

# LOMA LINDA UNIVERSITY STUDENT HANDBOOK

## ACKNOWLEDGMENT

I hereby acknowledge that I have been informed that the Loma Linda University *Student Handbook* (2020-2021 edition) is available to me online at <llu.edu/central/handbook>. I accept responsibility for understanding the policies, procedures, rules, and benefits; and I agree to abide by its contents, which set forth the terms and conditions of my enrollment. I further understand that it supersedes and replaces all previous *Student Handbook* editions.

I understand that if I have questions about the *Student Handbook* or its contents, I am to discuss them with the dean or dean's designee of my school.

Circumstances may require that the policies, procedures, rules, and benefits described in this *Student Handbook* change as the University deems necessary or appropriate. I understand that I will be notified of such changes and the dates of implementation by my University email account.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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STUDENT HANDBOOK  
2020-2021**

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## Loma Linda University

a Seventh-day Adventist Christian health sciences institution, seeks to further the teaching and healing ministry of Jesus Christ “to make man whole” by:

*EDUCATING* ethical and proficient Christian health professionals and scholars through instruction, example, and the pursuit of truth;

*EXPANDING* knowledge through research in the biological, behavioral, physical, and environmental sciences and applying this knowledge to health and disease;

*PROVIDING* comprehensive, competent, and compassionate health care for the whole person through faculty, students, and alumni.

### IN HARMONY WITH OUR HERITAGE AND GLOBAL MISSION

- We encourage personal and professional growth through integrated development of the intellectual, physical, social, and spiritual dimensions of each member of the University community and those we serve.
- We promote an environment that reflects and builds respect for the diversity of humanity as ordained by God.
- We seek to serve a worldwide community by promoting healthful living, caring for the sick, and sharing the good news of a loving God.

### TO ACHIEVE OUR MISSION, WE ARE COMMITTED TO

#### **Our students**

Our primary responsibility is the education of students, who come from diverse ethnic and cultural backgrounds, enabling them to acquire the foundation of knowledge, skills, values, attitudes, and behaviors appropriate for their chosen academic or health-care ministry. We nurture their intellectual curiosity. We facilitate their development into active, independent learners. We provide continuing educational opportunities for our alumni and professional peers. We encourage a personal Christian faith that permeates the lives of those we educate.

#### **Our faculty, staff, and administration**

We respect our faculty, staff, and administration who through education, research, and service create a stimulating learning environment for our students. They contribute to the development of new understandings in their chosen fields. They demonstrate both Christian values and competence in their scholarship and professions.

#### **Our patients and others we serve**

We provide humanitarian service through people, programs, and facilities. We promote healthful living and respond to the therapeutic and rehabilitative needs of people. We seek to enhance the quality of life for individuals in local, regional, national, and world communities.

#### **Our God and our church**

We believe all persons are called to friendship with a loving God both now and throughout eternity. We support the global mission of the Seventh-day Adventist Church by responding to

the need for skilled Christian health professionals and scholars. We seek to honor God and to uphold the values of the Seventh-day Adventist Church and its commitment to awakening inquiry. We are drawn by love to share the good news of God expressed through the life and gospel of Jesus Christ and to hasten His return.

*--a Seventh-day Adventist health sciences institution*

*revised November 2013*

## President's Welcome to Students

Welcome to Loma Linda University. We are honored to have you join our community of health professionals, scientists, and scholars. Our primary responsibility is to aid in your education. The faculty, staff, and administration desire to assist you in achieving your professional goals.

We celebrate the centrality of Christ in the mission of Loma Linda University. He is our Model, our Mentor, and our Motivation for service. Building upon the principles of faith, hope, and love, we embrace our core values of Compassion, Integrity, Freedom, Justice, Excellence, Self-control, and Humility.

We encourage personal and professional growth through the integrated development of your intellectual, physical, social, and spiritual dimensions. Competent professional development involves not only the acquisition of knowledge and skills; but also the maturation of appropriate personal and professional attitudes and behavior, which are grounded in our core values.

We are united in our pursuit of excellence and in your preparation to enhance the quality of life for individuals in local, regional, national, and world communities—ever spreading the good news of a loving God. We encourage you to maintain and strengthen your commitment to serve others by remaining sensitive to the hurts and needs of individuals you encounter in your training and also by participating in service learning through such community outreach programs as the Social Action Clinics in our region and through the Students for International Mission Service.

We are enriched by the ethnic and cultural diversity of our students, faculty, staff, and administration. You, our students, come from many nations throughout the world. We promote an environment that reflects and builds respect for the diversity of humanity as ordained by God. May you daily experience the excitement of learning, the richness of friendship with peers and mentors, and the joy of God's personal love and care for you as you prepare to bring healing, health, wholeness, and hope to a needy world.

Sincerely,



Richard H. Hart, M.D., Dr.P.H.  
President



## Provost's Welcome

It is my pleasure to welcome you, on behalf of Loma Linda University Health, to our campus and to membership in our community of scholars.

The entire student services team and our faculty and staff are dedicated to your success. Student success, at LLU, is measured by our commitment to providing a quality learning environment (didactic, laboratory, and clinical) as well as opportunities for your own whole person care. Our goal is to present a balanced (biological-psychological-social-spiritual) education model.

We care deeply about your academic and professional success. We equally care about you living a healthy and balanced life—one that promotes physical, emotional, social and spiritual development.

Thank you for joining our academic health science institution. We live for your success!



Ronald L. Carter, Ph.D.  
Provost  
Executive Vice President, University Affairs



## A Note from Dr. Karl Haffner

Welcome Students!

Your arrival marks my favorite time of the year. You bring our community to life as we learn together what it means to continue the teaching and healing ministry of Jesus. You are the reason there is a Loma Linda University.

Our team is devoted to helping you succeed in your academic pursuits. To this end, we want to surround you with whole person care so that you can flourish—not only academically—but spiritually, emotionally, physically and socially. We are here to serve you.

We hope you engage in the full experience of Loma Linda life. Take advantage of the many resources at your disposal that will help you to grow into the very best version of who God created you to be. In whatever way we can support you in this journey, we are here for you.



Warm regards,

A handwritten signature in black ink, appearing to read 'Karl Haffner' with a stylized flourish at the end.

Karl Haffner, Ph.D.  
Vice President for Student Experience

**SECTION I**  
**INTRODUCTION**



## History of Loma Linda University

Loma Linda University is part of the Seventh-day Adventist system of higher education. In 1905, the University (formerly College of Medical Evangelists) was founded—through a series of divine providences—at Loma Linda, California, by the Seventh-day Adventist Church. The School of Nursing began in 1905. In 1909, the College of Medical Evangelists received its charter as a medical school with the express purpose of preparing physicians who could meet the needs of the whole person. Both schools emphasized the need for healthful living as a part of medical care, a revolutionary concept in 1905.

The University was designated by the Seventh-day Adventist Church as a center for educating health professionals. The original schools—Nursing and Medicine—have been joined by Allied Health Professions, Behavioral Health, Dentistry, Pharmacy, Public Health, Religion, and the Faculty of Graduate Studies. The curricula of the University are approved by their respective professional organizations. From its small beginnings, the University has achieved widespread recognition—having sent more of its graduates into international service than has any other university. It remains committed to the vision of its founders and is sustained by its close association with the church.

From 1918 to 1962, the University operated within health facilities in two cities: Loma Linda and Los Angeles. In September 1962, all health professional education was consolidated at Loma Linda. In 1967, Loma Linda University Medical Center opened in its three-tower facility, a landmark cloverleaf structure. The Medical Center continues on the cutting edge of health care, providing excellent service for patients and expanding educational opportunities for students.

In 1990, the Board of Trustees designated Loma Linda University a health sciences university—part of a complex comprised of Loma Linda University Medical Center, faculty practice plans, and affiliated institutions. The University is a leader in the field of health sciences education, research, and service.

## **LLU University-wide Student Learning Outcomes (SLOs) and Performance Indicators**

- Outcome 1    Written Communication: Students demonstrate effective communication skills in English.
- Outcome 2    Oral Communication: Students demonstrate effective oral communication skills in English.
- Outcome 3    Quantitative Reasoning: Students demonstrate the ability to reason and develop evidence-based decisions using numerical information.
- Outcome 4    Information Literacy: Students demonstrate the ability to identify, locate, evaluate, utilize, and share information.
- Outcome 5    Critical Thinking: Students demonstrate critical thinking through examination of ideas and evidence before formulating an opinion or conclusion.

## A Unique University

Loma Linda University has always combined a devotion to academic excellence with a concern for spiritual values and a high sense of mission. The motto of the University, “To make man whole,” illustrates the sense of destiny felt in the University community to act its part in God’s ongoing plan for healing and restoring human beings to live with Him in wholeness, both now and in eternity.

While Loma Linda University has changed in many ways since its beginning in 1905, the biblical principles that provide its foundation have remained unchanged.

### SEVENTH-DAY ADVENTIST HERITAGE

Loma Linda University is owned and operated by the Seventh-day Adventist Church and has a deep commitment to respecting the rich diversity of its student body. It views respect and sensitivity for all people, regardless of their culture and ethnicity, as a part of true Christianity. We recognize that students come from many different faiths. This University has a tradition of religious liberty, and it highly respects students’ religious values that differ from ours. We look upon the various perspectives of each spiritually committed student as enriching to our campus and educational environment.

### OUR UNIQUE FEATURES

Two distinctive features of the Seventh-day Adventist Church, which are part of the Loma Linda experience, become evident to first-time students. The first is the concept of Sabbath rest that reminds us of God as Creator. Adventists realize this in part by celebrating Saturday as the Sabbath from sundown Friday to sundown Saturday. During these hours, you will find that University offices, laboratories, libraries, study halls, and recreation facilities are closed to give time for physical and spiritual renewal and worship.

A second distinctive feature worth noting is an emphasis on health and wholeness. Students will be able to exercise in our recreation and wellness center, a health and fitness complex that received a national award for excellence in utility and design. The cafeterias on campus feature well-prepared vegetarian meals. Note that the University holds that a drug-, alcohol-, and tobacco-free lifestyle is essential for achieving the goal of “wholeness.” This means that all students agree to refrain from the use of tobacco, alcohol, and other “recreational” drugs while enrolled at the University.

All students who choose Loma Linda as their university make a commitment to conduct their lives in a manner that reflects their sense of responsibility for the honor and integrity of the University and for themselves as members of its community.

### VISION AND FAITH OF THE UNIVERSITY

Faith, hope, and love—these three express the essence of the understanding and experience of Loma Linda University, a Seventh-day Adventist institution. The greatest of these is love, which supports and guides faith and hope. While faith and hope are the divinely inspired attitudes of

people who serve God, love is a special attribute that humanity shares with God, for “God is love.”

## Love

The center and circumference of Adventist Christian thought is that self-giving love, flowing from God and embodied in Jesus, is the law of life for the universe. This love has been contested by the forces of evil and, thus, a great controversy has raged in human history. The character of God has been misunderstood and misinterpreted.

It is the function of those who believe in God to represent in thought, life, and mission the true character of God—most clearly seen in Jesus Christ—and His saving purpose for this world. The love of God in Christ Jesus, experienced and expressed in God’s people everywhere, will answer all the charges of the evil one and bring closure to the great controversy.

When the saving activity of God has run its full course and restored the image of God in humankind, then not only the inhabitants of this world, but also those of the universe for whom the redemption of this world has been a lesson book, will confess that “God is love.”

## Faith and Hope

The community of Loma Linda University affirms the following statements of faith. In harmony with scriptural teaching, we believe that:

1. The Bible reveals God’s way and will. Jesus Christ is the center point of this revelation. All are called to trust in Him.
2. God created the world and sustains it by His power. As part of this creation, people are made in the image of God and can freely reflect upon and communicate with God and represent Him in dominion over the earth. Human beings are thus the stewards of the created world.
3. Salvation is the gift of God’s grace to people of faith. The life, death, resurrection, and continuing ministry of Jesus and the work of the Holy Spirit bring freedom from guilt before God, transformation of character expressed in joyful obedience to God, and the sure hope of one day sharing the glory of God.
4. God created the seventh-day Sabbath as a time for personal rest and worship and for ministry and care to others. The Sabbath points back to God’s creative activity at the beginning of time and forward to God’s re-creative activity at the end of time when the promise of the weekly Sabbath will be fulfilled in the eternal rest of the Kingdom of God. That which is vital is not merely keeping the law of the Sabbath but a personal relationship with the Lord of the Sabbath. Seeing Christ in the Sabbath, His people delight themselves in Him. The Loma Linda University community reverences the sacred hours of the Sabbath from sundown Friday to sundown Saturday and seeks to bring others within the purview of God’s interest in human wholeness and healing.
5. A person is a unity in which mind and body—encompassing the spiritual, physical, emotional, and relational—profoundly affect each other. One implication of this unity is that spirituality and healing go hand in hand. Another is that when death occurs, the entire person dies and, at the resurrection, the entire person is raised. Thus, death is swallowed up in victory.

6. The health sciences are an arm of God's saving activity in this world. Thus, the health professional is a co-worker with God and an envoy of Jesus Christ who was not only a teacher of truth and a mediator of forgiveness, but also a healer of persons and a restorer of community. This personal and corporate work in the present is an integral part of, and prelude to, the ultimate renewal of all things by the power of God.
7. The coming of Christ and the restoration of the world to peace, justice, and the universal knowledge of God is the great hope of humanity. Until then, we are called to live in healing love in the service of the God of love.

## **SPIRITUAL LIFE**

Worship experiences represent a critical dimension of the educational experience at Loma Linda University and are available to the student many times throughout the week. In addition to regular Friday evening and Saturday services, many class, school, club, and University activities include a component of worship and praise to God.

## **UNIVERSITY AT WORSHIP SERVICES**

In keeping with the commitment of our mission, Loma Linda University (LLU) students have special requirements—such as University at Worship attendance each Wednesday morning, except during Week of Renewal when these Chapel services are held daily. University at Worship, which is held in the University Church, provides a variety of opportunities to integrate faith and learning.

## **RELIGION COURSES**

Courses in religion are part of the core curriculum in each of the University's schools and programs. These courses focus on study of the Bible, ethics, clinical ministry (which concentrates on ways to understand and meet the spiritual needs of patients and clients in a manner that is noninvasive and individually appropriate), and a variety of other issues related to the student's field of study and personal spiritual journey.

## Fundamental Values of Loma Linda University

Loma Linda University has identified the following values as central to its educational ideals. `

- **COMPASSION**—The sympathetic willingness to be engaged with the needs and suffering of others. Among the most memorable depictions of compassion in Scripture is the story of the Good Samaritan, which LLU has taken as a central symbol for our work.
- **INTEGRITY**—The quality of living a unified life in which one’s convictions are well considered and match one’s actions. Integrity encompasses honesty, authenticity, and trustworthiness.
- **EXCELLENCE**—The commitment to exceed minimum standards and expectations.
- **FREEDOM**—The competency and privilege to make informed and accountable choices and to respect the freedom of others. God has called us not to slavery, but to freedom.
- **JUSTICE**—The commitment to equality and to treat others fairly, renouncing all forms of unfair discrimination. The God of the Bible is One who calls people continually to justice. According to the prophets, religious faith could be genuine only when it led the believers to “seek justice, rescue the oppressed, defend the orphans, [and] plead for the widow.”
- **PURITY/SELF-CONTROL**—Morally upright and moderate in all things, with complete control over one’s emotions, desires, and actions.
- **HUMILITY**—The willingness to serve others in a sacrificial manner; the self-respect that renounces haughtiness or arrogance.

**SECTION II**  
**STUDENT LIFE**

## Student Life

Loma Linda University is committed to whole person student development. The co-curricular aspects of student life on campus are planned to assist students in achieving a healthy balance in every dimension of their lives by:

- fostering a caring Christian environment,
- encouraging a personal Christian faith,
- inspiring respect for and inclusion of diverse ethnic and cultural perspectives,
- providing opportunities for personal growth and development,
- nurturing the development of healthy relationships,
- assisting in the management of personal conflicts and crises,
- cultivating a lifelong commitment to altruism and service,
- promoting an active and healthy lifestyle, and
- establishing an environment that supports the pursuit of personal and professional excellence.

### SPIRITUAL LIFE

Loma Linda University, as a Seventh-day Adventist Christian university, is interested in and committed to the spiritual growth and care of its students. While the University does not legislate or force personal spiritual development in its students, it does provide programs that promote spiritual growth.

#### Personal Spiritual Life

All members of the University community are encouraged to set apart time daily to seek God for guidance and renewal. In a Christian university, with the pressures and demands of academics, there is the ongoing danger of studying about but not really knowing God. The challenge found in Psalm 46:10, “Be still and know that I am God,” is a reminder of the importance of regularly taking time to reflect personally upon Him.

### COMMUNITY SPIRITUAL HEALTH

University@Worship meets each Wednesday at 11:00 a.m. and represents a critical dimension of the educational experience at Loma Linda University. It is required as part of the curriculum. By devoting one hour each week to a Chapel program, the University is emphasizing the value it places on spiritual development, corporate worship, and community. In addition, the Chapel programs provide a variety of opportunities for the entire University community to benefit from teaching that integrates faith and learning, and to confront current issues that require the implementation of faith in secular life.

Weeks of spiritual emphasis are held in the Fall, Winter, and Spring Quarter of each school year. Central to the mission of Loma Linda University, these weeks are set aside to corporately focus on our relationship with God and the potential impact Christians have on the world because of His Lordship in our lives. These meetings are scheduled each morning at the regular weekly Chapel time, and attendance is required.



The School of Religion offers courses in spiritual growth. Each course emphasizes an area of focus: ethical, theological, or relational. The University CATALOG provides further information.

Student-organized spiritual activities, Loma Linda University Student Association (LLUSA), school student associations, and other student organizations foster opportunities for community and the promotion of spiritual growth.

## UNIVERSITY SPIRITUAL CARE

Our department, in conjunction with University administration, provides spiritual care related to the threefold campus ministry that is particularly concerned with creating an environment where university students, faculty, and staff can:

- **KNOW:** Loma Linda University Spiritual Care provides an environment that nurtures and encourages a greater awareness and understanding of Jesus Christ through biblically based teaching, fellowship, and personal inquiry.
- **GROW:** Create a rich, reflective, and inclusive spiritual community centered on Jesus Christ in which students and employees are able to develop, maintain, and enrich their spiritual journey, personal values, mission, and vision
- **GO:** Encourage student/employee opportunities for service locally, nationally, and internationally in keeping with the mission of the institution and the Great Commission of Christ.

