

# City University of San Francisco



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UNIVERSITY  
OF  
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Catalog

## TABLE OF CONTENTS

Objectives	4
Authorization Disclosure Statements	5
ADMISSIONS POLICIES	6
General Admission Policy	6
Admission Requirements for Applicants with Foreign Degrees	7
Non-Discrimination Policy	7
Transfer of Credit from Other Schools	7
Notice Concerning Transferability of Credits	7
The Application Process	8
International Transcripts	8
ACADEMIC POLICIES	9
Grading and Evaluation Procedures	9
Standards of Academic Achievement	9
Maximum Degree Program Duration	9
Academic Probation	9
Academic Dismissal/Suspension	9
Academic Suspension Reinstatement	9
Academic Dismissal/Termination	9
Appeals	9
Incompletes	10
Repeating a Course:	10
Make-up Work	10
Reinstatement	10
Enrollment Termination	10
Attendance Policy	10
Leave of Absence	11
STUDENT SERVICES	11
Learning Resources	11
Counseling	11
Libraries	11
Services Not Provided by the University	11
Academic Counseling	11
Graduate Placement	12
GENERAL INFORMATION	12
Electronic communication	12
Tax Deductions for Educational Expenses	13
Student Records and Student Privacy	13
Transcripts of Records	13
Sexual Harassment Policy	13
Student Grievance Procedure	13
FACILITIES	14
Office Hours	14
Distance Learning	14
CANCELLATION AND REFUND POLICY	15
Tuition Payment Methods	15
Dispute and Resolution	16
Inactive students	17
PROGRAM DESCRIPTIONS	18
Administrative Medical Assisting Certificate	18
Clinical Medical Assisting Certificate	18
Bachelor of Science in Health Sciences	19
Bachelor of Arts in Queer Studies	20
Master of Psychology in Clinical Counseling (M.Psy.)	21

Doctor of Psychology in Clinical Psychopharmacology (Psy.D.)	22
Course Descriptions	23
Undergraduate	23
Graduate	27
SCHEDULE OF CHARGES	30
Student Tuition Recovery Fund	30
Calendar	31
Administration and Faculty	32

### ***Mission Statement***

The principal mission and objectives of the City University of San Francisco (CUSF) is to improve quality and expand access to post-secondary educational opportunities in the San Francisco Bay Area by providing a means for self directed adult individuals to learn independent of time and place and to earn competency-based degrees and other credentials that are credible to both academic institutions and potential employers.

CUSF is a distance university driven by a mission to expand access to affordable, higher education through online, competency-based degree programs. The university opens doors for adult learners who need flexibility to achieve their education and career goals. CUSF's innovative competency-based academic approach makes it possible, allowing Bay Area individuals to fit their education into their lives, not the other way around.

### ***Objectives***

To accomplish our mission, CUSF identifies and creates programs that prepare students for careers in a reasonably short period of time. CUSF is dedicated to enhancing student competencies by:

- ✓ Integrating into the educational process a better understanding of cultural diversity needs.
- ✓ Delivering educational support services that meet student life demands and schedules.
- ✓ Building within students a value for life-long learning and education.
- ✓ Providing educational resources in a manner that effectively uses current technology.
- ✓ Providing working adults with higher educational and training opportunities that are flexible and accessible.
- ✓ Providing higher educational and training opportunities that are current with technology and career demands.

### ***Authorization Disclosure Statements***

- ✓ CUSF is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education.
- ✓ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Fax: (916) 263-1897.
- ✓ As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- ✓ A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).
- ✓ CUSF does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- ✓ CUSF students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. CUSF does not offer English as a Second Language.
- ✓ This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- ✓ CUSF recognizes prior experiential learning as a consideration for enrollment and for granting credit towards its degree or certificate programs.
- ✓ CUSF has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing.
- ✓ CUSF does not offer state or federal financial aid programs.
- ✓ If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- ✓ CUSF does not have an articulation agreement or transfer agreement with any other college or university at the present time.

## **ADMISSIONS POLICIES**

### ***General Admission Policy***

City University of San Francisco offers Certificates, and Bachelor, Master and Doctorate degrees in the fields of Health, Psychology, Psychiatric and Mental Health designed to meet the needs of the working professional. Each program offered at CUSF has its own admission standards and it is the responsibility of the applicant to meet those standards. Potential applicants should contact CUSF by visiting the institution's main website or by phone. If inquiry is made by phone, the Admissions Representative will provide brief information about the programs. The Admissions Representative will also discuss the applicant's qualifications and assist him/her in determining the best way to meet his/her educational and/or career goals. This catalog detailing City University of San Francisco's method of teaching, programs, policies, admission standards, applicant's qualifications, and financial planning information will be provided upon request. The institution's main Website, <http://www.ctri.us>, also provides the same information as published in this catalog. Potential applicants may also contact an Admissions Representative directly via City University of San Francisco's website. The website provides an online admission application link for students to complete. All students are to complete the admission application via the Internet and submitted via Internet by clicking on "Apply Here" link located on the left screen at [www.ctri.us](http://www.ctri.us). CUSF requires evidence of identity (passport, government-issued ID) to ensure that students who earn credit or completion credentials are, in fact the students who engaged in the course assignments and assessments.

### ***Admission Requirements for the Medical Assistant Certificates and Bachelor of Science in Health Sciences***

Admission requires a high school diploma, or its equivalent, or otherwise a successfully taken and passed relevant examination as required by section 94904 of the CA Education Code \*. The Medical Assistant programs require 30 hours of study for a Certificate issued by City University of San Francisco. The Bachelor of Science in Health Sciences requires 120 credit hours, 15 of which are hours in core Health Sciences courses, 60 in Health Sciences Emphasis & Electives, and 60 credits in an Arts and Sciences Component. Applicants who have attended college outside the United States must have their college transcripts evaluated by a National Association of Credential Evaluation Services, Inc. (NACES-) approved independent agency. Such matters will be evaluated on an individual basis for each applicant. All applicants must be 18 years of age. CUSF uses a 'readiness for distance learning' tool available from the Distance Activity for Non-traditional Education Support (DANTES) organization for prospective applicants.

### ***Admission Requirements for the Bachelor of Arts in Queer Studies***

Admission requires a high school diploma or its equivalent. The Bachelor of Arts (B.A.) in Queer Studies is a program for health activists, advocates, and health professionals interested in advancing the health and wellness of the lesbian, gay, bisexual, transgendered, queer, and intersexed (lgbtqi) community in the context of health care advocacy in the United States. This B.A. program requires 60 credit hours of Health and Sexuality Core Components, as well as 60 hours in an Arts and Sciences Component. Transfer credits may be awarded for prior coursework earning a grade of "C" or higher.  
*Graduation Requirements for Bachelors program:*

- 120 semester credits completed, 60 at upper division level.
- Official transcripts on file for transfer credits accepted by CUSF
- All financial obligations to CUSF paid in full.

### ***Admission Requirements for the Master of Psychology in Clinical Counseling Degree Program***

Admission requires a Bachelor degree or its equivalent completed at an appropriately accredited postsecondary institution. City University of San Francisco will consider for transfer and may accept a maximum of twelve (12) graduate semester credits in transfer toward the Master of Psychology in Clinical Counseling Degree earned in graduate courses for which a grade of "B" or higher was earned.

*Graduation Requirements:*

- 60 graduate semester credits completed beyond the Bachelor degree and 500 supervised clinical counseling hours.
- Official transcripts on file for graduate transfer credits accepted by CUSF for the Bachelor degree or its equivalent.
- All financial obligations to CUSF paid in full.

\*

### ***Admission Requirements for the Doctor of Psychology in Clinical Psychopharmacology Degree***

Admission requires a Master degree in mental health counseling or a related field from an appropriately accredited postsecondary institution and a minimum of two years of work experience in the field. The applicant must have earned a

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- CA Education Code Section 94904 requires an institution to have a prospective student take an independently administered examination from a list of examinations as prescribed the United States Department of Education, and, for enrollment, achieve a score on the examination demonstrating that the student may benefit from the education and training being offered. (20 U.S.C. § 1070a et seq.).

GPA of 3.0 on a scale of 4.0 or its equivalent grading in the master degree program. A maximum of 30 semester credits of graduate-level course work may be transferred into the doctoral program. Only graduate-level academic credits earned at recognized institutions with a grade of “B” or better may be transferred toward the program.

*Graduation Requirements:*

- 30 graduate credits beyond Master degree completed at CUSF, 90+ graduate credits total of course work to complete the program.
- Official transcripts on file for graduate transfer credits accepted by CUSF for the Bachelor degree or its equivalent.
- All financial obligations to CUSF paid in full.

