



LU COLLEGE *of*
BIOMEDICAL SCIENCES
Life Changing

Student Handbook 2024-2025

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University Policies and Procedures

Advisement

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

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

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

Larkin University Accreditation

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

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

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

Non-Discrimination Statement

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

Office of the University Registrar

Course Registration Process

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

Voluntary Withdrawal

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

Eligibility:

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

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

Types of Withdrawals:

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

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

Notification of Withdrawal:

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

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

Academic and Financial Considerations:

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

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

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

Records and Transcript:

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

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

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

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

Re-Enrollment:

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

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

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

Notification:

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

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

Voluntary Leave of Absence

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

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

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

Types of Leave:

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

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

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

Requesting a Leave of Absence:

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

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

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

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

Duration of Leave:

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

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

Rights and Responsibilities:

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

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

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

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

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

Returning from Leave:

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

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

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

Office of Student Financial Services

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

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

General Eligibility for Financial Assistance

To be considered for Financial Assistance, a student must:

- Be accepted and enrolled at least half time each semester.
- Maintain satisfactory academic progress (SAP) as determined by the University. View our Standards of Academic Progress policy in the University Catalog.
- Apply within designated deadlines.

How to Apply for Financial Assistance

Scholarship Awards

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

Private Student Loans

Private Student Loans are offered through various lenders. Private Student Loans are applied for annually at the beginning of the academic year. Private Student Loans are based on the creditworthiness of the borrower. You can increase your chances of getting approved and receiving a lower interest rate by applying with a creditworthy co-borrower. Repayment begins after graduation or after a student falls below less than half-time or the student's last date of attendance, whichever comes first. Private Student Loan interest rates differ for all lenders, depending on the borrower's credit history. Please visit our [webpage](#) for a list of available lenders.

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. [View our current Direct and Indirect Cost of Attendance.](#)

Renewal of Awards

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

Satisfactory Academic Progress (SAP)

A student applying for Financial Assistance must maintain Satisfactory Academic Progress as determined by the University. For more details, please refer to the University Catalog.

Withdrawal

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

Office of Student Affairs and Admissions

Wellness and Counseling

Wellness

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

Personal Counseling

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

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

Disability Services

Larkin University (LU) operates in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Qualified individuals with a

disability will not be excluded from or denied access or benefits, or subjected to discrimination in any LU activity, service, or program based solely by reason of a disability.

Individuals with a disability who meet the academic and technical requirements for enrollment shall be provided with equal access to Larkin University and its programs through reasonable accommodations.

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

Students with disabilities are provided services and reasonable accommodations through the Office of Student Affairs and Admissions (OSAA) as directed by the Vice President for Student Affairs and Admission (VPSAA). Services and reasonable accommodations are made to permit equal access to otherwise qualified students with disabilities to all curricular and co-curricular opportunities. In addition, the VPSAA provides leadership and guidance to the campus community to ensure compliance with legal requirements for equal access while enhancing understanding and support of students with disabilities.

Eligibility

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

Student Events with Alcohol

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

Possession or consumption of alcohol by a person under 21 years of age under any circumstances is prohibited and distribution of alcohol to persons under the age of 21 is prohibited. A student who is found or suspected to be under the influence of alcohol or is

behaving in a disruptive, intoxicated, or disorderly manner will be removed from the event and reported to local authorities if necessary.

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

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

- The College/Program will not be responsible for any costs if the event is canceled or terminated.
- The College/Program can take disciplinary action in the event of a violation of law or policy.
- Advertisement of the event as an event where alcohol will be served is prohibited.

LU Student Code of Conduct

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

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

Harassment

Harassment may include bullying, cyber bullying, verbal, or physical behavior or conduct that denigrates or shows hostility or aversion towards an individual because of his or her gender/gender identity, age, race, ethnicity, national origin, religion, creed, sexual orientation, and/or disability and that has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, and/or has the purpose or effect of unreasonably interfering with an individual's academic work or performance, and/or otherwise adversely affects an individual's academic or employment opportunities.

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

Epithets, slurs, negative stereotyping; threatening, intimidating or hostile acts that relate to gender/gender identity, age, race, ethnicity, national origin, religion, creed, sexual orientation, and/or disability and writing or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender/gender identity, age, race, ethnicity, national origin, religion, creed, sexual orientation, and/or disability that is

shared through any electronic medium, placed on walls, bulletin boards, or elsewhere on the University'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 is committed to maintaining a safe and healthy educational and work environment. The University firmly believes that sexual harassment and discrimination undermine the integrity of human relationships. Accordingly, LU does not tolerate any behavior that subjects any member of the University community to discrimination or harassment on the basis of sex, sexual orientation, or gender identity or disability.