The goals of the Campus Chaplains are to help students, faculty and employees become acquainted with Jesus and His gospel invitation; to help them grow in their experience of Christ's love and their knowledge of His plan for their lives; to nurture their relationship with Christ; to help students and employees discover their spiritual gifts and talents; and to help them exercise their spiritual gifts and talents in mission-focused service for the campus, the community, and the world. These goals are accomplished through:

***University@Worship:*** a weekly Wednesday worship service that centers on the ministry and teachings of Jesus Christ, with applications of biblical principles for living in and growing His Kingdom. Also featured each quarter are our Weeks of Renewal—each a week-long focus on a timely topic related to the theme of that quarter.

***Counseling:*** which offers a welcoming space where we can serve as spiritual counselors and be confidential emotional healers—providing life counseling, as well as pre-engagement and premarital counseling.

***Devotionals:*** sharing biblically based, Christ-centered teaching for student and employee events, worships, retreats, etc.

***Prayer ministry:*** community opportunities for praying together; and for one-on-one prayer between students, employees, and the campus chaplains.

***Bible study:*** leading out in a variety of opportunities for Bible study—such as noon events at various locations across campus, one-on-one studies, and baptismal Bible studies.

For more information, we invite you to visit <llu.edu/central/chaplain> or contact us at 909/558-8348.

## Church Activities

Various worship options are available in the Inland Empire for students of all faiths. The Campus Hill Seventh-day Adventist Church and the University Seventh-day Adventist Church are on campus to provide fellowship and community and to serve students. For programs and times of services, please see their websites.

- Campus Hill Church <[www.campushillchurch.net](http://www.campushillchurch.net)>
- University Church <[llu.org](http://llu.org)>

These churches provide numerous programs, such as weekly seminars; financial planning; divorce-recovery courses; and opportunities for community service, such as tutoring/mentoring at-risk teenagers and younger students.

## MISSION-FOCUSED SERVICE LEARNING

Loma Linda University values and provides many humanitarian service opportunities—both to local and international communities. Examples are:

**SIMS**—Students for International Mission Service or SIMS exemplifies Loma Linda University Health's commitment to global service, incorporating international service opportunities into academic curriculum in order to prepare health professions students for a career of effective global service and to promote the health of global communities. SIMS' mission is to provide students with high-quality service-learning opportunities which empowers them to become caring, competent, and socially responsible health professionals who value service as a lifelong process.

**CAPS**—Community Academic Partners in Service operates in cooperation with the University's Institute for Community Partnerships.

## STUDENT HOUSING

Residence hall housing is limited. Students should begin looking for a place to live well before school starts. If residence hall housing is desired, it is the student's responsibility to complete the application online as soon as possible. For A.G. Daniells Hall refer to the application schedule under "General Information".

The University has limited off-campus housing available for students who have families. Please view our web page at <[llu.edu/llu/housing](http://llu.edu/llu/housing)>. Student housing is administered through the Office of the Vice President for Student Experience located at 11139 Anderson Street.

### Housing Policy

Undergraduate students, under 21 years of age are required to live in campus housing. A student is exempt from this requirement if he/she is: (1) married, (2) has accumulated a minimum of 190 quarter units of college credit, or (3) is living with his/her parents at their primary residence. Students enrolled in graduate programs are not required to live in campus housing.

Students' quarterly housing charges are posted to their account at the beginning of the quarter. Prorated refunds are granted only in extenuating circumstances.

Eligible students may change their housing status between quarters. Students who live in the residence hall but do not continue in the succeeding quarter will be charged on a nightly basis for any additional nights.

Suggestions for procuring housing are available on the University website.

## Residential Housing

### WOMEN'S RESIDENCE HALL: KATE LINDSAY HALL

*Location:* corner of Stewart and Anderson Streets

*Available to:* female students

*Living arrangement:* All students start in a double room (requests to live in a single room may be made by current residents only). Rooms are furnished with a desk, a desk chair, a regular size twin bed with mattress, window blinds, A/C, cable TV, and internet. Rooms have vinyl floors and built-in closets and drawers. All utilities are included.

*Other features:* A multipurpose lounge, several study rooms, kitchenettes, laundry facilities, fitness room, and lounge areas add to the comfort of residence hall life.

*Costs:* listed on our website at <llu.edu/central/housing>

*When to apply:* as early as possible, prior to registration

*Where to apply:* <llu.edu/central/housing>

### STUDENT APARTMENTS: A. G. DANIELLS RESIDENCE COMPLEX

*Location:* the corner of Anderson and Mound Streets, across the Campus Hill Church

*Available to:* men; 40 women.

*Living arrangement:* includes fifty-two two-bedroom apartments, eighteen studio apartments, and eleven four-bedroom (single bedrooms) apartments, 6 one-bedroom married apartments, no children; Apartments are furnished with couch/loveseat, lounge chairs, coffee table. Kitchen is equipped with table/chairs, refrigerator and stove, no dishwasher or microwave. Bedrooms are carpeted and have a desk, a desk chair, a twin XL mattress and bed frame, bookshelf and small dresser. A/C; local telephone, cable TV, and internet.

*Other conveniences available:* laundry room, a recreation room, outside patio area, weight room, and lounge with a large-screen TV

*Cost:* listed on our website at <llu.edu/central/housing>

*When to apply:* Please refer to application dates under "General Information" for A.G. Daniells Residence Complex.

*Where to apply:* <llu.edu/central/housing>

## Personal Property

Each student living in a residence hall is issued a room key and is expected to keep the room locked. The residence hall dean, school, or University cannot accept any responsibility for items or money stolen from University housing.

## Residence Hall Activities

Within the individual residence halls, deans provide for occasional social activities to help ease pressures and encourage social interaction.

## Housing in the Community

*Off-campus housing service:* This service provides a current listing of units available for rent, available roommates, and requests for roommates; and may on occasion contain opportunities not advertised in other sources. The listings are available to all LLU students by accessing the University web page at <[llu.edu/central/housing](http://llu.edu/central/housing)>

### Other Sources of Housing Information

- LLU Foundation Rentals office 909/558-4374; see also LLU web page <[llu.edu/foundation/rentals](http://llu.edu/foundation/rentals)>
- Loma Linda Market bulletin board (inside the main entrance), a central location for placing housing ads
- Office of Student Affairs housing bulletin board located in the Student Services Center, 11139 Anderson Street; 909/558-4510 or on-campus extension 44510
- a personal survey of the area (the most satisfactory method)
- the *Trading Post* containing classified ads (distributed weekly by the University Relations office, 909/558-4526)
- personal contact with friends or relatives living in the Loma Linda area
- apartment communities near Loma Linda University; list available at <[llu.edu/assets/central/housing/documents/apts.pdf](http://llu.edu/assets/central/housing/documents/apts.pdf)>
- local newspapers containing classified ads
- local realtors

## STUDENT ACTIVITIES

Loma Linda University recognizes and encourages the need for students to participate in social activities in order to contribute to the development of the whole person. Student activities at LLU are largely the result of collaborative endeavors between University schools, programs, and departments; and between student leaders and their organizations. Events and activities include weekend get-a-ways to the mountains, excursions to national parks, retreats, sporting events and tournaments, community service activities, Lunch on the Lawn, the University Christmas party, and many additional opportunities in which students can connect with other students from across all-schools as well as with faculty, staff, and administrators. Loma Linda University students and dependents typically receive substantial discounts for most events.

The University Department of Student Activities operates year-round and is responsible for coordinating resources to produce programs, events, and activities for LLU students to help promote a well-balanced lifestyle, reflecting the values of a Christian environment. The Department of Student Activities also publishes a yearly event calendar, coordinates the annual Welcome Back Bash, co-advises and works with the LLU Student Association and other student groups on issues of student governance and activities, and collaborates with other departments and organizations to produce and promote events for LLU students.

Students, faculty, and staff are always welcome to contact the director of student activities for ideas, information, advice, and resources on planning and producing events for LLU students.

## **STUDENT ORGANIZATIONS**

Life outside the classroom and laboratories is an important part of education. Student clubs and organizations provide the opportunity to develop and refine a wide range of professional leadership and fellowship skills.

In general, Loma Linda University does not allow clubs that are associated with national or regional organizations—except for academic organizations, such as honor societies or those associated with a particular profession.

Requests to form new clubs or organizations must be submitted to the Office of the Vice President for Student Experience. A request must be made for a model constitution, and such a request should include a statement identifying the purposes and objectives of the proposed organization. The Student Affairs Committee grants final authorization.

A request to form a local chapter or club of a scientific or professional honor society must have authorization from University administration.

The following paragraphs describe major student government entities, clubs, and organizations on campus. There may be similar groups within each school. Students should contact the dean of student affairs within their school for further information.

### **Loma Linda University Student Association (LLUSA) and General Assembly of Leaders**

The Loma Linda University Student Association (LLUSA) represents the unified efforts of the student body to bring together, in purpose and activities, students from all programs and schools on campus. The LLUSA is recognized by University administration as the official voice of the students. The senate consists of elected representatives from each of the campus schools. Senators may be members of various working committees that develop University policies. The senate provides a forum for students to discuss campus issues that are presented in campus committees. It is also an avenue for action items to be recommended back to these committees and to University administration. The LLUSA president represents the student body at the President's Committee and the Board of Trustees.

The LLUSA office is located in the Councilors Student Pavilion. Election of LLUSA officers is held in the latter part of Winter Quarter each year and is open to all LLU students who meet the eligibility requirements as stated by the LLUSA constitution and bylaws.

### **Sample Approved Organizations**

Approved campus organizations include: Associated Students of Nursing (ASN), American Student Dental Association (ASDA), School of Public Health Student Association (SPHSA), School of Medicine Student Association (SMSA), Mission Interest Group, and Wilderness Medical Society.

## **Additional Approved Organizations**

### **ASSOCIATION OF LATIN AMERICAN STUDENTS (ALAS)**

ALAS comprises students and friends of all the health-oriented curricula of the University. Its purpose is to provide academic, spiritual, social, and ethnocultural support for its members; as well as to engage in community outreach. While the majority of its members are of Latino heritage, all students regardless of ethnic heritage are invited to participate in and learn from Latino cultural and social activities. In harmony with the LLU Office of Diversity standards, ALAS welcomes all ethnic groups into its membership.

### **BLACK HEALTH PROFESSIONAL STUDENT ASSOCIATION (BHPSA)**

BHPSA comprises students and friends of all the health-oriented curricula of the University. Its purpose is to provide academic, spiritual, social, and ethnocultural support for its members; as well as to engage in community outreach. While the majority of its members are of African heritage, any and all students regardless of ethnic heritage are invited to participate in and learn from African cultural and social activities. In harmony with the LLU Office of Diversity standards, BHPSA welcomes all ethnic groups into its membership.

## **Advertising Events on Campus**

Any poster, flyer, or advertisement for public display must have the university or school logo displayed and follow the graphic standards and policies of the institution, and must have an “approved” stamp on it from the school when it is an event within the school or from the Student Activities Office when it is a multiple school or University-wide event.

Before inviting off-campus speakers, LLUH entities must complete the off-campus speaker approval form if the presentation is not internal to the school. Presentations that are internal are under the jurisdiction of the school’s dean.

## **Request for Off-Campus Guest Speakers for Spiritual Activities**

Names of potential speakers for spiritual activities not sponsored by LLUH entities—such as student clubs, schools, etc.—must be submitted to the Office of Spiritual Care to be approved prior to any invitation being extended.

## **Requests to Reserve Space for Religious Activities on Campus**

1. Non-LLUH entities requesting the use of any LLU facilities to host a religious event must submit a request to the Office of Spiritual Care to be approved prior to any reservation being confirmed.
2. Student groups should use the activity request form, found at the Student Activities office.

## **Requests to Reserve Space for Non-Religious Activities on Campus**

1. Student groups should use the activity request form, found at the Student Activities office.

## DRAYSON CENTER RECREATION AND WELLNESS FACILITY

Studying at Loma Linda University can easily take up every spare moment. Moving up in class standing or earning that “A” can become all-consuming. That’s why Loma Linda University Drayson Center was built in the first place—to provide an escape from the rigors of study.

It’s all about balance. Adding physical activity and better nutrition to life will do more to help the mind absorb and retain the information being learned.

Drayson Center staff go out of their way to create and provide timely activities that fit nicely into a busy day. Intramural sports begin and end on time because study time is being impacted. A quick sport or fitness activity can increase circulation and metabolism, improving study effectiveness.

Students and their family members will find a well-maintained and friendly environment at Drayson Center that promotes physical, mental, social, and spiritual wholeness. The Lindgren Aquatics Center, with handicap-accessible heated lap and leisure pools, as well as a jacuzzi and waterslide, offers hours of family fun as well as a host of classes and other activities.

Opsahl Gymnasium, with three full-size basketball courts, also serves as a venue for volleyball, indoor soccer, badminton, and other sports as needed. Additional racquet sport venues include tennis, pickleball, racquetball, and ping pong. A full range of equipment is available for checkout. Visit [drayson.llu.edu](http://drayson.llu.edu) for information on intramural leagues and recreation activities.

For runners, Drayson Center offers both indoor and outdoor tracks. For those interested in aerobics courses, certified instructors teach classes such as Pilates, cycling, Zumba, and more. Fitness enthusiasts will also find staffed weight and cardio rooms for all ability levels. A collection of fully adjustable fitness equipment serves the needs of the physically challenged.

The well-lit University Councilors Superfield hosts multiple sports—including flag football, soccer, ultimate frisbee, and more. Two dedicated softball fields feature the same sand mix as Angel Stadium. An artificial turf field provides additional space for soccer and flagball.

Leisure classes take place during the year, including karate, ballet, and Team Broadway—a workshop for young aspiring performers. During the summer, swim classes for young people dominate the aquatics center. Soccer, basketball, Lego, and chess camps are also available.

The Office of Preventive Care clinic, located between the racquetball courts and weight room, offers a variety of health services to help clients live a more balanced life. Teams of personal trainers and massage therapists are onsite to provide additional wholeness support for students and their families. Nutrition counseling is also available.

Major special events—including graduations, banquets, and health fairs—will close all or part of Drayson Center from time to time, at the discretion of Loma Linda University Health administration. Though normally closed Friday evenings and Saturdays, Drayson Center does offer special religious, recreational, and social events for students on weekends.

Drayson Center is dedicated to helping students and their families experience a quality of life that has been internationally recognized through the Adventist Health Study, one of the longest NIH-funded epidemiological studies of all time.

Loma Linda residents have also been identified by *National Geographic* magazine and author Dan Buettner as one of four Blue Zones in the world, and the only Blue Zone in a major urban

area. These same principles of health and longevity are central to Drayson Center's philosophy and values. Visit [drayson.llu.edu](http://drayson.llu.edu) to learn more.



**SECTION III**  
**STUDENT SERVICES**

## Student Services

### CAMPUS STORE

The Campus Store is the official LLU college bookstore, located in the Campus Plaza. The store is operated by Barnes & Noble College, a subsidiary of Barnes & Noble Education, Inc. In addition to textbooks, course materials, and school supplies, the Campus Store is the source for LLU apparel, gifts, and school spirit accessories. Quality products and services include digital textbooks, textbook rentals, medical supplies, and the Technology Store, iLLU. As an Apple-authorized campus store, iLLU is a licensed retailer of Apple technology products and an Apple-authorized service provider. Complimentary maintenance and repair services are available to students, including new computer setup assistance (Mac only). Merchandise may be purchased using the following forms of payment: cash, check, Visa, Master Card, Discover Card, debit card, and Barnes & Noble gift cards. Students may also charge to their school account. Charges will appear on students' monthly tuition statements received from the Office of Student Finance.

Textbook purchases may be returned within the 1<sup>st</sup> week of the classes, in original condition and accompanied by the receipt. With proof of schedule change and original receipt, a full refund will be given in your original form of payment during the 1<sup>st</sup> 30 days of classes. Review and books out of shrink-wrap are *not returnable*. For full Return & Refund policy information, please go to [llu.bncollege.com](http://llu.bncollege.com)

To reach the Campus Store by telephone, call 909/558-4567 or on-campus extension 44567. To reach the Technology Store (iLLU), call 909/558-4129.

### Store Hours

Monday through Thursday: 9:00 a.m. to 5:30 p.m.

Friday: 9:00 a.m. to 2:00 p.m.

Closed: Saturdays, Sundays, and LLU observed holidays.

### LOMA LINDA ACADEMY CHILDREN'S CENTER

Loma Linda Academy Children's Center is fully licensed by the State of California Department of Social Services and has an ongoing relationship with Loma Linda University Medical Center and Loma Linda University. The staff at the Children's Center recognizes parents' need for reliable childcare services and endeavors to meet those needs by providing loving, nurturing care; as well as sharing ideas and concerns about the growth and development of the children in their care.

In addition to childcare for children twelve weeks old through four years of age, the Center provides valuable educational experiences and fosters growth and development in all aspects of the child's life—spiritual, intellectual, physical, and social. Children participate in activities designed to help them grow into independent, creative, confident, and thoughtful individuals who will be able to work effectively with adults and other children.

The classrooms are equipped with an aquarium, art tables, bulletin boards, a circle time area, cubbies, an eating area, learning centers, manipulatives, a reading center, a science table, changing tables, and potty-training facilities.

Outdoor play areas are equipped with fall-zone material, playground equipment, picnic tables, a sandbox, and a garden area.

The Center also has a variety of animals, including rabbits, chickens, geese, and turtles.

### **Hours and Contact Information**

Monday through Thursday: 6:30 a.m. to 6:00 p.m.

Friday: 6:30 a.m. to 4:30 p.m.

909/796-0161 or <llacc@lla.org>

### **COUNSELING SERVICES**

The LLU Counseling Center offers a variety of private, confidential services to students and their families, including individual, premarital, marital, family, and group counseling. Registered and licensed, professional counselors offer practical, problem-solving strategies to help students deal more effectively with stresses and personal challenges, including test anxiety and time management. Services at the Counseling Center are available without cost for enrolled students and family members on the Student Health Plan. Referral services include psychiatry and psychological testing, which may require a co-payment.

