Larkin University is a nonprofit institution wholly directed by Larkin Community Hospital, Inc. and is registered with the Florida Department of State to do business in as Larkin University.

**Larkin University Administrative Team**
- Jack J. Michel, MD  
  **Chairman**
- Sandy Sosa-Guerrero  
  **President**
- Cecelia Rokusek, EdD  
  **Provost**
- Mercedes Perez de Salazar, DNP, MSN, MBA, PMC-NE, RN, NE-BC  
  **Dean**
- Richard C Mroz, Jr. DA, MS, BSMT(ASCP)  
  **Assistant Program Director**

**Inquiries, Applications and Credentials**
Larkin University  
18301 North Miami Avenue  
Miami, Fl 33169  
General Number (305) 760-7500  
Web address: www.Ularkin.org

The Institute is licensed by the 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.

Disclosures:

**College of Biomedical Sciences**
The Masters of Biomedical Sciences degree at Larkin University is accredited through Accrediting Council for Independent Colleges and Schools (ACICS). ACICS is no longer recognized by the US Department of Education (USDOE). Credits earned at Larkin University may not be transferrable to other colleges or universities. Please be advised that most Medical or Dental schools will not accept any Masters Graduate courses as transferrable credit for their professional school.

**Notices**
Larkin University does not discriminate in the admission or progression policies of students, scholarship and loan programs, or other activities administered by the institute 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 only considers applicants that are US citizens or hold a valid Permanent Resident/Resident Alien (green) card issued before February 2, 2016. We are not currently accepting coursework from foreign colleges and universities.

Larkin University reserves the right to change requirements or fees at any time during the student’s period of study and will notify students of any changes through written communication. Larkin Health Science Institute also reserves the right to dismiss, suspend or impose probation on any student who does not conduct academic affairs with honesty and integrity. Students who are suspected of cheating, plagiarism, falsification of records or otherwise misrepresent themselves and/or their work will be subject to procedural due process. Each College within Larkin Health Science Institute provides more detailed information in this catalog. The information in this catalog supersedes all previous regulations, including tuition and fees previously published.
Table of Contents

LARKIN UNIVERSITY MISSION STATEMENT ................................................................. 6
CORE COMMITMENTS .................................................................................................. 6
KNOWLEDGE AND SCIENCE-BASED MEDICINE ....................................................... 6
INCLUSIVE COMMUNITY .............................................................................................. 6
DYNAMIC LEARNING ENVIRONMENT .......................................................................... 6
HISTORY .......................................................................................................................... 6
PHILOSOPHY .................................................................................................................... 6
BUILDINGS & FACILITIES ............................................................................................. 7
CLASSROOM AND ADMINISTRATIVE BUILDING ....................................................... 7
ADMISSIONS .................................................................................................................... 7
ACTIVE/INACTIVE STATUS ............................................................................................ 7
READMISSION ................................................................................................................ 7
CHANGE OF ADDRESS/PHONE .................................................................................... 7
NAME CHANGE .............................................................................................................. 8
INTERNATIONAL APPLICANTS—CERTIFICATION OF ELEGIBILITY (FORM 1-20 A) .......... 8
COLLEGE OF BIOMEDICAL SCIENCES ....................................................................... 8
MISSION STATEMENT .................................................................................................... 8
ADMINISTRATION .......................................................................................................... 8
DEGREE PROGRAMS ...................................................................................................... 8
FINANCIAL SERVICES .................................................................................................. 8
ELIGIBILITY FOR FINANCIAL ASSISTANCE ............................................................... 8
HOW TO APPLY FOR FINANCIAL ASSISTANCE ......................................................... 9
PRIVATE STUDENT LOANS ......................................................................................... 9
TUITION MANAGEMENT ............................................................................................... 9
COST OF ATTENDANCE ............................................................................................... 9
INSTITUTIONAL PAYMENT AGREEMENT ..................................................................... 10
RENEWAL OF AWARDS ............................................................................................. 10
SATISFACTORY ACADEMIC PROGRESS (SAP) .......................................................... 10
WITHDRAWAL .............................................................................................................. 10
STUDENT RESPONSIBILITIES ..................................................................................... 10
STATEMENT OF RESPONSIBILITY ............................................................................. 11
FLORIDA PREPAID COLLEGE PROGRAM ................................................................ 12
SPONSOR OF THIRD PARTY BILLING .......................................................................... 12
REFUND POLICY ........................................................................................................... 12
REFUND FOR WITHDRAWING FROM REGISTRATION ............................................... 12
REFUND SCHEDULE ..................................................................................................... 12
REFUND FOR DROPPING INDIVIDUAL CLASSES ....................................................... 12
TERMS OF PAYMENT .................................................................................................. 12
CREDIT BALANCES ...................................................................................................... 12
DEBIT BALANCES ........................................................................................................ 13
STUDENT SERVICES .................................................................................................... 13
STUDENT RIGHT TO KNOW ACT ................................................................................. 13
DISCLOSURE OF GRADUATION RATES .................................................................... 13
CRIME AWARENESS AND CAMPUS SECURITY ......................................................... 13
PUBLIC SAFETY ............................................................................................................ 14
EMERGENCY NUMBERS ............................................................................................. 14
OFFICE OF THE PRESIDENT ....................................................................................... 15
DISABILITY SERVICES .................................................................................................. 15
STUDENTS WITH DISABILITIES ................................................................................. 15
ELIGIBILITY .......................................................................................................................... 15
DEFINITION OF AN INDIVIDUAL WITH A DISABILITY ...................................................... 15
PROCEDURES FOR OBTAINING ACCOMODATIONS .......................................................... 15
GENERAL GUIDELINES FOR DOCUMENTATION ............................................................... 16
APPEAL PROCESS .................................................................................................................. 17
EMPLOYMENT ASSISTANCE ............................................................................................... 17
ACADEMIC INFORMATION ............................................................................................... 17
KNOWLEDGE OF REGULATIONS ....................................................................................... 17
POLICY ON RELEASE OF INFORMATION ......................................................................... 17
ACCESS TO STUDENT RECORDS ...................................................................................... 18
ADVISORS ............................................................................................................................ 19
ATTENDANCE ...................................................................................................................... 19
TRANSFERABILITY OF CREDITS ....................................................................................... 19
REQUEST TO REGISTER AT ANOTHER INSTITUTION ....................................................... 19
TRANSCRIPT REQUESTS .................................................................................................... 19
POLICIES AND PROCEDURES ............................................................................................ 20
PROCEDURE FOR APPEAL OF GRADES ............................................................................. 20
SUBSTANCE ABUSE ............................................................................................................. 20
SMOKING POLICY .............................................................................................................. 21
RELATING TO SEXUAL HARASSMENT .............................................................................. 21
LIBRARY SERVICES ............................................................................................................ 21
REFERENCE SERVICES ...................................................................................................... 22
GRADUATE STUDENT STATUS ........................................................................................... 22
FACULTY ............................................................................................................................... 23
GRADING SYSTEM .............................................................................................................. 24
REPEATED COURSES ........................................................................................................ 24
INCOMPLETE (GRADES OF I) ............................................................................................. 24
W GRADE ............................................................................................................................... 24
WP GRADE ................................................................................................................................ 25
WF GRADE ................................................................................................................................ 25
UNIT OF CREDIT .................................................................................................................... 25
GRADE REPORTS .................................................................................................................. 25
APPEALS OF GRADES ......................................................................................................... 25
GOOD STANDING-PROBATION-SUSPENSION .................................................................... 26
PROBATION, SUSPENSION, AND DISMISSAL .................................................................. 26
APPEALS OF PROBATION .................................................................................................... 26
WITHDRAWALS ................................................................................................................... 27
COURSE WITHDRAWAL ..................................................................................................... 27
SCHOOL WITHDRAWAL ..................................................................................................... 27
POLICY ON LEAVE ............................................................................................................. 27
READMISSION REQUIREMENTS FOR MEDICAL LEAVES .............................................. 28
VOLUNTARY LEAVE OF ABSENCE .................................................................................. 28
SATISFACTORY ACADEMIC PROGRESSION (SAP) .......................................................... 29
REQUIREMENTS FOR DEGREE CONFERRAL ................................................................. 29
ADVICECENT ........................................................................................................... 29
CENTER FOR COUNSELING AND PSYCHOLOGICAL SERVICES .................................. 29
ACADEMIC DISHONESTY POLICY ................................................................................... 30
CHEATING AND PLAGIARISM DEFINITIONS ................................................................... 30
AN INCIDENT OF CHEATING OR PLAGIARISM ............................................................... 30
PROCEDURES FOR HANDLING CHEATING AND PLAGIARISM ..................................... 30
LARKIN UNIVERSITY MISSION STATEMENT
Larkin University seeks 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, optometry, veterinary, podiatry and research.