***Admission Requirements for Applicants with Foreign Degrees***

Applicants who have degrees from foreign institutions of higher education must have these credentials evaluated by a third party, such as World Education Services, Inc. or Educational Credential Evaluation, Inc. This evaluation is intended to ensure that the foreign degrees are equivalent to the degrees offered by institutions of higher education in the United States. It is recommended that applicants obtain a course-by-course evaluation. For more information contact the Office of Admissions. Students whose primary language is not English must have a sufficient command of the English language to benefit from instruction at this university. Coursework is offered in English, using English-language textbooks. Coursework consultation and critique is offered by English-speaking Professors. Therefore, students must be able to communicate effectively in English to complete courses. Applicants for whom English is a second language must provide evidence of English proficiency. This requirement can be met by passing the Test of English as a Foreign Language (TOEFL) with a paper-based score of at least 550 or a computer score of at least 213.

***Non-Discrimination Policy***

CUSF is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements.

***Transfer of Credit from Other Schools***

CUSF will be considered for transfer and may accept semester credits earned in graduate courses for which a grade of “B” or higher was earned. To enable the evaluation of prior college work, official transcripts must be provided. Appropriately accredited postsecondary institutions are defined as those accredited by an accrediting agency recognized by the United States Department of Education, or by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) or, for non United States institutions, an educational institution approved by an equivalent authority. Applicants who have degrees from foreign institutions of higher education need to have these credentials evaluated by a third party, such as World Education Services, Inc. or Educational Credential Evaluation, Inc. It is recommended that applicants obtain a course-by-course evaluation. For more information contact the Office of Admissions. Transfer credits may be given only for

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825 Van Ness # 503,  
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Attn: Director of Operations

Required for evaluation of the application are the following documents.

- Copies of all Secondary School, Bachelors, Masters and other diplomas. (*transcribed in English*)
- Official copies of all academic transcripts from each school attended. (*in English and notarized if translated*)
- These transcripts should be mailed directly to CUSF from each school you have attended. (*For institutions that do not issue additional transcripts, photocopies of the documents, suitably notarized, or attested by an official of the issuing school or other official certification will be accepted.*)
- A passport-sized photo of the applicant.
- A complete Curriculum Vitae or resume.
- One (1) letter of academic reference.
- One (1) letter of character reference.

### ***International Transcripts***

It is the applicant's responsibility to have their foreign transcripts evaluated for course equivalency by an agency approved by CUSF. The approved evaluation agency must use official transcripts. The original evaluation, in English, must be sent by the evaluation agency directly to the Office of Admissions at CUSF.

### ***Graduation Requirements***

The graduation date is the date the Registrar determines that all graduation requirements have been satisfied.

### ***Completing the Required Courses***

Students are advised and individually guided through courses by direct contact with their Professors. With assistance from their Academic Advisor, students proceed from course to course in a steady, organized manner. This enables educational objectives to be achieved in the shortest possible time frame.

Upon enrolling in a course, the student receives a course syllabus and information about how to contact his/her Academic Advisor and the Instructor assigned for that course. CUSF works with an online supplier to provide textbooks for students. Students are encouraged to use the services; however, textbooks may be purchased from local college bookstores, from publishers, or from other suppliers.

The focus of distance education is to encourage the student to apply text-based knowledge to solve practical problems and to use Professors as resources to facilitate the learning process. The student demonstrates mastery of the course material and its personal relevance by completing assignments, examinations, term papers and projects as required.

The faculty and staff of CUSF are available to assist students in achieving their educational objectives. CUSF is especially sensitive to the special needs of adult students returning to college after a long absence from the classroom.

## **ACADEMIC POLICIES**

### ***Grading and Evaluation Procedures***

At City University of San Francisco CUSF provides competency-based assessments of learning. Grades are typically Pass/ Fail/ Incomplete/ In Progress. CUSF will calculate GPAs and provide the Latin honors as a courtesy for those students who transfer in with traditional letter grades.

Grade	Indicator
IP-	In Progress
P	Pass
F	Failed
I	Incomplete
W	Withdrawal

### ***Standards of Academic Achievement***

A student must meet the minimum standards of academic achievement and successful course completion while enrolled at the City University of San Francisco. The student's progress will be evaluated at the end of each semester to determine satisfactory academic progress. The CUSF does not allow students to remain enrolled who are not meeting the standards of satisfactory progress.

### ***Maximum Degree Program Duration***

The university understands that many students are working adults attending school part-time. Thus, most students' academic programs will extend beyond the normal duration for full-time students. However, we encourage students to complete their studies as expeditiously as possible. The maximum time to complete any degree program is one-and a half times the program length, unless mitigating circumstances, such as illness, exist. The normal length of each academic program is indicated in the curriculum description for the academic programs in this catalog.

### ***Academic Probation***

A student who is making unsatisfactory progress at the end of a grading period will be placed on academic probation for the next grading period. If the student on academic probation achieves satisfactory progress for the subsequent period but has not achieved the required grades for overall satisfactory progress, the student may be continued on probation for one more grading period. If the student on probation fails to achieve satisfactory progress for the first probationary grading period, the student's enrollment will be terminated. If a student on probation fails to achieve satisfactory progress for the program at the end of two successive probationary grading periods, the student's enrollment will be terminated. When a student is placed on academic probation, the student will be required to communicate with the Registrar prior to returning to class. The Registrar will inform the student of the date, action taken, and terms of the probation. This information will be clearly indicated in the appropriate permanent student's record.

### ***Academic Dismissal/Suspension***

Any student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary grading periods will be suspended from enrollment.

### ***Academic Suspension Reinstatement***

A student whose enrollment is suspended for unsatisfactory progress may reapply for admission after a minimum of one grading period. A student who returns after the enrollment was suspended for unsatisfactory progress will be placed on probation for the next grading period. The student will be advised of this action, and the student's file documented accordingly.

### ***Academic Dismissal/Termination***

If the student does not maintain satisfactory progress during or by the end of this final probationary period, then the student's enrollment will be terminated. Application of Standards: Satisfactory academic progress standards apply to all students and include all periods of the student's enrollment.

### ***Appeals***

Should a student disagree with the application of these satisfactory progress standards, he/she must first discuss the problem with the appropriate instructor(s). The student may then appeal to the Registrar. If the situation is not resolved, the process that will be followed is explained under the Arbitration section of this catalog.

### ***Incompletes***

Students receiving, at the discretion of the faculty member, a grade of "I" will be evaluated according to the minimum standard for academic progress and will be re-evaluated at the end of the first two weeks of the following course during which time the student may complete missing work. Courses indicating an "I" at the end of the two-week period will become an "F".

A student who withdraws during the last quarter of his/her program will receive a grade of "incomplete" if the student requests the grade at the time of withdrawal and the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. Withdrawn: If a student withdraws prior to the mid-point in a course, the student receives a "W".

### ***Repeating a Course***

Students must repeat courses in which they have received an “F” grade or from which they withdraw. Students will be charged the regular tuition fees for each semester they repeat in which they received an “F” grade.

### ***Make-up Work***

Make-up work is handled by supervisory faculty members on a case-by-case basis.

### ***Reinstatement***

Students who are placed on Academic and/or Financial Hold may apply to be reinstated as “active students.” To change the status to active, students must submit a completed application for reinstatement along with a fee of \$100.00. Additional tuition fees will apply to uncompleted coursework.

### ***Enrollment Termination***

Enrollment at CUSF may be terminated by the student or by the CUSF. Termination of enrollment by the student must be submitted in “any manner” (telephone, fax, mail, in person, or by e-mail) to the Office of the Registrar. CUSF may terminate a student’s enrollment for any academic issue listed earlier in this section of the catalog. In addition, CUSF may terminate a student’s enrollment for any of the following reasons:

- Failure to comply with CUSF policies.
- Non-payment of tuition fees.
- Falsifying information on the application, any other document during the admissions process, or during the student’s coursework is subject to immediate termination.
- Cheating. Any student altering the results of the mid-term examination, or final examination, or plagiarizing any written assignment, will result in termination of enrollment.
- Failure to progress through the assigned course work and research requirements within a reasonable period of time will subject the student to termination.

### ***Attendance Policy***

Regular attendance/participation is an essential ingredient for academic success. The importance of attendance is stressed repeatedly to all students. Attendance for online classes is measured by the participation in the weekly threaded discussions and graded as follows:

- ✓ Frequency—Number and regularity of your discussion comments, and
- ✓ Quality—Content of your contributions

Frequency—Number and regularity of your contributions. Students are expected to log into the course and post (respond) in the threaded discussion topics on a minimum of three separate days per week, beginning no later than Wednesday.