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

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

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

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

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

Florida legislation requires that post secondary schools designate restrooms for exclusive use by males or females, as defined in Section 553.865(3), and/or that there are unisex restroom. Larkin University designates restrooms for males, females, and all gender/unisex restrooms on the first floor, which are private single stall restrooms that anyone may use.

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

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

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

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

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

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

Reporting Procedure

Larkin University will not tolerate harassment or discrimination by any member of the University community. Students with specific concerns or complaints regarding the LU Code of Conduct, harassment or discrimination should be brought to the attention of the Vice President of Student Affairs and Admissions (VPSAA) who will promptly, fully, and objectively investigate the complaint. Any student who believes he or she has been or is being harassed or is experiencing discrimination in violation of this policy, or witnesses what he or she believes to be a violation of this policy, has an obligation to report such

issues to the VPSAA. 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 there has been a violation of the Student Code of Conduct can consult the VPSAA to resolve the matter without the necessity of a full investigation. An informal resolution may include a meeting between the affected parties or a personal letter by the complainant to the alleged violator that outlines the problematic behavior, describes the effect of the behavior on the writer, and expresses a wish for the behavior to stop. At this level, a full report will be created to document the steps taken to resolve the issue(s).

If the complaint is not or cannot be resolved at the informal stage, the student can request an investigation, in writing, to the VPSAA. The complaint will be investigated, through mechanisms including, but not limited to, interviews of the necessary parties; including the accused, the complainant, and any witnesses or others deemed necessary to complete the investigation, or review of written or other evidence related to the complaint. After completion of the investigation, the VPSAA will meet with the complainant and the accused (if appropriate) separately, to review the investigation findings and possible resolution to the claim. If a student is found in violation of the LU Student Code of Conduct, disciplinary procedures will commence. If the student who made the complaint or is found in violation of said complaint, is not satisfied with the outcome, he or she may appeal the decision to the President/CEO.

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

Complaints Process

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

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

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

General Suggestions

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

Informal Complaints

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

Formal Complaints

If the complaint is not or cannot be resolved at the informal stage, the student may submit a formal complaint to the Vice President of Student Affairs and Admissions (VPSAA), in writing, by using the Complaint Form. This formal report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates, and the names and positions of the parties involved. The form must be signed and dated. The complaint will be reviewed to determine the appropriate office to manage the complaint, or whether the complaint will be investigated by the VPSAA, through mechanisms including, but not limited to, interviews of the necessary parties; including the accused, the complainant, and any witnesses or others deemed necessary to complete the investigation, or review of written or other evidence related to the complaint. After completion of the investigation, the VPSAA will meet with the complainant and the

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

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

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

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

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

For unresolved matters, students may find a list of agencies and accreditors in the University Catalog.

University Library

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

The Larkin University Library (LU) supports the needs of our academic community with a robust collection of electronic resources, subject-specific scholarly journals, and a library website with a 24/7 gateway to an extensive compendium of information to promote

professional and educational achievement. In addition, the library houses a printer, an electronic Smartboard; and provides a quiet study environment to cultivate learning and encourage accomplishment. Professional library personnel provide students, faculty and staff with reference consultation and assistance, interlibrary loan services, and information literacy instruction for a successful and enriching educational experience.

Library Hours

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

Office of Information Technology

Student Electronic Communication Policy

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

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

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

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

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

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

Unacceptable Uses

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

Use of LU Internet and e-mail resources is a privilege that may be revoked at any time for inappropriate conduct. Any abuse of acceptable use policies may result in revocation of

access, notification of LU management, and disciplinary action up to and including referral to the College/Program for investigation and sanctioning.

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

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

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

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

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

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

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

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using the organization's time and resources for personal gain.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Engaging in unauthorized transactions that may incur a cost to LU or initiate unwanted Internet services and transmissions.
- Sending or posting messages or material that could damage LU's image or reputation.
- Participating in the viewing or exchange of pornography, obscene materials, or other sexually explicit materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities.

- Using the Internet for political activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Gaining access to the Internet by using any access-control mechanism not assigned to the particular user or permitting another person to have access to the Internet by using the student's assigned access-control mechanism.
- Using, transmitting, changing, or deleting another user's files or software without permission.
- Sending anonymous email messages.
- Using access for any reasons violating Institute rules and regulations or other illegal activities.

