



LARKIN UNIVERSITY
COLLEGE *of* PHARMACY
Changing Lives With Care

The Person Behind Every Prescription



LARKIN
UNIVERSITY
Change Your Life



Pharmacy is about people,
not just medications.

College of Pharmacy
Student Handbook
(Quarter Curriculum)
2026-2027

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Welcome from the Dean

It is my absolute pleasure to welcome you to the College of Pharmacy (COP) at Larkin University! We are pleased that you have chosen to complete your Doctor of Pharmacy (PharmD) degree here at our College of Pharmacy and embark on the next chapter of your professional journey as future pharmacists. Our promise to you is to support you in becoming the best pharmacist you can be. In this direction, we ask for your full commitment to gain knowledge and skills in communication, teamwork, creativity, and problem-solving through classroom experiences, laboratory, interprofessional, and experiential methods of learning. The COP curriculum is developed to promote and foster compassionate and competent pharmacists prepared to pursue post-graduate education or any of the eighty plus different career options that will be available upon graduation with the PharmD degree. The Larkin University College of Pharmacy is the only year-round, three-year program to become a pharmacist in the State of Florida. It is a rigorous and time-intensive program that demands your full-time attention. Success requires dedication and commitment to treat the study of pharmacy as your highest priority. Attendance is mandatory, as showing up mentally and physically will make you successful. The knowledge gained from each didactic course is a stepping-stone enabling you to integrate and continually add new knowledge and skills. During the final year of advanced pharmacy practice courses, you will be engaged full-time at practice sites while studying to take the Pharmacist Licensure Examination right after graduation. That is a time to put into practice the knowledge, attitude, and skills acquired during the first two years of study. You will also have the opportunity to engage in research and scholarship with the faculty mentors during the program. Beyond your academic and clinical growth, I want to take a moment to emphasize that professionalism is essential. As a pharmacist, you are entrusted with the health, safety, and confidence of the people. Professionalism is reflected not just in your knowledge, but in how you communicate, how you collaborate, and how you carry yourself every day. It means demonstrating integrity, accountability, respect, and ethical judgment in the classroom, in clinical settings, and in every patient interaction. Developing these habits now will shape you into a trusted healthcare provider and a leader in our profession. I hope you will engage with your peers in the state and national organizations to develop life-long friendships with colleagues who will help you throughout the years. These organizations provide an opportunity to lead and to be involved in the profession to impact growth and change in the profession. The leadership team, faculty, and staff at Larkin University are here to support you. We pledge to prepare our graduates for any role within this expanding profession. I invite you to take advantage of all the resources we offer you and reach out to us for any additional support you may need.

Subrata Deb, B.Pharm., M.Pharm., Ph.D
Dean and Professor

College of Pharmacy Mission, Vision, and Core Values

Mission

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

Vision

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

Core Values

Integrity, Learner-centered, Accountability, Professionalism, Innovation, Empathy, Collaboration

Individuals graduating from Larkin University College of Pharmacy programs of study are:

Competent in their field of study.

Adept problem-solvers employing evidence-based approaches.

Inspired to interact and advocate for their profession and communities.

Prepared to advance the future of pharmacy sciences and healthcare.

Accreditation

Larkin University Accreditation

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

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

College of Pharmacy Accreditation

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

Purpose of the Handbook

Every effort has been made to verify the accuracy of information presented in this handbook. However, the college reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs. Changes will become effective whenever the proper authorities determine and will apply to all matriculated students.

Students are responsible for seeking clarification of policies and procedures by contacting appropriate offices and administrators.

Handbook Acknowledgement

By signing your acknowledgement of receipt and understanding of the COP Student Handbook you attest that you have read, understood, and will abide by all Pharmacy Program policies as listed in this Handbook. Failure to do so is considered a violation of the Larkin University Code of Student Conduct.

Professionalism

Students are expected to always maintain professional etiquette, whether it is in the classroom, student lounge, study rooms, or practice sites. It is critical that students understand that they are part of a profession that demands self-discipline and commitment to lifelong learning and collaboration. The practice of professionalism through attire, communication (both verbal and written), and attitude are the key components in acquiring the essential knowledge and skills in the PharmD program. It is our absolute expectation that students will be respectful and professional in their interaction with their peers, staff, and faculty in achieving academic and career goals while being in the program and always. In the event of unprofessional student behavior, they will be referred to an appropriate committee and may attract sanctions including dismissal from the program.

Pharmacy Program Ceremonial Events

White Coat Ceremony

The White Coat Ceremony is a significant milestone in the journey of pharmacy students, symbolizing their formal entry into the profession. The white coat itself represents trust, clinical knowledge, and a promise to prioritize patient well-being. This ceremony marks the beginning of students' commitment to patient care and professional ethics. It serves as a powerful reminder that with the honor of wearing the white coat comes the responsibility to serve excellence and empathy.

Hooding and Commencement Ceremony

The Hooding and Graduation Ceremony is a momentous occasion that marks the culmination of the Doctor of Pharmacy (PharmD) program. Graduating students are honored for their academic achievements, professional growth, and readiness to enter the pharmacy profession. Graduates also receive their diplomas, signifying the successful completion of rigorous coursework, clinical rotations, and experiential training. The event fosters a sense of pride, accomplishment, and gratitude among graduates as they prepare to serve their communities as licensed pharmacists. The Hooding and Graduation Ceremony is both a celebration and a send-off, honoring the past and welcoming a future of leadership, service, and lifelong learning in pharmacy. The tradition of the commencement ceremony is to present all students as a Doctor of Pharmacy graduates. However, some students may not have completed all requirements of their graduation and conferral of the degree at the time of commencement.

Access to the University and College Facilities

Access to LU's main building is controlled via key access cards issued to all students during Orientation, along with parking decals. If a key card is lost, students must immediately report it to the Facilities Manager to deactivate the card. A replacement card may be purchased for \$20.

For safety, all entry doors remain locked. Visitors or individuals without access cards can ring the doorbell at either entrance to contact security. Security personnel can communicate via smartphone and remotely grant access if not stationed at the door.

A security guard is present at the east entrance during building hours (subject to change):

- **Monday–Friday:** 6:00 AM – 11:00 PM
- **Saturday:** 9:00 AM – 6:00 PM

Security monitors live feeds from surveillance cameras located throughout the premises. Students may request a security escort to their vehicles if needed

Parking Policy

Larkin University (LU) currently provides parking spaces, along with designated areas for handicap spots, bicycles, and motorcycles/scooters.

- Student parking is in the large lot on the east side of the building and in the grass area north of the building. Parking location is subject to change with the directive of the College of Pharmacy or Facilities.
- Students may park anywhere except in spaces marked Reserved, Visitor, or numbered spots.
- All vehicles must display a valid parking decal or visitor tag to avoid towing.
- Additional parking permits and temporary parking tags are available through the Facilities Manager.

Health Insurance Policy

All students enrolled in the College of Pharmacy are required to maintain active health insurance throughout their enrollment.

- Proof of coverage must be submitted annually to the Office of Practice and Professional Affairs by August 1.
- Students needing help covering insurance costs may qualify for loan assistance and should contact the Office of Student Financial Services to explore options.

Student Resources

Academic Calendar (Classroom and Experiential)*

Academic Calendar 2026-2028			
P1 Year		P2 Year	
Summer 2026		Summer 2027	
New Student Orientation	July 22nd to July 24th	New Student Orientation (CO 2030)	July 21st to July 23rd
First Day of Instruction	July 27th	First Day of Instruction	July 28th
Labor Day Holiday	September 7th	Labor Day Holiday	September 6th
Final Exam Week	September 21st to September 25th	Final Exam Week	September 7th to September 10th
Quarter Break	September 28th to October 2nd	Quarter Break	September 13th to September 17th
Fall 2026		Fall 2027	
First Day of Instruction	October 5th	First Day of Instruction	September 20th
Thanksgiving Holidays	November 27th to November 29th	Thanksgiving Holidays	November 25th to November 28th
Final Exam Week	December 14th to December 18th	Final Exam Week	December 13th to December 17th
Winter Break	December 21st to January 3rd, 2027	Winter Break	December 20th to January 3rd, 2027
Winter 2027		Winter 2028	
First Day of Instruction	January 4th	First Day of Instruction	January 4th
Martin Luther King, Jr. Holiday	January 18th	Martin Luther King, Jr. Holiday	January 17th
Final Exam Week	March 15th to March 19th	Final Exam Week	March 13th to March 17th
Quarter Break	March 22nd to March 26th	Quarter Break	March 20th to March 24th
Spring 2027		Spring 2028	
First Day of Instruction	March 29th	First Day of Instruction	March 27th
Memorial Day Holiday	May 31st	Memorial Day Holiday	May 31st
Final Exam Week	June 7th to June 11th	Final Exam Week	June 5th to June 9th
Quarter Break	June 14th to June 25th	Quarter Break	June 12th to June 16th

*Subject to change

(Note: implementation of approved updates and/or changes from Academic Affairs to the student handbook during the academic year will be informed to all LU-COP students and faculty and included as an addendum to this handbook). Please refer to the detailed academic calendar posted under the Student Resources Folder on Canvas (<https://larkinpharmacy.instructure.com/courses/1011/modules>).

The experiential education calendar for quarter 3, 4 and 6 will be shared with you by the Office of Experiential Education separately.

Course Grades

All final grades will be recorded with the registrar.

A= 90-100%; B= 80-89%; C= 70-79%; F= <70%

Course Improvement Testing and Remediation

Didactic course improvement or remediation opportunities are a privilege not an inherent right of Pharm.D. students. Course improvement or remediation is intended to provide students an opportunity to demonstrate competency in a required didactic course while minimizing disruption to their progression through the program aligning with the ACPE standards.

Improvement Testing Eligibility

A student who earns less than 70% grade on Exam 1 or Exam 2 and has completed all mandatory components of the course as outlined in the syllabus is eligible for improvement testing. Each student is allowed one (1) improvement test per course, two (2) per quarter, with a maximum of eight (8) within the first two years of didactic curriculum. The improvement testing is only applicable to courses that use letter grading. After the grades of Exam 2 are released on Canvas, students who desire to take an improvement test are responsible for informing the course director via email of their intent no later than one (1) business day after the release of Exam 2 grades. Students may elect to improve their score for either Exam 1 or Exam 2, but not for both. Students who do not adhere to this deadline will not be permitted to take the improvement test. The improvement test will be administered before Exam 3 (comprehensive exam) at the discretion of the course director. Students who utilize

improvement testing or remediation opportunities during an academic year are not eligible for Dean's List recognition for that academic year.

Grading/scoring of Improvement Testing

If a student earns a score more than 70% on an improvement test, the final score for the test will be recorded as 70%. If a student earns a score lower than 70%, the higher of the two scores for that test will be recorded as the final score for that exam.

Course Remediation

Course remediation is made available for all required didactic courses excluding courses that do not offer letter grades (Colloquia, Patient Care/Clinical Skills Lab courses, Practice Readiness & Professional Skills and some elective courses). The Course Director(s) for elective courses will determine whether remediation will be offered for their respective courses. Remediation offered in non-letter grade courses or elective courses will not count towards the total number of allowed remediations in the program. If remediation is offered, the student must develop a remediation plan in conjunction with Course Director(s) to be completed within the remediation timeline.

Student Eligibility for Remediation

Student's eligibility for remediation will be determined by the Office of Academic Affairs. The student must meet the following conditions to be eligible for course remediation:

1. Students who are on probation due to a violation of the honor code will need clearance from the Student Progression and Professionalism Committee (SPPC) to take a remediation exam.
2. Students who failed the same course previously will not be eligible.
3. Students who failed to show adherence to the course policies and expectations (e.g., class attendance, timely submission of assignments, attending pre/post exam review sessions, seeking support from Course Directors, responsiveness to communication) during the course, as determined by the Course Director, will not be eligible.

4. Students are limited to no more than three (3) concurrent course remediation opportunities within the first quarter and two (2) concurrent course remediation in each quarter for the rest of the curriculum with a total maximum of eight (8) course remediation opportunities throughout the first two years of didactic curriculum of Doctor of Pharmacy Program excluding courses that does not offer letter grade (Colloquia, Patient Care/Clinical Skills Labs, Practice Readiness & Professional Skills and some elective courses). Remediation offered in these non-letter grade courses or elective courses will not count towards the total number of remediations allowed in the program.