CORE COMMITMENTS
KNOWLEDGE AND SCIENCE-BASED MEDICINE
Larkin University promotes and supports intellectualism and humanism, emphasizing life-long learning, growth and development. LU pursues scholarly and critical analysis of fundamental questions of Biological Sciences and Medicine. With education and research, the Institute advances the development of solutions that promote the common good of medicine and society.

INCLUSIVE COMMUNITY
Larkin University is a global, inclusive community characterized by relationship, compassion and respect for self and others. The Institute nurtures and values cultural, social and intellectual diversity and welcomes faculty, staff, and students of all traditions. The Institute was founded upon the caring and giving of a community hospital.

DYNAMIC LEARNING ENVIRONMENT
Larkin University enjoys an integrated relationship with Larkin Community Hospital. The student interaction with MDs, DOs, PhDs, DNP, PharmDs, PAs and other medical professionals will provide a unique environment that fosters active learning. The hospital already supports a nursing school and the second largest DO residency training program at a hospital in the United States and offers training more than 36 specialties.

HISTORY
The Larkin University has evolved from the operation of Larkin Community Hospital, a community-based hospital that prides itself as a "teaching hospital" and has the largest Osteopathic Medical Doctor training residency in the United States. As health-care began to change with the increased need of medical doctors and other healthcare professionals, Larkin Community Hospital saw itself as the center of what was most needed for the education of the new healthcare professional-access to experiential training.

PHILOSOPHY
• The philosophy of Larkin University is consistent with the mission of Larkin Community Hospital: To provide access to compassionate care of the highest quality in an educational environment.
• Our obligation to the graduates of Larkin University: Our faculty is committed to helping students achieve their goals and producing graduates who can make a difference as leaders in the international health care community.
• Existing as a scholarly community, we are committed to the highest academic standards in graduate education.
• As part of Larkin Health Sciences Programs students will learn to grow as individuals committed to lifelong learning and community research.
• Our obligation to the community: To provide an educational program that reaches out the local community in the form of service and research. Through health fairs, fundraisers and research projects we strive to address issues related to health care while, simultaneously providing direct patient interaction for the students.
• Graduate students are self-directed learners. Achievement of the behavioral objectives of the
• Programs requires intense commitment, motivation and initiative. The student is responsible
  for his/her success in their respective program.
• The faculty serves as facilitators of learning, providing direction and support to students. Faculty
  is committed to the responsibilities of teaching, guidance and professionalism, and provides
  individualized instruction and counsel as needed. Techniques for facilitating learning vary with
  the topic and objectives.

BUILDINGS & FACILITIES

CLASSROOM AND ADMINISTRATIVE BUILDING
The building, located at 18301 North Miami Avenue, includes classroom and administrative offices
for College of Pharmacy, College of Biomedical Sciences as well as Office of the President, Office of
Outreach and Admissions, Office of Financial Services, Office of the Registrar, Information Technol-
yogy, Library, and Campus Security.

ADMISSIONS
Anyone wishing to pursue studies at Larkin University must complete an application to the desired
College. Specific application requirements are available for each individual program in the appro-
priate section of the catalog.

All documents submitted to support admission to Larkin University become property of the Institute
and cannot be returned or photocopied. Any misrepresentation or concealment of previous college
registration or coursework, academic or disciplinary record, both in undergraduate or graduate pro-
grams may immediately cancel and nullify the application or admission to Larkin University. Stu-
dents should refer to the program specific information for any policies and procedures or program
requirements for the duration of the program of study.

ACTIVE/INACTIVE STATUS
A student remains active unless not enrolled in consecutive terms. If a student is not enrolled in two
consecutive terms (e.g. Fall/Spring; Spring/Summer) he/she will become inactive. When readmit-
ted, he/she will be required to meet admission and program requirements in place at the time of
readmission. See section entitled “Readmission” in the specific College.

READMISSION
Students who have been academically inactive for at least one calendar year and who wish to be
readmitted must comply with the specific policies and procedures for their respective College as
specified in the catalog. Students are advised to meet with the Dean of the College or the admissions
counselor for the specific program in addition to meeting the requirements outlined in the catalog.

CHANGE OF ADDRESS/PHONE
Prospective and current students are responsible for updating any changes in address, email or tel-
ephone number with the Registrar. All changes must be submitted, in writing, and sent to the Reg-
istrar. Larkin University does not accept responsibility for communication sent to an incorrect ad-
dress if no change of address has been submitted in a timely manner.
**NAME CHANGE**

Prospective and current students are responsible for informing the Registrar in writing of any name change. This information must be supported by official documentation (e.g., marriage license, court documentation).

**INTERNATIONAL APPLICANTS--CERTIFICATION OF ELEGIBILITY (Form 1-20 A)**

Larkin University is not eligible to issue an I-20 to international students.

**COLLEGE OF BIOMEDICAL SCIENCES**

**MISSION STATEMENT**

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 or research.

**ADMINISTRATION**

Mercedes Perez de Salazar, DNP, MSN, MBA, PMC-NE, RN, NE-BC  
Dean, College of Biomedical Sciences

Richard Mroz, DA, MS, BSMT  
Assistant Program Director, College of Biomedical Sciences

**DEGREE PROGRAMS**

Master of Science, Biomedical Science (33 Credit Hours)

**FINANCIAL SERVICES**

At Larkin University (LU) our 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 a financial assistance combining aid from more than one of these sources. Aid from all sources may not exceed the cost of education.

**GENERAL ELIGIBILITY FOR FINANCIAL ASSISTANCE**

To be considered for Financial Assistance, a student must:

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

**HOW TO APPLY FOR FINANCIAL ASSISTANCE**

**SCHOLARSHIP AWARDS**

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

**PRIVATE STUDENT LOANS**
LU offers Private Student Loans through various lenders. Private Student Loans are applied for on an annual basis, at the beginning of the academic year. Private Student Loans are based on the creditworthiness of the borrower. You can increase your chances of getting approved and receiving a lower interest rate by applying with a credit worthy co-borrower. Repayment begins after graduation or after a student falls below less than half time or student’s last date of attendance, whichever comes first. Private Student Loan interest rates are different for all lender, depending on the borrower’s credit history. Please visit our website for a current list of lenders working with LU.
Understanding your rights and responsibilities is extremely important when considering Private Student Loans. Choose the loan that is most suitable for you by considering each lender’s terms and conditions. Borrow only what is needed and what you can reasonably repay. The loan amount cannot exceed the cost

**TUITION MANAGEMENT**

**TUITION AND FEES for Biomedical Sciences**
All costs are subject to change and students will be notified of any changes.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit</td>
<td>$733.00</td>
</tr>
<tr>
<td>Research Fee (One-Time)</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Tuition Late Payment</td>
<td>$150.00</td>
</tr>
<tr>
<td>Returned Check</td>
<td>$100.00</td>
</tr>
<tr>
<td>Lost I.D./Access Card</td>
<td>$20.00</td>
</tr>
<tr>
<td>Transcript, Each Official</td>
<td>$10.00</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Variable</td>
</tr>
<tr>
<td>Graduation Application Fee**</td>
<td>$150.00</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$100.00</td>
</tr>
<tr>
<td>Application Fee (Nonrefundable)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Deposit (Counts Towards Tuition)</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

**Fee applies each time a student registers for Graduation**

**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 that are 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 is intended to provide a “modest but adequate” standard of living.