Quality—Content of your contributions. Examples of quality posts include:

- ✓ providing additional information to the discussion,
- ✓ elaborating on previous comments from others,
- ✓ presenting explanations of concepts or methods to help fellow students,
- ✓ presenting reasons for or against a topic in a persuasive fashion,
- ✓ sharing your own personal experiences that relate to the topic, and
- ✓ providing a URL and explanation for an area you researched on the Internet.

### ***Leave of Absence***

Due to circumstances that would make it hard or impossible for them to continue with their coursework, students can request a leave of absence by completing the Leave of Absence form located at: [http:// www.cusf.us /docs/leaveofabsence.pdf](http://www.cusf.us/docs/leaveofabsence.pdf)

## **STUDENT SERVICES**

### ***Student Identification Card***

Every student will be provided with an ID card that is supposed to be worn at all times while in premises. Students without ID card will not be permitted to access any of the institute's resources.

### ***Learning Resources***

Learning resources provided through CUSF enable its students and Professors to access library facilities, informational databases, and electronic communication services from the convenience and comfort of their homes and offices. Learning resources have been developed and are continually updated to support high quality Instructor/student communications.

### ***Counseling***

CUSF offers counseling via Administrators and Faculty. Academic Counseling falls in the purview of the Academic Dean, Faculty and academic staff. Personal Counseling and mentoring such as trauma, personal, sexual harassment fall in the purview of the Registrar.

### ***Student Interaction and Study Groups***

Group study will be incorporated when feasible. Students coming together, sharing ideas, and preparing is a delightful part of the college environment be it direct or virtual. Group study is a helpful way to re-enforce the personal first time study and expand the range of learning. Interaction will be the essence of the instructor's facilitative tasks.

### ***Libraries***

City University of San Francisco provides its students with access to LIRN (Library and Information Resources Network) an online library allowing the students to perform research on topics covered in each of the degree programs. The library utilizes research databases providing the student with the most thorough and up-to-date research material available. The library also provides students with a number of URLs for free online libraries and research organizations. CUSF learners who are health professionals licensed in the State of California (MNP, DNP, Psy.D.) have free access to the lending library at the University of California San Francisco. CUSF learners who are not licensed health professionals in the State of California (BS and M.Psy. learners) are encouraged to use the San Francisco State University, Friends of the Library subscription for (\$45 per year). These two Bay Area library resources provide sufficient community based learning resources to meet all of the academic needs of CUSF learners.

### ***Services Not Provided by the University***

CUSF does not provide, or charge fees for student housing, transportation, supplies and materials, equipment costs, shop or studio fees, or any other costs not described in the CUSF's Schedule of Fees and Charges. In addition, the CUSF neither provides, pays for, nor reimburses students for the acquisition of, or use of, any electronic tools, and/or services such as, but not limited to, computers, access to online database services, or database consultant fees and/or services.

### ***Academic Counseling***

Students at CUSF are given the opportunity to gain skills in academics, career planning and job placement. Academic counseling is available as needed through the department head. In some cases, the student may be referred to the Department of Student Services. These services are provided on a continuing basis, at no additional charge.

### ***Graduate Placement***

CUSF does not guarantee employment to any student upon graduation. CUSF does provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance and interview counseling, and advising concerning job search and job interview techniques. Placement assistance is available to all graduates of the institution. Additionally, CUSF is required under California law to track placement of its graduates for a period of up to 6 months upon completion of their program and to verify placement 2 months after employment.

## **GENERAL INFORMATION**

### ***Electronic communication***

Electronic communication is the preferred communication media for students, faculty and staff. In order to take advantage of this technology, it is required that students, faculty and staff acquire and maintain e-mail access with the capability to send and receive attached files. In order to navigate the Internet, it is recommended that the latest version of one of the following browsers be used:

- ❖ Microsoft Internet Explorer
- ❖ Mozilla Firefox
- ❖ Netscape Navigator
- ❖ Google Chrome

Our entire online curriculum is delivered via a learning management system powered by Educadium. There is technical assistance available for our enrolled students. Students may access their courses at their own convenience. Our online courses provide the same educational components as our resident programs.

***Recommended Minimum System Requirements:***



**Windows**

Processor: 850MHz or faster processor (or above)  
 Operating System: Windows XP/2000/98  
 Memory: 512MB of RAM (or above)  
 Screen Resolution: 1024 x 768 (or above)  
 Microsoft Internet Explorer 5.5 (or higher) or Mozilla Firefox 1.5  
 Adobe Flash Player 8 (or higher) and Adobe Acrobat 6 (or higher)



**Macintosh**

Processor: G3 500MHz or faster processor (or above)  
 Operating System: OS 10.3 (or above)  
 Memory: 512MB of RAM (or above)  
 Screen Resolution: 1024 x 768 (or above)  
 Mozilla Firefox 1.5 or Safari 1.2.2 browser supported for Mac OS X 10.3 or higher  
 Adobe Flash Player 8 (or higher) and Adobe Acrobat 6 (or higher)

CUSF strives to prevent the spread of computer viruses by employing the latest virus detection software on all university-owned computer systems; however, CUSF makes no guarantee related to the unintentional propagation of computer viruses that may go undetected by our virus detection software. CUSF will not be held liable for any direct, indirect, incidental, special, consequential or punitive damages of any kind, including but not limited to; loss of data, file corruption, or hardware failure, resulting from the effect of any malicious code or computer virus unintentionally transmitted by CUSF staff members, Members, students or affiliates. CUSF strongly recommends and urges all Professors and students to seek out and install adequate virus detection software and to routinely check for, and install the most recent updates to their anti-virus software no less frequently than once each month, for their particular computer and operating system.

***Tax Deductions for Educational Expenses***

Students may be able to deduct qualified education expenses paid during the year. U.S. Treasury Regulation 1.162-6 permits an income tax deduction for educational expenses such as books, registration fees, and expenses needed to maintain or improve student's skills in current professions, or to meet job requirements of an employer or minimum professional requirements to retain student's job status, employment, or rate of pay. Students are encouraged to check their status with an enrolled tax agent or the toll free number listed for the I.R.S. Treasury Office in the student's tax area.

***Student Records and Student Privacy***

CUSF is in accordance with the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), and vigorously protects the privacy of student education records. The institution does not release private records of individual students, such as grades and class schedules, without prior written consent of the student. As permitted under federal law, the sole exception to the above practice is the release of "directory" information considered to be public in nature and not generally deemed to be an invasion of privacy.

The records for students, including a transcript of academic progress, shall be kept in files maintained in fireproof cabinets in such a way that adequate information is maintained by the institution for a period of 5 years from the student's date of completion or withdrawal to show student advancement, grades, and that satisfactory standards are enforced relating to progress and performance. A backup disc used for storage is removed from the computer network each day and taken off-site. CUSF is required to maintain student records for a minimum of 5 years while student transcripts will be maintained

**permanently** and made immediately available during normal business hours, 9 am to 5 pm, Monday through Friday, and for inspection by officials from the State of California Bureau of Private Postsecondary Education, or the State of California Attorney General's office showing the following:

- The names and addresses, both local and home, of each of its students;
- The courses of study offered by the institution;
- The names and addresses of its instructional staff, together with a record of the educational qualifications of each, and;
- The degrees or diplomas and honorary degrees and diplomas granted, the date of granting, together with the curricula upon which the diplomas and degrees were based.

### ***Transcripts of Records***

The CUSF will supply one official transcript upon graduation. Requests for additional transcripts must be made in writing and signed by the student. There is a \$15.00 charge for each transcript requested. For transcripts mailed outside of the U.S., there is an additional shipping fee of \$50.00. Students requesting release of academic records and transcripts to employers or other groups or agencies must sign an authorization request and follow the procedures outlined in this section.

In addition, students may file complaints with the Family Educational Rights and Privacy Act Office of the United States Department of Education (FERPA) concerning alleged failures by the school to comply with the Family Rights and Privacy Act of 1974 (the 'Buckley amendment'), as amended, in relation to the procedures and decisions involved with any such matters.

### ***Sexual Harassment Policy***

Whether verbal or physical, in person or by telephone, sexual harassment is an act of aggression. It is a violation of federal law under (section 703 of the Civil Rights Act of 1964 and under Title IX Education Amendments of 1972). CUSF encourages students and employees to confront sexual harassment, to report incidents and/or to seek advice and assistance. CUSF has both a moral and legal obligation to investigate all complaints of sexual harassment and to pursue sanctions when warranted.