To schedule an appointment or for more information, call 909/558-6050, or campus extension 66050.

### **Employee and Student Assistance Program — Your Partner in Wellness**

Students' journey toward wholeness begins with the confidential and no-cost Employee and Student Assistance Program, where resources are dedicated to providing employees, students, and their immediate family members with professional and caring assessment and treatment for a variety of personal, family, work, and academic-related issues.

Students are served by master's and doctorate degree-level therapists who conduct a thorough evaluation and develop a treatment plan for the student's specific concern(s). Therapists provide counseling at the student's convenience; or when appropriate, they facilitate other options and resources on campus and in the community.

Appointments may be scheduled within one to two weeks depending on availability, and same-day scheduling is available for more urgent matters.

The offices are conveniently and privately located in the Loma Linda Health Center, 11360 Mountain View Avenue, Hartford Building, Suite A, Loma Linda, CA 92354, across the street from the Loma Linda Plaza on the corner of Barton Road and Mountain View Avenue. Offices are open Monday through Friday and offer evening appointments several nights during the week.

### **Additional Sources of Help**

Students may also discuss personal and/or academic problems with a University or school administrator. Each school has a designated student affairs officer whose job includes assisting

students in finding appropriate resources for personal or academic problems. Another resource is the University's Vice President for Student Experience at 909/ 558-4510 or extension 44510.

## **STUDENT HEALTH SERVICE**

Operating under Loma Linda University Health, the Center for Health Promotion's Student Health Service is committed to providing quality health care to students within the University community. Our providers and staff are dedicated to promoting a lifestyle that encourages a balance of physical, spiritual, emotional, and social well-being.

### **Location**

Student Health Service  
24785 Stewart Street  
Evans Hall, Suite 111  
Loma Linda, California 92354

### **Clinic Hours**

Please visit <[llu.edu/central/studenthealth](http://llu.edu/central/studenthealth)> for current clinic hours.  
Hours may vary during holidays.

### **Contact Information**

Phone: 909/558-8770 (or internal extension 88770)  
Fax: 909/558-0433  
Email: [studenthealth@llu.edu](mailto:studenthealth@llu.edu) (For registration purposes only)

### **Appointments**

Please call to make an appointment.

- In person – by appointment (walk-ins are also available as needed)
- Telehealth – via MyChart or Zoom

### **Services**

- Primary care services
- Immunizations
- Women's health services
- Health education
- Counseling or referral to counseling services
- Referral to specialty services, as indicated

NOTE: All services are confidential.

### **Insurance Coverage**

- All students will need to present their primary insurance card for any visit at Student Health Service. The LLU Student Health Plan administered by Risk Management is the secondary coverage.

- Ancillary services—such as laboratory work, x-rays, and medical supplies—are subject to the insurance policy, including copays, share of costs, and prior authorizations.
- Medications are a covered benefit (subject to plan limits) and require only a copayment (depending on the insurance, lower copays may be available when a LLU/LLUMC-affiliated pharmacy or CVS/Caremark Mail Service pharmacy is used).
- If there is no primary insurance coverage, the LLU Student Health Plan serves as the primary coverage.
- There are no co-pays for any visits at Student Health Service. Any medical services outside Student Health Service will require a copayment.

## **STUDENT HEALTH PLAN**

Risk Management administers the Student Health Plan. For further information, please contact:

Department of Risk Management  
 197 E. Caroline Street  
 San Bernardino, CA 92408  
 Phone: 909/651-4010 (or internal extension 14010)  
 Fax: 909/651-4105

### **Mailing Information**

Loma Linda University Health  
 Department of Risk Management  
 P.O. Box 1770  
 Loma Linda, CA 92354

### **Emergencies**

For an acute life-threatening emergency, please call 911 or go directly to Loma Linda University Medical Center's Emergency Department.

### **After Hours**

All services rendered outside of Student Health Service are subject to copays and share of costs in accordance with the insurance policy.

For after hours, weekends, and holidays, students can seek medical care at one of the following locations. Please provide current insurance information.

### **Urgent Care – Loma Linda**

Loma Linda University Health Faculty Medical Clinics  
 25828 Redlands Blvd.  
 Redlands, CA 92373  
 Phone: 909/558-6856

Website: <<https://lluh.org/locations/loma-linda-university-health-faculty-medical-clinics-redlands-blvd-urgent-care>>

### **Advanced Urgent Care – Loma Linda**

Loma Linda University Medical Center East Campus  
25333 Barton Road  
Loma Linda, CA 92354  
Phone: 909/558-6641

Website: <<https://lluh.org/locations/loma-linda-university-medical-center-east-campus-advanced-urgent-care>>

### **Urgent Care – Beaumont/Banning**

81 South Highland Springs Avenue, Suite 101  
Beaumont, CA 92223  
Phone: 951/845-0313

Website: <<https://lluh.org/locations/loma-linda-university-urgent-care-beaumont-banning>>

### **Emergency Department**

Loma Linda University Medical Center  
11234 Anderson Street  
Loma Linda, CA 92354  
Phone: 909/558-4444  
*Open 24 hours a day*

### **Out-of-town Coverage**

Please refer to the primary insurance policy and/or Student Health Plan.

### **Pre-entrance Health Requirements**

Students planning to attend Loma Linda University are required to fulfill immunization and health requirements. These requirements must be turned in to Student Health Service. Please visit <[llu.edu/central/studenthealth](http://llu.edu/central/studenthealth)> for current process instructions.

## **DINING FACILITIES**

A variety of dining facilities are available on campus:

Loma Linda University Dining Service venues:

- *Campus Dining* located in the Councilors Student Pavilion
- *Farmacy Fresh Café* located on first floor of San Manuel Gateway College / SACHS, 250 South G Street, San Bernardino
- *Café 197* located on lobby level at 197 E Caroline Street, San Bernardino
- *University Catering*, contact us for your catering needs

Loma Linda University Health Medical Center venues:

- *Medical Center Cafeteria* located on the lobby level of the Medical Center
- *Children's Hospital Cafeteria* located on the lobby level of the Children's Hospital
- *The Atrium* located in the Faculty Medical Offices building
- *East Campus Hospital Cafeteria* located on the lobby level

## FINANCIAL AID

The Office of Financial Aid, located in the Student Services Center, is responsible for assessing student eligibility and awarding financial aid. The staff is available to counsel students on the most appropriate and available resources to meet individual needs. There are loan and work opportunities available and a very limited number of need-based scholarships/grants for eligible students.

Students seeking loans, grants, or work opportunities should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The processing of an application may take up to four weeks, so it is highly recommended that students apply early for financial aid. The FAFSA is available on October 1 of the preceding academic year. March 2 is the deadline for the California state grant programs. Applications should be completed as soon as possible or 60 days prior to the start of enrollment. Certain funds are limited and may be awarded on a first-come-first-served basis.

Certain loans and scholarships are awarded based on financial need, as determined by the federal formula and/or University, individual school, or donor-designated criteria for eligibility. Federal graduate levels through the direct loan program are not need based. Since funds are provided through state and federal sources, only U.S. citizens or permanent residents qualify for the majority of the aid programs. AB 540 undergraduate students may apply for the Cal Grant using the California Dream application. Students receiving financial aid are required to make satisfactory progress toward their degree objectives.

Renewal of financial aid is not automatic; a student must apply annually to receive aid. Financial aid is awarded for each academic year, which begins with Summer Quarter and ends with Spring Quarter.

Students are encouraged to contact the office if they have any question(s) and/or need assistance. Questions regarding financial aid may be addressed to the technicians located at the front desk, or students may schedule an appointment with their assigned advisor.

Detailed information about all of the federal aid programs can be found at the federal websites: [StudentAid.gov](http://StudentAid.gov) and [StudentLoans.gov](http://StudentLoans.gov). Limited information is also available on the University's website: [llu.edu/central/ssweb/finaid](http://llu.edu/central/ssweb/finaid).

For more information and appointment scheduling, call 909/558-4509 or extension 44509.

### **Bureau for Private Postsecondary Education (BPPE)**

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; web, <http://www.bppe.ca.gov>; telephone, 916/431-6924.

### **Student Finance**

The Office of Student Finance is located at 11139 Anderson Street in the Student Service Center. A brief description of services offered follows:

- Financial clearance for registration is given each term after classes are selected, provided any prior account balance and current tuition charges are covered by payments or

financial aid. In addition, each student must request clearance. Students are encouraged to register as early as possible each term. Financial clearance can be requested on the web, by telephone, and in person. Students should secure desired financial aid through the Office of Financial Aid no later than thirty days prior to registration each term to avoid fees and delays.

- Charges to student accounts may be made using a current student ID badge after financial clearance has been obtained. Examples of items that can be charged to student accounts include textbooks, examination fees, education supplies, residence hall fees, immunization fees, library fees, equipment rentals, and cafeteria meals.
- Account withdrawals may be requested when a student has a credit account balance resulting from financial aid payments or account adjustments. Requests for withdrawals may be made on the web, in person at the Office of Student Finance cashier's window, or by fax. Withdrawals can be issued in the form of a check or direct deposit to the student's bank account. The direct deposit option must be set up and authorized by the student online. Please note: account withdrawals will first be credited back to bank cards used (if any) before a refund check or direct deposit will be issued.
- Monthly statement email notices are sent by the Office of Student Finance to students' LLU email accounts, when statement information is available online. The statements include all account activity for the month. Students may also request to have a copy of this monthly statement mailed to parents or sponsors, or allow online access. The outstanding balance on the monthly statement is due and payable upon receipt. To avoid finance charges, payment in full must be received by the last working day of the month. If an account is thirty days or more past due, a finance charge of .833 percent per month (10 percent per year) is applied to the previous month's account balance, after deducting any current payments or credits.

ACH (electronic checks—online only), checks, money orders, cash (limited to \$3,000 per term), VISA, MasterCard, Discover, American Express, credit and debit bank cards, Flywire, and bank wire transfers are accepted for payment of student account balances. Checks are to be made payable to Loma Linda University and must include the student's name and ID number. ACH and bank card payments may be made on the web; check payments and bank card payments can be made by mail; sponsor bank card payments can be made online, when authorization is set up for parents or sponsors, by students; and all payment types (except ACH) are accepted in person.

- Student Loan Accounts is part of the Office of Student Finance. Students who have questions regarding campus-based loan exit interviews, monthly loan statements, payments, or deferments may inquire in person at Student Loan Accounts, by telephone at 888/549-3274 (ECSI, student loan billing services); online at <https://heartland.ecsi.net/> (ECSI); by email at <stlncoll@llu.edu>; or fax at 909/558-7904.

## Financial Policy

Loma Linda University's financial policy states that the student is expected to keep his/her financial status clear at all times. Financial clearance must be obtained as part of registration each term and before a certificate or diploma is received; or before a statement of completion, or



other certification is issued to any person, organization, or professional board. If immediate processing of diplomas is requested, student account and loan account balances must be paid by bank card, cashier's check, money order, or cash.

### **OFFICE HOURS**

Monday, Tuesday: 8:30 a.m. to 4:00 p.m.

Wednesday: 12:10 p.m. to 5:00 p.m.

Thursday: 8:30 a.m. to 4:00 p.m.

Friday: 8:30 a.m. to 12:30 p.m.

For additional information, call 909/558-4520 or extension 44520 on campus

Fax: 909/558-7904

Email: <stfin@llu.edu>

Web: <<https://home.llu.edu/campus-and-spiritual-life/student-services/financial-life/student-finance>>

### **Deferred Mission Appointment**

The General Conference of Seventh-day Adventists, in cooperation with Loma Linda University, offers the Deferred Mission Appointment (DMA) Program. Seventh-day Adventist medical and dental students can have their student loans repaid in exchange for a period of overseas mission service. More information can be obtained from the General Conference representative's office, 909/558-4563 or extension 44563, located on the LLU campus; and/or through the Office of Financial Aid, 909/558-4509 or extension 44509.

### **Global Service Awards**

A limited number of Global Service Awards (GSAs) are available in health-related programs other than medicine and dentistry for students wishing to serve internationally. Contact the General Conference representative's office on the LLU campus for additional information, 909/558-4563 or visit <[lluglobal.com/gsa](http://lluglobal.com/gsa)>.

### **International Student Services**

International Student and Scholar Services operates within the University's Office of Student Affairs. The services offered to non-U.S. Citizen students include the issuance of visa application forms and assistance in the following areas of international student life: New International Student and Exchange Visiting Scholar Orientation; Student and Exchange Visitor advocacy; liaise with on-campus and off-campus partners and entities; reporting to Student and Exchange Visitor Information System (SEVIS), Department of Homeland Security (DHS), and Exchange Visitor Program (EVP); cultural adjustment; immigration advising for students, scholars, and their departments; and general student advising. In addition to these formal functions, the office serves as a referral source for many of the informal daily needs and activities of international students' lives. Telephone: 909/558-4955 or extension 44955; Email: [intlstdsrv@llu.edu](mailto:intlstdsrv@llu.edu); Website: [International Student & Scholar Services](#)

## **DEL E. WEBB MEMORIAL LIBRARY**

The Del E. Webb Memorial Library's mission is to provide students with relevant information resources and supportive services to further their academic success, as well as to provide them with skills to continue that success as practicing health-care professionals. The Library provides a full range of information support services and resources including, but not limited to: collaborative and flexible information literacy instruction, information technology training, reference, specialized research support, document delivery, traditional print and digital book and journal collections, a computer laboratory, and welcoming physical spaces for group and individual study. Information about the Library (hours, borrowing privileges, etc.) and resources is available on the Library's website, <https://library.llu.edu/>.

Please visit the website and the library. For questions, the campus extension of the reference desk is 44588; from off-campus, dial 909/558-4588. The LLUH ID card is used as the library card and is needed to access all library services.

### **Archives and Special Collections**

The Department of Archives and Special Collections is the central repository of information on the history of Loma Linda University and Loma Linda University Medical Center, along with other Adventist health institutions. Also collected are materials on the history of the health sciences, and where Adventism and health intersect – nineteenth century health reform, diet, vegetarianism, sanitariums, water cure, etc. The department houses major collections on the history of Adventism, and biblical prophecy, along with complete holdings of all of Ellen G. White's publications. It includes print materials; rare books; theses; dissertations; charts, manuscripts, microforms; sound recordings; photographs; films, memorabilia and artifacts, and numerous archival collections, including the papers of various denominational and University officials, CME and LLU graduates, other individuals important in the history of Adventism or health care, as well as the congressional papers of the Honorable Jerry and Shirley Pettis. Various indexes, collection lists, and archival finding aids are available on the department's website, <https://library.llu.edu/heritage-research-center>, along with various digital collections.

### **University Archives**

The Loma Linda University Archives, housed in the Del E. Webb Memorial Library, contains the official documents and files for all Loma Linda University schools, departments, administrative offices and other entities. This includes Board minutes, presidents' papers, provost/chancellor files, University committees, departmental files, and more. The LLU Archives collects and preserves copies of all University publications such as bulletins, course catalogs, journals, periodicals, departmental newsletters, flyers, posters and the like. In addition to the above, the University archives maintains the copy of record of all theses and dissertations produced by Loma Linda University students. Since 2010, digital copies of these works are placed in the Library's digital asset management program, along with digitized copies of various University publications.

### **Ellen G. White Estate Loma Linda Branch Office**

Also located in the Del E. Webb Library is a branch office of the Ellen G. White Estate. The mission of the branch office is to preserve, promote, guide, and facilitate an understanding of Ellen G. White's life, writings, and role within the general history of the Seventh-day Adventist Church and Loma Linda University in particular. It contains approximately 60,000 typewritten pages of Ellen G. White's letters and manuscripts; 4,600 of her published articles; and several different files of materials pertaining to various aspects of her life and ministry. A web-based search engine to her published and unpublished writings is available to researchers.

## **OTHER CAMPUS LIBRARIES AND RESOURCE CENTERS**

### **Ralph and Carolyn Thompson, Jr., Library**

The Ralph and Carolyn Thompson Library, associated with the Center for Christian Bioethics, is located in the Centennial Complex, Room 3212. It is a departmental library with a collection of books and journals in biomedical ethics and related fields. Information about the materials in the Thompson library is included in the campus CATALOG located at <catalog.llu.edu>. Although students may not check out materials from the Thompson library, they are welcome to utilize them in its reading room.

### **Leffingwell Library**

The Department of Anesthesiology maintains the Leffingwell Library located in Room 2523B on the second floor of the Medical Center's research wing. Students on rotation through the department are welcome to visit and use the library and its materials.

### **Yeretzian Library**

The Yeretzian Library is a departmental library maintained by the School of Religion, located in the Centennial Complex, Room 3234. It is primarily a reference library containing multiple Bible commentaries, dictionaries, versions of the Bible, and other reference materials. Although students may not check out materials from the library, they are welcome to access and utilize them in the library.

### **Wil Alexander Learning Center**

LLU has a number of learning centers and other technology-related resources available to students. One such resource center is the The Wil Alexander Learning Center located in the Center for Spiritual Life and Wholeness—Centennial Complex, Room 3222. Named in honor of its founding director, the learning center is a multimedia room equipped with several computer workstations and a conference table; and has audiovisual recording capabilities. It also houses a collection of classic textbooks on whole person care, along with current periodicals and media related to wholeness throughout the disciplines.

### **School of Nursing Learning Assistance Program**

The School of Nursing provides the Learning Assistance Program (LAP) for nursing students who desire to achieve academic success. The LAP offers diagnostic tests to help identify areas of learning needs. An examination analysis program is provided for students having challenges

with examination performance. The LAP also provides workshops on study skills, how to take notes, and time management. Additional individual assistance is provided as needed for areas such as mathematics and English skills. Students may also enroll in a 1-unit Strategies for Academic Success course. Students enrolled in this course are eligible for free tutorial services.

Under the coordination of LAP, study groups are arranged for many of the nursing courses. Students who have successfully completed the nursing course are selected to tutor study groups for that course.

### **School of Allied Health Professions Learning Resources**

The School of Allied Health Professions has a computer laboratory (Room 1906 in Nichol Hall) available for students and faculty.

### **School of Public Health Learning Resources**

The School of Public Health offers learning resources, such as the writing and career centers, for student and faculty use. Computer facilities are also available.

## **STUDENT MAIL SERVICE**

Students receive University-related and interdepartmental mail through their student boxes, if boxes are provided by their school.

