed)</td>
<td>Sept. 2</td>
</tr>
<tr>
<td>Veterans Day (Campus Closed)</td>
<td>Nov. 11</td>
</tr>
<tr>
<td>Thanksgiving (Campus Closed)</td>
<td>Nov. 28-29</td>
</tr>
<tr>
<td>University Holiday Closure</td>
<td>Dec. 23-Jan 1</td>
</tr>
<tr>
<td>Martin Luther King Day (Campus Closed)</td>
<td>Jan. 20</td>
</tr>
<tr>
<td>President's Day (Campus Closed)</td>
<td>Feb. 17</td>
</tr>
<tr>
<td>Spring Break (No classes, Campus Open)</td>
<td>March 24-28</td>
</tr>
<tr>
<td>Cesar Chavez (Campus Closed)</td>
<td>March 31</td>
</tr>
<tr>
<td>Memorial Day (Campus Closed)</td>
<td>May 26</td>
</tr>
<tr>
<td>Independence Day (Campus Closed)</td>
<td>July 4</td>
</tr>
</tbody>
</table>
Key Telephone Numbers

Main Campus Number
(323) 563-4800

Office of the President
(323) 563-4974

College of Science and Health
(323) 563-5851

College of Medicine
(323) 563-4991

Mervyn M. Dymally
School of Nursing
(323) 568-3302

Office of Human Resources
(323) 563-5827

Office of Research
(323) 249-5702

Office of Information Systems
(323) 563-4990

Office of Continuing Medical Education
(323) 563-4975

Office of Graduate Medical Education
(323) 563-9373

Office of Enrollment Management Services
Admission, Financial Aid and Scholarships,
Registration and Records
(323) 563-4838

Office of Medical Student Affairs
(323) 563-5956

Office of Academic Senate
(323) 563-5978

Office of Finance
(323) 563-5820

Office of Research
(323) 249-5702

Office of Human Resources
(323) 563-5827

Office of Information Systems
(323) 563-4990

Office of Continuing Medical Education
(323) 563-4975

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(323) 563-4838

Office of Medical Student Affairs
(323) 563-5956

Office of Academic Senate
(323) 563-5978

Office of Finance
(323) 563-5820
Travel Directions

University Mailing Address:
1731 East 120th Street
Los Angeles, CA 90059

University Physical Address:
1730 E. 118th Street
Los Angeles, CA 90059

FREE is available in the PARKING STRUCTURE located adjacent to campus on 118th Street

From LAX
- Take the IMPERIAL HWY WEST/I-105 E ramp toward IMPERIAL TERMINAL.
- Merge onto I-105 E toward NORWALK.
- Take the WILMINGTON AVE exit, EXIT 10.
- Turn RIGHT onto WILMINGTON AVE.
- Turn RIGHT onto E 118TH ST.

From West Los Angeles
- Go South on the I-405
- Merge onto I-105 East via EXIT 45 toward NORWALK.
- Take the WILMINGTON AVE exit, EXIT 10.
- Turn RIGHT onto WILMINGTON AVE.
- Turn RIGHT onto E 118TH ST.

From Long Beach
- Go North on the I-710
- Merge onto I-105 W toward EL SEGUNDO
- Take EXIT 10 toward WILMINGTON AVE.
- Turn LEFT onto E IMPERIAL HWY
- Take the WILMINGTON AVE SOUTH ramp
- Turn RIGHT onto WILMINGTON AVE.
- Turn RIGHT onto E 118TH ST.

From Glendale and the San Fernando Valley
- Go South on I-5
- Merge onto CA-110 S toward LOS ANGELES
- Merge onto I-105 E toward NORWALK.
- Take the WILMINGTON AVE exit, EXIT 10
- Turn RIGHT onto WILMINGTON AVE.
- Turn RIGHT onto E 118TH ST.