### ***Student Grievance Procedure***

At any time during their course, a student may file a grievance if they feel a situation has not been properly resolved with the instructor. A written appeal must be filed with the director of that department. The director of that department will then rule upon the grievance. If the student is not satisfied, a written appeal may be filed with the Director. The Director is responsible for maintaining the complaint records and informing the student of the resolution. Any remaining unresolved complaints may be directed to the following address:

Bureau for Private Postsecondary Education,  
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone: (916) 431-6959  
Toll Free: (888) 370-7589 Fax Number: (916) 263-1897

## **FACILITIES**

The CUSF campus is located at 825 Van Ness # 503, San Francisco, CA 94109.

A suite of four private glass-walled Executive offices with views of the city, one large conference room, a large storage closet and an open area for reception of 3-4 administrative assistants. Amenities included: elevator, drop ceiling, carpeting, air-conditioning, window covering, wheelchair accessible office and bathrooms, and after-hours coded security at the entrance. Van Ness Corridor, close to the Civic Center, Courthouse, shops, and restaurants, as well as quick and easy access to and from the Financial District. Excellent public transportation links the school to the city; parking is available.

### ***Office Hours***

Business office hours are Monday through Friday from 8:00 AM to 5:00 PM. Class sessions vary and are described in the course information section that accompanies each program. CUSF observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

### ***Distance Learning***

CUSF is offering specialized course work and academic guidance in a variety of disciplines, using a highly individualized and creative learning environment incorporating traditional as well as innovative instructional techniques based upon modern information technology.

Although most colleges charge per course or per credit hour for teaching effort/contact, CUSF, like Western Governors University (a regionally accredited university), provides competency-based education and charges one flat rate per semester. Competency based education in professional disciplines assumes that the learner has acquired some variable and as yet indeterminate amount of learning in the workplace and is attending CUSF to supplement that learning and to demonstrate academic competency in the subject matter. The student is allowed to take as many or as few courses and clinical experiences as the learner chooses with the provision that courses not completed within the 6-month semester are marked "not pass". The student is encouraged to work with his mentor to plan their coursework to individualize their studies.

The principle of CUSF online distance education courses is that the student participates in creating their own learning process. CUSF recognizes that adult students have different learning needs and styles. CUSF online distance education courses emphasize learning that is meaningful, where individuals are involved in and enjoy the learning process, and where individuals acquire knowledge not just for its own sake but to solve problems and to better understand and benefit their own lives and the global community. Online distance education does indeed require maturity and self-motivation, but the benefits last a lifetime.

Professors provide support to the student in the distance education process. Professors guide and stimulate the learning process through one-on-one online communication. Professors recognize individual learning styles and needs, encourage contact, and emphasize the relevance of the material to the individual's real life situation.

Online students access all of their course material and student services through the Educadium system. Upon first registration, students are provided a unique log-in and instructions for accessing a variety of materials for each course, including a course outline and detailed syllabus and study guide, a list of textbooks for the course, and information on how to contact the professor assigned to the course. The professor provides guidance, answers questions, and evaluates the individual student's work.

The approximate number of days that will elapse between the submission of student lessons, projects, or dissertation and the professor's response or evaluation shall not extend three days.

### **CANCELLATION AND REFUND POLICY**

**STUDENT'S RIGHT TO CANCEL:** You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent.

Cancellation may occur when the student provides a written notice of cancellation at the following address: City University of San Francisco, 825 Van Ness # 503, San Francisco, CA 94109 Fax: 1-415-775-7730. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The date of notice will be the postmark date. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If City University of San Francisco sends the first lesson and materials before an effective cancellation notice is received, City University of San Francisco shall make a refund within 45 days after you have returned all materials. City University of San Francisco shall transmit all of the lessons and other materials to you if you have fully paid for the educational program; and after having received the first lesson and initial materials and requested in writing that all of the material be sent. If City University of San Francisco transmits the balance of the material that you request, City University of San Francisco shall also provide the other educational services, such as responses to your inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by you, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

City University of San Francisco shall transmit the first lesson and any materials to you within seven days after you are accepted for admission.

**WITHDRAWAL FROM COURSE:** The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee \$100.00, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- (A) Deduct a registration fee (\$100) from the total tuition charge.
- (B) Divide this figure by the number of weeks in the course.
- (C) The quotient is the weekly charge for the course.
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total weeks attended by the weekly charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- (F) The refund amount shall be adjusted for equipment, if applicable.

For example: If the tuition for the course is \$1200 and the course lasts 12 weeks then the weekly charge would be \$100. If you then withdraw after 5 weeks you would calculate your refund as follows: You would owe 5 weeks x \$100 = \$500. If you paid the total tuition charge of \$1200 then you would deduct \$500 from \$1200 and you would be entitled to \$700 refund.

#### ***Tuition Payment Methods***

Please note that City University of San Francisco does not participate in federal and state financial aid programs.

CUSF accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the college in order to remove their delinquency and remain in good financial standing.

#### ***Disputes and Resolution***

Alternative Dispute Resolution: While no one expects disputes and conflicts, sometimes they do occur; and it is in the best interests of the parties to resolve the dispute in the simplest, fastest, and least expensive manner. Students at CUSF therefore agree to follow the three steps below:

##### **Step One**

Any and all disputes, conflicts, problems, controversies, or claims of any kind without exception arising from or connected to enrollment and attendance at the CUSF ("dispute") should first be taken up with the Registrar. If the dispute is not then resolved, a written statement should be made of each party's position and submitted to the Office of Academics, and to the Office of the President for a final decision. The parties may proceed to

##### **Step Two**

If the dispute is not resolved in Step One - Step Two: The parties agree that any dispute should be resolved through mediation. Any such mediation will be held in the city in which the student resides. The parties agree to attend and make a sincere and good faith effort to resolve the dispute through this mediation.

##### **Step Three**

If the dispute is not resolved in Step Two – Step Three: The parties agree that any dispute arising from enrollment, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the substantive and procedural requirements of the Federal Arbitration Act conducted by the Better Business Bureau (BBB).

All determinations as to the scope, enforceability and effect of this arbitration agreement shall be decided by the arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

### ***I. Terms of Arbitration***

Both student and the CUSF irrevocably agree that any dispute between them shall be submitted to Arbitration. Neither the student nor the CUSF shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this Agreement. The costs of the arbitration fee, filing fee, arbitrator's compensation, and facilities fees will be paid by the City University of San Francisco, to the extent these fees are greater than a district court filing fee. The arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based. Any remedy available from a court under the law shall be available in the arbitration.

### ***II. Procedure for Filing Arbitration***

Students are strongly encouraged, but not required, to utilize the first two steps of the grievance procedure described above, prior to filing arbitration. A student desiring to file arbitration should first contact the Registrar, who will provide the student with a copy of the BBB rules at no cost. A student desiring to file arbitration should then contact the BBB, which will provide the appropriate forms and detailed instructions. The student should bring this form to BBB.

A student may, but need not to, be represented by an attorney at the Arbitration.

### ***III. Acknowledgement of Waiver of Jury Trial and Availability BBB Rules***

By signing the Enrollment Agreement, each party understands the nature of arbitration; that arbitration is final and binding, and each party is waiving certain rights, including, but not limited to, its right to litigate its dispute in court, including its right to a jury trial. Both parties understand that the award of the arbitrator will be binding, and not merely advisory.

### ***Inactive students***

CUSF may change the student's status from "active" to "inactive" and may place the student either on Academic Hold or Financial Hold for any of the following reasons:

- If a student receives a failing grade in two courses.
- If a student fails to maintain monthly payments as outlined in the student's Enrollment Agreement Form.
- If a student fails to maintain academic progress at the minimum rate of four courses per year. Students must notify the CUSF if additional time is needed to complete the minimum courses.
- If a student does not enroll in a course for more than one full calendar year from date of enrollment.
- Any student who has been placed on either Academic Hold or Financial Hold needs to apply for reinstatement to the City University of San Francisco.

## PROGRAM DESCRIPTIONS

### Administrative Medical Assisting Certificate

The CUSF specialization in Administrative Medical Assisting prepares the learner to perform administrative duties of a medical office setting. Learners acquire the skills in medical-clerical, medical terminology, medical records, bookkeeping, medical billing/collections, and computer applications.