Remediation Planning and Support

Upon earning a course grade that does not meet competency (i.e., <70%), the student will be enrolled in comprehensive remediation. The student must meet with the Course Director within two (2) business days of grade posting to develop a formal remediation plan. The remediation plan document is available at:

https://larkinuniversity.instructure.com/courses/1011/files/66244?module_item_id=24638

This plan will include:

1. Specific resources the student will utilize in preparation for remediation as stated on student remediation plan (e.g., faculty office hours, tutoring, additional practice questions, counselling etc.);
2. A self-guided study schedule outlining planned preparation for the remediation assessment;
3. Details of available academic support services.

Limits on Remediation Opportunities

To ensure academic readiness and progression, a maximum of eight (8) course remediations may be allowed during the first two years of the didactic curriculum of the Pharm.D. program. Students who exceed the program remediation limits are not

eligible for additional remediations and will be referred to the SPPC for review and potential dismissal.

Remediation Grading and Outcomes

Students require a minimum score of 70% on the comprehensive remediation assessment to pass. Upon successful course remediation, student's final course grade will be recorded as a C, regardless of the remediation exam score.

Missed Remediation

Students are expected to take any scheduled remediation assessment on campus and as such should not make travel plans until the date(s) of the remediation exams are published. Students will not be eligible to fully enroll in the next semester until successful completion of all necessary remediation assessments. Failure to complete the remediation assessment at the scheduled time will result in a grade of "zero" unless documentation of an approved emergency is provided within 48 hours. Make-up opportunities are granted only at the discretion of the Assistant Dean of Academic Affairs.

Policies of Academic Progression by Quarter

Table 1a. Policies of Progression by Quarter

Didactic Coursework (Year 1 and Year 2)			
Quarter	Scenario	Course(s)	Progression is halted due to occurrence of any of the following trigger(s)
Year-1 and Year 2	A	All courses except PH 5114, PH 5130, PH 5131, PH 5132, PH 6122, PH 6130, PH 6131, PH 6132, PH 6133	Failure to obtain course competency in no more than three (3) courses in the first quarter, no more than two (2) courses in each of the remaining quarters with a maximum of eight (8)

courses* in didactic coursework combined in year 1 and year 2.

B	All courses except PH 5114, PH 5130, PH 5131, PH 5132, PH 6122, PH 6130, PH 6131, PH 6132, PH 6133	Failure to obtain competency through remediation in one (1) of didactic courses combined in year 1 and year 2.
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*Remediation offered in elective courses and non-letter grade courses will not count towards the total number of remediation allowed in the program.

Table 1b. Policies of Progression by Quarter (Continued)

Experiential Coursework (Year 1, Year 2 and Year 3)

Year 1, Year 2 and Year 3	A	All IPPE courses (PH 5140, PH 5141, PH 6140) and all APPE courses (PH 7010, PH 7020, PH 7030, PH 7040, PH 7050, PH 7060, PH 7070)	Student proceeds to remediation due to occurrence of any of the following trigger(s). Failure to obtain course competency in no more than one (1) of the IPPE courses in year 1 and year 2 or in no more than one (1) APPE course in year 3.
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Year 1, Year 2 and Year 3	B	All IPPE courses (PH 5140, PH 5141, PH 6140) and all APPE courses (PH 7010, PH 7020, PH 7030, PH 7040, PH 7050, PH 7060, PH 7070)	Student progression is halted due to occurrence of any of the following trigger(s). Failure to obtain competency through remediation in one (1) of IPPE courses in year 1 and Year 2 or one (1) APPE course in year 3.
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The remediation exam schedule will be communicated to the students at the end of each quarter. Students will be conditionally enrolled in the next quarter until they have successfully completed all necessary remediation assessments.

Students who do not achieve competency through remediation in any didactic course will reach a hard stop and are not permitted to continue in the program. The SPPC will review the student's case to determine an appropriate course of action. Students will have an opportunity to appeal the SPPC decision to the Dean, College of Pharmacy. The decision of the Dean will be regarded as final.

Time Limit for Completion of Program

Students must complete the Doctor of Pharmacy program within five (5) years of initial matriculation. Student's temporary withdrawals (academic, medical, or otherwise), suspensions, and delayed progression will be included within this five-year period. Students will be irrevocably dismissed from the Doctor of Pharmacy program if the Student Progression and Professionalism Committee (SPCC) determines that the student is not able to complete the program within the five-year requirement.

Academic Honors

Dean's List:

The top 5% of students in each quarter (non-cumulative) will be included in the Dean's List.

Honor Graduates:

Summa Cum Laude – Top 5% of the class based on cumulative GPA.

Magna Cum Laude – Next 5% of the class based on cumulative GPA

Cum Laude – Next 10% of the class based on cumulative GPA

Course Curriculum

The comprehensive course curriculum can be found here:

The PharmD didactic curriculum consists of eight (8) quarters, complemented by three Introductory Pharmacy Practice Experiences (IPPEs) and seven Advanced Pharmacy Practice Experiences (APPEs). This quarter structure prepares students to deliver evidence-based, patient-centered care that ensures safe and effective drug therapy across the healthcare continuum. Most courses have 10 weeks of instruction offering 30 to 50 in-class hours, with classes held six (6) to eight (8) hours daily, Monday through Friday. Friday serves as IPPE community pharmacy rotation day in first year Spring and Summer Quarters. The IPPE institutional pharmacy rotations are part of the second year Fall quarter. The curriculum begins with foundational biomedical, pharmaceutical, and social/administrative sciences, followed by integrated body system-based courses. These combine disciplines such as pathophysiology, pharmacology, medicinal chemistry, pharmacogenomics, clinical pharmacokinetics, and pharmacotherapy to build a comprehensive understanding of disease management.

Outside of class, students are expected to engage in self-directed learning to master course material. The College of Pharmacy fosters a culture of lifelong learning and professionalism through active individual and group engagement, ensuring graduates embody the attitudes and behaviors expected of pharmacists.

Didactic Courses

The cumulative course grade is based on activities outlined in the course syllabus. A minimum **70%** is required to demonstrate competency and pass the course. Students who do not meet this threshold will receive an **“F”** and may be offered remediation during the remediation exam week, which is designated as the first week of the next/following quarter or as determined by the OAA.

Elective Courses

All students enrolled in the Doctor of Pharmacy program at Larkin University are required to complete a minimum of two (2) elective courses as part of the curriculum. Some electives can be taken over more than one quarter.

A list of available electives will be provided during specific quarters. Please note that:

- Not all electives are offered every academic year.
- Some courses may have enrollment caps or specific prerequisites for registration.
- Some elective courses will not have letter grade structure.

Students are encouraged to review elective offerings early and plan accordingly to meet graduation requirements.

PH 7080 - NAPLEX Preparation

This course is a part of the student's APPE coursework. This course is designed to help prepare students to do well in their APPE rotations and for their successful passing of the North American Pharmacist Licensure Examination (NAPLEX). Students are required to achieve competency according to the Course Syllabus and Master Schedule to pass this course and graduate. Students failing to complete PH 7080 course work assigned to specific rotation blocks according to the PH 7080 Master Schedule will not be allowed to start the next APPE rotation without ADPPA approval. Furthermore, students will not be issued an official transcript or diploma until they achieve competency in this course and meet all the graduation requirements of the PharmD program.

Technology Support

During Orientation, each student is issued a university-owned laptop ("Student Laptop") for use throughout the Pharmacy Program. The laptop remains the property of Larkin University until graduation and is subject to all University policies, including the Student Code of Conduct.

- If a student withdraws or is dismissed, the laptop and charger must be returned to the Director of Technology.
- Students may not install software or alter the device in any way.
- For technical issues or software malfunctions, students should contact the Office of Information Technology (IT).
- It is the student's responsibility to ensure that the laptop and software are fully functional for use in classes, exams, and assignments.
- In extenuating circumstances, loaner laptops may be available upon request.

Mode of Communication

- The Larkin University email system is the primary means of communication for all official information related to the Pharmacy Program.
- Canvas is used for all course-specific communications and materials.
- Students are responsible for checking their LU email and Canvas regularly to stay informed and meet academic responsibilities.

Library and Learning Resources

The Larkin University Library supports academic success through a wide range of electronic resources, subject-specific journals, and 24/7 online access via the library

website. The library also offers a quiet study environment, a Smartboard, and a printer for student use.

Professional library staff are available to assist with:

- Reference consultations
- Interlibrary loan services
- Information literacy instruction

These services are designed to enrich students' educational experience and support academic achievement.

Library Hours

- Monday – Friday: 6:00 AM – 11:00 PM and Saturday: 9:00 AM – 6:00 AM.
- Hours may be adjusted to accommodate the needs of the campus community.

Student Lounge & Study Rooms

- A student lounge is located on the first floor, offering a space to relax during breaks.
- Study rooms are available for both individual and group study
- It is essential that students maintain professional decorum in the student lounge and study rooms as they would do in a pharmacy practice setup.

College of Pharmacy Offices

Dean of the College of Pharmacy

The Dean is committed to helping students thrive and achieve their academic goals at the LU College of Pharmacy. The Dean oversees all aspects of student life, including implementing policy and procedure, while affording students and faculty fairness and due process. The Dean is the Chief Visionary, Strategic and Academic Officer and leader of culture for the College of Pharmacy (COP). The Dean serves as the liaison with leadership from other colleges and schools within Larkin University. Students are highly encouraged to follow the chain of command in attempting to resolve an academic or cultural issue within the LU College of Pharmacy. For instance, if an academic concern arises, a faculty member or faculty advisor would be the best person to address those concerns. For student concerns about culture and professionalism, contact the Student Government leadership. If you have any questions regarding who the best point of contact is for a particular concern, please contact the Dean. Our promise to our students is that they become competent, adept, inspired, and prepared pharmacists upon graduation.

Assistant Dean of Academic Affairs (ADAA)

The Assistant Dean of Academic Affairs for the College (ADAA) is committed to ensuring that academic affairs, student services, and faculty development are effective and proficient operational groups within the college running the day-to-day processes and planning for future improvements. This includes implementing a curriculum and student assessment process that is rigorous, fair, and efficient. If remediation is needed, the ADAA provides oversight to ensure that it is conducted appropriately. The Office of Academic Affairs is committed to the development and success of each student through academic and personal support through collaboration between academic and student affairs, providing co-curricular and extra-curricular learning opportunities, and leadership development. The LU College of Pharmacy's accelerated program requires that students learn new ways to study, manage their time, and balance their responsibilities. Student services will provide both group and individual support to ensure students have the tools necessary for success. The ADAA ensures all degree requirements are met before graduation.

Office of Assessment (OA)

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

Assistant Dean for Practice and Professional Affairs (ADPPA)

The ADPPA is committed to facilitating the highest quality professional activities, leadership and training experiences for our student pharmacists. Pharmacy practice experience is an essential part of the curriculum which allows for direct application of classroom education through interaction with patients and health care providers. The LU College of Pharmacy offers different types of experiences in both Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs) that provide students with real-life opportunities to develop and expand the extent of their abilities, knowledge, and skills. The Directors in this office oversee professional programs, community outreach, and the practice experiences or experiential education (EE)

Assistant Dean for Student Success and Engagement (ADSSE)

The Assistant Dean of Student Success and Engagement (ADSSE) is committed to fostering an environment where students are supported academically, professionally, and personally throughout their journey at the Larkin University College of Pharmacy. The ADSSE provides leadership for initiatives that promote student success, engagement, retention, and progression while ensuring students have access to the resources and support needed to achieve their educational and professional goals. The office oversees academic advising, student support programs, early intervention initiatives, student organizations, leadership development, and wellness efforts in collaboration with university student services. The ADSSE also works closely with college leadership to support admissions initiatives, accreditation, continuous quality improvement, and the development of policies and programs that enhance the overall student experience and promote successful completion of the Doctor of Pharmacy program.

Department of Clinical and Administrative Sciences (DCAS)

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

Department of Pharmaceutical Sciences (DPS)

The Department of Pharmaceutical Sciences (DPS) delivers the foundational science portion of the College of Pharmacy curriculum in the first year and integrates it with clinical science in the second year. A competent pharmacist must have a solid foundation in pharmaceutical and biomedical sciences to develop the abilities, knowledge, skills, and judgment necessary to optimize patient care. Additionally, the DPS aspires to support translational research with collaboration from its faculty members. The DPS seeks to promote interest in research, scholarship, academics, and life-long learning. The DPS prides itself with a dynamic and diverse faculty who have academic backgrounds and expertise in various fields of Pharmaceutical Sciences, including Pharmaceutics, Pharmacokinetics, Drug Development, Medicinal Chemistry, Pharmacognosy, Nutraceuticals, Pharmacogenomics, Biochemistry, Molecular Biology, Immunology, Pharmacology, and Toxicology.

