



# Larkin University

College of Biomedical Sciences

# Student Handbook 2020-2021

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# Welcome from the Dean

Welcome to the College of Biomedical Sciences at Larkin University!

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

Our innovative one-year Master of Science program in Biomedical Sciences at Larkin University prepares you for professional studies in medicine, dentistry, pharmacy, biomedical research, or clinical medicine. You will progress through a sequence of graduate level course work based on national licensing exams, such as the USMLE Step 1 content and outcomes. The curriculum is provided from a clinical perspective and is taught by faculty experienced in medical education. It includes multidisciplinary research, case study presentations, group projects and external shadowing and research. Our affiliation with Larkin Community Hospital system provides opportunities for our students to closely observe the practical aspects of health care. In the program you also take a required professional development course. This course will prepare you to develop and compose applications, personal statements, curriculum vita/resumes, and cover letters necessary for successful application and matriculation to professional and graduate schools, or residency. You will identify your strengths, skills and experiences that are most beneficial to your personal school professional choices. You will learn the value of volunteering and shadowing experiences and be provided with opportunities to do so. Practice presentations, role playing, traditional and multiple mini interviews (MMI) will be conducted to allow you to improve your chances of acceptance into your career field. In addition to your coursework, you also will have unique scientific research opportunities and the possibility to get involved in collaborative research on a national or international level working with top researchers from the U.S., Europe, and Puerto Rico. Since its inaugural class in 2013 the program has been a huge success! Our individual student focus is helping our students reach their intended goal as is demonstrated by the list of placements by institution on our Biomed Website. The program is designed to provide you the most opportunities to learn, not just memorize facts, and it will be challenging. Learning is directly linked to understanding science applied to health care.

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

On behalf of the entire Larkin Community, welcome to Larkin University College of Biomedical Sciences. It is our honor that you have chosen LU to start your journey into health professions!

Sincerely,



Martha Echols, PhD, MEd  
Dean and Professor

# College of Biomedical Sciences Mission, Vision, and Core Values

## COBS MISSION

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

## COBS VISION

To be recognized as a community that

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

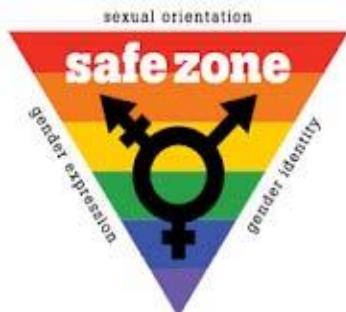
## CORE VALUES

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

## Non-Discrimination Statement

LU 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.

Larkin University supports the LGBTQ+ community by providing [Safe Zone](#) training to all faculty and staff. Additionally, key members of our College are the primary allies for students who are struggling with their identities. You may contact the Academic Coordinator for further information.



