College of Pharmacy

Student Handbook 2021-2022

Approved by the Executive Council of the College of Pharmacy on July 7, 2021

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Welcome from the Dean

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

The COP is the only year-round, three-year option for becoming a pharmacist in the State of Florida. It is a rigorous, and time intense option. Success requires commitment and your promise to treat the study of pharmacy as your priority. You will attend classes for 6 hours a day Monday to Friday for the first two years. Assessments (examinations) are scheduled every two weeks providing you the opportunity to understand what you know. The knowledge gained from each block is a stepping-stone enabling you to integrate and continually add new knowledge and skills. During the final year of advanced practice courses, you will be engaged full time at practice sites. That is a time to integrate the knowledge and skills gained from the first two years of work into practice and preparation for the Board Of Pharmacy Examination.

The leadership team and faculty at Larkin University are here to support you and will work to tackle the evolving complexities of healthcare with innovative solutions that will prepare graduates to take on any role within this great profession.

Ruth E Nemire, PharmD, EdD, FCCP, FNAP, CRQM
Dean and Professor

College of Pharmacy Mission, Vision, and Core Values

Mission

To develop an academic community engaged in teaching, research, scholarship and service that prepares pharmacists for compassionate, evidence-based and interprofessional practice in diverse settings.

Vision

To be recognized as a community that is a catalyst for innovation and collaboration in health care.

Core Values

Learner Centered, Accountability, Scholarship, Social Justice, Professionalism, Collaboration, Excellence

Non-Discrimination Statement

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

The LU College of Pharmacy supports the LGBTQ+ community. Key members of our College are the primary allies for students who are struggling with their identities. You may contact, Mrs. Pena, Director of Admissions, Dr. May, Director of Student Services, or Dr. Arric, Student Ombudsperson and Associate Dean of Student Affairs and Admissions.

Accreditation

Larkin University

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

College of Pharmacy Accreditation Statement

Larkin University College of Pharmacy's Doctor of Pharmacy program has been granted Candidate status by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 2850, Chicago, IL 60603, Phone, (312) 644-3575; FAX (866) 228-2631, web site www.acpe-accredit.org. Graduates of a class designated as having Candidate status have the same rights and privileges as graduates of an accredited program.

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

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

Office of the Dean

The Office of the Dean consists of multiple individuals who lead the College. These individuals, the Dean, the Associate Dean, Assistant Deans, and Chairs oversee all policy and process in the College of Pharmacy. The Dean is the Chief Visionary, Strategic and Academic Officer and leader of culture for the College of Pharmacy (COP). The Dean serves as the liaison with the College of Biomedical Sciences Dean and faculty. The Dean sits on the Council of Deans with the President of the University and leads overall University academic policy.

Students should always follow the chain of command in attempting to resolve academic or other cultural issues within the COP. That means first going to a faculty member or faculty advisor if an academic concern arises. For student concerns relating to culture and professionalism it is best to first go to the Student Government leadership. If it is unclear as to who is next in the chain of command, you may ask anyone in the Office of Student Affairs and Admissions and they will direct you to the correct person.

The Dean works with all members of the Larkin University community to assure a professional, safe, and outcomes-oriented environment where we keep our promise to students that you will become competent pharmacists upon graduation.

Office of Academic Affairs (OAA)

The main function of the Office of Academic Affairs (OAA) is to ensure that each component of the curriculum is delivered effectively. This includes a student assessment process that is rigorous, fair, and efficient. Where remediation is needed, this office provides oversight to ensure that it is conducted appropriately. Before a student graduates, this office ensures that all degree requirements have been met.

Office of Assessment (OA)

The Larkin University College of Pharmacy is committed to continuous assessment of the effectiveness of all aspects of the program. The Office of Assessment is responsible for the oversight of ongoing 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 College are being achieved. The Office of Assessment works with the Dean and Executive Council to acquire and maintain regional and pharmacy accreditation.

Office of Experiential Education (OEE)

The Office of Experiential Education is committed to facilitating the highest quality clinical training for our student pharmacists. Pharmacy practice experiences are an essential part of the curriculum. They allow for direct application of classroom education through interaction with patients and health care providers. The College of Pharmacy offers many 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 pharmacy knowledge and skills.

Office of Student Affairs and Admissions (OSAA)

The Office of Student Affairs and Admissions (OSAA) is committed to helping students achieve both academic and professional goals. The OSAA encompasses the development and success of each student through academic and personal support, collaboration between academic and student affairs, co-curricular and extra-curricular learning opportunities and leadership development. The office is focused on developing students who have the desire to bring

compassionate care, optimize medication use and patient outcomes, and deliver health promotion to their local communities while maintaining a global perspective on the ever-changing health care system. The three-year block curriculum has been established to offer students focused active learning opportunities designed to assist students in retaining and utilizing the acquired knowledge. Within an accelerated program, students will need to learn new ways to study, manage their time, and balance other responsibilities. The OSAA will provide both group and individual support to ensure students have the tools necessary for success.

Department of Clinical and Administrative Sciences (DCAS)

The Department of Clinical and Administrative Sciences is home to a diverse group of educators and scholars from multiple disciplines. These disciplines include pharmacists and other health professionals and scientists that are experts in areas such as pharmacotherapy, health policy and health-care outcomes. Departmental faculty cover a significant component of the College curriculum, ranging from didactic course work in the first year through the Advanced Pharmacy Practice Experiences (APPE) provided during the final year of the program. Our Departmental 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 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. It has been widely accepted that a competent pharmacist must have a solid foundation in pharmaceutical and biomedical sciences to develop strong clinical skills and judgment necessary to optimize patient care.

Additionally, the department aspires to support translational research by active participation of and collaboration among its faculty members. The department aims to inspire and promote students' interest in research, scholarship and life-long learning.

The department is comprised of faculty members with diverse academic backgrounds and expertise in various aspects of Pharmaceutical Sciences, including Pharmaceutics, Pharmacokinetics, Drug Development, Medicinal Chemistry, Pharmacognosy, Nutraceuticals, Pharmacogenomics, Biochemistry, Molecular Biology, Immunology, Pharmacology, and Toxicology.

Academic Affairs

Curriculum

Larkin University (LU) College of Pharmacy (COP) has developed an integrated block curriculum to achieve our Program Learning Outcomes (PLOs). The goal of the curriculum is to prepare graduates to deliver evidence-based, patient-centered care that promotes optimal drug therapy and patient safety across the healthcare continuum. The philosophy of the COP leadership is one of individual and group engagement that fosters a culture of lifelong learning. The curriculum is also designed to develop certain attitudes and behaviors in students, as mentioned in the PLOs.

Most all of the classes are set up in two-week blocks, but not all. Each of the two-week courses will provide 36-42 hours of time in class with work expected to be completed outside of the classroom as well in order to gain the most knowledge and understanding of materials. Class times are scheduled for approximately six hours per day Monday through Friday. Every other Friday there is a mandatory study day on campus. There are courses that also take place over an entire semester and those courses generally meet one day a week. This combination of short courses and longitudinal course time provides an opportunity for learners to integrate the knowledge and skills and to work on retention and understanding rather than memorization.

The first semester and one-half of the second semester in the curriculum are comprised of fundamental core elements from the biomedical, pharmaceutical and social/behavioral/administrative sciences. The content learned in these blocks provides a strong science foundation and basis for critical thinking and problem solving. Upon completion of these blocks, learners move to body system-based blocks. These blocks integrate pathophysiology, medicinal chemistry, pharmacology/toxicology, pharmacotherapy, pharmacogenomics, clinical pharmacokinetics and social/behavioral/administrative sciences. The body system-based blocks are designed to integrate foundational content (e.g. pharmacology) and to acquire new knowledge on specific disease states (pharmacotherapy). The learner must also be able to apply all the material learned up to that point to various case-based or skills-based activities. The incorporation of social/behavioral/administrative science content into each body system-based block allows for reinforcement and application of such material in the context of specific disease states.

The faculty believe that learning constitutes more than memorization of facts, but rather use of one's knowledge to synthesize and evaluate real world problems. We expect learners to participate fully in course activities, use critical thinking and be individually accountable for their own learning. To be successful in establishing this culture, our approach is learner-centered. To encourage this instructional approach, a variety of teaching methods are used by the instructor to enhance student learning.

The active learning strategies allow learners to interact with the material, the instructor, and each other. Throughout this process, learners develop self-awareness of their learning abilities, develop a process to gain knowledge and learn to retrieve and evaluate information. The use of knowledge to solve problems and effectively communicate via applied and real-life settings helps to consolidate the learner's understanding and retention of this knowledge. Most importantly, leaners develop accountability for self-directed and life-long learning. Accountability is core to the philosophy of the program.

At the beginning of each academic year, learners are assigned to a learning group The groups will collaborate throughout each block, checking in on their own learning through various formats such as think/pair/share, minute paper, muddiest point, cases and other projects. Groups will work collectively to identify areas of weakness for both individual learners and the group.

Didactic Coursework

In line with the learner-centered teaching approach, there will be frequent formative assessments. Formative assessments provide an indication of the learner's progress in the course. Formative assessments in some courses may require achievement of competency, as defined in the course syllabus, to successfully complete the course. Other formative assessments may be intended to assist the learner identify areas of strength and weakness. In these cases, it is in the student's best interest to complete all formative assessment and to fully participate in daily course formative assessment activities, such as, but not limited to, quizzes, laboratory exercises and application exercises (e.g., case studies).

Assessment and Remediation

For block courses, summative assessments will be administered to all eligible students individually. Students who obtain competency, pass the course and are not permitted to sit for remediation. After completing the individual summative assessment, a group assessment that mirrors the individual assessment, will be administered in the block courses. In the group assessment, learners will discuss the questions and answers within their group to provide the opportunity to learn from each other. In this approach, team dynamics are respected and valued. Students who do not obtain competency in the assessment must take the Remediation Exam during Remediation Week.

Remediation occurs during the last week of the semester (Remediation Week). It is possible that students will have multiple formative assessments, summative assessments, or other graded activities in a given week, and potentially within a given day.

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

Assessment Decorum

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

Before the Assessment

Students are instructed to download the assessment in ExamSoft prior to arriving for the assessment. It is recommended this be completed no later than the evening prior to the scheduled assessment. Students should arrive at least 15 minutes before the scheduled start of the assessment. Before arrival, students should ensure that they have updated all computer software (e.g., ExamSoft) and auxiliary battery pack or charger for their computer. Students must have their LU identification badge during the assessment. Students place all possessions in the designated area and then can enter the classroom. The personal items will remain in the designated room for the entire assessment period, until after the group assessment is completed. Students may not take any books, notes, or scratch paper to their assigned seat. Only approved electronic devices (such as calculators for specified assessments) may remain with the student. Any other devices such as cellular phones, tablets, smart watches, or music devices will remain with all other possessions in designated area(s). These devices must be turned off or silenced completely and not in “vibrate” mode. Larkin University (LU) proctors and faculty are not responsible for safekeeping of any devices.

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

Students should promptly take their assigned seat and prepare for the assessment. All assessments are to be taken on the student’s Larkin University assigned computer through specified assessment software, ExamSoft. Students will be instructed to log in, using the password provided. Should technical issues arise, notify a proctor and they will

attempt to resolve the issue. No clarification, related to the content of questions, may be made during the assessment (i.e. no content-related questions are to be answered).

During the Assessment

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

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

When a student requests a bathroom break, a proctor should ensure that the student is going into the bathroom and not anywhere else. One student is allowed at a time. Students are to be directed to use the single stall all gender bathrooms. Students who arrive late (i.e. after the scheduled start time) to the assessment/remediation will not be permitted to sit for the assessment/remediation. Students who arrive late to the assessment will forfeit their assessment opportunity and may be eligible to sit for the remediation. Students may not submit the assessment no earlier than 30 minutes after the assessment begins. Students who wish to leave early (but after the first half hour) must "submit" and the proctor must verify that they have ended the assessment and that the submission has been received (as described below), before the student leaves the assessment venue. Computers must be left in the assessment venue. Students who complete the assessment early must go to the assigned breakout room and wait there for their group members. While in the breakout room, students may only communicate with other members of their learning group.

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

If the student must take the assessment on a paper copy, a faculty member will work with the student to enter the assessment into ExamSoft as soon as possible after the summative assessment. The student will log into ExamSoft. The faculty member will read out the answer to the student as the student enters the answers promptly.

Five minutes before the scheduled time of the group assessment students go to the assessment room to pick up their computers, and to receive the password for the group assessment. Only the "test taker" or "alternate," indicated at the beginning of the semester may enter answers for the group assessment. At the end of the assessment period, test takers must "submit" and then go to the proctor to show their identification badge. The proctor will verify on the proctor's computer whether the submission has been received. Test takers in breakout rooms must go to the classroom for this purpose. Only after such verification are the students in the test taker's group allowed to leave the assessment venue.

After the Assessment

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

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

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

Students will be required to sign a cover sheet with an attestation statement indicating they have not given or received aid in any relation to the assessment.