College of Pharmacy Faculty and Staff

A complete listing of faculty and staff can be found on the **College of Pharmacy website**.

PharmD Curriculum

The Doctor of Pharmacy curriculum is available on the **College of Pharmacy website**.

Academic Schedule and Common Hour

College of Pharmacy didactic courses, examinations, review and remediation sessions will be held between 8:00 AM and 5:00 PM, Monday to Friday. Students should not schedule personal engagements or outside work during this time window. Commitments outside of this time window will be communicated to students as far in advance as possible.

The College of Pharmacy reserves the right to schedule events during common hours (e.g., Thursdays from 1.00-2.00 PM, Fridays from 3:00-4:00 PM or 12:00-1:00 PM) in the weekly schedule that students may be required to attend. A list of those time slots will be provided by ADAA/ADSSE before a particular quarter starts. Students may use these common hours for their student organization meetings, special events, fundraising, or meetings that involve all College of Pharmacy students' participation.

Academic Standing

Students pursuing the Doctor of Pharmacy degree maintain an acceptable rate of academic progress toward the completion of their PharmD degree and meet the expected academic standards of the Larkin University College of Pharmacy. Students receiving financial aid are required to meet or exceed requirements set forth by federal regulations governing academic standards for financial aid eligibility.

Practice and Professional Affairs

Experiential Education

Students must follow and complete all expectations in the Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) manuals, provided by EE before each rotation year starts. An annual training is provided by the ADPPA, Experiential Education (EE) Directors, and staff to review this content. Practice sites may require additional performance standards for which students will be held accountable. Progression into and continuation of experiential education courses is contingent upon a student's satisfactory academic performance in the didactic curriculum. Students who are not in good academic standing, may have their

experiential education progression delayed, modified, or suspended until academic deficiencies have been satisfactorily addressed.

Introductory Pharmacy Practice Experience (IPPE) Program

Introductory Pharmacy Practice Experiences (IPPEs) take place during the Winter, Spring, and Fall quarters of the first and second academic year (typically between January and December). Each IPPE in a community pharmacy setting includes one day per week for 20 weeks in duration. The institutional (hospital/health system) IPPE is offered as a four-week block. There is a total of three (3) IPPEs, totaling 320 hours. Students will be assigned to rotations in community pharmacy and institutional/health system pharmacy. EE Directors and EE staff will survey students to indicate past places of pharmacy employment and will attempt to place students at different practice sites when possible.

IPPEs serve as the foundational knowledge of pharmacy practice. Each IPPE is meant to serve as an introductory exposure to the profession, as IPPE students have not yet received extensive pharmacotherapy coursework at this point in the curriculum.

Successful completion of IPPEs is required for progression through the curriculum and leads towards the next phase of experiential education, advanced pharmacy practice experience (APPE).

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

Advanced Pharmacy Practice Experience (APPE) Program

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

Each APPE is 6 weeks in duration, and 240 hours are required. There are a total of 7 APPEs, totaling 1680 hours. Students must complete required rotations in community pharmacy, ambulatory patient care, institutional/health system pharmacy, and inpatient general medicine patient care, and three elective rotations. Two out of the three elective rotations must involve direct patient care. Elective rotations provide an opportunity for students to tailor their education to specific interests and explore various sectors of practice. Students will also have a longitudinal board preparatory course (PH 7080) that spans the third year of the curriculum.

Licensure

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

Clinical Requirements

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

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

Immunizations and Other Health Documents

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

Some of our partners in health care who provide introductory and advanced practice experiences may **require** COVID vaccines and documentation to complete the rotations upon request.

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

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

The expense for all immunizations and tuberculin skin tests is the student's responsibility. Students may petition to be exempted from some immunizations and TB skin test for medical or religious reasons, but it may affect rotation placement/availability of sites. Prior to enrollment, the Directors and staff for EE will communicate information to students requesting exemption. Following matriculation, the Directors and staff for EE will communicate information to students requesting exemption. Further clarification will be provided to the student if needed, and EE will make a reasonable attempt to find the student at an alternate rotation site. However, there is no guarantee that many sites, especially those involving direct patient care, require the prerequisites for participation. Students unable to complete their rotation requirements will not be eligible for graduation. All students must maintain current and verifiable health insurance during the program.

Requirements are subject to change at any time.

Standards

Code of Conduct and Expectations for Professionalism

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

Code of Conduct

Code of Conduct Summary

The Code of Conduct outlines professional and academic expectations for students in the LU Doctor of Pharmacy Program. Students must adhere to these standards in didactic, lab, and experiential (IPPE/APPE) settings:

Key Expectations

1. Academic Honesty & Respect

- Maintain integrity in all academic work.
- Treat peers, faculty, staff, and patients with dignity and professionalism.
- Respect privacy and confidentiality.

2. Attendance & Participation

- Attendance is mandatory for all learning experiences.
- Unexcused absences/tardiness may trigger an Early Alert Report and sanctions.

3. Professional Communication

- All communications (verbal, written, electronic) must be respectful.
- Check Larkin.edu email daily and respond promptly.

4. Responsibility & Accountability

- Take ownership of learning and seek help when needed.
- Protect patient confidentiality and uphold ethical standards.

5. Integrity & Ethical Conduct

- Make evidence-based decisions in patient care.
- Report concerns about peers' professionalism **to the College of Pharmacy Office of Student Success and Engagement (ADSSE) during didactic curriculum and to the Office of Experiential Education (ADPPA) during experiential curriculum.**

6. Compassion & Advocacy

- Show empathy toward patients and caregivers.
- Promote safe, cost-effective medication use.

7. Technology & Social Media Use

- Use devices responsibly; **no personal use** during class/rotations.
- Maintain professional conduct online, reflecting pharmacy standards.

Violations may result in sanctions, including probation, suspension, or dismissal.

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

Academic Dishonesty

Academic Dishonesty is defined by the following actions:

Cheating

Cheating occurs when a student gains an unfair academic advantage, including but not limited to:

- Using **unauthorized materials** (notes, books, electronics) during exams/remediation.
- **Sharing or receiving answers** from others.
- **Communication** with peers during individual assessments.
- **Viewing or sharing work** via computer screens/scratch paper.
- **Using devices** (phones, smartwatches) or accessing notes during bathroom breaks.

Plagiarism

Defined as presenting others' work as your own without proper credit:

- **Proper citation is required** for all sources (ideas, data, direct quotes).
- **Quotations must be marked** and referenced.
- **Reusing work** (e.g., same paper for multiple classes) is prohibited.
- **Copying online content** without attribution violates copyright laws.

Consequences: Violations may result in sanctions, including academic probation or dismissal.

Falsification and Fabrication

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

Professional Dishonesty is defined as the following:

Failing to Respect Confidentiality

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

Discrimination

Discrimination and harassment will not be tolerated. Students are not permitted to treat persons or patients differently because of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification that deprives the person of consideration as an individual.

Incivility

Expected Behavior

All students must maintain professional, respectful conduct in:

- Classroom & lab settings
- Co-curricular & extracurricular activities
- Experiential practice sites

Prohibited Behaviors include:

- Disruptive language/actions
- Discrimination or harassment
- Academic dishonesty (cheating/plagiarism)

Reporting & Enforcement

1. **Immediate Intervention:** Faculty/staff may address concerns directly with students when appropriate.
2. **Formal Reporting:** Suspected violations should be reported to:
 - Office of Student Success and Engagement (OSSEA), College of Pharmacy
 - Office of Academic Affairs (OAA), College of Pharmacy
3. **Investigation:** ADSSE or ADAA determines if a violation occurred.
4. **Sanctions:** Administrative sanctions may be imposed per the *Administrative Investigation/Sanction Policies*.

Outcomes

- Student receives written notification of sanctions.

- SPPC monitors compliance.

Violations may impact academic standing or lead to dismissal.

Technical Standards for Admission, Progression, and Graduation

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

Larkin University College of Pharmacy requires that all students meet these standards.

Observation

The student has the functional ability to use their sensory modalities, including hearing and vision, to observe demonstrations and experiments in pharmaceutical sciences. Students should have visual endurance or stamina and sustained attention when working with a computer for extended hours. The student has the functional ability to use their sensory modalities, including hearing and vision, to observe a patient accurately at a distance and close at hand.

Communication

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

Motor

The student has the physical ability, function, and coordination to execute movements required to provide patient care. The student has the physical ability and stamina to stand for extended periods of time. The student has the required coordination of both gross and fine muscular movements, equilibrium, and functional use of vision and touch.

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

Intellectual, Conceptual, Integrative, and Quantitative Abilities

The student has the ability to solve problems, including the ability to measure, calculate, reason, analyze, and interpret data. The student has the ability to synthesize and apply complex information, and to integrate and process information promptly, accurately, and in a timely manner without compromising work and professional expectations in a healthcare setting where quick response is desired in emergency situations. The student possesses critical thinking skills sufficient for good judgment and ethical decision-making. Students must be able to synthesize and act on clinical information in a timely manner in real-world settings. Accommodation for testing will be provided as long as they do not compromise clinical safety, work and schedule disruption, add undue administrative or financial burden, or fundamentally alter program requirements or deemed unreasonable."

Behavioral and Social

The student possesses the sensory modalities, emotional and mental health required for full utilization of their physical and intellectual abilities. The student possesses emotional stability and stamina to tolerate physically, mentally, and emotionally taxing workloads and function effectively under stress and in environments with elements of distraction. The student possesses compassion, integrity, interpersonal skills, and motivation to succeed in the practice of pharmacy. The student possesses the capability to adapt to changing environments and display flexibility to learn in clinical settings. The student possesses the ability to conduct themselves in a professional manner with peers, faculty, patients, preceptors, and other healthcare providers.

English Language Proficiency

All students admitted to the PharmD program require proficiency in both written and spoken English as a part of Technical Standards for Admission, Progression, and Graduation. Limited English language proficiency may limit student's ability to progress through the program. The College of Pharmacy may require students to enroll in an English as a second language (ESL) program offered by other institutions. Student's failure to meet this requirement may result in deceleration or pause until the student is able to demonstrate proficiency in English. Students will be responsible for bearing the cost of the program.

Maintaining Licensure:

*Technical Standards adapted from:

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

Dress Code and Standards of Appearance

Clothing Requirements:

- White coats worn on top of professional dress or black scrubs.
- **Tops:** Professional shirts/blouses (no T-shirts, tank tops, or see-through fabrics)
- **Bottoms:** Business-style pants/skirts (no denim, leather, or tight-fitting styles)
 - Skirts/dresses must be no more than 2 inches above the knee
 - Slits should not exceed 5 inches above the knee
- **Footwear:** Closed-toe shoes (no flip-flops)
- **Hygiene & Grooming:**
 - Clean, neat hairstyles (no extreme colors/styles)
 - Facial hair must be well-trimmed
 - Conservative nail length/polish (no decals/jewelry)
 - Minimal fragrance use

Prohibited Items:

- Leggings as pants, shorts, midriff-baring tops
- Hats (except religious head coverings with full face visible)
- Excessive jewelry or unsafe accessories
- No pajamas, jeans, sweats, or overly casual wear

Note: Lab/rotation sites may have additional requirements.

(This policy applies to all classroom, lab, and campus activities unless otherwise specified.)

Attendance

Due to the professional nature of the program, students are expected to maintain 80% attendance in all classes and arrive on time. Active participation is required. Absence from class or lab does not excuse students from course responsibilities.

Students must follow the excused absence procedure to make up any graded exam/assessment.

Excused absences must be communicated to the Course Director at least one hour before the start of class. All requests are reviewed by the Course Director and/or Assistant Dean of Student Success and Engagement (ADSSE). Make-up exam/assessment will be administered at the discretion of the course director in accordance with the examination policy. Students will be allowed not more than **two excused absences** in each course within a quarter. This includes didactic courses, labs and recitations.

As part of a professional program, students are expected to always uphold integrity and professionalism. Faculty and leadership reserve the right to verify any documentation submitted in support of an excused absence, including contacting the issuing provider or authority. By submitting documentation, students consent to its verification. Any falsified, altered, or forged documents will result in the student being referred for formal review. Unprofessional conduct, including document tampering, may lead to disciplinary action, up to and including suspension or expulsion from the College of Pharmacy.

An excused absence during a scheduled remediation will be addressed individually on case-by-case basis. Students **not meeting the 80% attendance requirement** in the course will be referred to the SPPC for disciplinary action. For details, please refer to the Student Resources Folder on Canvas (<https://larkinuniversity.instructure.com/courses/1011/modules>).