Maximum allotted amount to borrow for indirect expenses cannot exceed total $24,600 (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.
## Total Annual Direct COA (33 Credits)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition ($733 per credit hour)</td>
<td>$ 24,189.00</td>
</tr>
<tr>
<td>Research Fee (charged the term 1)</td>
<td>$ 1,000.00</td>
</tr>
<tr>
<td>Graduation Fee (charged last term)</td>
<td>$ 150.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 25,339.00</strong></td>
</tr>
</tbody>
</table>

## INSTITUTIONAL PAYMENT AGREEMENT

The student will complete an enrollment agreement upon acceptance to Larkin University outlining the tuition and fees, method of payment, cancellation and refund policy, refund from dropping individual courses (when applicable) or registration, refund schedule, grounds for termination, and graduation requirements.

Any student that defaults on the agreed method of payment and payment schedule is immediately responsible for the entire balance. Delinquency in payment may result in assignment to a collection agency, an attorney, or both. The student agrees to waive demand, notice of non-payment, and protest. The student is required to pay the full balance plus any late payment fees, collection agency fees, attorney’s fees (including a reasonable hourly attorney’s fee for time spent by a for-hire or in-house attorney), court costs, and all other charges associated with the collection of this debt. Any student who defaults on the debt authorizes Larkin University to disclose any relevant information to a credit bureau organization and collection agencies. The student also authorizes Larkin University to contact a student’s employer.

## RENEWAL OF AWARDS

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

## SATISFACTORY ACADEMIC PROGRESS (SAP)

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

## WITHDRAWAL

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

## STUDENT RESPONSIBILITIES

- Students are responsible for supplying complete, accurate, and current information upon which their eligibility for financial assistance is based.
- Students have the responsibility of providing all additional documentation, corrections, and/or new information requested by the Office of Student Financial Services.
- Students are expected to read, understand, and keep copies of all forms they are asked to sign.
- Students have the responsibility of planning for moderate spending.
• Once financial assistance is accepted, students are responsible for notifying the Office of Student Financial Services 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 reapplication for assistance.
• Know and comply with rules governing the funding you received including enrollment requirements and satisfactory academic progress.
• Financial assistance is awarded by semester for periods up to one academic year.
• Complete the Loan Exit Interview prior to graduation or separation from school. Students are responsible for understanding the conditions and repayment terms of all their loans.
• Pay any tuition, fees, room, board or other expenses not covered by financial services

STATEMENT OF RESPONSIBILITY

In consideration of acceptance for enrollment at Larkin University, the student and/or guarantor guarantee the payment of all costs for tuition, fees, room, board, and all other financial obligations incurred while in attendance at the school.

In addition, all financial obligations to the school must be met as a condition of graduation and participation in commencement ceremonies.

At Larkin University, the purpose of the Associate Director of Financial Services is to act in partnership with students to provide the necessary guidance in financial planning related to enrollment. Students are encouraged to contact the Associate Director of Financial Services for information and assistance.

The following terms and conditions are financial requirements of your education related to this registration.

• Once you formally register for classes, you assume the responsibility for understanding Larkin University official policies concerning schedule changes, satisfactory academic progress and the financial policies of the Institute as described in the catalog.

• Registration constitutes a financial agreement between you and the school. Tuition, fees and other charges you incur, including but not limited to health insurance and bookstore charges ("Charges"), may be added to your student account as appropriate in the College-specific fees. Any Charges are the responsibility of the student and shall be paid within the term in which the Charges incurred. Students assume responsibility for all costs incurred as a result of enrollment at Larkin University. It is the student's responsibility to be aware of their account balance to and maintain current valid postal address information at all times to ensure receipt of all school correspondence in a timely manner. Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with school-related communications. The school reserves the right to cancel registration of any student if a balance due from a previous term remains unpaid at the start of a subsequent term.

*Larkin University reserves the right to recover all costs related to the collection of delinquent accounts, including attorney’s fees.
FLORIDA PREPAID COLLEGE PROGRAM
If you wish to apply Florida Prepaid to your semester’s charges, you must bring an updated copy of your Florida Prepaid card to the Associate Director of Financial Services at the time of registration. The Associate Director of Financial Services will assist you in filling out the necessary paperwork required and bill Florida Prepaid on your behalf.

SPONSOR OF THIRD PARTY BILLING
Students who are eligible to receive third party sponsorship are required to submit proof of sponsorship at the time of registration. This paperwork must be submitted with each registration. It is the student's responsibility to make sure that payment is made upon submission of third party billing.

REFUND POLICY
Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule per the individual College.

REFUND FOR WITHDRAWING FROM REGISTRATION
Withdrawal is defined as the dropping of one’s entire program in a given term as differentiated from dropping some, but not all, of one’s courses. Students who withdraw from a term are charged a $75 withdrawal fee and tuition and fees are charged according to a schedule set by the Office of the Registrar. Refunds will be made within 30 days. Application fees, late fees, and research fees are not refundable.

REFUND SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Through the end of the drop/add period: 100% tuition and fees</td>
</tr>
<tr>
<td>2</td>
<td>75% tuition refunded, no fees refunded</td>
</tr>
<tr>
<td>3</td>
<td>50% tuition refunded, no fees refunded</td>
</tr>
<tr>
<td>4</td>
<td>25% tuition refunded, no fees refunded</td>
</tr>
<tr>
<td>5</td>
<td>0% tuition refunded, no fees refunded</td>
</tr>
</tbody>
</table>

*Note: All students who withdraw will be charged a $75 withdrawal fee. A student is considered registered until the date on which the Office of the Dean receives written notice of withdrawal.

Any late fee payments and conditions thereof must be disclosed on the enrollment agreement and in the catalog.

REFUND FOR DROPPING INDIVIDUAL CLASSES
The University refunds in full tuition for classes dropped by the last day of the Drop/Add period. There is no refund of tuition for individual courses dropped after the last day of the Drop/Add period. The Drop/Add period is the first week (5 business days) of the term.

TERMS OF PAYMENT
CREDIT BALANCES
When there are credit balances on student accounts due to overpayment of charges, students may request a refund of the balance.
DEBIT BALANCES
If there is a debit balance after calculation of all anticipated charges and payments, students should make payments for the balances by the appropriate deadline. Payments can be made in electronically or in person with the Bursar.

After the payment due date is past, a one-time late payment charge ($150) and late payment fees may be assessed on the unpaid balance. Students may also be dismissed.

Fellowships and loan proceeds are credited to student accounts following the registration period. Late payment charges or late fees may be assessed on remaining charges not covered by fellowship.

The Bursar has automated the process of issuing refund checks. All credit balances generated by supplemental monies will be automatically issued and mailed to your preferred address in the Registrar's system. Please make sure your address is correct with the Office of the Registrar to ensure you receive your checks. To simplify the disbursement of your funds, direct deposit is available. Refunds are disbursed within 14 calendar days from when the credit balance has been created or 14 calendar days from the start of the term whichever date is later.