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

Students will be required to complete a set of post-course evaluations. Failure to complete the post-course evaluations will result in a student not being eligible for receipt of any group bonus points. They will also receive an Early Alert.

On-campus Mandatory Study Day. (Block courses only)

Students are required to attend the mandatory study day which will be scheduled typically on a Friday prior to the summative assessment of block courses. Students with an unexcused absence on the mandatory study day will receive automatic "Fail" grade with Zero percentage in the assessment of the respective course. The student(s) may be eligible for remediation for the course which will count towards the maximum number of remediations allowed in that semester. Please note limitation of maximum number of remediation as allowed in a semester as listed in the section "Remediation".

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

Remediation

Each student may remediate a maximum of 2 courses per semester with the following exceptions:

- The first course of the curriculum (PH 501) does not count towards the maximum of 2 courses that may be remediated for the first semester.
- The following three longitudinal courses do not count towards the maximum number of remediation opportunities in the semesters each of these courses is offered: PH 540 during the third semester (summer first year); PH640 fourth semester (fall second year); and PH641 fifth semester (spring second year).
- The second (spring of the first year) and third (summer of the first year) semesters of the program have fewer didactic courses; therefore, only 1 course may be remediated in each of these semesters.

Upon earning an assessment grade that does not achieve competency, students will enter remediation. The student is

required to meet with the Course Director and OSAA within 3 business days to develop a remediation plan. The remediation plan will include the following: specific resources (e.g., faculty office hours, tutoring, time management, and online resources) the student will use to prepare for remediation; specific schedule for self-guided study for the student; and academic support for the student.

The ADAA will publish the remediation schedule as well as the times during which respective course instructors will be available for review during Remediation Week. While no other formal academic activities occur during Remediation Week, a student who requires assistance outside of the scheduled times must contact the instructor to make an appointment. Course instructors and tutoring services will be available for students in preparation for a course remediation. All course instructors are required to maintain office hours and students may consult with them during these times throughout the semester.

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

Remediation Week

The final week of the semester is scheduled for Remediation Assessments. Students are expected to take any scheduled remediation assessment at Larkin University and as such should not make travel plans until the date(s) of the remediation week are published. Students will not be eligible to enroll in the next semester until successful completion of all necessary remediation assessments.

Attendance Policy

In keeping with the professional nature of the program, expectations for student attendance are high. In addition, students should be fully engaged and active participants in class activities for the smooth functioning of the program which places emphasis on active learning strategies.

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

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

Excused Absence

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

P1 Spring and P1 Summer semesters:	2 Course makeup per semester
P1 Fall; P2 Fall and P2 Spring semesters:	3 Course makeups per semester

An excused absence during a scheduled remediation will be dealt with on an individual basis. The remediation

assessment must be completed prior to matriculation into the next semester.

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

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

Procedures for an Excused Absence

- Communicate with the Course Director at a minimum of an hour before the start of any graded activity including formative assessments, assessments, and remediation if you are unable to be on campus.
- Complete the Excused Absence Request form for excused absences from didactic courses.
- Present the completed form to the Course Director for approval and signature which indicates that the student communicated with the Course Director in a timely manner regarding their absence. Once completed, submit the form and supporting documentation to the Assistant/Associate Dean of Academic Affairs.
- The OEE has policies for absences which are outlined in the Introductory and Advanced Pharmacy Practice Experiences handbooks.

Students who require an excused absence to attend a professional meeting are required to obtain approval from the Course Director, ADAA, and ADSAA at least four weeks prior to the first day of absence.

For other planned absences, approval must be obtained from the Course Director, ADAA, and ADSAA at least 4 weeks prior to the first day of absence.

To be considered for an excused absence, the student must submit the excused absence form and appropriate supporting documentation by 5PM the next business day.

Unexcused Absence

An unexcused absence is any absence that is not an excused absence. If a student is ill or for any other reason is unable to attend class, he or she is expected to inform the instructor for that day as soon as possible.

Course Grades

Recording of Final Grades

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

Block Didactic Courses

The cumulative course grade for block didactic course is dependent upon graded formatives (weighted content 25%) and the summative assessment (weighted content 75%). The minimum score to demonstrate competency in summative assessments is 80%. The minimum score to demonstrate competency in cumulative course grades is 75%. The maximum grade that can be achieved in cumulative course grade is 100% (despite 2% added if a group scores greater than 95%).

Per College policy, ALL students must attain at least 80% competency on their individual summative course assessment AND a cumulative competency of 75%. Students unable to attain an 80% competency on the course summative assessment AND a cumulative competency of 75% will receive an "F" letter grade and will be offered an opportunity for remediation at the end of the semester, which requires an 80% to achieve competency. The maximum grade a student can obtain in remediation is 75%.

Students are also required to complete a group assessment on post assessment. Groups that score ≥ 95% on the group assessment will be eligible for two (2%) bonus points on their individual score. To be eligible for the group bonus, individuals MUST fulfill the following 4 (four) criteria.

1. Attained at least 80% competency on their individual summative course assessment.
2. Attained a cumulative competency of 75%.
3. Attended the post assessment review session.
4. Completed the Course and faculty evaluations survey.

As per College policy any student who does not fulfill the above criteria will not be awarded the two (2%) bonus points and will receive an academic early alert.
Students are not eligible for the two (2%) bonus points to be added to their remediation score.

Longitudinal Didactic Courses

Clinical longitudinal Courses

The cumulative course grade for clinical longitudinal didactic courses can be a combination of the summative assessment and/or other required assessment(s) (e.g., quizzes, presentation, simulation, demonstration of clinical skills etc.). Each component in the course should have the specific percentage of the course grade indicated in the respective course syllabus. The minimum score to demonstrate competency in summative is 80%. The minimum score to demonstrate competency in cumulative course grade is 75%. For students that do not achieve competency of 75% in cumulative course grade will receive an "F" letter grade and will be offered an opportunity of comprehensive summative remediation at the end of the semester, which requires an 80% to achieve competency. The maximum grade a student can obtain in remediation is 75%.

Social and Administrative Sciences (SAS) Longitudinal Courses

The course grade for SAS longitudinal didactic courses can be a combination of the summative assessment and/or

other required assessment(s) (e.g., quizzes, presentation, communication simulation, etc.). Each component in the course should have the specific percentage of the course grade indicated in the course syllabus. Students must achieve an overall 75% competency to successfully complete the course. Each individual assignment may have a required passing score. If the student does not achieve competency in the course overall will receive an "F" letter grade and will be offered an opportunity of comprehensive summative remediation at the end of the semester, which requires an 80% to achieve competency. The maximum grade a student can obtain in remediation is 75%.

Introductory Pharmacy Practice Experiences (IPPE)

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

Advanced Pharmacy Practice Experiences (APPE)

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

Grade Appeals

Didactic Coursework

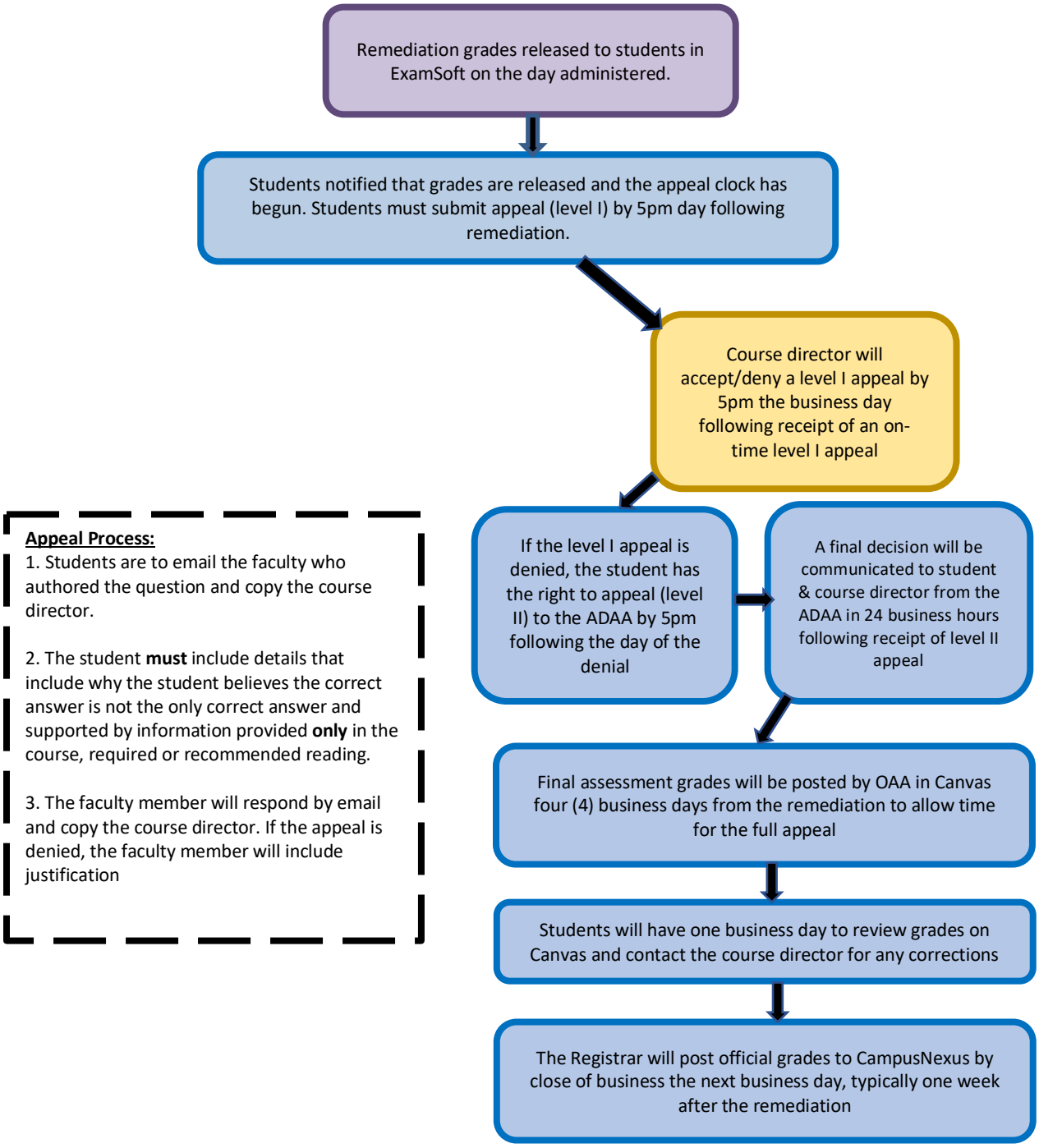
All students will be required to attend the summative assessment review session which will take place the afternoon (typically Monday for block courses) after the assessment. Students will have the opportunity to discuss the content related to the summative with the appropriate faculty. By the end of the review session, the assessment scores will be final. No appeals will be considered for the summative assessment.

Grades for remediation exams may be appealed by 5PM the next business day following posting of the grade by means of an email communication addressed to the faculty, with the Course Director copied on the communication. Criteria to be eligible for appeal: 1. Earning a 75% or above as an individual grade in Remediation 2. Ability to appeal a maximum of three (3) questions from the Remediation exam. The student must include details that include why the student believes the correct answer is not the only correct answer with support by information provided ONLY in the course, required or recommended reading. The Course Director must respond with a decision about the appeal by 5PM the next business day following receipt of the original appeal (level I). The student can appeal the decision of the Course Director to the Assistant/Associate Dean for Academic Affairs (ADAA) by 5PM the next business day (level II) following receipt of the Course Director's decision. The ADAA must respond to the student appeal with a decision about the appeal in 24 business hours following receipt of the of level II appeal.

Larkin University College of Pharmacy Remediation Grade Posting and Appeal Process

Criteria to be eligible for appeal:

1. **secured 75% or above as an individual grade in Remediation**
2. **maximum of three (3) questions only**



Appeal Process:

1. Students are to email the faculty who authored the question and copy the course director.

2. The student **must** include details that include why the student believes the correct answer is not the only correct answer and supported by information provided **only** in the course, required or recommended reading.