All interdepartmental mail should be specifically addressed as follows:

Name of student

Student box number

School/location on campus (e.g., School of Dentistry/Prince Hall)

*P.O.* should not be used before the box number; *only* the box number should be used.

Personal mail should be sent to the student's residence address. If the student resides on campus, the mail should be specifically addressed as follows:

### **For Students Living in Daniells Residence Hall**

Name of student

Daniells Residence Complex

24920 Mound Street

Loma Linda University

Loma Linda, CA 92350-0001

### **For Students Living in Lindsay Residence Hall**

Name of student

Student box number

Lindsay Residence Hall

24898 Sanitarium Drive

Loma Linda University

Loma Linda, CA 92350-0001

*P.O.* should not be used before the box number; *only* the box number should be used.

## PLACEMENT SERVICES

Placement services are generally provided to students through their school or department.

## SECURITY

The Department of Security Services is responsible for providing security services and programs to the Loma Linda University Health community. Our commitment is to provide the best possible services to meet the security needs of the campus and health-care communities. Embracing our core values of Compassion, Integrity, Excellence, Teamwork, and Wholeness, we support our mission to participate in Christ's ministry of health, healing, and wholeness for education, health care, and research.

We have a professional team of trained and experienced officers and support personnel whom you will find to be visible and responsive to the security needs of the community 24 hours a day. In an effort to provide the highest level of customer service and transparency, feedback and input regarding our services are encouraged.

### Emergencies and Reporting Suspicious Activity

Loma Linda University Health encourages that all crimes be reported to LLUH's Department of Security Services. To report an emergency, in-progress crime occurring on campus, or a past crime or incident, immediately contact the Security Control Center at 909/558-4320 or 9-1-1 from on-campus phones. You may also use the blue lighted emergency call boxes located throughout the campus and health-care facilities. For nonemergency business, call 909/558-5419 or extension 55419 from on-campus phones.

Upon receiving information concerning an incident, a security officer will respond to take appropriate action and document the information, as needed. Depending on the circumstances or situation, this action may require involving local law enforcement agencies. For crimes that occur off campus, contact the local law enforcement agency; or you may contact the Department of Security Services, who will assist in directing you to the appropriate agency that will respond and investigate the incident.

### Security Escort Service

Security officers provide escort for students, patients, visitors, and employees to any destination on campus during night hours and in special situations, as may be required. Call extension 44320 for a security escort. If the security escort system is not utilized, the buddy system (that is, walking with a friend) should be used. Students should never walk alone after dark.

### Non-Emergency Service

Security officers provide the following nonemergency services, as time allows:

- jump-starting cars;
- retrieving keys in locked cars;
- calling towing service for stranded motorists.

## Lost-and-Found

Calls for lost-and-found articles should be made to Medical Center Dispatch Services at extension 44350 during normal business hours. University Housekeeping also provides a lost-and-found service for the campus. Their extension is 42049.

## Daily Crime Logs and Fire Safety Logs

Daily crime and safety logs for the most recent sixty days are available at the Department of Security Services. Weekend and holiday logs are available the next business day. Questions or comments regarding any log entry items may be directed to the Department of Security Services.

## Emergency Notifications / Timely Warnings

LLUH is committed to the safety and well-being of campus and health-care facilities students, faculty, employees, patients, and visitors. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of persons on the campus, LLUH will immediately notify the community using the **emergency notification system**, and other communication outlets to inform and advise of the situation—unless it is determined that notifications would otherwise compromise efforts to assist victims or contain or resolve the emergency.

For this and other security-related information please visit the Department of Security Services website at <<https://lluh.org/patients-visitors/visitors/security-services>>.

If you have any questions or comments, please contact the Department of Security Services at: 909/558-5419 or extension 55419 from on-campus phone, or email us at <[SecurityMC@llu.edu](mailto:SecurityMC@llu.edu)>.

## Vehicles/Motorcycles

The Department of Rideshare, Parking and Traffic Services is responsible for enforcing the Loma Linda University traffic and parking regulations and the State of California Vehicle Code as they apply to moving and stationary vehicles, pedestrians, and animals on the campus. The Loma Linda University traffic and parking regulations are enforced under Section 21113 of the California Vehicle Code. Section 21113 authorizes Loma Linda University Health, Rideshare, Parking and Traffic Services to enforce parking and traffic regulations set forth by Loma Linda University Health.

## Parking Regulations

All enrolled students are required to register their vehicles with the Department of Rideshare, Parking and Traffic Services at the department's online website. Students must park in approved areas to avoid being ticketed, booted, and/or towed. A complete copy of the Loma Linda University traffic and parking regulations is available at <[parking.llu.edu](http://parking.llu.edu)>.

Students with outstanding parking tickets may have student accounts placed on hold and/or experience delay in class registration.

## California State Vehicle Licensing Law

California state vehicle law requires that all residents who operate a vehicle have a California state driver's license, and any vehicle they own within the state of California must be registered with the California DMV. A car that is owned by an individual who resides out of state may not require California registration.

### Resident

"Resident" means any person who manifests an intent to live or be located in this state for more than a temporary or transient basis. Presence in the state for six months or more in any twelve-month period gives rise to a refutable presumption of residency.

Evidence of residency for purposes of vehicle registration include:

- address where registered to vote
- location of employment or place of business
- payment of resident tuition at a public institution of higher education.
- attendance of dependents at a primary or secondary school
- filing a homeowner's property tax exemption
- renting or leasing home for use as residence
- declaring residency to obtain a license or any other privilege or benefit not ordinarily extended to a nonresident
- possessing a California driver's license
- other acts, occurrences, or events indicating that presence in the state is more than temporary or transient

**SECTION IV**  
**ACADEMIC INFORMATION**



## Academic Information

### NAME ON STUDENT RECORDS

It is the student's responsibility to provide the University with his/her full legal name. This name will be used on all University documents and correspondence and is essential for the following offices, organizations, and processes: University Records, Office of Financial Aid, International Student and Scholar Services, Social Security Administration, Veterans' Affairs, preparation of diploma or degree, and other legal processes.

The student submits his/her legal name on the original application to the University. Any previous legal maiden names (where applicable) may be listed as an alternate name. Students should make certain that the spelling, capitalization, spacing, and order are accurate in University Records. The name spelling and format as it appears on the Registration Portal is the way it will appear on the diploma. For this reason, it is imperative to make sure it is correct on the Registration Portal.

The student's name as written in the student's record will be used for all University records, such as course rosters, transcripts, graduation program, and diploma or certification of completion of graduation requirements. Diplomas and statements of completion will be issued only for students whose financial obligations to the University have been met.

### Change of Name

A student may change his/her name at Loma Linda University by submitting a name change request form to University Records. This form must be accompanied by at least two items: (1) a certified copy of a marriage certificate, a court order, or a divorce decree and (2) an updated SSN card. All changes in vital records must be made through the office of University Records. The student should also notify the dean's office of the school in which he/she is enrolled.

Name changes received after the second week of a term will be processed after grades have been received for that term. Name changes for expected spring graduates must be received by the office of University Records no later than the first week of February preceding spring commencement.

### STUDENT IDENTIFICATION (ID) BADGE

#### Identification number and badge

All accepted students are assigned a unique University identification number. This seven-digit number will be used on all correspondence and noted on all payments to the University. A University identification badge using this identification number and a bar code will be issued to each student after completion of his/her initial registration.

The identification badge allows access to various student services, including the libraries, student health, recreation facilities (that is, the Drayson Center), parking, etc. Also, the bar code on the badge allows currently enrolled and financially cleared students to charge against their accounts at the Campus Bookstore and campus cafeterias, and for ticket sales available through the Student Affairs office. In subsequent quarters, the badge's bar code is automatically reactivated at each registration upon financial clearance.

For security, students must carry their ID badges on their person at all times while on campus or in clinical settings. Preferably, badges must be visible above the waist. An ID badge must be presented upon request. While in any hospital or clinical facility, ID badges must be displayed prominently above the waist.

For further information regarding these identification badges, please contact Student Services, Office of Student Affairs at 909/558-4510.

## **STUDENT ACCESS POLICY**

Student access to University facilities, systems, and services by badge, key, or password is authorized only to currently enrolled students and terminates immediately upon the last day of enrollment, even if reenrollment is anticipated in the future. The University exercises the discretion to revoke access authority at any time.

## **GRADE REPORTS**

Course grades are determined by the faculty member(s) who teach the course. University Records posts all grades at the end of each academic term. Grades can be viewed online the morning after the official grade submission date for the term by logging into the Student Services website at <llu.edu/students/>. Notices concerning academic probation and academic dismissal are issued from the dean's office or dean's designee of each school.

Grade reports are not sent to parents. Students dependent on the support of parents should inform them of their academic progress.

If a student believes a grade was given in error, the instructor should be contacted. Grades are changed only after it has been proven that an error has been made in arriving at or recording a grade and must be submitted during the subsequent term. Students should feel free to discuss grades with their instructors.

For specific grading policies, see the school sections of this handbook.

## **Incomplete (I) Notation for Emergencies Affecting Course Work**

The University recognizes that there are times when events occur over which we have little or no control. Serious illness, accidents, and deaths of loved ones are among the reasons students may not complete their course work on schedule. A provision is made for these kinds of emergencies by permitting an instructor to submit an I (Incomplete) instead of a grade at the end of the course, if circumstances match the allowances outlined in policy.

It is the student's responsibility to request an I (Incomplete) notation from the instructor by initiating a petition to receive an incomplete grade workflow on which the reason for the request must be stated (a reason of illness must be accompanied by a doctor's note). The workflow process will obtain the approval of the instructor, the department chair, and the academic dean of the student's school. When approved, the instructor will report the I notation through the grading portal. Incompletes must be made up during the following quarter.

An Incomplete will always remain on a student's transcript. When the final grade is received, it will be posted alongside the I notation. It is in the student's best interest not to accumulate too many I's on his/her permanent record.

## **In Progress (IP) Grade Notation**

An IP (In Progress) notation indicates that the course has a duration of more than a single term and will be completed by the student no later than the final term of the course, not to exceed five quarters for independent study and research courses (original quarter of registration plus four additional quarters). The student's final grade will be reported at the end of the term in which the course is completed. If the course work is not completed within the five-quarter time limit, a grade of UW (Unofficial Withdrawal) will be given.

Students with an IP in one or more courses will automatically be registered for either CREG 900 Continuing Registration/Load Validation Eligible or CREG 901 Continuing Registration (based on the type of course that is In Progress) for the following term, and the enrollment fee will be charged. If registration is not completed by obtaining financial clearance each term, the registration will be voided and the IP notation will be changed to a UW (Unofficial Withdrawal) on the student's permanent transcript. To obtain academic credit for courses with a UW, the student will be required to reregister for the course.

## **COMMENCEMENT**

Commencement events occur at the close of the Spring Quarter (May/June) and include the formal presentation of candidates and the conferring-of-degrees ceremony by the president. Candidates presented at this event include (1) students who have completed the requirements for degrees since the preceding conferring-of-degrees ceremonies, and (2) students who meet the requirements established by the school in which they are enrolled for participation in the commencement ceremony.

### **Formal Graduation Events**

- a. Graduation events include formal ceremonies identified a Conferring of Degrees, Awarding of Diplomas, and Recognition of Candidates for Degrees. Other related graduation events include the baccalaureate and vesper services.
- b. The president of the University has general jurisdiction over the planning of all graduation events but assigns the coordination of the various events to the chair of the Commencement Coordinating Committee or other persons according to established procedures.
- c. The Conferring of Degrees ceremony(ies) occurs at the close of the spring quarter. The Conferring of Degrees ceremony includes an academic procession, the formal conferring of degrees by the president, and the presentation of diplomas by the dean of a school.
- d. Candidates for degrees are expected to participate in the Conferring of Degrees event unless they complete requirements for a degree at an earlier time and it is not feasible to attend. Requests to graduate in absentia are granted by the president on the recommendation of the dean of the school. Requests to participate in the ceremony in the subsequent year are granted by the president on the recommendation of the dean of the school. In the event the dean of a school does not recommend these requests, the candidate may appeal to the office of the president. The ruling of the president will be final and binding.
- e. The printed program for the Conferring of Degrees event also lists the names of all candidates who have completed requirements for degrees since the preceding conferral event. Because of the

timing of the graduation ceremony and the completion of degrees, upon approval of the school dean, candidates may, when appropriate, have their name listed in more than one of the annual printed programs for the conferring of degrees.

- f. A formal diploma presentation event may occur on campus when a major segment of students of a school have completed their degree requirements at a time when a Conferring of Degrees event is not scheduled. Such an official ceremony is identified as an Awarding of Diplomas event. The names of the candidates are also included in the printed program of an earlier or subsequent Conferring of Degrees event. The dean of the school coordinates this ceremony.
- g. A formal recognition event may occur away from the home campus when a school has a significant number of candidates completing degree requirements in an off-campus or extended campus situation. Such an official ceremony is identified as Recognition of Candidates for Degrees since diplomas may not formally be awarded in an out-of-state location. The names of the candidates are also included in the printed program of a subsequent Conferring of Degrees event. The dean of the school or the director of the off-campus program coordinates this ceremony.

### Eligibility for Participation

- a. To be eligible to participate in graduation events, candidates must have completed all requirements for the degree, including prerequisites/co-requisites, as specified by the school unless covered by b. below.
- b. In certain degree programs, upon written authorization of the dean, candidates may participate in the graduation events if by the end of the summer quarter completion of degree requirements involves no more than two of the following:
  - a. externship/internship, field practicum, clinical experience\*
  - b. minor revisions on a successfully defended thesis or dissertation
  - c. block programs that complete at the end of the summer
  - d. other coursework not exceeding 12 units for undergraduate students and 8 units for graduate students

\*For students in non-term, block programs (e.g., M.D., D.D.S.) in which the final year is scheduled to complete within the above stated parameters, completion of the in-progress requirements must not exceed the end of the calendar year.

- c. If an official transcript supporting a request for transfer credit required for graduation has not been received before the graduation ceremony, but the University has received “reliable” evidence (proof of registration) that it will be forthcoming, candidates may participate in the graduation service, but the diploma will be withheld.

For additional information, please request existing operating policy (if you have other hot links in the Student Handbook, you can hotlink the policy and use this URL:

<https://llu.policytech.com/dotNet/documents/?docid=20165>

## UNIVERSITY RECORDS

University Records maintains the official academic records of all students at LLU. Requests for inspecting records should be made in writing to University Records. The director of the office has forty-five days to fulfill this request; however, requests are usually granted within two weeks. Any questions students may have concerning academic standing within the University should be directed to their academic advisor or the dean of their school.

University Records is responsible for many processes, including but not limited to, the registration process, verification of student enrollment (including veteran's benefits and loan deferments), "good student" insurance discounts, and the evaluation of undergraduate transfer credit.

For information regarding registration, adding or dropping courses, deadlines, etc., consult the registration dates and deadlines posted on the web and student registration portals.

### University Records Business Hours

Monday, Tuesday, and Thursday: 8:30 a.m. to 4:00 p.m.

Wednesday: 12:10 p.m. to 5:00 p.m.

Friday: 8:30 a.m. to 12:30 p.m.

### Custodians of Education Records

The following is a list of the types of records that the University maintains, their locations, and their custodians.

<i>Types</i>	<i>Location</i>	<i>Custodian</i>
Admissions records	Admissions office of the school to which application was made	Admissions officer
Cumulative academic record	University Records Student Services Center 11139 Anderson Street	Director of University Records
School-based academic records	Office of the school dean	School dean
Financial records	Office of Student Finance Student Services Center 11139 Anderson Street	Director of Student Finance
Disciplinary records	Office of the school dean	School dean

## REGISTRATION

It is the student's responsibility to know registration dates and to register on time. Emails are sent to active student's LLU email account to notify them of the opening of registration each term. Registration dates are published on the web and in the student's Registration Portal.

Posted deadlines for registration and change of registration are in effect and binding. The school will not intercede to obtain a variance.

Registration for the standard fall term begins one week before Labor Day weekend. Registrations for the standard Winter, Spring, and Summer terms begin one week before finals week of the preceding quarter. Students are expected to complete registration online. Students should plan to register early during the registration period for those registration activities, such as independent study title request forms, that require processing time.

Students are directed to the Registration Portal, which provides important registration dates and a list of items that must be completed prior to enrolling in courses. After signing up for courses, registration is completed by obtaining financial clearance, which can also be done through the Registration Portal.

A late registration period exists—beginning at least one business day prior to the beginning of the quarter and extending until 10 percent of the quarter has passed—during which a late registration fee will be charged. (Always check the web for specific dates of registration since they vary during some terms due to program and holiday schedules.) Students may not attend class without being registered. No credit is granted for academic work done during any quarter without registration.

### **Change in Registration**

A registration change during regular and late registration can be accomplished by “unclearing” finances in the Registration Portal, making the desired change in courses, and then clearing finance again. A change in registration after the close of late registration, dealing with either dropping courses or adding condensed courses that have not yet started, requires obtaining signatures on and submitting an add/drop registration form to University Records. Course withdrawals may affect the student’s grade record.

### **Course Changes**

A student may add courses with standard quarter dates during the first seven calendar days of the quarter. Students may drop courses with standard quarter dates during the first fourteen days of the quarter without academic or financial penalty. Course changes after the fourteenth day of the quarter affect the permanent grade record. Prior to the fourteen calendar days before the final examination week for a course with standard quarter dates, students may withdraw with a “W” notation on their transcript; after that time, withdrawals are no longer permitted.

The schedule for withdrawing from courses will be altered for courses that meet less than the full quarter (e.g., summer courses). The specific dates for adding or dropping courses are listed each quarter in the online LLU course schedule found at <llu.edu/students> in the Academic Life section.

A student ID badge is required when conducting business in the Student Services Center.

### **Financial Clearance**

All students must clear with the Office of Student Finance to finalize registration each term. Courses will be dropped automatically for students who have not obtained financial clearance by the last day of late registration. Financial clearance may be obtained by requesting clearance

each quarter via the Registration Portal. In order to receive credit for a specific class, a student must be enrolled in courses; and to add courses, he/she should be financially cleared by the final date.