An excused absence

Excused absences may be granted for the following reasons, with appropriate documentation:

- **Student Illness:** Must be supported by documentation from a licensed healthcare provider (e.g., physician, NP, PA) stating the specific dates the student was “*medically unable to participate in school activities.*” The dates must include any missed assessments or remediation. Repeated illness-related absences may trigger a move to the next stage of the assessment process, with loss of eligibility for maximum points. Ongoing health concerns should be discussed with the ADSSE for possible Voluntary withdrawal.

- **Personal or Family Emergency:** Includes serious events such as death or hospitalization of an immediate family member, or comparable emergencies.
- **Legal Obligations:** Includes mandatory court appearances. Court-issued documentation must be submitted with the absence request.
- **Professional Meeting Attendance:** Must be approved by both the Course Director and ADSSE at least 4 weeks in advance.
- **Religious Observance:** Must be approved by the ADSSE at least 4 weeks in advance. A maximum of two excused days for religious reasons per academic year is allowed.
- **Extenuating Circumstances:** Considered on a **case-by-case basis** at the discretion of the ADSSE and ADPPA.

Procedures for an Excused Absence

To be considered for an excused absence, students must:

- Notify the Course Director at least one hour before the start of the didactic day if unable to be on campus.
- Complete the Excused Absence Request Form and obtain the Course Director's signature confirming timely communication. Please refer to the Excused Absence request form posted in the Student Resources Folder on the Canvas (<https://larkinuniversity.instructure.com/courses/1011/modules>).
- Submit the signed form and authentic supporting documentation to the course director, Assistant Dean of Student Success and Engagement (ADSSE), and copy the ADAA.

Additional guidelines:

- Students requiring more than two (2) weeks of absence from classes during a quarter should contact ADSSE. ADSSE, in consultation with the course director and ADAA, may provide additional excused absence in extenuating circumstances after evaluating the student's prior academic and professional records or recommend that the student consider voluntary withdrawal or other arrangements that are deemed appropriate to avoid long-term negative impact on the student's academic progress through the program.
- Planned absence is an absence for a future event that will overlap with required course content. A student is expected to be present for all scheduled days of coursework, exams, lectures, and recitations. Each class will be expected to follow the academic calendar, which also identifies observed holidays. Planned absences require prior approval from the Course Director, ADSSE, and ADAA at

least four (4) weeks in advance and will be evaluated on a case-by-case basis. The student is still responsible for the course material, including clinical skills that are taught during these session(s). Listed here are a few examples of planned excused absences: 1. Required military duty 2. Court hearing/jury duty 3. Immigration hearing/Citizenship interview for self only.

- In a longitudinal course that requires students to attend all sessions in person, regardless of whether absences are excused or unexcused, students missing two (2) or more sessions will be referred to ADSSE and SPPC.
- The Office of Experiential Education (OEE) has separate absence policies outlined in the IPPE/APPE handbooks.
- All documentation must be submitted by 5:00 PM on the next business day to be considered for an excused absence.

Coursework and Assessments

Students with an approved absence are not excused from being responsible for the information shared or expectations set during the missed class(es). Students are responsible for obtaining the materials and information provided during any missed class(es). Additionally, the student must work with the course director(s) to arrange for any make-up work. The student's grade will remain "Incomplete" until all make-ups are completed to the satisfaction of the course director.

Unexcused Absence

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

Assessment Etiquette and Procedures

This section outlines expectations for student behavior during assessments and in surrounding areas.

Assessment Day Protocol

- Students unable to take an assessment must remain off campus until after 5:00 PM and must notify the Course Director at least one hour before the scheduled activity. See the *Excused Absence* section for procedures.
- Use college provided own laptop. Swapping or using someone else's laptop or other non-LU provided laptop will be considered a violation.
- Download assessments in ExamSoft no later than the evening before the exam.
- Arrive at least 15 minutes early, with all software (e.g., ExamSoft) updated and all necessary equipment (charger, auxiliary battery).

- Bring LU identification to the assessment.

Permitted and Restricted Items

- Upon arrival, store all personal belongings in the designated area. These will remain there throughout the assessment.
- Only approved devices (e.g., LU laptop) are allowed at the desk. Books, notes, scratch paper, and unauthorized electronics (phones, tablets, smartwatches, music players, glasses) are prohibited. Any smart device is prohibited during testing and wearing them will be considered academic dishonesty.
- All devices must be completely powered off or silenced, not on vibrate.
- Laptop privacy screen filters (provided by IT) must be used during all assessments.
- LU is not responsible for the safekeeping of personal items.
- Students who are sole caretakers may request prior permission from the proctor/ADAA to keep a phone nearby.

During the Assessment

- Students must sit in their assigned seat and log into ExamSoft using the provided password.
- All assessments must be taken on LU-assigned laptop using the approved software.
- Technical issues must be immediately reported to the proctor.
- No content-related questions or clarifications will be permitted during the exam.

Assessment Conduct and Academic Integrity Policy

Academic integrity is a cornerstone of the Doctor of Pharmacy program. Any form of academic dishonesty, as outlined in the University's Code of Conduct, is strictly prohibited. This includes using unauthorized materials or aiding another student during assessments.

Academic Dishonesty Includes (but is not limited to):

- Possession or use of unauthorized materials (books, notes, electronic devices).
- Sharing or receiving unauthorized information or materials.
- Communicating with other students during the assessment.

- Referencing materials while on a bathroom break.
- Viewing another student's screen or allowing one's own screen to be viewed.

Violations will result in disciplinary review and may lead to suspension or dismissal from the program.

Assessment Procedures

- Students must not submit the assessment earlier than:
 - 10 minutes after the start of the Exam 1 and Exam 2.
 - 30 minutes after the start of the final comprehensive exam
- Students arriving 10 minutes late for exam 1 and 2 will not be permitted to take the exam and will forfeit the points assigned for that exam. For the comprehensive final exam (exam 3), students will not be permitted to take the assessment if arriving 20 minutes late and will forfeit the opportunity of taking that exam. Students may be eligible for a remediation examination, if applicable. Students arriving late for the exam will not get additional time. For quizzes and other graded activities, students must be present to participate, unless otherwise excused by course faculty.
- Early departures after the minimum time must be verified by the proctor, confirming that submission is complete.
- At the end of the exam, students must:
 - Present their LU ID badge to the proctor.
 - The proctor will verify submission before allowing the student to leave with their device.

Bathroom Breaks

- Only one student may leave at a time.
- Students must use the single-stall, all-gender bathroom.
- Proctors will monitor to ensure students do not go elsewhere.

Post-Assessment Feedback

- Students will receive a Strengths & Opportunities (S&O) Report showing missed question numbers and final score.
- Students will have the opportunity to reach out to faculty in person or electronically during post-examination review hour as stated in the course

syllabus to professionally ask content-related questions or express concerns about the exam questions.

- However, students are not allowed to challenge or appeal Exam 1 and Exam 2 questions. Course Director's decision will be considered final. Grades will be released via Canvas after post-examination review.
- Students are responsible for checking discrepancies in grades posted on Canvas after each exam/assignment and reporting any discrepancies to the course director within one (1) business day of the grade posting.
- Students will be given an "Incomplete Grade" when students are unable to complete course requirements for some acute and/or unexpected circumstances beyond their control. Students will have no more than ten (10) business days after the final grades are released on Canvas to complete the course requirements and have the course grade converted from *Incomplete* to a letter grade. If the course requirements are not completed within this period of time, a grade of "F" will be automatically assigned to the course. If the *Incomplete* grade was earned in an experiential education rotation, the ADPPA will determine the date by which the course requirements must be completed and will communicate this information to students.
- Course grades will not be considered final until they are officially released after the conclusion of the comprehensive final exam.

Grade Appeal Process

Students can appeal a final course grade released following the comprehensive final exam following the procedure outlined below. Students and faculty are expected to make every effort to resolve questions about final comprehensive exam grades. After initial consultation with the faculty, if a satisfactory resolution cannot be reached, the student may appeal the grade to the Course Director. All student appeals must begin with a conference with the course director.

Conference with Course Director

The student will submit a grade appeal in writing using the **Grade Appeal Form** to the course director to explain the reason for the appeal and seek a resolution. The grade appeal request must be made within one (1) business day following the posting of the final course grade on Canvas. Students may appeal the professional judgment exercised by a course faculty/course director in assigning a grade for their final comprehensive exam only on the following grounds with supporting evidence:

1. Grades resulting from deviations in the course director's established and announced grading procedures

2. Errors in application of grading procedures
3. Modification of grades for non-academic reasons
4. Gross error in judgment by the course director
5. Issues with question(s) and/or answer choices on the final comprehensive exam

The course director will communicate his/her decision to the student within one (1) business day following receipt of the student's appeal. Student's appeal unrelated to the above grounds will be automatically denied.

If the student is not satisfied with the course director's decision, the student may submit a written appeal to the Assistant Dean of Academic Affairs (ADAA) within one (1) business day of the receipt of the course director's decision. The written appeal should follow the same procedure, specify the reasons for appeal from the above list with supporting evidence and the course director's decision. The ADAA will communicate his/her decision to the student and copy it to the course director within one (1) business day of the receipt of the student's appeal. The decision of the ADAA is typically deemed final and conclusive. However, if a student believes there were extenuating circumstances that affected his/her course grade, he/she may appeal to the Dean of the College of Pharmacy within one (1) business day of the receipt of ADAA's decision. All documents and communications during the appeal process and before, including a description of the circumstances that led to the course grade, should be electronically submitted to the Dean. The decision of the Dean or his/her designee will be communicated to the student within two (2) business days of the receipt of the student's appeal and will be regarded as final.

For grade appeal in experiential education curriculum, please refer to the experiential education handbook

Please refer to the grade appeal process for details posted in the Student Resources Folder on Canvas

(https://larkinuniversity.instructure.com/courses/1011/files/66245?module_item_id=24639)

Student Services

Academic Advising

The College of Pharmacy provides comprehensive advising through faculty advisors, professional staff, and student-selected mentors. Students must meet with their respective faculty advisors at least once per quarter during the P1 year and come prepared with questions about their academic progress. The advising program focuses on:

- Academic and career guidance
- Personal development
- Decision-making skills
- Critical thinking development

Tutoring Services

The college offers:

- Free group tutoring sessions led by high-performing students
- Individual tutoring available after attending two group sessions
- Faculty office hours for additional support
- Specialized assistance for students in remediation

Student Organizations

Students are encouraged to participate in:

- Professional pharmacy organizations
- Community service groups
- Special interest/social organizations

The college supports establishment of new chapters of nationally recognized organizations.

Student Government Association (SGA)

The SGA serves as the official student voice and provides:

- Administrative support for student organizations
- Budget management assistance
- Policy training
- Forum for student concerns

Student Support Services

Confidential assistance is available for students dealing with:

- Substance abuse issues
- Mental health challenges
- Physical impairments

Key policies include:

- Self-reporting protection from disciplinary action when compliant with treatment plans
- Mandatory reporting of drug/alcohol-related legal issues within 5 days
- Partnership with Professionals Resource Network (PRN) for evaluation and monitoring

Drug Testing Policy

- No routine random testing
- Testing required for students in PRN programs
- Testing may be required before clinical rotations

Student Progression & Professionalism Committee (SPPC)

The SPPC oversees:

- Academic progression
- Professional conduct
- Technical standards
- Attendance and dress code

Sanction Options:

SPPC will manage the progression of students in compliance with this policy. Examples of sanctions that the SPPC may impose are listed in the table below.

Sanctions	
Sanction 1	Probation
Sanction 2	Required Withdrawal
Sanction 3	Dismissal

For violations related to the mandatory attendance policy of the college, dress code, or any other professionalism issues, the following sanctions in the table below will be imposed on the student. All violations related to attendance will be reset at the end of each academic year.

Attendance/Dress Code/Other Professionalism Violation Sanctions	
Sanction 1	Warning.
Sanction 2	Probation (including, but not limited to, removal from student leadership positions, college committees, and ineligibility to attend conferences/college-sponsored external events or use student travel funds).
Sanction 3	Meeting with ADSSE (may lead to additional work and/or other disciplinary actions deemed necessary)
Sanction 4	Receives an incomplete grade; students need to do remedial activities during the quarter break to complete the course
Sanction 5	Mandatory meeting with SPPC (may result in delayed graduation, required withdrawal, dismissal, and/or any other disciplinary actions deemed necessary).

