



**LARKIN
UNIVERSITY**
Change Your Life

College of Biomedical Sciences
Student Handbook
2023-2024

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Welcome from the Dean

Welcome to the College of Biomedical Sciences at Larkin University!

We are very happy that you have chosen the College of Biomedical Sciences at Larkin University as your next step in your educational journey. We are a group of internationally and nationally respected administrators and highly qualified faculty, working for the benefit of our diverse group of bright students aspiring to health professions careers by providing top tier interprofessional education with a strong focus on internationalization and interdisciplinary contacts together with top academic research in the biomedical field.

Commented [MEP2]: Really?

Our innovative one-year Master of Science program in Biomedical Sciences at Larkin University prepares you for professional studies in medicine, dentistry, pharmacy, biomedical research, or clinical medicine. You will progress through a sequence of graduate level course work based on national licensing exams, such as the USMLE Step 1 content and outcomes. The curriculum is provided from a clinical perspective and is taught by faculty experienced in health sciences, medicine, dentistry, and medical education. It includes multidisciplinary research, case study presentations, group projects and external shadowing and research. Our affiliation with Larkin Community Hospital system provides opportunities for our students to closely observe the practical aspects of health care. During the program you also take a required professional development course. This course prepares you to develop and compose applications, personal statements, curriculum vita/resumes, and cover letters necessary for successful application and matriculation to professional and graduate schools, and/or residency. You will identify your strengths, skills and experiences that are most beneficial to your professional school choices.

You will participate in and learn the value of volunteering and shadowing experiences. Practice presentations, role playing, traditional and mock interviews will allow you to improve your chances of acceptance into your career field. In addition to your coursework, you also will have unique scientific research opportunities and the possibility to get involved in collaborative research on a national or international level working with top researchers from the U.S., Europe, and Puerto Rico. Since its inaugural class in 2014 the program has been a huge success! Our individual student focus is helping our students reach their intended goal as is demonstrated by the list of placements by institution on our Biomed Website. The program is designed to provide you the most opportunities to learn, not just memorize facts, and it will be challenging. Learning is directly linked to understanding science applied to health care.

By joining the LU community, you have committed to in-depth academic, professional, and personal growth. If situations arise in which you encounter an academic or personal hardship, turn to your faculty and your advisors. We are all committed to your success and will help you find the resources required to support your endeavor. As a student at LU, you will be tasked with the responsibility of providing honest, constructive, and frequent feedback on the courses and program. We have developed what we feel is the best program to achieve your success, but we strive to continuously improve our program through student feedback.

On behalf of the entire Larkin Community, welcome to Larkin University College of Biomedical Sciences. We are excited that you have chosen LU to start your journey into health professions and I am honored to serve as your Dean!

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Sincerely,



Martha Echols, PhD, MEd
Dean and Professor

Advisement

Please be advised that while the LU College of Biomedical Sciences (COBS) has made every effort to ensure the accuracy of the content and information contained in the Student Manual. The COBS 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 COBS 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 in 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 Biomedical Sciences Mission, Vision, and Core Values

COBS MISSION

To develop an academic community engaged in teaching, research, scholarship, and service that provides an opportunity for individuals aspiring to health profession careers to prepare for professional studies in medicine, dentistry, pharmacy, physician assistant, and research.

COBS VISION

To be recognized as a community that

- prepares students to successfully further their education in health sciences, medicine, dentistry, pharmacy, clinical medicine and research programs.
- promotes and supports intellectualism and humanism, emphasizing life-long learning, growth, and development.
- encourages advances in the development of solutions that promote the common good of medicine and society.
- prepares students to get jobs in their chosen field.

CORE VALUES

The University nurtures and values cultural, social, and intellectual diversity, and welcomes faculty, staff, and students of all traditions. Our core values include: Excellence in Science, Research and Teaching, Professionalism, Collaboration, Learner Centered, Scholarship, Social Justice and Accountability.

Non-Discrimination Statement

LU College of Biomedical Sciences does not discriminate in the admission or progression policies of students, scholarship and loan programs, or other activities administered by the college based on 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.

Larkin University supports the LGBTQ+ community by promoting an anti-bullying environment. Our faculty are prepared to help students with issues concerning student life. You may contact the Office of the Dean for further information.

Commented [MEP4]: Should these be the same as the university?

Commented [MEP5]: Should these be the same as the university?

Accreditation

Larkin University

National Accreditation (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 (SACSCOC) 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).

State Licensure (Florida Department of Education Commission on Education)

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

Please be advised that Medical, Dental and other professional schools do not accept/transfer Masters' Graduate courses as transferable credit for professional school.

Office of the Dean

The Office of the Dean oversees all aspects of the College of Biomedical Sciences, serves as liaison with other colleges and departments of the University, and manages all aspects of the building. The Dean is the Chief Academic and Administrative Officer of the College of Biomedical Sciences (COBS). The Office of the Dean oversees everything managed by other offices or committees including student affairs, student services, curriculum, and other academic issues. In most cases the Dean is the final arbiter on any issues occurring in the COBS.

Students should always follow the chain of command in attempting to resolve matters. That means first going to a faculty member or faculty advisor if an issue arises. If the student is not satisfied with the outcome, he/she should contact the Office of the Dean to direct you to either the Dean or the correct person to resolve the concern.

The Dean is also responsible for making sure that all sections of this handbook and the Larkin University (LU) catalog are followed with respect to the College of Biomedical Sciences. The Dean will maintain an open-door policy and students can request an appointment. However, the Dean will expect that the chain of command be appropriately followed prior to making an appointment.

The Dean will hold regular meetings with the leaders of the student body, faculty, and administration to ensure that concerns and issues are heard and addressed in a timely manner. The Office of the Dean believes that the student body is the lifeblood of the College and the sole reason we are here. Therefore, everything will be done to ensure that the Dean works with all members of the LU College of Biomedical Sciences community to assure a safe, trusting, cooperative and harmonious environment.

Academic Affairs and Assessment

The Larkin University College of Biomedical Sciences is committed to evaluate, on a continuous basis, the quality of all aspects of collaborating towards the vision and mission of the college as well as of LU. Aligned with our academic commitment is to warrant that our faculty, honoring their Academic Freedom, deliver the curriculum in accordance with the Program's Mission and Description, as well as accreditation standards. We ensure each course is administered with explicit learning outcomes and objectives, testing is rigorous but fair, and assessments are conducted, and grades released in an efficient manner. Additionally, before graduation, we collaborate with the Registrar to ensure that each student has met all degree requirements.