The graduate will be able to accomplish the following:

- *Demonstrate knowledge of the health care delivery system and health occupations.*
- *Demonstrate the ability to communicate and use interpersonal skills effectively.*
- *Demonstrate legal and ethical responsibilities.*
- *Recognize and practice safety and security procedures.*
- *Recognize and practice infection control procedures.*
- *Demonstrate computer literacy.*
- *Demonstrate employability skills.*
- *Demonstrate knowledge of blood borne diseases, including AIDS.*

ADMINISTRATIVE MEDICAL ASSISTING		
AM 101	Medical Terminology I	3
AM 103	ICD & CPT Coding & Medical Terminology II	3
AM 105	Health Insurance and Medical Billing	3
AM 107	Administrative Medical Assisting	3
AM 109	Practicum – Administrative Medical Assisting	3
Total		15

### Clinical Medical Assisting Certificate

The CUSF specialization in Clinical Medical Assisting prepares the learner to perform administrative and selected clinical and laboratory procedures leading to the California Certification as a Medical Assistant. Learners acquire the skills to draw blood, give injections, take electrocardiograms, and assist the care provider.

The graduate will be able to accomplish the following:

- *Demonstrate knowledge of the health care delivery system and health occupations.*
- *Demonstrate the ability to communicate and use interpersonal skills effectively.*
- *Demonstrate legal and ethical responsibilities.*
- *Demonstrate an understanding of and apply wellness and disease concepts.*
- *Recognize and practice safety and security procedures.*
- *Recognize and respond to emergency situations.*
- *Recognize and practice infection control procedures.*
- *Demonstrate computer literacy.*
- *Demonstrate knowledge of blood borne diseases, including AIDS.*

CLINICAL MEDICAL ASSISTING		
MA 101	Fundamental Anatomy & Physiology	6
MA 105	Clinical Pharmacology	3
MA 107	Clinical Medical Assistant	3
MA 109	Medical Assistant – Clinical Practicum	3
Total		15

### **Bachelor of Science in Health Studies (B.Sc.)**

The CUSF program for undergraduate degree programs has been designed to provide adult learners with those tools, skills and knowledge fundamental to successful, scholarly bachelor degree studies and for enhancing personal future effectiveness in all aspects of life. CUSF offers two individualized undergraduate degree programs. The Bachelor of Sciences and Bachelor of Arts in Queer Studies degree programs require 120 semester credits, in which students take 60 hours in Arts and Sciences. Students may then elect to follow a Health Sciences or Queer Studies Core Track to complete the remaining 60 hours needed for the Bachelor degree. Students may organize and design a major field of study in consultation with their undergraduate academic advisor in the Core Track.

Credit for prior college learning or experiential, professional training will be evaluated on an individual basis. Such credit for prior experiential learning may only be granted if:

- \* *The prior experiential learning is equivalent to a college or university level of learning*
- \* *The learning experience demonstrates a balance between theory and practice*
- \* *The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements*

The Bachelor of Science in Health Studies graduate will be able to accomplish the following:

- *Use and apply the medical clinician process: assessing, planning, intervening, and evaluating care of patients, families, communities, and populations.*
- *Develop competencies to critically evaluate and contribute to integrate mental health research into a clinical practice*
- *Preparation for graduate level health studies*
- *Advance skills to better care for patients.*
- *Develop and implement assessment and intervention strategies to assist patients in attaining a higher quality of life.*

#### Credit by Portfolio Assessment

Upon completion of the 1 credit CUSF online course "Portfolio Development and Learning Theory", the 1 credit online course "Research in Portfolio Development" and the 1 credit correspondence course entitled "Learning Colloquium", students may submit a portfolio that documents college level learning that has taken place outside the undergraduate institutional setting. The student's submission is assessed by a panel of educators experienced in the subject field and with the portfolio assessment process. Credit is awarded by CUSF when the student demonstrates a learning experience equivalent in scope and breadth to an undergraduate course available at an accredited institution. Credit by Portfolio Assessment is not awarded when demonstration of learning in a subject (course) is already available through a Credit by Examination process.

<b>CREDIT BY ASSESSMENT</b>		
RES-400	Qualitative Research in Learning	1

*Maximum Credit allowed for transfer from another institution accredited by an agency recognized by the United States Department of Education: 60 credit hours*

Credit by Challenge Examination process, such as College Level Placement Tests (CLEP), may be included in transfer credits.

**Bachelor of Science in Health Studies (B.Sc.) ; 120 Credits Required**

<b>BACHELOR OF SCIENCE IN HEALTH STUDIES</b>	
Written English Requirement	3
Humanities Requirement	12
Social Sciences Requirement	9
Math/Natural Sciences Requirement	9
Arts and Sciences Electives	27
<b>Total Arts and Sciences</b>	<b>60</b>
Bioethics	3
Health and Wellness Arts	3
Cultural Diversity in Health Promotion	3
Evidence-Based Research or Healthcare Practicum	3
<b>Total Health Science Core</b>	<b>15</b>
Health Sciences Area of Emphasis	18
Health Sciences Elective Credits	33
Health Sciences Integrated Capstone Practicum	9
<b>Total Health Sciences</b>	<b>60</b>

**Bachelor of Arts in Queer Studies (B.A.)**

This 120-credit program offers students the opportunity, interested in an interdisciplinary fashion to focus on the biological, sociological, cultural, and political aspects of sexuality. Students will follow an established curriculum similar to other nationally or regionally accredited college or university programs, or they may organize and design a major field of study in consultation with their undergraduate academic advisor.

The graduate will be able to accomplish the following:

- *Develop competencies to carry out the role of family psychiatric mental health practitioner with lgbtqi patients*
- *Demonstrate competence in advanced health sciences roles to meet culturally appropriate current and emerging health needs of a global changing society.*
- *Use scientific inquiry to identify problems and individualize patient care designed to improve care outcomes.*
- *Apply advanced knowledge of leadership and management to influence lgbtqi health policy*
- \* *Serve as an activist and advocate for change*

**Bachelor of Arts in Queer Studies (B.A.) ; 120 Credits Required**

<b>BACHELOR OF ARTS IN QUEER STUDIES</b>	
Written English Requirement	3
Humanities Requirement	12
Social Sciences Requirement	9
Math/Natural Sciences Requirement	9
Arts and Sciences Electives	27
<b>Total Arts and Sciences</b>	<b>60</b>
Ethics and Queer Legal Status	3
Cultural Diversity	3
<b>BACHELOR OF ARTS IN QUEER STUDIES</b>	

<b>BACHELOR OF ARTS IN QUEER STUDIES (ctd)</b>	
Advanced Human Sexuality	3
Queer Arts	3
Queer History	3
<b>Total Queer Studies Core</b>	<b>15</b>
Queer Studies Area of Emphasis Health and Wellness Social Reform Humanities	18
Queer Studies Elective Credits	33
Queer Studies Integrated Capstone Practicum	9
<b>Total Queer Studies</b>	<b>60</b>

**Master of Psychology in Clinical Counseling (M.Psy)**

This Master of Psychology with a focus in Counseling Psychotherapy prepares the learner for a career as a Licensed Professional Counselor (LPC). The LPC is a mid-level, allied health provider independently licensed to provide psychotherapy and counseling services directly to clients and organizations. LPCs are independently licensed and share a scope of practice comparable to the LCSW and LMFT providers. LPCs contract with insurance carriers to provide psychotherapy and counseling services. The M.Psy curriculum is modeled upon the NBCC criteria for the LPC.

The graduate will be able to accomplish the following:

- *Provide better counseling to your patients.*
- *Understand the complexity and diversity of human behavior.*
- *Develop and implement assessment and intervention strategies to assist clients in attaining a higher quality of life.*
- *Develop competencies to critically evaluate and contribute to research in the fields of counseling and psychology.*

<b>MASTER OF PSYCHOLOGY IN CLINICAL COUNSELING</b>		
LPC 701	Human Growth & Development	3
LPC 702	Social & Cultural Foundations	3
LPC 703	Counseling Theory & Technique	3
LPC 704	Group Process Theory & Technique	3
LPC 705	Career and Lifestyle Development	3
LPC 706	Appraisals – Tests & Measures	3
LPC 707	Research and Program Evaluations	3
NP 700	Advanced Health Assessments I	2
LPC 708	Advanced Health Assessments II for Counselors	2
NP 702	Advanced Pharmacology I	2
NP 703	Advanced Pharmacology II: Psychopharmacology	2
NP 704	Advanced Pathophysiology I	2
NP 705	Advanced Pathophysiology II	2
NP 706	Health Promotion / Disease Prevention	3
NP 707	Disease Management and Differential Diagnosis	3
NP 708	Ethics and Professional Practice	3
NP 709	Field Experience I – Individual Counseling	4

<b>MASTER OF PSYCHOLOGY IN CLINICAL COUNSELING (ctd)</b>		
NP 710	Field Experience II – Assessment & Triage	4
NP 711	Field Experience III – Group Counseling	3
NP 712	Field Experience IV-Clinical Management	4
NP 713	Comprehensive Integrated Capstone Exam	3
Total		60

**Doctor of Psychology in Clinical Psychopharmacology (Psy.D)**

The Psy.D in Psychopharmacology is awarded by the CUSF in recognition of the completion of 30 credits of study in basic and clinical psychopharmacology related studies, and completion of 500 hours of physician supervised clinical psychopharmacology consultations, with a total of 90 graduate credits. A written dissertation or final project may account for a maximum 15 credits.

