



LU COLLEGE *of*
PHARMACY
Changing Lives

Student Handbook 2023-2024

Approved by the Executive Council of the College of Pharmacy on July 6, 2023

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Welcome from the Dean

Welcome to the College of Pharmacy at Larkin University! We are pleased that you have chosen to complete your Doctor of Pharmacy degree at Larkin University in our College of Pharmacy. Our promise to you is to help you to become the best pharmacist you can be. The program curriculum focuses on cultivating knowledge, and skills in communication, teamwork, creativity, and problem solving through classroom experiences, laboratory, interprofessional and experiential methods of learning. The COP curriculum is developed to promote and foster compassionate pharmacists prepared to pursue post-graduate education or any of the eighty plus different career options that will be available upon graduation with the Doctor of Pharmacy degree.

The LU College of Pharmacy is the only year-round, three-year option to become a pharmacist in the State of Florida. It is a rigorous, and time intense program. Success requires dedication and your commitment to treat the study of pharmacy as your priority. The program consists of a six (6) hour class or study schedule for five (5) days a week from Monday to Friday for the first two (2) years. Final assessments (exams) are scheduled every two weeks on Friday. Attendance is required and you are expected to be on campus for all courses and activities. The knowledge gained from each block is a stepping-stone enabling you to integrate and continually add new knowledge and skills. During the final year of advanced practice courses, you will be engaged full time at practice sites. That is a time to put into practice the knowledge and skills acquired during the first two years of studies. You will practice your attitudes and ideals for becoming the kind of pharmacist you want to be while studying to take a Board of Pharmacy Examination.

I hope you will engage with your peers in the state and national organizations. They are where you will develop life-long friendships with colleagues who will help you throughout the years. The organizations provide an opportunity to lead, and to be involved in the profession and to impact growth and change of the profession. Your involvement is essential to the growth and well-being of the profession and your own increase in networks and potential for personal growth.

The leadership team and faculty at Larkin University are here to support you. Our pledge is to work toward tackling the evolving complexities of healthcare with innovative solutions and to prepare our graduates to take on any role within this expanding profession.

Ruth E Nemire, PharmD, EdD, FCCP, FNAP, CRQM

Dean and Professor

Advisement

Please be advised that while the LU College of Pharmacy has made every effort to ensure the accuracy of the content and information contained in the Student Handbook, the LU College of Pharmacy reserves the right to modify the content at any time without prior notice. The information contained in the manual is solely for the convenience of the reader and, to the extent permissible by law, the LU College of Pharmacy expressly disclaims any liability, which may otherwise arise.

Notwithstanding, the information contained herein the College reserves the right to remove a student or a person at any time, if they present a danger to the College or to the life, health, welfare, safety, or property of any member of the College community.

Students must adhere to the policies and procedures contained herein while on campus; at any other Larkin University site or facility, or while participating in any Larkin University sponsored program, event, or activity.

College of Pharmacy Mission, Vision, and Core Values

Mission

We are an innovative college of pharmacy engaged in teaching, scholarship, and service preparing compassionate healthcare professionals to practice in current, emerging, and diverse settings.

Vision

We strive to be a catalyst for innovation to further advance health care.

Core Values

Integrity, Learner Centered, Accountability, Professionalism, Innovation, Empathy, Collaboration

Non-Discrimination Statement

LU College of Pharmacy does not discriminate in the admission or progression policies of students, scholarship and loan programs, or other activities administered by the college on the basis of race, religion, national or ethnic origin, gender identity or expression, sexual orientation, marital status, non-disqualifying disability, age or military or veteran status. We are committed to providing a diverse and inclusive environment for students, faculty, staff, and others in the Larkin community.

The LU College of Pharmacy supports the LGBTQ+ community and promotes an anti-bullying environment. Our faculty and advisors are prepared to help students struggling with issues concerning student life. If you need assistance, please contact Mrs. Pena, Director of Admissions, Ms. Pomares, Director of Student Services, or Dr. Arric, Student Ombudsperson and Associate Dean of Student Affairs and Admissions.

Accreditation

Larkin University

Southern Association of Colleges and Schools Commission on College – SACS-COC

Larkin University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award masters and doctoral degrees. Questions about the status of Larkin University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Larkin University is licensed by the Florida Commission for Independent Education, License # 5133. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, or toll-free telephone number (888) 224-6684.

College of Pharmacy Accreditation Statement

Larkin University College of Pharmacy's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 3000, Chicago, IL 60603-3446, 312/664-3575; FAX 866/228-2631, web site www.acpe-accredit.org.

Office of the Dean (OD)

The Office of the Dean (OD) is committed to helping students thrive and achieve their academic goals at the LU College of Pharmacy. The OD oversees all aspects of student life including implementing policy and procedure while affording students and faculty fairness and due process. At the OD, the Dean is the Chief Visionary, Strategic and Academic Officer and leader of culture for the College of Pharmacy (COP). The Dean serves as the liaison with the College of Biomedical Sciences Dean and Faculty.

Students are encouraged to follow the chain of command in attempting to resolve an academic or cultural issue within the LU College of Pharmacy. For instance, if an academic concern arises a faculty member or faculty advisor would be the best person to address those concerns. For student concerns about culture and professionalism, contact the Student Government leadership. If

you have any questions regarding who the best point of contact is for a particular concern, please contact the advisors in the Office of Student Affairs and Admissions.

The Dean works with all members of the Larkin University community to assure a professional, safe, and outcomes- driven environment. Our promise to our students is that they are prepared to become competent and capable pharmacists upon graduation.

Office of Academic Affairs (OAA)

The Office of Academic Affairs (OAA) is committed to ensure that the curriculum at LU College of Pharmacy is effective and proficient at educating future graduates. This includes a student assessment process that is rigorous, fair, and efficient. If remediation is needed, OAA provides oversight to ensure that it is conducted appropriately. Also, the OAA ensures all degree requirements are met before graduation.

Office of Assessment (OA)

The Larkin University College of Pharmacy is committed to continuous assessment of the program's effectiveness. The Office of Assessment (OA) oversees continuous programmatic assessment, such as student services, faculty development, and student achievement. Programmatic assessment is critical to the College of Pharmacy to ensure maintenance of a learner-centered environment, preparation of students that will be successful in the practice of pharmacy, and that the strategic goals of the LU College of Pharmacy are achieved. The OA works with the Dean and Executive Council to maintain regional and pharmacy accreditation.

Office of Experiential Education (OEE)

The Office of Experiential Education (OEE) is committed to facilitating the highest quality training and experiences for our student pharmacists. Pharmacy practice experience is an essential part of the curriculum which allows for direct application of classroom education through interaction with patients and health care providers. The LU College of Pharmacy offers different types of experiences in both Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs) that provide students with real-life opportunities to develop and expand the extent of their abilities, knowledge, and skills.

Office of Student Affairs and Admissions (OSAA)

The Office of Student Affairs and Admissions (OSAA) is committed to helping students achieve both academic and professional goals. The OSAA encompasses the development and success of each student through academic and personal support, collaboration between academic and student affairs, co-curricular and extra-curricular learning opportunities, and leadership development. The OSAA is focused on developing students with the desire to bring compassionate care to their communities into leaders in their fields. The LU College of Pharmacy is dedicated to educating students, to engage in health promotion in their local communities while maintaining a global perspective on the ever-changing health care system. The LU College of Pharmacy's accelerated program requires that students learn new ways to study, manage their time, and balance their responsibilities. The OSAA will provide both group and individual support to ensure students have the tools necessary for success.

Department of Clinical and Administrative Sciences (DCAS)

The Department of Clinical and Administrative Sciences (DCAS) is home to a diverse group of educators and scholars from multiple fields of study such as therapeutics, pharmacy practice, law, health policy and health-care outcomes. The LU College of Pharmacy faculty instructs students on a significant component of the curriculum, ranging from classroom activities and course work in the first year through the Advanced Pharmacy Practice Experiences (APPE) provided during the program's final year. Our culture is one that embraces diversity and innovation in the quest to attain a level of excellence in everything we do.

Department of Pharmaceutical Sciences (DPS)

The Department of Pharmaceutical Sciences (DPS) delivers the foundational science portion of the College of Pharmacy curriculum in the first year and integrates it with clinical science in the second year. A competent pharmacist must have a solid foundation in pharmaceutical and biomedical sciences to develop the abilities, knowledge, skills, and judgment necessary to optimize patient care. Additionally, the DPS aspires to support translational research with collaboration from its faculty

members. The DPS seeks to promote interest in research, scholarship, academics, and life-long learning. The DPS prides itself with a dynamic and diverse faculty who have academic backgrounds and expertise in various fields of Pharmaceutical Sciences, including Pharmaceutics, Pharmacokinetics, Drug Development, Medicinal Chemistry, Pharmacognosy, Nutraceuticals, Pharmacogenomics, Biochemistry, Molecular Biology, Immunology, Pharmacology, and Toxicology.

Academic Affairs

Curriculum

LU College of Pharmacy (COP) has developed an integrated block curriculum to achieve our Program Learning Outcomes (PLOs). The goal of the curriculum is to prepare graduates to deliver evidence-based, patient-centered care that promotes optimal drug therapy and patient safety across the healthcare continuum. The philosophy of the COP leadership is one of individual and group engagement that fosters a culture of lifelong learning. The curriculum is also designed to help students achieve certain attitudes and behaviors, as mentioned in the PLOs. Most of the classes are set up in two-week blocks. Each of the two-week courses will provide 36-42 hours of time in class. Class times are scheduled for approximately six hours per day Monday through Friday. In a typical course, every other Tuesday and Thursday (prior to the assessment Friday), there are two study days. There are clinical longitudinal courses that also take place over an entire semester and meet one day every two weeks. This combination of block courses and longitudinal courses provides an opportunity for students to acquire the knowledge and skills necessary to succeed and to work on retention and understanding. Additional study material is expected to be completed outside of the classroom to gain a thorough knowledge and understanding of the subject matter.

The first semester and the first block of the second semester in the curriculum are comprised of foundational core elements from the biomedical, pharmaceutical, and social/behavioral/administrative sciences. The material learned in these blocks provides a strong scientific foundation and building blocks for critical thinking and problem solving. Upon completion of these courses, students move to body system-based courses. These courses integrate pathophysiology, medicinal chemistry, pharmacology/toxicology, pharmacotherapy, pharmacogenomics, clinical pharmacokinetics, and social/behavioral/administrative sciences. The body system-based courses are designed to help the student integrate foundational core content (e.g., pharmacology) and acquire new knowledge on specific disease states (pharmacotherapy). The student must also be able to apply all the material learned to various case-based or skills-based activities. The incorporation of social/behavioral/administrative science content into each body system-based course allows for reinforcement and application of the material in the context of specific disease states. The faculty at the LU College of Pharmacy believes a good education is more than memorizing facts but the ability to use knowledge to synthesize and evaluate real-world problems. We expect students to participate fully in course activities, use critical thinking and be individually accountable for their own learning. To be successful in establishing this culture, our approach is learner centered. To encourage this instructional approach, a variety of teaching methods are used by the faculty to enhance student learning.

The active learning strategies allow students to interact with the material, the faculty, and each other. Throughout this process, students develop self-awareness of their learning abilities, develop a process to gain knowledge and learn to retrieve and evaluate information. The use of knowledge to solve problems and effectively communicate via applied and real-life settings helps to consolidate the student's understanding and retention of this knowledge. Most importantly, students develop accountability for self-directed and life-long learning. Accountability is core to the philosophy of the program. At the beginning of each academic year, students are assigned to a learning group. The groups will collaborate throughout each course, checking in on their own learning through various formats such as think/pair/share, minute paper, muddiest point, cases, and other projects. Groups will work collectively to identify areas of weakness for both individual learners and the group.

Didactic Coursework

In line with the learner-centered teaching approach, there will be two graded formative assessments (quizzes) in the two-week block courses within the curriculum. Formative assessments indicate the student's progress in the course. Formative assessment grades are added to the final overall course grade, as defined in the course syllabus, to successfully achieve competency in the course. Other non-graded formative assessments may be implemented to help the student identify strength and weakness areas. In these cases, it is in the student's best interest to complete all formative assessments and fully participate in daily course activities, such as quizzes, laboratory exercises and application exercises (e.g., case studies).

Assessment and Remediation

For block courses, summative assessments (final exams) will be administered to all eligible students individually. Students who obtain competency pass the course and are not permitted to sit for remediation. Students who do not obtain competency in the summative assessment must take the Remediation Exam during a Remediation Week.

In longitudinal courses multiple assessment processes will be provided to students. Students will be provided various types of formative assessment, which may consist of quizzes, projects, papers, presentations, mid-term assessments, etc. At the conclusion of each longitudinal course an individual summative assessment may be administered. The longitudinal course grade will be comprised of formative and summative assessments. The formula will be specified in the course syllabus regarding the values each assessment contributes to the final grade. Students who do not attain course competency on the assessment will be provided a cumulative course remediation. Remediation occurs during the last week of the semester.

Assessment Decorum

This section relates to appropriate behavior and etiquette in the classroom and surrounding areas during assessments. Any student unable to take the assessment is not allowed to be at the post-assessment review or to be on campus until 5pm that assessment day. Students must communicate with the Course Director at least an hour before the start of any graded activity including assessment/remediation if they are unable to be on campus. See the "Excused Absence" section for the procedure to request an excused absence.

Before the Assessment

Students are instructed to download the assessment in ExamSoft prior to arriving for the assessment. This should be completed no later than the evening before the scheduled assessment. Students should arrive at least 15 minutes before the scheduled start of the assessment. Before arrival, students should ensure that they have updated all computer software (e.g., ExamSoft) and auxiliary battery pack or charger for their computer.

Students must have their LU identification badge during the assessment. Students place all possessions in the designated area and then can enter the classroom. The personal items will remain in the designated room for the entire assessment period. Students may not take any books, notes, or scratch paper to their assigned seat. Only approved electronic devices (such as the laptop) may remain with the student. Any other devices such as cellular phones, tablets, smart watches, or music devices will remain with all other possessions in designated area(s). These devices must be turned off or silenced completely and not in "vibrate" mode. Larkin University (LU) proctors and faculty are not responsible for safekeeping of any devices. All laptops must be equipped with laptop screen covers for privacy, as provided by the IT department, at all times during any form of assessment.

Any student who is a sole caretaker of another individual may ask for permission prior to the assessment from the Associate Dean for Student Affairs and Admissions to have their phone nearby.

Students should promptly take their assigned seat and prepare for the assessment. All assessments are to be taken on the student's Larkin University assigned computer through specified assessment software, ExamSoft. Students will be instructed to log in, using the password provided. Should technical issues arise, notify a proctor and they will attempt to resolve the issue. No clarification, related to the content of questions, may be made during the assessment (i.e., no content-related questions are to be answered).

During the Assessment

Any form of academic dishonesty as indicated in the Code of Conduct will not be tolerated. This includes, but is not limited to, the unauthorized use of any material with the intent of benefiting the student's performance in the assessment, or knowingly giving aid to another student. If a student needs assistance during an assessment, the student should raise his or her hand to attract the attention of a proctor to whom a request may be made. The following is a list of forbidden acts but the list, is NOT comprehensive:

- Bringing to the assessment any books, notes, scraps of paper or information in any format that is intended to unfairly aid the student (or other students) during the assessment.
- Receipt of unauthorized material from another student.
- Passing of unauthorized material to another student.

- Bringing into the assessment any unauthorized electronic device, such as a cellular phone.
- Any communication with another student during the course of the assessment.
- Reference to notes, books etc. while on a bathroom break.
- Intentionally seeking information from another student's computer screen or notes on scratch paper.
- Intentionally positioning your computer or scratch paper to allow viewing by another student.

When a student requests a bathroom break, a proctor should ensure that the student is going into the bathroom and not anywhere else. One student is allowed at a time. Students are to be directed to use the single stall all gender bathrooms. Students who arrive late (i.e., after the scheduled start time) for the assessment/remediation will not be permitted to sit for the assessment/remediation. Students who arrive late to the assessment will forfeit their assessment opportunity and may be eligible to sit for the remediation. Students may not submit the assessment earlier than 30 minutes after the assessment begins. Students who wish to leave early (but after the first half hour) must "submit" and the proctor must verify that they have ended the assessment and that the submission has been received (as described below), before the student leaves the assessment venue.

At the end of the assessment period, proctors ask students to "submit." Students must leave their computers on the desk and go up to the proctor to show their identification badge. The proctor will verify on the proctor's computer whether the submission has been received. Only after such verification is the student allowed to leave the assessment venue with their computers.

After the Assessment

A review of the assessment will be held after the lunch break. Attendance at the review session is non-mandatory but highly recommended. Each student will be emailed a version of their Strengths and Opportunities (S&O) report that indicates their response to each missed (incorrect) question. This report will also include their final percentage score.

The faculty will provide a review on the content tested in the assessment without showing the actual questions. The students will be permitted to refer to their respective S&O report during the review.

Students will be allowed to ask questions about the content but will not be allowed to challenge or appeal the question/answer.

Following the review, course faculty may remain available for small-group and individual questions. After the review session, all assessment grades will be final. Grades will be released through Canvas after the review.

Students will be required to complete a set of course and faculty evaluation surveys. Failure to complete the evaluation survey will result in a student not being eligible for receipt of bonus points.

Study Days (Block courses only)

In a typical two-week block course, students are offered two study days (Tuesday and Thursday) in the second week prior to the summative assessment (Friday).

Faculty office hours and tutoring services will be provided during the study days for students in preparation for the summative assessment.

Remediation

The number for allowable block remediations per semester.

Fall		Spring		Summer	
P1	P2	P1	P2	P1	P2
4	4	2	3	2	Not Applicable
Out of eight (8) block courses	Out of nine (9) block courses	Out of five (5) block courses	Out of seven (7) block courses	Out of five (5) block courses	Not Applicable

Please note the following exceptions for remediations:

- The first course of the curriculum (PH 501) does not count towards the maximum number of allowable remediations in P1 Fall semester.
- The following three longitudinal courses do not count towards the maximum number of allowable remediations in the semesters each of these courses offered: PH 540 during the third semester (summer of P1 year); PH 640 fourth semester (fall of P2 year); and PH 641 fifth semester (spring of P2 year).

Upon earning a course grade that does not achieve competency, students will enter remediation. The student is required to meet with the Course Director within 4 business days to develop a remediation plan. The remediation plan will include the following: specific resources (e.g., faculty office hours, tutoring, time management, and online resources) the student will use to prepare for remediation; specific schedule for self-guided study for the student; and academic support for the student.

The ADAA will publish the remediation schedule (Mid-point and End of semester) on the academic calendar. While no other formal academic activities occur during Remediation Weeks, a student who requires assistance outside of the scheduled times must contact the instructor to make an appointment. Course instructors and tutoring services will be available for students in preparation for a course remediation. All course instructors must maintain office hours, and students may consult with them during these times throughout the semester.

Students who do not achieve competency through remediation in any didactic course (Block and Longitudinal) will reach a hard stop and are not permitted to continue in the program. The Student Progression and Professionalism Committee (SPPC) will review the student's case to determine an appropriate sanction or course of action.

Remediation Weeks

Remediation occurs during two time points within a semester. First, at the mid-point of the semester (after first four block courses) and at last week of the semester (End of Semester Remediations). It is possible that students will have multiple remediation assessments, or other graded activities in a given week, and potentially within a given day. Students are expected to take any scheduled remediation assessment on campus at the LU College of Pharmacy and as such should not make travel plans until the date(s) of the remediation week are published. Students will not be eligible to enroll in the next semester until successful completion of all necessary remediation assessments.

Attendance Policy

In keeping with the program's professional nature, students are expected to attend all class sessions daily and to arrive on time for each session. In addition, students should be fully engaged and active participants in class activities.

Absence from any instructional period, which includes class and laboratory sessions, does not excuse the student from responsibility for the material covered during those periods. Any absences during a course period in which there is a graded formative assessment must follow the excused absence procedure to be eligible to makeup a graded formative assessment.

Students who are on a Remediation Plan are required to attend class each day.

Excused Absence

Students must communicate with the Course Director at least an hour before the start of any didactic course day if they are unable to be on campus. Excused absences are reviewed on an individual basis by the Course Director and/or the Assistant/Associate Dean of Academic Affairs (ADAA) to accommodate any graded activity including formative assessments or summative assessments as scheduled. Students will be permitted to take an excused absence on the limitations within the specific academic semester (see table below). This applies to both Block and Longitudinal Courses in the given semester. In each of these situations a potential make-up summative assessment must be completed by the end of the first week of the next scheduled block course

Semesters	Number of excused absences allowed
P1 Spring, and P1 Summer	Two (2)
P1 Fall, P2 Fall, and P2 Spring	Three (3)

An excused absence during a scheduled remediation will be addressed on an individual basis. The remediation assessment must be completed prior to matriculation into the next semester.