Note: If a credit card payment was made to your account within 90 calendar days of the refund date, funds will be issued to the credit card first. Any additional credit that remains will then be issued to you. The refund of a credit balance is not intended as a final accounting of all charges incurred on your account.

STUDENT SERVICES

STUDENT RIGHT TO KNOW ACT
Larkin University is in compliance with the Student Right-to-Know and Campus Security Act (PL 101-542).

DISCLOSURE OF GRADUATION RATES
Larkin University has established a process to track and measure graduation outcomes. Graduation outcomes may include the measurement of passing individual fields of study, performance on board exams and successful entrance into doctoral, post-doctoral or residency programs.

CRIME AWARENESS AND CAMPUS SECURITY
Larkin University has established a process to collect and report crimes on campus and make it available to students through the Office of Public Safety. An "annual crime report statistics" document will be compiled and made available to any student or employee applicant and to any current student or employee. Also, Larkin University will continue to adopt and implement security measures to prevent crime on the campus, establish uniformity and consistency in reporting of crimes and encourage the development of policies and procedures to address sexual assaults and racial violence.

The Larkin University 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 $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 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 initial hours will be from 7 am – 10 pm on weekdays, 10 am – 6 pm on Saturday, and noon – 4 pm on Sundays. Entry will be monitored and adjusted as a usage pattern is determined to meet the needs of the student body. For additional security, LU has a series of cameras 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 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 the vehicles upon requested.

PUBLIC SAFETY

The Facilities Management Department at Larkin University is committed to working with the community to facilitate the development and maintenance of a safe environment and support the continued evolution of the Larkin University mission. A safe campus is everyone’s responsibility. Do your part to protect yourself and others. Increased awareness by all of us can help prevent crime and keep our community safe. Crime prevention and awareness is not the sole responsibility of the Public Safety department. It is a joint venture with the community, which it serves.

The Facilities Management Department provides information, assistance, and service to aid campus occupants in the protection process.

EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>Larkin University</th>
<th>305-284-7790</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety Office</td>
<td></td>
</tr>
<tr>
<td>Public Safety Office (mobile)</td>
<td>305-608-9166</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Miami-Dade</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dade County Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Metro Fire-Rescue</td>
<td>305-759-2468</td>
</tr>
<tr>
<td>Metro-Dade Police (Non-Emergency)</td>
<td>305-595-6263</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Resources</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rape Hotline</td>
<td>305-585-7273</td>
</tr>
</tbody>
</table>

Sexual Predators and Offenders (Miami-Dade)
http://www.miamidade.gov/police/predators-offenders.asp
National Sex Offender
http://www.nsopw.gov/en

Public Safety Office (Non-Emergency)
Hours: Monday - Friday 9am - 5pm
David E. Cardounel
Security and Transportation Coordinator
Administrative Offices
Larkin University
18301 North Miami Avenue
Miami, FL 33169
The Public Safety department's function is primarily informational and advisory, rather than regulatory. Public Safety personnel are not police officers.

OFFICE OF THE PRESIDENT
The Office of the President supports the intellectual and personal development of all students through providing a combination of advocacy, programming, and services that enhance the academic community, including the disciplinary process.

DISABILITY SERVICES
STUDENTS WITH DISABILITIES
Services for Larkin University (LU) students with disabilities are provided by the Office of Student Affairs and Admissions (OSAA) in the College of Pharmacy (COP), as directed by the Assistant/Associate Dean for Student Affairs and Admission (ADSAA).

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 OSAA. Faculty members are not expected to provide an accommodation unless the student presents verification of needs from the ADSAA.

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 (ADA) as:

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

The ADA also covers:
- Protection from discrimination for individuals based on their relationship or association with a person with a disability
- Retaliation or coercion against individuals who opposed any act the ADA makes unlawful, participated in the enforcement process, or encouraged others to exercise their rights under the ADA
- All individuals, regardless of national origin or status

PROCEDURES FOR OBTAINING ACCOMMODATIONS
Students with disabilities who are requesting accommodations must meet with the ADSAA for an intake interview.
• Students may submit a written request for accommodations at any time, however, the OSAA requires four weeks to process the request after receiving all required documentation. It is suggested that requests for accommodations be submitted at least four weeks prior to the beginning of the academic year. Late requests for accommodations may cause a delay in reviewing and providing the requested services.

• Along with the written request, students must present:
  ▪ Documentation of the disability (dated within the last three years) from a qualified provider
  ▪ A history of prior accommodations if available
  ▪ Specific accommodation requests as determined by the qualified provider

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

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

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

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

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

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

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

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

GENERAL GUIDELINES FOR DOCUMENTATION

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

• A diagnostic statement identifying the disability, date of the most current diagnostic evaluation, and the date of the original diagnosis.

• A description of the diagnostic tests, methods and/or criteria used.

• A description of the current functional impact of the disability, which includes specific test results and the examiners narrative interpretation.

• Treatments, medications, or assistive devices/services currently prescribed or in use.

• A description of the expected progression or stability of the impact of the disability over time, particularly the next five years.
• The credentials of the diagnosing professional if not clear from the letterhead or other forms.
• The diagnosing professional may not be a family member.

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

EMPLOYMENT ASSISTANCE
Although placement assistance may be offered, the institution does not guarantee employment.

ACADEMIC INFORMATION
KNOWLEDGE OF REGULATIONS
Students are responsible for compliance with the regulations of the school and should familiarize themselves with the provisions of this catalog distributed by the Office of Admissions; posted official notes; and official instructions given to students. While Larkin University provides academic advising; the responsibility for planning individual programs rests with the students. Students are expected to become familiar with the requirements of the institute, of the schools in which they are enrolled, and of their major disciplines.

POLICY ON RELEASE OF INFORMATION
Larkin Health Services Institute makes every endeavor to keep the student's educational records confidential and out of the hands of those who would use them for other than legitimate purposes. All members of the faculty, administration and staff respect confidential information about students, which they acquire in the course of their work. At the same time, Larkin University tries to be flexible enough in its policies not to hinder the student, the institution, or the community in their legitimate pursuits.

Original documents submitted by or for students in support of an application for admission or for transfer credit cannot be returned to the student, photocopied, nor sent elsewhere at his/her request. In exceptional cases, however, where another transcript is unobtainable, or can be secured only with the greatest difficulty copies may be prepared and released to prevent hardship to the student. The student should present a signed request to the Office of the Registrar. Usually a certified copy of what is in the student's file is released. In rare instances the original may be released and the copy retained, with a notation to this effect being placed in the file.

Students have the right to access information in their file (per the Buckley Privacy Act, 1974), with the following exceptions:
1. Transcripts-Students must request a copy of the transcript from the originating institution.
2. Health records
3. Confidential recommendations, if:
   a. The student has waived the right to see the recommendations, and/or
   b. The person making the recommendation has noted on the form that the student is not to see the comments.
Students may receive a copy of their records except for the above-listed documents, at the discretion of the Institute official.

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

ACCESS TO STUDENT RECORDS
1. Each student enrolled at Larkin University shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student’s records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
2. 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:
   a. School officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising and determining financial eligibility.
   b. Appropriate parties, including parents, whose knowledge of the information is necessary to protect the health or safety of a student or another individual if there is a significant and articulable threat to the health or safety of a student or other individual, considering the totality of the circumstances.
3. 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 Larkin University employees/agents which meets the following test:
   a. It was created by the Larkin University employee/agent as a personal memory aid; and
   b. It is in the sole possession of the Larkin University employee/agent who created it; and
   c. The information contained in it has never been revealed or accessible to any other person, including the student, except the Larkin Health Science Institute employee’s/agent’s "temporary substitute." "Temporary substitute," as used herein, means an individual who performs on a temporary basis the duties of the Larkin University employee/agent.
4. 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.
5. Directory information is information on a student that the school may release to third parties without the consent of the student. Larkin University 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.