We are also responsible for overseeing that all faculty comply with the professional development requirements needed for LU to comply with the conditions of licensing by the Florida Department of Education, Commission of Independent Education. This requirement is important for the College of Biomedical Sciences' mission, and to deliver the highest possible quality of innovative pedagogical approaches to advance student learning.

The college is also committed to helping students achieve both academic, and professional goals. It encompasses the development and success of each student through academic and personal support, co-curricular and extra-curricular learning opportunities, and leadership development.

At Larkin University's College of Biomedical Sciences, we honor the academic freedom to which each faculty member is entitled and follow the Policy on Academic Freedom approved by the Board of Trustees (BOT). Individual courses are assigned to each professor based on their expertise. Assignments and adjustments are discussed in faculty meetings. Although a general syllabus template is provided and compulsory for the lecturer, each faculty member determines the specific content in each section of the syllabus and is responsible for designing the learning outcomes and objectives, sequence of topics, and the formative and summative assessments to include in the course. An electronic copy of the syllabus is available to each student on Canvas, prior to the course start date.

Curriculum in the Master of Sciences

Larkin University (LU) College of Biomedical Sciences (COBS) has developed an innovative one-year semester-based curriculum to prepare students for professional studies in medicine, dentistry, pharmacy, physician assistant, addiction medicine, residency, or graduate biomedical research. Students in the program progress through a sequence of graduate-level coursework that parallels the content and learning outcomes of the health professions licensing exams and first year of basic sciences in medicine, dentistry, pharmacy, PA, addiction medicine, residency, and biomedical research training. The curriculum includes advanced science coursework, clinical cases, student presentations, collaborative projects, and assessments. Our affiliation with Larkin Community Hospital system delivers opportunities for our students to observe the practical aspects of healthcare during clinical shadowing experiences, as well as with other community healthcare providers.

In the curriculum, students also develop essential skills needed to be successful in their professional careers. In addition to delivering the coursework, faculty mentor students in elaborating applications, personal statements, curriculum vitae/resumes, and cover letters necessary for successful applications and enrollment to professional and graduate schools. Students are guided to identify their strengths, skills, and experiences that are most beneficial for the profession or graduate school in which they seek to apply. Practice in presentations, role-playing, and mock interviews allow students to enhance their inter-personal communication skills to improve their chances of acceptance.

Students also can directly engage in novel multi-disciplinary research that employs approaches that can lead to discoveries allowing improvement of human health. An example for ongoing multidisciplinary research by our faculty focuses on understanding the links between the environment and different physiological aspects of human health. Findings from the multidisciplinary research carried out by our faculty have been published in international peer-reviewed scientific journals and presented at national, and international scientific conferences.

Program Description

The master's in biomedical sciences program has been designed to prepare students to advance as healthcare professionals and/or biomedical scientists. Specifically, the curriculum has been designed to educate students through rigorous, graduate level science courses to strengthen their application for graduate and professional school. The core basic science courses parallel those found in the first year of health professions school. The master's degree in biomedical sciences consists of a total of 33 credit hours taken over a one-year period. The curriculum is designed with a core science curriculum courses plus additional courses specific to the pathway the student plans to pursue for their chosen

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career. This allows a more individualized and focused preparation program designed to meet specific needs of students.

The program offers three unique pathways detailed below:

1. Health Professions Pathway is for students planning to enter fields such as medicine, dentistry, pharmacy, physician assistant, anesthesiology assistant, etc. The pathway focuses on increasing the GPA through advanced science coursework, preparation needed for a competitive exam score (MCAT, DAT, PCAT) and gaining clinical, research or community service experiences to make them a competitive applicant to health professions school.

2. Research Pathway is for students pursuing an emerging career in clinical or translational research or planning to pursue a PhD in research. The pathway includes research in cellular & molecular medicine and laboratory research. In addition to research certification, the curriculum combines active research investigation with international faculty and culminates in participation in a conference presentation or symposium.

3. Clinical Pathway is for students who have completed medical school but did not match into a residency program. The focus of the pathway is on the application of medical science to diagnosis, treatment, and management of diseases. Students participate in clinical rotations, complete research certification, become familiar with the US healthcare system and learn Medical Spanish to become competitive residency applicants.

The MBS program consists of a total of 33 credit hours of didactic, laboratory or clinical instruction. These include 14 core credit hours plus 19 credit hours from the courses identified in the “Course of Study” to sculpture the student to be a competitive applicant for their future career.

Course of Study

Curriculum Outline

*Core Curriculum (14 Credit Hours)

Course Number	Course Titles	Credit Hours
MSB 503	Biochemistry	4
MSB 550	Human Anatomy	4
MSB 560	Human Physiology	4
MSB 589	Professional Development Seminar	1
MSB 590	Clinical & Scientific Presentation	1
Total		14

Commented [MEP7]: Previously it said 21, now it says 19

**Required or Core Courses may be substituted for other courses offered within the program, only after review by the faculty and approval by the Dean of competency and equivalency in the course content.*

In addition to the core credit hours, the following courses (up to 19 credit hours) are available to provide focused areas of study which align with the student pathway/career goal.

Course Number	Course Titles	Credit Hours
MSB 513	Immunology	3
MSB 520	Molecular Genetics	3
MSB 514	Medical Microbiology	3
MSB 540	Pathophysiology	4
MSB 530	Neuroscience and Neuroanatomy	4
MSB 505	Frontiers in Clinical Medicine	1
MSB 580	Introduction to Research	2
MSB 592	Research 1	4
MSB 592	Research 2	4
MSBC 581	Applications of Medical Science in Diagnosis, Treatment & of Diseases	4
MSBC 582	Clinical Applications of Medical Science	4
MSBC 583	US Healthcare System	2
MSBC 584	Medical Spanish	2
Program Total Hours		33

Coursework

During each semester (fall, spring, and summer), the students engage in a specific sequence of coursework complemented with voluntary research, shadowing experiences, and community engagement. The sequence of coursework varies depending on the student's pathway. If all coursework has been completed, the student curriculum is designed to complete patient cases and/or research presentations to demonstrate the knowledge to apply medical sciences to diagnosis and treatment of disease processes. The thoughtfully designed learning outcomes and objectives, as well as the content of each of these courses not only aligns with content of health professions licensing exams but also addresses different knowledge dimensions and Bloom's Taxonomy levels. The topics of the courses are also delivered by combining historical and recent clinical and scientific developments from different biomedical fields. Please refer to the course catalog for course descriptions.