## **Accreditation**

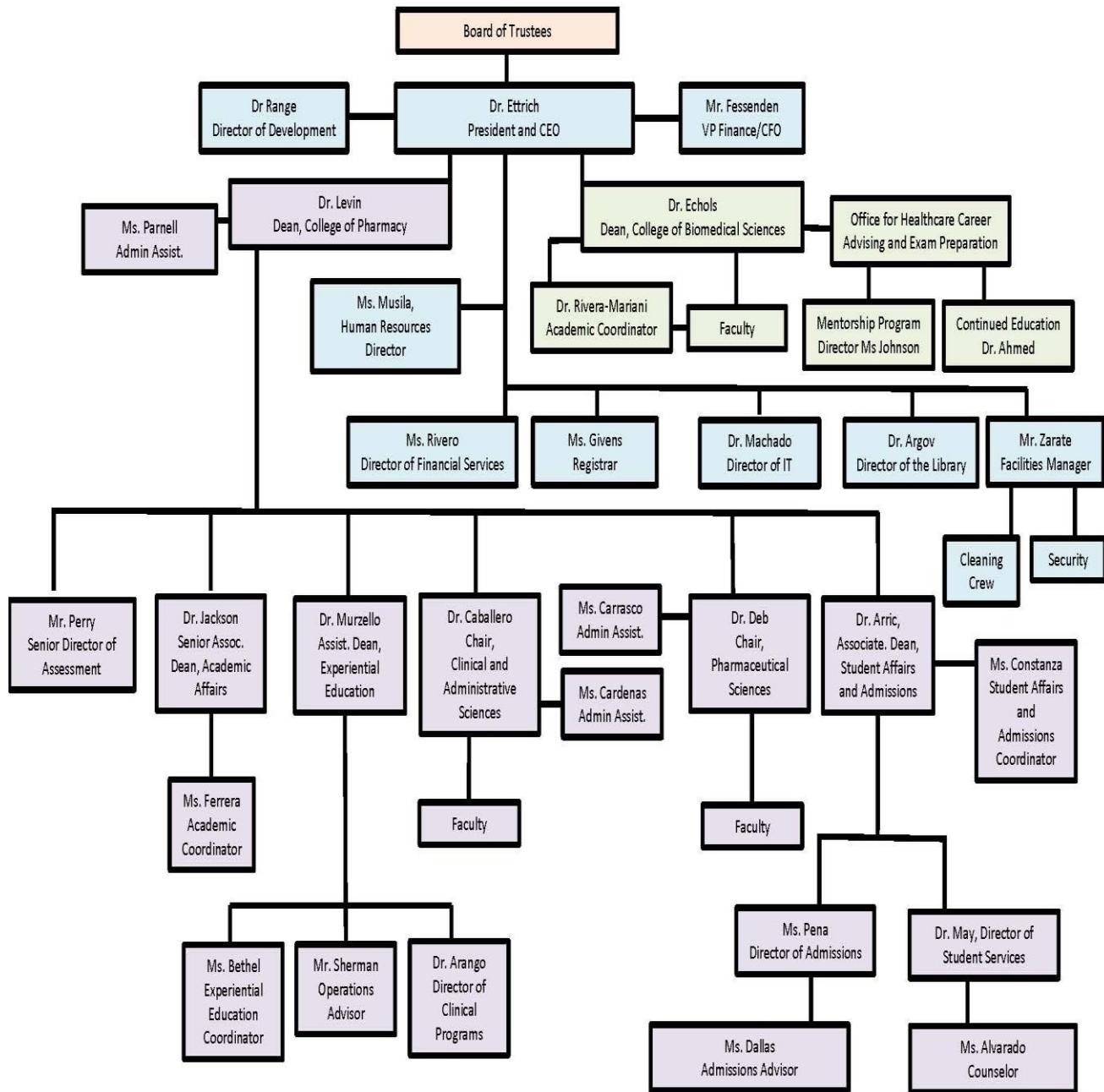
### **Larkin University**

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

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

# Larkin University Organizational Chart

## LU Organizational Chart



## **Office of the Dean**

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

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

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

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

## **Office of Academic Coordinator**

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

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

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

## Academic Affairs and Assessment

At Larkin University's College of Biomedical Sciences we honor the academic freedom to which each faculty member is entitled and follow the Policy on Academic Freedom approved by the Board of Trustees (BOT). Individual courses are assigned to each professor based on their expertise, assignments and adjustments are discussed in faculty meetings. Although a general syllabus template is provided and compulsory for the lecturer, each faculty member determines the specific content in each section of the syllabus and is responsible for designing the learning outcomes and objectives, sequence of topics, and the formative and summative assessments to include in the course. An electronic copy of the syllabus is available to each student on Canvas, no later than 30 days before the course start date.

## Curriculum in the Master of Sciences

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

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

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

## **Coursework**

During each semester (fall, spring, and summer), the students engage in a specific sequence of coursework complemented with shadowing experiences, and voluntary community engagement. The sequence of coursework, which varies depending on the student's track (e.g. medical, dental, pharmacy, clinical medicine or graduate biomedical research) includes Biochemistry, Immunology, Medical Microbiology, Human Anatomy, Human Physiology, Neurosciences, Pathophysiology, Molecular Genetics, General Dentistry, Foundations of Pharmaceutical Sciences, Introduction to Clinical Pharmacy, and Professional Development. If all coursework has been completed, the student curriculum is designed to complete patient cases to demonstrate the knowledge to apply medical sciences to diagnosis and treatment of disease processes. The thoughtfully designed learning outcomes and objectives, as well as the content, of each of these courses not only aligns with content of health professions licensing exams but also addresses different knowledge dimensions and Bloom's Taxonomy levels. The topics of the courses are also delivered by combining historical and recent clinical and scientific developments from different biomedical fields. Please refer to the course catalog for course descriptions.

## **Shadowing Experiences**

The coursework is complemented with shadowing experiences that align with each student's selected track. Shadowing experiences are coordinated through the Office of the Dean of the COBS. The shadowing opportunities in which the students will participate greatly benefits from our affiliation with the Larkin Community Hospital system.