### **Re-entrance**

A student who discontinues studies at the University for more than two quarters and who wishes to return must reapply, unless on an approved leave of absence. Students reapplying may be required to meet the entrance requirements, including paying an application fee, effective at the time of re-entrance. Official transcripts are required for additional course work taken or degrees earned since last enrollment at Loma Linda University. Other supplementary documents may be needed. Specific information regarding the re-entrance process can be obtained from the school's admissions office in conjunction with the Office of University Admissions.

### **Personal Leave of Absence**

A leave of absence is defined as an approved interruption of course work or academic responsibilities. It may be as long as one year. The appropriate leave of absence form must be initiated through the workflow process found online at <llu.edu/students> under the Academic Life tab in the Academic Forms section. This workflow is to be approved by the dean or his/her designee prior to the student's departure. Stipulations for re-entry are given to the student in writing. A leave of absence will interrupt health-care coverage provided by the Student Health Plan. Before taking the leave, the student should consult the Department of Risk Management Student Health Plan Office regarding the process for maintaining health coverage during the leave period. Students who receive financial assistance must contact the Office of Financial Aid to determine any ramifications of the absence.

### **Administrative Withdrawal**

Students who fail to make arrangements for a leave of absence and continuing registration may be administratively withdrawn from school. Information regarding the period of inactivity allowed prior to administrative withdrawal can be obtained from the Office of the Dean.

### **CATALOG in Effect for Degree Requirements**

Subject to department approval, students may complete degree requirements outlined in any CATALOG in effect during the time they are enrolled/accepted in a school. However, students who have been on leave of absence for more than one year, or who failed to register without leave of absence (consult Office of the Dean regarding number of terms), may be required to re-enter the program under the CATALOG in effect at the time of re-entry – with the exception of students who are on leave from a school to pursue a medical or dental degree at this University. Such students may complete their program under their original CATALOG.

### **Leave of Absence**

A student who wishes to withdraw for a term or longer initiates a workflow request for leave of absence, indicating the reason and the length of time needed to be out of the program. A

maximum of one-year leave time is granted. This request requires the approval of the student's department and the dean. Stipulations for re-entry are given the student in writing.

Students who fail to make arrangements for a leave of absence and continuing registration may be administratively withdrawn or inactivated after two terms of inactivity.

### **Academic Advisement**

Upon admission into a degree program, each student is assigned an academic advisor, a faculty member in the student's major department who serves as the student's first line of communication in addressing professional and personal successes and potential challenges. Faculty advisors are prepared to discuss career opportunities, academic policies, academic problems, curriculum, and personal circumstances.

It is the student's responsibility to consult with his/her advisor in planning the program of study. Thereafter, advisees should schedule counseling sessions with their advisors to monitor progress and assure completion of degree requirements. When questions arise relating to curriculum or policy requirements, students should always refer first to the CATALOG and their own degree compliance report (DCR)/degree plan. Next, they may seek counsel from their academic advisor. Questions arising after consultation with the advisor should be referred to the department chair or the academic dean.

Orientation and advisement sessions are scheduled for all new students. These sessions provide general guidance regarding student services, health care, library resources, safety and security, registration procedures, and academic policy.

Loma Linda University is a health sciences university; and most students are required to participate in clinical facilities—many of which require criminal background checks. Because of this, all programs at the University require accepted students to complete and pass a background check prior to matriculation. Should students fail a background check, it may compromise their ability to proceed in the program.

### **Transcripts**

Loma Linda University transcripts contain only courses taken at Loma Linda University and may be issued to students or designated receivers upon the student's request. Transcripts given to a student will be marked as *Issued to Student*. All requests for transcripts are to be submitted electronically. Details are available at <[llu.edu/students/university-records/transcript-request.php](http://llu.edu/students/university-records/transcript-request.php)>. Transcripts contain only courses taken at Loma Linda University.

Students taking courses concurrently at other institutions of higher learning must submit an up-to-date, final official transcript to LLU prior to the last quarter of registration to clear registration holds and to facilitate the timely posting of degrees. Official transcripts are received at <[admissions.app@llu.edu](mailto:admissions.app@llu.edu)> or sent to Admissions Processing, Loma Linda University, 11139 Anderson Street, Loma Linda, CA 92350.

Transcripts from other institutions are considered official only when sent directly to the University from the issuing institution. Transcripts received from students are used for unofficial evaluations only.



## Family Educational Rights and Privacy Act

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which a student's education records and the personally identifiable information (PII) contained in such records—including Social Security number, grades, or other private information—may be accessed without the student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("federal and state authorities") may authorize access to a student's records and PII by any third party designated by a federal or state authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education or job training; as well as any program that is administered by an education agency or institution. Second, federal and state authorities may, without a student's consent, authorize access to the student's education records and PII by researchers performing certain types of studies—in certain cases even when the University objects to or did not request such research. Federal and state authorities must obtain certain use-restriction and data-security promises from the entities that they authorize to receive a student's PII, but the authorities need not maintain direct control over such entities. In addition, in connection with statewide longitudinal data systems, state authorities may collect, compile, permanently retain, and share without the student's consent PII from the student's education records; and these authorities may track the student's participation in education and other programs by linking such PII to other personal information about the student that they obtain from other federal or state data sources—including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Copies of the Family Educational Rights and Privacy Act (FERPA) of 1974, amendments subsequent to this act, and the Department of Health and Human Services guidelines are available in the Office of the Dean of each school and in the Office of the Dean of Student Affairs. The remainder of this section describes Loma Linda University's policy for meeting the requirements of FERPA.

### Definitions

*Student*: any person who attends or has attended.

*LLU educational records*: any record (in handwriting, print, tapes, film, or other medium) maintained by Loma Linda University or an agent of the University that is directly related to a student, except:

- a personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- an employment record of an individual whose employment is not contingent on the fact that he/she is a student, provided the record is used only in relation to the individual's employment;

- records maintained by Loma Linda University security if the record is maintained solely for law-enforcement purposes, is revealed only to said agencies of the same jurisdiction, and does not have access to education records maintained by the University;
- records maintained by the health service if the records are used only for treatment of a student and made available only to those persons providing the treatment; or
- alumni records that contain information about a student after he/she is no longer in attendance at the University and which do not relate to the person as a student.

### **Annual Notification**

Students are notified of their FERPA rights annually by publication in the *Student Handbook*.

### **Procedure for Inspecting Education Records**

A student has the right to inspect and review official records, files, and data directly related to him/her kept by an entity of the University, except for all records compiled on the basis of confidentiality prior to January 1, 1975. Students may inspect and review their education records upon written request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate University staff person a written request that identifies as precisely as possible the record or records he/she wishes to inspect. The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in forty-five days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him/her.

### **Right of University to Refuse Access**

Loma Linda University reserves the right to refuse to permit a student to inspect the following records:

- financial statement of the student's parents;
- letters and statements of recommendation for which the student has waived his/her right of access, or that were placed on file before January 1, 1975;
- records connected with an application to attend Loma Linda University or a component unit of Loma Linda University if that application is denied; and
- those records that are excluded from the FERPA definition of education records.

### **Refusal to Provide Copies**

Loma Linda University reserves the right to deny transcripts or copies of records not required to be made available by FERPA if there is an unresolved disciplinary action against the student.

### **Fees for Copies of Records**

If a student desires copies of material in his/her file, these will be provided at a charge of \$1 per page.

## Disclosure of Education Records

Loma Linda University will disclose information from a student's education records only with the written consent of the student, except:

1. to school officials who have a legitimate educational interest in the records. The school official is:
  - a person employed by the University in an administrative, supervisory, academic, or research or support staff position;
  - a person elected to the Board of Trustees;
  - a person employed by or under contract to the University to perform a special task, such as the attorney or auditor; or
  - a law enforcement officer in the course of a criminal investigation involving the student.

A school official has a legitimate educational interest if the official is:

- performing a task that is specified in his/her position description or by a contract agreement;
  - performing a task related to a student's education;
  - performing a task related to the discipline of a student; or
  - providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. to officials of another school, upon request, in which a student seeks or intends to enroll.
  3. to certain officials of the U.S. Department of Education, the U.S. Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
  4. in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid; or to enforce the terms and conditions of the aid.
  5. if state law requires disclosure and such requirement was adopted before November 19, 1974.
  6. to organizations conducting certain studies for or on behalf of the University.
  7. to accrediting organizations to carry out their functions.
  8. to comply with a judicial order or a lawfully issued subpoena.
  9. to appropriate parties in health or safety emergencies.
  10. to the General Conference of Seventh-day Adventists listing names of Adventist students by division so the appropriate General Conference representative can contact them about church employment upon graduation. Also, such lists of names will be provided to Seventh-day Adventist conference offices in the United States who want to recruit health professionals to work in their conference.
  11. to the U.S. Armed Forces as required by federal law so that representatives of the service branches may contact students about military service opportunities upon graduation.

## **Record of Requests for Disclosure**

The University will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

## **Directory Information**

The University has classified the following as student directory information that may be released: name, address (permanent and local), picture, marital status, birth date, school, program, class, previous college, and telephone number—unless the student specifically requests in writing that the information should not be released. Directory information will be released only by the academic dean's office of the school in which the student is enrolled. All requests for directory information received by all other offices of the University will be transferred to the appropriate school office.

## **Correction of Education Record**

The University provides an opportunity for students to challenge records that may be thought to be inaccurate, misleading, or otherwise inappropriate.

The procedure for challenge is as follows:

1. The first action will be informal discussion.
2. If this does not prove satisfactory, the student may submit a written statement to be attached to the file copy, making his/her position clear.
3. If further action is needed, the student may make a request in writing to the administrative officer responsible for the records, requesting that the portion of the records in question be expunged or altered, together with the reason for the request. This administrative officer will process the request through the dean of the school.
4. The final procedure is an appeal to the executive committee of the student's school. This must be accomplished within a reasonable period of time. Except during vacation periods when appropriate officers may not be available, a reasonable period is construed as being no longer than fifteen working days. The decision of the appeal will be rendered in writing.

**SECTION V**  
**UNIVERSITY POLICIES**

## University Policies

### PROFESSIONAL STANDARDS

The health- and science-related professions are proud of their traditional reputation for honesty and integrity. These virtues are essential for each member if these professions are to continue to maintain their position of trust within society. The establishment of codes of ethics, peer review committees, ethics committees, and other regulatory and/or advisory groups within the professions indicate a vital and continuing concern with maintaining high standards of integrity.

Professional standards provide a means of educating and training future professionals in areas of ethical conduct; and are intended to aid in developing an ethical and moral awareness that will help the individual serve in an enlightened manner. In addition, the University seeks to broaden students' ethical perspectives by including a religious perspective not always found in ethical codes. By adding a spiritual foundation to the profession's ethical framework, it is anticipated that the professional's ethic will be a more completely informed ethic—one that not only reflects a proper concern for one's fellow human beings, but one that also reflects an intimate relationship with God, our Creator.

Students must conduct themselves at all times in a manner representative of their profession and school. Students share responsibility for maintaining an environment conducive to learning. Any activity that interferes with the learning processes vital to the practice of the chosen profession or that violates the integrity of the profession as a whole is not acceptable.

The following list is illustrative of the type of conduct that violates the University's expectation for student conduct and is cause for discipline up to and including dismissal. It is not an exhaustive or all-inclusive list but is stated here for purposes of illustration:

- failure to respect individual rights. This includes (a) physically or verbally abusing any person or engaging in conduct that threatens or endangers the health, safety, or well-being of others; (b) obstructing or disrupting the study of others; the performance of official duties by University personnel; teaching, research, disciplinary, administrative, or other functions of the University, or other authorized activities on University premises; and (c) slander and libel
- disrespect for individual and University property, including theft and vandalism
- refusal or failure to remediate documented unsatisfactory performance
- personal conduct that is incompatible with the standards of morality and propriety of the Seventh-day Adventist Church
- overt disharmony, subversion, or violation of the philosophy, objectives, and policies of the University—including those delineated in this handbook
- gambling or betting
- failure to obey, honor, and sustain civil law
- arrogance and insubordination
- patient abuse

Professional ethics consistent with the Christian understanding of the value and importance of all persons should be reflected in the relationships students develop with each of their patients. While clinical activities will rightfully be focused on learning, the patients' needs should always be the primary concern. Altruism must be learned and practiced from the earliest moment of the student's program and reinforced in all aspects of the professional training.

Patient abuse will not be tolerated. Patient abuse includes any behavior or act that might jeopardize the health or well-being of a patient. Examples of patient mistreatment or abuse include but are not limited to:

- unsupervised and/or unauthorized treatment of a patient
- treating a patient while the student is under the influence of alcohol or drugs
- failure to comply with clinic policies regarding patient treatment and documentation
- failure to comply with established protocols for infection control
- refusal to properly treat any patient for reasons of gender, race, color, religion, sexual orientation, national origin, financial status, handicap, or disability
- patient abandonment
- any breach of confidentiality, except as required by law or University policy
- failure to report an observed incident of patient mistreatment or abuse

## **PERSONAL MEDICAL RECORD**

### **MyChart vs. Personal Medical Record**

It is important to remember **NOT** to use your electronic medical record system (i.e., LLEAP) sign on to access your personal medical record or that of a family member, classmate, faculty, or other individuals for whom you have no business need or assigned patient care responsibilities.

Usage of the electronic medical record system is monitored continuously; and violations not only are reported to the dean's office, but they may also lead to serious consequences—including federal penalties and possible suspension or dismissal from school.

You are encouraged to use MyChart at <mylluhealth.org> to access your personal information.

## **ALCOHOL, CONTROLLED SUBSTANCES, MARIJUANA, AND TOBACCO**

### **Drug-Free Environment**

As stated in its motto, "To make man whole," Loma Linda University is committed to providing a learning environment conducive to the fullest possible human development. The University holds that a lifestyle that is free of alcohol, tobacco, marijuana, and recreational/illegal drugs is essential for achieving this goal. University policy is that all students are expected to refrain from the use of tobacco, alcohol, and other recreational or unlawful drugs during the period of their enrollment at the University. Reasons for this policy include evidence that even small amounts of alcohol retard response times and can cloud judgment, and the fact that a high percentage of accidents and crimes (including crimes of victimization and abuse) occur while the perpetrators are under the influence of alcohol or drugs. In addition, available data indicate that approximately 14 percent of individuals who

choose to use alcohol will, at some point, become problem drinkers. This policy is consistent with the beliefs and teachings of the Seventh-day Adventist Church that promote a healthy lifestyle. Students are notified of the University's abstinence policy during the application process and indicate their agreement to abide by it as a condition of acceptance; and are responsible for complying with this policy while they are enrolled in the University. Failure to comply with this policy will result in discipline up to and including dismissal.

A student convicted for the possession or sale of illegal drugs, for an offense that occurred while receiving federal financial aid, will lose eligibility for any federal grant, loan, or work-study assistance.

### **Drug- and Alcohol-Testing Policy**

Loma Linda University may require drug testing of students for clinical requirements and/or reasonable suspicion of impairment, which may occur at any time while the student is enrolled. Students must sign an acknowledgment that they are aware of this requirement; as well as consent to comply with this requirement of testing for alcohol, drugs, and controlled substances. Throughout the testing process, students' privacy and confidentiality shall be maintained.

Nonnegative drug test outcomes will result in additional testing of the original sample to assure accuracy. In the event of confirmed positive test results, the student must be seen by a qualified medical examiner/certified substance abuse professional to determine if there is a valid explanation. These results will then be reported to the Office of Student Affairs in the requesting school. The Office of Student Affairs may follow up with referral for assessment and recommend treatment for students who test positive. A student enrolled in a mandated treatment program will be subject to the requirements of that program. A positive drug test may result in disciplinary action up to and including suspension or dismissal.

### **Prevention**

The University provides an educational program to help students develop an awareness of the risks involved in alcohol, tobacco, and recreational/illegal drug use; and to promote the benefits of a lifestyle free of these substances. Schools within the University may provide therapeutic assistance for students who have demonstrated impaired function because of abuse of these substances.

### **Detection**

The University reserves the right to investigate any student where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search a personal office, locker, on-campus vehicle or residence hall room, or personal property; and the right to require an appropriate drug test and confirmation by a retest. If a search is to be made, it must be authorized by the residence hall director, the dean or associate dean of a school, or the Loma Linda University vice president for enrollment management and student services.

If unlawful possession of a controlled substance or drug paraphernalia is discovered, the University will confiscate the item(s), investigate the circumstances, and institute disciplinary



actions. Initial identification of substance use or abuse may be made by a supervisor, faculty member, student colleague, or by self-referral from the user.

### **Confidentiality**

All drug and alcohol investigation and drug-testing information is confidential and should be treated as such by anyone who is authorized to have access to such records.

### **Assessment**

All assessments of substance use or abuse will be performed by a qualified professional. If there is reasonable suspicion of impairment or substance abuse, a suspension may be mandated until assessment is completed.

### **Treatment and Relapse Prevention**

Students who suspect that they may have a problem with substance abuse or dependence are encouraged to seek professional help through one of the confidential assessment and counseling programs available to students. Students who choose to self-refer because of substance abuse or dependency problems can call the University Student Counseling Service directly for an assessment and intervention. The assessment and any subsequent treatment will be kept confidential by the counseling center. When students self-refer, the school within which the student is enrolled will not be notified.

If the student does not self-refer but is assessed to have a chemical dependency where treatment is an appropriate option, he/she may be required to enroll in an outpatient or inpatient treatment program as a condition of further enrollment. The individual will be required to furnish evidence of compliance with the formulated plan of treatment. The treatment recommendations range from required attendance at community 12-step meetings and/or other treatment groups, individual outpatient counseling, or an inpatient treatment program. Random drug screening is a normal part of the treatment and follow-up process. A "positive" drug screen may require more intensive treatment for that student and/or result in further disciplinary action up to and including dismissal. If the student does not comply with the formulated plan of treatment, he/she will be subject to discipline up to and including dismissal.

A program of monitoring or testing for substance use may be required to prevent relapse for students who have a chemical dependency or a record of substance abuse. A recovery contract, including ongoing monitoring and relapse-prevention elements, will be formulated for each student. Each professional school may address relapse prevention in a manner consistent with the way that profession handles impaired professionals. If there is a diversion program already available for members of the profession for which the student is in training, and the program accepts students, the school may refer the student to that program. If a diversion program is not available, the student will be required to be under the supervision of the Student Counseling Center/Student Assistance Program (SAP) or suitable professionals, as determined by the school.