An excused absence is an absence that occurs for one of the following reasons,

- Student illness when substantiated by a note from a licensed healthcare professional (e.g., physician/nurse practitioner/physician's assistant) which indicates the specific days on which the student was unfit to be on campus. This time limit must encompass the date of the formative assessment, assessment, or remediation. The note must indicate that the student was "medically unable to participate in school activities" Per the limitations indicated in the table above, additional illness/injury absences will move the student directly into the next stage of the assessment process and will forfeit the opportunity to assess for maximum points. Continuing health concerns should be discussed with the ADSAA as a Voluntary Leave of Absence may be considered.
- Personal emergency or emergency in the student's immediate family such as death, hospitalization, or other situation of a similarly serious nature.
- Legal proceedings for which the student is required to attend. Court documentation is required to be submitted with the excused absence request.
- Attendance at a professional meeting, provided that the absence was approved by the course director, ADSAA, and ADAA at least 4 weeks in advance of the meeting.
- Religious observance, provided that the absence was approved by the ADSAA at least 4 weeks in advance of the observance (maximum of 2 excused days for religious observance per academic year).
- Extenuating circumstances will be addressed on a-case-by-case basis and at the discretion of the ADAA and ADSAA.

Procedures for an Excused Absence

- Communicate with the Course Director at a minimum of an hour before the start of any didactic course day if they are unable to be on campus.
- Complete the Excused Absence Request form for excused absences from didactic courses.
- Present the completed form to the Course Director for approval and signature which indicates that the student communicated with the Course Director in a timely manner regarding their absence. Once completed, submit the form and supporting documentation to the Assistant/Associate Dean of Academic Affairs.
- The OEE has policies for absences which are outlined in the Introductory and Advanced Pharmacy Practice Experiences handbooks.
- For other planned absences, approval must be obtained from the Course Director, ADAA, and ADSAA at least 4 weeks prior to the first day of absence.
- To be considered for an excused absence, the student must submit the excused absence form and appropriate supporting documentation by 5PM the next business day.

Unexcused Absence

An unexcused absence is any absence that is not an excused absence.

Course Grades

Recording of Final Grades

All course grades will be recorded as a percentage in CampusNexus. Each transcript will report the percentage earned in the course.

Block Didactic Courses

The cumulative course grade for block didactic course is dependent upon graded formatives (weighted content 25%) and the summative assessment (weighted content 75%). The minimum score to demonstrate competency in cumulative course grades is 75%. The maximum grade that can be achieved in cumulative course grade is 100%.

ALL students must attain at least an overall 75% course grade to prove competency and pass the course. Students unable to attain an overall 75% course grade to prove competency will receive an "F" letter grade and will be offered an opportunity for remediation during this course's remediation week.

All students MUST fulfill the following 1 (one) criterion to be eligible for the 2% bonus points.

1. Complete the Course and faculty evaluations survey.

Students who do not fulfill the above criteria will not be awarded the two (2%) bonus points.

In remediations, students must meet the minimum competency of at least 75% individually to pass the course. Students are not eligible for the two (2%) bonus points and formative I and II scores to be added to their remediation score. The maximum grade allowed for remediation will be 75%. The Appeals process is only applicable for remediation exams. Please refer to Larkin University College of Pharmacy Remediation Grade Posting and Appeal Process from the Office of Academic Affairs.

Longitudinal Didactic Courses

Clinical longitudinal Courses

The cumulative course grade for clinical longitudinal didactic courses can be a combination of the summative assessment and/or other required assessment(s) (e.g., quizzes, presentation, simulation, demonstration of clinical skills etc.). Each component in the course should have the specific percentage of the course grade indicated in the respective course syllabus. The minimum score to demonstrate competency in cumulative course grade is 75%. For students that do not achieve competency of 75% in cumulative course grade will receive an "F" letter grade and will be offered an opportunity of comprehensive summative remediation at the end of the semester, which requires a 75% to achieve competency. The maximum grade a student can obtain in remediation is 75%.

Introductory Pharmacy Practice Experiences (IPPE)

The course grade for IPPE courses are a combination of rotation assignment completion and preceptor evaluations. IPPE grades are pass/fail.

Advanced Pharmacy Practice Experiences (APPE)

The course grade for APPE courses are a combination of rotation assignment completion and preceptor evaluations. APPE grades are percentage based. The highest percentage that can be achieved in an APPE is 100%. To successfully pass an APPE, students must earn a minimum of 80% and complete all necessary assignments.

Grade Appeals

Didactic Coursework

All students are advised to attend the post summative assessment review session in the afternoon of a typical summative assessment day. Students will have the chance to discuss the summative content with the appropriate faculty. By the end of the review session, the assessment scores will be final. No appeals will be considered for the summative assessment.

Grades for remediation exams may be appealed by 5PM the next business day following posting of the grade by means of an

email communication addressed to the faculty, with the Course Director copied on the communication. Only those students that did not meet competency (75%) in Remediation are eligible for the appeals process. Criteria to be eligible for appeal: 1. Earning a 70% or above as an individual grade in Remediation. The student will have the opportunity to appeal a maximum of three (3) questions from the Remediation exam. The student must include details that include why the student believes the correct answer is not the only correct answer with support by information provided ONLY in the course, required or recommended reading. The Course Director must respond with a decision about the appeal by 5PM the next business day following receipt of the original appeal (level I). The student can appeal the decision of the Course Director to the Assistant/Associate Dean for Academic Affairs (ADAA) by 5PM the next business day (level II) following receipt of the Course Director's decision. The ADAA must respond to the student appeal with a decision about the appeal by 5pm the next business day following receipt of the level II appeal.

Larkin University College of Pharmacy Remediation Grade Posting and Appeal Process

Criteria to be eligible for appeal:

1. secured 70% or above as an individual grade in Remediation
2. maximum of three (3) questions only



Experiential Coursework

A student may appeal an assigned grade within 3 business days of the posting of that grade in experiential courses, by means of written communication addressed to the Assistant Dean of Experiential Education (ADEE). The ADEE will provide a response within one week. If the appeal is denied by the ADEE, the student may appeal to the ADAA within 24 hours of the decision.

Recognition of Honors

Dean's List:

The top 10% of students each semester (non-cumulative) will be included in the Dean's List.

Honor graduates:

Summa Cum Laude – Top 4% of the class based on cumulative GPA.

Magna Cum Laude – Top 5-10% of the class based on cumulative GPA

Cum Laude – Top 11-20% of the class based on cumulative GPA

Academic Calendar

Fall 2023

New Student Orientation	July 17 th to July 20 th
First Day of Instruction	July 24 th
Labor Day Holiday	September 4 th
Midpoint Remediation week	September 18 th to September 22 nd
Thanksgiving Holidays	November 20 th to November 24 th
End of Semester Remediation week	December 11 th to December 15 th
APHA Immunization Certificate Training -P1	a) Friday, September 29 th : Immunization Self Study access opens. b) Friday, November 17 th : Immunization in class activity, 1.00pm - 5.00pm. c) Saturday, November 18 th : Immunization Live and Technique Demo, 8.00 am-3.00pm
Winter Break	December 18 th , 2023 to January 1 st , 2024

Spring 2024

First Day of Block Courses (P1 & P2)	January 2 nd
Martin Luther King, Jr. Holiday	January 15 th
Midpoint Remediation week	February 26 th to March 1 st
End of Semester Remediation week	May 6 th to May 10 th
IPPE 1 (P1)*	March 18 th to April 12 th
IPPE 2 (P1)*	April 15 th to May 10 th

Summer 2024

First Day of Instruction (P1)	May 13 th
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Memorial Day Holiday	May 27 th
4 th of July Holiday Observance	July 4 th
Remediation week	July 15 th to July 19 th

*Each rotation block starts on a Monday. Students will report to their assigned sites on the dates indicated above.

(Note: implementation of approved updates and or changes from the Office of Academic Affairs to the student handbook during the academic year will be informed to Office of Student Affairs and Admissions to be included as an addendum to this handbook will be informed to all LU-COP students and faculty).

Curricular and Programmatic Surveys

In a continuous effort to meet the needs of the students, faculty, staff, and accreditation standards, the LU College of Pharmacy promotes and maintains a culture of assessment to ensure a quality education. In doing so, modifications to the program or curriculum will be based on facts, research, and analysis. Many aspects of the curriculum and program have various analytical methods to determine whether the LU College of Pharmacy is achieving the desired outcomes. Much of the data will be collected through evaluations, feedback, surveys, and town halls with various administrators. As such, the student's participation is key to understanding our strengths, and areas for improvement.

Progression through the Doctor of Pharmacy Program

Progression through the Doctor of Pharmacy program is contingent upon meeting academic, professional, and experiential requirements. The following section outlines the process for students who are not progressing successfully.

Didactic Courses

Each semester has a different progression policy related to the limit of the number of remediation attempts. Please refer to the table "The number for allowable block remediations per semester" for information about the limits in each applicable case. If a progression triggering event takes place, as per any of the scenarios outlined in the table below, the student's progression through the program will be interrupted and the student is not permitted to return to class. The Student Progression and Professionalism Committee (SPPC) will determine the student's academic standing and proper sanction decision (required LOA, suspension, or dismissal).

Experiential Courses

IPPE(s)

If a student does not obtain competency in IPPE, as per Table-1, the Assistant Dean for Experiential Education (ADEE) will refer the student to SPPC and/or Administrative Sanction.

APPE(s)

Students not achieving competency in one (1) APPE may remediate after the graduation ceremony, or during their NAPLEX (North American Pharmacist Licensure Examination) preparation block.

If the student's schedule of APPE rotations permits, the Office of Experiential Education (OEE) will make a reasonable effort to schedule the student for one (1) remediation during the NAPLEX review block. However, it is possible that a student's NAPLEX review block may occur prior to a rotation in which competency is not achieved. As such, this arrangement cannot be guaranteed due to the timing of the NAPLEX review block and is subject to preceptor and site availability. There may also be financial implications.

If remediation occurs after the graduation ceremony, but before the next semester starts, the student will be allowed to participate in the graduation ceremony and all related activities, but their degree will not be conferred until after the successful remediation of the APPE.

Administrative Investigations

Concerns or reports of suspected violations of the Code of Conduct, Technical Standards, mental/emotional health, or professionalism will be investigated by the ADSAA for issues arising during the didactic portion of the curriculum and by the ADEE for issues arising during the experiential portion of the curriculum.

During Enrollment in Didactic Coursework

Faculty, staff, administrators, and students can provide a written report of suspected infractions to the Associate Dean of Student Affairs and Admissions (ADSAA). The initial report should include names, dates, locations, any evidence, and names of witnesses, as appropriate.

The ADSAA will notify the student(s) that a report has been submitted and an investigation is being conducted. Students who are reported for suspected infractions are required to meet with the ADSAA to discuss the situation and review the evidence, or if sensitive information, a summary of the evidence.

Investigation Findings

The ADSAA will complete the investigation and determine one of the following actions which will be communicated to the reported student(s) via email.

- No violation. No further action will be taken.
- Letter of Admonition – Violation is suspected but there is insufficient evidence. The letter will be uploaded to the student file in CampusNexus.
- Finding of Violation of Code of Conduct – Evidence is sufficient to support a finding of a violation. Sanctions will be determined as described in the ‘Sanctioning’ section below.

During Enrollment in Experiential Coursework

Preceptors, faculty, staff, administrators, and students can provide a written report of suspected infractions to the Assistant/Associate Dean of Experiential Education (ADEE). The initial report should include names, dates, locations, any evidence, and names of witnesses, as appropriate.

The ADEE will notify the student(s) that a report has been submitted and an investigation is being conducted. Any student who has been reported for suspected infractions will be required to speak with the ADEE to discuss the situation and review the evidence, or if sensitive information, a summary of the evidence. The meeting may be in person or by phone, at the discretion of the ADEE.

Investigation Findings

The ADEE will complete the investigation and determine one of the following actions which will be communicated to the reported student(s) via email.

- No violation. No further action will be taken.
- Letter of Admonition – Violation is suspected but there is insufficient evidence. The letter will be uploaded to the student file in Enflux.
- Finding of Violation of Code of Conduct – Evidence is sufficient to support a finding of a violation. Sanctions will be determined as described in the next section.

Sanctioning

If a student is found to be in violation, sanctions will be determined through one of the following mechanisms, as determined appropriate by the Investigator.

- Referral to the Student Progression and Professionalism Committee (SPPC) - A summary report and appropriate evidence will be provided to the SPPC to determine the appropriate sanction. The SPPC is not an investigative body but is a sanctioning body. Refer to SPPC policy for sanctioning procedures.
- Administrative Sanction – (See Administrative Sanction Policy and Procedure). The Investigator, in conjunction with two appropriate members of the Executive Council (EC) will determine the appropriate sanction.

Administrative Sanctions

Violations or concerns about the Code of Conduct, Technical Standards, professionalism, or mental/emotional health that require a change in student academic status may be sanctioned through the administration of the LU College of Pharmacy.

If a violation is found to be valid through investigation or appropriate evidence, a summary of information and affiliated evidence is presented to the two other members of EC, to determine due process and appropriateness of sanction.

After an appropriate sanction is determined by the three representatives of the EC, the student is notified through-email (protected) or in person. The student must sign the Administrative Sanction letter to acknowledge receipt and return the signed letter through email within 2 business days. Failure to sign or acknowledge receipt of the letter is considered a violation of professionalism, forfeits the opportunity-to appeal, and may require modification of sanctions.

Once the student is notified of the administrative sanction, the SPPC will be notified of the decision and is responsible for the monitoring of the administrative sanction.

Sanctions	
Sanction 1	Probation.
Sanction 2	Required Leave of Absence (LOA).
Sanction 3	Suspension.
Sanction 4	Dismissal.

Appeal of Sanctions

- Any student who is given an Administrative Sanction may appeal, in writing, to the Assistant/Associate Dean of Academic Affairs (ADAA) within 2 business days of receipt of the notification that imposes the sanction.

The ADAA will inform the administrator and the student of the decision within 4 business days of receipt of the student's appeal.

- If a sanction is changed, the SPPC will be notified as the SPPC is responsible for monitoring the administrative sanction.

	Sanction type	Sanction appeal
Sanction 1	Probation.	It cannot be appealed to a lesser degree sanction.
Sanction 2	Required Leave of Absence (LOA).	It cannot be appealed to a lesser degree sanction.
Sanction 3	Suspension.	It can be appealed to be turned over to sanction 2 (Required LOA).
Sanction 4	Dismissal.	It can be appealed to be turned over to either sanction 3 (suspension) or to sanction 2 (Required LOA).
Please, note that dual appeal is not allowed. Meaning, if sanction 4 is overturned into sanction 3 then sanction 3 cannot be further overturned into sanction 2.		

Student Progression and Professionalism Committee

The Student Progression and Professionalism Committee (SPPC) is the committee of the LU College of Pharmacy responsible for matters related to student progression and professionalism extending from the first semester of enrollment and through graduation. The SPPC manages progression of students in compliance with the Progression Policy, Technical Standards, and Code of Conduct which include requirements for maintaining professionalism and ethical standards in didactic and experiential settings (see Technical Standards for Admission, Progression and Graduation). Concerns in these areas will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC when applicable. The SPPC may hold meetings in certain cases, (e.g., allegations of academic dishonesty).

Progression Table

Table 1. Didactic (block and longitudinal) and Experiential Coursework (IPPE/APPE)

Semester	Scenario	Course(s)	Progression is halted due to occurrence of the any of the following trigger(s)
Year-1 Semester 1 Fall P1	A	All courses except PH501	Failure to obtain course competency in five (5) of these didactic courses prior to remediation
	B	All courses	Failure to obtain competency through remediation in one (1) of these didactic courses
Year-1 Semester 2 Spring P1	A	All except courses PH510 & PH511	Failure to obtain course competency in three (3) of these didactic courses prior to remediation
	B	All courses except PH510 & PH511	Failure to obtain competency through remediation in one (1) of these didactic courses
	C	PH510 and PH511	Failure to obtain competency in through remediation in any one (1) of these courses
Year-1 Semester 3 Summer P1	A	All courses except PH540	Failure to obtain course competency in three (3) of these didactic courses prior to remediation
	B	All courses except PH540	Failure to obtain competency through remediation in one (1) of these didactic courses
	C	PH540	Failure to obtain competency through remediation
Year-2 Semester 1 Fall P2	A	All courses except PH640	Failure to obtain course competency in five (5) of these didactic courses prior to remediation
	B	All courses except PH640	Failure to obtain competency through remediation in one (1) of these didactic courses
	C	PH640	Failure to obtain competency through remediation
Year-2 Semester 2 Spring P2	A	All courses except PH641	Failure to obtain course competency in four (4) of these didactic courses prior to remediation.
	B	All courses except PH641	Failure to obtain competency through remediation in one (1) of these didactic courses.
	C	PH641	Failure to obtain competency through remediation
Year-3 (Summer, Fall, and Spring P3)	A	PH701- 707	Failure to obtain competency in two (2) APPE's
	B	PH701- 707	Failure to obtain competency in one (1) APPE through remediation (the student's second attempt at a given rotation is the remediation attempt).
	C	PH708	Failure to obtain competency through remediation.

Table 2: Technical Standards & Code of Conduct

Semester	Scenario	Standard	SPPC meeting may be requested due to occurrence of the one of the following triggers(s). SPPC will decide the proper sanction.
Year 1 through Year 3	A	Professionalism	Concerns maintaining requirements in this area will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC who will manage progression of students.
	B	Mental or Emotional health	Concerns maintaining requirements in any of these areas will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC who will manage progression of students.
	C	Code of Conduct	Concerns maintaining requirements in this area will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC who will manage progression of students.
	D	Technical Standards	Concerns maintaining requirements in any of these areas will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC who will manage progression of students.

Early Alert Program

The nature of the accelerated block curriculum of the COP warrants rapid intervention with struggling students which highlights the need for an early alert/intervention program. The Early Alert Program (EAP) is housed in the OSAA and managed by the DSS within the Enflux system. The EAP functions to identify, evaluate and manage academic, emotional/psychological, behavioral, professional, code of conduct or technical standards issues that may interfere with student success. Through the EAP, identification of such issues can occur early and be addressed as quickly as possible to enable students to remain on track for success. If initial interventions fail to address the concerns and the issues continue or worsen, a full report of early alerts (EAs) for a student will be provided to the SPPC to determine the next steps. Reported issues will be evaluated and addressed as defined by the following procedures.

Early Alert Program Procedures

1. Any member of the COP community, including preceptors, staff, and other students may report concerns to the DSS through the EAP.
2. Each early alert (EA) report will be reviewed within one business day and the DSS will determine if further intervention is warranted, or if the concerned party has sufficiently addressed the issue.
3. Reporting to the EAP will not be reflected on the student's academic record. Actions that may be taken as part of the EAP include intervention by a faculty member, academic advisor, or the OSAA. The DSS may also refer a student to various support services (e.g., tutoring or counseling). At a later point, due to the body of evidence or circumstances of the case, the DSS and ADSAA may determine that a full report should be submitted to the SPPC and the SPPC will determine a proper sanction.
4. In cases of threat of harm to self, others, or property, the ADSAA has the authority to take the necessary action to protect the safety of all students, faculty, and staff. If immediate action is taken, a report will be provided to the SPPC for record keeping.
5. Academic concerns identified through formative assessments will be noted as an early alert (EA) and email communication will be provided for academic support.
 - a. Failure of an assessment will trigger communication about the Remediation Process and the need to complete a Remediation Plan which will be tracked through Enflux.
6. Concerns within the experiential portion of the curriculum will be shared with the Assistant Dean of Experiential Education to determine appropriate intervention.
7. If two or more similar reports are received about the same student, the DSS or ADSAA will request a meeting with the student to discuss and recommend support resources.
8. If the issue(s) continue the summary report of EAs, along with the recommendations of those involved with the student, will be forwarded to the SPPC for review and decision.
 - b. The SPPC may request a summary report of EAs on any student at any time.
9. Concerns about discipline, harassment, or harm to self or others will be addressed immediately by the Dean, the ADSAA and/or law enforcement.

SPPC Meeting Procedures

Any student who is the subject of an SPPC meeting will be requested, in writing, to attend the meeting.

A student who has been requested to attend an SPPC meeting is required to provide an explanation of the circumstances of the case in writing. It is in the students' best interest to attend the meeting.

The student may appear at the meeting with an advocate. The sole function of the advocate is to provide moral support to the student. The advocate does not have speaking rights at the SPPC meeting. The student may have a faculty member as an advocate.

Witnesses are not allowed to attend SPPC proceedings or to present evidence. After consideration and vote, the SPPC will decide the proper sanction for the student.

The chair or vice chair of SPPC, and/or ADSAA, will notify the student and the advisor a decision has been made.

The decision letter may be emailed (password protected) to the student or picked up in person from the chair or vice chair of SPPC, and/or ADSAA. The chair or vice chair of the SPPC and/or the ADSAA will meet with the student to inform him or her of the decision. The student must sign the SPPC Sanction letter acknowledging receipt of it. This does not prohibit the student from appealing the decision, nor does it indicate that the student agrees with the sanction and/or plan of action.

Sanctions of the SPPC

Sanctions that the SPPC may impose are one of the following four:

Sanction 1	Probation.
Sanction 2	Required Leave of Absence (LOA).
Sanction 3	Suspension.
Sanction 4	Dismissal.

Definitions of Sanctions

Probation

A student placed on probation is considered at risk of not completing the program and thus is no longer in good academic standing. Students on probation are not permitted to run for an elected office within any LU College of Pharmacy student organization. If the student holds an office, it may be in their best interest to resign to focus on the probation concerns. Students should meet with their advisor and/or OSAA to discuss. Students on probation are not permitted to receive travel funding from the LU College of Pharmacy. Any other restrictions or requirements will be determined individually and described in the SPPC letter. Student progress will be monitored, and additional actions may be required to increase the probability of the student's success. The status of "Probation" will be indicated on the student's transcript during the time they are actively on probation. Once the student returns to good academic standing, the transcript will no longer reflect the probation status.