## **Course Grades**

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

### **Assessment Criteria and Methods of Evaluating Students**

Grade scale based on 4.0 Scale

Percentage Score	Letter	Quality Points
93-100%	A	4.0
91-92 %	A-	3.7
89-90%	B+	3.3
85-88%	B	3.0
83-84%	B-	2.7
81-82%	C+	2.3
77-80%	C	2.0
75-76%	F	1.3
69-72%	F	1.0
67-68%	F	0.7
0-66%	F	0.00
Satisfactory		Not Computed
Unsatisfactory		Not Computed
WP Withdrawal/Prior to 50% completion		Not Computed
WF Withdrawal/After to 50% completion		0.0
Withdrawal/Non Attendance <i>* Converts to grade of F if no grade entered within 2 weeks</i>		

## **REPEATED COURSES**

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

## **INCOMPLETE (GRADES OF I)**

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

## **W GRADE**

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

## **WP Grade**

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

## **WF Grade**

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

## **UNIT OF CREDIT**

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

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

## **Recording of Final Grades**

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

## **Grade Appeals**

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

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

## **Recognition of Honors**

**Dean's list:** The top 10% of students each semester year (non-cumulative) will be recognized as "Honors" and included in the Dean's List. Students in the top 5% each year will be recognized as "High Honors" and included in the Dean's List.

## Academic Calendar

### FALL 2019

New Student Orientation	Friday, 8/ 23/19
<b>Classes Begin</b>	<b>Monday, 8/26/19</b>
Labor Day	Monday, 9/2/19
Thanksgiving Holiday	Wednesday-Friday, 11/27/19-11/29/19
Classes End	Friday, 12/6/19
Final Exams	Monday-Friday, 12/9/19-12/13/19

### SPRING 2020

<b>Classes Begin</b>	<b>Monday, January 6</b>
Dr. Martin Luther King Jr Holiday	<b>Monday, January 20</b>
Classes End	Friday, April 10
Final Exams	Monday-Friday, April 13-17

### SUMMER 2020

<b>Classes Begin</b>	<b>Monday, April 20</b>
Commencement	Wednesday, May 20
<b>Memorial Day Holiday</b>	<b>Monday, May 25</b>
<b>July 4<sup>th</sup> Holiday</b>	<b>Friday, July 3</b>
Classes End	Friday, July 31
Final Exams	Monday-Friday, August 3-17

## Curricular and Programmatic Surveys

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

halls with various administrators. As such, the student's participation is key to understanding our strengths, and areas for improvements. Results of the data is shared with faculty and administration and is used to improve program content and outcomes.

## Progression through the Master of Sciences in Biomedical Sciences

### SATISFACTORY ACADEMIC PROGRESSION

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

- Complete their total program in no more than 1.5 times the number of semesters described in program of study and credits described in the program.
- Establish and maintain at least a 2.0 GPA by the end of the student's second term of enrollment and all subsequent terms
- The student must pass a comprehensive exam (with 70% grade) to be administered after all required courses are satisfactory. The student has three opportunities to pass the comprehensive exam.
- In lieu of the comprehensive exam, a student may opt to submit a research proposal or master's thesis if appropriate for their program track.

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

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

### ADVICEMENT

At the beginning of the first semester students will be required to meet with the Dean for discussion of their program goals and related barriers to their success. All students of the M.S. in Biomedical Sciences program will have access to an advisor. The advisor or Dean will also meet with a student when academic performance is found to be below 70% on any assessment measure in a specific course. During the meeting, a plan will be developed noting additional support services students may need to be successful in the program. The advisor or Dean will make arrangements for these services. Additional information regarding advising can be found in the "Advising" section of this handbook.

## Graduation Requirements

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

- Must meet specified academic requirements (i.e., GPA) for graduation for the specific program;

- Complete all degree requirements specified for the appropriate degree program;
- Be approved by the Faculty, Recommended to the Dean & Board of Trustees for conferral of degree

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

- Complete 8 hours of clinical shadowing in chosen health profession

#### **For the Master of Science in Biomedical Sciences:**

A student must complete 33 credit hours of graduate course work at Larkin University to receive a degree. They must have a minimum grade point average of 3.0 (B) with no more than 8 credit hours of "C" grades in order to receive the Master of Science in Biomedical Sciences degree. Courses with F grades must be repeated and replaced with grades of B or better.

## **Clinical Shadowing**

### **Immunizations and Other Health Documents**

Documentation of acquired or natural immunity to the following diseases is recommended prior to enrollment in the College of Biomedical Sciences (COBS): measles, mumps, and rubella (MMR), varicella (chicken pox), tetanus- diphtheria-pertussis, hepatitis B, and proof of a recent (within 6 months prior to entering the program) two-step tuberculosis skin test (PPD).