## Discipline

If a student is involved in the use or distribution of drugs, alcohol, or tobacco at an on- or off-campus public or private social event, he/she will be subject to discipline, up to and including dismissal.

In situations where there is a reasonable belief that a violation of law has occurred, cases may be reported to the appropriate law-enforcement agency for investigation and prosecution.

## SABBATH POLICIES

### Section 1: Foundational Principles

Loma Linda University Health (LLUH) is a Christian, Seventh-day Adventist academic health sciences institution. A fundamental belief of the Seventh-day Adventist faith is the biblical Sabbath, celebrated from sundown Friday to sundown Saturday. God created the Sabbath and gave it to us as a gracious gift; a time for personal rest, worship, and for ministry and service. “Thus the heavens and the earth were completed in all their vast array. By the seventh day God had finished the work he had been doing; so on the seventh day he rested from all his work. Then God blessed the seventh day and made it holy, because on it he rested from all the work of creating that he had done” (Genesis 2:1–3, NIV).

Sabbath rest symbolizes and promotes the vision of wholeness and healing that lies at the foundation of LLUH. The Sabbath symbolizes the essential union of God and humanity as the goal of creation and the restoration of this union through the healing that salvation brings. The Sabbath miracles of Jesus underscore the contribution of the Sabbath experience in restoring human beings to the wholeness for which they were created. It provides a wonderful opportunity for life at its best, for the fulfillment of all our faculties—physical, mental, social and spiritual. Viewed from this perspective, the weekly Sabbath experience is a welcome gift—providing both a symbol of fullness of life which God intends for us and an important contribution to the realization of that fullness.

The purpose of formulating various Sabbath policies is to promote and provide for the realization of the Sabbath experience in the various entities of LLUH. Sabbath observance at a health sciences university and a health system calls for attention to the Sabbath ideal and the principles that lie behind it. The Sabbath experience invites all participants to “remember the Sabbath” in their plans for the week. A Sabbath experience is one that restores and refreshes us and provides for life at its best for all who are connected to LLUH. When possible, activities should be engaged in on other days of the week so the Sabbath can provide an experience of complete renewal.

### Section 2: Organization-wide Principles

LLUH seeks to create an environment of inclusion for all faith heritages—a place that is God’s common ground, living and operating by a set of well-articulated values. With the goal of facilitating meaningful encounters with God through the Sabbath hours, this policy provides principles for Sabbath observance. Understanding that different entities and individuals on campus will have different needs, all LLUH core entities will adopt a Sabbath policy that

incorporates the principles outlined in this document. LLUH celebrates Sabbath as a special day of rest, worship, and renewal.

#### **A: PRINCIPLES**

Every LLUH entity will provide orientation for all students, faculty, employees, physicians, and outside contractors about the importance and meaning of the Sabbath and each person's role in preserving this special day of rest. LLUH respects the freedom of conscience of all its employees and encourages them to seek God's guidance in honoring the Sabbath as a day of rest. All who work and study here are invited to make the Sabbath a celebration of joy by:

- Worshiping God individually and collectively
- Serving those who are in need
- Spending quality time with family and friends
- Celebrating the power of God through enjoyment of all creation
- Leading in a way that supports Sabbath rest for reporting employees (e.g., refraining from requesting employees to do non-essential work as outlined in this policy)
- Providing necessary work that is in harmony with Jesus' healing ministry (postponing medical procedures to other days unless doing so compromises patient well-being)
- Presenting educational and inspirational material that is grounded in LLUH's commitment to spirituality and its mission, vision and values
- Respecting personal conscience while seeking to honor the Sabbath as a day of rest
  - Providing documentation to students, staff, employees, and faculty needing release from regional and professional commission/board/committee activities during the Sabbath hours
  - Not requiring or coercing another person to present on Sabbath

#### **B: APPLICATIONS**

During the Sabbath hours, LLUH will create an atmosphere that celebrates this day by:

- Providing opportunities for worship and spiritual nurture
- Mutually respecting the personal Sabbath convictions of others (e.g., in supervisory contexts)
- Providing meals that are special in the cafeterias
- Playing sacred music in public spaces and on phone lines
- Encouraging students, faculty, employees, and physicians to connect with patients and each other to explore spiritual needs when workloads are light

In keeping with the intent of Sabbath rest, the following will be performed during times *other* than the Sabbath:

- LLUH-required online education
- Classroom/online instruction and orientation
- Research and professional activities that can be performed during non-Sabbath hours
- Building and construction projects
- Routine cleaning in non-patient care and non-public areas
- Routine grounds-keeping

- Routine requests for medical records
- Routine use of support services (e.g., human resources, billing, finance, educational support systems)
- Routine maintenance and non-patient care services (e.g., engineering services, facilities management)
- Non-essential meetings
- Planned computer system maintenance and installations
- Interviews for employment
- LLUH sponsored and/or funded events when content is not in keeping with Sabbath sacredness or grounded in LLUH's commitment to spirituality and its mission, vision and values
- Events solely for the purpose of promoting LLUH
- Set-up, take-down, and other preparations for secular events
- Scheduled, non-urgent clinical activities, surgeries and procedures
- Office work (onsite or VPN) on projects that can just as effectively be performed on another day
- Operation of income-generating businesses (e.g., LLUMC gift shop) aside from hospital cafeterias and healthcare
- Attendance and presentation at conferences when content is not in keeping with Sabbath sacredness or grounded in LLUH's commitment to spirituality and its mission, vision and values

### **Section 3: Entity-specific Applications**

During the Sabbath hours, LLUH will create an atmosphere that celebrates this day in the various areas as follows:

#### **Academics**

- Making University facilities available for worship and spiritual celebration
- Coordinating and promoting University-sponsored Sabbath and service activities
- Closing departments and offices at least one hour prior to sundown on Friday afternoons
- Asking students to refrain from meeting to study academics on campus

#### **Healthcare Facilities: (Hospitals and Clinics)**

During Sabbath hours, LLUH will create an atmosphere that celebrates this day by:

- Providing opportunities for patients to participate in worship via televised services
- Encouraging each department to find ways to enhance the Sabbath experience

### **Weekend Staffing Guidelines:**

LLUH Hospitals strive to respect the diverse religious traditions of our employees while upholding the faith of the organization that owns and operates the Hospitals.

In keeping with the plan designed by our Creator, LLUH Hospitals support their staff in keeping a weekly day of worship and rest. However, understanding the needs of healthcare, many departments must operate 24/7. The following guidelines are to be used by leaders/designees when planning weekend schedules.

- Time off for Sabbath rest and worship will be made available to employees in an equitable manner within each department, with the same consideration given to those who worship on other days of the week.
- Department leaders are to follow the policy for their area regarding weekend scheduling. However, employees are encouraged to work with their department management to explore alternate scheduling arrangements.
- Employees requesting religious holidays off will be accommodated in an equitable manner. When there are competing requests for the same holiday, approval will be granted based on departmental policies for staffing and scheduling.
- Requests for time off must be in compliance with policies regarding paid leave and sick leave (K-13 and K-14).

### **MEAL EVENTS**

Student organizations and individual classes are encouraged to plan professional and social events for fellow classmates throughout the school year. All school-sponsored events are to be in line with nutritional ideals valued by LLU. Thus, all food that is served on campus will be vegetarian.

### **CHILDREN IN CLASS**

Children are not permitted to attend class. In cases of emergency, the instructor, in consultation with the dean of students, may make rare exceptions.

### **COMMUNICABLE DISEASE TRANSMISSION PREVENTION**

#### **Immunization Requirements**

As a Health Science University, Loma Linda is dedicated to the health and welfare of our students, professors, healthcare workers and community members. Because of this, it is necessary for students to have immunizations against certain infectious diseases. In order to complete registration for the first academic term, students must give evidence in the form of physician records or college health service records that they have met immunization requirements. Students without proper verification will be required to receive appropriate immunizations. The pre-entrance requirements may be found on the Student Health Service website under the New Student section. Students are also required to have certain injections and immunizations repeated at various intervals during their enrollment. In addition, titers

documenting immunity to hepatitis B, varicella, and MMR are recommended. Some Schools may require certain titers.

### **Communicable Disease Policy**

Loma Linda University is committed to preventing communicable disease transmission among its faculty, staff, students, and the patients they serve through a program that includes education, immunizations, safe environments, and provision for special protective measures where scientific literature identifies a risk of transmission. This policy meets a high ethical standard as well as the legal requirements to (1) protect students, faculty, staff, and patients from communicable disease transmission; (2) maintain the confidentiality of infected persons; and (3) protect the right of every individual for compassionate care regardless of disease condition.

The primary purpose of this Communicable Transmission Prevention Policy is to ensure a safe place for learning, as well as to protect patients served.

The University shall maintain a standing communicable disease committee, including representatives from Loma Linda University Medical Center (with infectious disease and epidemiology expertise) and Student Health Service, whose members will utilize CDC recommendations to develop regulatory guidelines, procedures, and educational modules that apply throughout the University and affect every student, faculty, and staff. This includes required immunizations, confidentiality, state and federal regulations, civil rights, and provisions for testing, treating, and counseling. Each School is responsible for applying the guidelines of the communicable disease committee.

### **ADMISSION AND RETENTION POLICIES**

- A. Compliance with the following requirements for pre-entrance immunization:
  1. Measles, Mumps, Rubella: two immunizations or proof of immunity.
  2. Tetanus (Td)/Pertussis: documentation of Tdap in the last 10 years OR Td in the last 10 years AND one dose of Tdap after age 18.
  3. Hepatitis B (series of three immunizations) – some Schools may require titers. Non-responders shall be revaccinated.
  4. Tuberculosis skin test (PPD Mantoux): current within 6 months (If student tests positive, a chest x-ray report within the last year is required, and annual signs and symptoms form must be completed).
  5. Varicella: Must show proof of either: a series of two injections OR a positive Varicella titer.
- B. Returning students are required to have an annual (or more frequent) tuberculosis skin test (PPD Mantoux) and/or a chest x-ray, when indicated.
- C. All students are required to have an annual influenza vaccine.
- D. Mandatory screening for HBV, HCV, or HIV is not warranted. Infected students will not be prohibited from providing patient care activities. Nevertheless, it is the personal responsibility of the caregiver to reduce the risk of communicable disease transmission. This includes an ethical responsibility to know one's serological status relating to HBV, HCV, and HIV. If students know that they are a source of a

significant patient exposure through blood or body fluid, they are mandated and ethically obligated to undergo testing for infection or treatment.

- E. Adherence to the infection control practices within clinical settings will be a significant factor in the continued enrollment of the student. Lack of adherence to safety procedures for themselves and/or their patients, which are deemed potential and serious hazards to patients and others, will be subject to appropriate disciplinary action, including but not limited to restriction of clinical practice (to be determined on a case-by-case basis) or dismissal.

### **INFECTION CONTROL**

- A. Effective infection control techniques are critical to achieve a safe environment.
  1. Students should use good hand washing and respiratory hygiene, consistent with universal precautions, to protect themselves and others from transmission-based communicable diseases—including airborne, droplet, and contact routes of transmission.
  2. For patient care settings, infection control precautions appropriate for the handling of blood and body fluids, including the use and disposal of needles and other sharp instruments, are to be used.
- B. Students are required to understand and implement universal precautions appropriate to their specific programs and should be acquainted with any School specific policy related to infection control. It is the responsibility of the student to follow these specific guidelines.

### **EXPOSURE MANAGEMENT**

- A. Significant exposure (as defined below) to communicable disease will be monitored in compliance with the recommended screening and prophylactic practice of Loma Linda University Medical Center.
- B. If an accidental occupational exposure occurs on campus, the incident should be reported immediately to the attending physician and/or clerkship director. The student must be referred to the Emergency Department immediately for medical evaluation. The student needs to identify the injury and him/herself as an LLU student. Such exposure should also be reported by the student to employee health as soon as possible. Employee health must also be given a copy of the post-exposure evaluation and treatment records. It is the student's responsibility to ensure that this occurs.
- C. If an accidental exposure occurs off campus, the incident should be reported immediately to the responsible attending physician, who will work with agency personnel for appropriate emergency care. Most affiliated hospitals provide this care at either the ER or employee health. A report of the incident and source-patient

results must be sent to LLU employee health for appropriate student follow-up on campus. It is the student's responsibility to ensure that this happens.

#### EVALUATION AND/OR ACCOMMODATION

- A. Blood-borne pathogen exposure
  1. Once exposed, the student will be monitored according to University Employee Health Policy, based upon current national recommendations.
  2. Confidential counseling with regards to testing will be available.
  3. Testing and health records will be maintained by Employee Health Service of Loma Linda University Shared Services. Testing results will be kept confidential.
  4. If infected, reasonable accommodations will be made with the student's assignments, based on the broader context of the institutional health and educational program—including assessment of the provider to patient risks and the individual's physical and psychological status.
- B. Other types of pathogen exposure will follow the appropriate guidelines from the Center for Disease Control.

#### DEFINITIONS OF SIGNIFICANT EXPOSURE

- A. A significant blood-borne or body fluid exposure is defined as:
  1. A puncture with a contaminated needle.
  2. A cut or puncture with contaminated instruments.
  3. Transmission of blood or body fluids to mucous membranes, such as a splash to the eye or mouth.
  4. A cutaneous exposure involving large amounts of blood or prolonged contact with blood—especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.
- B. A significant airborne exposure is defined as unprotected exposure to patients known to have transmitted airborne droplet nuclei. Examples include:
  1. Measles
  2. Varicella
  3. Tuberculosis
- C. A significant droplet exposure is defined as unprotected exposure to patients known to have transmitted large particle droplets. Examples include:
  1. Invasive *Haemophilus influenzae* type B disease, including meningitis
  2. Invasive *Neisseria meningitidis* disease, including meningitis and pneumonia
  3. Other serious bacterial respiratory infections spread by droplet transmission such as diphtheria (pharyngeal), mycoplasma pneumonia, pertussis, pneumonic plague, streptococcal pharyngitis, streptococcal pneumonia, scarlet fever, or COVID-19.



- D. A significant contact exposure is defined as unprotected exposure to patients known to have an infection transmitted by direct contact or by contact with items in the patient's environment. Examples include:
1. Gastrointestinal, respiratory, skin, or wound infections, or colonization with multidrug-resistant bacteria;
  2. Enteric infections, such as *Clostridium difficile*, and entero-hemorrhagic
  3. *Escherichia coli* O157:H7, *Shigella*, and Hepatitis A for diapered or incontinent clients; Respiratory syncytial virus, parainfluenza virus, or enteroviral infections in infants and young children;
  4. Skin infections that are highly contagious or occur on dry skin, such as herpes simplex virus (neonatal or mucocutaneous), impetigo, major (noncontained) abscesses or decubiti, pediculosis, scabies, staphylococcal furunculosis in infants and young children, herpes zoster (disseminated or in the immunocompromised host), viral or hemorrhagic conjunctivitis, or viral hemorrhagic infections (Ebola, Lassa or Marburg).

#### **PROCEDURE FOR ACCOMMODATING AN INDIVIDUAL STUDENT'S CLINICAL ASSIGNMENTS FOR INFECTIOUS DISEASE REASONS**

- A. A student, when given reasonable accommodations, must be able to perform the duties expected of each clinical assignment. The student must be able to meet the minimum requirements of each course/clerkship.
- B. A student must be compliant with established guidelines and procedures, such as following Universal and disease-specific precautions for patients.
- C. The clerkship director in conjunction with the Office of Medical Student Education may make an accommodation for a student's clinical experience on a case-by-case basis. Decisions about exemptions will be made in consultation with the student's physician.
  1. Students with a confirmed pregnancy or diagnosed immunologic deficiency may request to be excluded from caring for patients infected with known communicable disease or blood-borne pathogens. In addition, students may request to be exempt from exposure to environmental agents that may be hazardous to the student and/or fetus.
  2. Any student with a communicable infectious process may, in consultation with the clerkship director, request a change in assignment.

#### **Resources**

Center for Health Promotion - Student Health Service  
 24785 Stewart Street, Evans Hall, Suite 111  
 Loma Linda, CA 92354  
 Phone: 909-558-8770  
 Fax: 909-558-0433

## **INFORMATION SYSTEMS POLICY**

The information systems at Loma Linda University have been provided to serve the educational, clinical, research, professional service, and administrative activities of students, faculty, staff, and administrators. In order to foster optimum availability of the University computers, information, and networked resources to all members of the University community, the following guidelines and policies are provided.

### **Scope**

These policies govern the use of all computers, network devices, and servers owned by the University; and all privately-owned computers that are connected to the University network or that access information stored on the University computers or servers. All users of University facilities are expected to be familiar with these guidelines and policies and to abide by them. This includes students, faculty, staff, administrators, volunteers, patients, visitors, and any others who use University facilities.

### **Supported Uses of the University's Computers and Information Systems**

University faculty, staff, students, and administrators are encouraged to use the computer systems for the following purposes:

- activities furthering the teaching and learning mission of the University,
- activities furthering research related to the University's mission,
- activities facilitating clinical and health care within the scope of the University's mission,
- activities supporting professional or community service that is in concert with the mission of the University,
- activities managing the business and administrative operations of the University,
- communications that facilitate any of the activities listed above.

All other activities are ancillary to the mission of the University and are therefore not supported.

### **Usernames and Passwords**

All users are expected to adhere to the following appropriate use guidelines:

- Systems access is assigned to faculty, staff, and students as appropriate to their roles and responsibilities in the system. Others may be given access based on need and availability.
- University passwords must be kept confidential. The University monitors and tracks electronic activity of each system by use of the username and password. Sharing usernames and passwords compromises network security and data integrity.
- Users of the University's computers and information systems are to access systems using only usernames and passwords that have been assigned to them.

### **Inappropriate Uses of the University's Computers and Information Systems**

The following activities may compromise the security or privacy of information or compromise the functionality of the University network or computer systems. Users of the University's computer and information resources must remember the following:

- Any activity that disrupts the computers or networks of others or that causes slowdown in the activities of others is prohibited. This includes sending unsolicited email unrelated to the University's mission.
- Any activity that does not comply with the mission of the University, policies of the University, or is incompatible with Christian and ethical values is prohibited. This includes viewing, storing, or transferring information that contains obscene, offensive, indecent, lewd, or pornographic material.
- Use of University computer systems for commercial uses, except by organizations that are under contract with the University, is strictly prohibited. Such prohibited uses include, but are not limited to, development of programs, data processing, or computation for commercial use; and preparation and presentation of advertising material.
- Any advocacy for or against a candidate for political office or a political cause is prohibited as a violation of the University's nonprofit tax-exempt status.
- Unauthorized access to any computer system on or off campus is prohibited.
- Any activity that is illegal in nature or violates the spirit of local, state, federal, or international laws is prohibited.