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

Acceptable Uses of the Internet

Students accessing the Internet at LU are representing the Institution. All communications should be for academic or professional reasons. Students are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for educational and professional contacts.

Communications

Each student is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have the student's name and year of graduation (e.g., Class of 2019) attached. The use of the LU seal and banner in email signature lines is encouraged. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Students are required to check their LU email accounts daily and respond within 2 business days to communication from faculty or administrators. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is transmitted through the system. Students who wish to express personal opinions on the Internet are encouraged to obtain their own usernames on other Internet Systems.

Software

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

Copyright Issues

Students may not transmit copyrighted materials on the Internet 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 from the company or legal action by the copyright owner.

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

Security

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

Office of Facilities Management

Parking

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

Campus Security

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

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

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

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

Smoking Policy

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

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

Safety and Emergency Notifications

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

University System. Updates will begin several days before an anticipated event to the LU Community.

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

Classroom Visitors

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

College of Biomedical Sciences Policies and Procedures

Welcome from the Program Director

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 highly qualified faculty, working for the benefit of our students aspiring to health science careers. Our individual student focus is helping our students reach their intended goals. The program is designed to provide you with the 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. 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,

A. W. Whitehead, DMD

Albert W. Whitehead, DMD, MEd, MBA
Program Director

College of Biomedical Sciences Mission, Vision, and Core Values

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.

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.

Office of the Program Director

The Program Director 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 Program Director is the Chief Academic and Administrative Officer of the College of Biomedical Sciences (COBS). The Program Director oversees everything managed by other offices or committees including student affairs, student services, curriculum and other academic issues. In most cases the Program Director 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 Program Director to direct the student to the correct person to resolve the concern.

The Program Director 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 Program Director will maintain an open-door policy and students can request an appointment. However, the Program Director will expect the chain of command to be appropriately followed before making an appointment.

The Program Director will hold regular meetings with the leaders of the student body along with the other leaders of the Program Director's Administrative Team to assure that concerns and issues are heard and addressed in a timely manner. The Program Director 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 Program Director works with all members of the LU College of Biomedical Sciences community to assure a safe, trusting, cooperative and harmonious environment.

Academic Affairs and Assessment

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

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

At Larkin University's College of Biomedical Sciences, we honor the academic freedom to which each faculty member is entitled and follow the Policy on

Academic Freedom approved by the Board of Trustees (BOT). Individual courses are assigned to each professor based on their expertise, assignments and adjustments are discussed in faculty meetings. Although a general syllabus template is provided and compulsory for the lecturer, each faculty member determines the specific content in each section of the syllabus and is responsible for designing the learning outcomes and objectives, sequence of topics, and the formative and summative assessments to include in the course. An electronic copy of the syllabus is available to each student on Canvas, prior to the course start date.

Curriculum in the Master of Sciences

Larkin University (LU) College of Biomedical Sciences (COBS) has developed an innovative one-year semester-based curriculum to prepare students for professional studies in medicine, dentistry, pharmacy, 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 students to observe the practice aspects of healthcare during clinical shadowing experiences and with other community healthcare providers.

In the curriculum, students also develop essential skills to succeed 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 most beneficial for the professional or graduate school they seek to apply. Presentations, role-playing, and traditional and multiple mini-interviews allow students to exercise their interpersonal 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, and the content of each course aligns with content of health professions licensing exams and 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.

Unit of Credit

Credit hours are awarded on a semester basis according to successful coursework completion. 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

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 Program Director. The shadowing opportunities in which the students

will participate greatly benefits from our affiliation with the Larkin Community Hospital system.

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, the clinical site may require additional vaccinations. Students must document their adherence to the following disease prevention requirements and submit them to the Office of the Program Director in the College of Biomedical Sciences.

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

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

Curricular and Programmatic Surveys

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

shared with faculty and administration and is used to improve program content and outcomes.

Advising

All students will be assigned an advisor. At the start of the first semester, students must meet with the assigned Advisor to discuss their program goals and potential barriers to their success. The advisor or Program Director 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 Program Director will arrange these services. Additional information regarding advising can be found in the “Advising” section of this handbook.

Advising Model

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 college's faculty. 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 and create 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 creating a Remediation Plan if needed.
- Refer students to resources, or consult with the administration to determine appropriate resources for student success

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. If you are unable to attend class, it is your responsibility to notify your instructors. Attendance is recorded through the Learning Management System,

Consecutive and Prolonged Absences

Three or more consecutive days of absences require special action by a student.