The SPPC will review probation cases based on the time parameters indicated in the SPPC letter. Any additional early alerts or documented concerns will be reviewed to determine the students' academic standing.

Required Leave of Absence

While a student may request a voluntary Leave of Absence (LOA), the SPPC may also require a student to take a LOA if, in the judgment of the SPPC, it is warranted by the circumstances. Situations that may be considered for a required LOA include, but are not limited to, substance use/abuse, mental health issues, or other impairment that would require treatment and/or outside resources. There will always be specific requirements by which the student must abide to return to the program. Whether a required LOA or voluntary LOA, the student's transcript will reflect "Leave of Absence" to protect the student and to serve as an alternative to suspension, which is a more significant sanction.

The SPPC Chair or Vice Chair and the ADSAA will jointly meet with the student to convey this decision verbally and in writing. The SPPC letter will outline the necessary requirements to be considered for re-entry to the program.

The student will be emailed a "Letter of Intent to Return" from the Registrar's office the semester prior to their scheduled return to the program. Once the student has submitted the form and indicated their intent to return to the program, the SPPC will review whether they have complied with all requirements. If the student does not comply with all requirements, OR if they do not indicate their intent to return in a timely manner, they will be withdrawn from the program.

However, completion of the requirements does not guarantee re-entry into the program, as the matter must be evaluated by ADSAA.

The student is only required to retake the courses in which they did not obtain competency.

Students who re-enter the program after a required Leave of Absence will be on probation for at least 1 semester. Academic, professional, and behavioral compliance in accordance with the Technical Standards and Code of Conduct will be closely monitored by the student's faculty advisor, the ADAA and the ADSAA.

Suspension

If a student is suspended, SPPC will specify the requirements for re-entry into the program. The status of "Suspension" will be permanently indicated on the student's transcript.

A student who was suspended from the program may request re-entry to the program by submitting an Intent to Return form to the Registrar. If the SPPC letter indicates documentation is required, it must be submitted with the intent to return form.

The timely submission of required documents after suspension does not guarantee re-entry. Re-entry will be considered by the ADAA in consultation with the ADSAA and SPPC. Decisions will be made on a case-by-case basis.

Students who re-enter the program after suspension will be on probation for at least 1 semester. Academic, professional, and behavioral compliance in accordance with the Technical Standards and Code of Conduct will be closely monitored by the student's faculty advisor, the ADAA and the ADSAA.

Dismissal

If a student is dismissed, they may choose to re-apply to the program. There is no opportunity for re-entry through the SPPC.

Appeal of SPPC Decisions

A student may appeal the SPPC decision, in writing, to the Assistant Dean of Academic Affairs (ADAA) within 3 business days of receipt of the hard copy letter that imposes the sanction.

The ADAA may uphold the SPPC sanction, may reverse the SPPC sanction, or may refer the matter back to the SPPC for re-consideration.

The ADAA will inform the SPPC and the student of the decision within 4 business days of receipt of the student's appeal.

In the event the matter is referred back	Sanction type	Sanction appeal
Sanction 1	Probation.	It cannot be appealed to a lesser degree sanction.
Sanction 2	Required Leave of Absence (LOA).	It cannot be appealed to a lesser degree sanction.
Sanction 3	Suspension.	It can be appealed to be turned over to sanction 2 (LOA).
Sanction 4	Dismissal.	It can be appealed to be turned over to either sanction 3 (suspension) or to sanction 2 (LOA).
Please, note that dual appeal is not allowed. Meaning, if sanction 4 is overturned into sanction 3 then sanction 3 cannot be further overturned into sanction 2.		

Graduation Requirements

Degree Conferral and Graduation

Degree conferral and graduation are two separate processes. The College definitions are as follows:

Degree Conferral – Student has met all Graduation Requirements as noted below. Upon approval from the LU College of Pharmacy, the student moves through the University process to formalize the degree conferral date and update the transcript.

Graduation – The commencement ceremony celebrates the students' accomplishments through the program. Authority to participate in graduation activities, including the graduation ceremony, does not equate to degree conferral, although the two processes may coincide. Students must attend and participate in the graduation ceremony.

The following are the requirements for graduation with a Doctor of Pharmacy degree from the Larkin University College of Pharmacy (COP):

- Completion of pre-pharmacy course requirements as described in the Admission Requirements.
- Completion of all Doctor of Pharmacy courses, including didactic courses, elective courses, and introductory and advanced pharmacy practice experiences (IPPEs and APPEs), as described in the curriculum (141 credit hours).
- Completion of required co-curricular components of the program.
- Demonstrate competency in the required knowledge and skills prior to starting APPEs.
- Meet the technical standards of the COP which include requirements for maintaining professionalism, mental and emotional health, and ethical standards in didactic and experiential settings.
- Student must be in good academic standing with the College and University.
- Pay all fees and financial obligations to LU.
- Complete the requirements of the Doctor of Pharmacy degree within 5 years of initial enrollment.
- In keeping with pharmacy tradition be recommended for the degree by the faculty of the COP.

Experiential Education

Students must follow and complete all expectations in the IPPE and APPE manuals, provided by the Office of Experiential Education before each rotation year starts. A separate training is provided by the Office of Experiential Education to review this content. Practice sites may require additional performance standards for which students will be held accountable.

Introductory Pharmacy Practice Experience (IPPE) Program

Introductory Pharmacy Practice Experiences (IPPEs) take place during the Spring semester of the first academic year (typically March and April). Each IPPE is 4 weeks in duration and 152 hours are required. There are a total of 2 IPPEs, totaling 304 hours (ACPE requires 300 hours). Students will be assigned to rotations in community pharmacy and institutional/health system pharmacy. The Office of Experiential Education (OEE) will survey students to indicate past places of pharmacy employment and will attempt to place students at different practice sites when possible.

IPPEs serve as the foundational knowledge of pharmacy practice. Each IPPE is meant to serve as an introductory exposure to the profession, as IPPE students have not yet received extensive pharmacotherapy coursework at this point of the curriculum. Successful completion of IPPEs is required for progression through the curriculum and leads towards the next phase of experiential education, advanced pharmacy practice experience (APPE).

For more detailed information regarding IPPE, refer to the IPPE Manual for Preceptors and students.

Advanced Pharmacy Practice Experience (APPE) Program

Advanced pharmacy practice experiences (APPEs) take place during May-May during the final academic year. Before beginning APPEs, students must have completed all didactic coursework and be equipped to apply patient care knowledge. Rotations prepare our graduates for pharmacy with practical, interprofessional and active learning opportunities that foster a lifetime of learning.

Each APPE is 6 weeks in duration and 240 hours are required. There are a total of 7 APPEs, totaling 1680 hours (ACPE requires 1440 hours). Students must complete required rotations in community pharmacy, ambulatory patient care, institutional/health

system pharmacy, and inpatient general medicine patient care and 3 elective rotations. Two out of the three elective rotations must involve direct patient care. Elective rotations provide an opportunity for students to tailor their education to specific interests and explore various sectors of practice. Students will also be assigned a rotation block that does not involve a clinical site, and instead will be devoted to NAPLEX preparation.

Licensure

Students must maintain an active Florida Pharmacy Intern License throughout all three years of the curriculum and should be prepared to present proof of such license when requested by a preceptor. For non- federal out-of-state rotations, the student must obtain an intern license for that state. For federal out of state rotations, the student must inquire with the preceptor to see if licensing within the state of the facility is needed. Florida intern applications will be completed during the new student Orientation.

Clinical Requirements

In addition to being in good academic standing, students must complete the following pre-rotation requirements: American Health Association Basic Life Support (AHA BLS), on-line training modules (OSHA (Occupational Safety and Health Administration) Bloodborne pathogens, HIPAA Privacy and Security, and Tuberculosis), immunizations and other health documents, student contact of preceptor/site 4 weeks prior to each rotation start date and any additional site-specific requirements. Details regarding each clinical requirement are detailed in the Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) manuals.

Students must complete all pre-rotation requirements and upload corresponding documentation of completion as directed by the Office of Experiential Education (OEE). Students must make certain their CORE student profile, which includes a curriculum vitae (CV), is fully updated prior to starting each practice experience. Students must also have a clear background check and drug screen. Students who fail to do this may not be able to begin rotations on time and may be referred to the Student Progression and Professionalism Committee (SPPC) and/or Administrative Sanction.

Immunizations and Other Health Documents

Documentation of acquired or natural immunity to the following diseases is required prior to enrollment in the College of Pharmacy (COP): measles, mumps, and rubella (MMR), varicella (chicken pox), tetanus- diphtheria- pertussis, hepatitis B, and proof of a recent (within 6 months prior to entering the program) two- step tuberculosis skin test (PPD). Students are also required to complete a physical exam. All students must document their status on the Enrollment Immunization form, Two-Step PPD Skin Test form and Enrollment Physical Exam form and submit these forms to the Office of Experiential Education (OEE) prior to enrollment.

Our partners in health care who provide introductory and advanced practice experiences will **require** COVID vaccines and documentation to complete the rotations.

During the LU College of Pharmacy experiential training, students will be involved in direct patient care and at risk for potential exposure to infectious materials and patients with infectious diseases. In addition to enrollment immunization requirements, students must document their adherence to the following disease prevention requirements and upload it to their CORE student profile annually while enrolled in the College of Pharmacy.

- Influenza Immunization each year by September 1st during all professional years.
- PPD Skin Test by between March 1st - April 1st of the second professional year prior to APPE rotations.

The expense for all immunizations and tuberculin skin tests is the student's responsibility.

Students may petition to be exempted from some immunizations and TB skin test for medical or religious reasons, but it may affect rotation placement/availability of sites. Prior to enrollment, the OEE will communicate information to students requesting exemption. Following matriculation, the OEE will communicate information to students requesting exemption. The OEE will provide further clarification to the student if needed and make a reasonable attempt to find the student an alternate rotation site, but does not guarantee this outcome as many sites, especially those involving direct patient care, require the aforementioned for participation. Students unable to complete their rotation requirements will not be eligible for graduation. All students must maintain current and verifiable health insurance during the program. Requirements are subject to change by OEE at any time.

Student Affairs and Admissions

Technical Standards for Admission, Progression, and Graduation

The Accreditation Council for Pharmacy Education (ACPE) requires that colleges and schools of pharmacy develop standards of abilities for student pharmacists to be successful in the academic program and to gain and retain appropriate licensure. These standards promote the safety and well-being of patients, clinical practice settings and the Larkin community of academic programs. All students are expected to obtain and demonstrate mastery of the essential components of the curriculum, both academic and non-academic. The following technical standards have been developed for admission, progression in the program, and graduation.

Larkin's College of Pharmacy supports students in need of accommodations to complete the requirements of the Doctor of Pharmacy degree program. If you have questions or concerns about your ability to meet the technical standards, please contact the Associate Dean of Student Affairs and Admissions. LU College of Pharmacy requires that all students meet these standards.

Observation

The student has the functional ability to use their sensory modalities, including hearing and vision, to observe demonstrations and experiments in the pharmaceutical sciences.

The student has the functional ability to use their sensory modalities, including hearing and vision, to observe a patient accurately at a distance and close at hand.

Communication

The student has the functional ability of speech, reading, writing, and computer literacy to effectively and sensitively communicate with patients, caregivers, and all members of the healthcare team.

The student has the functional ability of speech, reading, writing, and computer literacy to effectively and sensitively communicate with faculty, staff, and peers individually, and in small and large group settings.

Motor

The student has the physical ability, function, and coordination to execute movements required to provide patient care.

The student has the physical ability and stamina to stand for extended periods of time.

The student has the required coordination of both gross and fine muscular movements, equilibrium, and functional use of vision and touch.

The student has the physical ability, function, and coordination to transport themselves to class and rotation sites.

Intellectual, Conceptual, Integrative, and Quantitative Abilities

The student has the ability to problem-solve including the ability to measure, calculate, reason, analyze, and interpret data.

The student has the ability to problem-solve including the ability to synthesize and apply complex information, and to integrate and process information promptly and accurately.

The student possesses critical thinking skills sufficient for good judgment and ethical decision making.

Behavioral and Social

The student possesses the emotional and mental health required for full utilization of their intellectual abilities. The student possesses the emotional stability and stamina to tolerate physically, mentally, and emotionally taxing workloads and function effectively under stress and in environments with elements of distraction.

The student possesses compassion, integrity, interpersonal skills, and motivation to succeed in the practice of pharmacy.

The student possesses the capability to adapt to changing environments and display flexibility to learn in the clinical setting.

The student possesses the ability to conduct themselves in a professional manner with peers, faculty, patients, preceptors, and

other healthcare providers.

*Technical Standards adapted from:

Berry TM, Chichester CO, Lundquist LM, Sanoski CA, Woodward DA, Worley MM, Early JL. Professional Technical Standards in Colleges, and Schools of Pharmacy. American Journal of Pharmaceutical Education. 2011; 75 (3): 1-7.

Student Records & Registrar

Course Registration Process

Students are enrolled into courses each semester by the Registrar's office and agree to the terms of their enrollment by completing the [Enrollment Agreement](#) form provided during Orientation. Students will be able to view their enrollment status through the CampusNexus student portal. Students who wish to audit courses must first get the appropriate form from the Registrar's office and then be cleared by the OAA, and the Course Director. The form must be completed at least four weeks prior to the beginning of the semester. Any questions about enrollment should be directed to the Registrar's office.

Student Records and the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) defines the guidelines which protect student academic information and determine under which circumstances information may be released.

Access to Student Records

Each student enrolled at LU shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review the financial records of their parents. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain academic information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to:

School officials who have a legitimate educational interest in the records, including recording of grades, attendance, advising and determining financial eligibility.

Appropriate parties, including parents, whose knowledge of the information is necessary to protect the health or safety of a student or another individual if there is a significant and articulable threat to the health or safety of a student or other individual, considering the totality of the circumstances.

Students may request a review of their education records by submitting a written request to the Registrar. The review will be allowed during regular school hours under supervision. Students are not permitted to make copies of their educational records or to remove the records from the Registrar's office. Students may not review sole possession records which are defined as a personal record of LU employees/agents which meets the following test:

- It was created by the LU employee/agent as a personal memory aid
- It is in the sole possession of the LU employee/agent who created it; and
- The information contained in it has never been revealed or accessible to any other person, including the student, except the LU employee's/agent's "temporary substitute." "Temporary substitute," as used herein, means an individual who performs on a temporary basis the duties of the LU employee/agent.

Students may request an amendment to any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar, with the reason for the requested change stated fully. A review of the request and to the extent necessary a meeting with the student will be held, to determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Assistant/Associate Dean for Academic Affairs (ADAA) may conduct a meeting to give the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the decision of the ADAA, which is a final decision. Copies of student challenges and any written explanations regarding the contents of the student's record will be

retained as part of the student's permanent record. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded in terms of this policy. If the student disputes the accuracy of the grading, rather than the accuracy of the recording of the grade, refer to Grade Appeal in the Student Handbook or to the Progression Policy and Procedures for the appropriate procedure.

Larkin University is authorized to release directory information to third parties without the consent of the student. Directory information is defined as the student's name, address(es), telephone number(s), e-mail address, program enrollment, dates of attendance, honors and awards, credential awarded, most recent educational institution attended, full-time/part-time enrollment status, or photo. If a student does not want directory information released to third parties without the student's consent, the student must present such a request by completing the FERPA Non-Disclosure of Designated Directory Information form to the Registrar within 10 days after the date of the student's initial enrollment or by such later date as the institution may specify.

Written consent is required before personal identifiable information from education records is released to a third party, except for those referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law. A student who believes that the LU College of Pharmacy has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education at: 400 Maryland Avenue, S.W., Washington, DC 20202.

Procedure for Voluntary Withdrawal

Students withdrawing from the LU College of Pharmacy must do so officially by submitting the Withdrawal Form to the following individuals for a signature:

The Associate Dean of Student Affairs and Admissions (ADSAA) and The Assistant/Associate Dean for Academic Affairs (ADAA).

After both signatures have been obtained, the student must submit the form to the Director for Student Financial Services (DSsS) who will counsel the student on their financial responsibilities to the school and the loan provider. The DSFS will send the completed form to the Registrar for final processing. It is the responsibility of the student to initiate a withdrawal, otherwise, an F grade will be issued at the end of the block and/or term. Students who withdraw from the program will not be permitted to return to the program and they must reapply.

Procedure for Voluntary Leave of Absence (LOA)

During the time a student is in didactic coursework (P1 and P2 years), a student in good academic standing may request a voluntary LOA by submitting the LOA form to the ADSAA. Although the LOA will be effective immediately, the ADSAA will work with the other offices to complete the form and send the final approved form, with any requirements for return, to the student within 15 business days of the original emailed request. The ADSAA's email will indicate the necessary steps for returning to the program the following year. The student will be emailed a "Letter of Intent to Return" from the Registrar's office the semester prior to their scheduled return to the program. Once the student has submitted the form and requested to return to the program, the ADSAA will review whether they have complied with all requirements. Students will be withdrawn from the program if they fail to meet all the requirements or if the "Letter of Intent to Return" is not submitted in a timely manner. However, completion of the requirements does not guarantee re-entry into the program, as the matter must be evaluated by ADSAA.

Transcript Request

To request an official transcript, students must pay \$10 for each transcript, payable on the www.larkin.edu website and complete the Transcript Request form which includes:

- Student current name and complete address.
- Name under which student attended Larkin University, if different from student's current name.
- If currently enrolled, request to hold transcript for current semester grades or degree conferral, if applicable.
- Type of transcript required (e.g., student copy, official transcript to be sent to student in a sealed envelope, official transcript to be sent directly to a third party). If the transcript is for third party use, the name and complete address of the person or institution must be provided.

- The number of transcripts required.

Additional Information:

- Signature must appear on the Transcript Request form.
- Transcript request from anyone other than the student will not be honored. When requesting transcripts in person, identification is required.
- Transcripts are processed within 3-5 business days upon approval from the Chief Financial Officer. Transcripts are sent by first class mail. Larkin University assumes no responsibility for final delivery.

Transcript requests should be submitted to:

Office of the Registrar Larkin University 18301 North Miami Avenue, Miami, FL 33169

Note: If money is owed to Larkin University, release of transcripts, diplomas or other official documents is prohibited.

Enrollment Verification

Students who need an enrollment verification letter must complete the Enrollment Verification form and submit the form to:
Office of the Registrar Larkin University 18301 North Miami Avenue, Miami, FL 33169

Note: If money is owed to Larkin University, release of transcripts, diplomas or other official documents is prohibited.

Financial Services

At Larkin University (LU) our Office of Student Financial Services is designed to provide financial assistance to students who need financial support to continue working toward their educational goals. Larkin University works closely with all students to make the cost of education affordable. Currently, Larkin University does not offer Federal Student Aid; however, private student loans and scholarships are the primary sources for funding your education.

Students at the LU College of Pharmacy typically secure funds from various sources to finance their education. Sources include private student loans and scholarship awards. Graduate/doctoral students may also participate in tuition reimbursement plans if offered through their place of employment. A graduate/doctoral student at the LU College of Pharmacy may receive financial assistance combining aid from more than one of these sources. Aid from all sources may not exceed the cost of education (see below the cost of attendance tab for details).

General Eligibility for Financial Assistance

To be considered for Financial Assistance, a student must:

- Be accepted and enrolled at least half time each semester.
- Maintain satisfactory academic progress (SAP) as determined by the school.
- Apply within designated deadlines.

How to Apply for Financial Assistance

Scholarship Awards

The Office of Student Financial Services has compiled a list of scholarship resources offered through the LU College of Pharmacy and outside of LU. You can find a full list of scholarships on our [website](#). Browse each link to determine eligibility requirements and application deadlines. Students can conduct additional scholarship searches on their own. If a student is awarded a scholarship, it is the student's responsibility to provide the Office of Student Financial Services with the necessary information to be awarded accordingly.

Private Student Loans

The LU College of Pharmacy offers Private Student Loans through various lenders. Private Student Loans are applied for annually at the beginning of the academic year. Private Student Loans are based on the creditworthiness of the borrower. You can increase your chances of getting approved and receiving a lower interest rate by applying with a creditworthy co-borrower. Repayment begins after graduation or after a student falls below less than half-time or the student's last date of attendance,

whichever comes first. Private Student Loan interest rates differ for all lenders, depending on the borrower's credit history. Please visit our [website](#) for a list of available lenders.

Understanding your rights and responsibilities is extremely important when considering Private Student Loans. Choose the loan that is most suitable for you by considering each lender's terms and conditions. Borrow only what is needed and what you can reasonably repay. The loan amount cannot exceed the cost of attendance.

Cost of Attendance

The Office of Student Financial Services established a standard allowance for your direct and indirect expenses. The direct expenses are tuition and fee charges to the student's account made by the institution. Included in the Cost of Attendance (COA) budget are expenses indirectly related to your education, such as an estimate for housing, food/household supplies, transportation, and personal miscellaneous expenses. In keeping with common practice among financial aid administrators, the cost for indirect expenses intends to provide a "modest but adequate" standard of living.