### **University Ownership and Access to Computer Files**

- Loma Linda University is the owner of all information and data stored on its computer systems, except as otherwise covered in the intellectual property policies.
- University administrators and computing personnel shall respect the privacy of data that is stored on individual computers, email accounts, and in secured server areas.
- University administration or computing staff will access files only for the following purposes:
  - a. to complete University business or academic functions,
  - b. to perform system diagnostic procedures,
  - c. to examine accounts suspected of unauthorized use or misuse, and
  - d. to comply with government and legal requests.

### **Remedies**

Violations of the University information system policies or of any local, state, or federal laws relating to computer use can lead to discipline—including suspension or dismissal from the University and/or criminal prosecution.

### **Responsibility for Reporting**

Anyone who becomes aware of unethical or forbidden use of University computer resources, including receipt of obscene or harassing messages, should notify one of the following: LLU Helpdesk, director of network administration, a system administrator for his/her area, a system administrator for the system involved, the dean of his/her school, or the vice chancellor for information systems.

Schools and other entities may provide additional computer use policies and/or guidelines that are related to the mission of the school or other entity; and that are not in conflict with these policies.

### **University Email System**

An email account will be provided to each student. The University will use this email account for official communications with students. This provides University faculty, staff, and students a single point of contact for email communications between the University and students. Students are responsible for all communications sent from the University to their University email account.

Students are not permitted to send mass emails unless specifically authorized by the school administration.

### **LLU Secured Portal and Internal Web Pages**

The University maintains a secured portal to facilitate internal and secured communication. These pages are prepared and maintained by designees of originating administrator, school, department, program, center, or association for use by students, faculty, staff, and approved others. Approved others must have recognized status on campus, that is, be working or studying on campus for a definable period of time (required by many software licensing agreements). The Canvas administrator should be contacted in order to set up a secured portal presence.

### **Student Email Accounts**

The following policy has been established to provide the University and students with a consistent, reliable method of email communication.

- An email account will be provided to each student upon acceptance.
- The University will use this account as the official method of communicating with students. This provides the University a single point of contact for communication between the University and each student.
- It is the students' responsibility to monitor his/her University email account daily for messages and to report any malfunction to the University Help Desk.
- Students are responsible for the security and activity of their email accounts.
- Individual schools may have additional policies regarding emails.

## **SOCIAL MEDIA POLICY**

### **Introduction**

Loma Linda University Health (LLUH) encourages its employees, medical staff, faculty, and students ("individuals") to post responsibly and exchange opinions and ideas in public forums in a way that is professional, constructive, and in compliance with all LLUH policies and codes of conduct. Accordingly, this policy is intended to set forth the terms of LLUH policy regarding use of various public media forums, e.g., radio/television appearances, newspaper editorials, conference presentations; as well as blogs, discussion forums, and other interactive websites.

This policy includes provisions for individuals creating, posting on, commenting on, or uploading to any internet website, such as media sites, chat rooms, bulletin boards, newsgroups, discussion groups, email groups, personal websites, video-sharing sites, picture-sharing sites, dating sites, and social-networking sites—e.g., Snapchat, Instagram, Facebook, Twitter, etc., whether or not such sites are set to private.

### **Specific Prohibitions**

1. Individuals shall not allow the informality of online public forums to lapse into rash postings, careless behavior, or improper comments; and they shall be expected to comment with respect.
2. Individuals shall not post information that in any way discloses private or confidential information about employees, students, or patients of LLUH.
3. Individuals shall not post information that in any way discloses private, confidential, or proprietary information; or trade secrets of LLUH, its employees, or any third party that has disclosed information to LLUH; or any other information of LLUH protected by its policies.

Individuals shall use caution to not allow the informality of online public forums to lapse into rash postings, careless behavior, or improper comments; and shall be expected to comment with respect. (Same as No.1)

### **Special Notice**

1. Individuals shall assume that all comments made in public/private/electronic forums will be made widely available at some point and attributed back to them.
2. Individuals shall not engage in postings or comments that may harm or tarnish the image, reputation, and/or goodwill of LLUH or any of its students, employees, patients, or clients.
3. Individuals shall not post or share any examinations or materials that violate the academic integrity policies or expectations of the University or schools.

### **Online Public Forums—General**

Individuals shall be prohibited from using any LLUH logo or from adding a link from an external web page into an LLUH website in a way that would imply endorsement by LLUH.

### **Responsibility to Report**

Any inappropriate blogs and/or postings that violate the provisions of this policy shall be reported to LLUH management/administration immediately. Questions and concerns shall be directed to the employee's supervisor, manager, and/or Human Resources Management Department (HRM).

### **Remedies**

Failure to comply with LLUH policies regarding blogging and online posting shall be considered grounds for disciplinary action, including immediate termination.

## PORNOGRAPHY

### Statement of Philosophy

Pornography is destructive, demeaning, desensitizing, and exploitative. It is a systematic practice of exploitation and subordination based on sex that harms its victims and subjects. It promotes injury and degradation such as rape, battery, and prostitution; and inhibits just enforcement of laws against these acts. It damages relationships and undermines individuals' equal exercise of civil rights and educational and work opportunities. As such, it has no place in the employment or learning environment of any LLUH entity.

### Definition

For purposes of this policy, the term "pornography" shall include, but not be limited to, presentation or depiction of individuals—whether in pictures or in words—in a context that objectifies them as sex objects in scenarios of degradation, injury, or torture, in a context that makes these conditions sexual.

1. All LLUH entities
  - a. prohibit the possession, viewing, downloading, and exchange, transmission, storing, copying, or reading of pornography in the workplace or place of learning or on any equipment that uses or accesses LLUH academic or patient systems. NOTE: This list is not intended to be inclusive of all prohibited activity.
  - b. require all persons in supervisory and administrative positions to be trained regarding their reporting and disciplinary responsibilities in the discovery of pornography in the workplace. NOTE: Such training may be presented in conjunction with sexual harassment-prevention training.
  - c. prohibit all employees or students from conducting research on pornography issues unless they obtain written authorization from their vice president or dean to conduct such research.
2. All violations of these policies shall be subject to disciplinary action, up to and including immediate termination of employment or student expulsion.
3. All suspected or alleged violations of this policy shall be reported immediately to:
  - a. the assistant vice president or manager of employee relations in the Human Resources Management (HRM) Department—whether the violation involves physicians, students, or employees.
  - b. the designated vice president of the entity, if an employee is involved.
  - c. the vice president for enrollment management and student services, if a student is involved.
4. At the discretion of the vice president, the Employee (EAP)/Student Assistance Program (SAP) may be notified and/or consulted. Employees or students may also be referred to the EAP/SAP for evaluation and/or referral.
5. All discoveries of involvement in child pornography shall be reported to the local police department by the entity employing the involved individual. The violation shall also be reported to:

- a. the assistant vice president or manager of employee relations in the HRM Department—whether the violation involves physicians, students, or employees.
  - b. the dean of the academic school, if University personnel are involved.
  - c. the LLU vice president for enrollment management and student services, if students are involved.
6. No supervisor or administrator shall impede or inhibit the reporting duties required under the California Penal Code Section 11165 et seq. Persons making such a report shall not be subject to any sanction for making the report.
  7. Students shall be required to adhere to the provisions of this policy and, more specifically, to the requirements in the Loma Linda University *Student Handbook*.

## DISABILITY ACCOMMODATION POLICY

### Introduction

Section 504 of the Rehabilitation Act of 1973 states that: “No otherwise qualified person with a disability in the United States ... shall, solely by reason of ... disability, be denied the benefits of, or be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Loma Linda University supports the integration of all qualified individuals into the programs of the University and is committed to full compliance with all laws regarding equal opportunity for all students with a documented disability. At LLU, students, faculty, deans or dean’s designee, department chairs, and the Appeals Committee for Students with Disabilities (chaired by the vice president for student services) all play a joint role in ensuring equal access to campus facilities and programs.

### Definitions

- An “individual with a disability” is someone with a physical or mental impairment that substantially limits one or more “major life activities.” Physical or mental impairments include, for example, specific learning disabilities, emotional or mental illness, visual impairments, deafness and hearing impairments, mobility impairments, and some chronic illnesses.
- “Major life activity” means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning. A person is considered to be an individual with a disability and protected by the law if he/she has the disability, has a record of having the disability, or is regarded as having the disability.
- A “qualified person with a disability” means an individual who, with reasonable modifications or “accommodations” (if necessary) to rules, policies or practices, the removal of barriers, or the provision of auxiliary aids and services meets the eligibility requirements for receipt of services and participation in programs or activities.
- “Accommodation” refers to a change in the status quo. A “reasonable accommodation” in the student setting is a modification or adjustment to a course, program, activity, or building that allows the person with a disability to participate as fully as possible in the programs and activities offered by the University.

## Overview

Students with disabilities are required to meet the same academic standards as other students at the University. Services that may be provided students with disabilities include, but are not limited to, advocacy and disability advising, classroom and testing accommodations, sign language interpreting, housing accommodations, taped/scanned books, assistive technology training, referral for testing or additional services, and an orientation workshop on services for incoming students.

At LLU, the dean's office of the school in which the student is enrolled is responsible for evaluating and maintaining all disability records for students with disabilities. The dean's office arranges for determining eligibility for services and provides verification of the disability based on the evaluation that the student may use to acquire a needed accommodation for specific courses. Students identify themselves to the dean's office at the individual school to request services or accommodations.

Documentation of a disability is required. All information regarding a disability is considered confidential. A student is responsible for making arrangements for accommodations by providing his or her instructors with a letter from the dean's office requesting the approved accommodations. Faculty members are responsible for implementing accommodations as outlined in the Dean's Letter. (See "Accommodation Requests" below.)

School deans and department chairs ensure that faculty and students are informed about Section 504 of the Rehabilitation Act of 1973, which states: "No otherwise qualified individual with a disability in the United States... shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance and that faculty fulfill their roles in assisting with approved accommodations."

Only deans or their designees have the right to waive, substitute, or adjust course or degree requirements. The Vice President for Student Experience resolves conflicts in the provision of reasonable accommodations or denial of accommodations by the dean's office.

Students requesting accommodation should first contact the associate dean for student affairs in the school, who will assist the student in obtaining appropriate documentation with recommendations for accommodation.

Each school shall have a grievance committee appointed and charged with reviewing the student's complaints regarding disability policies and procedures. The members of the grievance committee shall be appointed by the vice president for enrollment management and student services. Members of the grievance committee shall be comprised of faculty, staff, and administrators in a variety of specialized areas—including but not limited to health care, counseling and educational psychology, educational assessment and measurement, disability issues, and student advisement from the school in which the student is enrolled.

The committee shall primarily comprise faculty and staff from the school in which the student is enrolled.

## Accommodation Requests

Only through a student's voluntary disclosure of disability and request for accommodation will LLU support disability-related needs. At LLU, students with disabilities who wish to request



services or accommodations for their disabilities must identify themselves to the dean's office of the school where the specific course is taught. Students must submit a written request to the dean's office of the school in which they are enrolled. A disclosure of disability or request for accommodations made to a faculty or staff member will not be treated as a request for accommodations.

Requests for services or accommodations should be made as early as possible to allow time to review requests and documentation. The dean's office will evaluate the medical documentation and determine a student's eligibility for services. If a physician, psychologist, or other qualified specialist documentation is needed, the dean's office will notify the student of such and the time frames by which the necessary supporting documentation must be provided. If a student is approved by the dean's office to receive certain services or accommodations, the dean's office will prepare a letter setting out the approved services or accommodations to be provided to the student for specific courses. It is the student's responsibility to present a copy of the deans' letter of approved accommodations to his or her instructors and make the necessary arrangements to receive the approved accommodations. The faculty will provide students with the approved accommodations. Only school deans or their designees have the right to waive, substitute, or adjust course or degree requirements.

If the dean's office denies a disabled student's request for accommodations, the dean's office will notify the student in writing of the denial and the reason for the denial. The student may informally resolve the denial by meeting with the dean within fourteen calendar days of the denial of the requested accommodations, or the student may file a formal grievance with the Vice President for Student Experience within sixty calendar days from the date the student knew or could reasonably be expected to know of the action that is the subject of the complaint. Within fourteen calendar days of receiving the student's written complaint or grievance, the vice president for enrollment management and student services, will initiate the resolution process by assigning someone to investigate the complaint or appoint a grievance committee to resolve the matter.

Service Animals specifically trained to aid a person with a disability are permitted on campus pursuant to LLU policy. Pets and other animals are not permitted.

### **Documentation Requirements**

Students requesting accommodations are required under ADA and Section 504 to submit to the dean's office documentation to verify eligibility. Disability documentation must include a written evaluation from a physician, psychologist, or other qualified specialist that establishes the nature and extent of the disability and includes the basis for the diagnosis and the dates of testing. The documentation must establish the current need for an accommodation.

The type of documentation will vary according to the disability. Documentation may need to be updated or augmented in order to be reviewed more fully. Students who submit documentation that does not meet the guidelines will be required to send an updated evaluation before being considered for services. The aforementioned guidelines are provided so that the University can respond appropriately to the individual needs of the student. The dean's office reserves the right to determine eligibility for services based on the quality of the

submitted documentation. Documentation confidentiality will be observed, as described in “Confidentiality” below.

### **Determining Accommodations**

Appropriate documentation of the disability must be provided so that the dean’s office can determine the student’s eligibility and the appropriate accommodations.

Accommodations are determined on a case-by-case basis, taking into account the learning needs of the student, the requirements of the learning task, the course standards and essential requirements, and the educational environment.

At LLU, the determination of appropriate and reasonable accommodations is based on approved documentation and through interaction with the student. Specifically, accommodations are determined by the dean’s office in consultation with the student and may involve input from the faculty and staff, as needed. The dean’s office should communicate to the student whether the accommodations pertain to course work, clinical placements, or other areas of the educational program.

Determining how students are to be evaluated in a course is an example of an area where faculty input would be solicited. In reviewing the specific accommodations requested by the student or recommended by the physician/evaluator, the dean’s office may find that while a recommendation is clinically supported, the requested/recommended accommodations may not be the most appropriate—given the requirements of a particular student’s academic program and the program’s technical standards.

### **Confidentiality**

The University recognizes that student disability records contain confidential information and are to be treated as such. Therefore, documentation of a student’s disability is maintained in a confidential file in the dean’s office and is considered part of the student’s education record. Information related to a disability may be disclosed only with the permission of the student or as permitted by the University’s student records policy and federal law. At the same time, however, a student’s right to privacy must still be balanced against the University’s need to know the information in order to provide requested and recommended services and accommodations. Therefore, in the interest of serving the needs of the student, the provision of services may involve the vice president for enrollment management and student services’ staff disclosing disability information provided by the student to appropriate University personnel participating in the accommodation process. The amount of information that may be released is determined on a case-by-case basis and will be made in accordance with the University’s policy on student records.

### **Implementing accommodations**

#### **STUDENT GUIDELINES**

A student who wishes an accommodation is responsible for obtaining a letter from the dean’s office stating that he/she is a qualified individual with a disability. The letter also advises the faculty or staff member of the action required to provide an accommodation for the student.

Students are not required to divulge the nature of their disabilities or provide copies of their disability documentation to faculty or staff. Students are responsible for working directly with the faculty or staff member involved in the provision of an accommodation well in advance of the start of the term. Contact should be maintained throughout the term. Questions about the provision of reasonable accommodations should be directed to the dean's office.

#### **FACULTY AND STAFF GUIDELINES**

A faculty or staff member is responsible for the implementation of the accommodation identified in a request letter from the dean's office. Faculty and staff must support approved accommodations. Individually, faculty members have a legal responsibility to make sure that each course, when viewed in its entirety, is accessible according to the approved accommodations. Accessibility, the primary consideration of disability law, should be in the forefront of course and technological planning. Further information on this legal obligation may be obtained from the Office of General Counsel.

Faculty are expected to include a notice in the course syllabus referring students to contact the dean's office if they need accommodation related to a disability. Questions regarding the provision of an accommodation or related to offering a course in such a manner that disabilities are accommodated should be addressed to the dean's office. Faculty questions regarding alterations to a course or program should be addressed to the appropriate dean.

#### **Denial of Accommodation**

If it is determined that the documentation provided by a student does not support the existence of a disability or the need for an accommodation, the student will be so advised. Students will be given the opportunity to supplement the initial documentation with further information from a physician, psychologist, or other specialist. (See "Documentation Requirements" above for required documentation.) The University is not required to provide an accommodation that compromises the essential requirements of a course or program, imposes an undue financial burden based on the University's overall institutional budget, or poses a threat to the health or safety of the student or others.

#### **Student Grievance**

##### **INFORMAL RESOLUTION PROCEDURE**

Students who disagree with the school's determination of eligibility, approved academic accommodations, denial of accommodations—or who feel they have been discriminated against, treated differently, harassed, or are operating in a hostile environment based on their disability—are encouraged to meet with the dean of their school informally to resolve the matter or concern. If a satisfactory solution cannot be reached or if the student wishes to initiate a formal grievance, the student may do so by submitting a written complaint to the vice president for enrollment management and student services.

##### **FORMAL RESOLUTION PROCEDURES**

A written complaint must be received by the Vice President for Student Experience within sixty calendar days from the date the student knew or could reasonably be expected to know of the action that is the subject of the written complaint. Within fourteen calendar days of receiving

the student's written complaint or grievance, the Vice President for Student Experience will initiate the resolution process by assigning someone to investigate the complaint or will appoint a grievance committee to resolve the matter. At a minimum, the investigation should include an interview with the complainant, a review of any relevant written materials, and an effort to obtain information from relevant individuals (i.e., interviews or written statements or documents). The investigator or grievance committee will report its findings and recommendations to the Vice President for Student Experience within sixty days from the day of assignment or appointment. The Vice President shall notify the student in writing of the outcome. The decision of the Vice President for Student Experience shall be final.