Research and/or Shadowing Experiences

The coursework is complemented with opportunities to participate in research and/or shadowing experiences that align with each student's selected pathway. Shadowing and Research experiences are coordinated through the Office of the Dean of COBS. The shadowing opportunities in which the students will participate greatly benefits from our affiliation with the Larkin Community Hospital system. Research opportunities are provided through both LU faculty as well as adjunct research faculty from institutions in the community.

Course Grades

The grading system for academic performance in the College of Biomedical Sciences appears below. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation.

Assessment Criteria and Methods of Evaluating Students

Grade scale based on 4.0

Scale

Percentage Score	Letter	Quality Points
93-100%	A	4.0
91-92 %	A-	3.7
89-90%	B+	3.3
85-88%	B	3.0
83-84%	B-	2.7
81-82%	C+	2.3
77-80%	C	2.0
75-76%	F	1.3
69-72%	F	1.0
67-68%	F	0.7
0-66%	F	0.00

Satisfactory Not Computed

Unsatisfactory Not Computed

WP Withdrawal/Prior to 50% completion Not Computed

WF Withdrawal/After to 50% completion 0.0

Withdrawal/Non Attendance

Incomplete* I *Converts to grade of F if no grade entered by date determined by Faculty*

REPEATED COURSES

The new grade for a failed course that has been repeated will not replace the prior grade. The replacement grade earned, and the credits taken for the repeated course will be included in the cumulative grade point average (CGPA) for satisfactory academic progress (SAP) calculations.

INCOMPLETE (GRADES OF I)

At the discretion of the faculty, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed by the due date determined by the faculty, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

Commented [MEP8]: Change if we make a different decision

W GRADE

A student who formally withdraws from the institution before the mid-point (50% or half-way point) of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

WP Grade

A student who formally withdraws from the institution after the mid-point of a course and who had earned an overall score of 2.0 or higher by the time of the withdrawal will be assigned a grade of WP for the course. The WP grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

WF Grade

A student who formally withdraws from the institution or who stops attending after the mid-point of a course and who has earned less than an overall score of 2.0 or higher by the time of the withdrawal will be assigned a grade of WF for the course. The WF grade is included in the calculation of the CGPA and the credits for the course are included in the determination of total credits attempted.

UNIT OF CREDIT

Credit hours are awarded on a semester basis according to the successful completion of coursework for which the student has registered. The successful completion of one unit of credit is equivalent to the following total clock hours per semester:

- 1 lecture credit = 15 content hours
- 1 laboratory credit = 30 content hours
- 1 internship/externship or practicum credit = 45 content hours

Recording of Final Grades

All course grades will be recorded as a letter grade in CampusNexus. Each transcript will report the letter grade earned in the course. Grade Point Average (GPA) is calculated numerically based on the quality points earned for the letter grade and is also reflected on the transcript.

Grade Appeals

A student wishing to challenge a grade will proceed in the following manner:

- A. Discuss concerns related to the grade with the faculty member of record in the presence of the Academic Advisor.
- B. In the event, the grievance is not settled with the faculty member, the student must write a letter to the Dean of the program stating the grievance no later than thirty days after the date on which the grade was due in the Office of the Registrar.
- C. The Dean will make an informal investigation, hearing both the student and the faculty member, and attempt an informal reconciliation.
- D. The Dean will make the final decision.

Recognition of Honors

Dean's list: The top 10% of students each semester year (non-cumulative) will be recognized as "Honors" and included in the Dean's List. Students will be recognized for academic achievement during the annual commencement ceremony.

Commented [MEP9]: This did not happen since the program was not finished...should we change or should this change?

Academic Calendar

FALL 2023

New Student Orientation	Friday August 25, 2023
Labor Day	Monday, 9/4/2023
Classes Begin	Monday, 8/28/2023
Thanksgiving Holiday	Thursday – Friday 11/23/2023-11/24/2023
Classes End	Friday, 12/15/2023

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SPRING 2024

Classes Begin	Tuesday, 1/2/2024
Dr. Martin Luther King Jr Holiday	Monday, 1/15/2024
Classes End	Friday, April 12, 2024

SUMMER 2024

Classes Begin	Monday, 4/15/2024
Commencement	TBA
Memorial Day Holiday	Monday, 5/27/2024
July 4th Holiday	Thursday, 7/4/2024
Classes End	Wednesday, 7/31/2024

Curricular and Programmatic Surveys

In a continuous effort to meet the needs of the students, faculty, staff, and accreditation standards, Larkin University promotes and maintains a culture of assessment. By doing so, any changes to the program or curriculum will be based on facts, research, and analysis. Most, if not all, aspects of the curriculum and program have various analytical methods to determine whether the College is achieving the desired outcomes. Much of the data will be collected through mandatory evaluations, feedback, surveys and "Town hall" style meetings with various administrators. As such, the student's participation is key to

understanding our strengths, and identification of areas needing improvement. Results of the data shared with faculty and administration and is used to improve program content and outcomes.

Progression through the Master of Sciences in Biomedical Sciences

SATISFACTORY ACADEMIC PROGRESSION

To maintain satisfactory progress in the M.S. in Biomedical Sciences, the student must:

- Complete their total program in no more than 2.0 times the number of semesters described in program of study and credits described in the program.
- Establish and maintain at least a 3.0 GPA
- Complete a final clinical case study or research presentation/poster as evidence of successful attainment of academic achievement as well as program and student learning outcomes.

Commented [MEP11]: Change if we decide to change

Commented [MEP12]: This conflicts with catalog..says 3.0

Factors that may influence satisfactory progress and that may result in extended time are:

- Deviation from the catalog requirements in the number of hours taken per semester
- Deviation in the recommended course sequence
- Withdrawal from classes
- Repeated courses
- Grades of "Incomplete"
- Probation or suspension
- Grade appeal process

ADVISEMENT

At the beginning of the first semester students will meet with faculty for discussion of their program goals and potential barriers to their success. All enrolled students in the M.S. in Biomedical Sciences program will have access to an advisor. The advisor or Dean will also meet with a student when academic performance is found to be below 80% on any assessment measure in a specific course. During the meeting, a plan will be developed noting additional support services students needed to be successful in the program. The advisor or Dean will plan for these services. Additional information regarding advising can be found in the "Advising" section of this handbook.