This degree may be completed in no less than 12 months (2 semesters) and no more than 48 months (8 semesters). Independent didactic study must be completed concurrent or prior to completion of the physician-supervised clinical practicum. The supervised clinical practicum will end with an oral examination.

The graduate will be able to accomplish the following:

- *Provide better counseling to your patients.*
- *Understand the complexity and diversity of human behavior.*
- *Develop and implement assessment and intervention strategies to assist clients in attaining a higher quality of life.*
- *Develop competencies to critically evaluate and contribute to research in the fields of counseling and psychology.*

<b>DOCTOR OF PSYCHOLOGY IN CLINICAL PSYCHOPHARMACOLOGY</b>		
NP 700	Advanced Health Assessments I	2
LPC 708	Advanced Health Assessments II for Counselors	2
NP702	Advanced Pharmacology I	2
NP 703	Advanced Pharmacology: Psychopharmacology II	2
NP704	Advanced Pathophysiology I	2
NP705	Advanced Pathophysiology II	2
NP 706	Health Promotion / Disease Prevention	3
NP 707	Disease Management and Differential Diagnosis	3
NP 708	Ethics and Professional Practice	3
NP 710	Field Experience II – Assessment & Triage	3
NP 712	Field Experience IV-Clinical Management	3
NP 713	Comprehensive Integrated Capstone Exam	3
Total		30

## Course Descriptions

### *Undergraduate*

#### AM 101 Medical Terminology I

Introduction to human body systems with emphasis on the clinical anatomy, disease signs and symptoms and procedures. Special focus on spelling, pronunciation, and definition of medical terms by their roots, prefixes, and suffixes. (3 credits)

#### AM 103 ICD & CPT Coding & Medical Terminology II

Introduction of human pathophysiology with emphasis on use of the International Classification of Diseases, Current Procedural Terminology (AMA) and related medical terminology. Special focus on spelling, pronunciation, and definition of medical terms. (3 credits)

#### AM 105 Health Insurance and Medical Billing

Introduction to the basics of physician-based medical billing. Clear and practical guidelines introduce the job responsibilities and basic processes comprising the medical billing world. Case studies and application tools offer you practice on actual forms to build confidence in your new knowledge and skills. (3 credits)

#### AM 107 Administrative Medical Assisting

A comprehensive and intensive study of professional fees and credit arrangements; financial policies including payroll, accounts payable, and budget overview; billing and collection procedures; insurance regulations and submission of documents; and managed care plans. (3 credits)

#### AM 109 Practicum – Administrative Medical Assisting

Supervised experience in developing a professional relationship with patients, physicians, experienced medical administrative assistants, medical assistants, and other health care professionals in hospitals and physicians' offices. Emphasis on integrating professional attitudes and skills in all phases of medical administrative work. (3 credits)

#### MA 101 Fundamental Anatomy & Physiology

This comprehensive course covers the knowledge and understanding of the principles of human anatomy and physiology. It is based on material normally taught in an introductory two-semester sequence of courses in anatomy and physiology at the undergraduate level. (6 credits)

#### MA 105 Clinical Pharmacology

Covers the basic principles of pharmacology: drug classification, action of drugs, clinical uses, weights and measures, and administration. Emphasis on drugs and solutions used in a medical office or clinic setting. (3 credits)

#### MA 107 Clinical Medical Assistant

Covers an introductory knowledge and understanding of the basic nursing process, health assessment, and clinical office procedures for the medical assistant. Emphasis is placed on environmental, biological, medication and psychological safety. (3 credits)

#### MA 109 Medical Assistant – Clinical Practicum

Supervised experience in developing a professional relationship with patients, physicians, experienced medical assistants, and other health care professionals in the medical office, hospitals and outpatient clinics. Emphasis on a acquisition of clinical skills and integrating professional attitudes and skills in all areas of medical assisting. Individualized study program to prepare for the American Association of Medical Assistants Certification Exam. (3 credits)

#### RES-400 Qualitative Research in Learning

This course will assist students in engaging in educational self-reflection. Students will have the opportunity to identify their prior learning from work and life experiences. The course addresses adult learning principles and provides information regarding the process and tools for developing an individualized research portfolio of prior learning to submit for college credit. (1 credit)

- BA 401            Writing and Communication in the Health Sciences Professions  
Designed to master the art of professional communication, the course features a broad range of topics, including professional summary preparation, professional reports, and meeting management. (3 credits)
- BA 402            Mathematics in the Health Sciences  
This course reviews fundamental concepts of use of mathematics in clinical and research capacities. (3 credits)
- BA 403            Research for Evidence-Based Practice  
The course focuses on developing research skills in determining how to evaluate, use, and promote research findings in clinical evidence-based practice, including the components of theory, methodology, sampling, measurement, and analysis. (3 credits)
- BA 404            Concepts of Gerontology  
An interdisciplinary approach to aging, focusing on the physical, psychological, social, and psychic effects of age-related life changes. (3 credits)
- BA 405            Spanish Communication for the Health Care Professional  
The course provides basic communication skills in Spanish, focusing on cultural understanding. Multimedia sources are used to promote the learning experience. (3 credits)
- BA 406            End of Life Care Considerations  
The course provides an overview of quality of life considerations in the context of pain, symptom management. (3 credits)
- BA 407            Life Transitions and Spiritual Considerations  
An overview of the theories, research and assessment tools used in supporting persons at end-of-life related to spirituality and self-reflection. (3 credits)
- BA 408            Nature of Substance Abuse: Impact, Treatment  
An introduction to the nature of abuse, dependence, and its effects on the individual, the family unit, as well as on the public health sector. (3 credits)
- BA 409            Economic Disparity and Homelessness  
This course explores the causes of homelessness within the United States, examining economic, psychological, and economic perspectives. (3 credits)
- BA 410            Medical Terminology, Defined  
An introduction to medical language, featuring the origins of taxonomy, and the use of an intrinsic vocabulary of specific biological systems. (3 credits)
- BA 411            Biology of Health and Disease  
An examination of biological concepts of human origins, the structure and function of human body systems, common diseases, and the major risk factors affecting human health. (3 credits)
- BA 412            Sociology of Health and Illness  
This course examines the influence of social, structural, and political aspects of health, illness, and their impact on the U.S. health care system. (3 credits)
- BA 413            Ethics of Health Care  
A study of contemporary ethical issues in health care, using case studies, historical, legal, and political policy discussions. (3 credits)
- BA 414            Healing Therapies Across the Ages  
An examination of healing traditions spanning human civilization, and their impact on the field of Integrative Medicine, using the National Center for Complimentary and Alternative Medicine (NCCAM) definitions. The course examines legal and ethical considerations of using such healing therapies in current health care practices. (3 credits)

- BA 415            Global Impact of AIDS/HIV  
This course examines the impact of AIDS from individual, community, and global perspectives. Students will learn about the biology of the disease process and historic and current treatment regimens, as well as examine the effects of social and political influences on populations most affected by AIDS. (3 credits)
- BA 416            Nutrition for Wellness  
Students will learn the foundations of nutrition as they relate to health, wellness, and disease prevention. An examination of how food affects body systems will be featured, as well as its relation to eating disorders. The course will analyze current trends in nutrition, food safety, and the role of technology in public nutrition. (3 credits)
- BA 417            Health and Wellness  
An interactive course in examining the concepts of health as they pertain to the wellness industry. Issues such as obesity, chronic illness and health risk behaviors will be discussed, as they relate to the role of government, the health care industry, and schools in health promotion. (3 credits)
- BA 418            Death, Dying, and Bereavement  
This course examines the psychosocial, cultural, social, and legal aspects of end-of-life care, and its aftermath. Concepts of loss, grief, bereavement will be discussed, as well as coping strategies for the patient and family. (3 credits)
- BA 419            Health Science Educator  
An interactive course featuring pedagogical concepts, research-based evidence gathering, and the use of cultural competence in teaching and learning models. (3 credits)
- BA 420            Stress Management  
An elective course focusing on the biological nature of distress, and the use of coping strategies and relaxation techniques for healthy living. Students will create an individualized stress-management plan. (3 credits)
- BA 499            Health Science Integrated Capstone Practicum  
This end-of-program capstone course for the Bachelor of Science in Health Sciences asks students to apply theories, models, and skills acquired in various coursework, and demonstrate critical thinking, research, leadership, and cultural competence. Students will complete a 15-hour Service Learning Activity in a health facility. (9 credits)
- BA 501            Perspectives in Queer Studies  
An introduction to current theories in lesbian, gay, bisexual, transgendered, queer, intersexed (lgbtqi) studies, with a focus on the intersection of gender and sexuality in the context of ethnic, racial, and class identifications. (3 credits)
- BA 502            SF Bay Area Communities in Transit  
This course provides an overview of the various lgbtqi communities in the Bay Area, focusing attention on the origins and contributions of the communities and the community organizations they serve. (3 credits)
- BA 503            Key Concepts in Gender and Sexuality  
An examination of political, cultural issues through the lens of gender and sexuality. (3 credits)
- BA 504            Feminist and Queer Theory  
An investigation of key concepts and debates in the study of gender differences and sexuality in history. (3 credits)
- BA 505            Sexuality, Gender and Law  
This course analyzes the binary construct of gender and sexuality in society. Ideas of privacy, equality, and liberty are evaluated in the context of jurisprudential decisions spanning history. (3 credits)
- BA 506            Transgender Voices  
A survey of transgender history and culture, examining global and local perspectives. (3 credits)
- BA 507            An Introduction to Queer Literature  
A study of the nature of queer themes in classic literature. (3 credits)