During COBS shadowing, students might be involved in direct patient care and therefore, are 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 submit to the Office of the Dean in the College of Biomedical Sciences.

- a. Influenza Immunization
- b. Two-step PPD Skin Test

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

## **Student Affairs and Admissions**

### **Student Records & Registrar**

#### **Course Registration Process**

Students are enrolled into courses each semester by the Registrar's office and agree to the

terms of their enrollment by completing the Enrollment Agreement form provided during Orientation. Students will be able to view their enrollment status through the CampusNexus student portal. Any questions about enrollment should be directed to the Registrar's office.

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

The Family Educational Rights and Privacy Act of 1974 (FERPA) defines the guidelines which protect student academic information and determine under which circumstances information may be released. Larkin University adheres to all FERPA rules and regulations.

#### **Access to Student Records**

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

A student's education records are defined as files, materials, or documents, including those in electronic format, that contain academic information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to:

- School officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising and determining financial eligibility.
- Appropriate parties, including parents, whose knowledge of the information is necessary to protect the health or safety of a student or another individual if there is a significant and articulatable threat to the health or safety of a student or other individual, considering the totality of the circumstances
- Students may request a review of their education records by submitting a written request to the Registrar. The review will be allowed during regular school hours under appropriate supervision. Students are not permitted to make copies of their educational records or to remove the records from the Registrar's office. Students may not review sole possession records which are defined as a personal record of LU employees/agents which meets the following test:
  1. It was created by the LU employee/agent as a personal memory aid;
  2. Is in the sole possession of the LU employee/agent who created it;
  3. The information contained within it has never been revealed or accessible to any other person, including the student, except the LU employee's/agent's "temporary substitute." "Temporary substitute," as used herein, means an individual who performs on a temporary basis the duties of the LU employee/agent.

Students may request the institution amend any of their education records, if they believe the

record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar, with the reason for the requested change stated fully. The instructor or staff member involved will review the request, if necessary, meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Dean may conduct a meeting, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the decision of the Dean, which will be the final decision of the school. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.

Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. If the student wishes to dispute the accuracy of the grading, rather than the accuracy of the recording of the grade, refer to Grade Appeal in the Student Handbook for the appropriate procedure.

Directory information is information on a student that the school may release to third parties without the consent of the student. LU has defined directory information as the student's name, address(es), telephone number(s), e-mail address, program enrollment, dates of attendance, honors and awards, credential awarded, most recent educational institution attended, full-time/part-time enrollment status, or photo.

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, DC 20202.

### **Procedure for Withdrawal**

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

Students seeking withdrawal should contact the Registrar to obtain the appropriate form and obtain all necessary signatures required on the form. After all signature on the form 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.

### **Procedure for Voluntary Leave of Absence**

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

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

### **Transcript Request**

To request an official transcript, students must pay \$10 for each transcript, payable on the [www.ularkin.org](http://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 Registrar. Transcripts are sent by first class mail. Larkin University assumes no responsibility for final delivery. Transcripts will not be issued if funds are owed to the university.

***Transcript requests may submitted to:***

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

**Enrollment Verification**

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

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

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

**Financial Services**

At Larkin University (LU) the Office of Student Financial Services is designed to provide financial assistance to students who need financial support in order to continue working toward their educational goals. LU works closely with all students in order to make the cost of education affordable. At this time, 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 financial assistance combining aid from more than one of these sources. Aid from all sources may not exceed the cost of education.

**General Eligibility for Financial Assistance**

To be considered for Financial Assistance, a student must:

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

**How To Apply For Financial Assistance**

**Scholarship Awards**

The Office of Student Financial Services has compiled a list of scholarship resources that are offered outside

of LU. You can find a full list of scholarships on our [website](#). Browse each link to determine eligibility requirements and application deadlines. Students can conduct additional scholarship searches on their own. If a student is awarded a scholarship, it is the student's responsibility to provide the Office of Student Financial Services 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 differ for all lenders, depending on the borrower's credit history. Please visit our [website](#) ([www.ularkin.org](http://www.ularkin.org)) 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 \$24,600 for the year (Fall/Spring/Summer). Students can apply for and receive financial resources up to their COA budget (direct and indirect expenses). It is our recommendation that students borrow only what is needed and what he/she reasonably repay.