- Students who will be absent from class for three or more consecutive days should contact the appropriate instructor(s) to discuss the nature of their

absences and how to balance their circumstances with the school's academic requirements.

- In some cases, students may be asked for documentation to support their need to miss consecutive days of class.

Instructor-Initiated Drop

Instructor-Initiated drops for nonattendance must be based upon concrete evidence of nonattendance and be signed by the Program Director or Program Director's Designee of the college offering the class. The college will notify students that they have been dropped for nonattendance by LU email and by mail at the students' current posted mailing address. The Program Director's office will notify the appropriate University offices. Instructor-initiated withdrawals are made when an instructor withdraws a student from a class with a grade of "W" "

- If you are absent from class through the second week of classes, instructors will exercise the option to drop you from the class.
- A student who misses more than three consecutive class sessions without notifying instructor(s) will, under most circumstances, be automatically withdrawn from the program.

Instructor-Initiated Drops or course drops by students on their own may impact progression toward degree completion and result in financial consequences and obligations. Students are advised to consult with appropriate university personnel to determine what areas of their enrollment may be impacted. These areas include funding received through financial aid, scholarships, veteran affairs or other funding sources, immigration status, employment with the university, and restrictions on repeating courses.

Instructor-Initiated Drops are enforced at the instructor's discretion. Students wishing to appeal an instructor-initiated drop must submit a letter of the Program Director or Program Director's designee within 3 business days after they have been notified officially that they have been dropped. In turn, the administration must respond to students within 3 business days from the date of the appeal request.

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 Pts
90-100%	A	4.0
80-89%	B	3.0
75-79%	C	2.0
0-74%	F	1.0
Satisfactory		0.0
Unsatisfactory		0.0
WF Withdrawal/After to 50% complete Withdrawal/Non- Attendance		0.0

** Converts to grade of F if
no grade entered within 2
weeks*

Repeated Course

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 instructor's discretion, a student may be assigned a temporary grade of incomplete (I) to allow them more time to complete missing coursework or 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.

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 Program Director 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 Program Director will make an informal investigation, hearing both the student and the faculty member, and attempt an informal reconciliation.
- D. The Program Director will make the final decision.

Progression through the Master of Sciences in Biomedical Sciences

Satisfactory Academic Progress

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 the 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, scientific presentation, as appropriate for their program track.

Factors that may influence satisfactory progress:

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

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):

- Complete all degree requirements specified for the appropriate degree program;
- Must meet specified academic requirements (i.e., GPA) for graduation for the specific program;
- Be approved by the Faculty, Recommended to the Program Director & 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.
- Involvement in Research experience

For the Master of Science in Biomedical Sciences:

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

Recognition of Honors

Honors list: Students earning a 4.0 each semester (non-cumulative) will be recognized as “Honors” and included in the Honors List. Students maintaining a cumulative 4.0 will be recognized for academic achievement during the annual commencement ceremony.

Student Activities

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.

Student Organizations

The College of Biomedical Sciences (COBS) encourages students to become involved with professional and social student organizations to develop 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.

Student Travel Guidelines

To balance the curriculum demands with the investment of professional development for students, the following travel guidelines were established. Students who wish to travel for conference attendance or presentations, or other professional development opportunities must first contact the faculty to determine the viability of travel during the course. Students are still responsible for the content and assessments missed due to travel for professional development. Students should try 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.*

Students must complete and submit the Release of Liability by Student for Academic Study or Travel form, which is to be submitted to the Office of the

Program Director. 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 Program Director, in 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 Program Director

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

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

Health Insurance

Students are highly encouraged to maintain health insurance coverage. 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.

Academic Calendar

FALL 2024

New Student Orientation	Friday, 9/06 /2024
Classes Begin	Monday, 9/09/2024
Thanksgiving Holiday	Thursday-Friday, 11/28/2024-11/29/2024
Classes End	Friday, 12/13/2024
Final Exams	Monday-Friday, 12/16/2024-12/18/2024

SPRING 2025

Classes Begin	Monday, 1/06/2025
Dr. Martin Luther King Jr Holiday	Monday, 1/20/2025
Classes End	Friday, 4/11/2025
Final Exams	Monday-Wednesday, 4/16/2025-4/16/2025

SUMMER 2025

Classes Begin	Monday, 4/21/2025
Commencement	TBA
Memorial Day Holiday	Monday, 5/26/2025
July 4th Holiday	Friday, 7/04/2025
Classes End	Friday, 7/18/2025
Final Exams	Monday-Friday, 7/21/2025-7/23/2025