Commented [MEP13]: Different from catalog

Commented [MEP14]: I think this should be 80% since you must have a B average

Graduation Requirements

The following items are the requirements for graduation for all students expecting to graduate at the end of any semester term from the Larkin University College of Biomedical Sciences (COBS):

- Must meet specified academic requirements (i.e., GPA) for graduation for the specific program;
- Complete all degree requirements specified for the appropriate degree program;
- Be approved by the Faculty, Recommended to the Dean & Board of Trustees for conferral of degree

Commented [MEP15]: This is different than catalog

The following is highly recommended for students expecting to graduate at the end of any semester term from the Larkin University College of Biomedical Sciences (COBS health professions pathway):

- Complete 8 hours of clinical shadowing in chosen health profession.
- Involvement in Research experience

For the Master of Science in Biomedical Sciences:

A student must complete 33 credit hours of graduate course work at Larkin University to receive a degree. They must have a minimum grade point average of 3.0 (B) to receive the Master of Science in Biomedical Sciences (MBS) degree.

Clinical Shadowing

Immunizations and Other Health Documents

Documentation of acquired or natural immunity to the following diseases is recommended prior to enrollment in the College of Biomedical Sciences (COBS): 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).

During COBS clinical shadowing, students may be involved in direct patient care and therefore, are at risk for potential exposure to infectious materials and/or patients. In addition to the immunization requirements, the clinical site may require additional vaccinations. Students must submit documentation of their adherence to the following disease prevention requirements to the clinical site

- a. Influenza Immunization
- b. Two-step PPD Skin Test
- c. Other documentation as required by the clinical site.

The expense for all immunizations and tuberculin skin tests is the responsibility of the student. Students may petition to be exempted from immunizations and TB skin test for medical or religious reasons. However, students who do not obtain an annual influenza vaccine will be required to wear a facemask while on campus during the flu season (Oct-March) and adhere to any corresponding shadowing site policies.

Student Affairs and Admissions

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. Any questions about enrollment should be directed to the Registrar's office. Enrollment verification if needed, is obtained through the Registrar's Office.

Commented [MEP16]: I do not believe we do this

Commented [MEP17]: This is also different from the catalog

Commented [MEP18]: This should be included in the catalog

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. Larkin University adheres to all FERPA rules and regulations.

Access to Student Records

Each student enrolled at Larkin University (LU) shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance, and other information. Parental access to a student's records will not be allowed without prior consent of the student.

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, such as for purposes of recording 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 appropriate 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:
 1. It was created by the LU employee/agent as a personal memory aid;
 2. Is in the sole possession of the LU employee/agent who created it;
 3. The information contained within 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 the institution amend 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 fully stated. The instructor or staff member involved will review the

Commented [MEP19]: As determined by whom? Or each person decides the threshold?

request, if necessary, meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Dean may conduct a meeting, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the decision of the Dean, which will be the final decision of the school. 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. If the student wishes to dispute the accuracy of the grading, rather than the accuracy of the recording of the grade, refer to Grade Appeal in the Student Handbook for the appropriate procedure.

Directory information is information on a student that the school may release to third parties without the consent of the student. LU has defined directory information 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.

Commented [MEP20]: Lot of information

If a student does not want some or his or her directory information to be 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.

The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law. 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, DC 20202.

Procedure for Withdrawal

The student will be required to complete a Form for Withdrawal to be officially withdrawn from the University. Students withdrawing from Larkin University (LU) College of Biomedical Sciences (COBS) should seek the advice of their advisor or an administrator. It is the responsibility of the student to initiate a withdrawal, otherwise, an F grade will be issued at the end of the term. Students who withdraw from the program will not be permitted to return to the program without first meeting with the Dean.

Students seeking withdrawal should contact the Registrar to obtain the appropriate form and obtain all necessary signatures required on the form. After all signatures on the form have been obtained, the student must submit the form to the Director for Student Financial Services (DFS)

who will counsel the student on their financial responsibilities to the school and the loan provider. The DFS will send the completed form to the Registrar for final processing.

Commented [MEP21]: I think her title is Director of Student Financial Services

Procedure for Voluntary Leave of Absence

A student may request a voluntary LOA from Larkin University (LU) College of Biomedical Sciences (COBS) by means of a voluntary leave of absence form. The voluntary LOA must be taken to the Dean.

The student must inform the Dean, with the form, at least 30 days before the start of the semester or the end of the semester that was completed. If the student does not return in 10 days, they will be withdrawn from the program. Only one (1) voluntary leave of absence request will be granted in a 12-month period. A voluntary leave of absence will delay the expected graduation date and courses needed for program completion upon the student's return are not guaranteed.

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 requested.

Additional Information:

Signature must appear on Transcript Request form.

Transcript requests 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 Registrar.

Transcripts are sent by first class mail. Larkin University assumes no responsibility for final delivery. Transcripts will not be issued if funds are owed to the university.

Transcript requests may submitted to:

Office of the
Registrar
Larkin University

Commented [MEP22]: Should this include an email request option since not on campus as was previously?

18301 North Miami Avenue, Suite 1
Miami, Florida 33169

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, Suite 1
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) the Office of Student Financial Services is designed to provide financial assistance to students who need financial support to continue working toward their educational goals. LU works closely with all students to make the cost of education affordable. Currently, LU has applied for Federal Student Aid; however, private student loans and scholarships are the primary sources for funding your education.

Commented [MEP23]: Should this be changed? Or say it is process

Typically, LU students secure funds from a variety of sources to finance their education. Sources include 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 LU may receive financial assistance combining aid from more than one of these sources. Aid from all sources may not exceed the cost of education.

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 that are offered outside of LU. You can find a full list of scholarships on the LU [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

LU offers Private Student Loans through various lenders. Private Student Loans are applied for on an annual basis, 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 enrolls 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](http://www.larkin.edu) (www.larkin.edu) for a current list of lenders working with LU.

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 (COA).

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 fees charged 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 total \$ 26,910 for the year (Fall/Spring/Summer). 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 and what he/she reasonably repay.