- BA 508            International Perspectives on Queer Studies  
An exploration of the construction and representation of sexuality in global cultures. (3 credits)
- BA 509            Topics in Queer Studies: Latina/o Perspective  
An emphasis on queer identities and histories in Latina/o culture, featuring activism, culture, and identity. (3 credits)
- BA 510            Topics in Queer Studies: Asian Perspective  
An emphasis on queer identities and histories in Asian cultures, featuring activism, culture, and identity. (3 credits)
- BA 511            Topics in Queer Studies: African Perspective  
An emphasis on queer identities and histories in African and African-American culture, featuring activism, culture, and identity. (3 credits)
- BA 512            Queer Art and Culture  
An examination of the intersection of art and theory in the context of social, political, and cultural norms. (3 credits)
- BA 513            Queer Poetics  
A survey of lgbtqi perspectives in poetry in various historical and contemporary cultures. (3 credits)
- BA 514            Queer Film and Videos  
This course follows the development of cinema from a queer perspective, particularly the work of late 20<sup>th</sup> century filmmakers. Prevalent themes, aesthetics, narrative techniques will be examined. (3 credits)
- BA 515            Facilitation and Leadership Skills in LGBTQI organizations  
Students will analyze evidence-based leadership skills and models in community organizations, with an emphasis on interpersonal communication, organization building, and social change advocacy. (3 credits)
- BA 516            Queer Philosophy  
An examination of the historical and social context of personal, political, and cultural aspects of lgbtqi life, with attention paid to conceptual, ontological, and social justice issues. (3 credits)
- BA 517            Queer Mags, Rags and Zines  
This course offers an examination of the genesis of queer media, and its influence in mainstream society. (3 credits)
- BA 518            Advanced Literature Topics: Lesbian Perspective  
An historical and contemporary examination of women in literature, with an emphasis on gender and sexual identity. (3 credits)
- BA 519            Advanced Literature Topics: Trans Perspective  
A discussion of the literary representations of gender variance and ambiguity, using novels, memoirs, theatre, and film to challenge traditional constructions of gender identity. (3 credits)
- BA 520            Advanced Literature Topics: Theories of Sexuality and Literature  
A study of the manner in which sexual difference affects meaning in the production of literary texts, using psychological, political and other perspectives. (3 credits)
- BA 559            Community Organization Internship  
A supervised internship experience with a community organization that serves the lgbtqi population. Participants are expected to volunteer at least 15 hours to an organization, and, in a written summary, to relate course studies to experiences in an analysis of the organization's activities. (6 credits)
- BA 599            Queer Studies Integrated Capstone Practicum  
Students will develop and complete an evidence-based individualized research project in Queer Studies on a topic of interest pertaining to lgbtqi issues. (9 credits)

## ***Graduate***

### **LPC 701 Human Growth and Development**

This course surveys the biological and environmental factors influencing the physical, intellectual, social, emotional, and language development from birth until death. It explores causes and results of interruption in or interference with the developmental process. This course surveys the changes individuals go through from conception to death—from "womb to tomb". The aspects of development including biological, social, cognitive, emotional, and moral will be covered. The theme of this course is change. We will examine how the abilities, needs, problems, and concerns of humans change throughout life, and how people are shaped by their experiences throughout their development. (3 credits)

### **LPC 702 Social and Cultural Foundations**

The study of the social and cultural foundations of the attitudes and behavior of individuals, families, and diverse groups with an emphasis on multicultural awareness and strategies that promote understanding and effective interventions across the lifespan. (3 credits)

### **LPC703 Counseling and Psychological Theory & Techniques**

An investigation of significant counseling theories and their application to the helping relationship. The study of basic and advanced helping skills and client characteristics that impact change in the helping process. Additional emphasis will be placed on consultation theory and practice. (3 credits)

### **LPC704 Group Process: Theory and Technique**

The study of group theory, dynamics, process, and stages. An examination of group roles, member behaviors, and leadership as well as basic and advanced group interventions. A weekly therapy group experience is suggested for this class in addition to the didactic study time. (3 credits)

### **LPC705 Career and Lifestyle Development**

An investigation of career development theory including career decision-making, gender, family, and social/cultural issues. Additional emphasis on career counseling theory and practice as well as the use of assessment instruments that facilitate lifelong career development. (3 credits)

### **LPC706 Assessment & Appraisals – Using Tests and Measures**

The study of the history, theory, and application of tests, and other assessment methods that provide an understanding and evaluation of individuals, families, and groups. An examination of appraisal measures including validity, reliability, and other relevant psychometric statistics.(3 credits)

### **LPC707 Research and Program Evaluations**

An examination of basic research methods and practice including quantitative and qualitative designs, research reporting and evaluation, ethical considerations and the use of computers in data collection and analysis. Additional emphasis on need assessment and program evaluation. (3 credits)

### **LPC708 Advanced Health Assessments II: Examinations & Interpretations for Counselors**

This course is designed to introduce the structure for advanced clinical assessment for geriatric, adult and pediatric patients using the formal mental status examination and neuropsychiatric exam. Conduct focused and comprehensive neuropsychiatric health assessments of clients across the lifespan. The process of diagnostic reasoning is emphasized as the primary means of collecting and analyzing data obtained from the client history, examination, and diagnostic procedures. (2 credits)

### **NP700 Advanced Health Assessments I (Interviewing & Data Collection)**

This course is designed to introduce the structure for advanced diagnostic clinical history taking for geriatric, adult and pediatric patients. Course content focuses on concepts, theory and practice obtaining comprehensive health histories for patients of all ages and states of health. An emphasis focuses on mental health conditions commonly encountered in the ambulatory setting. (2 credits)