### Cost of Attendance for the Master of Biomedical Science Program

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

### 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)**

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

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

## **Advising**

The advising philosophy of the College of Biomedical Sciences centers on the development of structured relationships that allow students the opportunity to explore their academic, personal, and career interests through holistic support and mentoring toward the goal of a successful career. The supplementary advising model provides a shared structure defined by the mutual selection of a student and from within the faculty of the college. Students are

encouraged to develop relationships with faculty members, particularly those who share career or common interests. Opportunities for exposure to faculty will be accomplished through courses, shadowing experiences, and involvement in research.

The goals of the advising relationship are to:

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

### **Responsibilities of the Student**

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

### **Responsibilities of the Advisor**

- Serve as the primary contact for the advisee when problems arise
- Guide the student through the curriculum and monitor progress
- If asked, serve as an advocate for students required to attend meetings regarding their academic progression
- Assist in developing a career plan and connect students to faculty and/or preceptors who can mentor the student
- Provide information regarding the College's policies and procedures.

### ***The faculty advisor will also participate in:***

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

### **Wellness and Counseling**

As health professions students, students should be aware of the importance of holistic health and wellness, including the responsibility for maintaining their own mental health as well as promoting healthy behaviors in their peers and colleagues. Larkin University plans workshops

and other activities to promote holistic health and wellness in students. The College of Biomedical Sciences also participates in the University Wellness program. Students are encouraged to attend workshops provided by faculty, staff or invited speakers on variety of health and wellness topics.

## **Wellness**

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

## **Personal Counseling**

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

## **Academic Support Services**

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

## **Disability Services**

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

## **Eligibility**

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

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

Students may submit a written request for accommodations at any time, however, the Office of Admissions and Student service requires four weeks to process the request after receiving all required documentation. It is suggested that requests for 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 born by the student. Until appropriate documentation is provided, the Office of Admissions and Student service cannot support the student's request for services.

A letter outlining the appropriate accommodations will be provided to the student and, after review and discussion with the Dean, 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 Office of Admissions and Student service within four weeks of the beginning of the term in which they are requesting accommodations.

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

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

### **General Guidelines for Documentation**

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

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

### **Appeal Process**

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

## **Student Activities**

### **Student Representation on College of Biomedical Sciences Committees**

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

### **New Student Orientation**

New Student Orientation is mandatory for all students and is scheduled the week prior to the start of classes. 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, and social activities.

### **Campus Events with Alcohol**

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

- Students must request permission to serve alcohol on campus by completing the Student Events with Alcohol form and submitting it to the Chief Executive Officer 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 Biomedical Sciences (COBS) encourages students to become involved with professional and social student organizations as a means of developing leadership skills and professional networking opportunities. Opportunities for involvement are introduced to incoming students during Orientation each year.

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

## **Shadowing Requirements**

To be eligible to shadow in our affiliated hospitals, the documents below need be submitted to the Office of the Dean.

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

## **Student Travel Guidelines**

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

Students who wish to travel for conference attendance or presentations, or other professional development opportunities must first contact the Academic Coordinator 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.

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

The approval and reimbursement process includes the following steps:

Students must indicate:

- the name and purpose of the event,
- the location of the event,
- the dates of event,
- the dates of travel,
- the registration deadline,
- any affiliation with professional and/or student organizations,
- *additional students who may be travelling (whether sponsored by the College or not),*
- *which students are expected to share accommodation costs, and under which student the room will be registered,*
- any other sponsorship received,
- *proof of registration for the event, unless the student/s request registration. In some cases, the registration fee may be reimbursed.*

Student must complete and submit the Release of Liability by Student for Academic Study or Travel form, which is to be submitted to the Office of the Dean. All students must complete a Release of Liability by Student for Academic Study or Travel form regardless of whether reimbursement for travel is requested.

The Dean with consultation with the CFO and CEO if needed will make a decision regarding the request. The student will receive email notification of FINAL approval to travel from Dean

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

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

## **Student Support and Resources**

The Larkin University (LU) College of Biomedical Sciences (COBS) supports impaired students by providing resources, referrals, and confidential assistance for students experiencing substance dependency/abuse, physical conditions, or emotional/psychological impairment that could impact the well-being of both the student and those they serve.

Students are encouraged to self-report which protects them from academic or disciplinary action as long as they are in compliance with the evaluation, treatment, and monitoring required by the administration of the COBS and supported by the Professionals Resource Network (PRN). Successful initiation and completion of the PRN treatment plan and monitoring will result in no additional disciplinary action and will allow the student to continue/return to their course of study.