Sanctions Appeal Procedure

Any student who is given any sanction, in terms of SPPC policy or administrative sanctions, may appeal the SPPC or administrative sanction, in writing. Appeals must be submitted to the Dean within three (3) business days of sanction notification. The Dean may uphold the SPPC or administrative sanction, may reduce the sanction, or may refer the matter back to the SPPC, if applicable, for reconsideration within four (4) business days of receipt of the student's appeal. In the event the matter is referred back to the SPPC, the SPPC will meet within three (3) business days to render a decision.

Administrative Investigations

Reports of Misconduct are Investigated by:

- Assistant Dean of Academic Affairs (ADAA) for didactic issues
- Assistant Dean of Practice and Professional Affairs (ADPPA) for Experiential Education for rotation issues.
- Assistant Dean of Student Success and Engagement (ADSSE) for professional matters including attendance, dress code, and other SPPC matters.

Possible Outcomes:

- No violation found
- Letter of admonition
- Formal sanctions

For complete details about the remediation appeal process, SPPC policies, sanctions, and administrative investigations, visit the Student Resources folder on Canvas (<https://larkinuniversity.instructure.com/courses/1011/modules>).

COP Student Grievance

The Student Grievance Policy for the PharmD Program at the College of Pharmacy is established to ensure that all students have the right to voice concerns. Grievances or complaints regarding academic matters, conduct, or other program-related issues. This policy aims to facilitate a fair and transparent process for addressing grievances to promote a positive, supportive learning environment. (Please refer to the detailed grievance policy by visiting the Student Resources folder on Canvas (<https://larkinuniversity.instructure.com/courses/1011/modules>)).

Graduation Requirements

Degree Conferral and Graduation

Degree conferral and graduation are two separate processes.

Degree Conferral – Student has met all Graduation Requirements as noted below. Upon approval from the LU College of Pharmacy, the student moves through the University process to formalize the degree conferral date. Upon graduation, students are eligible to receive the official transcript attesting their graduation from the program upon request and will also receive the official diploma.

Graduation – The commencement ceremony celebrates the students' accomplishments through the program. Opportunity to **participate in graduation activities, including the graduation ceremony, does not equate to degree conferral or receiving an official transcript or diploma**, although the two processes may coincide with each other. Students must attend and participate in the graduation ceremony.

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

1. Complete the requirements of the Doctor of Pharmacy degree within five (5) years of initial enrollment/matriculation.
2. Completion of all Doctor of Pharmacy courses, including didactic courses, elective courses, introductory and advanced pharmacy practice experiences (IPPEs and APPEs), PH 7080 exit examination at the end of APPE rotations, as described in the curriculum (166 credit hours).
3. Successful completion of required co-curricular and professional components of the program.

4. Meet the technical standards of the COP, which include requirements for maintaining professionalism, mental and emotional health, and ethical standards in didactic and experiential settings.
5. Be recommended for the degree by the faculty of the COP.
6. Be in good academic standing with the College and University.
7. Pay all fees and financial obligations to Larkin University.





**LARKIN
UNIVERSITY**
Change Your Life

Student Handbook 2026-2027

University Policies and Procedures

Advisement

Please be advised that while Larkin University has made every effort to ensure the accuracy of the content and information contained in the Student Handbook, Larkin University and the Academic Units (i.e. Colleges, Programs, and Schools), reserves the right to modify the content at any time without prior notice. The University will avoid retroactively applying changes that materially disadvantage students in areas such as:

- Graduation requirements already in effect for a matriculated cohort
- Degree completion requirements
- Published tuition obligations after enrollment agreements are executed
- Academic progression standards already completed by students

The information contained in the manual is solely for the convenience of the reader and, to the extent permissible by law, Larkin University and expressly disclaim any liability, which may otherwise arise.

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

The Academic Units may have different policies and procedures according to their handbooks; therefore, **it is the student responsible for reviewing and complying with current policies and procedures.** Students must adhere to the policies and procedures contained herein while on campus; at any other Larkin University site or facility, or while participating in any Larkin University sponsored program, event, or activity.

Larkin University Accreditation

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

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

Larkin University is licensed by the Florida Commission for Independent Education, License # 5133. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, or toll-free telephone number (888) 224-668

Non-Discrimination Statement

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

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

Student Educational Records

Larkin University maintains student educational records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law that protects the privacy of student information and provides students with certain rights regarding their educational records.

Student Rights Under FERPA

Eligible students have the right to:

Inspect and review their educational records maintained by the University.

Request correction of educational records that they believe are inaccurate, misleading, or maintained in violation of their privacy rights.

Provide written consent before the University discloses personally identifiable information from their educational records, except when disclosure is permitted by law.

File a complaint with the U.S. Department of Education regarding alleged failures by the University to comply with FERPA requirements.

Educational Records

Educational records are records maintained by the University that are directly related to a student. Examples of educational records may include:

- Academic transcripts
- Grades and academic evaluations
- Enrollment and registration records

- Financial aid records
- Disciplinary records
- Academic advising records
- Other records maintained by the University related to a student's educational experience

Access to Educational Records

Students who wish to inspect or review their educational records should submit a written request to the Office of the University Registrar. Access will be provided within the timeframe required by applicable federal regulations.

The University may charge a reasonable fee for copies of records, unless doing so would effectively prevent a student from exercising the right to inspect and review those records.

Directory Information

Larkin University may designate certain student information as Directory Information, which may be released without prior student consent unless the student has requested that such information be withheld.

Directory Information may include:

- Student name
- Program of study
- Enrollment status
- Dates of attendance
- Degrees, certificates, and honors awarded
- Participation in officially recognized activities and programs

Students who do not wish for the Directory Information to be disclosed must submit a written request to the Office of the University Registrar. Requests to restrict the release of Directory Information remain in effect until revoked by the student in writing.

Disclosure of Educational Records

The University will not disclose personally identifiable information from a student's educational records without the student's written consent, except as authorized by FERPA or other applicable laws.

Permitted disclosures may include those made to:

- University officials with legitimate educational interests
- Accrediting, licensing, and regulatory agencies

- Federal, state, and local government agencies as authorized by law
- Organizations conducting studies on behalf of the University
- Parents or guardians as permitted by law
- Appropriate officials in connection with a health or safety emergency
- Other institutions in which a student seeks or intends to enroll

Questions Regarding FERPA

Questions regarding student educational records, privacy rights, or FERPA compliance should be directed to the Office of the University Registrar.

Record Retention

Student educational records are maintained according to applicable federal regulations, accreditation requirements, and University record retention schedules.

Questions regarding FERPA or student records should be directed to the Office of the University Registrar.

Student Complaints Regarding FERPA

Students who believe their FERPA rights have been violated may file a complaint with:

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

Additional information may be found at:
<https://studentprivacy.ed.gov>

Office of the University Registrar

Course Registration Process

Students are enrolled into courses each semester by the University Registrar's office and agree to the terms of their enrollment by completing the Enrollment Agreement form provided upon admission to the program. Students will be able to view their enrollment status through the Anthology (Ellucian) student portal. Students who wish to audit courses must first get the appropriate form from the University Registrar's office and then be cleared by the Academic Unit and the faculty. The form must be completed at least four weeks prior to the beginning of the semester. Any questions about enrollment should be directed to the Registrar's office.

University Class Attendance Policy

Purpose

Regular class attendance supports academic success, professional development, and achievement of program learning outcomes. Students are expected to actively participate in all educational activities as required by their academic program.

Attendance Expectations

Students are expected to attend and participate in all scheduled classes, laboratories, clinical experiences, experiential education activities, examinations, and other required academic sessions.

Attendance requirements may vary by course, program, accreditation standards, and clinical or professional obligations. Specific attendance expectations, including any impact on grading, course completion, or progression, are outlined in the course syllabus and academic unit program handbook.

Failure to meet college or program specific attendance requirements may result in academic consequences, including reduction of course grades, failure of a course, delayed progression, dismissal from a program, or other actions deemed appropriate by the academic program.

- You are expected to attend **all scheduled classes, labs, clinical rotations, and academic sessions** as outlined in your course syllabus.
- Attendance may affect **your grade, course completion, or continued enrollment** in your program.
- Each course will have its own attendance policy — check your **syllabus** and speak with your **instructor or program director** if you have questions.

First Week Attendance Requirement

Students must attend at least one of the first two scheduled class or laboratory sessions of a course unless prior arrangements have been approved by the instructor or academic program.

Students who fail to attend and do not communicate with the instructor or program may be administratively withdrawn from the course. Instructors will report non-attendance to the appropriate program director, dean, or designated academic administrator.

- If the student **do not attend at least one of the first two sessions** of a course or lab and have **not contacted your program**, you may be **dropped from the course**.

- Instructors will report no shows to the **program director or dean's office**.

Student Responsibilities

- Students are responsible for:
- Attending classes and required academic activities regularly and arriving on time.
- Reviewing and complying with attendance requirements stated in each course syllabus.
- Notifying instructors in advance of anticipated absences whenever possible.
- Informing instructors as soon as reasonably possible in the event of illness, emergency, or other unforeseen circumstances.
- Providing documentation when requested by the instructor or academic program.
- Making arrangements to complete missed coursework, examinations, laboratories, clinical experiences, or other academic requirements.
- Remaining informed regarding course content, assignments, and announcements missed during an absence.

Faculty and Program Responsibilities

Faculty members are responsible for:

- Including attendance requirements and related consequences in course syllabi.
- Maintaining accurate attendance records.
- Communicating attendance concerns to students in a timely manner.
- Reporting excessive absences to the appropriate academic program officials.

Academic programs may intervene when attendance patterns indicate academic risk, professionalism concerns, or failure to meet program requirements. Programs may take appropriate academic or administrative action consistent with university and program policies.

- Attendance records are maintained in accordance with university record-retention requirements and applicable accreditation standards.

Appeals

Students who wish to appeal an attendance-related academic decision, sanction, or grade determination should follow the applicable academic grievance or grade appeal procedures established by their academic program. Unless otherwise specified by program policy, written appeals should be submitted within five (5) business days of notification of the decision.

Disability Accommodations

Students whose attendance may be affected by a documented disability, chronic medical condition, or other qualifying circumstance should contact the Office of Student Access and Success to request reasonable accommodations.

Accommodations are provided in accordance with applicable federal and state laws and university policies.

Last Date of Attendance

This policy outlines the procedures for determining and documenting a student's **Last Date of Attendance (LDA)** when a student withdraws, stops attending, or does not complete a course. Accurate recording of the LDA is essential to maintain compliance with federal financial aid regulations and to ensure accurate academic and financial records.

Last Date of Attendance (LDA):

The most recent date on which a student actively participated in an academically related activity. Participation may include physical presence in class or engagement in online academic work.

Significance of the LDA

The LDA affects the following:

- Academic standing and final grade determination
- Tuition refund eligibility
- Return of Title IV (R2T4) financial aid calculations
- Compliance with federal and accreditation requirements

Examples of Acceptable Attendance Documentation

Documented participation in any of the following may be used to determine LDA:

- Attending an in-person or online class session
- Submitting coursework (assignments, quizzes, or exams)
- Participating in academic discussions or group chats
- Attending labs or clinical sessions
- Academic email communications with instructors

Examples of Unacceptable Documentation

The following **do not** qualify as evidence of attendance:

- Logging into an online platform without engagement

- Non-academic or personal communication with faculty or staff

Student Withdrawal or Non-Attendance

- Students must follow official withdrawal procedures. The LDA will reflect the last date of verified academic participation.
- If a student stops attending without formally withdrawing, the LDA will be determined and reported by the program director or dean's office. **Implications of LDA**
- **Financial Aid:** Students who withdraw or stop attending before completing **60% of the term** may be required to repay a portion of their financial aid.
- **Grades:** A student who ceases participation without formal withdrawal may receive a **failing grade**, as determined by program policy.
- **Refunds & Billing:** Any applicable tuition refunds will be calculated based on the LDA.

Appeals Process

Students who believe their LDA was reported in error may submit an appeal to the **program director or dean's office** within **10 business days** of the notification. The appeal must include supporting documentation showing academic activity beyond the reported LDA.

Voluntary Withdrawal

This University Withdrawal Policy establishes guidelines and procedures for students who are seeking to withdraw from their program at LU. Students seeking to withdraw from LU as defined by this policy must comply with the processes established by the university administration.

Eligibility:

Students who are enrolled in degree programs at LU are eligible to request a voluntary withdrawal.

Students must have successfully completed at least one semester at the university to be eligible for a voluntary withdrawal.

Types of Withdrawals:

Voluntary Withdrawal: Students may request a withdrawal for personal reasons, such as health issues, family emergencies, or other circumstances that require time away

from academic responsibilities. (Not sure if this term is used by Financial aid office/Registrar)

Military Withdrawal: Students (or their spouses) who are called to active military service or participate in other military obligations may request a university withdrawal. Appropriate documentation will be required.