Cost of Attendance for the Master of Biomedical Science Program

Tuition per Credit \$770	Number of Credits 33	Total Cost \$25,410.00
Fees		\$ 1, 500.00
Graduation Fee (\$250) Library & Technology Fee (\$900) Clinical Application Fee (\$350)		
Total Program Cost		\$26,910.00

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.

Commented [MEP24]: We need to discuss...all paid up front now, but results in students paying for items they do not receive

Commented [MEP25]: Should this be in our catalog?

Satisfactory Academic Progress (SAP)

Per Federal Standards, a student applying for Financial Assistance must maintain Satisfactory Academic Progress (SAP). The Registrar's Office will review SAP to determine if a student has met the criteria(s) at the end of each academic year.

Commented [MEP26]: Once again, is this applicable?

Withdrawal

The funds you are awarded are intended to help meet your educational expenses while attending LU. 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 awarded to you. You should consult with the Office of Student Financial Services prior to dropping courses or withdrawing entirely to avoid an unnecessary financial hardship.

Student Responsibilities

- Students are responsible for supplying complete, accurate, and current information upon which their eligibility for financial assistance is based.
- 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 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 reapplying for assistance.
- Know 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

The advising philosophy of the College of Biomedical Sciences 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. The supplementary advising model provides a shared structure defined by the mutual selection of a student and from within the faculty of the college. Students are encouraged to develop relationships with faculty members, particularly those who share career or common interests. Opportunities for exposure to faculty will be accomplished through courses, shadowing experiences, and involvement in research.

Commented [MEP27]: We assigned faculty this past year

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 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 an advisor at least one time a semester; more often if needed
- Seek assistance from an advisor or administrator when a problem arises
- Schedule and keep advising appointments
- Prepare for the advising appointment by:
 1. Reviewing personal academic progress
 2. Preparing pertinent questions regarding academics, career, and professional aspects of possible careers

Responsibilities of the Advisor

- Serve as the primary contact for the advisee when problems arise
- Guide the student through the curriculum and monitor progress
- If asked, serve as an advocate for students required to attend meetings regarding their academic progression
- Assist 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.

The faculty advisor will also participate in:

- Professional development as needed
- Follow procedures of meeting with the advisee and assisting with the creation of a Remediation Plan if needed.
- Refer students to resources, or consulting with the administration to determine appropriate resources for student success

Wellness and Counseling

As health professions students, students should be aware of the importance of holistic health and wellness, including the responsibility for maintaining their own mental health as well as promoting healthy behaviors in their peers and colleagues. Larkin University plans workshops and other activities to promote holistic health and wellness in students. The College of Biomedical Sciences also participates in the University Wellness program. Students are

encouraged to attend workshops provided by faculty, staff or invited speakers on a variety of health and wellness topics.

Wellness

The College of Biomedical Sciences, in collaboration with Larkin Behavioral Health Services providers, and Larkin University offers wellness workshops for students on stress management, test anxiety, and time management, as well as other wellness topics throughout the year. Students are encouraged to participate in these opportunities.

Personal Counseling

Larkin University has an on-site counselor who is affiliated with Larkin Behavioral Health Services (LBHS). The counselor will provide individual counseling and group wellness workshops. The counselor is available several evenings a week by appointment (face to face or virtual) as well as for drop-in sessions. Students in need of intensive or emergency care will be referred to Larkin Behavioral Health Services providers or other outside services covered by the student's health insurance plan. Students may contact the counselor directly for appointments. Additionally, students may contact the Dean's Office to make arrangements.

Academic Support Services

Academic support services for students include tutoring/supplemental instruction, as well as time management, stress management, and test anxiety resources. Because students struggle with managing time and balancing individual responsibilities, time management, stress management, and test anxiety sessions will be introduced during orientation and reinforced through co-curricular activities, such as wellness workshops and other professional development opportunities. During the academic year, tutoring services will be offered on an individual basis to all students. Peer supplemental instruction can also be arranged if students request the service. Faculty frequently offer review sessions prior to examinations, which students are encouraged to attend.

Disability 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. 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 university 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 Biomedical Sciences; it is voluntary. However, 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.

Services for Larkin University (LU) students with disabilities are provided by the College of Pharmacy (COP) Office of Admissions and Student Services. Services are provided to permit equal access to otherwise qualified students with disabilities to all curricular and co-curricular opportunities. In addition, the office 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. The office supports the caring environment of LU through its one-on-one relationships with students and strives to provide a holistic educational experience, which prepares each student to be united and equal with the non-disabled population, while assuring their human and legal rights.

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 an administrator from the Office of Admissions and Student Services for an intake interview.

Students may submit a written request for accommodation at any time, however, the Office of Admissions and Student service 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/or semester. Late requests for accommodation may cause a delay in reviewing and providing the requested services.

In addition to 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 accommodation, LU has the discretion to require additional documentation. See *General Guidelines for Documentation* below.

Any cost incurred in obtaining additional or initial documentation is born by the student. Until appropriate documentation is provided, the Office of Admissions and Student service 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 Dean, the appropriate faculty will be notified of the required accommodation.

Approved accommodation 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 Accommodation for students with disabilities.

Students that wish to renew their accommodation beyond one year, should notify the Office of Admissions and Student service within four weeks of the beginning of the term in which they are requesting accommodation.

Students should schedule an appointment with the Office of Admissions and Student Service if they need to modify their accommodation requests, they are experiencing academic difficulties, or they have questions and/or need advice.

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 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 accommodation or auxiliary aids, LU COBS 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 accommodation to the Dean of the COBS in writing within 10 days of receiving notification from the Office of Admissions and Student Service. 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 in collaboration with the CEO 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 regarding an accommodation or auxiliary aid.

Student Activities

Student Representation on College of Biomedical Sciences Committees

The College of Biomedical Sciences (COBS) encourages and values the feedback of students through various mechanisms. One such mechanism is to have student representation on various COBS standing and ad hoc committees.

Commented [MEP28]: This looks like a duplicate is it needed?

New Student Orientation

New Student Orientation is mandatory for all students and is scheduled prior to the start of classes. Orientation is an opportunity to meet the faculty, staff, and administrators in the College 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, and social activities.

Commented [MEP29]: We need to comply with this during orientation

Campus Events with Alcohol

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

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 campus and reported to local authorities if necessary.