The maximum allotted amount to borrow for indirect expenses cannot exceed a total of \$28,550 for P1 students (Fall/Spring/Summer) a total of \$22,840 for P2 students (Fall/Spring) students or a total of \$28,550 for P3 students (Summer/Fall/Spring). Students can apply for and receive financial resources up to their COA budget (direct and indirect expenses). It is our recommendation that students borrow only what is needed.

First Year Students (P1) Class of 2026		
Term	Tuition	Fees*
Fall 2023	\$18,561	\$4,867
Spring 2024	\$18,561	
Summer 2024	\$9,280	
Mandatory Fees P1*	Total	
Technology Fee	\$2,050.00	
Computer and Software Licensing Fee (1 Year Only)	\$1,400.00	
Course and Lab Fees	\$ 667.00	
P1 Baseline Exam Fee	\$ 50.00	
Student Activity Fee	\$ 200.00	
Student Government Fee	\$ 200.00	
Professional Liability Fee	\$ 100.00	
Student Services Fee	\$ 150.00	
IPPE Screening Fee	\$ 50.00	
Total	\$4,867	
<i>*All mandatory fees due in the Fall 2023</i>		
Second Year Student (P2) Class of 2025		
Term	Tuition	Fees**
Fall 2023	\$23,201	\$ 2,812
Spring 2024	\$23,201	
Mandatory Fees P2 **	Total	
Technology Fee	\$2,050.00	
Course Fees	\$ 112.00	
Student Activity Fee	\$ 200.00	
Student Government Fee	\$ 200.00	
Professional Liability Fee	\$ 100.00	
Student Services Fee	\$ 150.00	

	Total	\$2,812
**All mandatory fees due in the Fall 2023		
Third Year Student (P3) Class of 2024		
Term	Tuition	Fees***
Summer 2023	\$ 9,280	\$ 2,690
Fall 2024	\$ 18,561	
Spring 2024	\$ 18,561	
Mandatory Fees P3 ***	Total	
Technology fee	\$ 900	
APPE Screening Fee	\$ 150	
Graduation Fee	\$ 600	
Course Fees – 708 (RxPrep, MPJE Book & Practice NAPLEX)	\$ 765	
Student Government Fee	\$ 150	
Professional Liability Fee	\$ 100	
Student Services Fee	\$ 25	
Total	\$ 2,690	
***All mandatory fees due in the Summer 2023		

How to Borrow Wisely

- Look into alternate methods of financing (e.g., scholarships, employee tuition reimbursement, savings, family, etc.). Carefully compare repayment incentives.
- Repay debts as soon as possible; the longer you owe, the more you will pay.
- To help secure your financial future, stay in touch with your lender.
- Borrow as little as possible. ONLY borrow what you need.

Renewal of Awards

Financial Aid awards are not automatically renewed. A student must reapply each year.

Satisfactory Academic Progress (SAP)

A student applying for Financial Assistance must maintain Satisfactory Academic Progress as determined by the University. For more details, please click on the link below.

[View our Standards of Academic Progress policy](#)

Withdrawal

The awarded funds are intended to help meet educational expenses while enrolled. If you withdraw, drop below half-time, change enrollment status, or leave without notice in any given enrollment period, your financial award may be reduced or canceled, and you may be required to return a portion of the financial assistance. You should consult the Office of Student Financial Services before withdrawing to avoid unnecessary financial hardship. See the "[Tuition Refund Policy](#)" for details.

Return to Title IV Policy (R2T4)

(This policy will be active upon the school becoming Eligible to Participate in Title IV aid)

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period for which the aid is awarded. When a student withdraws, the student may no longer be eligible for the full amount of title IV funds that the student received or was scheduled to receive. When the student withdraws from all classes, after beginning attendance, a return to Title IV calculation is completed.

If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If

the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, then the student is eligible for a post-withdrawal disbursement of the earned aid that was not received.

Earned and unearned portions of Title IV aid are determined by the date the student ceased attendance based on the amount of time the student attended or was scheduled to attend if a clock hour program. A pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal up through the 60% point in the payment period or period of enrollment. After the 60% point, the student has earned 100% of the Title IV funds that the student was scheduled to receive during the period.

The institutional refund policy has no impact on the R2T4 calculation.

An R2T4 is completed by the FA department when a student withdraws either as an official withdrawal or an unofficial withdrawal. If the student comes to the college to withdrawal, they meet in person with the financial aid officer who provides information regarding the student grace period, loan repayment beginning date and amount, as well as consequences of withdrawing both financially and academically.

The student earns Title IV aid equal to the amount of attendance in a payment period (PP) or period of enrollment. The percentage of aid earned is equal to the percentage of the PP completed up to 60%. If the percentage of the PP completed is greater than 60% then the student earns 100% of the Title IV aid in the PP.

All refunds are made within 45 days and refunds are made in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Graduate Federal PLUS Loan
- Federal Direct PLUS Loan

Student Responsibilities

- Students are responsible for supplying complete, accurate, and current information in an application for financial assistance.
- Students are responsible for monitoring their credit report and maintaining a healthy credit history.
- Students have the responsibility of providing all additional documentation, corrections, and/or new information requested by the Office of Student Financial Services.
- Students are expected to read, understand, and keep copies of all forms they are asked to sign.
- Students have the responsibility of planning for moderate spending.
- Once financial assistance is accepted, students are responsible for notifying the Office of Student Financial Services if they:
 - Receive a loan, scholarship, work, or other additional aid.
 - Change their attendance status (e.g., half-time, three-quarter time, or full-time).
 - Withdraw from the institution.
- Students are responsible for using student funds awarded to them for educationally related expenses only.
- It is the students' responsibility to know and comply with the deadlines for application or reapplication for assistance.
- Be aware of and comply with rules governing the funding you received including enrollment requirements and satisfactory academic progress.
- Financial assistance is awarded by semester for periods up to one academic year.
- Complete the Loan Exit Interview prior to graduation or separation from school. Students are responsible for understanding the conditions and repayment terms of all their loans.
- Pay any tuition, fees, room, board, or other expenses not covered by financial services.

Advising Policy

The advising philosophy of the College of Pharmacy (COP) centers on the development of structured relationships that allow students the opportunity to explore their academic, personal, and career interests through holistic support and mentoring toward the goal of a successful career in pharmacy. The supplementary advising model provides a shared structure defined by an assigned primary faculty advisor, professional student affairs staff, as well as the student and advisor selection of mentors from within the faculty of the College. Students are encouraged to develop relationships with multiple faculty members, particularly those who share career or practice interests. Additional opportunities for exposure to faculty will be accomplished through courses, faculty advising of student organizations, experiential experiences, co-curricular activities, and involvement in research.

The goals of the advising relationship are to:

- Teach students how to assess their educational, career and personal choices.
- Guide students toward information and resources relevant to their needs, and to help them understand how to search for this information independently.
- Help students learn effective decision making, critical thinking and problem solving which are skills needed to be successful in their careers.
- Mentor students to understand their growth and learning through their educational experiences, and how to apply that understanding toward the expectation of life-long learning.

Responsibilities of the Student

- Meet with the advisor at least one time a semester during P1 year; more often if needed
- Seek assistance from the advisor when a problem arises
- Schedule and keep advising appointments
- Prepare for the advising appointment by
 - Reviewing personal academic progress
 - Preparing pertinent questions regarding academic, career and professional aspects of pharmacy

Responsibilities of the Advisor

- Serve as the primary contact for the advisee when problems arise
- Guide the student through the academic curriculum and monitor progress
- If asked, serve as an advocate for students who are required attend a Student Progression and Professionalism Committee (SPPC) meeting
- Provide assistance in developing a career plan and connect students to faculty and/or preceptors who can mentor the student
- Provide information regarding the College's policies and procedures
- Review and provide guidance for artifacts within CORE.
- Update Enflux with complete advising information by the end of each semester
- The faculty advisor will also participate in professional development provided through the Office of Student Affairs and Admission (OSAA)
- Referring students to resources, or consulting with the OSAA to determine appropriate resources

Responsibilities of the OSAA

- Provide support to faculty in learning effective advising competencies
- Provide resource materials and referral information for faculty and students
- Monitor the advising process by maintaining a centralized database in Enflux
- Follow-up or referral to other campus or community resources
- Manage requests for changes of advisor/advisee

Advising Procedures

1. During the first 8 weeks of the fall semester, all P1 students are required to meet with a trained advisor who is a member of OSAA. The purpose of the initial meeting is to ascertain if students are experiencing challenges related to transitioning to a professional graduate program, academic difficulties, relational/personal challenges, or

- financial concerns. If not previously identified through the Early Alert Program (EAP), students will be referred to support services as deemed necessary and appropriate (e.g., counseling, financial services, academic support).
2. The faculty at the LU College of Pharmacy will complete training on *Faculty Advising and Student Development* prior to being assigned student advisees. Ongoing support for faculty will occur through regular communication with the DSS regarding specific advising concerns.
 3. The OSAA will be responsible for assigning each student to a faculty advisor. Each faculty member should have no more than 10 (ten) advisees across all three cohorts of the program.
 4. Advisors will be notified of their assigned advisees and provided access to their advisees' academic information through Enflux. Advisors have permission to access all academic and progression information for their advisees.
 - The OSAA will sponsor a lunch meeting during the first semester where faculty members and their advisees will meet as a group. Faculty advisors and students are required to attend this event.
 5. Students identified as at-risk will continue to meet with the staff of the OSAA and their faculty advisor to ensure adequate support and guidance.
 6. Students will be required to meet individually with their faculty advisors at least twice during the first year, once during the fall and once during the spring semester.
 - The DSS will send an email reminder to all students about scheduling an advising appointment. It is the student's responsibility to contact their advisor to select a mutually available time to meet.
 - Failure to schedule or attend an advising meeting will trigger an Early Alert (EA) which will be reported to the OSAA.
 7. Beginning in the summer semester of the first year, and during the entire second and third year, students who remain successful (academically and professionally) in the program have the option to communicate with their faculty advisor through email or in person.
 - Faculty advisors are required to reach out to their advisees at least once per semester through email and offer office hours and individual appointments as needed.
 - Advisors will complete the Advising Appointment Record for each advisee and maintain a copy in Enflux.

Change of Advisor

If the advising relationship is not satisfactory, a change of advisor may be requested by either the student, the faculty advisor, or the SPPC.

- A student or faculty advisor should submit their request to the DSS for review and, in conjunction with the ADSAA, a decision will be made regarding the reassignment. The DSS will communicate the decision to all parties; the student, the former advisor, and the new advisor.
- When the SPPC recommends a change of advisor, the DSS will consult with the ADSAA to make a decision which will then be communicated by the DSS to all parties; the student, the former advisor, the new advisor, and the SPPC.

Career and Leadership Development

The OSAA will coordinate and provide leadership development and career advancement opportunities throughout the three-year curriculum. Activities designed to help students reach their post graduate goals are incorporated throughout the curriculum, as well as within co-curricular and extra-curricular activities. The activities will include local preceptors and employers which will bring unique perspectives from outside the LU College of Pharmacy.

In the first year, students will participate in the American Pharmacists Association's Career Pathways program. First year students will also participate in workshops to develop a solid and effective curriculum vitae (CV) and will have the opportunity to interact with a distinct group of pharmacy professionals through presentations.

Second year students will participate in seminars focused on post-graduate training, job search skills, interviewing skills, and personal financial management through the office of Financial Services.

Each year, the COP will provide guidance for career and post-graduate education opportunities with employers, residency programs, fellowships, and educational institutions. First and second year students will have the opportunity to network with employers and residency directors and explore post-graduate education, training, and employment opportunities, while P3 students will have the opportunity to interview with employers.

Students are encouraged to seek out early shadowing and mentoring opportunities with faculty and preceptors to benefit personal career decision making. A large majority of career and leadership development will require reflection or self-assessment. These, along with other documents such as the CV, will be maintained in the E-Portfolio in CORE. The E-portfolio will be periodically reviewed by your faculty advisor to provide feedback. During Fall of the P1 year an overview of CORE will be presented.

Students will also obtain formal instruction on leadership theory and practice in the first semester in the curriculum, beginning in PH 509 - Pharmacy Practice and Interprofessional and Patient Communications. Throughout the three years, students will be guided in the development of personal leadership characteristics through self-awareness, behavioral strategies, and consideration and reflection of their own leadership style.

Career and Leadership Development Table

	Activity	Type
P1 Career Development	APhA Career Pathways Program	Curricular
	Writing a professional CV	Co-Curricular
	Careers in Pharmacy – Outside Speakers	Co-Curricular
P1 Leadership Development	Leadership Theory	Curricular
	Student Diplomat Program	Extra-Curricular
	Professional Student Organizations Student Leadership Summit	Extra-Curricular
P2 Career Development	Conducting an Effective Job Search	Co-Curricular
	Residency and Fellowship Seminars	Co-Curricular
	Career and Employment Seminars	Co-Curricular
	Graduate/Certificate Programs	<i>Extra- Curricular</i>
P2 Leadership Development	Student Leadership Summit	Extra- Curricular
	Legislative Days	Co-Curricular

		Community Outreach	Co-Curricular/Extra-Curricular
	P3 Career Development	Interview/Negotiation Skills	Co-Curricular
		Personal Financial Management	Co-Curricular
		Career and Employment Seminars	Co-Curricular
		Residency and Fellowship Seminars	Co-Curricular
	<i>P3 Leadership Development</i>	<i>APPE Rotations</i>	<i>Curricular</i>

Wellness and Counseling

As students in the health professions, all should be aware of the importance of holistic health and wellness. Students have the responsibility of promoting healthy behaviors in themselves and others. The COP Office of Student Affairs and Admissions offers a series of workshops to promote holistic health and wellness in students.

Wellness

The COP OSAA and the LU Counselor offer wellness workshops for students on stress management, test anxiety, time management, and other wellness topics throughout the year. LU offers all students access to TAO Connect, www.taoconnect.org, with your LU email address. The platform offers on-demand, anonymous, self-directed resources for overall wellness. An introduction to the software is provided during COP Orientation.

Personal Counseling

The COP Associate Dean of Student Affairs and Admissions and the Director of Student Services have appropriate experience to provide initial, short-term, transitional, academic, and personal counseling services for students. For additional support in providing wellness and mental health services, Larkin University has an on-site mental health counselor who provides non-diagnostic coaching and counseling services at no cost to the student.

The counselor provides individual counseling, coaching, and group wellness workshops. The counselor is available several evenings a week by appointment, or for drop-in sessions. Students in need of intensive or emergency care will be referred to outside services covered by the student's health insurance plan.

Academic Support Services

Academic support services for students include, tutoring/supplemental instruction, as well as time management, stress management, and test anxiety resources which are introduced during orientation and reinforced through co-curricular activities, such as lunchtime wellness workshops and other professional development opportunities. During the academic year, tutoring services will be offered on a group and individual basis to all students.

Tutoring

Tutoring is provided by high-achieving students and is paid for by the College. Group tutoring is open to all students for content in ongoing courses throughout the curriculum. Students are also encouraged to utilize faculty office hours for academic assistance. Individual tutoring sessions may be requested through the Director of Student Services after a student attends two group tutoring sessions and requires additional support. Intensified academic services will be available to students who enter Remediation. Students with more significant learning needs can schedule an appointment to work directly with the Director of Student Services.

Disability Services

Larkin University (LU) operates in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Qualified individuals with a disability will not be excluded from or denied access or benefits, or subjected to discrimination in any LU activity, service, or program based solely on reason of a disability. Individuals with a disability who meet the academic and technical requirements for enrollment shall be provided with equal access to Larkin University and its program through reasonable accommodation.

Students with disabilities are provided Services and reasonable accommodations through the Office of Student Affairs and Admissions (OSAA) in the College of Pharmacy, as directed by the Assistant/Associate Dean for Student Affairs and Admission (ADSAA) and the Director of Student Services (DSS). Services and reasonable accommodation are made to permit equal access to otherwise qualified students with disabilities to all curricular and co-curricular opportunities. In addition, the LU College of Pharmacy provides leadership and guidance to the campus community to ensure compliance with legal requirements for equal access while enhancing understanding and support of students with disabilities.

Eligibility

A student is not legally required to disclose a disability to the LU College of Pharmacy; it is voluntary. However, in order to obtain disability services, it is the student's responsibility to start the process by contacting the ADSAA, disclosing the disability and requesting reasonable accommodations. The student shall provide the ADSAA with verifiable information from a qualified physician or licensed clinician who diagnoses disabilities and sets forth recommended accommodations. A request for accommodation will be considered on an individual basis. A student must be enrolled in Larkin University to request disability services.

Definition of an Individual with a Disability

To be covered by the following procedures, students must have a disability as defined in the Americans with Disabilities Act as:

- A person who has a physical or mental impairment, which substantially limits one or more major life activities
- A person who has a record of such impairment
- A person who is regarded as having such impairment

The ADA also covers:

- Protection from discrimination for individuals based on their relationship or association with a person with a disability
- Retaliation or coercion against individuals who opposed any act the ADA makes unlawful, participated in the enforcement process, or encouraged others to exercise their rights under the ADA
- All individuals, regardless of national origin or status

Procedures for Obtaining Accommodations

Students with disabilities who are requesting accommodation must meet with the ADSAA for an intake interview.

Students may submit a written request for accommodation at any time, however, the OSAA requires four weeks to process the request after receiving all required documentation. It is suggested that requests for accommodation be submitted at least four weeks prior to the beginning of the academic year. Late requests for accommodation may cause a delay in reviewing and providing the requested services.

Along with the written request, students must present:

- Documentation of the disability (dated within the last three years) from a qualified provider
- A history of prior accommodations if available
- Specific accommodation requests as determined by the qualified provider
- Documentation must be recent (within the last 3 years), relevant, comprehensive, and where appropriate, should contain test scores and interpretation. If the original documentation is incomplete or inadequate to

determine the extent of the disability or reasonable accommodations, LU has the discretion to require additional documentation. See *General Guidelines for Documentation* below.

Any cost incurred in obtaining additional or initial documentation is borne by the student. Until appropriate documentation is provided, the OSAA cannot support the student's request for services.

A letter outlining the appropriate accommodation will be provided to the student and, after review and discussion with the ADSAA, the appropriate faculty will be notified of the required accommodation.

Approved accommodations will be in effect for an entire academic year, or the remainder of the academic year in which the student has made the request.

The ADSAA will provide ongoing support to faculty to implement and sustain the necessary accommodations for students with disabilities.

Students requesting to renew their accommodations should notify the OSAA within four weeks of the beginning of the term for which they require accommodations.

Students should schedule an appointment with the ADSAA if they need to modify their accommodation requests, need assistance, or have questions or concerns.

Reasonable accommodations for students with disabilities are granted on a case-by-case basis, in accordance with medical and professional information in the student's record, legal precedent, the COP Technical Standards, Federal and State laws and the national standards for services for students with disabilities. Appeals of accommodation requests may be made through the Disability Appeals procedure, detailed at the end of this section.

General Guidelines for Documentation

To evaluate requests for accommodations or auxiliary aids, LU COP will need documentation of the disability that consists of an evaluation by an appropriate professional and describes the current impact of the disability. The documentation should include the following seven elements:

- A diagnostic statement identifying the disability, date of the most current diagnostic evaluation, and the date of the original diagnosis.
- A description of the diagnostic tests, methods and/or criteria used.
- A description of the current functional impact of the disability, which includes specific test results and the examiners narrative interpretation.
- Treatments, medications, or assistive devices/services currently prescribed or in use.
- A description of the expected progression or stability of the impact of the disability over time, particularly the next five years.
- The credentials of the diagnosing professional if not clear from the letterhead or other forms.
- The diagnosing professional may not be a family member.

Appeal Process

The student may appeal any decisions related to their request for accommodations to the Dean in writing within 10 days of receiving notification from the ADSAA. Any position, paper, brief, medical documentation, or other written material, which the student desires to be reviewed, shall be submitted together with the notice of appeal. The Dean shall investigate and respond in writing to the notice of appeal stating his or her decision together with the reasons for either affirming or reversing previous decisions as to accommodation or auxiliary aid.

Student Representation on College of Pharmacy Committees

The LU College of Pharmacy encourages and values the feedback of students through various mechanisms. One such mechanism is to have student representation on various COP standing and ad hoc committees. Every academic year, one or more students

will be appointed or elected to committees. The standing committees with student representation will be discussed during the fall semester.

Student Activities

New Student Orientation

New Student Orientation is mandatory for all students and scheduled for the week before classes start.

Orientation is an opportunity to meet the faculty, staff, and administrators of the LU College of Pharmacy and will include sessions such as expectations for professional students, detailed discussion about the curriculum, overview of the assessment and progression process, academic preparation, student services, team building with your learning group, and social activities. All new incoming students are required to attend the Orientation sessions.

White Coat Ceremony

The White Coat Ceremony is an important and exciting event for pharmacy students as it welcomes you into the profession. The ceremony is usually held in early spring of the P1 year. Attendance is mandatory for all students. More details will be provided late in the Fall semester.

Activity/Event Planning Approval Process

All events must be initiated and lead by student groups and their leaders. Events may not be advertised or implemented without full College approval through the Office of Student Affairs and Admissions.

To obtain approval for events, including charity walks or runs, fundraising for the organization, on-campus events, and large-scale community service project such as health fairs, the student group must follow the steps outlined in the Student Events Checklist.

Student Events with Alcohol

Students are expected to comply with all federal, state, and local laws pertaining to alcohol at all times.