3. The faculty member will respond by email and copy the course director. If the appeal is denied, the faculty member will include justification

Experiential Coursework

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

Recognition of Honors

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

Summa Cum Laude – Top 4% of the class based on cumulative GPA.
Magna Cum Laude – Top 6% of the class based on cumulative GPA
Cum Laude – Top 10% of the class based on cumulative GPA

Academic Calendar

Fall 2021

New Student Orientation	Monday 7/26/21 – Friday 7/30/2021
First Day of Instruction	Tuesday 8/3/2021
Labor Day Holiday	Monday 9/6/2021
Thanksgiving Holidays	Tuesday 11/23/2021 - Friday 11/26/2021
Remediation Week	Monday 11/29/2021 - Friday 12/3/2021
Immunization Certification -P1	Monday 12/6/2021 - Wednesday 12/8/2021

Spring 2022

First Day of Longitudinal Courses PH 516 (P1) and PH 618 (P2)	Monday 1/3/22
First Day of Block Courses (P1 & P2)	Tuesday 1/4/22
Martin Luther King, Jr. Holiday	Monday 1/17/22
Remediation week (P1)	Thursday 3/2/22 - Monday 3/7/2022
Remediation days (P2)	Tuesday 3/29/22 – Monday 4/4/22
IPPE 1 (P1)	Tuesday 3/8/22 – Friday 4/1/22
IPPE 2 (P1)	Tuesday 4/5/22 – Friday 4/29/22

Summer 2022

First Day of Instruction (P1)	Monday 5/23/22
Memorial Day Holiday	Monday 5/30/22
4th of July Holiday Observance	Monday 7/4/22
Remediation (P1)	Tuesday 7/19/22 – Friday 7/22/22

IPPE Block Calendar

This calendar applies to all site locations

Spring 2022

First IPPE Block	3/8/22 – 4/1/22*
Second IPPE Block	4/5/22- 4/29/22*

*Each rotation block starts on a Tuesday. Students will report to their assigned sites on the dates indicated above. Note: Monday 3/7/22 is a required on-campus PH516 L Class day. Attendance is mandatory.

Curricular and Programmatic Surveys

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

Progression through the Doctor of Pharmacy Program

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

Didactic Courses

Each semester has a different progression policy related to the limit of the number of remediation attempts. Please refer to the table in this section for information about the limits in each applicable case.

If a progression triggering event takes place, as per any of the scenarios outlined in the table below, the student's progression through the program will be interrupted and the student is not permitted to return to class. The Student Progression and Professionalism Committee (SPPC) will determine the student's academic standing as well as the proper sanction decision (required LOA, suspension or dismissal).

Experiential Courses

IPPE(s)

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

APPE(s)

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

If the student's schedule of APPE rotations permits, the Office of Experiential Education (OEE) will make a

reasonable effort to schedule the student for one (1) remediation during the NAPLEX review block. However, it is possible that a student's NAPLEX review block may occur prior to a rotation in which competency is not achieved. As such, this arrangement cannot be guaranteed due to the timing of the NAPLEX review block and is subject to preceptor and site availability.

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

Administrative Investigations

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

During Enrollment in Didactic Coursework

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

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

Investigation Findings

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

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

During Enrollment in Experiential Coursework

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

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

Investigation Findings

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

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

Sanctioning

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

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

Administrative Sanctions

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

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

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

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

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

Appeal of Sanctions

- Any student who is given an Administrative Sanction may appeal, in writing, to the Assistant/Associate Dean of Academic Affairs (ADAA) within 2 business days of receipt of the notification that imposes the sanction.
- The ADAA will inform the administrator and the student of the decision within 4 business days of

receipt of the student's appeal.

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

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

Student Progression and Professionalism Committee

The Student Progression and Professionalism Committee (SPPC) is the committee of the College of Pharmacy (COP) responsible for matters related to student progression and professionalism extending from the first semester of enrollment and through graduation from the COP. The SPPC manages progression of students in compliance with the Progression Policy, Technical Standards, and Code of Conduct which include requirements for maintaining professionalism, mental and emotional health and ethical standards in didactic and experiential settings (see Technical Standards for Admission, Progression and Graduation).

Concerns in these areas will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC when applicable. The SPPC may hold meetings in certain cases, (e.g. allegation of academic dishonesty).

Progression Table

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

Semester	Scenario	Course(s)	**Progression is halted due to occurrence of the following trigger/triggers in any one scenario. SPPC will decide the proper sanction.**
1. Year-1 Semester 1 *Fall P1*	A	PH 502- 509	Failure to obtain competency through **assessment** in **three (3)** of these didactic courses.
	B	PH 501- 509	Failure to obtain competency through **remediation** in **one (1)** of these didactic courses.
2. Year-1 Semester 2 *Spring P1*	A	PH 512- 516	Failure to obtain competency through **assessment** in **two (2)** of these didactic courses.
	B	PH 512- 516	Failure to obtain competency through **remediation** in **one (1)** of these didactic courses.
	C	PH 510- 511	Failure to obtain competency in any **one (1)** of these **IPPEs**.
.3. Year-1 Semester 3 *Summer P1*	A	PH 517- 521	Failure to obtain competency through **assessment** in **two (2)** of these didactic courses.
	B	PH 517- 521	Failure to obtain competency through **remediation** in **one (1)** of these didactic courses.
	C	PH540	Failure to obtain competency through remediation in the course.

4. Year-2 Semester 1 *Fall P2*	A	PH 601-609	Failure to obtain competency through **assessment** in **three (3)** of these didactic courses.
	B	PH 601- 609	Failure to obtain competency through **remediation** in **one (1)** of these didactic courses.
	C	PH640	Failure to obtain competency through remediation in the course.
5. Year-2 Semester 2 *Spring P2*	A	PH 610-618	Failure to obtain competency through **assessment** in **three (3)** of these didactic courses.
	B	PH 610- 618	Failure to obtain competency through **remediation** in **one (1)** of these didactic courses.
	C	PH641	Failure to obtain competency through remediation in the course.
6. Year-3 *(Summer, Fall and Spring P3)*	A	PH 701- 708	Failure to obtain competency in **two (2) APPEs**.
	B	PH 701- 708	Failure to obtain competency in **one (1)** APPE **remediation** (the second attempt is the remediation attempt). PH708R is the remediation version of PH708.

*In case of discrepancy between Table 1 and the policy and procedure text, Table 1 prevails.

Table 2: Technical Standards & Code of Conduct

Semester	Scenario	Standard	SPPC meeting may be requested due to occurrence of the following trigger/triggers in any one scenario and SPPC will decide the proper sanction

7. Year-1, Year-2 and Year-3	A	Professionalism	Concerns maintaining requirements in this area will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC who will manage progression of students in relation to the Technical Standards and Code of Conduct.
	B	Mental or Emotional health	Concerns maintaining requirements in any of these areas will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC who will manage progression of students in relation to the Technical Standards and Code of Conduct.
	C	Code of Conduct	Concerns maintaining requirements in this area will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC who will manage progression of students in relation to the Technical Standards and Code of Conduct.
	D	Technical Standards	Concerns maintaining requirements in any of these areas will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC who will manage progression of students in relation to the Technical Standards and Code of Conduct.
*In case of discrepancy between Table 2 and the policy and procedure text, Table 2 prevails.			

Early Alert Program (EAP):

The nature of the accelerated block curriculum of the College of Pharmacy (COP) warrants rapid intervention with struggling students, which highlights the need for an early alert/intervention program.

The EAP, housed in the Office of Student Affairs and Admissions (OSAA), and managed by the Director of Student Services (DSS), functions to identify, evaluate and manage academic, emotional/psychological, behavioral, professional, code of conduct or technical standards issues that may interfere with student success. Through the EAP, identification of such issues can occur early and be addressed as quickly as possible to enable students to remain on track for success. If initial interventions fail to address the concerns and the issues continue or worsen, a full report of early alerts (EAs) for a student will be provided to the SPPC to determine next steps. Reported issues will be evaluated and addressed as defined by the following procedures.

All didactic and experiential courses will contain formative assessments. As a part of the EAP, the results of these assessments maybe used by faculty to identify students with developing issues and to suggest options for improvement. Any member of the LU COP community may submit a written concern regarding a student to the DSS. The concern will be evaluated to determine intervention, if any, and the DSS will work with the appropriate person to determine the action to be taken. Academic concerns may be referred to the student's academic advisor.

Reporting to the EAP will not be reflected on the student's academic record. Actions that may be taken as part of the EAP include intervention by a faculty member, academic advisor, or the OSAA. The DSS may also refer a student to various support services (e.g. tutoring or counseling). At a later point, due to the body of evidence or circumstances of the case, the DSS or ADSAA may determine that a full report should be submitted to the SPPC and the SPPC will determine what the proper sanction to take.

In cases of threat of harm to self or others, the ADSAA has the authority to enforce immediate action to protect the safety of all students, faculty, and staff. If immediate action is taken, a report will be provided to the SPPC for record keeping.

Early Alert Program Procedures

Any member of the COP community, including preceptors, staff, and other students may report concerns to the Director of Student Services (DSS).

Each early alert (EA) will be reviewed within one business day and the DSS will determine if further intervention is warranted, or if the concerned party has sufficiently addressed the issue.

Alerts within Experiential Education will be shared with the Assistant/Associate Dean of Experiential Education to determine appropriate intervention.

If two or more similar alerts are received about the same student, the DSS will request a meeting with the student to discuss and recommend support resources.

If the issue(s) continue or worsen, a summary of EAs, along with the recommendations of those involved with the student, will be forwarded to the ADSAA and/o SPPC for review and decision.

The SPPC may request a summary report of EAs on any student at any time.

Concerns about discipline, harassment, or harm to self or others will be addressed immediately by the Dean, the ADSAA and/or law enforcement.

SPPC Meeting Procedures

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

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

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

No witnesses will be allowed to present evidence verbally or be admitted to SPPC proceedings. After due consideration and vote, the SPPC will decide the proper sanction for the student.

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

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

Sanctions of the SPPC

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

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

Definitions of Sanctions

Probation

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

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

Required Leave of Absence

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

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

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

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

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

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

Suspension

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

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

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

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

Dismissal

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

Appeal of SPPC Decisions

Any student who is given any sanction, in terms of this policy, may appeal the SPPC decision, in writing, to the Assistant Dean of Academic Affairs (ADAA) within 3 business days of receipt of the hard copy letter that imposes the sanction.

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

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

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

Graduation Requirements

Degree Conferral and Graduation

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

Degree Conferral – Student has met all Graduation Requirements as noted below, as well as the syllabus for PH 708. Upon approval from the College, the student moves through the University process to formalize the degree conferral date and update the transcript.

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

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

- Completion of pre-pharmacy course requirements (63 credit hours) as described in the Admission Requirements.
- Completion of all Doctor of Pharmacy courses, including didactic courses, elective courses, and introductory and advanced pharmacy practice experiences (IPPEs and APPEs), as described in the curriculum (141 credit hours).
- Completion of required co-curricular components of the program.
- Demonstrate competency in the required knowledge and skills prior to starting APPEs.
- Meet the technical standards of the COP which include requirements for maintaining professionalism, mental and emotional health, and ethical standards in didactic and experiential settings.
- Student must be in good academic standing with the College and University.
- Pay all fees and financial obligations to LU.
- Complete the requirements of the Doctor of Pharmacy degree within 5 years of initial enrollment at the college.
- In keeping with pharmacy tradition be recommended for the degree by the faculty of the COP.

Experiential Education

Students are required to follow all expectation in the IPPE and APPE manuals, provided by the Office of Experiential Education prior to the start of each rotation year. A separate training is provided by the Office of Experiential Education to review this content. Practice sites may require additional performance standards which students will be upheld to.

Introductory Pharmacy Practice Experience (IPPE) Program

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

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

Advanced Pharmacy Practice Experience (APPE) Program

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

Each APPE is 6 weeks in duration and 240 hours are required. There are a total of 7 APPEs, totaling 1680 hours (ACPE) requires 1440 hours). Students must complete required rotations in community pharmacy, ambulatory patient care, institutional/health system pharmacy, and inpatient general medicine patient care as well as 3

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

Licensure

Students are required to 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 is required to obtain an intern license for that specific state. For federal out of state rotations, the student must inquire with the preceptor to see if licensing within the state of the facility is needed. Florida intern applications will be completed during 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 Bloodborne pathogens, HIPAA Privacy and Security, and Tuberculosis), immunizations and other health documents, student contact of preceptor/site 4 weeks prior to each rotation start date and any additional site-specific requirements. Details regarding each clinical requirement are detailed in the Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) manuals.

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

Immunizations and Other Health Documents

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

During COP experiential training, students will be involved in direct patient care and therefore at risk for potential exposure to infectious materials and patients. 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 on an annual basis while enrolled in the College of Pharmacy.

a. Influenza Immunization each year by September 1st during all professional years.
b. 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 responsibility of the student.
Students may petition to be exempted from immunizations and TB skin test for medical or religious reasons however it may affect rotation placement/availability of rotation sites. Prior to matriculation, the OSAA will communicate information to students requesting exemption. Following matriculation, the OEE will communicate information to students requesting exemption. The OEE will provide further clarification to the student if needed and make a reasonable attempt to find the student an alternate rotation site, but does not guarantee this outcome as many sites, especially those involving direct patient care, require the aforementioned for participation. Students unable to complete their rotation requirements will not be eligible for graduation. All

students need to maintain current and continuous verifiable health insurance during the entirety of the program. All requirements subject to change by OEE at any time.

Student Affairs and Admissions

Technical Standards for Admission, Progression, and Graduation

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

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

Observation

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

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

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

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

Intellectual, Conceptual, Integrative, and Quantitative Abilities

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

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

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

Behavioral and Social

The learner possesses the emotional and mental health required for full utilization of their intellectual abilities.

The learner possesses the emotional stability and stamina to tolerate physically, mentally, and emotionally

taxing workloads and function effectively under stress and in environments with elements of distraction.