Notification of Withdrawal:

Students begin the withdrawal process in their college with their designated college administrator, where the Voluntary University Withdrawal Form is completed to officially withdraw.

The Voluntary University Withdrawal Form may be submitted in person or via email.

Academic and Financial Considerations:

Students should be aware of the academic and financial implications of their withdrawal.

It is the student's responsibility to meet with designated college administrators and designated university administrators to discuss the consequences of withdrawal, including the impact on their academic progress, tuition refunds, and outstanding financial obligations.

It is the student's responsibility to understand and address any outstanding academic or financial obligations prior to withdrawal.

Records and Transcript:

Upon withdrawal, the student's academic record will reflect the withdrawal status, indicating the date of withdrawal and the courses completed or in progress at the time of withdrawal.

A copy of the completed and signed Voluntary University Withdrawal Form will be saved in the student's academic record.

Students may request an official transcript of their academic record, which will include the withdrawal status and relevant coursework completed.

The university will adhere to applicable data privacy laws and regulations regarding the handling and disclosure of student records.

Re-Enrollment:

Students who wish to return to their studies after withdrawing must follow the established **re-enrollment** or **reapplying for admission** procedures and meet any requirements set by the university and their respective college.

Re-enrollment is subject to program requirements, and any conditions imposed during the withdrawal process.

Students will be required to submit a new enrollment agreement and provide updated personal information, academic documents, secure financing or financial agreement plan, or other supporting materials as specified by the college and university.

Notification:

The student will be notified via email of the status of their voluntary withdrawal within fifteen (15) days of submission of the Voluntary University Withdrawal Form.

The University Registrar's office will notify the appropriate college and university administrators once the submission of the Voluntary University Withdrawal Form is processed, and the student's status is changed.

Voluntary Leave of Absence

This University Voluntary Leave of Absence Policy establishes the guidelines and procedures for students who wish to take a leave of absence (LOA) from their studies at LU. It provides a structured process for students to temporarily interrupt their academic pursuits while defining their rights, responsibilities, and opportunities for a successful return to their studies.

Students who are enrolled in degree programs at LU are eligible to request a leave of absence.

Students must have completed at least one semester at the university to be eligible for a leave of absence.

Types of Leave:

Personal Leave: Students may request a personal leave of absence for personal reasons, such as health issues, family emergencies, or other circumstances that require time away from academic responsibilities.

Medical Leave: Students may request a medical leave of absence for physical or mental health reasons. Medical documentation from a licensed health care professional will be required to support the request.

Military Leave: Students (or their spouses) who are called to active military service or participate in other military obligations may request a military leave of absence. Appropriate documentation will be required.

Requesting a Leave of Absence:

Students must submit a LU Voluntary Leave of Absence Request Form for a leave of absence to the designated college administrator responsible for leave approvals.

The request should include the reason for the leave, the intended duration of the leave, and any supporting documentation, as applicable.

It is recommended that students initiate the request process well in advance, typically no later than **two (2) weeks** prior to the intended start of the leave, to allow sufficient time for processing and planning.

Students requesting a leave during a semester will receive a Withdrawal ("W") grade for the course(s) registered in the semester the leave is taken, and the course(s) will be considered "dropped" from the student's schedule. Upon their return, students will have to register for the dropped course(s) again which will incur a financial obligation.

Duration of Leave:

A leave of absence is typically granted for a specified period, with the possibility of extension upon request and approval.

The total duration of the leave, including any extensions, should not exceed a maximum limit specified by the university, typically **no more than six (6) consecutive semesters or two (2) academic years**.

Rights and Responsibilities:

During the leave of absence, students are generally not permitted to enroll in courses or participate in university or college activities.

Students are expected to adhere to all university policies, including financial obligations and regulations governing re-enrollment procedures.

Students on leave may be eligible for certain university resources and support services, such as access to library facilities, counseling services, or academic advising. The availability of specific resources should be clarified and communicated to students by their respective college.

Students on leave are responsible for updating contact information if changes occur. They are responsible for checking their Larkin email periodically for information.

Students are responsible for adhering to any and all tasks, duties, or responsibilities given to them by their respective college or university prior to them taking the leave.

Returning from Leave:

Students on leave will be emailed by the University Registrar's office prior to their scheduled return to the program, to obtain their intent to return by a specified deadline. The correspondence will consist of guidelines and procedures for re-enrollment in courses, which may include registration/course information, instructions on specific offices/departments that need to be contacted by the student, and any necessary updates to personal information or documentation.

Completion of requirements, if given, or notification of an intent to return does not constitute a guarantee for re-enrollment. Re-enrollment in courses and/or program is subject to meeting the respective college and university's academic and financial requirements.

Students who do not adhere to specific requirements given by the college or university, or do not respond with their intent to return by the specified deadline, will be on an Administrative Withdrawal.

Office of Student Financial Services

Office of Financial Aid and Student Access (OFASA)

The Office of Financial Aid and Student Access (OFASA) administers financial aid in accordance with federal Title IV regulations and institutional policies. Beginning in the 2026–2027 academic year, Larkin University participates in federal student aid programs.

Financial aid eligibility varies by academic program, federal classification, and regulatory approval status.

Contact Information

Office of Financial Aid and Student Access (OFASA)

Email: OFASA@larkin.edu

Phone: (305) 760-7513

Website: <https://www.larkin.edu/student-services/ofasa/>

Important Notice

Financial aid policies are subject to change in accordance with federal regulations. Larkin University reserves the right to update this information as necessary to remain compliant.

Student Responsibilities

Students are expected to:

- Pay tuition and fees by established deadlines.
- Maintain payment arrangements approved by the University.
- Monitor their student account regularly.
- Resolve outstanding balances promptly.

Administrative Holds

Students with outstanding financial obligations may be subject to administrative holds. Such holds may restrict:

- Registration for future terms.
- Access to official transcripts.
- Graduation clearance.
- Other University services.

Tuition Refunds

Refunds resulting from withdrawal, cancellation, or changes in enrollment status will be calculated in accordance with applicable federal regulations, Florida Commission for Independent Education requirements, and University policies.

Students receiving federal financial aid who withdraw before completing an enrollment period may be subject to Return of Title IV calculations, which may reduce financial aid eligibility and result in repayment obligations.

Collections

Outstanding balances not resolved within established timelines may be referred to a collection agency. Students may be responsible for any costs associated with collection efforts permitted by law.

Withdrawal

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

Office of Student Affairs and Success

In studying the health professions, students should be aware of the importance of holistic health and wellness. Students have the responsibility of promoting healthy behaviors in themselves and others. The LU Office of Student Affairs and Success

(OSAS) offers a series of activities and workshops to promote holistic health and wellness in students, as well as individualized coaching and counseling services.

The following **Academic and Student Support services** are:

Early Alert System - Students exhibiting academic, personal, or professional concerns, based on individual program benchmarks, are notified and then linked with the appropriate resources and services to support their successful progression in the program. The student's faculty advisor is notified of the concern and receives access to a copy of the plan addressing the issue(s). Students identified through their program's early alert process (Please see "LU Policy on Academic and Student Support Services") are promptly notified of the concern whether it is academic, personal, or professional, to schedule a meeting with an administrator to determine appropriate referrals, resources, and timelines.

Students who self-identify that they are in need of support may contact the Program Coordinator, or the LU Office of Student Affairs and Success for resources and referrals.

Once referred, the resources are made available in a timely manner, and the corresponding offices will contact the student within a suitable timeframe.

Academic Support - The OSAS provides training and support for the structure and implementation of each program's tutoring/ supplemental instruction, in addition to academic support workshops for time management, study skills, and test-taking, etc.

Disability Services - The OSAS manages all disability support functions for students enrolled at LU. Students must complete accommodation request form. Additional LU Disability Services policy information below.

Wellness and Counseling - The Director of Student Services and the Student Services Coordinators are students' immediate resources for safe support spaces to discuss areas of academic and personal challenges. For additional support in providing wellness and mental health services, the OSAS offers individual counseling and coaching services for all students through a contracted counselor who is on campus several evenings a week for in-person services, and virtually, as requested by students by appointments. The counselor provides individual counseling, coaching, and group wellness workshops. The counselor is available several evenings a week by appointment. Students in need of intensive or emergency care will be referred to outside services covered by the student's health insurance plan.

The OSAS and the LU Counselor offer wellness workshops for students on stress management, test anxiety, and time management, as well as other wellness topics throughout the year. LU offers all students complimentary access to TAO Connect, www.taoconnect.org, with their LU email address. The platform offers on-demand, anonymous, self-directed resources for overall wellness. An introduction to wellness

resources and software, and how to access them, is provided during Orientation. Please see LU Student Wellness and Counseling policy for more information.

For crisis situations, students are encouraged to contact the crisis resources as identified on the LU website, <https://www.larkin.edu/wellness-counselling/emotional/> or through TAO Connect, which offers an option to immediately connect students with crisis or emergency help through the National Suicide Prevention Lifeline.

Once referred, the resources are made available in a timely manner, and the corresponding offices will contact the student within a suitable timeframe. For crisis situations, students are encouraged to call or text 988 or call 911. Additional resources are available on the LU website, <https://www.larkin.edu/wellness-counselling/emotional/> or through Uplift, <https://www.joinuplift.co/oncampus/lu>.

Career and Leadership Development - The OSAS provides training and support for the structure and implementation of each program's career and leadership development initiatives.

Student Organizations - The OSAS provides training and support for the structure and implementation of each program's student organizations. The OSAS also manages the financial support for student travel and provides guidance for events both on and off campus.

General Suggestions-The OSAS is responsible for gathering feedback and data to analyze academic and student support services for continuous improvement.

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

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 LU and its programs through reasonable accommodation, as required by law.

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

basis of race, religion, national or ethnic origin, gender identity or expression, sexual orientation, marital status, non-disqualifying disability, age, or military or veteran status. We are committed to providing a diverse and inclusive environment for students, faculty, staff, and others in the Larkin community.

Students with disabilities who are provided with services and reasonable accommodations are available to receive approved modifications of programs, appropriate academic adjustments, or auxiliary aids that enable them to participate in and benefit from all educational programs and activities. Services and reasonable accommodations are made to permit equal designed to provide qualified individuals with a disability with an equal opportunity to access programs, activities, curricular, and co-curricular opportunities. In addition, the services provided offers 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.

Definition of an Individual with a Disability

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

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

The ADA also covers:

Protection from discrimination for individuals based on their relationship or association with a person with a disability

Retaliation or coercion against individuals who opposed any act the ADA makes unlawful, participated in the enforcement process, or encouraged others to exercise their rights under the ADA.

All individuals, regardless of national origin or status

Procedures for Obtaining Accommodations

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

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

Accommodations are not provided retroactively, and accommodations will be instituted as of the date of the final, approved letter from the OSAS. LU programs will not expunge or re-examine coursework submitted before the student was reviewed and approved for accommodations.

Along with the written request, students must present:

- Documentation of the disability (dated within the last three years) from a qualified provider.
- A history of prior accommodations if available.
- Specific accommodation requests as determined by the qualified provider.

Documentation must be recent (within the last 3 years), relevant, comprehensive, and where appropriate, should contain test scores and interpretation. If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodations, LU has the discretion to require additional documentation. See General Guidelines for Documentation below.

Any cost incurred in obtaining additional or initial documentation is borne by the student. Until appropriate documentation is provided, the OSAS 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 OSAS, the appropriate faculty will be notified of the required accommodation.

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

Once approved, the OSAS will notify the appropriate faculty and academic unit. The OSAS will provide ongoing support to faculty to implement and sustain the necessary accommodations for students with disabilities.

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

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

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

General Guidelines for Documentation

- To evaluate requests for accommodations or auxiliary aids, LU 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.

Board Examinations

Students or graduates who seek accommodations for board exams must contact the board directly for information regarding how to access disability accommodations. In general, boards require documentation from a health care provider, dated within the last three years. Please contact the board directly for information pertaining to the documentation required.

If a student/graduate received disability accommodations during their enrollment at Larkin University, the OSAS will provide appropriate documentation for the board application, at the student's/graduate's request. Accommodations approved by a licensing board do not make a student automatically eligible for accommodations at LU.

Service Animal Information

According to the Americans with Disabilities Act (ADA), a service animal is defined as:

“A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.”

Providing comfort or support does not qualify an animal as a service animal. If there are any questions about whether an animal qualifies as a service animal, the student should contact the Office of Student Affairs and Success.