Possession or consumption of alcohol by a person under 21 years of age under any circumstances is prohibited and distribution of alcohol to persons under the age of 21 is prohibited. A student who is found or suspected to be under the influence of alcohol or is behaving in a disruptive, intoxicated, or disorderly manner will be removed from the event and reported to local authorities if necessary.

Alcoholic beverages (beer and wine only) may be served under the following guidelines:

- Student sponsored events with alcohol require permission and approval from OSAA.
- The sponsoring organization must be registered with the LU College of Pharmacy prior to the event and will be responsible for enforcing federal and state law and regulations and the Alcohol Policy.
- The Student Events with Alcohol form must be submitted to the DSS at least 10 business days prior to the scheduled student sponsored event.
- No organization or individual may purchase beer or wine for an event. All beer and wine must be purchased and served by an approved vendor. No other alcohol is permitted. The name of the vendor must be provided on the Students Events with Alcohol form for approval.
- Non alcoholic beverages must also be served at the event
- Drinking games are not allowed
- Food must be provided at the event.
- A two drink maximum will apply to all student sponsored events serving alcoholic beverages; there must be a ticketing system in place to ensure a maximum of two drinks are served to students. It is the responsibility of the student organization to have the ticketing system in place and that all students are explicitly made aware of the two drink maximum rule.
- No liquor or mixed drinks will be permitted;
- Students who are drinking alcoholic beverages must have and present a valid state issued picture id.
- A student behaving in a disruptive, intoxicated, or disorderly manner will be removed from the event and reported to local

authorities if necessary.

- The College reserves the right to cancel or terminate the event at any time without prior notice.
- The College will not be responsible for any costs if the event is canceled or terminated.
- The College can take disciplinary action in the event of a violation of law or policy.
- Advertisement of the event as an event where alcohol will be served is prohibited.

Student Organizations

The LU College of Pharmacy encourages students to be involved in professional and social student organizations as a means of developing leadership skills and professional networking opportunities. Student participation in local and national professional organizations is highly encouraged. The LU College of Pharmacy provides support for students to participate at the local, state, and national level by linking students to these organizations. Opportunities for involvement are introduced to incoming students during the early fall semester each year.

The LU College of Pharmacy will support student-driven establishment of chapters of nationally recognized pharmacy student organizations, community service organizations, and special interest or social organizations.

Student Government Association

The College of Pharmacy Student Government Association (SGA) is the official student organization created by the students of the College and was chartered in 2016. The SGA serves as the voice of the student body. The role of the SGA includes providing administrative support to all student organizations, including budgeting, communications, fundraising coordination, providing annual training support regarding policy and procedures, and providing a forum for student dialogue and expression of ideas and concerns.

The COP Student Government Association bases its mission and ideals on a constitution directed, developed, and implemented by the student body under the advisement of the Director of Student Services. The SGA follows parliamentary procedures and Robert's Rules of Order to conduct all meetings and recommends the same for all other student organizations.

Executive Board

Each year the student body will elect the Executive Board for the SGA which consists of the President, Vice President, Secretary, Treasurer and Historian. Third year students will not be able to serve on the Executive Board due to off-campus rotation requirements, however, they may serve in a leadership capacity within class leadership or other student organizations as deemed appropriate by the organization's rules. Third year students who have previously served in elected positions within the SGA may serve as mentors to the incoming leaders.

Senate

The Senate is comprised of the Executive Board and Class Officers.

Class Officers

First year and second year class officers are elected at the same time as the Executive Board. Elections are held within the first few weeks of school each fall. Elections for third year Class Officers are held in the spring and third year class officers take their positions on the last day of the spring semester. Class officers represent their class at Senate meetings, raise funds for social activities, plan, and schedule activities for the class, and serve as class representatives to the SGA, faculty, and administration. Each incoming class will be appointed a Class Advisor. The Class Advisor will be appointed by the Dean prior to Orientation and will serve a three-year term. Class Advisors will guide students through the election process. Class Advisors will also provide guidance regarding fundraising policies and procedures, class gifts, and graduation.

Leaders of the student organizations have an annual meeting with the Dean and the Assistant/Associate Deans and share experiences, suggestions on ways to maintain harmonious relationships, concerns, grievances, or any other issue pertaining to the faculty and course directors that have influence upon the student body. In addition, student representation appears on all pertinent committees throughout the LU College of Pharmacy and creates an atmosphere of transparency between administration, the faculty, and students.

Chartering a New Student Organization

The COP Student Government Association (SGA) is the central student body organization for the College. The development of additional professional student organizations will be determined by the COP Dean and student body. Prior to contacting any external constituents, including the headquarters of National Organizations, or contacting faculty members to serve as advisors, students who are interested in chartering a new student organization at the LU College of Pharmacy must notify the Director of Student Services (DSS). An outline of the process is as follows:

- Contact the DSS to discuss the process.
- Receive approval from the COP Dean.
- Request submitted through the SGA and approval by vote of the student body.
- Approval from the headquarters of the organization.

Specifically, students must do the following:

The interested student(s) must email the DSS with the name of the organization they would like to charter, the organization's mission statement, and the reasons why such an organization would be beneficial to the student body. This information will be shared with the Dean of the COP for approval/denial. If the proposal of the student organization is denied, feedback and/or alternate considerations for addressing the interests of the student(s) will be provided. The student(s) will be notified of the decision by email.

The interested student(s) must complete the Intent to Develop a New Student Organization form and send it to the DSS. The form outlines the necessary roles and responsibilities of the student leadership team, as well as the faculty advisor, and financial obligations linked to the organization (travel, conference registration, dues and/or fees). To complete the form, the student may contact the organization headquarters and solicit COP student interest. The Intent to Develop a New Student Organization form will be due to the DSS within one week after receiving the confirmation email as indicated in step 1.

Once the Intent to Develop a New Student Organization form is received, the DSS will contact the Chair of each department to receive recommendations for possible faculty advisors.

The list of possible faculty advisors will be shared with the student who will be responsible for choosing and communicating with the faculty member to assess their willingness and availability to participate as advisor for the new student organization. It is a requirement that all student organizations have a faculty advisor prior to any further development of the organization. Failure to obtain a faculty advisor will relinquish the continuation of the process of chartering the organization.

The student must submit an Intent to Develop a New Student Organization to the Secretary of the COP Student Government Association one week prior to the next Executive Board meeting, for adding the organization to the upcoming Student Body meeting agenda. New organizations are required to have at least eight student members. The motion will be voted upon at the next Student Body meeting. The official chartering of a new student organization can move forward after Student Body approval, by vote. Once the Student Body has voted and approved the organization, the organization is officially recognized by the College.

The student(s) will then proceed with chartering requirements of the headquarters (if applicable).

Once the request has been approved by the Student Body, Budgets, and reports of fiscal expenditures for each organization will be due as requested to the DSS. Annual reports are required by OSAA.

Additional guidance, policies, and forms are provided in the Student Organization Handbook.

Student Travel Guidelines

- To balance the demands of an accelerated curriculum with the need for professional development opportunities for students, the following travel guidelines have been established.
- Students who wish to travel for conference attendance or presentations, legislative days, or other professional development opportunities must first seek approval from the Course Director for any course content that will be missed during travel. Students are responsible for the content and assessments missed due to travel for professional development. Students should attempt to travel during scheduled breaks.
- For travel authorization, students must be in active status: attending and participating in coursework. Students cannot have a reimbursement for travel taken while on probation or during a leave of absence or suspension from the College
- Student organizations are responsible for the cost of travel of their members. Students are expected to exhaust all funding avenues, including fundraising, before submitting a travel request to the College. Cases the College is most likely to support travel in include Patient Counseling and Clinical Competitions, Poster Presentations, Legislative Days, or other travel that supports the College's mission. Students are permitted to submit a funding request for all other travel to include workshops, conferences, or events pertaining directly to the professional development of pharmacy students. Students can request up to a maximum of \$250 for attending a conference and \$350 for an active role such as presenting or speaking. Additional funding may be allocated for research or advocacy.
- The College uses SGA Fees to support students in offsetting some of the costs associated with travel for professional development, but as a rule will not cover the entire cost of the trip. Priority consideration will be given to students who submit travel requests by the deadlines of September 30th for Fall travel and January 31st for Spring and Summer travel. Requests submitted past the deadlines will be considered based on budget availability. This will assist with allocating the available budget equitably among all student requests.

Student Request Process

- The approval and reimbursement process includes the following steps:
- Coordinate with the Course Director. Written approval and expectations for makeup coursework are required. Submit Request to Travel form to the Director of Student Services
For priority consideration students should submit the Request to Travel form to the Director of Student Services by the established deadlines of September 30th and January 31st.
Students must indicate:
 - the name and purpose of the event,
 - the location of the event,
 - the dates of event,
 - the dates of travel,
 - the registration deadline,
 - any affiliation with professional and/or student organizations,
 - additional students who may be traveling (whether sponsored by the College or not),
 - which students are expected to share accommodation costs, and under which student the room will be registered,
 - any other sponsorship received,
 - proof of registration for the event unless the student/s request registration. In some cases, the registration fee may be reimbursed.
 - proof of presenting or speaking role if applicable (ex. Email from conference approving your program/poster).
- The Director of Student Services will review the request, consult the budget, and provide a recommendation to the Associate Dean of Student Affairs, whether to approve or deny, within one week.
- The Director of Student Services will communicate directly to the student about whether they will receive the requested funding.
- All students must submit the Release of Liability by Student for Academic Study or Travel form, which is submitted to the Director of Student Services. All students must complete a Release of Liability by Student for Academic Study or Travel form if any member of the traveling party is approved for reimbursement.
- Students must be in good standing in order to receive any travel funds from the College. The Director of Student

Services will confirm student standing before responding with a final approval to travel.

- Receive email notification of FINAL approval to travel from the Director of Student Services.
- Complete travel and provide original paper receipts to the Director of Student Services. These must include itemized receipts and credit card receipts to show payment.
- Within 5 business days of return from travel all receipts must be submitted to the Director of Student Services. Students may request an additional 5 business days extension; however, no reimbursements will be processed past 30 days from last date of travel. An expense report will be created and submitted for reimbursement. This process can take up to 60 days to receive your check.
- General Travel Rules
- Fully approved travel authorization must be in place prior to incurring any trip-related expenses (e.g., registration fees, flights, hotel reservations.)
- All mileage and airfare are to be calculated from the LU College of Pharmacy campus or the student's home, whichever is closest to your destination. You must submit a Google map or MapQuest printout for mileage reimbursement. Reimbursement will be provided at the IRS standard rate. Multiple students traveling to one destination should carpool. Gas receipts will not be considered for reimbursement.
- Flights selected must be the most economical option while allowing full attendance at the event.
- Per diem rates are based on the GSA rates at the time of travel, <https://www.gsa.gov/>. Should a conference provide one of the three meals for the day that meal will be deducted from that day's per diem. No alcoholic drinks will be reimbursed. Reimbursement for meals requires submission of original itemized paper receipt and credit card payment receipt. Students need to submit both of these where provided upon their return.
- Per diem is only provided for travel that requires an overnight stay.
- All hotel reimbursements will require a receipt indicating a zero balance. Students will want to remember to request this at the front desk at checkout. Lodging may never exceed \$175 per night without pre-authorization from the Director of Student Services. Upon checkout, settle all incidentals separate from college funds and request a hotel invoice that only includes room, tax, and possibly parking. When the conference hotel is more expensive than a less expensive option within reasonable walking distance of the conference hotel, the less expensive hotel should always be chosen. Valet parking and room service are not allowable expenses.
- Return to campus is expected on the same date that the event concludes. Exceptions for overnight stays are permitted should it not be possible to arrive home prior to midnight.
- Airline seat fees (if necessary), tolls, baggage fees, and Wi-Fi usage, all require receipts.
- Wi-Fi usage is only an allowable expenditure if it is a direct necessity for the purpose of the trip.

Student Support and Resources

The LU College of Pharmacy supports impaired students by providing resources, referrals, and confidential assistance for students experiencing substance dependency/abuse, physical conditions, or emotional/psychological impairment that could impact the well-being of both the student and the patients they serve. Students are encouraged to self-report to the Assistant/Associate Dean of Student Affairs and Admissions which protects them from academic or disciplinary action as long as they are in compliance with the evaluation, treatment, and monitoring required by the administration and supported by the Professionals Resource Network (PRN). Successful initiation and completion of the PRN treatment plan and monitoring will result in no additional disciplinary action and will allow the student to continue/return to their course of study as dictated by the COP Progression Policy.

Alcohol and Substance Use

The LU College of Pharmacy shall provide students with an opportunity to address substance abuse or dependence problems confidentially during any phase of their academic experience. The College has a responsibility first to protect patients from potential harm caused by impaired students in clinical practice experiences, and second to encourage the discovery and recovery of impaired or addicted students.

Professionals Resource Network

From the Florida Professionals Resource Network [Website](#) - *The Professionals Resource Network, Inc. (PRN) is a*

nationally recognized, legislatively enacted private non-profit 501(c)3 organization, that is widely cited as one of the premier programs for impaired healthcare professionals in the United States.

The PRN program was originally created to serve physicians and others working in safety sensitive positions.

The primary mission of PRN is to protect the health, safety and welfare of the public while supporting the integrity of the healthcare team and other professionals.

PRN is an alternative to the DOH/DBPR disciplinary process. Due to increased education of licensed health care practitioners, hospitals and other employees, health care practitioners participating in PRN do so voluntarily instead of being reported to or by DOH/DBPR. Many healthcare professionals participate in PRN instead of the disciplinary process.

The ADSAA has direct contact with PRN to ensure timely referrals for students in need of mental/emotional or chemical dependence/abuse evaluations and treatment. A student's affiliation with PRN allows students with licensure issues to be monitored and guided through the required reporting processes.

Students who are identified or are perceived as being impaired by a physical condition, mental or emotional difficulty, or substance abuse issue, or are identified through legal challenges due to any of the aforementioned issues, will be required to obtain an evaluation from a Professionals Resource Network (PRN) approved provider. Students must also complete an Authorization to Release Information form to allow for communication between the LU COP and the evaluator and/or provider(s). Students entering into and maintaining an agreement with the PRN may continue their pharmacy education, with permission of the ADSAA. Students who have been recommended for treatment and monitoring but are not under PRN contract may be dismissed from the College of Pharmacy. Students who refuse to participate in PRN's processes may be dismissed from the College and will be reported to the Board of Pharmacy as is mandated by the Florida Administrative Code 64B16-30.001(2)(u)(8), which describes the penalties for violation of Florida Statute 456.072.

Expectations of Students of the COP

Throughout the program students, faculty, and staff are expected to promote a substance free campus as well as engage in learning and discussion facilitated by faculty in relevant courses. As a member of the health care team, it is vital for students to understand their responsibility to patients as well as to their colleagues, peers, and the profession of pharmacy.

Students are expected to:

- Observe state and federal laws.
- Promote a campus free of illegal drug use.
- Stress moderation, safety, and individual accountability by those who choose to drink alcohol.
- Provide an atmosphere free of coercion for those who choose not to drink alcohol.
- Provide information and education on the health risks associated with drug and alcohol use and/or abuse.
- Provide information and referral for confidential guidance and counseling for those with special needs related to substance abuse.
- Protect patient safety and the integrity of educational practice settings.
- Report to class, lab, or any other official LU/COP activity unimpaired and remain in a condition fit to perform. Reporting to class, lab, or other official LU/COP activity while impaired by drugs or alcohol or possession of drugs or alcohol is a violation of this policy and shall subject the student to the appropriate disciplinary and/or rehabilitative action.
- As a condition of enrollment, every student must abide by the terms of this guideline and notify the Associate Dean of Student Affairs and Admissions of any drug or alcohol related conviction. If during enrollment a drug or alcohol-related arrest or conviction should occur, notice is to be given no later than five days after such an event; this includes but is not limited to D.U.I. conviction.

Drug Testing

The LU College of Pharmacy will not enforce random drug testing of students unless specific requirements are determined for students under contract with PRN (Professional Resource Network). The College feels strongly that adherence to current policies and procedures should result in a drug-free environment and that random drug testing of members of the student body is an unnecessary invasion of student privacy. Drug testing may occur prior to clinical rotation experiences (IPPE and APPE) as a requirement of the facility.

Health Insurance

Students are required to maintain health insurance coverage throughout their enrollment at the College of Pharmacy. Proof of coverage is required to be provided to the Office of Experiential Education by August 1st every year. Students who need financial assistance to pay for health insurance coverage may be able to access loan money to pay for health insurance premiums and should speak with the Office of Student Financial Services to discuss options.

Library

Mission

The Mission of the Library at Larkin University (LU) is to support the diverse information needs of our academic community by promoting academic excellence, enhancing research and discovery and by fostering scholarship and success; by facilitating student and faculty access to collections of scholarly resources, and providing quality assistance in an environment which stimulates and supports academic inquiry, accomplished through the delivery of relevant library resources and services, partnerships with faculty and staff in the education of our students and the development of information competence and research skills that will prepare students for lifelong success in the digital age.

Resources and Services

The Larkin University Library (LU) supports the needs of our academic community with a robust collection of electronic resources, subject-specific scholarly journals, and a library website with a 24/7 gateway to an extensive compendium of information to promote professional and educational achievement. In addition, the library houses a printer, an electronic Smartboard; and provides a quiet study environment to cultivate learning and encourage accomplishment. Professional library personnel provide students, faculty and staff with reference consultation and assistance, interlibrary loan services, and information literacy instruction for a successful and enriching educational experience.

Library Hours

Monday-Friday, 10am-6pm. Hours are adjusted to meet the needs of the campus community.

College Regulations

Code of Conduct and Expectations for Professionalism

Pharmacists and other healthcare providers are held to the highest standard of ethical conduct and must possess exceptional character, respect, compassion, and integrity. The Code of Conduct requires students of the LU College of Pharmacy to abide by our Core Values of integrity, learner-centered, accountability professionalism, innovation, empathy, and collaboration.

The purpose of the Code of Conduct is to:

- Establish a set of expectations to guide students' academic and professional behavior as they develop in their role as pharmacists within a health care team.
- Promote awareness of moral, ethical, and legal conduct associated with the profession of pharmacy through proper education and a mutual understanding of expectations.
- Promote a community of trust and an environment conducive to learning.
- Create an environment that values academic integrity and leads to the development of lifelong principles of professionalism.

The [Oath of a Pharmacist](#) from the American Association of Colleges of Pharmacy defines the expectations for student pharmacists. It reads;

"I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- I will consider the welfare of humanity and relief of suffering my primary concerns.
- I will promote inclusion, embrace diversity, and advocate for justice to advance health equity
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.
- I will respect and protect all personal and health information entrusted to me.
- I will accept the responsibility to improve my professional knowledge, expertise, and self-awareness.
- I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.
- I will embrace and advocate changes that improve patient care.
- I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public."

Additionally, The American Pharmacists Association (APhA) has approved the following [Code of Ethics](#). This code guides the expectations of the LU community regarding the principles by which student pharmacists should abide.

Code of Ethics for Pharmacists

PREAMBLE

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

- I. *A pharmacist respects the covenantal relationship between the patient and pharmacist. Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.*
- II. *A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner. A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.*
- III. *A pharmacist respects the autonomy and dignity of each patient. A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.*
- IV. *A pharmacist acts with honesty and integrity in professional relationships. A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.*
- V. *A pharmacist maintains professional competence. A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.*
- VI. *A pharmacist respects the values and abilities of colleagues and other health professionals. When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.*
- VII. *A pharmacist serves individual, community, and societal needs. The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.*

VIII. *A pharmacist seeks justice in the distribution of health resources.*

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

** Adopted by the membership of the American Pharmacists Association October 27, 1994."*

Code of Conduct

The Code of Conduct is defined as the written document outlining the requirements of student conduct related to academic honesty and professional behavior. The Code of Conduct applies to students enrolled in the Doctor of Pharmacy Program. Professionalism is fundamental to the practice of pharmacy and is a core competency of the ACPE standards and LU's COP curriculum. As a measure of progression through each of the courses within the Doctor of Pharmacy curriculum, the following competencies have been developed to ensure students' learning and understanding of the expectations of a pharmacist.