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

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

The learner possesses the ability to conduct themselves in a professional manner with peers, faculty, patients, preceptors, and other healthcare providers.

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

Student Records & Registrar

Course Registration Process

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

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

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

Access to Student Records

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

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

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

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

following test:

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

Students may request the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar, with the reason for the requested change stated fully. The instructor or staff member involved will review the request and, if necessary, meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Assistant/Associate Dean for Academic Affairs (ADAA) may conduct a meeting, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the decision of the ADAA, which will be the final decision of the school. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded in terms of this policy. If the student wishes to dispute the accuracy of the grading, rather than the accuracy of the recording of the grade, refer to Grade Appeal in the Student Handbook or to the Progression Policy and Procedures for the appropriate procedure.

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

The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law. A student who believes that LU has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education at: 400 Maryland Avenue, S.W., Washington, DC20202.

Procedure for Withdrawal

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

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

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

Procedure for Voluntary Leave of Absence

During the time a student is in didactic coursework (P1 and P2 years), a student in good academic standing may request a voluntary LOA by submitting the LOA form to the ADSAA. Although the LOA will be effective immediately, the ADSAA will work with the other offices to complete the form and send the final approved form, with any requirements for return, to the student within 15 business days of the original emailed request. The ADSAA's email will indicate the necessary steps for returning to the program the following year. The student will be emailed a "Letter of Intent to Return" from the Registrar's office the semester prior to their scheduled return to the program. Once the student has submitted the form and indicated their wish to return to the program, the ADSAA will review whether they have complied with all requirements. If the student does not comply with all requirements, OR if they do not indicate their intent to return in a timely manner, they will be withdrawn from the program.

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

Transcript Request

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

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

Additional Information:

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

Transcript requests should be submitted to:

Office of the Registrar Larkin University

18301 North Miami Avenue, Suite 1

Miami, FL 33169

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

Enrollment Verification

Students who need an enrollment verification letter must complete the Enrollment Verification form and submit the form to:

Office of the Registrar Larkin
University 18301 North Miami
Avenue, Suite 1
Miami, FL 33169

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

Financial Services

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

Students at LU typically secure funds from a variety of sources to finance their education. Sources include loans and scholarship awards. Graduate/doctoral students may also participate in tuition reimbursement plans if offered through their place of employment. A graduate/doctoral student at LU may receive a financial assistance combining aid from more than one of these sources. Aid from all sources may not exceed the cost of education.

General Eligibility for Financial Assistance

To be considered for Financial Assistance, a student must:

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

How to Apply for Financial Assistance

Scholarship Awards

The Office of Student Financial Services has compiled a list of scholarship resources that are offered though LU as well as outside of LU. You can find a full list of scholarships on our website. Browse each link to determine eligibility requirements and application deadlines. Students can conduct additional scholarship search on their own. If a student is awarded a scholarship, it is the student's responsibility to provide the Office of Student Financial Services the necessary information to be awarded accordingly.

Private Student Loans

LU offers Private Student Loans through various lenders. Private Student Loans are applied for on an annual basis, at the beginning of the academic year. Private Student Loans are based on the creditworthiness of the borrower. You can increase your chances of getting approved and receiving a lower interest rate by applying with a credit worthy co- borrower. Repayment begins after graduation or after a student falls below less than half time or student's last date of attendance, whichever comes first. Private Student Loan interest rates different for all lender, depending on the borrower's credit history. Please visit our website for a current list of lenders working with LU.

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

Cost of Attendance

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

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

First Year Students (P1) Class of 2024		
Term	**Tuition**	**Fees***
Fall 2021	$18,561	$ 4,440
Spring 2022	$ 18,561	
Summer 2022	$ 9,280	
Mandatory Fees P1*	**Total**	
Technology Fee	$ 2,050.00	
Computer and Software Licensing Fee (1 Year Only)	$ 1,400.00	
Course and Lab Fees	$ 265.00	
PCOA Fee	$ 75.00	
Student Activity Fee	$ 200.00	
Student Government Fee	$ 200.00	
Professional Liability Fee	$ 100.00	
Student Services Fee	$ 100.00	
IPPE Fee	$ 50.00	
Total	**$4,440**	
**All mandatory fees due in the Fall 2021*		

Second Year Student (P2) Class of 2023		
Term	**Tuition**	**Fees****
Fall 2021	$23,201	$ 3,005
Spring 2022	$23,201	
Mandatory Fees P2 **	**Total**	
Technology Fee	$2,050.00	
Course Fees	$ 355.00	
Student Activity Fee	$ 200.00	
Student Government Fee	$ 200.00	
Professional Liability Fee	$ 100.00	
Student Services Fee	$ 100.00	
Total	**$3,005**	
***All mandatory fees due in the Fall 2021*		

Third Year Student (P3) Class of 2022		
Term	**Tuition**	**Fees*** **
Summer 2021	$ 9,280	$ 2,505
Fall 2021	$ 18,561	
Spring 2022	$ 18,561	
Mandatory Fees P3 * **	**Total**	
Technology fee	$ 900	
APPE Fee	$ 150	
Graduation Fee	$ 500	
Course Fees - NAPLEX Prep & SLPI	$ 680	
Student Government Fee	$ 150	
Professional Liability Fee	$ 100	
Student Services Fee	$ 25	
Total	**$ 2,505**	
****All mandatory fees due in the Summer 2021*		

How to Borrow Wisely

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

Renewal of Awards

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

Satisfactory Academic Progress (SAP)

A student applying for Financial Assistance must maintain Satisfactory Academic Progress as determined by the school. The Registrar's Office will review SAP to determine if a student has met the criteria(s) at the end of each semester.

Withdrawal

The funds you are awarded are intended to help meet your educational expenses while attending LU. If you withdraw, drop below half-time, change enrollment status or leave without notice in any given enrollment period, your financial award may be reduced or canceled, and you may be required to return a portion of the financial assistance awarded to you. You should consult with the Office of Student Financial Services prior to dropping or withdrawing to avoid an unnecessary financial hardship.

Student Responsibilities

- Students are responsible for supplying complete, accurate, and current information upon which their eligibility for financial assistance is based.
- Students are responsible for monitoring their credit report and maintaining a healthy credit history.
- Students have the responsibility of providing all additional documentation, corrections, and/or new information requested by the Office of Student Financial Services.
- Students are expected to read, understand, and keep copies of all forms they are asked to sign.

- Students have the responsibility of planning for moderate spending.
- Once financial assistance is accepted, students are responsible for notifying the Office of Student Financial Services ifthey:
- Receive a loan, scholarship, work or other additional aid.
- Change their attendance status (e.g. half-time, three-quarter time, or full-time).
- Withdraw from the institution.
- Students are responsible for using student funds awarded to them for educationally related expenses only.
- It is the students' responsibility to know and comply with the deadlines for application or reapplication for assistance.
- Know and comply with rules governing the funding you received including enrollment requirements and satisfactory academic progress.
- Financial assistance is awarded by semester for periods up to one academic year.
- Complete the Loan Exit Interview prior to graduation or separation from school. Students are responsible for understanding the conditions and repayment terms of all their loans.
- Pay any tuition, fees, room, board or other expenses not covered by financial services.

Advising

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

The goals of the advising relationship are to:

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

Responsibilities of the Student

- Meet with the advisor at least one time a semester during P1 year; more often if needed
- Seek assistance from the advisor when a problem arises
- Schedule and keep advising appointments
- Prepare for the advising appointment by
    - Reviewing personal academic progress
    - Preparing pertinent questions regarding academics, career, and professional aspects of pharmacy.
    - Complete all required components of the Electronic Portfolio (E-Portfolio) by the specified due dates.

Responsibilities of the Advisor

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

Responsibilities of the OSAA

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

Advising Procedures

During the first eight weeks of the fall semester, all P1 students are required to meet with a member of the OSAA who all have training and experience in advising. The purpose of the initial meeting is to ascertain if students are experiencing challenges related to transitioning to a professional graduate program, academic difficulties, relational/personal challenges, or financial concerns.

If not already identified through the Early Alert System (EAS), students will be referred to support services as appropriate (e.g., counseling, financial services, or academic support).

Faculty will complete training on *Faculty Advising and Student Development* as provided by the OSAA prior to being assigned advisees. Ongoing support for faculty will occur through brown bag lunch opportunities and regular communication with the Director of Student Services (DSS) regarding specific advising concerns.

After the initial meeting with the OSAA, and the faculty training, the OSAA will assign each student to a faculty advisor. Each faculty member will have no more than eleven (13) advisees across all three cohorts of the program.

Faculty advisors will be notified of their assigned advisees and provided access by the Registrar to their advisees' academic information through CampusNexus, the COP's Student Information System. Faculty advisors have permission to access all academic and progression information for their advisees.

The OSAA will sponsor a lunch meeting in the middle of the first semester where faculty advisors and advisees will meet as a group. Faculty advisors and students are required to attend this event.

Students identified as at-risk will continue to meet with the staff of the OSAA and their faculty advisor to ensure adequate support and guidance.

Students will be required to meet individually with their faculty advisors at least once during the fall and spring semesters in the first year.

The DSS will send an email reminder to all students about scheduling an advising appointment. It is the student's responsibility to contact their faculty advisor to select a mutually available time to meet.

Failure to schedule or attend an advising meeting will trigger an early alert, which will be reported to the DSS. Beginning in the summer semester of the first year, and during the entire second and third year, students who remain successful (academically and professionally) in the program have the option to communicate with their faculty advisor through email or in person.

Faculty advisors are required to reach out to their advisees at least once per semester through email and offer office hours and individual appointments as needed.

Faculty advisors will complete the Advising Appointment Record for each advisee and maintain a copy in Enflux

Change of Advisor

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

A student or faculty advisor should submit their request to the DSS for review and, in conjunction with the Department Chairs, a decision will be made regarding the reassignment. The DSS will communicate the decision to all parties; the student, the former faculty advisor and the new faculty advisor.

When the SPPC recommends a change of advisor, the DSS will consult with the Department Chairs to make a decision which will then be communicated by the Registrar to all parties; the student, the former faculty advisor, the new faculty advisor, the OAA, and the SPPC.

Career and Leadership Development

Career and leadership development activities are incorporated throughout the curriculum as well as within co-curricular and extracurricular activities. Both career and leadership development will include local preceptors and employers which will add perspective from outside the COP. In the first year, students will participate in the American Pharmacists Association's Career Pathways program. Also, in the P1 year, students will participate in workshops on developing a curriculum vitae (CV) and be given the opportunity to interact with a variety of pharmacy professionals through panel presentations coordinated by the faculty and the Office of Student Affairs and Admission (OSAA).

In the P2 year, the OSAA will provide seminars focused on post-graduate training, job search skills, interviewing skills, and personal financial management. In the third year, the COP will host a Career and Post-Graduate Education Fair with employers, residency programs, fellowships, and educational institutions represented. This fair will be open to P2 students to network with employers and residency directors and explore post-graduate education, training, and employment opportunities, while P3 students will have the opportunity to interview with employers. Students will also be encouraged to seek out early shadowing and mentoring opportunities with faculty and preceptors to benefit personal career decision making. A large majority of the career and leadership development will require reflection or self-assessment. These, along with other documents such as the CV, will be maintained in the E-Portfolio in CORE. The E-portfolio will be periodically reviewed by your faculty advisor to provide feedback. During new student Orientation, an overview of CORE will be presented.

The OSAA will coordinate and provide leadership development opportunities throughout the three-year curriculum. Students will also obtain formal instruction on leadership theory and practice in the first semester

through the curriculum, beginning immediately with the first longitudinal class, PH 509 - Pharmacy Practice and Interprofessional and Patient Communications. Throughout the three years, students will be guided in development of personal leadership characteristics through self-awareness, behavioral strategies, and consideration of their own leadership style.

Career and Leadership Development Table

	Activity	Type
P1 Career Development	APhA Career Pathways Program Writing a professional CV Careers in Pharmacy – Career Panels	Curricular – PH 501 Curricular – PH 501
P1 Leadership Development	*Leadership Theory* *Student Diplomat Program* *Professional Student Organizations* *Student Leadership Retreat*	*Curricular – PH 509* *Co-Curricular* *Extra-Curricular* *Extra-Curricular*
P2 Career Development	Conducting an Effective Job Search Residency and Fellowship Showcase Career Fair Graduate/Certificate Programs	Co-Curricular Co-Curricular Co-Curricular Co-Curricular
P2 Leadership Development	*Student Leadership Symposium* *Legislative Days* *Community Outreach*	*Co-Curricular* *Co-Curricular* *Co-Curricular/Extra- Curricular*
P3 Career Development	Interview/Negotiation Skills Personal Financial Management Career Fair and Interviews Residency and Fellowship Showcase	Co-Curricular Co-Curricular Co-Curricular Co-Curricular
P3 Leadership Development	*APPE Rotations*	*Curricular*

Wellness and Counseling

As student pharmacists in the health professions, students should be aware of the importance of holistic health and wellness, including the responsibility for maintaining their own mental health as well as promoting healthy behaviors in their peers and colleagues. The Office of Student Affairs and Admissions has established affiliations with local behavioral health providers and planned for a series of workshops to promote holistic health and wellness in students.