Appeal Process

The student may appeal any decisions related to their request for accommodations to the President/CEO in writing within 10 days of receiving notification from the OSAS. 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 President shall investigate and respond in writing to the notice of appeal stating his or her decision together with the reasons for either affirming or reversing previous decisions as to an accommodation or auxiliary aid.

Eligibility

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

Student Events with Alcohol (off-campus)

(Larkin University is a drug and alcohol-free campus. We have a zero-tolerance policy for illegal drug use/misuse/sale, alcohol consumption/distribution/sale, prescription drug misuse/abuse/sale. We will fully collaborate with the appropriate authorities to objectively address any suspicious activities on campus)

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

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

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

- Student sponsored events with alcohol require permission and approval from the College/Program and the Director of Student Affairs and Success.
- The sponsoring organization must be registered with the Academic Units prior to the event and will be responsible for enforcing federal/state law and regulations and the Alcohol Policy.

- The Student Events with Alcohol form must first be submitted to the Academic Unit at least 10 business days prior to the scheduled student sponsored event. The form will then be sent to the OSAS for final approval.
- No organization or individual may purchase beer or wine for an event. All beer and wine must be purchased and served by an approved vendor. No other alcohol is permitted. The name of the vendor must be provided on the Students Events with Alcohol form for approval.
- Nonalcoholic beverages must also be served at the event
- Drinking games are not allowed
- Food must be provided at the event.
- A two-drink maximum per person will apply to all off-campus student-sponsored events serving alcoholic beverages; there must be a ticketing system in place to ensure a maximum of two drinks are served per student. It is the responsibility of the student organization to have the ticketing system in place and that all students are explicitly made aware of the maximum two-drink rule.
- No liquor or mixed drinks will be permitted.
- Students who are drinking alcoholic beverages must have and present a valid state issued picture ID.
- A student behaving in a disruptive, intoxicated, or disorderly manner will be removed from the event and reported to local authorities if necessary.
- The University or the Academic Unit reserves the right to cancel or terminate the event at any time without prior notice.
- The University or the Academic Unit will not be responsible for any costs if the event is canceled or terminated.
- The University or the Academic Unit 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.

LU Student Code of Conduct Policy

LU has an expectation of professional standards and ethical behaviors for health professions students. The following is not an exhaustive list, and each program may have additional specifications related to their curriculum. Please check your Academic Unit's Student Handbook for further details. educational programming, or termination of employment as determined by human resources.

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

Violations of the LU Student Code of Conduct Policy 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.

Professional Expectations

- **Professional Conduct:** Health professions students are expected to demonstrate professionalism, integrity, and respect in all interactions with patients, peers, faculty, and staff.
- **Confidentiality:** Students must adhere to strict confidentiality standards, including compliance with (Health Insurance Portability and Accountability Act) HIPAA regulations, to protect patient privacy.
- **Competence and Accountability:** Students should strive for excellence in their academic and clinical responsibilities, taking accountability for their actions and decisions.
- **Cultural Sensitivity:** Students must respect and accommodate diverse cultural, religious, and personal values in their professional practice.
- **Adherence to Ethical Standards:** Students are required to follow the ethical guidelines set forth by their respective health professions, including avoiding conflicts of interest and maintaining honesty in all academic and clinical work.
- **Commitment to Patient Safety:** Students must prioritize patient safety and well-being, avoiding any actions that could harm patients or compromise care quality.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Title IX states “No person in the United States shall, on the basis of sex, be excluded from

participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” 20 U.S.C. § 1681 & 34 C.F.R. Part 106 (1972).

Student Mistreatment and Harassment

Verbal and Physical Harassment

Bullying- is the use of force, coercion, hurtful teasing, comments, or threats, in order to abuse, aggressively dominate, or intimidate one or more others. The behavior is often repeated and habitual.

Consent- is the voluntary agreement to an act or proposal, given by a person with the capacity and freedom to make that choice. Consent requires both capacity—the mental and physical ability to understand and make a decision—and freedom—the absence of pressure, threats, or manipulation.

Dating Violence- committed by a person who is in or has been in a social relationship of a romantic or intimate nature, but is not limited to, sexual or physical abuse or the threat of such abuse.

- Does not include acts covered under the domestic violence definition

Discrimination- the unjust or prejudicial treatment of different categories of people, especially on the grounds of ethnicity, age, sex, or disability.

Domestic Violence- committed by a person who is a current or former spouse or intimate partner of the other, or by a person with whom the complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with.

Harm/Endangerment- a person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.

Retaliation- (a) taking or attempting take materially adverse action, by intimidating, threatening, coercing, harassing, or (b) discriminating against any individual for the purpose of interfering with any right or privilege secured by law or Policy, or © an act against a person because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy and Procedure.

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.

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:

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; It will be considered a form of harassment and will be addressed accordingly.

Sexual Harassment

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 that subjects any member of the University community to discrimination or harassment on the basis of sex, sexual orientation, or gender identity or disability.

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

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

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

- Submission to such conduct is made explicitly or implicitly as a condition for an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting an individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance; or creates an intimidating hostile or offensive work or academic environment even if the person engaging in the conduct does not intend to interfere, intimidate, or be hostile or offensive.
- Such conduct that causes embarrassment, shame, or loss of dignity through sexualized means, or typically involves verbal, physical, or psychological acts

that target a person's sense of dignity, self-worth, or bodily autonomy, while being tied to sexual activity, sexuality, or sexual identity. May manifest as: verbal, exposure-based, situational, and/or social.

Reporting Procedure

LU will not tolerate harassment or discrimination by any member of the University community. If an individual has a complaint, they should report. Students with specific concerns or complaints regarding the LU Code of Conduct, harassment or discrimination policy, should bring them to the attention of the OSAS who will promptly, fully, and objectively investigate the complaint. Any student who believes he or she has been, or is being, harassed or is experiencing discrimination in violation of this policy, or witnesses what he or she believes to be a violation of this policy, has an obligation to report such issues to the OSAS. Complaints will be processed either informally or through a formal procedure as described below.

At the informal level, the primary goal will be to resolve the situation to the mutual agreement of all parties. At this stage, students who believe there has been a violation of the Student Code of Conduct can consult the OSAS 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 violator that outlines the problematic behavior, describes the effect of the behavior on the writer, and expresses a wish for the behavior to stop. At this level, a full report will be created to document the steps taken to resolve the issue(s).

If the complaint is not or cannot be resolved at the informal stage, the student can request an investigation, in writing, to the OSAS. 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 reviews of written (or other) evidence related to the complaint. After completion of the investigation, the OSAS will meet with the complainant and the accused (if appropriate) separately, to review the investigation findings and possible resolution to the claim. If a student is found in violation of the LU Student Code of Conduct, disciplinary procedures will apply. If the student who made the complaint or is found in violation of said complaint, is not satisfied with the outcome, he or she may appeal the decision to the President/CEO.

Any student who is found to be in violation of LU's Student Code of Conduct will be subject to sanctions as determined by the OSAS in conjunction with other University administrators, and/or an administrator from the student's Academic Unit, up to and including dismissal from the program and University.

Complaints Process

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

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

In all instances, anonymity and confidentiality will be maintained to the extent that such information is not necessary to the processing of the complaint or is likely to be known through the nature of the complaint. As the Student Ombudsperson, the Office of Student Affairs and Success (OSAS) is available to counsel students through the Complaints process. Students will not be subject to retaliation by any member of the LU community for submitting a complaint.

Informal Complaints or Grievances

Students are encouraged to initiate discussions of their concerns through an informal process with the appropriate individual(s) (i.e., faculty, staff, or administrators) to attempt to resolve the issue. Students are also encouraged to provide feedback directly to the faculty, staff, and administrators within their college. An informal resolution may include a meeting between the affected parties or a personal letter from the complainant that outlines the issue, describes the effect on the writer, and expresses a wish for resolution. At this level, a full report will be created to document the steps taken to resolve the issue(s). Discussions, suggestions, and actions to resolve issues are expected to be conducted with civility and professionalism by all parties involved.

Formal Complaints or Grievances

If the complaint/grievances is not or cannot be resolved at the informal stage, the student may submit a formal complaint to the Office of Student Affairs and Success (OSAS), in writing, by using the Complaint Form. This formal report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates, and the names and positions of the parties involved. The form must be signed and dated. The complaint will be reviewed to determine the appropriate office to manage the complaint, and if the complaint will be investigated by the Title IX Coordinator (through mechanisms including, but not limited to: interviews of the necessary parties including the accused, the complainant, and anyone deemed necessary to complete the investigation, reviews of written or other evidence related to the complaint...). After completion of the investigation, the Title IX Coordinator will

meet with the complainant and the accused (if appropriate) separately, to review the investigation findings and possible resolutions to the claim. If the student who made the complaint is not satisfied with the outcome, he or she may appeal the decision to the President.

Students may withdraw a complaint or grievances at any time during the complaint process by notifying the Title IX Coordinator in writing.

The student will receive written acknowledgement of receipt of the complaint within 5 business days with a plan for addressing the concern, including individuals who will be involved in the resolution. An update and/or resolution to the complaint will be sent to the student within (30) days of the acknowledgement of receipt. For time-sensitive complaints, efforts will be made to expedite the response. Students may appeal the resolution of the complaint within (30) days by writing to the President of LU.

If there needs to be a hearing for the allegations, meetings and hearings would be scheduled based on the academic schedules of student parties and any exception to that standard was the sole discretion of the administrator responsible for the process (i.e. Title IX Coordinator, faculty, advisor).

All written complaints or grievances are housed electronically with the Title IX Coordinator including supporting documentation and resolutions as appropriate. No documentation related to complaints will be housed in the student's academic record.

Any student who is found to be in violation of College or University policy will be subject to sanctions in accordance with their respective College's Student Handbook, up to and including dismissal from the program and University. Any faculty, staff, or administrator who is found to be in violation of College or University policy will be referred to Human Resources and is subject to sanctions in accordance with Employee and/or Faculty Handbooks.

Grievances and Complaints – Agencies and Accreditors

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

State of Florida

To file a complaint against a non-public, postsecondary educational institution in Florida, contact the Florida Department of Education, Commission for Independent Education (CIE), <https://www.fldoe.org/policy/cie/student-concerns.shtml> in writing.

Documentation required includes, name of complainant, complainant address, phone number, name of institution, location of the institution, dates of attendance, a full description of the problem and any supporting documentation such as enrollment agreements or correspondence. The complaint process involves contacting the institution to obtain their response to your complaint. If you do not want the

Commission to contact the institution you must state so in your complaint, however, do so will greatly hinder the Commission's ability to assist you with your complaint

Commission for Independent Education,

325 West Gaines Street, Suite 1414,

Tallahassee, FL 32399-0400

Phone number - 888-224-6684

Email – cieinfo@fldoe.org

Fax – 850-245-3238

Complaints Related to the Safety in Private Spaces Act

Students have a right to file a complaint with the State Attorney General alleging that the institution has failed to meet the minimum requirements for restrooms and changing facilities under Sections 553.855(4) and (5) F.S.

Department of Education (FERPA)

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

Institutional Accreditation - SACS-COC

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

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

President Southern Association of Colleges and Schools Commission on Colleges

1866 Southern Lane

Decatur, GA 30033-4097

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

ACPE Complaints (College of Pharmacy)

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

Students may submit a complaint directly to ACPE by visiting the ACPE website, <https://www.acpe-accredit.org/complaints/> and follow the student link to access the procedures for filing a complaint. The web-based complaint form can be found here, https://acpe-accredit.formstack.com/forms/complaint_form_copy.

The College of Pharmacy would prefer to address ACPE complaints prior to them being submitted to ACPE. Students may complete the LU ACPE Complaint Form and submit it to the Assistant/Associate Dean of Academic Affairs (ADAA). The student will receive acknowledgement of the complaint through email within three (3) business days. The student will be asked to meet with the ADAA to attempt to resolve the matter. If the matter can't be resolved in this meeting, an ad hoc committee will be formed within five (5) business days, which will include a COP administrator from the Executive Council, three COP faculty, and a student leader, none of whom are involved in the matter. The committee will review the complaint and make a recommendation to the Dean within ten (10) business days of the committee's formation. The student may be invited to meet with the committee to answer questions. Minutes will be taken at all committee meetings.

The student will receive a written response to the complaint from the Dean within five (5) business days of the conclusion of the committee's deliberations. The response will include an evaluation of the complaint and the decision of the Dean. Should the

committee find that a violation of an ACPE Standard has occurred, a proposal for corrective action and a corresponding timeline will be outlined. If the student is not satisfied with the decision of the Dean, he/she may appeal to the President of LU.