- Academic Honesty, Civility, and Respect – Students, faculty, and staff are collectively responsible for creating a civil, respectful, and productive learning environment in didactic, lab, and experiential (IPPE/APPE) settings. Students are expected to treat their fellow students, faculty, staff, patients and the public with dignity and respect, and to respect the rights, privacy and confidentiality of others. Students will actively participate in educational experiences that expand their professional competencies.
- Attendance – Attendance and full attention and participation during didactic, experiential learning experiences, and co-curricular activities is expected. Students who know that they will be absent are still responsible for the content covered and must request an excused absence in order to communicate with the faculty regarding how to stay on track or makeup any missed work. Unexcused absences and persistent tardiness will result in an early alert report to determine the cause of the absence/tardiness and determine the appropriate sanction and/or support for the student.
- Communication – All communication, including verbal, electronic, and other written communication is expected to be conducted with respect and to follow accepted professional norms of communication. Students are expected to accept and provide constructive feedback. Students are required to check their larkin.edu email account daily and to respond promptly.
- Responsibility/Accountability – Students are responsible for their own learning as well as for seeking assistance when needed. An important aspect of professionalism is for students to know their limitations and to ensure their successful progression by acknowledging the need for assistance either academically, personally, or professionally. Students will be accountable for their decisions and actions, while protecting patient confidentiality and trust.
- Integrity – Students are expected to be honest and trustworthy in their academic and professional endeavors. Students will make decisions based upon sound evidence that is in the best interest of patients. As a student pharmacist, it is your obligation to ensure the safety of patients by maintaining your own expectations of professionalism, as well as protecting the integrity of your peers. Any concerns about another student's academic, professional, behavioral, or emotional situation must be addressed through the Office of Student Affairs and Admission (OSAA), Early Alert Program (EAP), your advisor, or any of the Assistant/Associate Deans.
- Compassion – Students will be empathetic to the values and perspectives of patients and their caregivers, and will respond to patients' needs in a safe and effective manner. Students will advocate for the profession of pharmacy as well as for patients and will promote the use of safe and cost-effective medications.
- Use of technology and social media – Students are expected to use technology as appropriate within and outside of the classroom and clinical environment. Students recognize the privilege and responsibility of joining the profession of pharmacy and, as such, agree to hold themselves to the highest standards at all times, and within all environments, including their presence on social media. Within the classroom and clinical environments students are expected to keep their phones on silent mode to minimize distraction. It is also expected that during class and experiential (IPPE/APPE) time, students will not utilize their phones or other devices for personal use, except in case of an emergency.

Violations of the Code of Conduct include, but are not limited to:

Academic Dishonesty

Academic Dishonesty is defined by the following actions:

Cheating - When a student does not do his or her own work on an academic exercise, except when clearly defined by the instructor as a group exercise, or when a student otherwise gains an unfair advantage over his or her peers. This includes, but is not limited to:

- Bringing to an assessment any books, notes, scraps of paper or information in any format that is intended to unfairly aid the student (or other students) during the assessment/remediation.
- Receipt of unauthorized material from another student.
- Passing of unauthorized material to another student.
- Bringing into the assessment/reassessment/remediation any unauthorized electronic device, such as a cellular phone.
- Any communication with another student during an individual assessment/remediation.
- Reference to notes, books, electronic devices, etc. while on a bathroom break.
- Intentionally seeking information from another student's computer screen or notes on scratch paper.
- Intentionally positioning your computer or scratch paper to allow viewing by another student.

Plagiarism

- *Defined by Webster's dictionary as "to steal and pass off words of another as one's own; to use another's production without crediting the source." Plagiarism can be either intentional or unintentional. An unintentional violation can occur when a student is unaware of correct citation practices in the writing of a paper, project, or presentation. To avoid such unintentional plagiarism, students must familiarize themselves with the appropriate process for crediting sources. This process must be maintained in all facets of the professional program. This includes preparation and submission of any course-related documents (i.e., written documents), presentations (including PowerPoint slides), and electronic submissions to a student's portfolio. It should be noted that this includes all activities associated with performance in experiential education, co-curricular, and extra-curricular environments. Academic honesty and integrity also applies to all other programmatic activities. This includes, but is not limited to, award applications, scholarship applications, or any document or submission related to a student's involvement in the program (e.g., academic appeal). Areas that require special attention include the following:*
- While proper citation methods will be taught, students are responsible for understanding how to avoid plagiarism. Students must properly acknowledge and cite all uses of the ideas, data and conclusions of other authors. Failure to do so is considered plagiarism.
- All contributors to a piece of work must be acknowledged.
- When the exact words of another person are used, these must be stated within quotation marks and a reference provided. Failure to do so is considered plagiarism. In the internet age, it is easy to cut and paste another person's writing, but it is wrong to do so without proper acknowledgement, as described above. Failure to do so may also be illegal in that the copyright laws may have been infringed.
- Not using duplicate submissions such as turning in a paper for more than one class or using the same journal club for multiple rotations.

Falsification and Fabrication

- Fabrication is considered to be consciously manufacturing or manipulating information in a false manner. Falsification is considered to be willfully providing false, misleading, or incomplete information.

Professional Dishonesty is defined as the following;

Failing to Respect Confidentiality

- Students will respect the privacy of all members of the LU community and maintain patient confidentiality and dignity.

Discrimination

- Discrimination and harassment will not be tolerated. Students are not permitted to treat persons or patients differently because of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other

classification that deprives the person of consideration as an individual.

Incivility

- Behaviors and language that willfully disrupt the learning environment, are discriminatory or unprofessional by the standards of the College or other students, may be in violation of the Code of Conduct.

All members of the College of Pharmacy community are responsible for ensuring compliance with these expectations for professional conduct in the classroom, laboratories, co-curricular activities, extra-curricular activities, and experiential practice sites. When time sensitive and appropriate, faculty and staff should address any concerns directly with the student(s). Any suspicion of academic dishonesty or lack of academic integrity may be a breach of the Code of Conduct and should be reported to the Office of Student Affairs and Admissions (OSAA). The OSAA will investigate and determine if a violation has occurred. All concerns or suspected violations, including any interaction with the student(s), should be documented through the EAP which is managed by the OSAA. Significant or ongoing concerns may be managed through intervention by the OSAA. If a violation is found to have occurred, the Assistant/Associate Dean for Student Affairs and Admissions (ADSAA) will refer the case to the Student Progression and Professionalism Committee (SPPC) for sanctioning. Please refer to the Progression Policy and Procedures for more information related to the SPPC and how sanctions are managed.

An Assistant/Associate Dean may investigate and choose to impose an administrative sanction when a violation of the Code of Conduct has occurred. Please see Administrative Investigation Policy and Administrative Sanction Policy. In this event, the student will be notified of the administrative sanction and the SPPC will be notified of the decision. The SPPC will be responsible for the monitoring of the administrative sanction.

Dress Code and Standards of Appearance

The LU College of Pharmacy (COP) expects students to maintain a professional appearance. The following guidelines will help clarify what is reasonable for classroom participation at the College. Specific guidelines for dress code while in the lab will be provided separately by the course directors. The Office of Experiential Education (OEE) will also have guidelines for dress for clinical rotations outlined in the manuals provided by the OEE.

For regular class days, each day except Assessment Fridays and Remediation Week:

- All attire should be kept neat, clean and in good condition at all times. Attire is to be appropriate and in good taste; unconventional or unprofessional clothing, including Lycra, see-through fabrics, and skirts more than two (2) inches above the knee are not permitted. Clothing shall be loose enough to allow freedom of activity in the performance of all classroom and school activities without exposing any undergarment when standing, stooping, bending, or sitting.
- Casual tops (i.e., T-shirts, tank tops, halter tops, tops with lettering or pictures) are not permitted. Discreet monograms are permissible. Sheer or see-through clothes, including shirts and blouses, are not acceptable. Midriffs should not be visible.
- Black scrubs are permitted. No other color of scrubs are to be worn, however, approved logos or monograms may be added to the black scrubs (see approval process for logos in Student Organization Handbook).
- Sneakers may be worn but must have non-marking soles (avoid black soles). Sandals and backless shoes are permitted except when professional dress is required. Flip flops are not permitted. Labs and rotations may have different requirements for footwear.
- Dresses and skirts should be businesslike and appropriate. Party wear, beach cover-ups, low-cut necklines/back are NOT permitted. Denim or leather fabric is not permitted.
- Business lengths should be observed at all times which is no more than 2 inches above the knee. Split skirts are permissible providing they meet the established length guidelines. Slits should not exceed 5 inches above the knee.

- Sheer or see-through materials are not acceptable.
- Short tops and leggings combinations are not permitted.
- Pants should be business like in style. No denim or leather fabrics are permitted. No stirrup, tight, or stretch pants are permitted. Jeans, even in colors other than blue denim, are not permitted unless on a sanctioned "Jeans Day." Shorts and pants reaching no more than the mid-calf are not permitted.
- Students are expected to maintain proper hygiene. Cosmetics, cologne, and perfume should be used in moderation. Any jewelry that can be considered a safety hazard or a distraction to the educational process is to be avoided.
- Hair must be clean and neatly styled. Extreme, unprofessional, or unconventional hairstyles are to be avoided. Long hair must be arranged away from the face and at an appropriate length so as not to interfere with or cause a distraction in class. Hair ornaments, when worn, must be appropriate and in keeping with a business environment.
- Facial hair must be kept neatly trimmed.
- Head coverings of any kind are not permitted, unless such coverings are worn for religious reasons, however, the full face must be visible.
- Jackets and ties are encouraged where and when appropriate for guest speakers and special events on campus.
- Nail length and polish will be conservative and in good condition. Fingernails should be kept short, clean, smooth, and well-manicured. Nail decals and/or nail jewelry are not acceptable.
- Only professional patches, pins or LU-sanctioned pins used for purposes of promoting the image of LU may be worn.

On Assessment days and Remediation Week, students are permitted to wear jeans, or other comfortable clothing, provided it meets the length and coverage guidelines as stated above. Pajamas, sweats, or other casual clothing are not acceptable attire. Students in violation of the Dress Code or Standard of Appearance may be given a documented verbal warning unless the violation is so egregious that other action is more appropriate. If the student is in violation of the Dress Code Policy a second time, the student will be reported through the Early Alert system and will be required to meet with the Assistant/Associate Dean of Student Affairs and Admission (ADSAA). A third violation will be reported to the Student Progression and Professionalism Committee (SPCC) for further action.

Harassment Policy

The LU College of Pharmacy promotes an environment free from any type of discrimination, including harassment. All students, faculty, and staff of Larkin University and the LU College of Pharmacy are expected to uphold the non-discrimination statement as well as the Code of Conduct. There is no tolerance, under any circumstance, for any form of harassment or discrimination, which includes threatening, offensive, or intimidating behavior or remarks; demands for sexual favors; or behavior that creates a hostile or intimidating environment because of another person's gender/gender identity, age, race, ethnicity, national origin, religion, creed, sexual orientation, and/or disability.

Harassment will result in disciplinary action against any student or employee who is found, upon investigation, to have engaged in such conduct. Disciplinary action for students may result in educational programming, academic probation, leave of absence, or dismissal from the program, and for faculty and staff, consequences may include written warning, educational programming, or termination of employment as determined by human resources.

Types of Harassment

Harassment may include bullying, cyber bullying, verbal, or physical behavior or conduct that denigrates or shows hostility or aversion towards an individual because of his or her gender/gender identity, age, race, ethnicity, national origin, religion, creed, sexual orientation, and/or disability and that:

Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; Has the purpose or effect of unreasonably interfering with an individual's academic work or performance; or otherwise adversely affects an individual's academic or employment opportunities.

Harassing behavior or conduct includes, but is not limited to the following:

Epithets, slurs, negative stereotyping; threatening, intimidating or hostile acts that relate to gender/gender identity, age, race, ethnicity, national origin, religion, creed, sexual orientation, and/or disability and writing or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender/gender identity, age, race, ethnicity, national origin, religion, creed, sexual orientation, and/or disability that is shared through any electronic medium, placed on walls, bulletin boards, or elsewhere on the College's premises or circulated in the classroom or workplace.

Hazing

Hazing is considered a form of harassment and is defined as an abusive, often humiliating form of initiation into or affiliation with a group, including any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another. Hazing will not be tolerated and will be considered a form of harassment and managed accordingly.

Sexual Harassment

The LU College of Pharmacy is committed to maintaining a safe and healthy educational and work environment. The College firmly believes that sexual harassment and discrimination undermine the integrity of human relationships. Accordingly, the College does not tolerate any behavior that subjects any member of the University community to discrimination or harassment on the basis of sex, sexual orientation, or gender identity or disability.

Sexual harassment, including sexual violence, is a form of sex discrimination, which illegally denies or limits an individual's ability to participate in or benefit from programs or activities. LU College of Pharmacy will not tolerate the exclusion of any individual from participation in or the benefit of any program or activity based on discrimination.

The following standards are designed to foster a safe environment in accordance with the governing federal regulations, Title IX of the Education Amendments of 1972, and the relevant sections of the Violence Against Women Reauthorization Act. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other physical expressible behavior of sexual nature where:

- Submission to such conduct is made explicitly or implicitly as a condition for an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting an individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance; or creates an intimidating hostile or offensive work or academic environment even if the person engaging in the conduct does not intend to interfere, intimidate, or be hostile or offensive.

Reporting Procedure

The LU College of Pharmacy will not tolerate harassment or discrimination by any member of the University community. Specific concerns or complaints regarding harassment or discrimination should be brought to the attention of the Associate Dean of Student Affairs and Admissions (ADSAA) who will promptly, fully, and objectively investigate the complaint. Any student who believes he or she has been or is being harassed or is experiencing discrimination in violation of this policy, or witnesses what he or she believes to be harassment in violation of this policy, has an obligation to report such harassment to the ADSAA. Complaints will be processed either informally or through the formal procedure as described below.

At the informal level, the primary goal will be to resolve the situation to the mutual agreement of all parties. At this stage, students who believe they have been harassed can consult the ADSAA to resolve the matter without the necessity of a full

investigation. An informal resolution may include a meeting between the affected parties or a personal letter by the complainant to the alleged harasser that outlines the problematic behavior, describes the effect of the behavior on the writer, and expresses a wish for the behavior to stop. At this level, a full report will be created to document the steps taken to resolve the issue(s).

If the complaint is not or cannot be resolved at the informal stage, the student can request an investigation in writing to the ADSAA. The complaint will be investigated, through mechanisms including, but not limited to, interviews of the necessary parties; including the accused, the complainant, and any witnesses or others deemed necessary to complete the investigation, or review of written or other evidence related to the complaint. After completion of the investigation, the ADSAA will meet with the complainant and the accused (if appropriate) separately, to review the investigation findings and possible resolution to the claim. If the student who made the complaint is not satisfied with the outcome, he or she may appeal the decision to the Dean. Any student who is found to be in violation of LU's harassment policy will be subject to sanctions in accordance with the student handbook, up to and including dismissal from the program and University.

Information Technology (IT)

The LU College of Pharmacy will provide a laptop and the required software to each enrolled student at the beginning of their first academic year. Anti-virus software is also installed to maximize security to the University's network. The Information Technology (IT) department provides support for the computers supplied to students. IT will not provide support for any other computer. Assessments will be taken on the student's college-provided computer using the software, ExamSoft[®]. IT will maintain a small number of loaner computers in the event a problem occurs with a computer during an assessment. In such an event, IT will first attempt to rectify the error. Should this not be achieved after a few minutes, a loaner computer will be supplied for use.

During Orientation week, IT will assign a username and initial password to access the LU computer network. Students are required to maintain a personal password. This username as well as the email and Microsoft Licensing will last for six months after graduation or immediately if the student is terminated for any reason.

Internet filter software is used in the network to prevent access to prohibited websites and to keep track in detail of the internet usage per user.

Electronic Communication Policy

In general – Incidental use of Larkin University (LU) e-mail and internet is at the student's risk and the user should not have a sense of privacy. The Internet is in the Public Domain.

The following summarizes the responsibilities/policies that students who use LU-provided Internet services and e-mail must follow:

LU students have an obligation to use their access to the Internet and e-mail in a responsible and informed way, conforming to network etiquette, customs, courtesies and any or all applicable rules or regulations.

Students are responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. As with other forms of publications, copyright restrictions/regulations should be observed.

Students shall be aware that the conduct/information they publish can reflect on the reputation of the College. Therefore, professionalism in all communications is of the utmost importance; and Students shall represent themselves with dignity and distinction through electronic information or service content.

Unacceptable Uses

Since the Internet and e-mail constitute an uncensored worldwide network that provides for peer- to- peer communications between participants, they also have great potential for misuse.

Use of LU Internet and e-mail resources is a privilege that may be revoked at any time for inappropriate conduct. Any abuse of acceptable use policies may result in revocation of access, notification of LU management, and disciplinary action up to and including referral to Student Progression and Professionalism Committee (SPPC).

Under no circumstances is a student at the LU College of Pharmacy authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing LU-owned resources.

Abuse of Internet access in violation of law or policies will result in disciplinary action, up to and including referral to SPPC. Students may also be held personally liable for any violations of this policy.

The use of school-provided access to the Internet is intended exclusively for academic use.

Students who use Internet access capability for personal business must adhere to the same policies and guidelines applicable to the organization as a whole. Violation of this policy may be grounds for referral to SPPC.

Internet users must report all security problems or suspected violations to the Director of Information Technology as soon as it is known.

Internet users must abide by all software licensing agreements, copyright laws, and other applicable regulations.

The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action. This list is not intended to be all-inclusive:

- Sending or posting discriminatory, harassing, or threatening messages or images. Using the organization's time and resources for personal gain.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Engaging in unauthorized transactions that may incur a cost to LU or initiate unwanted Internet services and transmissions.
- Sending or posting messages or material that could damage LU's reputation or standing in the community.
- Participating in the viewing or exchange of pornography, obscene materials, or other sexually explicit materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person. Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities.
- Using the Internet for political activities, religious activities, or any sort of gambling. Jeopardizing the security of the organization's electronic communications systems.
- Gaining access to the Internet by using any access-control mechanism not assigned to the user or permitting another person to have access to the Internet by using the student's assigned access-control mechanism.
- Using, transmitting, changing, or deleting another user's files or software without permission. Sending anonymous email messages.
- Using access for any reasons violating Institute rules and regulations or other illegal activities.

Access to the Internet has been provided to students for the benefit of academic use. It allows students to connect to information resources around the world. Every student has a responsibility to maintain and enhance the school's public image, and to use the Internet in a productive manner. To ensure that all students are responsible, productive Internet users and are protecting the university's public image, the following guidelines have been established for using the Internet.

Acceptable Uses of the Internet

Students accessing the Internet at the LU College of Pharmacy are representing the institution. All communications should be for academic or professional reasons. Students are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Internet Relay Chat channels may be used to gain technical or analytical advice.

Databases may be accessed for information as needed. E-mail may be used for educational and professional contacts.

Communications

Each student is responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have the student's name and year of graduation (e.g., Class of 2023) attached. The use of the LU logo and banner in email signature lines is encouraged. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Students are required to check their Larkin.edu email accounts daily and respond within 2 business days to communication from faculty or administrators. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is transmitted through the system. Students who wish to express personal opinions on the Internet are encouraged to obtain their own usernames on other Internet Systems.

Software

To prevent computer viruses from being transmitted through the system there will be no unauthorized downloading of any software. All software downloads will be done through the Information Technology Department.

Copyright Issues

Students may not transmit copyrighted materials on the Internet belonging to entities other than LU. One copy of copyrighted material may be downloaded for the user's own personal use in education or research. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Pirated materials may not be downloaded or used. Failure to observe copyright or license agreements may result in disciplinary action from the company or legal action by the copyright owner.

Students must request permission from faculty, in advance, to record any part of the didactic lecture or lab. Each faculty member has discretion regarding what information may be recorded and in what mode (e.g., photo, audio, or video). Due to patient confidentiality and HIPAA (Health Insurance Portability and Accountability) regulations, no recording of any kind is permitted during patient encounters.

IT Security

All messages created, sent, or retrieved over the Internet are the property of LU, and should be considered public information. The University reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Facilities

Parking

Larkin University (LU) has 183+8 handicap parking spots at present with designated locations for bicycles and motorcycles/scooters. Student parking is on the east side of the building in the large parking lot and in the grass area north on the north side of the building. Students are permitted to park anywhere except where labeled with a number, Reserved, and Visitor. Additional parking permits and temporary parking tags are available from the Facilities Manager if needed. All vehicles must display an appropriate decal or visitor tag to avoid being towed.

Campus Security

The Larkin University (LU) main building has entry by key access card managed by LU facilities. All students are issued ID access cards and parking decals at student Orientation. In the event the student loses the access key card, they must report it to the facilities manager immediately to deactivate the card. The student can then purchase a replacement key card for \$20. All doors remain locked for all hours for the safety of the students. Any visitor or person without a key card can ring a bell at either entry which will send a signal to security. Security will be able to visualize and speak to the individual through a smart phone and grant entry if the guard is not at the front door.

An on-site security guard will be housed at the west entrance of the building and will be available during open hours when the building is accessible to students. The building hours are from 7am-9pm Monday to Friday and 10am-6pm on Saturdays. LU has a series of cameras, both inside and outside, that project onto a computer screen which will be monitored by the security guard.

For added security of LU students and employees, the parking lot and the premises are well lit with shopping mall style LED lights with photo sensors. The lights come on at dusk and stay on until dawn. Security will also monitor this area and will escort students to their vehicles upon request.


Smoking Policy

Per Florida State Statute, Florida Clean Indoor Act, smoking is prohibited inside all buildings. In compliance with state law and in an effort to promote health care and wellness, the LU campus is designated as non-smoking.

Smoking is not permitted inside buildings, in parking lots or around the perimeter of the buildings. Students seeking to smoke must leave the campus entirely, there are no designated smoke zones. Vaping and using electronic cigarettes are considered smoking and prohibited on campus.

Safety and Emergency Notifications

Regarding inclement weather, the primary concern in our region is hurricanes. The benefit of hurricanes compared to other natural disasters is the ability to track the weather systems and be prepared. The University System has a detailed process of tracking named storms and works with local weather agencies as they must determine when to move to emergency coverage. The Dean will monitor the reports coming from the Larkin University System. Updates will begin several days before an anticipated event to the LU Community.

The day before an anticipated weather event, all students will be reminded to monitor the College's website and the Canvas LMS for up-to-date news and weather tracking. If landfall is anticipated to occur, classes will be cancelled in advance. Additionally, we will typically follow the actions of Miami Dade College, North Campus as their reports are on all local television and radio updates. Additionally, automated updates and instructions will be sent to students via phone, email, and text message. 