6. 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 Larkin University 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.

ADVISORS
Students will be assigned advisors upon registration and matriculation to specific programs. Students should meet regularly with their advisors to evaluate progress. Each College has specific advisor requirements for registration.

ATTENDANCE
Students are expected to attend all classes and laboratory sessions for success at Larkin University. Each course will detail specific requirements for class attendance.

It is the responsibility of the student to initiate a withdrawal during the designated withdrawal period. Otherwise, an F will be issued at the end of the term. Refer to the specific college for procedures related to withdrawals.

TRANSFERABILITY OF CREDITS
The Biomedical Sciences Program of Larkin University does not accept transfer credits.

REQUEST TO REGISTER AT ANOTHER INSTITUTION
Once matriculated, a Larkin University student is expected to fulfill all coursework at Larkin University; therefore, permission to take courses elsewhere is granted only in exceptional cases for very extenuating circumstances that preclude the opportunity to enroll in the respective course at Larkin University in subsequent terms. Larkin University students who wish to take courses at another institution for the purpose of transferring the credits back to Larkin University must obtain prior written approval from the Dean. Substitute coursework intended to satisfy graduation requirements will only be accepted when the Dean has granted this approval in advance. A copy of the course description from the respective institution’s catalog must be included with approval letter from the Dean. Additional documents (e.g., course syllabus) may also be requested in order to validate that the content of the substituted course is comparable to Larkin Health Services Institute’s course. Only credits are transferred, not grades or grade point averages. It is the student’s responsibility to assure that the official transcripts are sent to the Dean who will then send approval to the registrar.

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

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

Additional Information:
• Signature must appear on transcript request.
• 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 Bursar.
• Transcripts are sent by first class mail. Larkin University assumes no responsibility for final delivery.

Transcript requests may submitted to:
Office of the Registrar
Larkin University
18301 North Miami Avenue, Suite 1
Miami, FL 33169

Note: If money is owed to Larkin University, release of transcripts, diplomas or other official documents will not be issued.

POLICIES AND PROCEDURES
PROCEDURE FOR APPEAL OF GRADES
Any challenge to grades received in a course, comprehensive examination, thesis, or other graduation requirement will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus. Information on appeal of grades is specific to each individual College.

Students who are not satisfied with the outcome of their appeals may appeal to the Commission for Independent Education at 325 W. Gaines Street, Suite #1414, Tallahassee, Florida 32399-0400, toll free (888) 224-6684.

SUBSTANCE ABUSE
Larkin University acknowledges the problem of substance abuse in our society and perceives this problem as a serious threat to employees and students. It is the intent of the Institute to establish and maintain a drug-free workplace. It is the school's further intent to comply in every respect with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) as presently constituted to be amended in the future. Larkin University condemns the possession, use or distribution of illicit drugs and the abuse of alcohol and drugs/substances, whether prescriptive or non-prescriptive. Any student or employee found to be in the possession of, using, selling, trading, or offering for sale illicit drugs or alcohol on the school's property or as part of the school's activities will be subject to disciplinary action as well as applicable local, state, and federal laws. As a condition of employment, all employees and students must abide by the terms of this policy. Under federal law, an employee working under, or student
receiving funds from a federal grant or contract, must report his/her criminal drug statute conviction for a violation occurring in the school to the Administration not later than five (5) days after such conviction. If said employee/student is receiving federal grant or contract funds, the school is required to give notice of the conviction to the contracting agency within ten (10) days after learning of it. Employees/students convicted must, under the terms of this policy, have sanctions imposed within thirty days of the date the school Administration learns of the conviction.

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

RELATING TO SEXUAL HARASSMENT
Larkin University seeks to prevent harassment of its students, employees, and those who seek to join the campus community in any capacity. Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward an employee, student, or applicant, when:

- Toleration of the conduct is an explicit or implicit term or condition of employment, admission or academic evaluation.
- Submission to or rejection of such conduct is used as a basis for a personal decision or academic evaluation affecting such individuals.
- The conduct has the purpose or effect of interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working or learning environment.

The above definition is in line with the Equal Employment Opportunity Commission's regulations on sexual harassment. Larkin University, its officers and employees are responsible for maintaining a working and learning environment free from sexual harassment. Existing disciplinary and grievance procedures or informal procedures, as appropriate, shall serve as the framework for resolving allegations of sexual harassment. Responsibilities include making widely known the prohibitions against sexual harassment and ensuring the existence of appropriate procedures for dealing with allegations of sexual harassment.

LIBRARY SERVICES
The Larkin University Library 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.

Director of Library Services
Sharon R. Argov, MLS, EdD
18301 North Miami Avenue
REFERENCE SERVICES
The Library provides reference services to support education, research and general information. Library instruction is offered on using print and electronic resources in several ways:

- In the reference area
- Via telephone
- Via electronic mail
- By appointment
- Through bibliographic instruction classes scheduled by the faculty
- The library also participates in a statewide, real-time, reference chat service known as "Ask a Librarian".

The print and online reference collection provides extensive information resources that support the education, research and general information needs of students, faculty and staff.

Reference services are provided during most of the library's hours of operation.

Library Hours
Monday – Friday 9:00 AM – 5:00 PM

GRADUATE STUDENT STATUS
The number of credit hours attempted in a given semester as follows determines a graduate student’s status:

Full-time 8 credits or more
Part-time 1 to 7 credits
## FACULTY

<table>
<thead>
<tr>
<th>Professor</th>
<th>Credentials</th>
<th>Courses Taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paulo Carvalho, M.D.</td>
<td>Pending</td>
<td>MSB530 Neuroscience and Neuroanatomy</td>
</tr>
<tr>
<td></td>
<td>M.D.S. in Oral and Maxillofacial Surgery – Government Dental College, College, Kerala, India</td>
<td>MSB550 Human Anatomy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MSB570 General Dentistry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MSB 593 Comprehensive Exam</td>
</tr>
<tr>
<td>Sajish Kuriakose, M.D.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard C. Mroz, D.A., M.S., BSMT (ASCP)</td>
<td>D.A. in Biology – Catholic University, Washington, DC</td>
<td>MSB501 Biochemistry 1</td>
</tr>
<tr>
<td></td>
<td>M.S. in Immunology – Catholic University, Washington, DC</td>
<td>MSB502 Biochemistry 2</td>
</tr>
<tr>
<td></td>
<td>B.S. in Zoology – University of Maryland, Baltimore, MD</td>
<td>MSB511 Immunology &amp; Medical Microbiology I</td>
</tr>
<tr>
<td></td>
<td>B.S. in Medical Technology – University of Maryland, Baltimore, MD</td>
<td>MSB512 Medical Microbiology 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MSB520 Molecular Genetics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MSB 593 Comprehensive Exam</td>
</tr>
<tr>
<td>Idelxy Perez, M.D.</td>
<td>M.D. – Escuela Autonoma de Ciencias, San Jose, Costa Rica</td>
<td>MSB540 Pathophysiology</td>
</tr>
<tr>
<td></td>
<td>B.A. in Psychology – Florida International University, Miami, FL</td>
<td>MSB550 Human Anatomy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MSB560 Human Physiology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MSB 593 Comprehensive Exam</td>
</tr>
<tr>
<td>Sharon Argov, Ed.D., MLS,</td>
<td>Ed.D. Education/Distance Learning, Northcentral University</td>
<td>MSB 589 Professional Development Seminar</td>
</tr>
<tr>
<td></td>
<td>MLS Library and Information Science, SUNY Albany</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BA English, Binghamton University</td>
<td></td>
</tr>
</tbody>
</table>
GRADING SYSTEM

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.