An exception to this policy may be granted by the CEO in consultation with the Dean for special celebration events. In this case alcoholic beverages (beer and wine only) may be served on campus under the following guidelines:

Commented [MEP30]: This contradicts what was just stated

- Student sponsored events with alcohol require permission and approval from the Dean and CEO.
- The sponsoring organization must be registered prior to the event and will be responsible for enforcing federal and state law and regulations as well as the Alcohol Policy.
- 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.
- Nonalcoholic beverages must also be served at the event
- Drinking games are not allowed
- 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 made explicitly aware of the two-drink maximum rule.
- No liquor or mixed drinks will be permitted.
- Students drinking alcoholic beverages must have and present a valid state issued picture id.
- A member of the faculty or administration must always be present at the event.
- A student may be removed from the event at the discretion of the faculty member attending the event.
- 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 associated with the event, even 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.
 - Students are expected to maintain a safe environment for all.

Student Organizations

The College of Biomedical Sciences (COBS) encourages students to engage in professional and social student organizations as a means of developing leadership skills and professional networking opportunities. Opportunities for involvement are introduced to students through the academic year.

The COBS will support student-driven activities and clubs such as: the Biomed Pre-Health Club, scientific research projects, community service organizations, and special interest or social organizations. In addition to participation in student organizations, students will be encouraged to complete clinical shadowing hours at hospitals, local clinics, or doctor offices. Students are also encouraged to participate in volunteer and community service activities and to take advantage of special events and speakers on campus.

Shadowing Requirements

To be eligible to shadow in our affiliated hospitals, the documents below need be submitted to the clinical site.

- Legible copy of social security card and driver's license
- PPD or chest X-Ray (not older than a year); other vaccinations as required
- Immunization records form MMR – Measles, Mumps, and Rubella Varicella – Chicken Pox Vaccine Hepatitis A and/or Hepatitis B Diphtheria / Tetanus Flu Vaccine
- Other vaccinations as required by the facility.

Student Travel Guidelines

To balance the demands of the curriculum with the investment of professional development for students, the following travel guidelines have been established.

Students who wish to travel for conference attendance or presentations, or other professional development opportunities must first contact the faculty to determine the viability of travel during the course. Students are still responsible for the content and assessments missed due to travel for professional development. Students should attempt to travel during scheduled breaks.

Generally, students are responsible for fundraising for their own travel. Cases in which the College is most likely to support travel include workshops, conferences, research, or events pertaining directly to the professional development of College of Biomedical Sciences students.

The approval and reimbursement process includes the following steps:

Students must indicate:

- the name and purpose of the event,
- the location of the event,
- the dates of event,

Commented [MEP31]: Same question raised in catalog review

- the dates of travel,
- the registration deadline,
- any affiliation with professional and/or student organizations,
- additional students who may be travelling (whether sponsored by the College or not),
- which students are expected to share accommodation costs, and under which student the room assignment 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.

Students must complete and submit the Release of Liability by Student for Academic Study or Travel form, which is to be submitted to the Office of the Dean. All students must complete a Release of Liability by Student for Academic Study or Travel form regardless of whether reimbursement for travel is requested. The Dean in consultation with the CFO and CEO (if needed) will make a decision regarding the request. The student will receive an email notification of FINAL approval to travel from Dean.

Commented [MEP32]: Do we have a form like this?

Students should complete travel and COLLECT ITEMIZED RECEIPTS for reimbursement. Upon return, receipts should be submitted to the Office of the Dean within 15 business days of return from travel. An expense report will be created, and the student must sign the report prior to submission for reimbursement.

**All reimbursements will require a receipt indicating a zero balance.*

Commented [MEP33]: This never said anything about reimbursement, but now has a section on the process to be reimbursed

Student Support and Resources

The Larkin University (LU) College of Biomedical Sciences (COBS) 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 those they serve.

Students are encouraged to self-report which protects them from academic or disciplinary action if they are following the evaluation, treatment, and monitoring required by the administration of the COBS 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 or return to their course of study.

Alcohol and Substance Use

The COBS shall provide students with an opportunity to address substance abuse or dependence problems confidentially to the Dean, during any phase of their academic experience. The COBS has the responsibility first to protect students and others from potential harm caused by impaired students, and second to encourage the discovery and recovery of impaired or addicted students.

Professionals Resource Network

From the Florida Professionals Resource Network [Website](#) - *The primary mission of PRN is to protect the health, safety, and welfare of the public while supporting the integrity of the health care team and other professionals. PRN and its Medical Director serve as the Consultant to the Florida Department of Health (DOH) and the Department of Business and Professional Regulation (DBPR) on matters relating to practitioner impairment. The DOH and the DBPR contract with PRN to provide mandated services of the Florida Statutes in Chapters 455 and 456, as well as everyone's practice act. PRN is often 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. This allows PRN to maintain an individual's confidentiality and limits the negative impact on his/her life.*

The university maintains a list of PRN approved providers 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 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 COBS and the evaluator and/or provider(s). Students entering and maintaining an agreement with the PRN may continue their College of Biomedical Sciences education, with permission of the Dean.

Students who have been recommended for treatment and monitoring but are not under PRN contract may be dismissed from the College of Biomedical Sciences. Students who refuse to participate in PRN's processes may be dismissed from the College and will be reported as 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 COBS

During Orientation students will be introduced to the negative impact of substance abuse and addiction in the health professions, particularly biomedical sciences. 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 biomedical sciences.

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 use drugs or alcohol.
- Provide an atmosphere free of coercion for those who choose not to use drugs or 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/COBS activity unimpaired and remain in a condition fit to perform. Reporting to class, lab, or other official LU/COBS 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 Office of Dean 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 event; this includes but is not limited to D.U.I.conviction.

Health Insurance

Students are required to maintain health insurance coverage throughout their enrollment at the College of Biomedical Sciences. 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 Financial Services to discuss options.

Commented [MEP34]: Not sure we are doing ths

Drug Testing

The College shall not require random mandatory drug testing of students unless under contract with PRN. The College of Biomedical Sciences feels strongly that adherence to current policies and procedures should result in a drug free environment and that random mandatory drug testing of members of the student body is an unnecessary invasion of student privacy.

Smoking Policy

As a location to learn health care, Larkin University and all property owned by such, is designated as non-smoking. This includes sitting in cars or walking the perimeter of the property. The use of any smoke product in sight of LU will not be tolerated.

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. The library staff facilitates student and faculty access to

collections of scholarly resources and provides quality assistance in an environment which stimulates and supports academic inquiry. This is accomplished through delivery of relevant library resources and services, partnerships with faculty and staff in the education of our students and for the development of information competence and research skills that will prepare students for lifelong success in the digital age.