Wellness

The ADSAA, in collaboration with the SGA Health and Wellness Committee and the LU Counselor, offers wellness workshops for students on stress management, test anxiety, and time management, as well as other wellness topics beginning during Orientation and continuing throughout the year.

Personal Counseling

The Associate Dean of Student Affairs and Admissions and the Director of Student Services have appropriate experience to provide initial, short-term, transitional, academic, and personal counseling services for students. For additional support in providing wellness and mental health services, the College of Pharmacy has an on-site mental health counselor who provides non-diagnostic coaching and counseling services paid for through Student Services fees.

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

Academic Support Services

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

Tutoring

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

Disability Services

Services for Larkin University (LU) students with disabilities are provided by the Office of Student Affairs and Admissions (OSAA) in the College of Pharmacy (COP), as directed by the Assistant/Associate Dean for Student Affairs and Admission (ADSAA) and the Director of Student Services (DSS). Services are provided to permit equal access to otherwise qualified students with disabilities to all curricular and co-curricular opportunities. In addition, the office provides leadership and guidance to the campus community to ensure compliance with legal requirements for equal access while enhancing understanding and support of students with disabilities. The office supports the caring environment of LU through its one-on-one relationships with students and strives to provide a holistic educational experience, which prepares each student to be united and equal with the non-disabled population, while assuring their human and legal rights.

Eligibility

To be eligible for services, students must be enrolled at LU COP. Students with disabilities must identify themselves and present professional documentation to theADSAA. Faculty members are not expected to provide an accommodation unless the student presents verification of needs from the Office of Student Affairs and Admissions.

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 accommodations must meet with the ADSAA for an intake interview.

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

Along with the written request, students must present:

- Documentation of the disability (dated within the last three years) from a qualified provider
- A history of prior accommodations if available
- Specific accommodation requests as determined by the qualified provider
- Documentation must be recent (within the last 3 years), relevant, comprehensive, and where appropriate, should contain test scores and interpretation. If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodations, LU has the discretion to require additional documentation. See *General Guidelines for Documentation* below.

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

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

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

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

Students that wish to renew their accommodations should notify the OSAA within four weeks of the beginning of the term in which they are requesting accommodations.

Students should schedule an appointment with the ADSAA if they need to modify their accommodation requests, they are experiencing academic difficulties, or they have questions or need advice.

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

General Guidelines for Documentation

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

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

Appeal Process

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

Student Representation on College of Pharmacy Committees

The College of Pharmacy (COP) encourages and values the feedback of students through various mechanisms. One such mechanism is to have student representation on various COP standing and ad hoc committees. Every academic year, one or more students will be appointed or elected to committees. The standing committees with student representation will be discussed during PH 501.

Student Activities

New Student Orientation

New Student Orientation is mandatory for all students and is scheduled for the week of July 26, 2021.

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

All students are encouraged to utilize the self- assessments and self-study resources in the Welcome packet prior to arrival on campus. All students are required to attend the Orientation assessments and workshop sessions.

White Coat Ceremony

The White Coat Ceremony is an important and exciting event for pharmacy students as it welcomes you into the profession. The ceremony is tentatively scheduled for January 2022. We encourage you to invite family and close friends to this very special ceremony. Attendance is mandatory for all students. More details will be provided late in the Fall semester.

Campus Events with Alcohol

Students planning social events on campus may request to serve alcohol under the following COP regulations:

Students must request permission to serve alcohol on campus by completing the Student Events with Alcohol form and submitting it to the ADSAA at least 10 business days prior to the date scheduled for the event.
Only beer and wine may be served. No liquor or mixed drinks are permitted.

It is preferred that a bartender is hired and manages the serving of alcohol at the event. Non-alcoholic beverages must be available.

The students responsible for planning the event must create a ticketing system to ensure a maximum of two drinks per attendee. It is to be explicitly stated that students are not to sell or share their tickets with others.

It is preferred that the faculty advisor of the organization/group attend the event. If the faculty member is not available, it is required that a member of the faculty or administration attend the event.

Students are expected to maintain a safe environment for all.

Student Organizations

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

The COP will support student-driven establishment of chapters of nationally recognized pharmacy student organizations, community service organizations, and special interest or social organizations. In addition to participation in student organizations, it is recommended that students attend one Florida Board of Pharmacy meeting during their didactic coursework, to participate in volunteer and community service activities, and to take

advantage of special events and speakers on campus.

Student Government Association

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

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

Executive Board

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

Senate

The Senate is the Executive Board plus class officers.

Class Officers

P1 and P2 class officers are elected at the same time as the Executive Board which is done within the first three weeks of school each fall. Elections for P3 Class Officers are held in the spring and P3 class officers take their positions on the last day of the spring semester. The function of the class officers is to represent their class at Senate meetings, raise funds for social activities, plan and schedule activities for the class, and serve as class representatives to the SGA, faculty, and administration.

Each incoming class will be appointed a Class Advisor. The Class Advisor will be appointed by the Dean prior to Orientation and will serve a three-year term. Class Advisors will guide students through the election process. Class Advisors will also provide guidance regarding fundraising policies and procedures, class gifts, and graduation.

Leaders of the student organizations have periodic meetings with the Dean and the Assistant/Associate Deans during which time the representatives share positive experiences, suggestions on ways to maintain harmonious relationships, concerns, grievances, issues, or anything pertaining to the faculty and course directors that have influence upon the student body. In addition, the Dean may host speakers, each Fall and Spring semester, that will address issues of importance to the entire student body through the Dean's Hour. Moreover, student representation appears on all pertinent committees throughout the COP. The purpose of these strategies is to create an atmosphere of transparency between administration, the faculty, and students.

Chartering a New Student Organization

The COP Student Government Association (SGA) is the central student body organization for the College; however, the development of an umbrella structure for professional student organizations will be the entity from which additional COP Student Organizations are based.

Prior to contacting any external constituents, including the headquarters of National Organizations, or contacting COP faculty members to serve as advisors, students who are interested in chartering a new COP student organization must notify the DSS. An outline of the process is as follows:

- Notification of intent to charter to the DSS
- Request submitted through the SGA and approval by vote of the student body. Approval of the Constitution from the SGA.
- Approval from the headquarters of the organization.

Specifically, students must do the following:

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

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

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

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

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

After the Student Body approves the installation of the organization by a vote, the organization is officially recognized by the LU COP.

The student(s) will then proceed with chartering requirements of the headquarters (if applicable).
Once the request has been approved by the Student Body, students have 60 days to submit a constitution to the Secretary of the SGA. The Executive Board of the SGA will review the Constitution and provide feedback. Budgets and reports of fiscal expenditures for each organization will be due as requested to the Treasurer of the SGA. Annual reports will also be required by the OSAA.

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

Student Travel Guidelines

In an attempt to balance the demands of an accelerated curriculum with the investment of professional development for students, the following travel guidelines have been established.

Students who wish to travel for conference attendance or presentations, legislative days, or other professional development opportunities must first contact the Course Director of the class where an absence is expected to determine the viability of travel during the course. Students are still responsible for the content and assessments missed due to travel for professional development. Students should make an attempt to travel during scheduled breaks.

In order to travel students must be active students who are attending and participating in coursework. Students cannot reimburse travel taken while on probation or during a leave of absence or suspension from the College.

Generally, student organizations are responsible for fundraising for their own travel. Students are expected to exhaust all avenues of funding prior to submitting a request for travel to the COP. Cases in which the College is most likely to support travel include Patient Counseling and Clinical Competition winners, Poster Presentations, Legislative Days, or other travel that support the mission of the College. Also, the College will likely support travel to a professional organization for one student to the national organization meeting the year after inaugural chartering of that organization. Students are permitted to submit a funding request for all other travel to include workshops, conferences, or events pertaining directly to the professional development of pharmacy students. Students can request up to a maximum of $200 for attending a conference and $300 for an active role such as presenting or speaking.

The College uses SGA Fees to support students in offsetting some of the costs associated with travel for professional development, but as a rule will not cover the entire cost of the trip. Priority consideration will be given to students who submit travel requests by the deadlines of September 30th for Fall travel and January 31st for Spring and Summer travel. Requests submitted past the deadlines will be considered based on budget availability. This will assist with allocating the available budget equitably among all student requests.

Student Request Process

The approval and reimbursement process includes the following steps:

- Coordinate travel and the responsibility to submit coursework with the Course Director. Co and expectations for makeup coursework are required.
- Submit Request to Travel form to the Director of Student Services
- For priority consideration students should submit the Request to Travel form to the Director of Student Services by the established deadlines of September 30th and January 31st.
- Students must indicate:
  - the name and purpose of the event,
  - the location of the event,
  - the dates of event,
  - the dates of travel,
  - the registration deadline,
  - any affiliation with professional and/or student organizations,

- o additional students who may be travelling (whether sponsored by the College or not),
- o which students are expected to share accommodation costs, and under which student the room will be registered,
- o any other sponsorship received,
- o proof of registration for the event, unless the student/s request registration. In some cases, the registration fee may be reimbursed.
- o proof of presenting or speaking role if applicable (ex. Email from conference approving your program/poster).

- The Director of Student Services will review the request, consult the budget, and provide a recommendation to the Associate Dean of Student Affairs, whether to approve or deny, within one week.
- The Director of Student Services will communicate directly to the student about whether they will receive funding or not.
- All students must submit the Release of Liability by Student for Academic Study or Travel form, which is to be submitted to the Director of Student Services. All students must complete a Release of Liability by Student for Academic Study or Travel form if any member of the traveling party is approved for reimbursement.
- Students must be in good standing in order to receive any travel funds from the University. The Director of Student Services will confirm student standing before responding with a final approval to travel.
- Receive email notification of FINAL approval to travel from the Director of Student Services.
- Complete travel and COLLECT ITEMIZED RECEIPTS for reimbursement. For meals please provide original paper receipts to the Director of Student Services.
- Within 5 business days of return from travel all receipts must be submitted to the Director of Student Services. Students may request an additional 5 business days extension; however, no reimbursements will be processed past 30 days from last date of travel. An expense report will be created and submitted for reimbursement. This process can take up to 60 days to receive your check.

General Travel Rules

- Fully approved travel authorization must be in place prior to incurring any trip related expenses (e.g., registration fees, flights, hotel reservations.)
- All mileage and airfare is to be calculated from the LU campus or the student's home, whichever is closest to your destination. You must submit a Google map or MapQuest printout for mileage reimbursement. Reimbursement will be provided at the IRS standard rate. Multiple students travelling to one destination should carpool. Gas receipts will not be considered for reimbursement.
- Flights selected must be the most economical option while allowing full attendance at the event.
- Per diem rates are $15 for breakfast, $18 for lunch and $25 for dinner. Should a conference provide one of the three meals for the day that meal will be deducted from that day's per diem. No alcoholic drinks will be reimbursed. Reimbursement for meals requires submission of original itemized paper receipts. For restaurants that provide both an itemized receipt and a credit card signature receipt, students need to submit both of these where provided upon their return.
- Per diem is only provided for conferences that require an overnight stay.

- All hotel reimbursements will require a receipt indicating a zero balance. Students will want to remember to request this at the front desk at checkout. Lodging may never exceed $175 per night without pre-authorization from the Director of Student Services. Upon checkout, settle all incidentals separate from college funds and request a hotel invoice that only includes room, tax, and possibly parking. When the conference hotel is more expensive than a less expensive option within reasonable walking distance of the conference hotel, the less expensive hotel should always be chosen. Valet parking and room service are not allowable expenses.
- Return to campus is expected on the same date that the event concludes. Exceptions for overnight stays are permitted should it not be possible to arrive home prior to midnight.
- Airline seat fees (if necessary), tolls, baggage fees, and Wi-Fi usage, all require receipts.
- Wi-Fi usage is only an allowable expenditure if it is a direct necessity for the purpose of the trip.

Student Support and Resources

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

Alcohol and Substance Use

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

Professionals Resource Network

From the Florida Professionals Resource Network Website - *The primary mission of PRN is to protect the health, safety and welfare of the public while supporting the integrity of the health care team and other professionals. PRN and its Medical Director serve as the Consultant to the Florida Department of Health (DOH) and the Department of Business and Professional Regulation (DBPR) on matters relating to practitioner impairment. The DOH and the DBPR contract with PRN to provide mandated services of the Florida Statutes in Chapters 455 and 456, as well as each individual's practice act. PRN is often an alternative to the DOH/DBPR disciplinary process. Due to increased education of licensed health care practitioners, hospitals and other employees, health care practitioners participating in PRN do so voluntarily instead of being reported to or by DOH/DBPR. This allows PRN to maintain an individual's confidentiality and limits the negative impact on his/her life.*

The COP maintains a list of PRN approved providers to ensure timely referrals for students in need of mental/emotional or chemical dependence/abuse evaluations and treatment. A student's affiliation with PRN allows students with licensure issues to be monitored and guided through the required reporting processes.