Classroom Visitors

To maintain a proper environment that is conducive to learning, the LU College of Pharmacy generally does not permit visitors to the classrooms or laboratories.

Suggestions and Complaints

Larkin University (LU) is committed to continuous quality improvement of all programs and the University. Students have the opportunity within their respective programs and Colleges to provide feedback regarding courses, faculty, and student support services. Additionally, each College has processes in place to address appeals for grades and disciplinary actions. Students are welcome to file a complaint at the University level after moving through the established processes within their College.

At the University level, students have the opportunity to bring forward concerns and file formal complaints including but not limited to; due process, harassment by students, faculty administrators, or staff, campus safety, FERPA violations, etc.

In all instances, anonymity and confidentiality will be maintained to the extent that such information is not necessary to the processing of the complaint or is likely to be known through the nature of the complaint. As the student Ombudsperson, the Assistant/Associate Dean of Student Affairs and Admissions (ADSAA) in the College of Pharmacy is available to counsel students through the Complaints process. Students will not be subject to retaliation by any member of the LU community for submitting a complaint.

General Suggestions

There is a "Suggestion Box" in the Student Lounge which is checked every two weeks by the Director of Student Services in the College of Pharmacy. Students are encouraged to include their name and contact information for follow up, however, if submitted anonymously, resolution and follow-up to the suggestion may not always be possible. All suggestions are noted in an electronic file in the Office of Student Affairs and Admissions in the College of Pharmacy, including the date of receipt, responsible party, resolution, if any, and date of resolution.

Informal Complaints

Students are encouraged to discuss their concerns through an informal process with the appropriate individual(s) (i.e., faculty, staff, or administrators) to resolve the issue. Students are also encouraged to provide feedback directly to the faculty, staff, and administrators within their college. An informal resolution may include a meeting between the affected parties or a personal

letter from the complainant that outlines the issue, describes the effect on the writer, and expresses a wish for resolution. At this level, a full report will be created to document the steps taken to resolve the issue(s). Discussions, suggestions, and actions to resolve issues are expected to be conducted with civility and professionalism by all parties involved.

Formal Complaints

If the complaint is not or cannot be resolved at the informal stage, the student may submit a formal complaint to the Assistant/Associate Dean of Student Affairs and Admissions in the College of Pharmacy (ADSAA), in writing, by using the Complaint Form. This formal report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates, and the names and positions of the parties involved. The form must be signed and dated. The complaint will be reviewed to determine the appropriate office to manage the complaint, or whether the complaint will be investigated by the ADSAA, through mechanisms including, but not limited to, interviews of the necessary parties; including the accused, the complainant, and any witnesses or others deemed necessary to complete the investigation, or review of written or other evidence related to the complaint. After completion of the investigation, the ADSAA will meet with the complainant and the accused (if appropriate) separately, to review the investigation findings and possible resolution to the claim. If the student who made the complaint is not satisfied with the outcome, he or she may appeal the decision to the President. Students may withdraw a complaint at any time during the complaint process by notifying the ADSAA in writing. The student will receive written acknowledgement of receipt of the complaint within 5 business days with a plan for addressing the concern, including individuals who will be involved in the resolution. An update and/or resolution to the complaint will be sent to the student within 30 days of the acknowledgement of receipt. For time-sensitive complaints, efforts will be made to expedite the response. Students may appeal the resolution of the complaint within 30 days by writing to the President of LU. All written complaints are housed electronically with the ADSAA including supporting documentation and resolutions as appropriate. No documentation related to complaints will be housed in the student's academic record. Any student who is found to be in violation of College or University policy will be subject to sanctions in accordance with their respective College's Student Handbook, up to and including dismissal from the program and University. Any faculty, staff, or administrator who is found to be in violation of College or University policy will be referred to Human Resources and is subject to sanctions in accordance with Employee and/or Faculty Handbooks.

Unresolved Complaints – Agencies and Accreditors

For unresolved matters, students may contact the following agencies as appropriate to their complaint.

State of Florida

To file a complaint against a non-public, postsecondary educational institution in Florida, contact the Florida Department of Education, Commission for Independent Education (CIE), <https://www.fldoe.org/policy/cie/student-concerns.stml> in writing. Documentation required includes, name of complainant, complainant address, phone number, name of institution, location of the institution, dates of attendance, a full description of the problem and any supporting documentation such as enrollment agreements or correspondence. The complaint process involves contacting the institution to obtain their response to your complaint. If you do not want the Commission to contact the institution you must state so in your complaint, however, do so will greatly hinder the Commission's ability to assist you with your complaint

Commission for Independent Education,

325 West Gaines Street, Suite 1414,

Tallahassee, FL 32399-0400

Phone number - 888-224-6684

Email – cieinfo@fldoe.org

Fax – 850-245-3238

ACPE Complaints (College of Pharmacy)

The Accreditation Council for Pharmacy Education (ACPE) is the national agency for the accreditation of professional degree programs in pharmacy. ACPE is required by the U.S. Department of Education to assure that pharmacy programs have a policy to record and address student complaints regarding a school's adherence to the ACPE Accreditation Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree hereinafter referred to as the "ACPE Standards." ACPE Standards may be accessed at, <https://www.acpe-accredit.org/>.

Students may submit a complaint directly to ACPE by visiting the ACPE website, <https://www.acpe-accredit.org/complaints/> and follow the student link to access the procedures for filing a complaint.

The College of Pharmacy would prefer to address complaints prior to them being submitted to ACPE. Students may complete the

ACPE Complaint Form and submit it to either the Assistant/Associate Dean of Academic Affairs (ADAA) for curriculum matters, or the Assistant/Associate Dean of Student Affairs and Admissions (ADSAA) for student services matters. The student will receive acknowledgement of the complaint through email within three (3) business days. The student will be asked to meet with either the ADAA or the ADSAA to attempt to resolve the matter. If the matter cannot be resolved in this meeting, an ad hoc committee will be formed within five (5) business days, which will include a COP administrator from the Executive Council, three COP faculty, and a student leader, none of whom are involved in the matter. The committee will review the complaint and make a recommendation to the Dean within ten (10) business days of the committee's formation. The student may be invited to meet with the committee to answer questions. Minutes will be taken at all committee meetings.

The student will receive a written response to the complaint from the Dean within five (5) business days of the conclusion of the committee's deliberations. The response will include an evaluation of the complaint and the decision of the Dean. Should the committee find that a violation of an ACPE Standard has occurred, a proposal for corrective action and a corresponding timeline will be outlined. If the student is not satisfied with the decision of the Dean, he/she may appeal to the President of LU.

All written complaints related to ACPE standards, including investigations, committee meeting minutes, reports, and correspondence related to the complaint will be retained in a confidential file in the Office of the Dean. No records will be maintained in the official student record.

Department of Education (FERPA)

A student who believes that LU has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education at: 400 Maryland Avenue, S.W., Washington, DC20202, <https://studentprivacy.ed.gov/file-a-complaint>

Regional Accreditation - SACSCOC

Larkin University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and is held to SACSCOC accreditation standards. Information for filing a complaint regarding non-compliance with a SACSCOC standard is below, <https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>

An individual may make an inquiry regarding complaint procedures or about issues and concerns that could be considered complaints; however, the Commission's response and its obligations to meet the specific timetables outlined in the procedures (referenced later in this document) will begin only after the complainant submits a formal written complaint. A formal complaint is one that is (1) submitted in writing using the SACSCOC "Complaint Form" (appended to the end of this document), <https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf> (2) signed by the person submitting the complaint (complainant), (3) two print copies of the form and any supporting documentation, and (4) sent via ground mail to: President Southern Association of Colleges and Schools Commission on Colleges

1866 Southern Lane
Decatur, GA 30033-4097

SACSCOC will not consider the following to be formal, written complaints: (a) complaints that are not in writing, (b) anonymous complaints, (c) complaints submitted electronically, (d) complaints submitted through facsimile transmission, (e) complaints submitted on behalf of another individual, or (f) complaints forwarded to SACSCOC. In addition, SACSCOC does not accept voice recordings, such as recordings of meetings and conversations, as evidence in support of a complainant's allegations. To submit information from voice recordings, the complainant should have the tape transcribed, provide a signature page for the complainant to attest to the accuracy of the transcription, and have the signature page notarized. If a complainant has a demonstrated disability that prevents submission of a formal complaint in accordance with the guidelines above, he or she should contact the SACSCOC Public Relations and Data Specialist for assistance.

Pledge of Professionalism

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. This development, a vital process in my education, will help ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity must be an essential part of my everyday life and I must practice pharmacy with honesty and commitment to service.

To accomplish this goal of professional development, I as a student of pharmacy should:

DEVELOP a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership

in the profession.

FOSTER professional competency through life-long learning. I must strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.

SUPPORT my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a Code of Ethics as set forth by the profession.

INCORPORATE into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.

MAINTAIN the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver.

The profession of pharmacy is one that demands adherence to a set of rigid ethical standards. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional college community. Therefore, I must strive to uphold these standards as I advance toward full membership in the profession of pharmacy.

**Developed by the American Pharmaceutical Association Academy of Students of Pharmacy/American Association of Colleges of Pharmacy Council of Deans (APhA-ASP/AACP-COD) Task Force on Professionalism; June 26, 1994.*

(Note: implementation of approved updates and or changes in the student handbook during the academic year will be included as an addendum to this handbook and will be provided to all LU-COP students and faculty.)

LU College of Pharmacy – Request to Travel Form

Please complete this form and submit to the Office of Student Services with appropriate documentation attached. Please note that Student Organizations are responsible for fundraising to support their travel needs. Generally, the College will only support travel related to Patient Counseling and Clinical Competition winners and Legislative Days. This form must be completed and submitted by September 30th and January 31st each year for priority consideration of funding.

Applicant Information

Date: _____

Applicant Name(s) _____

Mailing Address: _____

Purpose for Travel: _____

Dates of Meeting: _____

Dates of Requested Travel: _____

Total estimated cost of travel _____

Registration Deadline Date: _____

Type of

Travel _____

- ☐ Professional Conference as a member of a Student Organization
- ☐ Professional Conference as an Individual
- ☐ Other Travel – Please explain (i.e. presenting, poster, etc) -

Cost per person:

Registration _____ Flight _____ Mileage _____ Car Rental _____ Meals _____ Parking _____ Hotel _____

Course(s) that will be missed _____

You must attach documentation from the Course Director(s) indicating the terms of missing the class/assessment.

Additional required documentation; Requested flights, maps for mileage, hotel rates, conference program.

Additional comments: _____

Approval of OSAA

Date received: _____ Name of Reviewing Official: _____

- ☐ Travel approved – Specify for whom and the amount _____
- ☐ Travel not approved

Comments

Signature of Official _____

Date form was completed and returned to student _____



**LU COLLEGE of
PHARMACY**
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Release of Liability by Student for Academic Study or Travel Form

Course/Conference Name _____ Date _____

In consideration of the permission granted by the College of Pharmacy for and on behalf of Larkin University (LU), Miami, Florida, to enroll and participate in the above stated course or course of study and related travel and transportation sponsored in whole, or in part, by LU, I do hereby release the State of Florida, Larkin University, the College of Pharmacy, and the Sponsors of the event as well as the agents, employees and members of the aforementioned, from all actions, causes of actions, damages, claims or demands which I, my heirs, executors, administrators, or assigns may have against any and all of the aforementioned for any and all personal injuries, known or unknown, which I have or may incur by participation in the above stated event and for all damage to my property.

I realize that there are inherent dangers and risks involved in the class room assignments and off campus activity and travel required by this course and/or the clinical study or the classroom setting within this course or course of study and I hereby agree to hold harmless the State of Florida, Larkin University, the College of Pharmacy, the Sponsors, and the faculty or staff supervising the course or course of study, as well as the agents, employees, and members of the aforementioned from any loss, liability, damage or cost that they may incur due to my enrollment or participation in this course or course of study.

I hereby agree to abide by any policies, rules and regulations adopted by the aforementioned and understand that the violation of said policies, rules or regulations may result in immediate dismissal from the course, program or activity.

I expressly agree that the foregoing Release and Waiver of Liability Agreement is intended to be as broad and inclusive as is permitted by the law of Florida and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. I have read this Release and Waiver of Liability Agreement and understand all of its terms. I execute it voluntarily and with full knowledge of its significance.

Printed Name

Signature of Student

Date



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Student Event Checklist

- ☐ Fill out Event Request Form
- ☐ Meet with Organization Advisors (ensure the event is feasible, appropriate based on the organization's mission, available faculty/preceptors if needed, etc.)
- ☐ Speak with the Director of Student Services (conflict check/date approval)
- ☐ Submit signed Event Request Form to Director of Student Services for final approval.
- ☐ Once your proposal has been approved by your advisor, the Director of Student Services will add your event to the Student Services Calendar.
- ☐ ALL promotional flyers/emails must be approved by the Director of Student Services. Organizational advisors should be copied on the email as well.



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Student Event Request Form

Organization Name: _____

Event Contact Person: _____ Cell #: _____

Event Name: _____

Proposed Date: _____ Proposed Time: _____

Event Description/Purpose: _____

Event Location: _____

Does the event require faculty or preceptor participation? Please explain. _____

External Guests/Speakers (Name, Title, and Organization): _____

Is the event open to the public? (Yes/No): _____

If so, please explain: _____

Food Served? _____

Alcohol Served? _____

Charging a Fee? If so, how much? _____

Room(s) Requested: _____

Additional Information/Requests: _____

PDU Level? Yes____ Level____ No____

Organization Advisor: _____

Print

Signature

DSS: _____

Approval Date: _____

LU College of Pharmacy Student Events with Alcohol Form

1. All campus, local, state, and federal laws apply. No one under the age of 21 may consume alcohol at any Larkin University event.
2. For student events, only wine, beer, or similar bottled beverages may be served. Liquor of any kind is prohibited.
3. No organization or individual may purchase alcohol for an event. All alcohol must be purchased and served by an approved vendor. The name of the vendor must be provided to the DSS with the Students Events with Alcohol form for approval.
 - Vendor Name and Phone Number _____
4. There is a two (2) drink limit for each individual (ticket system or something similar). The organization/group is responsible for determining how the drink limit will be enforced.
5. Drinking games are not allowed.
6. Food must be provided at the event.
7. The organization must also offer non-alcoholic beverages.
8. Advertisement of the event as an event where alcohol will be served is prohibited.
9. This form must be signed by the President/Organizer and the faculty advisor.
10. At least two weeks (ten business days) before the date of the event this form must be submitted to the Director of Student Services.
11. The form will be forwarded to the ADSAA for approval.
12. The organization will be notified of the final decision by OSAA.

I acknowledge that I understand the guidelines listed above and have read and agree to the COP Student Events with Alcohol policy. My signature indicates agreement to adhere to these rules during the course of the organization's event.

President/Organizer

Faculty Advisor

Date



**LU COLLEGE of
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Intent to Develop a New Student Organization Form

Name of proposed Student Organization

Contact information of interested student (name, email, phone number)

Additional Student interested in development of the organization:

Contact person at national organization, if applicable (name, email, phone number, and affiliation)

What are the expectations of the faculty advisor in chartering this organization (time commitment, travel, conferences, etc.)

What are the expectations of the student(s) in chartering this organization (time commitment, travel, conferences, etc.)

Please list the expected financial obligations of the faculty advisor (conference registration, travel, membership dues)?

Please list the expected financial obligations of the student(s) (conference registration, travel, membership dues)?



Influenza Vaccine Form

Student Name (PRINT)

Class (circle one): 1PD 2PD 3PD

Student Signature

The vaccine against influenza virus was administered to the above student on the date indicated below:

Date Given ____/____/____

Healthcare Provider Name (PRINT) _____

Healthcare Provider Signature _____

Facility Name & Address _____

Healthcare Provider, please complete the following information:

Vaccine Name	NDC	Lot	Expiration Date	Manufacture



Enrollment Physical Exam Form

Student Name (PRINT)

Date of Birth

Based on review of the patient's medical history and physical exam, it is my professional opinion that the above student is in satisfactory health to participate in required activities as part of the Larkin University College of Pharmacy curriculum and rotations, which will take place in various health care settings such as community pharmacies and hospitals.

Please note that rotations may have site specific requirements (e.g., drug screens, fingerprints, background check, etc.) not covered by this form. In order to participate in rotations, matriculated students are required complete these and other pre-rotation requirements as instructed by the Office of Experiential Education.

Healthcare Provider Name (PRINT) _____ Date ____/____/____

Healthcare Provider Signature _____

Facility Name & Address



Student Name (PRINT) _____

Date of Birth _____

MEASLES, MUMPS, and RUBELLA (MMR) *Provide documentation of either dosage series OR serologic immunity

Option 1:

MMR Dose #1

Date Given ____/____/____

MMR Dose #2

Date Given ____/____/____

Option 2: Serologic immunity to each of the 3 diseases (*laboratory results must be attached*)

Measles titer Date Performed ____/____/____ Immune? Yes NO

Mumps titer Date Performed ____/____/____ Immune? Yes NO

Rubella titer Date Performed ____/____/____ Immune? Yes NO

TETANUS-DIPHTHERIA-PERTUSSIS

Tetanus/ Diphtheria/Pertussis (Tdap) Tetanus/Diphtheria
(Td) Booster (if ≥ 10 years since Tdap)

Date Given ____/____/____

Date Given ____/____/____

Healthcare personnel are required to receive a single dose to Tdap as soon as feasible if they have not previously received Tdap and regardless of the time since their most recent Td vaccination. Following Tdap vaccination, routine Td booster shots must be received every 10 years.

VARICELLA (Chicken Pox) *Provide documentation of either dosage series OR serologic immunity

Option 1:

Varicella Dose #1

Date Given ____/____/____

Varicella Dose #2

Date Given ____/____/____

Option 2: Serologic immunity (*laboratory results must be attached*)

Varicella IgG Antibody titer Date Performed ____/____/____ Immune? Yes ____ NO ____

A medical history of "chicken pox" is NOT sufficient evidence to support immunity.

HEPATITIS B (Hep B) *Proceed with all doses PRIOR to completing the titer

Step 1:

Hep B Dose #1

Date Given ____/____/____

Hep B Dose #2

Date Given ____/____/____

Hep B Dose #3

Date Given ____/____/____

Step 2: Serologic immunity done 1-2 months **AFTER administration of the last dose of the hepatitis B vaccine series (*laboratory results must be attached*)**

Hep B Surface Antibody titer Date Performed ____/____/____ Immune? Yes ____ NO ____

Post vaccination serologic testing is required for all healthcare personnel at high risk for occupation percutaneous or mucosal exposure to blood or body fluids.

I certify that the information above is complete and accurate to the best of my knowledge

Healthcare Provider Name (PRINT) _____ Date ____/____/____

Healthcare Provider Signature _____

Facility Name & Address _____



Two Step PPD Skin Test Form

FORM IS DUE AT ENROLLMENT BETWEEN JUNE 1ST – JULY 22TH

Enrollment PPD skin test must be administered during date range noted above and requires both step one and step two.

Student Name (PRINT) _____

Date of Birth _____

STEP ONE:

Date baseline skin test read: ____/____/____

Result: Positive? _____ Negative? _____

STEP TWO: (must be at least 7 days from step one PPD)

Date Skin test read: ____/____/____

Result Positive? _____ Negative? _____

If the above tests return with a positive result, a chest x-ray must be performed. An annual TB clearance letter needs to state no signs and symptoms of tuberculosis. Documentation of a positive PPD result must occur **PRIOR** to performing the chest x-ray.

Chest X-Ray (copy of chest x-ray must be attached).

Date of chest x-ray ____/____/____

Result Positive? _____ Negative? _____

I certify that the information above is complete and accurate to the best of my knowledge

Healthcare Provider Name (PRINT) _____ Date ____/____/____

Healthcare Provider Signature _____

Facility Name & Address _____



LEAVE OF ABSENCE(LOA) REQUEST FORM

Student Information:

Last _____ First _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Email: _____@myularkin.org College: _____

I am requesting a **LEAVE OF ABSENCE** from Larkin University for the reason(s) indicated below:

*Please attach supporting documentation

☐ Academic ☐ Financial ☐ Personal ☐ Medical* ☐ Military*

Comments:

Anticipated Semester of Return(e.g., Fall 2023): _____

My signature indicates that I accept full responsibility for the above action. I understand that this change may result in consequences such as revision of any financial agreements, partial/full charges for interrupting studies, delayed graduation date, required repeat of failed/deficient grades upon return, placement within revised curriculum upon return, and placement granted on space/course availability basis. Please note that a Leave of Absence is considered a break in attendance and classes are not guaranteed upon your return to school. A leave of absence may result in you being out of school longer than anticipated.

Student Signature _____

Date _____

COP Students Note: "Larkin University College of Pharmacy is required to inform the FL Board of Pharmacy of your inactive status within our program. As a result, you student pharmacist intern license will become inactive. Should you re-enter the program, you will be able to apply for a new intern license. If you have any questions, you may reach out to experiential@larkin.edu.