From San Gabriel Valley
- Go West on I-10 toward LOS ANGELES
- Merge onto I-710 S via EXIT 21 toward LONG BEACH
- Merge onto I-105 W toward EL SEGUNDO
- Take EXIT 10 toward WILMINGTON AVE
- Turn LEFT onto E IMPERIAL HWY
- Take the WILMINGTON AVE SOUTH ramp
- Turn RIGHT onto WILMINGTON AVE
- Turn RIGHT onto E 118TH ST

From Orange County
- Go West on CA-91
- Take I-605 N toward ALONDRA BLVD
- Merge onto I-105 W toward EL SEGUNDO
- Take EXIT 10 toward WILMINGTON AVE
- Turn LEFT onto E IMPERIAL HWY
- Take the WILMINGTON AVE SOUTH ramp
- Turn RIGHT onto WILMINGTON AVE
- Turn RIGHT onto E 118TH ST

From Inland Empire
- Go West on I-10
- Merge onto I-605 S
- Merge onto I-105 W via EXIT 9B
- Take EXIT 10 toward WILMINGTON AVE
- Turn LEFT onto E IMPERIAL HWY
- Take the WILMINGTON AVE SOUTH ramp
- Turn RIGHT onto WILMINGTON AVE
- Turn RIGHT onto E 118TH ST
Location

Charles R. Drew University is located at 1731 East 120th Street in Los Angeles, California, about a 16-minute drive from Los Angeles International Airport. There is easy access to the campus from the Century Freeway (I-105) off the Wilmington Avenue exit.
University Catalog Committee

Damon A. Blue, MA
CHAIR & EDITOR,
REGISTRAR

Joseph Corrao, MEd
DIRECTOR OF STUDENT AFFAIRS,
COLLEGE OF MEDICINE

Patricia Humbles, PhD, RN
INTERIM ASSOCIATE DEAN
MERVYN M. DYMALLY SCHOOL OF NURSING