<table>
<thead>
<tr>
<th>Assessment Criteria and Methods of Evaluating Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade scale based on 4.0 Scale</strong></td>
</tr>
<tr>
<td>Percentage Score</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>93-100%</td>
</tr>
<tr>
<td>91-92 %</td>
</tr>
<tr>
<td>89-90%</td>
</tr>
<tr>
<td>85-88%</td>
</tr>
<tr>
<td>83-84%</td>
</tr>
<tr>
<td>81-83%</td>
</tr>
<tr>
<td>77-80%</td>
</tr>
<tr>
<td>75-76%</td>
</tr>
<tr>
<td>69-72%</td>
</tr>
<tr>
<td>67-68%</td>
</tr>
<tr>
<td>0-66%</td>
</tr>
</tbody>
</table>

Satisfactory: Not Computed
Unsatisfactory: Not Computed
Withdrawal/Prior to 50% completion: Not Computed
Withdrawal/After to 50% completion: 0.0
Withdrawal/Non Attendance: *Converts to grade of F if no grade entered by end of two weeks

REPEATED COURSES

The new grade for a failed course that has been repeated will not replace the prior grade. Both the grade earned and the credits taken for the repeated course will be included in the CGPA for satisfactory academic progression (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 hours
- 1 internship/externship or practicum credit = 45 hours

**GRADE REPORTS**
Students may view final grades online through their account at the end of each term. Any error in grading, the omission of a course, etc. should be reported to the Registrar within two weeks following the end of the term. For employment, corporate reimbursement or other needs, a comprehensive registration statement may be requested from the Cashier. This statement includes billing information and final grades once they have been posted.

**APPEALS OF GRADES**
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 Director of Student Services or Academic Advisor.

b. In the event that the grievance is not settled with the faculty member, the student must write a letter to the Director 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’s.

c. The Director will make an informal investigation, hearing both the student and the faculty member, and attempt an informal reconciliation. The Director will render a decision within thirty calendar days and inform the student and faculty member in writing.

d. The Dean will make the final decision on the appeal of a grade.
GOOD STANDING-PROBATION-SUSPENSION

A student is in Good Academic Standing if his/her cumulative grade point average (GPA) is 3.00 or above. A student who has been suspended for academic reasons generally may not petition the Office of Admissions for readmission until one year has elapsed. The Office of Admissions Office must have the approval of the Dean. Reference should be made to the Readmission section of this catalog for each specific program.

Students must make satisfactory progress both in terms of cumulative grade point average and the total amount of time taken to complete the required course sequence as outlined by semester in Catalog.

PROBATION, SUSPENSION, AND DISMISSAL

Students are evaluated after the completion of every course and at the end of each academic semester. If a student fails a course before the semester ends, the student is immediately placed on academic probation. The student will remain on academic probation until:

1. The student retakes the failed course when it is next offered and passes it on the next attempt; or,
2. The student retakes the failed course and fails it again; or,
3. The student takes another course (before retaking the first course) and fails it.

If the student takes the course a second time and passes it, the student is removed from academic probation.

If the student fails the course for a second time, the student is academically dismissed from the program.

If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed.

At the end of a semester, any student whose cumulative grade point average (CGPA) is below 2.0 or whose successful completion rate is less than 75% of all credits attempted, will be placed on academic probation.

Any student who has been academically dismissed will not be considered for readmission until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

The student will have one semester to raise his or her CGPA to 2.0 or higher and/or their completion rate to 75% or better.

Any student who fails to earn the minimum CGPA or the required completion rate by the end of the probationary semester will be academically dismissed from the university.

APPEALS

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Dean of the college. The Dean will make
the decision whether to accept the student’s appeal. If the student’s appeal is granted, the student will be considered to be making satisfactory academic progress.

WITHDRAWALS

COURSE WITHDRAWAL

Students requesting to withdraw from an individual course must meet with his/her advisor to obtain permission. If permission is granted, the student must submit, in writing, the course and the date of withdrawal. The advisor must provide approval in a written letter format with the approval of the Dean of the program. Both documents must be submitted to the Registrar within (7) working days from the date signed by the academic advisor.

If student is withdrawing from all coursework within a term, the student must submit a letter with a notarized signature the intent to withdraw and whether the student is returning the next term or is permanently leaving the school.

It is the responsibility of the student to initiate a withdrawal during the designated withdrawal period. Otherwise, an F grade will be issued at the end of the term.

SCHOOL WITHDRAWAL

Students withdrawing from Larkin University must do so officially by submitting a written notice of withdrawal to the Dean of the specific program and the Registrar. The letter must be signed by the academic advisor and the Dean, and then sent to the Bursar and lastly to the Registrar for final processing.

POLICY ON LEAVE

The purpose of this policy is to ensure that all Larkin University students with incipient emotional, mental health or physical needs receive timely assessment and access to service. When a student experiences serious medical or psychological problem while enrolled as a student in Larkin University, he or she may request to take a voluntary medical leave-of-absence. If approved by the Dean, the student will leave campus, be granted grades of "W" in all enrolled courses, and the student will be obligated to adhere to the readmission requirements outlined below if he or she desires to return to Larkin University after the problem has been treated and resolved.

Similarly, Larkin University may require a student to take a medical leave-of-absence if, in the judgment of the Dean his/her designee, the student (a) poses a threat to the lives or safety of him/herself or other members of the Larkin University community, or (b) has a medical or psychological problem which cannot be properly treated in the school setting, or (c) has evidenced a medical condition or behavior that seriously interferes with the student's ability to function and/or seriously interferes with the educational pursuits of other members of the Larkin University Community. While on medical leave a student may not return to the campus without prior permission from the Dean.

In making the decision to require a student to take a medical leave, the Dean act out of concern for the student and his or her rights, concern for other students and concern for the Institute as a whole. The Dean will have to consider whether the Institute is able to provide the level of care and guidance needed, whether there is a likelihood that the student will pose a threat to himself/herself or others
and/or to what extent the student seriously interferes with the rights of the others in the community to carry on their educational pursuits.

For both voluntary and required leaves, the policy on refunds contained in the catalog will apply.

**READMISSION REQUIREMENTS FOR MEDICAL LEAVES**

If a student has been placed on medical leave, he or she must take sufficient time away (normally six months to a year) to adequately address the issue that necessitated the leave. During this absence, the school expects the student to undergo professional health care treatment as the primary method of resolving the problems. Failure to seek ongoing treatment of a kind appropriate to the health problems will raise serious doubt as to the student's readiness to resume student status, and in such cases the school may withhold readmission until such time that appropriate treatment has been received.

A student on medical leave, who wishes to return, must initiate a request for readmission at least one month prior to anticipated return by writing a letter to the Dean of the specific program, detailing what has been accomplished during the absence. The student's letter and a supporting letter from an appropriate health care professional are the basis upon which the Dean, or his/her designee, makes the judgment that the health circumstances causing the student to leave have been adequately addressed and that there is a reasonable assurance that the student will be able to resume his/her studies.

The letter from the health care professional must address at least the following questions: What were the reasons for the student seeing you, how often did you meet, what gains were made, do you feel the student is able to handle the intellectual, physical and personal demands of being a full-time resident/commuter student, do you feel the student is ready to return to full-time studies at Larkin University, and are there any special conditions under which the student should be readmitted? This letter should be directed to the Dean of the program, or his/her designee.

The appropriate health care professionals at Larkin University and by the Dean or his/her designee review the information gathered. The decision to readmit a student from a medical leave-of-absence is a professional judgment that may be reversed if a student fails to be a responsible member of the Larkin University community. When a student is permitted to return, special conditions or requirements may be outlined at the time, and upon return, the student is expected to meet periodically with the Dean or his/her designee.