Students who are identified or are perceived as being impaired by a physical condition, mental or emotional difficulty, or substance abuse issue, or are identified through legal challenges due to any of the aforementioned issues, will be required to obtain an evaluation from a Professionals Resource Network (PRN) approved

provider. Students must also complete an Authorization to Release Information form to allow for communication between the LU COP and the evaluator and/or provider(s). Students entering into and maintaining an agreement with the PRN may continue their pharmacy education, with permission of the Associate Dean of Student Affairs and Admissions (ADSAA). Students who have been recommended for treatment and monitoring but are not under PRN contract may be dismissed from the College of Pharmacy. Students who refuse to participate in PRN's processes may be dismissed from the College and will be reported to the Board of Pharmacy as is mandated by the Florida Administrative Code 64B16-30.001(2)(u)(8), which describes the penalties for violation of Florida Statute 456.072.

Expectations of Students of the COP

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

Students are expected to:

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

Health Insurance

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

Drug Testing

The college shall not require random mandatory drug testing of students unless under contract with PRN. The College of Pharmacy feels strongly that adherence to current policies and procedures should result in drug free environments and that random mandatory drug testing of members of the student body is an unnecessary invasion of student privacy. Drug testing may occur prior to clinical rotation experiences as a requirement of the facility.

Smoking Policy

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

Library

Mission

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

Resources and Services

The Larkin University Library (LU) supports the needs of our academic community with a robust and well-appointed collection of print and electronic resources, subject-specific scholarly journals and a library website with a 24/7 gateway to an extensive compendium of knowledge to promote professional and educational achievement. In addition to the print collection, the campus library is ADA compliant, maintains computers with software for scholarly writing and presentations; offers Wi-Fi access to the Internet for academic endeavors and scholarship; houses a printer; an electronic Smartboard; and provides a quiet study environment to cultivate learning and encourage accomplishment. Professional library personnel, accredited by the American Library Association and certified by the Medical Library Association as an Association of Health Information Professional (AHIP) provides students, faculty and staff with reference consultation and assistance, interlibrary loan services, and information literacy instruction for a successful and enriching educational experience.

Library Hours

Monday-Friday, 8am-4pm. Hours are adjusted to meet the needs of the campus community.

College Regulations

Code of Conduct and Expectations for Professionalism

Pharmacists and other healthcare providers are held to the highest standard of ethical conduct and must possess exceptional character, respect, compassion, and integrity. The Code of Conduct requires students of the Larkin University (LU) College of Pharmacy (COP) to abide by our Core Values of collaboration, excellence, scholarship, social justice, professionalism, and accountability.

The purpose of the Code of Conduct is to:

1. Establish a set of expectations to guide students' academic and professional behavior as they develop in their role as pharmacists within a health careteam.
2. Promote awareness of moral, ethical, and legal conduct associated with the profession of pharmacy through proper education and a mutual understanding of expectations.
3. Promote a community of trust and an environment conducive to learning.

4. Create an environment that values academic integrity and leads to the development of lifelong principles of professionalism.

The Oath of a Pharmacist defines the expectations for student pharmacists.

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

- I will consider the welfare of humanity and relief of suffering my primary concerns.
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.
- I will respect and protect all personal and health information entrusted to me.
- I will accept the lifelong obligation to improve my professional knowledge and competence.
- I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.
- I will embrace and advocate changes that improve patientcare.
- I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

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

Code of Ethics for Pharmacists

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

PREAMBLE

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

I. ***A pharmacist respects the covenantal relationship between the patient and pharmacist.***

Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain theirtrust.

II. A pharmacist promotes the good of every patient n a caring, compassionate, and confidential manner.

A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

III. A pharmacist respects the autonomy and dignity of each patient.

A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among

patients.

IV. A pharmacist acts with honesty and integrity in professional relationships.

A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

V. A pharmacist maintains professional competence.

A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

VI. A pharmacist respects the values and abilities of colleagues and other health professionals.

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

VII. A pharmacist serves individual, community, andsocietal needs.

The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

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

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

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

Code of Conduct

The Code of Conduct is defined as the written document outlining the requirements of student conduct related to academic honesty and professional behavior. The Code of Conduct applies to students enrolled in the Doctor of Pharmacy Program.

Professionalism is fundamental to the practice of pharmacy and is a core competency of the ACPE standards and LU's COP curriculum. As a measure of progression through each of the courses within the Doctor of Pharmacy curriculum, the following competencies have been developed to ensure students' learning and understanding of the expectations of a pharmacist.

- Academic Honesty, Civility, and Respect – Students, faculty, and staff are collectively responsible for creating a civil, respectful, and productive learning environment in didactic, lab, and experiential (IPPE/APPE) settings. Students are expected to treat their fellow students, faculty, staff, patients and the public with dignity and respect, and to respect the rights, privacy and confidentiality of others. Students will actively participate in educational experiences that expand their professional competencies.
- Attendance – Attendance and full attention and participation during didactic, experiential learning experiences, and co-curricular activities is expected. Students who know that they will be absent are still responsible for the content covered and must request an excused absence in order to communicate with the faculty regarding how to stay on track or makeup any missed work. Unexcused absences and persistent tardiness will result in an early alert report to determine the cause of the absence/tardiness and determine the appropriate sanction and/or support for the student.
- Communication – All communication, including verbal, electronic, and other written communication is expected to be conducted with respect and to follow accepted professional

norms of communication. Students are expected to accept and provide constructive feedback. Students are required to check their myularkin email account daily and to respond promptly.

- Responsibility/Accountability – Students are responsible for their own learning as well as for seeking assistance when needed. An important aspect of professionalism is for students to know their limitations and to ensure their successful progression by acknowledging the need for assistance either academically, personally, or professionally. Students will be accountable for their decisions and actions, while protecting patient confidentiality and trust.
- Integrity – Students are expected to be honest and trustworthy in their academic and professional endeavors. Students will make decisions based upon sound evidence that is in the best interest of patients. As a student pharmacist, it is your obligation to ensure the safety of patients by maintaining your own expectations of professionalism, as well as protecting the integrity of your peers. Any concerns about another student's academic, professional, behavioral, or emotional situation must be addressed through the Office of Student Affairs and Admission (OSAA), Early Alert Program (EAP), your advisor, or any of the Assistant/Associate Deans.
- Compassion – Students will be empathetic to the values and perspectives of patients and their caregivers and will respond patients' needs in a safe and effective manner. Students will advocate for the profession of pharmacy as well as for patients and will promote the use of safe and cost-effective medications.
- Use of technology and social media – Students are expected to use technology as appropriate within and outside of the classroom and clinical environment. Students recognize the privilege and responsibility of joining the profession of pharmacy and, as such, agree to hold themselves to the highest standards at all times, and within all environments, including their presence on social media. Within the classroom and clinical environments students are expected to keep their phones on silent mode to minimize distraction. It is also expected that during class and experiential (IPPE/APPE) time, students will not utilize their phones or other devices for personal use, except in case of an emergency.

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

Academic Dishonesty

Academic Dishonesty is defined by the following actions:

- *Cheating*

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

  - Bringing to an assessment any books, notes, scraps of paper or information in any format that is intended to unfairly aid the student (or other students) during the assessment/ remediation;
  - Receipt of unauthorized material from another student;
  - Passing of unauthorized material to another student;
  - Bringing into the assessment/ remediation any unauthorized electronic device, such as a cellular phone or smart watch;
  - Any communication with another student during an individual assessment/ remediation;
  - Any communication with another student about the individual assessment following completion of the individual assessment and prior to the group assessment;
  - Any communication with another student or between assessment groups about assessment questions prior to or during the group assessment;
  - Reference to notes, books etc. while on a bathroom break;

- Intentionally seeking information from another student's computer screen or notes on scratch paper;
- Intentionally positioning your computer or scratch paper to allow viewing by another student.

- *Plagiarism*

Defined by Webster's dictionary as "to steal and pass off words of another as one's own; to use another's production without crediting the source." Plagiarism can be either intentional or unintentional. An unintentional violation can occur when a student is unaware of correct citation practices in the writing of a paper, project, or presentation. To avoid such unintentional plagiarism, students must familiarize themselves with the appropriate process for crediting sources. This process must be maintained in all facets of the professional program. This includes preparation and submission of any course related documents (i.e. written documents), presentations (including PowerPoint slides), and electronic submissions to a student's portfolio. It should be noted that this includes all activities associated with performance in the experiential education, co-curricular, and extra-curricular environments. Academic honesty and integrity also applies to all other programmatic activities. This includes, but is not limited to, award applications, scholarship applications, or any document or submission related to a student's involvement in the program (e.g. academic appeal). Areas that require special attention include the following:

- While proper citation methods will be taught, students are responsible for understanding how to avoid plagiarism. Students must properly acknowledge and cite all use of the ideas, data and conclusions of other authors. Failure to do so is considered plagiarism.
- All contributors to a piece of work must be acknowledged.
- When the exact words of another person are used, these must be stated within quotation marks and a reference provided. Failure to do so is considered plagiarism. In the internet age, it is easy to cut and paste another person's writing, but it is wrong to do so without proper acknowledgement, as described above. Failure to do so may also be illegal in that the copyright laws may have been infringed.
- Not using duplicate submissions such as turning in a paper for more than one class or using the same journal club for multiple rotations.

- *Falsification and Fabrication*

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

- Failing to Respect Confidentiality - Students will respect the privacy of all members of the LU community and maintain patient confidentiality and dignity.
- Discrimination – Discrimination and harassment will not be tolerated. Students are not permitted to treat persons or patients differently because of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification that deprives the person of consideration as an individual.
- Incivility – Behaviors and language that willfully disrupt the learning environment, are discriminatory or unprofessional by the standards of the College or other students, may be in violation of the Code of Conduct.

All members of the LU COP community are responsible for ensuring compliance with these expectations for professional conduct in the classroom, laboratories, co-curricular activities, extra-curricular activities, and experiential practice sites. When time sensitive and appropriate, faculty and staff should address any concerns directly with the student(s). All concerns or suspected violations, including any interaction with the student(s), should be documented through the EAP which is managed by the OSAA. Significant or ongoing concerns may be managed through intervention by the OSAA.

Dress Code and Standards of Appearance

It is the expectation of the College of Pharmacy (COP) that students maintain a professional appearance. The following guidelines will assist in clarifying what is reasonable for didactic experiences at LU COP. Specific guidelines for dress code while in the lab will be provided separately by the course directors. The Office of Experiential Education (OEE) will also have guidelines for dress for clinical rotations which will be outlined in the manuals provided by the OEE.

For regular didactic class days, generally each day except Assessment Mondays, Mandatory Fridays, and Remediation Week:

- All attire should be kept neat, clean and in good repair at all times. Attire is to be appropriate and in good taste; unconventional or unprofessional clothing, including denim, Lycra, see- through fabrics, and skirts more than two (2) inches above the knee are not permitted. Clothing shall be loose enough to allow freedom of activity in the performance of all classroom and school activities without exposing any undergarment when standing, stooping, bending, or sitting.

- Casual tops (i.e., T-shirts, tank tops, halter tops, tops with lettering or pictures) are not permitted. Discreet monograms are permissible. Sheer or see-through clothes, including shirts and blouses, are not acceptable. Midriffs should not be visible.

- Black scrubs are permitted. No other color of scrubs are to be worn, however, approved logos or monograms may be added to the black scrubs (see approval process for logos in Student Organization Handbook).

- Sneakers may be worn but must have non-marking soles (avoid black soles). Sandals and backless shoes are permitted except when professional dress is required. Flip flops are not permitted. Labs and rotations may have different requirements for footwear.

- Dresses and skirts should be businesslike and appropriate. Party wear, beach cover-ups, low-cut necklines/backs are NOT permitted. Denim or leather fabric is not permitted.

- Business lengths should be observed at all times which is no more than 2 inches above the knee. Split skirts are permissible providing they meet the established length guidelines. Slits should not exceed 5 inches above the knee.

- Sheer or see- through materials are not acceptable.

- Short tops and leggings combinations are not permitted.

- Pants should be business like in style. No denim or leather fabrics are permitted. No stirrup, tight, or stretch pants are permitted. Jeans, even in colors other than blue denim, are not permitted unless on a sanctioned “Jeans Day”. Shorts and pants reaching no more than mid-calf are not permitted.

- Students are expected to maintain proper hygiene. Cosmetics, cologne, and perfume should be used in moderation. Any jewelry that can be considered a safety hazard or a distraction to the educational process is to be avoided.

- Hair must be clean and neatly styled. Extreme, unprofessional, or unconventional hairstyles are to be avoided. Long hair must be arranged away from the face and at an appropriate length so as not to interfere with or cause a distraction in class. Hair ornaments, when worn, must be appropriate and in

keeping with a business environment.