John Isaac, MA
RETENTION COORDINATOR
FOR COLLEGE OF SCIENCE AND HEALTH

Sondos Islam, PhD, MPH, MS
MPH PROGRAM DIRECTOR
COLLEGE OF SCIENCE AND HEALTH

Rita Gloria Sawyer, PhD
ASSISTANT PROVOST FOR STUDENT SERVICES

Cover Design
Benedict Garma, Post Baccalaureate Pre-Med, ‘14
INDEX

Assoc. of Black Women Physicians (ABWP), 109
Academic Advising, 60
Academic Community, COSH, 58
Academic Degree, 53
Academic Dishonesty, 47
Academic Dismissal, 53
Academic Integrity, 47
Academic Load, 49
Academic Policies, 47, 110
Academic Probation, 53
Academic Requirements, Medicine, 107
Accreditation, 2
Adding/Dropping Courses, 32
Address, University, 150
Administration, COM, 99
Administration, COSH, 56
Administration, Nursing, 120
Admission, Requirements for, 28
Admissions Information, 28, 92
Alpha Omega Alpha, 110
Alumni Association, 27
American Medical Student Association (AMSA), 110
Appeal of Admissions Decision, 30
Application Deadlines, 28, 109, 125
ARRT, 79
Associate of Science, 61
Attendance, 47
Auditing Courses, 33
Bachelor of Science, 62
Black Women Physicians, Assoc. Of, 109
Board of Trustees, 1
CAHIIM, 74
Campus Alert System, 34
Campus Map, 151
Cancelled Classes, 32
Catalog Committee, 152
Catalog Rights, 49
Catalog Statement, 2
CDSG Officers, 61
CDU/UCLA Medical Education Program. See Medical Education Program
CEPH, 90
Certificate, 53
Charles R. Drew, MD, 8
Classification of Students, 49
CLEP, 29
Clerkships, COM, 103
Clery Report, 34
Clinical Coding, 73
Code of Conduct, 114
College of Science and Health, 55
College of Science and Health, History, 55
College Policies, Medicine, 113
Commitment Deposit, 29, 31
Complaints, 95
Complaints and Grievances, Medicine, 113
Compliance Statement, 113
Concurrent Enrollment, 32
Conditional Admission, 30
Confidentiality, 16
Core Courses, MPH, 91
Counseling Services, 27, 111
Course Descriptions, GE, 66
Course Descriptions, MPH, 92
Course Descriptions, Nursing, 128, 133, 137, 142
Course Descriptions, RAD TECH, 75, 80
Course Listing, GE, 63
Course Numbering System, 49
Course Withdrawal, 32
Cover Design, 2, 152
Credit Balances, 41
Curriculum, ELM, Nursing, 126
David Geffen School of Medicine at UCLA Student Affairs Office, 102
Deadlines
Admission and Financial Aid, 15
Dean, COSH, 57, 100
Dean, Mervyn M. Dymally School of, 122
Dean's List, 59
Deferment of Admission, 31
Degree Requirements, 61
Directed Study. See Independent Study
Directions to CDU, 150
Disbursements, 41
Discover CDU, 27
Dismissal. See Academic Dismissal
Dress Code, 112
Effective Catalog Dates, 2
Eligibility, Financial Aid, 40
Enrollment Certification, 33, See Enrollment Certification
Entry Level Master's (ELM) Track, 125
Everbridge. See Campus Alert System
Faculty, COSH, 96
Faculty, Nursing, 146
Family Educational Rights and Privacy Act (FERPA), 17
Family Nurse Practitioner (FNP) Track, 131, 138
Fees, 36, 106, 108, See Tuition and Fees
Fellowships, National Medical, 109
Final Examinations, 50
Financial Aid, 15, 28, 32, 38, 40, 41, 42, 43, 44, 45, 48, 49, 92, 102, 108, 109, 125, 149
General Education, 63
General Studies Curriculum, 63
General Studies Requirement, 64
Governance, COSH, 95
GPA, 29, 44, 50, 51, 52, 53, 59, 60, 78, 88, 91
Grade Appeal, 52
Grade Change, 52
Grade Definitions, 51
Grade, Incomplete Policy, 52
Grading System, 50
Graduation. See Requirements for Graduation
Graduation Requirements, Medicine, 106
Graduation with Honors, 59
Grievances. See Complaints, COSH
Health Information Technology, 73
Health Insurance. See Student Health Insurance
Health Sciences Library, 6
History of COM, 98
History of the University, 4
History, Nursing, 118
Holidays. See University Holidays
Honor Code, COM, 113
Honor Roll, 59
Honor Societies, 59
Honors. See Graduation with Honors
Housing, Medicine, 112
Identification Badges, 35, 111
Incomplete. See Grade, Incomplete Policy
Independent Study, 53
JRCERT, 78
Latino Medical Student Association (LMSA), 110
Life Sciences, 82
Lost and Found, 34
Master of Public Health, 62
Mascot, 4
Mission, University, 4
Medical Education Program, 102
Medicine, College of, 98
Mission, Nursing, 123
Natural Sciences, Mathematics, and Information Science, 64
New Student Orientation, 27
Non-Discrimination Policy, 2
Nondiscrimination Policy, 114
Non-Matriculating Students, 31
Notification of Admission, 29
Nursing, Mervyn M. Dymally School of, 118
Oath and Honors, 60
Objectives, Nursing, 124
Office of Medical Student Affairs, 101
Officers of the University, 2
Parking. See
Pre-enrollment Examinations, 29
Prematriculation Program, COM, 102
Pre-Medical Society, The, 27
President, Message from the 9
Probation. See Academic Probation
Public Health Student Association (MPHSA), 27
Public Safety, 34
R2T4, 43
Radiologic Technology, 77
Readmission of, 31
Refund, 38, 39, 108
Registration Information, 32
Repayment, Repayment, 43
Repeated Courses, 50
Requirements for Graduation, 53
Requirements, Clinical & Program, Nursing, 127, 132
Residencies, Medicine, 106
Right to Cancel, 42
Satisfactory Academic Progress, 44
Scholarship, Charles Drew Society, 109
Service Learning, Nursing, 125
Sexual Harassment, 20
Social and Behavioral Sciences, 64
Student Activities & Organizations, 60
Student Education and Services Center, 8
Student Education and Services Center (SESC), 60
Student Government, 26, 60, 61, 112
Student Health, 34
Student Health Insurance, 35
Student Health, Medicine, 111
Student ID, 35
Student Leadership Council, 26
Student Life, 26, 60, 111
Student National Medical Association (SNMA), 110
Student Responsibility, 17
Table Of Contents, 4
Telephone Numbers, 149
Time to Degree Completion, 53
Title IV Funds, 43
Transcripts, 33
Transfer Credit, 29, 91
Transportation, 34
Tuition and Fees, 36, 37
United States Medical Licensing Examinations (USMLE), 110
University Holidays, 148
University Learning Resource Center, 7
University Services, 34
Urban Public Health, MPH, 90
Verification, Financial Aid, 40
Veterans Administration, 2
Withdrawal, 32, 44, 50, See University Withdrawal
Withdrawals, Medical, 53
Written and Oral Communication and Critical Thinking, 64