**VOLUNTARY LEAVE OF ABSENCE**

If a student wants to take a leave of absence for more than one month, the student must submit in writing the effective date of the leave of absence. A letter from the academic advisor and/or Dean must accompany the letter with details related to re-admission, if applicable. Each specific College and Program has specific allowances for the time allowed for a leave of absence and the process for readmission.
SATISFACTORY ACADEMIC PROGRESSION (SAP)

To maintain satisfactory progress, the student must:
- Complete their total program in no more than 1.5 times the number of semesters described in this catalog for the program.
- Establish and maintain at least a 3.0 GPA by the end of the student's second term of enrollment and all subsequent terms. (Grades for classes that were transferred from another school are shown as “T” on the transcript and will not be used in computing the student’s grade point average.)
- 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”
  - Changing the major or the program
  - Probation or suspension
  - Grade appeal process
  - Earning more than one degree at a time

REQUIREMENTS FOR DEGREE CONFERRAL

Students expecting to graduate at the end of any semester term:
1. Must meet specified academic requirements (i.e., GPA) for graduation for the specific program;
2. Complete all degree requirements specified for the appropriate degree program;
3. Submit a Graduation Application form with the Office of the Registrar no later than the date specified in the Academic Calendar for the semester in which they expect to graduate. A $150 graduation application fee applies each time a student registers for graduation.

Graduating students with any outstanding financial obligations will not receive a cap and gown and will not be permitted to participate in the graduation ceremony.

ADVISEMENT

All students will be assigned an advisor that students will be required to meet at the beginning and end of each semester. The advisor will also meet with the student when a student’s performance is found to be below 70% on any assessment measure in a specific course.

CENTER FOR COUNSELING AND PSYCHOLOGICAL SERVICES

The purpose of the Center for Counseling and Psychological Services is to provide the following services in an atmosphere of respect and confidentiality:
1. Personal counseling, including individual and group counseling
2. Wellness-related programs, including activities, presentations and workshops to students.
3. Interaction with other universities statewide including promotion of responsible and healthy lifestyle choices with regard to substance abuse, and addressing other areas of interest and concern.
Personal counseling is available on an appointment basis, if possible. Twenty-four hour emergency counseling services are available through a beeper system. Confidential personal counseling is available to all students at Larkin Health Services Institute. Students are encouraged to use the counseling services when those services would be helpful. When requested, or when appropriate, referrals are made to Larkin Health Services Institute’s consulting psychiatrist, to physicians and/or community agencies. An initial fee of $65 and a follow up fee of $25 will be charged to the student’s insurance or their student account (reimbursable through private insurance). All referrals are made through the Counseling Center. Confidentiality is maintained.

ACADEMIC DISHONESTY POLICY

CHEATING AND PLAGIARISM DEFINITIONS

Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents.

Plagiarism is defined as the use, without proper acknowledgement, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws.

AN INCIDENT OF CHEATING OR PLAGIARISM

An incident upon which a faculty member may take action will be an event which the faculty member witnesses or has written evidence to support. A faculty member or a designated representative must observe this evidence directly and may not take action solely on the report of another party.

PROCEDURES FOR HANDLING CHEATING AND PLAGIARISM

Any faculty member discovering a case of suspected cheating or plagiarism should make a responsible effort to confront the student with the evidence within five working days. If the student can explain the incident to the satisfaction of the faculty member, no further action is warranted.

If the student denies cheating and the faculty member continues to believe cheating has occurred, the faculty member will send an Academic Dishonesty Form to the Dean.

a. The Dean will hold a hearing in which the faculty member will present the evidence against the student. The Dean will decide who, in addition to the above, may be present at the hearing.

b. The Dean will determine whether or not the evidence indicates that cheating/plagiarism has taken place.

If the student has admitted or has been found guilty of cheating or plagiarism, the following records will be kept:

a. The faculty member will send an Academic Dishonesty Form to the student’s Dean and Advisor.

b. The Dean will inform the student in writing that these forms have been sent.
RESPONSIBILITY OF STUDENTS

All students are strongly encouraged to provide a statement of good health and proof of Hepatitis B, Hepatitis A, Varicella, annual Influenza and PPD screenings prior to attending Larkin University.

This documentation must be received prior to class registration:

Acceptable records of immunizations may be obtained from the following sources and must be presented to the Student Health Center prior to registration:

• High school records,  
  Personal shot records (signed or stamped by a healthcare provider),
• Health Department or physician records,  
  Military documents or  
  World Health Organization documents,
• Previous college or university immunization records (these records do not automatically transfer, you must request a copy)
• Undergo screening by personal physician prior to admission

Proof of insurance and a completed insurance waiver must be received by the OSAA upon entering the school and, on an annual basis thereafter prior to the first 14 days of the semester or, the fee for the Larkin University sponsored student insurance plan may be assessed to the student’s account. If a student insurance fee has been assessed to a student’s account due to lack of compliance with the school policy, such fees are irrevocable and will not be credited under any circumstance. Failure to comply with academic program requirements may negatively affect the student’s participation in such programs.

STUDENT ORGANIZATIONS

Student organizations will be developed by the students of the College under advisement of program faculty and the Dean of the College.

ACADEMIC CALENDAR FOR COLLEGE OF BIOMEDICAL SCIENCES, 2017-2018

FALL 2017
Registration Opens: Friday, August 11
New Faculty Orientation: Friday, August 25
Student Orientation: Friday, August 25
Classes Begin: Monday August 28
Drop/Add Period, Monday - Friday, August 28-September 1
Labor Day Holiday: Monday September 4*  
  Makeup: 9/9/17
Thanksgiving Break: Thursday - Friday, November 22-23*  
  Makeup: 11/30/17
Classes End Friday: December 8
Final Exams Mon-Fri: December 11-15, 2017
Commencement: TBD
Master of Science, Biomedical Sciences

The Masters in Biomedical Sciences Program has been designed to prepare students to advance as biomedical scientists or health care professionals. Specifically, the curriculum has been designed to educate students through rigorous, graduate level science courses in order to strengthen their application for graduate and professional school. The core basic science courses are similar to those found in the first year of the medical/dental school curriculum. Program options are as follows:

Master’s Degree in Biomedical Sciences:
• 3-Term Track, Pre-Med, or Pre-Dental
• Research Track

The program consists of 33 credit hours of didactic instruction (Pre-Med and Pre-Dental, Pre-Pharmacy) and a comprehensive final exam (CR) or 25 credit hours of didactic instruction and a research project (8 hours).
Program Objectives

The educational objectives for the Program correlate with the three (3) goals of the curriculum: critical thinking, communication and professionalism.

Upon completion of the Program, the graduate shall have acquired knowledge, skills and competence related to the Program goals as evidenced by the ability to:

1. Analyze individual case studies and evaluate clinical treatments relative to biochemical, genetic, physical, and microbial diagnostics (Critical Thinking).
2. Formulate an appropriate dietary regimen (nutrition plan) based on a thorough understanding of Biochemistry and Physiology and the present health status of the individual (Critical Thinking).
3. Demonstrate collaboration by actively engaging in interdisciplinary local and global community outreach efforts for health promotion (Communication, Professionalism).
4. Participate in health-related research and scholarship (Professionalism).
5. Correlate principles of molecular and cellular immunology to selected health and disease states (Critical Thinking, Communication).
6. Demonstrate technology skills to enhance overall lifelong learning through peer-reviewed publications (Communication, Professionalism).
7. Demonstrate achievement of the Program’s objectives and synthesis of educational activities by completing a scholarly work in the form of a comprehensive examination or research proposal (Critical Thinking, Communication, Professionalism).