### **Alcohol and Substance Use**

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

### **Professionals Resource Network**

From the Florida Professionals Resource Network [Website](#) - *The primary mission of PRN is to protect the health, safety and welfare of the public while supporting the integrity of the health care team and other professionals. PRN and its Medical Director serve as the Consultant to the Florida Department of Health (DOH) and the Department of Business and Professional Regulation (DBPR) on matters relating to practitioner impairment. The DOH and the DBPR contract with PRN to provide mandated services of the Florida Statutes in Chapters 455 and 456, as well as 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 COBS 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 COBS and the evaluator and/or provider(s). Students entering into and maintaining an agreement with the PRN may continue their College of Biomedical Sciences education, with permission of the Dean.

Students who have been recommended for treatment and monitoring but are not under PRN contract may be dismissed from the College of Biomedical Sciences. Students who refuse to participate in PRN's processes may be dismissed from the College and will be reported as mandated by the Florida Administrative Code 64B16-30.001(2)(u)(8), which describes the penalties for violation of Florida Statute 456.072.

## **Expectations of Students of the COBS**

During Orientation students will be introduced to the negative impact of substance abuse and addiction in the health professions, particularly biomedical sciences. Throughout the program students, faculty, and staff are expected to promote a substance free campus as well as engage in learning and discussion facilitated by faculty in relevant courses. As a member of the health care team, it is vital for students to understand their responsibility to patients as well as to their colleagues, peers, and the profession of biomedical sciences.

Students are expected to:

- Observe state and federal laws.
- Promote a campus free of illegal drug use.
- Stress moderation, safety and individual accountability by those who choose to use drugs or alcohol.
- Provide an atmosphere free of coercion for those who choose not to use drugs or alcohol.
- Provide information and education on the health risks associated with drug and alcohol use and/or abuse.
- Provide information and referral for confidential guidance and counseling for those with special needs related to substance abuse.
- Protect patient safety and the integrity of educational practice settings.
- Report to class, lab, or any other official LU/COBS activity unimpaired and remain in a condition fit to perform. Reporting to class, lab, or other official LU/COBS activity while impaired by drugs or alcohol or possession of drugs or alcohol is a violation of this policy and shall subject the student to the appropriate disciplinary and/or rehabilitative action
- As a condition of enrollment, every student must abide by the terms of this guideline and notify the Office of Dean of any drug or alcohol related conviction. If during

enrollment a drug or alcohol related arrest or conviction should occur, notice is to be given no later than five days after such event; this includes, but is not limited to D.U.I. conviction.

### **Health Insurance**

Students are required to maintain health insurance coverage throughout their enrollment at the College of Biomedical Sciences. Proof of coverage is required to be provided to the Office of Dean at the start of the academic year. Students who need financial assistance to pay for health insurance coverage may be able to access loan money to pay for health insurance premiums and should speak with the Office of 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 Biomedical Sciences 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.

### **Smoking Policy**

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

## **Library**

### **Mission**

The Mission of the Library at Larkin University (LU) is to support the diverse information needs of our academic community by promoting academic excellence, enhancing research and discovery and by fostering scholarship and success. The library staff facilitates student and faculty access to collections of scholarly resources, and provides quality assistance in an environment which stimulates and supports academic inquiry. This is accomplished through 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 Health Sciences Library (LU) supports the needs of our academic community with a robust and well-appointed collection of print and electronic resources, subject-specific scholarly journals and a library website with a 24/7 gateway to an extensive compendium of knowledge to promote professional and educational achievement. In addition to the print collection, the campus library is ADA compliant, 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**

The library is staffed Monday-Friday, 8am-4pm. The library is accessible for student use any time the LU building is open. All library resources are electronically available from any computer, 24/7 through the library portal from the university website ([www.ularkin.org](http://www.ularkin.org)).

## **College Regulations**

### **Code of Conduct and Expectations for Professionalism**

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

The purpose of the Code of Conduct is to:

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

### **LU COBS Code of Conduct**

The Code of Conduct is defined as the written document outlining the requirements of student conduct related to academic honesty and professional behavior. The Code of Conduct applies to students enrolled in programs under the Larkin University College of Biomedical Sciences.

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

**Academic Honesty, Civility and Respect** – Students, faculty and staff are collectively responsible for creating a civil, respectful and productive learning environment. Students are expected to treat their fellow students, faculty, staff, patients and the public with dignity and

respect, and to respect the rights, privacy and confidentiality of others. Students will actively participate in educational experiences that expand their professional competencies.

**Attendance** – Attendance and full attention and participation is expected. Students who know 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 within 2 business days.