Resources and Services

The Larkin Health Sciences Library (LU) supports the needs of our academic community with a robust and well-appointed collection of print and electronic resources, subject-specific scholarly journals, and a library website with a 24/7 gateway to an extensive compendium of knowledge to promote professional and educational achievement. In addition to the print collection, the campus library is ADA compliant; offers Wi-Fi access to the Internet for academic endeavors and scholarship; houses a printer; an electronic Smartboard; and provides a quiet study environment to cultivate learning and encourage accomplishment. 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

The library is staffed Monday-Friday, 9:30am – 6:00pm. The library is accessible for student use anytime the LU building is open. All library resources are electronically available from any computer, 24/7 through the library portal of the university website (www.larkin.edu).

College Regulations

Code of Conduct and Expectations for Professionalism

Professionals in healthcare 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 Larkin University (LU) College of Biomedical Sciences (COBS) to abide by our Core Values of accountability, community service, diversity, excellence, integrity, research and social justice.

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 future professionals in health care.
- Promote awareness of moral, ethical, and legal conduct associated with research and the health professions 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.

LU COBS Code of Conduct

The Code of Conduct is defined as the written document outlining the requirements of student

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conduct related to academic honesty and professional behavior. The Code of Conduct applies to students enrolled in programs under the Larkin University College of Biomedical Sciences.

Classroom Visitors

To maintain a proper environment that is conducive to learning, the College of Biomedical Sciences (COBS) generally does not permit visitors to the classrooms or laboratories.

Professionalism is fundamental to core competency and standards of LU's College of Biomedical Sciences (COBS) curriculum. As a measure of progression through each of the courses within the College of Biomedical Sciences curricula, the following competencies have been developed to ensure students' learning and understanding of the expectations of a health professional.

Academic Honesty, Civility and Respect – Students, faculty and staff are collectively responsible for creating a civil, respectful, and productive learning environment. 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 is expected. Students who know they will be absent are still responsible for the content covered and must request an excused absence 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 email account daily and to respond within 2 business days.

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 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 the Dean.

Compassion – Students will be empathetic to the values and perspectives of patients and caregivers and will respond to patients’ needs in a safe and effective manner. Students will advocate for the biomedical-related sciences as well as for patients.

Use of technology and social media – Students are expected to use technology as appropriate within and outside of the classroom and lab environment. Students recognize the privilege and responsibility of joining a biomedical-related profession, and as such, agree to always hold themselves to the highest standards within all environments, including their presence on social media. Within the classroom and lab environments students are expected to keep their phones on silent mode to minimize distraction. It is also expected that during class time, research and shadowing, students will not utilize their phones or other devices for personal use, except in case of an emergency.

Violations of the Code of Conduct

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 who 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.

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.

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

Failing to Respect Confidentiality - Students will respect the privacy of all members of the LU community and maintain 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 LU COBS community are responsible for ensuring compliance with these expectations for professional conduct in the classroom, laboratories, and clinical shadowing experiences. Faculty should address any concerns directly with the student, however, any member of the LU COBS community may report violations or concerns through the Faculty or Dean. Significant or ongoing concerns may be managed through intervention directly by the Dean for resolution.

Attendance Policy

In keeping with the professional nature of the program, expectations for student attendance are high. In addition, students should be fully engaged and active participants in class activities for the smooth functioning of the program which places emphasis on active learning strategies. Absence from any instructional period, which includes class and laboratory sessions, does not relieve the student from responsibility for the material covered during those periods. The onus is on the student to contact the instructor to schedule a time for making up any formative assessments.

Excused Absence

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

- Student illness when substantiated by a note from a physician which indicates the specific days on which the student was unfit to attend college (this time frame must encompass the date of the assessment).
- Personal emergency or emergency in the student's immediate family such as death, hospitalization or other situations of a similarly serious nature.
- Attendance at a professional meeting, provided that the absence was approved by the Dean in advance of the meeting.
- Religious observance, provided that the absence was approved by the Dean at least 4 weeks in advance of the observance (maximum of 2 excused days for religious observance per academic year).

Absence

If a student is ill or, for any other reason, is unable to attend class, he or she should inform the instructor for that day as soon as possible. In the event of a formative assessment which takes place during an "unexcused absence", make-up of the assessment is the decision of the individual faculty member.

Harassment Policy

Larkin University (LU) promotes an environment free from any type of discrimination, including

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harassment. All students, faculty, and staff of LU, and the College of Biomedical Sciences (COBS), are expected to uphold the non-discrimination statement as well as the Code of Conduct. There is no tolerance, under any circumstances, 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 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; or
- 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 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

Larkin University (LU) is committed to maintaining a safe and healthy educational and work environment. The University firmly believes that sexual harassment and discrimination undermine the integrity of human relationships. Accordingly, LU does not tolerate any behavior

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that subjects any member of the University community to discrimination or harassment based on sex, sexual orientation, or gender identity. 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 university programs or activities. LU will not tolerate the exclusion of any individual from participation in or the benefit of any University 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

LU 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 Office of the Dean 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 university policy, or witnesses what he or she believes to be harassment in violation of university policy, has an obligation to report such harassment to the Associate Dean of Student Affairs in the COP who serves as the university ombudsman for all complaints. Complaints will be processed either informally or through the formal procedure detailed in the Policy on Student Complaints. A short summary is provided.

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 Office of Admissions and Student Services or Dean 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 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. 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 ombudsman 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 CEO.

Any student who is found to be in violation of LU's sexual harassment policy will be subject to sanctions in accordance with the student handbook, up to and including dismissal from the program and University.

Additionally, students experiencing harassment or discrimination may consult with Larkin Behavioral Health Services to discuss their reporting options as well as to seek mental health services for issues arising from such experiences.

Information Technology

During Orientation, IT will assign a username and initial password to access the LU computer network. Students are required to maintain a personal password. Internet filter software is used in the network to prevent access to prohibited websites. Additionally, anti-virus software will be installed to maximize security to the LU network.

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 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 LU. Therefore, professionalism in all communications is of the utmost importance.
- 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 of networks 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.

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

Abuse of the Internet access provided by LU in violation of law or LU policies will result in disciplinary action. Students may also be held personally liable for any violations of this policy.

The use of enterprise-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. Violation of this policy are not tolerated.