Internal Use Only

College Recommendation

Designated College Administrator Name	Title	Signature	Date
<input type="checkbox"/> Recommend <input type="checkbox"/> Deny			
Designated College Administrator Name	Title	Signature	Date
<input type="checkbox"/> Recommend <input type="checkbox"/> Deny			
Designated College Administrator Name*	Title	Signature	Date
<input type="checkbox"/> Recommend <input type="checkbox"/> Deny			

* If the student is a P3 (Third Year) Student



**LARKIN
UNIVERSITY**
Change Your Life

Office of Student Financial Services

☐ Approved

☐ Denied

Reason for Denial: _____

Signature: _____ Date: _____

Bursar's Office

☐ Approved

☐ Denied

Reason for Denial: _____

Signature: _____ Date: _____

Office of the University Registrar

☐ Approved

☐ Denied

Reason for Denial: _____

Signature: _____ Date: _____



VOLUNTARY UNIVERSITY WITHDRAWAL FORM

Student Information:

Last First Phone #

Address City State Zip

Email: (Non-Larkin Email) College:

I am requesting a **Voluntary Withdrawal** from Larkin University for the reason(s) indicated below:

*Please attach supporting documentation

☐ Employment ☐ Financial ☐ Transfer to Another University ☐ Personal ☐ Medical ☐ Military*

Comments:

My signature indicates that I accept full responsibility for the above action. I understand that I have officially withdrawn from Larkin University. Any access to on-campus resources will terminate within 24 hours of the effective date of the withdrawal. I understand this change may result in consequences such as revision of any financial agreements and/or partial/full charges for interrupting studies. I remain responsible for any debt incurred as a student. I understand that I am no permitted to return to without written approval from the Designate College Administrator from the respective college.

Student Signature

Date

COP Students Note: "Larkin University College of Pharmacy is required to inform the FL Board of Pharmacy of your inactive status within our program. As a result, your student pharmacist intern license will become inactive. Should you re-enter the program, you will be able to apply for a new intern license. If you have any questions, you may reach out to experiential@larkin.edu.

Internal Use Only			
College Administration			
Designated College Administrator Name	Title	Signature	Date
Designated College Administrator Name	Title	Signature	Date
Office of Student Financial Services		Bursar's Office	
Signature: _____		Signature: _____	
Date: _____		Date: _____	
Registrar's Office			
Signature: _____		Date Processed: _____	
Date: _____		LDA: _____	



Use this form to submit a student complaint to the Student Ombudsperson, the Assistant/Associate Dean of Student Affairs and Admissions in the College of Pharmacy, Dr. Lynne Arric. You may submit the form directly to the Student Ombudsperson (Office 2508) or email to larric@larkin.edu. In order to follow-up as appropriate, please complete the form in full with contact information. Refer to the Catalog for more information regarding student complaints. Please attach any supporting documentation.

Description of Concern (Provide as much detail as possible regarding the concern):

Continue on page 2 if necessary.

Student Signature

Date



Accreditation Council for Pharmacy Education Complaint

Students may submit a complaint directly to the Accreditation Council for Pharmacy Education (ACPE) at <https://www.acpe-accredit.org/>. Students who wish to address their concern with the LU COP first may use this form to submit a complaint related to non-compliance with an accreditation standard.

To submit a complaint, you must include all the required information below. Please refer to the Catalog and Student Handbook for more information regarding ACPE Complaints. Please attach any supporting documentation.

Student's name: _____
Last First Middle

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____
(Home) (Work)

Program: _____

ACPE Standard believed not to be in compliance (check the appropriate standard):

1. Foundational Knowledge	14. Student Services
2. Essentials for Practice and Care	15. Academic Environment
3. Approach to Practice and Care	16. Admissions
4. Personal and Professional Development	17. Progression
5. Eligibility and Reporting Requirements	18. Faculty and Staff—Quantitative Factors
6. College Vision, Mission, Goals	19. Faculty and Staff—Qualitative Factors
7. Strategic Plan	20. Preceptors
8. Organization and Governance	21. Physical Facilities and Educational Resources
9. Organizational Culture	22. Practice Facilities
10. Curriculum Design, Delivery, and Oversight	23. Financial Resources
11. Interprofessional Education	24. Assessment Elements for Section 1: Educational Outcomes
12. Pre-Advanced Pharmacy Practice Experience (Pre-APPE) Curriculum	25. Assessment Elements for Section II: Structure and Process
13. Advanced Pharmacy Practice Experience (APPE) Curriculum	



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Description of Concern (Provide as much detail as possible regarding the concern):



Larkin University

College of Pharmacy

Explain how you would like to see the issue resolved:

Student Signature

Date



*Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097*

COMPLAINTS AGAINST SACSCOC OR ITS ACCREDITED INSTITUTIONS

Policy Statement

Statement of Purpose

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) recognizes the value of information provided by students, employees, and others in determining whether an institution's performance is consistent with SACSCOC standards for obtaining or maintaining accreditation. SACSCOC is also committed to ensuring that member institutions maintain appropriate grievance procedures and standards of procedural fairness and that these are applied appropriately and consistently. Reviewing formal, written complaints involving member institutions enables SACSCOC to address possible non-compliance with its *Principles of Accreditation* and policies, as well as to address possible violations of an institution's own policies and procedures, if related to the *Principles*.

Because SACSCOC's complaint process is for the purpose of addressing any significant non-compliance with SACSCOC's accreditation standards or policies, ***this process is not intended to be used to involve SACSCOC in disputes between individuals and member institutions, or cause SACSCOC to interpose itself as a reviewing authority in individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters, or contractual rights and obligations. Nor does SACSCOC seek redress on an individual's behalf. Under no circumstances does SACSCOC respond to – or take action on – any complaint or any allegation that contains defamatory or threatening statements. Further, SACSCOC will not serve as a grievance panel when the outcome of institutional grievance or appeal processes is unsatisfactory to the complainant.***

SACSCOC expects individuals to attempt to resolve the issue through all means available to the complainant, including following the institution's own published grievance procedures, before submitting a complaint to SACSCOC. SACSCOC is under no obligation to consider additional information submitted by the complainant subsequent to the receipt of the formal complaint. SACSCOC's usual practice is not to consider a complaint currently in administrative proceedings, including institutional proceedings, or litigation. However, if there is substantial, credible evidence that indicates systemic problems with an accredited institution, SACSCOC may, at its discretion, choose to proceed with the review while these proceedings are being pursued or after they are concluded.

Responsibilities of Institutions

Standard 12.4 (*Student complaints*) of the *Principles of Accreditation* states:

The institution (a) publishes appropriate and clear procedures for addressing written student complaints, (b) demonstrates that it follows the procedures when resolving them, and (c) maintains a record of student complaints that can be accessed upon request by SACSCOC.

Each institution is required to have in place student complaint policies and procedures that are reasonable, fairly administered, and well publicized. SACSCOC also requires, in accord with federal regulations, that each institution maintains a record of complaints received by the institution. This record is made available to SACSCOC upon request. This record will be reviewed and evaluated by SACSCOC as part of the institution's comprehensive decennial evaluation.

Complaints against an Institution

An individual may make an inquiry regarding complaint procedures or about issues and concerns that could be considered complaints; however, the Commission's response and its obligations to meet the specific timetables outlined in the procedures (referenced later in this document) will begin only after the complainant submits a formal written complaint. A formal complaint is one that is (1) submitted in writing using the SACSCOC "[Complaint Form](#)" (appended to the end of this document), (2) **signed by the person submitting the complaint (complainant)**, (3) *two print copies* of the form and any supporting documentation, and (4) sent via ground mail to:

President
Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

SACSCOC will not consider the following to be formal, written complaints: (a) complaints that are not in writing, (b) anonymous complaints, (c) complaints submitted electronically, (d) complaints submitted through facsimile transmission, (e) complaints submitted on behalf of another individual, or (f) complaints forwarded to SACSCOC. In addition, SACSCOC does not accept voice recordings, such as recordings of meetings and conversations, as evidence in support of a complainant's allegations. To submit information from voice recordings, the complainant should have the tape transcribed, provide a signature page for the complainant to attest to the accuracy of the transcription, and have the signature page notarized. If a complainant has a demonstrated disability that prevents submission of a formal complaint in accord with the guidelines above, he or she should contact the SACSCOC Public Relations and Data Specialist for assistance.

Complaints against SACSCOC Board of Trustees or its Staff

Complaints against SACSCOC are limited to the agency's accreditation standards, procedures, and SACSCOC staff or any other SACSCOC representative. In order to be considered a formal complaint against SACSCOC, a complaint must involve issues broader than a concern about a specific institutional action.

Distinction between Submitting Third-Party Comments and Filing Formal Complaints

SACSCOC is interested in ensuring that member institutions maintain *ongoing* compliance with SACSCOC standards and policies *outside the institution's scheduled formal review* and that member institutions maintain appropriate grievance procedures and standards of procedural fairness that are applied consistently. Therefore, if an individual has documentation of an institution's *significant* non-compliance with SACSCOC standards or policies, the individual should file a formal complaint with SACSCOC.

Third-party comments are submitted by the public *at the time of an institution's formal, scheduled review* (initial accreditation or reaffirmation) for the purpose of informing SACSCOC regarding the institution's ongoing commitment to compliance with SACSCOC standards and policies. Therefore, if an individual wishes to address an institution's compliance with the *Principles of Accreditation* at the time of the institution's formal committee review, he/she should use the policy "[Third-Party Comment by the Public](#)."

COMPLAINT PROCEDURES

Procedures for filing a complaint against a SACSCOC member institution

A formal, written complaint against an institution must meet the definitions outlined in the policy statement above. The complaint must be submitted in writing using the SACSCOC "[Complaint Form](#)," and signed by the complainant. SACSCOC will not entertain anonymous complaints. The "[Complaint Form](#)" includes:

1. A brief statement describing the complaint in the clearest possible terms.
2. The section(s) of the *Principles of Accreditation* with which the institution is alleged to have been out of compliance, and the time frame in which the significant lack of compliance is alleged to have occurred.
3. A clear and concise written description of the documentation upon which the allegation is based should state relevant facts and document and support the allegation that the institution is in significant violation of the standards referenced in the complaint.
4. A description of the action taken by the institution to date and a copy of the institution's response to the complainant as a result of prescribed procedures.
5. An acknowledgment that SACSCOC staff may send a copy of the complaint to the president of the institution.
6. Full disclosure about any other external channels the complainant is pursuing, including legal action.
7. Only written and signed SACSCOC Complaint Forms, which include the identified *Principles of Accreditation* and two copies of all materials constitute a formal complaint.

Once the formal written complaint is submitted, SACSCOC and the complainant are responsible for the following:

1. SACSCOC will acknowledge a formal written complaint within 21 calendar days of its receipt.
2. Within 60 calendar days after acknowledging receipt of the complaint, SACSCOC staff will review the complaint and documentation and determine (1) whether it is within the scope of SACSCOC policies and is accreditation-related, (2) if there is adequate documentation in support of the allegations, and (3) whether the complaint raises significant questions about the institution's compliance with SACSCOC standards. Normally, SACSCOC considers reviewing a formal complaint if the circumstances leading to it occurred within one year of the formal filing of the complaint or one year within completion of the complaint process at the institution. SACSCOC will inform the complainant regarding the disposition of the complaint to include one of the following:
 - a. The complaint will not be processed further because it is not within the scope of SACSCOC policies and jurisdiction or there is inadequate documentation to raise questions concerning the institution's compliance with SACSCOC standards.
 - (1) The complaint will not be processed further because it is not within the scope of SACSCOC policies and jurisdiction or there is inadequate documentation to raise questions concerning the institution's compliance with SACSCOC standards. The decision of the President of SACSCOC is final.
 - b. The complaint has sufficient substance to warrant further review. In this case, SACSCOC will make every effort to expedite the review; however, the time required to conduct the review may vary considerably depending on the circumstances and nature of the complaint. A copy of the complaint will be forwarded to the institution's chief executive officer who will be asked to respond to SACSCOC within 30 calendar days. Following the review, the complainant and institution involved will be notified regarding one of the following:
 - (1) The complaint will not be processed further because there is insufficient evidence of significant non-compliance. The decision of the President of SACSCOC is final. Requests for reconsideration will not be entertained.
 - (2) If there appears to be sufficient evidence of significant non-compliance or if SACSCOC staff are unable to determine compliance, then one of the following actions may be taken by the President of SACSCOC:
 - (a) Authorize a Special Committee to visit the institution. The Special Committee will examine documents and interview institutional personnel, make a judgment about compliance, and prepare a report. The report of the committee will be forwarded to the SACSCOC Board of Trustees and one of its standing committees for review and action at the next meeting of the Board. Following that meeting, the complainant and institution involved will be notified of the decision of the Board.
 - (b) Forward the case directly to the SACSCOC Board of Trustees and one of its standing committees for review and action at the next meeting of the Board. Following that meeting, the complainant and the institution involved will be notified of the decision of the Board.

- (c) Include the case in an upcoming scheduled visit to the institution. The Committee will examine documents and interview institutional personnel, make a judgment about compliance, and incorporate its findings into the appropriate narrative(s) of its report. In such cases, a section will be added to the Committee's Report providing pertinent information and outlining the substance of the committee's review related to the complaint. The report will be forwarded to the SACSCOC Board of Trustees and one of its standing committees for review and action according to the published timeline for such a committee review. Following that meeting, the complainant and the institution involved will be notified of the Board's decision.
- (d) Request additional information. After reviewing the additional information, the President of SACSCOC may decide to take any of the actions as described in (1), (2)(a), (2)(b), or (2)(c) above.

For items (2)(a), (2)(b), or (2)(c) above, the decision of the SACSCOC Board of Trustees is final unless the disposition is one that is otherwise appealable as stated in the SACSCOC policy "[Appeals Procedures of the College Delegate Assembly](#)."

- 3. If there is a change of staff during the disposition of a formal complaint, the President of SACSCOC will notify the complainant(s) regarding the change, provide the name of the staff member assigned to review the complaint, and outline a modified schedule for the review of the complaint.
- 4. Individual complaints will be retained in the SACSCOC files until the institution's next two comprehensive decennial reviews have been completed. Based on complaints submitted during this period of time, and/or on a series of notification letters to previous complainants that suggest a pattern of concern which may evidence a significant lack of compliance with the *Principles of Accreditation* that was not evident from any one individual complaint, SACSCOC may renew its consideration of the matter for whatever action may be appropriate.

Procedures for filing a complaint against SACSCOC Board of Trustees or SACSCOC Staff

- 1. If the complaint is against a SACSCOC staff member or an agency representative, such as an off-site or on-site visiting team member, the following procedure applies. Examples might include: evidence that a staff member failed to follow SACSCOC policy, and/or evidence of an on-site committee member exhibiting bias against an institution, or evidence that a staff member or committee member has a conflict of interest in working with an institutional case.
 - a. The individual should submit a written complaint to the President of SACSCOC that includes a description of the specific complaint accompanied by documentation supporting the allegation.
 - b. The President will acknowledge the complaint within 14 calendar days of its receipt.
 - c. Following review, the President will inform the complainant of action within 30 calendar days of receipt of the complaint.

2. If the complaint is against the President of SACSCOC, the following procedures apply. Examples might include evidence of failure to follow SACSCOC policy or evidence of failure to attend to allegations of unfair treatment by a staff member against an institution.
 - a. The individual should submit a written complaint to the Chair of the SACSCOC Board of Trustees that includes a description of the specific complaint. It should be addressed to “Chair of the SACSCOC Board of Trustees” at SACSCOC’s Decatur, GA address.
 - b. The Chair of the SACSCOC Board of Trustees will acknowledge the complaint within 30 calendar days of its receipt and will designate a committee composed of members of the Executive Council to investigate the complaint and recommend action to the Chair. The investigation may include review of the complaint with the SACSCOC President as well as with the complainant.
 - c. The Chair of the SACSCOC Board of Trustees will review the Council’s action and inform the complainant and the SACSCOC President of action within 60 calendar days of receipt of the complaint.
 - d. Concern that a SACSCOC action was not in accord with the complainant’s expectations is not, in and of itself, cause for review of the complaint.
3. If the complaint is against SACSCOC or a member of its Board of Trustees, the following procedures apply. Examples might include: evidence that a Board member failed to recuse him or herself from the discussion and vote of an accreditation case where a conflict of interest existed or evidence that SACSCOC failed to apply policy.
 - a. The individual should submit a written complaint to the Chair of the SACSCOC Board of Trustees that includes a description of the specific complaint. It should be sent via ground mail to:

Chair of the SACSCOC Board of Trustees
Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
 - b. The Chair of the SACSCOC Board of Trustees will acknowledge the complaint within 30 calendar days of its receipt and will designate a committee composed of members of the Executive Council to investigate the complaint and recommend action to the Chair. The investigation may include review of the complaint with the SACSCOC President, the Board of Trustees member, as well as with the complainant.
 - c. The Chair of the SACSCOC Board of Trustees will review the Council’s action and inform the complainant and SACSCOC President of action within 60 calendar days of receipt of the complaint.
 - d. If the complaint concerns the Chair of the SACSCOC Board of Trustees, the Vice-Chair of the Board will assume the Chair’s role in the timeline above.
 - e. Concern that a SACSCOC action was not in accord with the complainant’s expectations is not in and of itself cause for review of the complaint.

Document History

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*Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097*

COMPLAINTS AGAINST INSTITUTIONS: INFORMATION SHEET AND FORM

The following is intended to provide information to persons wishing to file a complaint about an institution accredited by SACSCOC. **Before filing a complaint, please read the SACSCOC policy “Complaints Against SACSCOC or Its Accredited Institutions” – see www.sacscoc.org.** SACSCOC reviews complaints submitted by students, faculty, and other members of the public about its member institutions. This information helps SACSCOC assure that an institution continues to meet the standards of accreditation set by the membership. Procedures have been established to provide a mechanism for SACSCOC to consider complaints that address significant violations of SACSCOC accreditation standards.

All institutions accredited by SACSCOC are required to have in place adequate procedures for addressing complaints by students, employees, and others. As outlined in the complaint policy, it is the responsibility of the complainant first to attempt to resolve the matter with the institution. The complainant is responsible for providing documentation that all remedies available at the institution have been exhausted. In order to file a complaint with SACSCOC, the complainant must describe these efforts on the complaint form.

How to File a Complaint against an Institution Accredited by SACSCOC

Please use the attached Complaint Form to submit a formal complaint. You must complete all applicable sections of this form before the complaint will be reviewed. **It must be submitted in hard copy, not electronically.** Precisely state the nature of the complaint using five sentences or less. Provide the details that support your complaint. Give a description of the steps taken to exhaust the institution’s grievance or complaint process. For both responses, attach additional sheets of paper if more space is needed. Include with the Complaint Form copies of any documents that pertain to the complaint. Please submit two copies of the Complaint Form and the attachments.

Please refer to the attached SACSCOC policy for a description of the process for reviewing complaints.

COMPLAINT FORM

ALL SECTIONS OF THIS FORM MUST BE COMPLETED

I. COMPLAINANT INFORMATION

A. Title:

☐ MS. ☐ MR. ☐ DR. ☐ OTHER: _____

B. First Name:

M.I.

Last Name:

B. Street Address:

C. City:

State:

Zip Code:

Country: (If outside of USA)

D. Office/Home Telephone Number:

Cell Telephone Number:

E. Email Address:

F. Name of Institution Identified in the Complaint:

G. Location (city and state) of Institution Identified in the Complaint:

City:

State:

H. Status in Relation to the Institution:

☐ STUDENT ☐ PARENT ☐ FACULTY ☐ OTHER: _____

I. Current Student Status (If applicable):

☐ ENROLLED ☐ GRADUATED ☐ PROBATION ☐ WITHDRAWN ☐ TERMINATED

II. COMPLAINT INFORMATION

- A. State the nature of the complaint (in five sentences or less).
- B. Briefly describe the details of the complaint in the clearest possible language and indicate how the institution has violated specific sections of the *Principles of Accreditation*.
1. List sections of the *Principles* and, if necessary, attach additional sheets for the description. Complaints must identify at least one of the standards in the *Principles of Accreditation*.
 2. Materials and documentation used to support a complainant's allegations should be limited to and directly related to the reported case. The evidence should state relevant facts and document and support the allegation that the institution is in significant violation of the standard(s) referenced in the complaint.
 3. Indicate the time frame in which the violation(s) referenced in the complaint occurred.
- C. Describe the steps taken to exhaust the institution's grievance process, describe the action taken by the institution to date, and provide a copy of the institution's response to the complainant as a result of prescribed procedures. (Indicate any channels external to the institution that the complainant is pursuing, including legal action.)

This complaint will not be processed unless all the boxes below are checked, signed, and dated.

- ☐ I have read the "Complaints Against SACSCOC or its Accredited Institutions" policy and agree this form constitutes my formal complaint.
- ☐ As stated in the SACSCOC Complaint Policy, I understand that SACSCOC: (1) does not intervene in the internal procedures of institutions or perform as a regulatory body, (2) is not a formal adjudicatory or grievance-resolving body, and (3) will not serve as a grievance panel when the outcome of an institutional grievance or process is unsatisfactory to the complainant.
- ☐ I authorize SACSCOC to submit my complaint and/or any documents concerning my complaint to the involved institution(s).
- ☐ I hereby certify that all of the information I have given above is true and complete to the best of my knowledge.

YOUR SIGNATURE: _____ **DATE:** _____

PRINT YOUR NAME: _____

ALL SECTIONS OF THIS FORM MUST BE COMPLETED