**Responsibility/Accountability** – Students are responsible for their own learning as well as for seeking assistance when needed. An important aspect of professionalism is for students to know their limitations and to ensure their successful progression by acknowledging the need for assistance either academically, personally, or professionally. Students will be accountable for their decisions and actions, while protecting patient confidentiality and trust.

**Integrity** – Students are expected to be honest and trustworthy in their academic and professional endeavors. Students will make decisions based upon sound evidence that is in the best interest of patients. As a student it is your obligation to ensure the safety of patients by maintaining your own expectations of professionalism, as well as protecting the integrity of your peers. Any concerns about another student's academic, professional, behavioral, or emotional situation must be addressed through the Office of the Dean.

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

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

#### **Violations of the Code of Conduct**

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

**Academic Dishonesty** – Academic Dishonesty is defined by the following actions:

**Cheating** -When a student who does not do his or her own work on an academic exercise, except when clearly defined by the instructor as a group exercise, or when a student otherwise gains an unfair advantage over his or her peers.

**Plagiarism** - Defined by Webster's dictionary as "to steal and pass off words of another as one's own; to use another's production without crediting the source. Plagiarism can be either intentional or unintentional. An unintentional violation can occur when a student is unaware of correct citation practices in the writing of a paper, project, or presentation. To avoid such unintentional plagiarism, students must familiarize themselves with the appropriate process for crediting sources.

**Falsification and Fabrication**- Fabrication is considered as consciously manufacturing or manipulating information in a false manner.

Falsification is considered as willfully providing false, misleading, or incomplete information.

**Failing to Respect Confidentiality** - Students will respect the privacy of all members of the LU community and maintain confidentiality and dignity.

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

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

All members of the LU COBS community are responsible for ensuring compliance with these expectations for professional conduct in the classroom, laboratories and clinical shadowing experiences. Faculty should address any concerns directly with the student, however, any member of the LU COBS community may report violations or concerns through the Academic Coordinator. Significant or ongoing concerns may be managed through intervention directly by the Dean for resolution.

## **Attendance Policy**

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

## **Excused Absence**

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

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

## **Procedures for an Excused Absence**

Complete the Excused Absence Request form for excused absences. Present the completed form plus supporting documents to the dean and/or advisor for approval and signature.

Students who require an excused absence to attend a professional meeting are required to obtain approval from faculty and the Dean at least four weeks prior to the first day of absence. For other planned absences, approval must be obtained from the Dean at least 4 weeks prior to the first day of absence. 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.

## **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 should inform the instructor for that day as soon as possible. In the event of a formative assessment which takes place during an "unexcused absence", make-up of the assessment is the decision of the individual faculty member.

## **Harassment Policy**

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

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

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
- Has the purpose or effect of unreasonably interfering with an individual's academic work or performance; or

- Otherwise adversely affects an individual's academic or employment opportunities.  
Harassing behavior or conduct includes, but is not limited to the following:

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

### ***Hazing***

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

### ***Sexual Harassment***

Larkin University (LU) is committed to maintaining a safe and healthy educational and work environment. The University firmly believes that sexual harassment and discrimination undermine the integrity of human relationships. Accordingly, LU does not tolerate any behavior 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 Office of the Dean who will promptly, fully, and objectively investigate the complaint. Any student who believes he or she has been or is being harassed or is experiencing discrimination in violation of University policy, or witnesses what he or she believes to be harassment in violation of University policy, has an obligation to report such harassment to HR. 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 Office of Admissions and Student Services or Dean in an effort 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 HR. 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, HR will meet with the complainant and the accused (if appropriate) separately, to review the investigation findings and possible resolution to the claim. If the student who made the complaint is not satisfied with the outcome, he or she may appeal the decision to the CEO.

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

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

## **Information Technology**

During Orientation week, IT will assign a username and initial password to access the LU computer network. Students are required to maintain a personal password. Internet filter software is used in the network to prevent access to prohibited websites.

Additionally, anti-virus software will be installed to maximize security to the LU network.

## **Electronic Communication Policy**

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

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

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

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

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

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

Students who use Internet access capability for personal business must adhere to the same policies and guidelines applicable to the organization as a whole. Violation of this policy are not tolerated.

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

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

applicable regulations.

**The following behaviors are 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 particular user, or permitting another person to have access to the Internet by using the student's assigned access-control mechanism.
- Using, transmitting, changing or deleting another user's files or software without permission.
- Sending anonymous email messages.
- Using access for any reasons violating LU 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 company's public image, the following guidelines have been established for using the Internet.