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

University Library

The Mission of the Library at Larkin University (LU) is to support the diverse information needs of the academic community by promoting academic excellence, enhancing research and discovery, fostering scholarship and success. The Library provides access to scholarly book collections and specialized databases both online and in a physical library on-campus. The library website is a 24/7 online library of electronic resources, subject-specific scholarly journals, clinical decision databases, and it houses the catalog for the campus library. The campus library is a custom designed quiet study environment that cultivates learning and encourages accomplishment in a dynamic, user-centered learning commons. It features the library's print collections, seven individual study cubicles, a printer, two smart TVs, plush bean bags for physical comfort while studying, and mobile furniture for versatility in study space reconfiguration.

Professional library personnel provide students, faculty and staff with reference consultation and assistance, interlibrary loan services, and information literacy instruction for a successful and enriching educational experience. The LU library contributes to the education of students, the development of information literacy competence, and research skills that will prepare students for lifelong success in the digital age.

Library Hours

Monday-Friday, 6am-11pm and Saturday, 9a-6pm. Library reference service hours are adjusted to meet the needs of the campus community.

Office of Information Technology

Student Electronic Communication Policy

In general – Incidental use of Larkin University 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 or regulations;

Students are responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights;

As with other forms of publications, copyright restrictions/regulations should be observed;

Students shall be aware that the conduct information they publish can reflect on the reputation of LU. Therefore, professionalism in all communications is of the utmost importance; and students shall represent themselves accurately and honestly through electronic information or service content.

Student email accounts will be created once the enrollment deposit has been paid.

Unacceptable Uses

Since the Internet and e-mail constitute an uncensored worldwide network of networks which 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 due to inappropriate conduct. Any abuse of “acceptable use” policies may result in revocation of access, notification of LU management, and disciplinary action up to (and including) referral to the College/Program for investigation and sanctioning.

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 university-provided access to the Internet is intended exclusively for academic use.

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

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 image or reputation.
- Participating in the viewing or exchange of pornography, obscene materials, or other sexually explicit materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities.
- Using the Internet for political activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Gaining access to the Internet by using any access-control mechanism not assigned to the particular 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 Institute rules and regulations or other illegal activities.

Access to the Internet has been provided to students for the benefit of academic use. It allows students to connect to information resources around the world. Every student has a responsibility to maintain and enhance the 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 LU email accounts daily, and respond within 2 business days, to communication from faculty or administrators. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is transmitted through the system. Students who wish to express personal opinions on the Internet are encouraged to obtain their own usernames on other Internet Systems.

Software

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

Copyright Issues

Students may not transmit copyrighted materials on the Internet, if they belong to entities other than LU. One copy or 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 from the company or legal action by the copyright owner.

Students must request permission from faculty, in advance, to record any part of the didactic lecture or lab. Each faculty member has discretion regarding what information may be recorded and in what mode (e.g., photo, audio, or video). Due to patient

confidentiality and HIPAA regulations, no recording of any kind is permitted during patient encounters.

Security

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

Artificial Intelligence (AI) Use

Purpose

Artificial Intelligence (AI) technologies are increasingly used in higher education, healthcare, research, and professional practice. Larkin University supports the responsible, ethical, and academically appropriate use of AI technologies while maintaining academic integrity, professional standards, intellectual honesty, and the protection of confidential information.

Responsible Use of AI

Students may use AI tools and technologies only as permitted by course instructors, program requirements, and University policies.

The use of AI does not replace a student's responsibility for original work, critical thinking, professional judgment, or mastery of course learning outcomes.

Students are responsible for ensuring that all submitted work accurately reflects their own knowledge, understanding, and academic performance.

Student Responsibilities

Students are expected to:

- Follow instructor and program requirements regarding the use of AI technologies.
- Disclose the use of AI tools when required by the instructor or course syllabus.
- Review and verify the accuracy, completeness, and appropriateness of AI-generated content before use.
- Properly cite or acknowledge AI-generated content when required.
- Exercise professional judgment when using AI-generated information in academic or clinical contexts.
- Protect confidential, proprietary, and protected information when using AI tools.

- Comply with all University policies related to academic integrity, privacy, professionalism, and information security.

Prohibited Uses

Unless expressly authorized by the instructor, students may not:

- Submit AI-generated work as their own original work.
- Use AI technologies during examinations, quizzes, practical assessments, or other evaluations where such use is prohibited.
- Use AI to complete assignments in a manner that misrepresents the student's own learning or academic achievement.
- Upload, share, or disclose patient information, protected health information (PHI), confidential University information, research data, examination content, or other restricted information into AI systems.
- Use AI in a manner that violates copyright, privacy laws, professional standards, or University policies.
- Use AI to engage in plagiarism, fabrication, falsification, unauthorized collaboration, or other forms of academic misconduct.

Academic Integrity and Professional Conduct

The use of AI technologies must be consistent with the University's Academic Integrity Policy and Student Code of Conduct.

Students remain fully responsible for all work submitted for academic credit, regardless of whether AI tools were used in its preparation. AI-generated content that is inaccurate, misleading, fabricated, or improperly attributed may constitute academic misconduct.

Course and Program Requirements

Faculty members retain the authority to establish course-specific expectations regarding AI use, including whether AI use is permitted, restricted, or prohibited for particular assignments or assessments.

Students are responsible for understanding and complying with AI-related requirements contained in course syllabi, assignment instructions, and program policies.

Violations

Improper or unauthorized use of AI may result in academic or disciplinary action in accordance with University policies and procedures. Sanctions may include assignment failure, course failure, disciplinary action, suspension, dismissal, or other corrective measures deemed appropriate by the University.

Office of Facilities Management

Parking

Larkin University (LU) has 191 parking spots including 8 handicap parking spots at present, with designated locations for bicycles and motorcycles/scooters. Student parking is on the east side of the building in the large parking lot and in the grass area on the north side of the building. Students are permitted to park anywhere except where labeled with a number, Reserved, and Visitor. Additional parking permits and temporary parking tags are available from the Facilities Manager if needed. All vehicles must display an appropriate decal or visitor tag to avoid being towed.

Annual Security Report

The University publishes an Annual Security Report (ASR) that includes:

- Campus crime statistics for the previous three calendar years
- Campus safety and security policies
- Emergency response and evacuation procedures
- Timely warning procedures
- Missing student notification procedures, where applicable
- Crime prevention and awareness programs

The Annual Security Report is available on the University website and may be obtained upon request from Campus Safety.

Crime Reporting

Students are encouraged to immediately report criminal activity, suspicious behavior, threats, emergencies, or safety concerns to:

- Campus Safety
- The Office of Student Affairs and Success
- Local law enforcement

Prompt reporting assists the University in maintaining a safe environment and responding appropriately to potential threats.

Campus Security

The LU main building has entry by key access card managed by LU facilities. All students are issued ID access cards and parking decals at student Orientation. In the event the student loses the access key card, they must report it to the facilities manager immediately to deactivate the card. The student can then purchase a replacement key card for \$20.

All doors remain locked for all hours for the safety of the students. Any visitor or person without a key card can ring a bell at either entry which will send a signal to security. Security will be able to visualize and speak to the individual through a smart phone and grant entry if the guard is not at the front door.

An on-site security guard will be housed at the east entrance of the building and will be available during opening hours when the building is accessible to students. The building hours are **Monday to Friday** from 6am-11pm and **Saturdays** from 9am-6pm. 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.

Crime Prevention and Safety Awareness

Larkin University provides educational programs and resources designed to promote safety, security awareness, personal responsibility, and crime prevention.

Students are encouraged to:

- Be aware of their surroundings.
- Report suspicious activity.
- Secure personal belongings.
- Follow campus safety procedures.
- Participate in emergency preparedness activities when offered.

Victims' Rights and Support Services

Students who are victims of crime, violence, harassment, stalking, dating violence, domestic violence, or sexual misconduct may access support resources through the Office of Student Affairs and Success and Title IX Coordinator.

The University will provide information regarding available support services, reporting options, protective measures, and community resources.

Questions regarding campus safety, security policies, crime statistics, or Clery Act compliance should be directed to Campus Safety or the Office of Student Affairs and Success.

Drug-Free Campus

Larkin University is committed to maintaining a safe, healthy, and drug-free educational environment. The unlawful manufacture, distribution, possession, use, or abuse of controlled substances is prohibited on University property, at University-sponsored events, during clinical experiences, and while participating in University activities.

Students are prohibited from:

- Possessing or using illegal drugs.
- Distributing or selling controlled substances.
- Misusing prescription medications.
- Attending classes, laboratories, clinical rotations, or University activities while impaired.
- Possessing drug paraphernalia associated with illegal drug use.

Students are expected to comply with all applicable federal, state, and local laws regarding controlled substances and alcohol.

Education and Prevention

The University provides educational programs, wellness resources, and referrals designed to promote healthy decision-making and substance abuse prevention.

Violations

Students found responsible for violations may be subject to disciplinary action including counseling, educational sanctions, probation, suspension, dismissal, and referral to law enforcement authorities when appropriate.

Students experiencing a medical emergency related to alcohol or drug use are strongly encouraged to seek immediate assistance by calling 911 or contacting emergency personnel.

Florida Statute 553.865(4) and (5) - Safety in Private Spaces Act

Florida legislation requires that post-secondary schools designate restrooms for exclusive use by males or females, as defined in Section 553.865(3), and/or that there is unisex restroom. LU designates restrooms for males, females, and all gender/unisex

restrooms on the first floor, which are private single stall restrooms that anyone may use.

Visitors to campus with needs to accompany another person to the restroom may use all gender/unisex restroom on the first floor, to maintain privacy.

Disciplinary action may be taken against any student who willfully enters, for a purpose other than those listed in subsection (6), a restroom or changing facility designated for the opposite sex on the premises of the educational institution and refuses to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel.

Exception for Custodians and or maintenance specialist: Custodians and/or Maintenance specialist(s) are granted an exception to enter restrooms designated for the opposite sex for cleaning or repair(s) purposes. However, they must adhere to the following protocol:

- 1. Knock on the door and ensure there is no one present inside the area before entering.*
- 2. Place a sign outside the restroom indicating that cleaning or repair/construction work is in progress to prevent anyone from entering while cleaning or repair/construction is underway.*

Custodians or Maintenance specialists who fail to follow this protocol or who misuse their access to opposite-sex facilities will be subject to disciplinary action as outlined in LU's policies and procedures.

Beginning July 1, 2024, a person may submit a complaint to the Attorney General alleging that a covered entity failed to meet the minimum requirements for restrooms and changing facilities under subsection (4) or subsection (5)." Fla. Stat. § 553.865. Please see the LU Student Complaint Policy and Procedure for further information.

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 building. Students seeking to smoke must leave the campus entirely; there are no designated smoke zones. Vaping and use of electronic cigarettes are considered smoking and prohibited on campus.

Safety and Emergency Notifications

Regarding inclement weather, the primary concern in our region is hurricanes. The University System has a detailed process for tracking named storms and works with local weather agencies as they must determine when to move to emergency coverage.

The President will monitor reports coming from the Larkin University System and will begin to update the LU community several days before an anticipated event, when predictable.

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

Timely Warnings

When a Clery-reportable crime represents a serious or continuing threat to the University community, Larkin University may issue a Timely Warning to notify students and employees.

Timely Warnings may be distributed through:

- University email
- Text messaging systems
- Learning Management System announcements
- University website notifications
- Other communication methods deemed appropriate

Emergency Notifications

The University may issue Emergency Notifications upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community.

Examples may include:

- Hurricanes and severe weather events
- Fire or hazardous material incidents
- Active threats or violence
- Utility failures affecting campus operations
- Public health emergencies

Students are responsible for maintaining current contact information to ensure receipt of emergency communications.

Classroom Visitors

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

Belonging and Inclusivity

At Larkin University, we are committed to fostering a diverse, equitable, and inclusive environment. This commitment is demonstrated through some of the resources we provide to support our students, faculty, and staff. By ensuring access to services that address the varied needs of our community, we strive to cultivate a culture of belonging and inclusivity.

Prayer Room:

We recognize the importance of spiritual well-being and provide a dedicated prayer room for students. This space is designed to cater to diverse religious practices, offering a quiet and respectful area for reflection and prayer. By accommodating spiritual needs, we support the overall well-being of our students.

Nursing Mother Room:

To ensure that nursing mothers have the privacy and comfort they need, we have established a designated Nursing Mother Room. This private space allows mothers to breastfeed or express breast milk in a quiet and secure environment, demonstrating our commitment to supporting families and promoting an inclusive atmosphere for all students.