- Facial hair must be kept neatly trimmed.
- Head coverings of any kind, are not permitted, unless such coverings are worn for religious reasons, however, the full face must be visible.
- Jackets and ties are encouraged where and when appropriate for guest speakers and special events on campus.
- Nail length and polish will be conservative and in good condition. Fingernails should be kept short, clean, smooth and well-manicured. Nail decals and/or nail jewelry are not acceptable.
- Only professional patches, pins or LU-sanctioned pins used for purposes of promoting the image of LU may be worn.

On Assessment days, Mandatory Fridays, and Remediation Week, students are permitted to wear jeans, or other comfortable clothing, provided it meets the length and coverage guidelines as stated above. Pajamas, sweats, or other casual clothing are not acceptable attire.

Students in violation of the COP Dress Code or Standard of Appearance may be given a documented verbal warning unless the violation is so egregious that other action is more appropriate. If the student is in violation of the Dress Code Policy a second time, the student will be reported through the Early Alert system and will be required to meet with the Assistant/Associate Dean of Student Affairs and Admission (ADSAA). A third violation will be reported to the Student Progression and Professionalism Committee (SPCC) for further action.

Harassment Policy

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

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

Types of Harassment

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

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

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

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

Hazing

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

Sexual Harassment

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

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

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

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

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

Reporting Procedure

LU will not tolerate harassment or discrimination by any member of the University community. Specific concerns or complaints regarding harassment or discrimination should be brought to the attention of the Associate Dean of Student Affairs and Admissions (ADSAA) who will promptly, fully, and objectively

investigate the complaint. Any student who believes he or she has been or is being harassed or is experiencing discrimination in violation of University policy, or witnesses what he or she believes to be harassment in violation of University policy, has an obligation to report such harassment to the ADSAA. Complaints will be processed either informally or through the formal procedure as described below.

At the informal level, the primary goal will be to resolve the situation to the mutual agreement of all parties. At this stage, students who believe they have been harassed can consult the ADSAA to resolve the matter without the necessity of a full investigation. An informal resolution may include a meeting between the affected parties or a personal letter by the complainant to the alleged harasser that outlines the problematic behavior, describes the effect of the behavior on the writer, and expresses a wish for the behavior to stop. At this level, a full report will be created to document the steps taken to resolve the issue(s).

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

Information Technology (IT)

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

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

Internet filter software is used in the network to prevent access to prohibited websites.

Electronic Communication Policy

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

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

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

Students are responsible for ensuring that the person sending any material over the Internet has the

appropriate distribution rights.

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

Students shall be aware that the conduct/information they publish can reflect on the reputation of 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.

Unacceptable Uses

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

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

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, up to and including referral to SPPC. Students may also be held personally liable for any violations of this policy.

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

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

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

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

The following behaviors are example 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 user or

permitting another person to have access to the Internet by using the student's assigned access-control mechanism.

- Using, transmitting, changing, or deleting another user's files or software without permission. Sending anonymous email messages.
- Using access for any reasons violating Institute rules and regulations or other illegal activities.

Access to the Internet has been provided to students for the benefit of the 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 university'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 University. 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 students name and year of graduation (e.g., Class of 2023) attached. The use of the LU logo and banner in email signature lines is encouraged. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Students are required to check their myULarkin.org email accounts daily and respond within 2 business days to communication from faculty or administrators. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is transmitted through the system. Students who wish to express personal opinions on the Internet are encouraged to obtain their own usernames on other Internet Systems.

Software

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

Copyright Issues

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

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

IT Security

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

Facilities

Parking

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

Campus Security

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

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

An on-site security guard will be housed at the west entrance of the building and will be available during open hours in which the building is accessible to students. The building hours are from 6am-11:30pm Monday to Sunday. 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.

Safety and Emergency Notifications

Larkin University (LU) is a weapons free zone and will not tolerate violence. It is impossible to predict if someone internal or external to LU will violate either of these concerns. During Orientation, students will be reminded to be vigilant of their surroundings and to report suspicious activity to the security officers, facilities manager, or any LU employee.

To optimize a safe environment for students at LU the key card access system and onsite security guard + 36 Cameras will deter any suspicious behavior. Police will be involved whenever necessary. If there is believed to be an immediate danger, any member of the administrative team can send an email to all student with instructions on what to do.

Regarding inclement weather, the primary concern in our region is hurricanes. The benefit of hurricanes

compared to other natural disasters is the ability to track the weather systems and be prepared. The University System has a very detailed process of tracking named storms and works with local weather agencies as they must determine when to move to emergency coverage. The Dean will monitor the reports coming from the Larkin University System. Updates will begin several days before an anticipated event to the LU Community. The day before an anticipated weather event, all students will be reminded to monitor the College's website and the Canvas LMS for up-to-date news and weather tracking. If landfall is anticipated to occur, classes will be cancelled in advance. Additionally, we will typically follow the actions of Miami Dade College, North Campus as their reports are on all local television and radio updates. Additionally, updates and instructions will be sent to students via email.

Classroom Visitors

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

Suggestions and Complaints

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

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

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

General Suggestions

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

Informal Complaints

Students are encouraged to initiate discussions of their concerns through an informal process with the appropriate individual(s) (ie, 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 by 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 partied involved.

Formal Complaints

If the complaint is not or cannot be resolved at the informal stage, the student may submit a formal complaint to the Assistant/Associate Dean of Student Affairs and Admissions in the College of Pharmacy (ADSAA), in writing, by using the Complaint Form. This formal report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates, and the names and positions of the parties involved. The form

must be signed and dated. The complaint will be investigated by the ADSAA, through mechanisms including, but not limited to, interviews of the necessary parties; including the accused, the complainant, and any witnesses or others deemed necessary to complete the investigation, or review of written or other evidence related to the complaint. After completion of the investigation, the ADSAA will meet with the complainant and the accused (if appropriate) separately, to review the investigation findings and possible resolution to the claim. If the student who made the complaint is not satisfied with the outcome, he or she may appeal the decision to the President.

Students may withdraw a complaint at any time during the complaint process by notifying the ADSAA in writing.

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

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

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

Unresolved Complaints – Agencies and Accreditors

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

State of Florida

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

Commission for Independent Education,

325 West Gaines Street, Suite 1414,

Tallahassee, FL 32399-0400

Phone number - 888-224-6684

Email – cieinfo@fldoe.org

Fax – 850-245-3238

ACPE Complaints (College of Pharmacy)

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

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

The College of Pharmacy would prefer to address ACPE complaints prior to them begin submitted to ACPE. Students may complete the ACPE Complaint Form and submit to either the Assistant/Associate Dean of Academic Affairs (ADAA) for curriculum matters, or the Assistant/Associate Dean of Student Affairs and Admissions (ADSAA) for student services matters. The student will receive acknowledgement of the complaint through email within three (3) business days. The student will be asked to meet with either the ADAA or the ADSAA to attempt to resolve the matter. If the matter 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.

Department of Education (FERPA)

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

Regional Accreditation - SACSCOC

Larkin University is in the process of applying for accreditation through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Following our submissions and approval of candidacy status, Larkin University will be 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.

Pledge of Professionalism

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

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

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

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

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

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

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

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

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

Larkin University
College of Pharmacy

Excused Absence Request

INSTRUCTIONS

1. Complete the Approval for Excused Absence form for excused absences from didactic courses. The OEE has policies for absences which are outlined in the Introductory and Advanced Pharmacy Practice Experiences handbooks.
2. Present the completed form to the Course Director for approval and signature. Once approved, submit the form to the Office of Academic Affairs (OAA) with supporting documents
3. Students who require an excused absence to attend a professional meeting are required to obtain approval from the Course Director, and the ADSAA at least four weeks prior to the first day of absence. Once approved by both the Course Director and ADSAA, the excused absence form will be forwarded to the OAA.
4. For other planned absences, approval must be obtained from the Course Director and ADSAA at least 4 weeks prior to the first day of absence.
5. In the case of an unplanned absence (e.g. illness), the form and supporting documents must be submitted within 3 business days of returning to campus.

STUDENT INFORMATION

Year: P1 P2

Name: _____
Last First Middle

Phone: _____ Email: _____

Date(s) to be excused from class: First Day: _____ Last Day: _____

Nature of Absence (check applicable box):

- ☐ Medical
- ☐ Emergency
- ☐ Bereavement
- ☐ Legal
- ☐ Military Duty
- ☐ Immigration & Naturalization
- ☐ Jury Duty
- ☐ Professional Meeting

☐ Other (Explain):_____ _____
(If more space is required, please use an additional sheet).

Student: _____ Date: _____

This application has been reviewed and a plan to make up missed course work and/or assessments has been developed and discussed with the student.

Course Director: _____ Date: _____

ADAA: _____ Date: _____

ADSAA: _____ Date: _____

Remediation Plan

Name -

Course Number -

Date –

Midpoint Review Date -

Remediation Plan

Part 1 (Student) – Please complete this section **prior to meeting** with the Course Director/Faculty

In your opinion, what are the reasons you're struggling academically? Please check all that apply.

☐ Time Management ☐ Time Management ☐ Study Skills

☐ Personal Stress ☐ Test Anxiety ☐ Other (Describe)

Please provide additional detail.

Remediation Plan

<u>Part 2</u> (Student and Course Director) – Complete this section with the **Course Director**

Which of the following options might help you become successful in this course? Please check all that apply.

<u>Resources/Referral: Academic</u>

□ Group Tutoring – How often?

□ Individual Tutoring – How often?

□ Faculty Office Hours/Meetings – How often?

□ Study Skills

□ Other Academic Resource – Describe.

<u>Resource/Referral: Personal/Professional</u>

□ Time Management

□ Counseling

□ Test Anxiety

□ Financial Services

□ Other Student Resources – Describe.

Please describe the midpoint review plan

Academic -

Student Support -

Remediation Plan

<u>Part 3</u> (Student and OSAA) – Please complete this section with the **Director of Student Services or the Associate Dean of Student Affairs and Admissions.**

What steps will you take to seek assistance?

What steps will you take to refine the plan if it's not working?

Student - By signing this document I understand that I am required to attend class each day to promote my academic success. For attendance tracking purposes I must use my badge to enter the building each day. Any absences will need to follow the Excused Absence procedure as defined in the Student Handbook.

Student Signature _____

Course Director Signature _____

DSS/ADSAA Signature _____

Remediation Plan

Part 4 (Student and Course Director and/or OSAA) - Please complete this section with either the Course Director and/or the DSS/ADSAA at the time of the **midpoint review**.

Date -

Academic Review Update

Student Services Review Update

Student Signature _____

Course Director Signature _____

DSS/ADSAA Signature _____

LU College of Pharmacy – Request to Travel Form

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

Applicant Information

Date: _____

Applicant Name(s): _____

Purpose for Travel: _____

Dates of Meeting: _____

Dates of Requested Travel: _____

Total estimated cost of travel _____

Registration Deadline Date: _____

Type of Travel _____

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

  _____

Cost per person:
Registration _____ Flight _____ Mileage _____ Car Rental _____ Meals _____ Parking _____ Hotel ____

Course(s) that will be missed _____
You must attach documentation from the Course Director(s) indicating the terms of missing the class/assessment.

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

Additional comments:
_____
_____

Approval of OSAA

Date received: _____ Name of Reviewing Official:_____

- o Travel approved – Specify for whom and the amount

  _____
- o Travel not approved

Comments
_____
_____
_____

Signature of Official _____

Date form was completed and returned to student _____

Larkin University
College of Pharmacy

Release of Liability by Student for Academic Study or Travel Form

Course/Conference Name _____ Date _____

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

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

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

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

_____ _____

Printed Name Signature of Student

_____

Date

Larkin University
College of Pharmacy

Student Event Request Form

Organization Name: _____

Event Contact Person: _____ Cell #: _____

Event Name: _____

Proposed Date: _____ Proposed Time: _____

Event Description/Purpose: _____

_____

_____

Event Location: _____

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

_____

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

_____

_____

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

If so, please explain: _____

_____

_____

Food Served? _____ Alcohol Served? _____

Charging a Fee? If so, how much? _____ Room(s) Requested: _____

Additional Information/Requests: _____

_____

PDU Level? Yes____ Level_____ No____

Organization Advisor: _____ _____

Print Signature

DSS: _____ Approval Date: _____

LU College of Pharmacy
Student Events with Alcohol Form

1. All campus, local, state, and federal laws apply. No one under the age of 21 may consume alcohol at an Larkin University event.
2. Only wine, beer, or similar bottled beverages may be served. Liquor of any kind is prohibited.
3. The faculty advisor must be in attendance. If the faculty advisor is unable to attend, another faculty member or administrator must be in attendance.
4. There is a two (2) drink limit for each individual (ticket system or something similar). The organization/group is responsible for determining how the drink limit will be enforced.
5. If the event is catered, a server must be present to serve alcohol.
6. If it's not catered, the organization may use their own funds (not LU) to purchase alcohol.
7. Food must be provided at the event.
8. The organization must also offer non-alcoholic beverages.
9. This form must be signed by the President/Organizer and the faculty advisor.
10. At least two weeks (ten business days) before the date of the event this form must be submitted to the Director of Student Services.
11. The form will be forwarded to the Dean for approval.
12. The organization will be notified of the final decision by the OSAA.