### **Acceptable Uses of the Internet**

Students accessing the Internet at LU are representing the 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 2019) attached. The use of the LU seal and banner in email signature lines is encouraged. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Students are required to check their myuLarkin email accounts daily and respond within 2 business days to communication from faculty or administrators. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language is transmitted through the system. Students who wish to express personal opinions on the Internet are encouraged to obtain their own usernames on other Internet Systems.

## **Software**

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

## **Copyright Issues**

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

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

## **IT Security**

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

## **Facilities**

### **Parking**

Larkin University (LU) has 250 parking spots at present, including designated locations for bicycles and motorcycles/scooters. Student parking is on the east side of the building in the large parking lot and on the north side of the campus on the swale. Students are permitted to park anywhere except where labeled as reserved. Visitor tags are available from the Facilities Manager if needed. All vehicles must display an appropriate decal or visitor tag to avoid being towed.

### **Campus Security**

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

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 the facilities manager during normal working hours. The facilities manager will be able to visualize and speak to the individual through a smart phone and grant entry if the guard is not at the front door.

An on-site security guard will be housed at the west entrance of the building and will be available during specific hours in which the building is accessible to students. The building hours are from 6 am-12 am during didactic course days with security onsite during those time and days. On the weekends, the building is open from 10 am – 4 pm with security onsite during those times. Facilities monitors the hours of use and adjusts the hours as a usage pattern is determined to meet the needs of the student body. Administration of either college can also notify the Facilities Dept. to extend usage for exam preparation or special events.

For additional security, 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 lighted well with shopping mall style 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.

In order to optimize a safe environment for students at LU the key card system and onsite security guard 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 students with instructions on what to do.

In regard to 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. Larkin University 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 closely monitor weather updates reports. 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**

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

## **Suggestions and Complaints**

### **COMPLAINTS AND GRIEVANCE PROCEDURES**

Larkin University (LU) is committed to continuous quality improvement of all programs and the University. Therefore, students will have opportunities to provide constructive feedback and complaints. The initial venue for students to provide feedback will occur by means of different surveys regarding courses, faculty, and student support services. Nevertheless, students will also have alternate mechanism to provide feedback, resolve informal grievances, and file formal complaints. In all instances, confidentiality will be maintained to the extent any such information is not necessary for the resolution of the complaint.

### **Informal Complaints**

Students are strongly encouraged to initiate discussions of their concerns through an informal process with the appropriate individual(s) (e.g., faculty, staff, administrators) to attempt to resolve the issue. Students are also encouraged to provide input or suggestions directly to faculty, staff, or administrators. It is important that discussion, suggestions, or actions in line to resolve any issue be conducted with professionalism and respectful manners by all parties involved.

In the student lounge, there is a "Suggestion Box" for students to submit suggestions or concerns. Students are encouraged to include name and contact information for follow-up by an administrator; however, if submitted anonymously, resolution and follow-up to the complaint may not always be possible.

### **Formal/Written Complaints**

Students may submit formal written complaints to the Associate Dean of Admissions and Student Services in the College of Pharmacy, who serves as the ombudsman for Larkin University. Please refer to the Policy on Student Complaints on the website for the proper protocol. If you need assistance, please contact the Dean or Academic Coordinator of the college within their program. The 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 grievance must be signed and dated. Also, students may withdraw a complaint at any time during the complaint process. A withdrawal must be made in writing.

Complaints will be reviewed and directed to the appropriate individual(s) in order to identify an appropriate resolution to the complaint. A student will receive acknowledgement of the complaint within 5 business days. Students will receive a response or an update on the status within 30 days. For time-sensitive complaints, efforts will be made to expedite the response.

Students may appeal the response to the complaint to the CEO of LU. The appeal must be in writing and completed within 30 days of the date of the response. Recurring areas of concern will prompt further assessment by the University. If the alleged grievance is deemed justified, LU and/or the respective program will take the necessary steps it deems appropriate to correct any grievance suffered by the complaining student. For unresolved matters, students continue to have the right to file a complaint with the appropriate agency identified below:

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

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

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

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

**Contact Information:**

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

Or E-mail: [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org)

Or Fax: 850-245-3238

3. Larkin University is currently in the process of submitting an application to the **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** for accreditation. Following our submission and approval of candidacy status, Larkin University will be held to SACSCOC accreditation standards. Information on how to file a complaint regarding non-compliance with a SACSCOC standard is below:

How to file a complaint against an institution accredited by the Southern Association of Colleges and Schools Commission on Colleges (SOCSCOC)

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

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