

# INTRODUCTION

The division of Enrollment and Student Services is pleased to present the **2024-25 University Student Handbook**. This handbook includes a compilation of University policies and other information pertinent to the student experience at Marshall B. Ketchum University (MBKU). Please refer to the University Catalog for academic and financial policies along with your respective Program Student Handbook for additional policies and more information. All students are members of the MBKU Student Association and are encouraged to participate in the variety of student led professional organizations and affinity groups/clubs on campus. For more information, please refer to the Student Association Handbook (<https://ketchum.presence.io/organization/mbku-student-government-association/documents/>).

MBKU is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry (SCCO), the School of PA Studies (SPAS) and College of Pharmacy (COP). SCCO awards a Doctor of Optometry, a joint Master of Science in Clinical Optometry, and a Master of Science in Vision Science degree. SPAS awards a Master of Medical Science degree and a PA Certificate. COP awards a Doctor of Pharmacy degree.

## A. Vision, Mission, Core Values & MBKU History

### Our Vision

We seek to reimagine the future of health care education.

### Our Mission

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

### Our Core Values

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

- **Accountability:** We are committed to honesty, fairness, and responsibility for our words and actions.
- **Caring:** We strive to address the needs of the University community and others by nurturing a spirit of compassion.
- **Excellence:** Consistent with our legacy, we are committed to achieving outcomes of the highest quality.
- **Innovation:** We have the courage to dream and experiment with creative and unique ideas.
- **Respect:** We value the unique talents and diversity of people, strive to work collaboratively, and honor the open exchange of ideas.

### History

Marshall B. Ketchum University (MBKU) was established in April 2013 and is named after Dr. Marshall Bidwell Ketchum who founded the Los Angeles School of Ophthalmology and Optometry in 1904 that, decades later, evolved into the Southern California College of Optometry (SCCO).

The School of Physician Assistant Studies (SPAS) admitted the first class in 2014. In 2016, the College of Pharmacy (COP) admitted its first class. Both programs join SCCO in providing a unique opportunity for interprofessional health care education on our campus.

MBKU owns and operates two University Eye Centers at Ketchum Health, one located in Los Angeles and one in Anaheim (est. 2016). Ketchum Health Anaheim also houses the SPAS Family Medicine practice and the COP Pharmaceutical Sciences Research Laboratory.

## B. Use of the Handbook

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

The policies outlined in this Handbook give a general understanding of the rules and regulations governing MBKU and they are subject to revision without notification. MBKU assumes no responsibility for errors in, misrepresentation of, or misinterpretation of these policies. Please read the information carefully and be sure to contact University Student Affairs for clarification or more information.

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

Any suggestions for additional information to future Handbooks are welcomed, including suggestions or concerns about campus policies and procedures. Please contact Enrollment and Student Services at [StudentAffairs@ketchum.edu](mailto:StudentAffairs@ketchum.edu).

## C. Non-Discrimination Statement

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

Inquiries regarding the University's equal opportunity policies should be directed to the Vice President for Enrollment and Student Services at [StudentAffairs@ketchum.edu](mailto:StudentAffairs@ketchum.edu) for students and the Vice President for Human Resources at [HumanResources@ketchum.edu](mailto:HumanResources@ketchum.edu) for employees.

For further information on notice of non-discrimination, please contact The Office for Civil Rights (<https://ocrcas.ed.gov/contact-ocr/>) for the address and phone number of the office that serves your area, or by calling 1-800-421-3481.