Graduation Requirements

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

Medical, Dental, Pharmacy Tracks

Master’s students must register for and take one of the professional school aptitude tests before or during the BioMedical Science Program. The specific test to be taken is based on the student’s professional choice and include but are limited to: Medical College Admissions Test (MCAT), Dental Aptitude Test (DAT), Optometry Aptitude Test (OAT) or the Pharmacy College Admission Test (PCAT). Student must provide evidence of taking a professional aptitude test before graduation.

At the conclusion of the Program each student must pass a comprehensive qualifying examination based on the required courses and electives selected by that student. To be eligible for the comprehensive exam a student must have achieved a minimum 3.0 CGPA with no more than 8 semester hours of C grades and no “F” grades and must have satisfied all provisions for admission.

A student may only sit for the comprehensive exam a maximum of three times, including all attempts at other national medical board examinations. Pharmacy track students must complete a research project/paper (thesis). Pharmacy students are not required to sit for the comprehensive examination.
Course of Study

Curriculum Outline
Core Curriculum (21 Credit Hours)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSB501</td>
<td>Biochemistry 1</td>
<td>3</td>
</tr>
<tr>
<td>MSB502</td>
<td>Biochemistry 2</td>
<td>3</td>
</tr>
<tr>
<td>MSB511</td>
<td>Immunology &amp; Medical Microbiology I</td>
<td>3</td>
</tr>
<tr>
<td>MSB512</td>
<td>Medical Microbiology II</td>
<td>3</td>
</tr>
<tr>
<td>MSB520</td>
<td>Molecular Genetics</td>
<td>4</td>
</tr>
<tr>
<td>MSB530</td>
<td>Neuroscience and Neuroanatomy</td>
<td>4</td>
</tr>
<tr>
<td>MSB 589</td>
<td>Professional Development</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

Medical and Pharmacy Track (Core plus 11 Credit Hours)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSB540</td>
<td>Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>MSB550</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>MSB560</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Dental Track (Core plus 11 Credit Hours)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSB570</td>
<td>General Dentistry</td>
<td>4</td>
</tr>
<tr>
<td>MSB550</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>MSB560</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Program Total Hours 33

Course Descriptions

**MSB501 Biochemistry 1 (3)**
Biochemistry provides an introduction to the fundamental aspects of Biochemistry. It gives an overview of the structure, function and metabolism of biologically important molecules; carbohydrates, fatty acids, proteins and nucleic acids. Enzyme kinetics, allosteric inhibition, enzyme inhibition and control are considered in detail. The course concludes with a review of amino acid metabolism. Throughout, the emphasis is placed on the regulation of metabolic pathways and on their interrelationships in health and disease etiology, diagnosis and treatment. Cell membranes and the structure, function and replication of the cell’s genetic material are described. The digestion and absorption of nutrients is reviewed and the consequences of malfunction considered. A number of disease states are used to illustrate selected principles.
including the relationship between nutrition and disease; atherosclerosis, hyperlipidemia, obesity and diabetes. The application of clinical biochemistry techniques to disease diagnosis is described and the biochemistry of exercise and aging visited.

**MSB502 Biochemistry 2 (3)**
The course considers the principles of nutrition and its applications. In particular, selected biochemical aspects of nutrition and the biological effects of excess or deficiency of nutrients will be reviewed. The course has been designed so as to provide the necessary information to allow the student to make informed decisions with regard to nutritional well-being. It prompts the student to learn more about themselves, their diet and the maintenance of sustainable good health. It also serves to raise awareness of topical nutrition issues.

**MSB511 Immunology & Intro to Medical Microbiology (3)**
This course presents fundamental concepts of immunology and the role of the immune system in health and disease, and the use of serological and antibody-based methods in the clinical lab. A Review of the biological effects of immunologic reactions, antibody formation and interactions, and immunological specificity of normal and diseased cells and tissues will be discussed.

**MSB512 Medical Microbiology 2 (3)**
The fundamentals of microbial physiology, genetics and immunology are presented with important bacterial, viral, parasitic and mycotic infections discussed from the standpoint of etiology, epidemiology, and pathogenesis and laboratory diagnosis. Treatment, prevention, and control of microorganisms are also discussed.

**MSB520 Molecular Genetics (4)**
This course discusses the genetic influences that affect the course of human development from reproduction through the prenatal, neonatal, pediatric, adolescent, and adult periods. Screening protocols, gene therapy, and new treatment modalities are covered including pharmacogenomics and epigenetics.

**MSB530 Neuroscience and Neuroanatomy (4)**
This course will provide an in-depth review of the neuroanatomy of the central and peripheral nervous systems. The course will include presentation of the morphologic and physiologic aspects of the nervous system, including examination of anatomical models, dissections and histological preparations. Clinical correlations using case studies including normal and pathological imaging studies (e.g. MRI, CT) are incorporated to emphasize the important anatomic structures and their function.

**MSB540 Pathophysiology (4)**
This course is designed to promote understanding and application of fundamental disease processes in clinical settings. It is a systematic study of disease processes involving relationships between pathophysiological changes and clinical manifestations. Students will study the essential mechanism and sequence of events leading to the development and functional changes associated with disease process. General concepts of diseases, including etiology, pathogenesis, morphology and biochemistry will be discussed. General pathophysiology concepts including cell injury, necrosis, inflammation, wound healing, and neoplasia will be explored.
MSB550 Human Anatomy (4)
An intensive study of the human anatomy that emphasize the gross structural anatomy of the human body and correlation to clinical medicine. The human body will be correlated with surface anatomy, radiology, osteology and other relevant clinical information.

MSB560 Human Physiology (4)
This course is a comprehensive study of the function and regulation of human organ systems of the body and physiological integration of the systems to maintain homeostasis. Course will include neural & hormonal homeostatic control mechanisms, and study of the musculoskeletal, circulatory, respiratory, digestive, urinary, immune, reproductive, endocrine systems and fluid electrolyte balance.

MSB570 General Dentistry (4)
This introductory course will provide students with a career interest in dentistry, an overview of the dental profession, general practice, related specialties and business aspects of dentistry. The course will provide students with a basic understanding of the legal issues including medical malpractice, licensing, and administrative and corporate law/governance pertaining to dental health services in addition to ethical and social issues in dental health care.

MSB 589 Professional Development Seminar (1)
This course will prepare students to develop and compose applications, personal statements, curriculum vita/resumes, and cover letters necessary for successful application and matriculation to professional schools. Students will identify their strengths, skills and experiences that are most beneficial to their personal school professional choices. Practice presentations and interviews will be conducted to allow students to improve chances of acceptance.

SHADOWING AT LARKIN COMMUNITY HOSPITAL:
Students in the Biomedical Sciences Program have the opportunity to shadow attending and resident physicians as they interact with patients and other medical professionals at Larkin Community Hospital. 8 hours of shadowing are required in MSB 589 and additional experiences can be arranged as time permits. Requirements for Shadowing include:

- Legible copy of social security card and driver’s license
- Level two background level II check:
  - Authorization Form for Background check
  - Finger prints can be accepted up to 5 years old. Larkin Hospital Marketing Department does fingerprint for $70 cash or check
- Marketing Department Appointment hours:
  - Monday-Friday
  - 9am – 11:30am / 12:30pm - 4:30pm
  - Contact: (305) 284-7700
- PPD or chest X-Ray (not older than a year)
- Immunization records form (not older than a year)
- Larkin University ID
- Online Orientation will be conducted in MSB 589
  1. As a new member of the Larkin Family, you are required to complete our Virtual Orientation which is done completely online.
2. To access the orientation modules, click the following link:
3. Instructions for completion of orientation requirements can be found on main page.
   Please make sure you complete each of the SIX (6) modules with a score of 80% or higher
   If you do not pass the first time you may retake the orientation module again.
   If you are unable to finish virtual orientation, you cannot participate in shadowing.

Revised 7 August 2017