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 othersexually 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 reason violating LU 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 company'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 company's public image, the following guidelines have been established for using the Internet.

Acceptable Uses of the Internet

Students accessing the Internet at LU 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 2019) attached. The use of the LU seal 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 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 request directed to 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. Failure to observe copyright or license agreements may result in disciplinary action by Larkin University or legal action by the company or 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 (photo, audio, or video). Due to patient confidentiality and HIPAA regulations, no recording of any kind (including photos) is permitted during patient encounters, such as during clinical shadowing.

IT Security

All messages created, sent, or retrieved over the Internet are the property of LU, and should be considered public information. LU 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 250 parking spots at present, including designated locations for bicycles and motorcycles/scooters. Student parking is on the east side of the building in the large parking lot and on the north side of the campus on the swale. Students are permitted to park anywhere except where labeled as reserved. Visitor 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 card managed by Stanley Security. All students are issued key cards at enrollment. In the event the student loses the 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 a fee.

All doors remain locked at all times 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 the facilities manager during normal working hours. The facilities manager 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 specific hours when the building is accessible to students. The building hours are from 7 am- 9 pm Monday through Friday with security onsite during those times.. Facilities monitors the hours of use and adjusts the hours as a usage patterns are determined to meet the needs of the student body. Administration of either college can also notify the Facilities Dept. to extend usage for exam preparation or special events.

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 is considered smoking and prohibited on campus.

Drug Free Campus

Larkin University is a drug free campus. The College is committed to fostering an education experience and environment free from illegal drugs, legal substances intended to mimic the effects of illegal drugs, and misuse or overuse of controlled substances.

The use, consumption, possession, sale, manufacture, trafficking, or transfer of any illegal drug as defined by Florida Statutes and Federal Law, is strictly prohibited.

The use, consumption, possession, sale, manufacture, trafficking, or transfer of any controlled substance, as defined by Florida Statutes and Federal Law is illegal and prohibited except when legally prescribed, taken by the individual name on the prescription, and consumed for its intended use.

The use, consumption, possession, sale manufacture, trafficking or transfer of any legal substance that mimics the effects of illegal drugs, is prohibited.

Use, display and/or possession of drug paraphernalia is also prohibited. This includes but is not limited to bongs, pipes, hookahs, water pipes or any item modified or adapted for planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into a human.

WEAPONS AND FIREARMS

Larkin University (LU) is a weapons free zone, and no weapons are allowed on campus. Weapons are dangerous devices, including firearms, bb guns, paintball guns, bombs, ammunition, swords, and knives and are prohibited. The College reserves the right to classify any object as a weapon depending on the manner it is being used. Weapons and objects in violation of this policy must be removed from campus immediately or may be confiscated and destroyed, at the discretion of the College. LU will not tolerate violence. It is impossible to predict if someone internal or external to LU will violate either of these concerns.

SAFETY AND EMERGENCY NOTIFICATIONS

LU considers the safety and well-being of its students, faculty, and staff a top priority.

During orientation, students are reminded to be vigilant of their surroundings and to report suspicious activity to the security officers, facilities manager, or any LU employee. To optimize a safe environment for students at LU the key card access system and onsite security guard, in addition to 46 Cameras will monitor and deter suspicious behavior. Law enforcement will be notified and called to campus when necessary. If there is believed to be an imminent danger, any member of the administrative team can send an email to all students with instructions on how to proceed.

SEVERE WEATHER NOTIFICATIONS AND CLOSURES

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 very 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, updates and instructions will be sent to students via email.

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SOLICITATION

Groups, organizations, student or individuals are not allowed to sell, promote, solicit or fundraise on campus, unless approved by the administration.

PETS AND SERVICE ANIMALS

LU does not allow pets on campus, except for service animals.

Service Animals are allowed on the LU campus in accordance with the American Disabilities Act and state law. Service animals are not pets; they are working animals. A service animal is trained to work or perform tasks for the benefit of a person with a disability. Service working animals may be retrieving items, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric or neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The Administration reserves the right of inquiry regarding the service animal:

1. Is the dog a service animal required because of a disability? Yes or No. *Please note that the administration will never ask you to provide any information regarding what disability you may or may not have.*
2. What work or task has the dog been trained to perform?

All Service Animals entering the facility must have all shots and vaccinations up to date. Animals that are not in compliance with local animal control and health requirements will not be allowed in the facility. Documentation from a licensed veterinarian must be provided to LU upon requests.

Service Animals will be removed from campus in accordance with federal and state law if they pose a threat or danger to any person or property including but not limited to growling, snapping, or biting of any individual or if they are not housebroken.

Complaints Regarding Accreditation and FERPA

1. A student alleging university noncompliance with the **Family Educational Rights and Privacy Act (FERPA)** has the right to file a written complaint with the Family Policy Compliance Office:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

2. State of Florida: To file a complaint against a non-public, postsecondary institution in Florida, you contact the Florida Department of Education, **Commission for Independent Education (CIE)** in writing. A letter or email should contain the following information:

- 1. Name of Student (or Complainant)
- 2. Complainant Address
- 3. Phone Number
- 4. Name of Institution
- 5. Location of the Institution (City)
- 6. Dates of Attendance
- 7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.
- 8. The complaint process of the Commission involves contacting the institution to obtain their response to your complaint. If you do not want the Commission to contact the institution you are attending, you must state so in your complaint; however, doing so will greatly hinder the Commission's ability to assist you with your complaint.

Contact Information:

Florida Department of Education
Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL. 32399-0400

Or E-mail: cieinfo@fldoe.org

Or Fax: 850-245-3238

3. Larkin University is nationally accredited by the **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**. Larkin University is held to SACSCOC accreditation standards in all endeavors, activities, education, and facilities. Information on how to file a complaint regarding non-compliance with a SACSCOC standard is below:

How to file a complaint against an institution accredited by the Southern Association of

Colleges and Schools Commission on Colleges (SACSCOC)

1. Complete the Commission's Complaint Form (contained in the following document): [Complaint Procedures Against the Commission or Its Accredited Institutions](#)
2. Send two **PRINT** copies to:
President Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

All formal complaints, along with the response from the appropriate individual(s), will be compiled in a secured location within the CEO's office. The complaint will not be kept in the official student record. Students will not be subject to retaliation by any member of the LU community for submitting a complaint.

End of the COBS Student Handbook 2023-
2024

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