I acknowledge that I understand the guidelines listed above and my signature indicates agreement to adhere to these rules during the course of the organization's event.

_____ _____

President/Organizer Faculty Advisor

_____

Date

Larkin University
College of Pharmacy

Intent to Develop a New Student Organization Form

Name of proposed Student Organization

_____

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

_____

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

_____

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

_____
_____
_____

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

_____
_____
_____

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

_____
_____
_____

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

_____
_____
_____

Larkin University

Transcript Request Form

Complete the information required. It takes 3 to 5 business days to process transcript requests. There is a ***$10 transcript*** fee for each transcript requested. Transcript requests can be submitted via email, regular mail or in person. **Transcript Fee payments are accepted on institution's website via the payment portal.**

Purpose for this transcript: ☐ Professional School Application ☐ Scholarship ☐ Work or Job search
☐ Transfer to another Institution ☐ Residency or Fellowship Application ☐ Post-Graduate Education

STUDENT INFORMATION:

Student's name: _____ Maiden or former name: _____
Last First Middle

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

Student ID or SS# _____ Phone: (___) _____ (___) _____
(Home) (Work)

ATTENDANCE INFORMATION:
Check if you are a graduate ☐ Month _____ Year _____ ☐ Masters ☐ Doctorate

Dates of Attendance-from _____ to _____

DELIVERY INSTRUCTIONS:
Please check one: ☐ **I will pick up my transcript** *** Transcripts prepared for pickup will be held for 10 business days only.**

☐ Please allow _____to pick up transcript for me **(Must show ID)**
☐ **Mail transcript(s) as soon as they are ready** ☐ **Hold this request until current grades are posted**
☐ **Hold this request until my degree is conferred**

IMPORTANT! Financial clearance is required prior to the release of transcripts.

Total Copies _____x $10.00=Total $_____

Mail Transcript(s) to: (Please write neatly and include complete address)

_____ _____

_____ _____

_____ _____

Student Signature: _____ Date: _____

For Office Use Only:
☐ **Request Approved** ☐ **Request Denied** **Reason:** _____

Date Processed: _____ **Date Mailed:** _____ **Date Pickup:** _____

Registrar's Office
18301 N. Miami Avenue l 2nd Floor-Suite 2400-Office 3 l Miami l Florida l 33169
Ph. 305.760.7514 l Fax 305.760.7450 l dgivens@ularkin.org

Larkin University
College of Pharmacy

LEAVE OF ABSENCE FORM

Name:_____Phone: _____

Address:_____City:_____State:_____Zip:_____

Email Address:_____Last Semester Attended:_____

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

☐Academic Difficulties ☐ Financial ☐Family ☐Personal ☐Employment Conflicts ☐ Other

Comments:

_____

_____

*My signature indicates that I accept full responsibility for the above action. I understand that this change may result in consequences such as revision of any financial agreements, partial/full charges for interrupting studies, delayed graduation date, required repeat of failed/deficient grades upon return, placement within revised curriculum upon return, and placement granted on space/course availability basis.

_____ _____

Student Signature Date

_____ _____

Assistant/Associate Dean of Student Affairs and Admissions Date

_____ _____

Assistant/Associate Dean of Academic Affairs Date

_____ _____

Director of Financial Services Date

_____ _____

* Assistant/Associate Dean of Experiential Education Date

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

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

FOR REGISTRAR'S OFFICE USE:

_____ _____ _____

Registrar Date Received Date Processed

Registrar's Office
Office of Student Affairs and Admissions
18301 N. Miami Avenue l Office: 2308 l Miami l Florida l 33169
Ph. 305.760.7514 l Fax 305.760.7450 l dgivens@ularkin.org

Larkin University

FERPA NON-DISCLOSURE OF DESIGNATED DIRECTORY INFORMATION

_____

PRINT Student's Name Student ID Number

_____

Permanent Street Address City State Zip Code

The Family Educational Rights and Privacy Act (FERPA) permits the release of Directory Information about a student to third parties outside the institution without the student's written consent, as long as the student has been given the opportunity to opt out of such disclosure. Students may withhold the disclosure of Directory Information by completing this form and presenting it to the Registrar's office within ten (10) calendar days of the first scheduled class day of each fall semester. A request to withhold disclosure of Directory Information is effective for one academic year only and must be renewed each year.

By signing this form, I request the withholding of the following information which Larkin Health Sciences Institute has designated as Directory Information:

- **Student's name, address, phone number**
- **Program of study**
- **Dates of attendance, degrees and awards received**
- **Most recent education institution attended**
- **Full-time/part-time enrollment status**
- **Photo**
- **Email**

I have read this form carefully and understand the ramifications of my decision to prevent release of any of my Directory Information. I understand that upon submission of this form, information that identifies me and that the University has designated as Directory Information cannot be released to any third parties (including but not limited to parents, potential employers, insurance agencies, providers of non-LU scholarships, and financial institutions) without my written consent (unless the disclosure is allowed by one or more exceptions provided by FERPA).

_____ _____

Signature Date

Complete this section only if you wish to revoke an earlier signed FERPA NON-DISCLOSURE OF DESIGNATED DIRECTORY INFORMATION form.

I wish to **revoke** my request to withhold the disclosure of Directory Information effective immediately.

_____ _____

Signature Date

Registrar's Office
18301 N. Miami Avenue l 2nd Floor-Suite 2400-Office 3 l Miami l Florida l 33169
Ph. 305.760.7514 l Fax 305.760.7450 l dgivens@ularkin.org

Larkin University
College of Pharmacy

Withdrawal Form

Name: _____ Phone: _____

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

Email Address: _____ Last Semester Attended: _____

I am requesting a **Full Withdrawal** from Larkin University College of Pharmacy for the reason(s) indicated below:

☐Academic Difficulties ☐ Financial ☐Family ☐Personal ☐Employment Conflicts ☐ Other

Comments:

_____

_____

*My signature indicates that I accept full responsibility for the above action. I understand that this change may result in consequences such as revision of any financial agreements and/or partial/full charges for interrupting studies. I also understand that I not permitted to return to the program without written permission from the Assistant/Associate Dean of Academic Affairs.

_____ _____
Student Signature Date

_____ _____
Assistant/Associate Dean of Student Affairs and Admissions Date

_____ _____
Assistant/Associate Dean of Academic Affairs Date

_____ _____
Director of Financial Services Date

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

FOR REGISTRAR'S OFFICE USE:

_____ _____ _____
Registrar Date Received Date Processed

Registrar's Office
18301 N. Miami Avenue l 2nd Floor-Suite 2400-Office 3 l Miami l Florida l 33169
Ph. 305.760.7514 l Fax 305.760.7450 l dgivens@ularkin.org

Larkin University

AUTHORIZATION TO RELEASE INFORMATION

Student Consent for Education Record to be released to Parent(s), Legal Guardian(s), Other Tuition Provider(s), or Other Indicated Individual(s):

Student Name: _____ Date: _____

PLEASE READ:
In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the undersigned student hereby permits Larkin University to disclose the information specified below to the following individual(s) or agency(ies). Please include name and address below:

_____
_____
_____

This consent shall be valid unless or until modified or rescinded in writing by the student. The parent(s), legal guardian(s), tuition provider(s), or other indicated individual(s) agree that they shall not disclose the specified information to third parties without the student's authorization.

INFORMATION TO BE RELEASED:

The following information from my records at Larkin University may be released to the above-specified person(s):

_____ Grades and academic standing

_____ Academic information

_____ Tuition and fees status

_____ All academic records and demographic information

_____ Other, please specify: _____

I have read and understand the contents of the consent form pertaining to the Family Educational Rights and Privacy Act of 1974.

_____ _____
Student Signature Date

Date received by Registrar - _____

Date records released/reviewed -_____

Registrar's Office
18301 N. Miami Avenue l 2nd Floor-Suite 2400-Office 3 l Miami l Florida l 33169
Ph. 305.760.7514 l Fax 305.760.7450 l dgivens@ularkin.org

Larkin University
College of Pharmacy

COVID-19 Immunization Form

_____ _____
Student Name (PRINT) Date of Birth

____ I do understand receiving the COVID-19 vaccine is a voluntary process.

Please choose one of the following;

____ I have received my COVID-19 vaccination and have completed the documentation below.

____ I do not wish to receive the COVID-19 vaccine.

Please choose one of the following;

____ I am authorizing disclosure of my vaccination status. If fully vaccinated, I am eligible to have my LU access activated in accordance with LU policies and CDC guidelines.

____ I do not wish to disclose my vaccination status. I understand that I will have to follow the current LU guidelines for non-vaccinated individuals in alignment with CDC guidelines.

COVID-19 Vaccination *Provide documentation of dosage series

Manufacturer (circle one): Pfizer, Moderna, Johnson and Johnson, other: _____

COVID-19 Dose #1 Date Given _____/_____/_____
COVID-19 Dose #2 Date Given _____/_____/_____

Please attach documentation of COVID-19 vaccination card with both the front and back of the CDC vaccination card.

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

Student Name (PRINT) _____Date_____/_____/_____

Student Signature _____

Facility Name & Address _____

Larkin University
College of Pharmacy

Influenza Vaccine Form

_____ Class (circle one): 1PD 2PD 3PD
Student Name (PRINT)

_____
Student Signature

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

Date Given ____/____/_____

Healthcare Provider Name (PRINT) _____

Healthcare Provider Signature _____

Facility Name & Address _____

Healthcare Provider, please complete the following information:

Vaccine Name	Site of Administration	NDC	Lot	Expiration Date	Manufacture

Larkin University
College of Pharmacy

Enrollment Physical Exam Form

_____ _____

Student Name (PRINT) Date of Birth

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

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

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

Healthcare Provider Signature _____

Facility Name & Address

_____

_____

Larkin University
College of Pharmacy

Enrollment Immunization Form

Student Name (PRINT) _____ Date of Birth _____

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

Option 1:

MMR Dose #1 Date Given _____/_____/_____

MMR Dose #2 Date Given _____/_____/_____

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

Measles titer Date Performed_____/____/_____Immune? Yes NO

Mumps titer Date Performed_____/____/_____Immune? Yes NO

Rubella titer Date Performed_____/____/_____Immune? Yes NO

TETANUS-DIPTHERIA-PERTUSSIS

Tetanus/ Diphtheria/Pertussis (Tdap) Tetanus/Diphtheria (Td) Booster (if ≥ 10 years since Tdap) Date Given _____/____/_

Date Given_____/____/_____

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

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

Option 1:

Varicella Dose #1 Date Given_____/____/_____

Varicella Dose #2 Date Given_____/____/_____

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

Varicella IgG Antibody titer Date Performed____/____/_____ Immune? Yes_____NO _____

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

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

Step 1:

Hep B Dose #1 Date Given_____/____/_____

Hep B Dose #2 Date Given_____/____/_____

Hep B Dose #3 Date Given_____/____/_____

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

Hep B Surface Antibody titer Date Performed____/____/_____ Immune? Yes_____NO _____

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

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

Healthcare Provider Name (PRINT) _____ Date_____/_____/_____

Healthcare Provider Signature _____

Facility Name & Address _____

Larkin University
College of Pharmacy

Two Step PPD Skin Test Form

FORM IS DUE AT ENROLLMENT BETWEEN May 9th – August 5 th

Enrollment PPD skin test must be during date range noted above and requires both step one and step two. Second and third year students only requires step one.

Student Name (PRINT) _____ Date of Birth _____

STEP ONE:	**STEP TWO**: (must be at least 7 days from step one PPD)
Date baseline skin test read: _____/_____/ _____	Date Skin test read: _____/_____/ _____
Result: Positive?_____Negative? _____	Result Positive?_____Negative? _____

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

Chest X-Ray *(copy of chest x-ray must be attached).*
Date of chest x-ray_____/_____/ _____
Result Positive?_____Negative? _____

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

Healthcare Provider Name (PRINT) _____ Date_____/_____/_____

Healthcare Provider Signature _____

Facility Name & Address _____

Larkin University

Complaint Form
Larkin University

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

Student name: _____
Last First Middle

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

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

College and Program _____ Year of Program: _____

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

Continue on page 2 if necessary.

_____ _____

Student Signature Date

Larkin University
College of Pharmacy

Accreditation Council for Pharmacy Education Complaint

Students may submit a complaint directly to the Accreditation Council for Pharmacy Education (ACPE) at https://www.acpe-accredit.org// *Students who wish to address their concern with the LU COP first may use this form to submit a complaint related to non-compliance with an accreditation standard.*
To submit a complaint, you must include all the required information below. Please refer to the Catalog and Student Handbook for more information regarding ACPE Complaints. Please attach any supporting documentation.

Student's name: _____
Last First Middle

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

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

Program: _____

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

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

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

Explain how you would like to see the issue resolved:

_____ _____

Student Signature Date