- NP701            Advanced Health Assessment II :Examinations & Interpretations for Nurses  
This course is designed to introduce the structure for advanced diagnostic physical assessment for geriatric, adult and pediatric patients. Course content focuses on concepts, theory and practice obtaining comprehensive diagnostic physical examinations for patients of all ages and states of health. (2 credits)
- NP702            Advanced Pharmacology I: Ambulatory Care  
This course provides advanced study of actions and effects of drugs on the human system across the life span. Students will study pharmacologic mechanisms of action, effects on organ systems, routes of administration, pharmacokinetics, therapeutic uses, considerations related to age and physiologic state, adverse reactions, contraindications, and drug interactions with emphasis on medications commonly encountered in the ambulatory care setting. (2 credits)
- NP703            Advanced Pharmacology II: Psychopharmacology  
This course presents current scientific knowledge of psychopharmacology and its application to clinical problems commonly seen in a variety of settings. The course addresses advanced concepts in neuroscience, pharmacokinetics, and pharmacodynamics and the clinical management of target psychiatric symptoms related to psychopharmacologic treatment of various psychiatric disorders. (2 credits)
- NP704            Advanced Pathophysiology I  
Building on a foundation of normal physiology, students are exposed to the major disturbances of normal function and the basic mechanisms involved in disease of the major organ systems. The course includes discussion of the general aspects of the common human pathophysiological conditions and syndromes with an emphasis on those found in ambulatory care settings. (2 credits)
- NP705            Advanced Pathophysiology II: Neuropsychopathology & Psychopharmacology  
Building on a foundation of healthy neuropsychology, students are exposed to the major disturbances of normal function and the basic mechanisms involved in diseases of the central and peripheral nervous system. The course includes discussion of the general aspects of the common human neuro-psychopathological conditions and syndromes with emphasis on DSM terminology. (2 credits)
- NP706            Health Promotion and Disease Prevention  
This course will provide comprehensive examination of the principles of health promotion & disease prevention. US Preventative Health Task force goals and objectives will be discussed and a health promotion project will be developed by each student. (3 credits)
- NP707            Disease Management and Differential Diagnosis  
Evidence-Based Medicine is a technique used to access the most current medical information and apply lessons learned to the clinical tasks of disease management and differential diagnosis across the lifespan in family primary mental health care. (3 credits)
- NP708            Introduction to Professional Practice and Ethics  
This course will examine legal, ethical and professional issues that confront care providers. Topics include the history of the profession, professional liability, credentialing, medical and professional ethics, employment law and employment strategies and includes an examination of professional organizations, preparation, credentialing, and the creation of a plan for lifelong professional and personal development. (3 credits)
- NP709            Field Experience I – Individual Counseling  
This course focuses on assessment, diagnosis and management of common mental disorders, using supportive therapy, dialectical behavioral therapy, cognitive-behavioral therapy and psychodynamic interventions. The role of the clinician in various models of community mental health will be addressed. Analysis of health care systems and advocacy to improve patient/population outcomes will be discussed. (4 credits)
- NP710            Field Experience II – Assessment and Triage  
This course focuses on assessment, differential diagnostic process, and management of psychiatric conditions common in primary care settings such as eating disorders, anxiety, substance abuse and depression. Students will critically analyze

clinical strategies and interventions in health promotion, health maintenance, and prevention of common psychiatric problems in primary care. Group therapy as a therapeutic modality will be introduced. (4 credits)

NP711                    Field Experience III – Group Counseling

A supervised counseling experience providing the opportunity to practice individual, family and group counseling skills in a clinic setting. The 100-hour practicum requires a minimum of 50 direct client contact hours and includes weekly individual and group supervision from a university-affiliated supervisor. (3 credits)

NP712                    Field Experience IV – Psychopharmacology (Consulting & Clinical Management)

A supervised clinical experience providing psychopharmacology consultations with an emphasis on the investigation of the basic classifications and indications of commonly prescribed psychopharmacological medications. This clinical experience emphasizes of the appropriate uses of these medications, as well as the identification of their effects and side effects. Patient centered health education and health promotion are integrated into the psychopharmacologic medication management consultation. (4 credits)

NP713                    Capstone Comprehensive Integrative Examination – Master’s Level

The Capstone oral exam is required for all graduate degree students at CUSF. Students may take the exam after completing all course work or concurrent with the last semester of their course work. The objective of the oral exam is to provide a forum to demonstrate how to integrate theory, practice, and research related to the training that the student has received at the master’s level. (3 credits)

NP714                    Capstone Comprehensive Integrative Examination – Doctoral Level

The Capstone oral exam is required for all graduate degree students at CUSF. Students may take the exam after completing all course work or concurrent with the last semester of their course work. The objective of the oral exam is to provide a forum to demonstrate how to integrate theory, practice, and research related to the training that the student has received at the doctoral level. (3 credits)

COURSE NUMBERING SYSTEM

100-400: Undergraduate Level Courses

600-800: Graduate Level Courses

## SCHEDULE OF CHARGES

CUSF charges tuition at a flat rate every semester. A CUSF semester is six months in length and can begin on the first of any month. Unlike other schools, you aren't charged per course or per credit.

Certificate: \$1000 per semester

Undergraduate: \$2000 per semester (50% discount for SF Bay Area residents)

Graduate: \$3000 per semester (50% for SF Bay Area residents)

Semester = 24 weeks

### How Tuition Works

CUSF treats all students as "full-time" and charges tuition at a flat rate regardless of the number of semester units attempted or completed by the student. The "standard semester" is based upon a full-time enrollment of at least 12 semester units for undergraduate (bachelor's) students and 8 semester units for graduate (master's) students. Students who complete more or fewer units are charged the same tuition rates (see above).

Program of Study	Cost Breakdown			
	Tuition Fee per semester	STRF *per semester	Total Cost per semester	Total Cost for the program
	<i>Refundable</i>	<i>Non Refundable</i>		
<b>Administrative Medical Assisting Certificate</b>	<b>\$1000.00</b>	<b>\$2.50</b>	<b>\$1,002.50</b>	<b>\$2,005.00</b>
<b>Clinical Medical Assisting Certificate</b>	<b>\$1000.00</b>	<b>\$2.50</b>	<b>\$1,002.50</b>	<b>\$2,005.00</b>
<b>Bachelor of Science, Bachelor of Arts</b>	<b>\$1000.00</b>	<b>\$2.50</b>	<b>\$1,002.50</b>	<b>\$8,020.00</b>
<b>Master of Psychology in Clinical Counseling</b>	<b>\$1500.00</b>	<b>\$5.00</b>	<b>\$1,505.00</b>	<b>\$12,040.00</b>
<b>Doctor of Psychology in Clinical Psychopharmacology</b>	<b>\$1500.00</b>	<b>\$5.00</b>	<b>\$1,505.00</b>	<b>\$6,020.00</b>

### ***Student Tuition Recovery Fund***

*You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:*

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

*You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:*

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

*The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:*

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

The following fees and charges are costs that students may incur beyond the basic tuition cost for specific programs. Fees are charged when services are rendered.

Reinstatement Fee \$100.00

### ***Calendar***

The Administrative Office is closed for two weeks during the Christmas and New Year Holidays each year and also for all legal United States (US) Federal Government holidays.

CUSF's year round schedule with monthly starts means you can start quickly, begin new courses each month if you choose, and complete your degree requirements on your schedule. Many CUSF students have found that CUSF's flexible terms and monthly starts enable them to complete their degree sooner than if they were enrolled at traditional colleges and other online universities.

Our academic terms are 24 weeks long; however, the terms are flexible. You can finish sooner and begin your next course more quickly. You can work one-on-one with your Faculty Mentor, who will help you finish your assignments and complete your courses on schedule.

### **HOLIDAYS**

- ✓ New Year's Day
- ✓ Martin Luther King, Jr. Day
- ✓ President's Day
- ✓ Good Friday
- ✓ Memorial Day
- ✓ Independence Day
- ✓ Labor Day
- ✓ Veteran's Day
- ✓ Thanksgiving (Thursday and Friday)
- ✓ Christmas (2 week break)

***Administration and Faculty***

Chief Executive Officer and President  
T K Svensson  
M.D., The George Washington University  
MPH, The George Washington University  
Ph.D., University of Wales at Swansea

Chief Academic Officer  
T K Svensson,, MD, MPH, PhD

Director of Operations  
thomas grexa phillips,  
J.D., University of Virginia  
LL.M, University of Pennsylvania  
M.Psy., City University of San Francisco

Dean of Counseling Studies  
Lody Cura, LMFT  
MA, St. Mary's University  
PsyD., City University of San Francisco

Dean of Health Studies  
Sandra Morrow  
M.D., The George Washington University  
MPH, University of California, Berkeley

Faculty Mentors  
Lody Cura, MA, Psy.D., LMFT

T K Svensson, MD, MPH, PhD

Sandra Morrow, MD, MPH

Michael U. Levinson,  
M.D., Moscow Institute of Stomatology  
Ph.D., Moscow Institute of Stomatology

Lauren Clark, AMFT  
MA, Saint Mary's University

Joyce Kermeen, LMFT  
MA, John F. Kennedy University

Natalie Morris, MFTI  
MA, Antioch University

Glenda Burr, AMFT  
MA, Notre Dame de Namur University

Angus Whyte, M.A. FRP-C  
MA, University of Washington  
FRP-C, Harvard University

*Administration and Faculty*

Bruce Boone, Chaplain, Faculty Mentor  
Ph.D., University of California, Berkeley

Registrar  
thomas grexa phillips, JD, LLM, M.Psy.

City University, LL.C.  
Governance and Administrative Functions

Stock Owners  
T K Svensson, T.Svensson,  
D. Svensson, S. Morrow

Managing Director (CEO, COO)  
T K Svensson

Chief Academic Officer  
T K Svensson

Dean of Counseling Studies  
L Cura

Dean of Health Studies  
S Morrow

Faculty Mentors  
T K Svensson, S Morrow, L Cura, G. Burr, N. Morris, L Clark,  
M Levinson, J Kermeen,, B. Boone, A Whyte

Registrar and Director of Operations  
t grexa phillips