#### **OTHER AVAILABLE RESOURCE FOR RESOLUTION**

Students who believe they have been discriminated against by the University based on their disability, or denied their right to reasonable accommodations, may also contact:

Office for Civil Rights  
 United States Department of Education  
 50 Beale Street, Suite 7200  
 San Francisco, CA 94105  
 415/486-5555; <ed.gov>

#### **DISCIPLINE AND APPEALS**

In most circumstances, student discipline is governed by the policy of the school in which the student is enrolled. Students should refer to the disciplinary and appeals procedures of their school as set forth in the particular school section of this handbook. Where applicable, the school-specific disciplinary and appeals policy will govern such procedures; where school policies seem not to be applicable or where none exists, the following policies prevail.

Disciplinary actions by the administration and faculty normally fall into, but are not limited to, the following categories—based on the seriousness of the infraction of University policies, rules, and regulations by students:

1. Warning: cautionary admonition, usually given verbally;
2. Censure: reproof for an infraction;
3. Probation: disciplinary status indicating that a student may be dismissed for continued or repeated misconduct without further committee action;
4. Suspension: exclusion from the University or from a school or a segment of a school's program, for a specific period;
5. Termination at the end of the quarter: actual dismissal but with permission to complete the courses in progress, provided the student's conduct is acceptable during the interim period; or
6. Dismissal: immediate expulsion from the University for an indefinite period.

Disciplinary proceedings are reviewed by the appropriate committee of the school in which the student is enrolled to determine a student's eligibility for continuance with the University. Students involved in discipline who are enrolled in dual programs must meet the standards of

both schools and will have representatives from both schools in the disciplinary proceedings although the procedures of the primary school will be followed.

The office of the dean of the school is responsible for the discipline of the students of that school. Disciplinary measures include but are not limited to warning, censure, probation, suspension, termination, and dismissal. It is expected that students will be familiar with the policies and procedures of the school in which they are enrolled relating to discipline and appeal.

The dean of the school or his/her designee shall not take disciplinary action without first notifying the student of the cause and the disciplinary action, as well as the right of appeal. In the case of immediate or continuing danger to the health or safety of other members of the University community or disruption to the functions of the University or the study and work activities of others, the student may be immediately disciplined—in which case, the student will be notified in writing within three working days of the disciplinary action and the right of appeal.

### **Nonacademic Discipline**

Students who demonstrate inappropriate behavior or violate the policies of nonacademic departments on campus, i.e., Drayson Center, residence halls, parking, etc., will be reported to the Vice President for Student Experience with a recommendation for discipline.

### **Appeal Process**

The student who is under discipline and does not believe the discipline is appropriate has the right to request the dean of the school in writing for the disciplinary action to be reviewed by the executive committee or its equivalent in the school in which the student is enrolled. A student who is suspended always has a right to appeal.

If a student wishes to request reinstatement or to appeal a disciplinary decision, he/she may request a hearing before the appropriate disciplinary committee of the school. The request shall be made in writing to the dean of the school within five school days of the date the decision is communicated to the student. The request shall state the reason why the student is appealing the decision and the facts that support the appeal.

The student may appear at the hearing of the appeal to state his/her case and may invite a University faculty member of the school in which the student is enrolled to accompany him/her to the meeting.

The use of legal counsel at the hearing shall not be permitted of either the student or the University.

Within five days of the date that the decision of the school's discipline committee is communicated to the student, the student may present a written request to the dean of the school to review the situation. After review, the decision of the dean of the school is final. A student who questions whether the process provided by the school has followed the policy of the school in regard to the student's grievance may request the president's office to conduct a review of the process used by the school in responding to the student's academic grievance.

A student who has been suspended or dismissed may not return to the University campus during the time the case is being considered without the express permission of the dean of the

school or the dean's designee. The student may be given permission to return to talk to members of the faculty or administration during the time the appeal is being processed. Students should also refer to their school's specific policies for further information.

## **FREEDOM OF RELIGIOUS PRACTICE AND EXPRESSION**

The mission of Loma Linda University is to continue the teaching and healing ministry of Jesus Christ. Consistent with the life and teachings of Jesus and our belief in a God of healing and redeeming love, the University maintains a safe and civil campus environment that promotes diversity, service, and equal dignity and respect for all persons.

Loma Linda University is part of the higher education system of the Seventh-day Adventist Church. The University's heritage and ethos reflect a dedication of loving service to people of all backgrounds and identities. Loma Linda University is committed to creating and fostering an educational environment where all members of its community can thrive. Faith and learning are integrated in the curriculum and in student activities. Religious beliefs and tenets are woven into all aspects of institutional operations. This places the University within the educational plurality of the state of California.

The freedom to practice and express the University's religious beliefs and tenets is recognized by the United States and California Constitutions. Other federal and state laws likewise support the opportunity for religious higher education institutions, such as Loma Linda University, to pursue their missions and integrate religious beliefs and tenets into campus life. For example, exemptions in Title IX<sup>1</sup> and the California Equity in Higher Education Act<sup>2</sup> support the University's efforts to operate consistently with its religious beliefs and tenets by maintaining faith-based standards of behavior that all students, faculty and employees agree to follow as a condition of participation in our learning and healing community. Those standards may be found at the following online sites:

- *Employee Handbook*--<<https://one.lluh.org/sites/one.lluh.org/files/docs/forms/departments/LLUSSDepartments/Human-Resource-Management/Employee-Handbook-LLU.pdf>>
- *Student Handbook*: <<http://home.llu.edu/sites/home.llu.edu/files/docs/student-handbook.pdf>>

Notwithstanding the permitted exemptions, and consistent with its commitments to diversity and service, Loma Linda University seeks to fully comply with Title IX and does not unlawfully discriminate in student admissions or employment on the basis of gender identity, sexual orientation, marital status, race, color, national origin, ethnicity, religion, age (over 40), disability, or veteran status.

<sup>1</sup> 20 United States Code Sec 1681 (a)(3); 34 Code of Federal Regulations Sec. 106.12 <sup>2</sup> California Education Code Sec. 66270

## **GRIEVANCE PROCEDURE**

Grievances related to sexual harassment, racial harassment, or discrimination against the disabled shall be pursued in accordance with University policies specifically relating to these issues. Grievances related to academic matters or other issues covered by specific school policies shall be made pursuant to the policies of the school in which the student is enrolled. A

student who questions whether the process provided by the school has followed the policy of the school in regard to the student's grievance may request the office of the president to conduct a review of the process used by the school in responding to the academic grievance. If a school of the University has its own academic review and grievance policy, the policy shall be followed for students of that school.

A student who believes that an error has been made or that he/she has been dealt with in an inappropriate manner by an office or nonacademic department of the University—such as records, student finance, student affairs, health services, Drayson Center, etc.—may seek correction by the following steps:

1. The student may request an appointment and discuss this matter with the department head. The student may put his/her complaint in writing and provide a copy for the head of the office or department involved. The department head may ask the student to put the complaint in writing. The department head will make a decision and provide a written response to the student within fourteen days of receiving the student's written complaint or meeting with the student, whichever is later.
2. If the response is not satisfactory to the student, he may submit the written complaint to the Vice President for Student Experience for review. The matter will be considered at the next meeting of the associate deans' council; and the student will be informed of the council's decision in writing— within seven days of the body's deliberation on the complaint.

## **INTELLECTUAL PROPERTIES AND DERIVED ROYALTIES POLICY**

Students involved in research should consult this policy in the *Faculty Handbook*.

## **LETTERHEAD, BUSINESS CARDS, AND OFFICIAL STATIONERY POLICY**

The use of official stationery is limited to those who are employed in the University or are an integral part of the University administrative structure. It cannot be used for personal business or to express personal opinions that are not shared by the administration in general. University business cards are not available to students, except with the express written approval of their dean.

## **POLICY FOR SELLING AND DISTRIBUTING MATERIALS**

Students or student organizations must not advertise or sell goods or services or promote business opportunities on University property or via the University's computer network without the permission of the school's office of Student Affairs and a *Graphic Identity Guide* representative. This includes the selling of textbooks and educational materials other than what a student owned for his/her personal use. Students who wish to sell personal property may advertise in the *Trading Post* or submit a small announcement to the Office of the Dean for posting in the student lounge.

Loma Linda University Health has guidelines governing the design of materials representing the organization, whether or not they include the Loma Linda University logo and name. The design of the item should be consistent with the values of the organization and

cannot include design or lettering that is trademarked or copyrighted. These guidelines may be found at <lluhealth.org/gig>. Organizations or individual students who wish to sell or distribute articles (such as T-shirts, pens, etc.) that are identifiable with the University must have the designs approved by the office of the school's assistant dean for student affairs in consultation with a *Graphic Identity Guide* representative prior to ordering or distribution. Assistance in complying with these standards is available from the dean's office graphic design representative. Authorization for students to charge such articles on student accounts must be made through the administration of the school.

The sale of goods or services on the property of the Loma Linda University Medical Center or any of its affiliated hospitals—including Children's Hospital, East Campus Hospital, Surgical Hospital, Behavioral Medicine Center—without permission of Medical Center and/or Loma Linda University Health administration is not allowed.

## **NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY**

Loma Linda University affirms that Christian principles are not compatible with various forms of discrimination that have divided societies. Loma Linda University further affirms that all persons are of equal worth in the sight of God and that they should be so regarded by all of His people. Moreover, this nation was founded upon the ideals of equal worth of all persons and equal opportunity for each individual to realize his or her fullest potential. Therefore, the University is committed to teaching and observing the biblical principles of equality.

The law does not require Loma Linda University to have a written program of affirmative action; but, in the spirit of the law, the University has issued this program as a guide to its employees, supporters, and students to enlighten and assist in implementing a policy of affirmative action throughout the University. The University reserves the right to express disagreement from time to time with reference to specific remedies and regulations that may be proposed to eradicate discrimination.

A delicate balance must be found between affirmatively seeking to assist those in a discriminated class and providing equal opportunity for all individuals, whether or not in such discriminated class. The University is committed to going the second mile and beyond to try to strike this delicate balance. The task is impossible if the only resources are legislation and litigation, but it is possible in an atmosphere of cooperation and understanding among all concerned.

The free exercise of religion guaranteed by the Constitution of the United States includes the right to establish and maintain religious educational institutions. Loma Linda University is incorporated as a California religious nonprofit corporation, owned and operated by the Seventh-day Adventist Church as an integral part of the church's teaching and healing ministries. Federal and state guidelines clearly recognize the right of religious institutions to seek personnel and students who support the goals of the institution, including the right to give preference in employment of faculty and staff and admission of students to members of the church that sponsors the institution.



The University is committed to equal education and employment opportunities for men and women. While Loma Linda University (LLU) gives preference in its selection processes to students and employees who are aligned with the faith-based mission of the University and the Seventh-day Adventist Church, LLU does not and shall not unlawfully discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, medical condition, physical handicap, mental condition, veteran's status, or age, in the provision of any of its services. Further, LLU is committed to providing a work environment that is free of unlawful discrimination and harassment. In keeping with this commitment, LLU strictly prohibits all forms of harassment, including but not limited to sexual harassment and harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, medical condition, physical handicap, mental condition, veteran's status, or age. Also prohibited is retaliation of any kind against individuals who file complaints in good faith or who assist in an LLU investigation. These policies apply to admissions, financial affairs, employment programs, student life and services, or any University-administered program.

### **OFF-CAMPUS SPEAKERS POLICY**

The University permits recognized student organizations to present speakers and programs representing diverse points of view to inform themselves on issues of contemporary concern. In presenting issues, the organizations will be expected to have the privilege of questioning the speaker. At the recommendation of the student affairs committee, the meeting shall be chaired by the faculty advisor of the group or by another faculty member.

Presentations by off-campus speakers must be in harmony with the mission and goals of this Seventh-day Adventist institution of higher learning. Speakers must neither engage in speech of an inflammatory nature, nor encourage any action that is incongruent with University policy or prohibited by federal, state, or local laws; and no speakers may advocate opposition to principles of faith and morals of the Seventh-day Adventist Church. While most speakers could be justified as "educational," efforts should be made to avoid speakers being used solely for "shock" or "spectacle" purposes. It is important to remember that an institution cannot be wholly disassociated in the public mind from views expressed on its campus.

Invitations should come in every instance from a recognized group on campus, a member of the faculty, or a member of the administration. Prior to inviting an off-campus speaker, student organizations must receive prior approval from their dean if it is internal to one school. An invitation in no way implies the University's approval of what will be said or done by the speaker. Because of the sensitive nature of some presentations, the dean will consult with the president prior to giving permission for an invitation.

## SERVICE ANIMALS

Service Animals specifically trained to aid a person with a disability are permitted on campus pursuant to LLU policy. Pets and other animals are not permitted.

## POLICY PROHIBITING SEXUAL MISCONDUCT AND DISCRIMINATION ON THE BASIS OF SEX (TITLE IX)

### Policy

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex in educational programs and activities at institutions receiving federal financial assistance.

Loma Linda University (LLU) is committed to providing a safe and supportive environment that is free from unlawful discrimination on the basis of sex in all of its employment and student activities, educational programs, and services. Any form of sex discrimination and sexual misconduct, including harassment, coercion, intimidation, or sexual violence, is reprehensible; runs counter to LLU’s teachings and guiding beliefs; and will not be tolerated. In keeping with this commitment, Loma Linda University maintains a strict policy prohibiting unlawful discrimination or harassment based on personal characteristics of gender, sexual orientation, gender identity, race, color, religion, national origin, disability, age, or veterans’ status. Also prohibited is retaliation of any kind against individuals who report alleged incidents of discrimination or sexual misconduct, or who assist in a University investigation of such allegations.

### Definitions:

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances (including sexual violence), requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment, education, or participation in LLU’s programs or activities, or
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual’s employment, education, or participation in LLU’s programs or activities; or
3. Such speech or conduct is directed against another and is abusive or humiliating and persists after the objections of the person targeted by the speech or conduct; or
4. Such conduct would be regarded by a reasonable person as creating an intimidating, hostile or offensive environment that substantially interferes with an individual’s work, education, or participation in LLU’s programs or activities.

### Examples of Sexual Harassment

Sexual harassment may include incidents between any member of the University community, including faculty and other academic appointees, staff, deans, students, and nonstudents or nonemployee participants in University programs—such as vendors, contractors, visitors, and patients.

Specific examples of the verbal or physical conduct prohibited by this policy include, but are not limited to:

1. Physical assault.
2. Inappropriate or unwanted touching.
3. Direct or implied threats that submission to sexual advances will be a condition of educational evaluation, opportunity, or advancement.
4. Direct or subtle propositions of a sexual nature.
5. Dating, requesting dates, or entering into a romantic relationship between a student and an employee or faculty wherein the employee or faculty is in a position of power or is able to exert influence over the student's educational experience.
6. A pattern of conduct that would cause discomfort and/or humiliate another individual, including, but not limited to:
  - a. Unnecessary touching;
  - b. Remarks of a sexual nature about a person's clothing or body;
  - c. Remarks about sexual activity or speculations about previous sexual experiences;
  - d. Visual conduct—including leering, sexual gestures, or the display of sexually suggestive objects, pictures, language, cartoons, or jokes.
  - e. Use of electronic means, including the Internet and e-mail system, to transmit, communicate, or receive sexually suggestive, pornographic, or sexually explicit pictures, messages, or materials.

Sexual Violence: Sexual violence involves conduct relating to an actual, attempted, or threatened sexual act against a person's will or where a person is incapable of giving consent (due to age, use of drugs or alcohol, or because of an intellectual or other disability). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Examples include "date rape" or "acquaintance rape".. Acts of sexual violence may also constitute violations of criminal or civil law subject to prosecution.

Consent: "Consent" is defined as agreement, approval, or permission as to some act or purpose that is given knowingly, willingly, and voluntarily by a competent person. Consent can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Retaliation. Retaliation occurs when intimidation, threats, coercion, or other discriminatory action is used against an individual who has brought a concern or reported a possible violation of a federal civil right. This includes formal or informal reports of a violation and reports regarding a violation of an individual's rights or the rights of others.

Dissemination of Policy This policy shall be disseminated to the University community through publications, websites, student orientations, and other appropriate channels of communication. It is the responsibility of the Office of the Vice President for Student Services to work with the schools to ensure that the policy is disseminated and implemented. Mark Hubbard, Title IX Officer, provides oversight and leadership for activities involving Title IX compliance, coordination, and complaint resolution. He can be reached as follows:

Mark Hubbard, Title IX Officer  
101 East Redlands Blvd San Bernardino, CA 92408  
Phone: 909-651-4011  
Email: Mhubbard@llu.edu

Sara Matus is LLU's Title IX Coordinator. She can be reached as follows:

Sara Matus, Title IX Coordinator  
101 East Redlands Blvd, Ste 1400-B San Bernardino, CA 92408  
Phone: 909-651-4638  
Email: Smatus@llu.edu

The Title IX Coordinator's responsibilities include:

- Coordinating LLU's efforts to ensure compliance with Title IX and governing regulations;
- Responding promptly and effectively to inquiries, concerns, and complaints regarding prohibitive behavior under Title IX;
- Tracking and monitoring incidents relating to allegations of sex discrimination and sexual misconduct;
- Conducting or overseeing investigations, as appropriate;
- Providing guidance and training to students and employees about their rights and responsibilities under Title IX;
- Ensuring that employees and students are fully informed of the grievance process and all other options for resolving complaints and concerns;
- Coordinating with Campus Security on reported incidents alleging sexual violence, as required by the Clery Act, and
- Identifying and addressing potentially systemic harassment issues or patterns.

Members of the University Community should contact the Title IX Coordinator in order to:

- Seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- File a complaint or make a report of sex discrimination, including sexual misconduct,
- Notify the University of an incident or policy or procedure that may raise potential Title IX concerns,
- Get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- Ask questions about the College's policies and procedures related to sex discrimination, including sexual misconduct.

### **Procedures for Reporting and Responding to Complaints of Sex Discrimination and/or Sexual Misconduct**

Loma Linda University encourages those who believe they have experienced any form of sex discrimination or sexual misconduct of any nature to report such conduct promptly, to seek all available assistance, and to pursue an equitable resolution of the incident(s).

Procedures have been established to provide a supportive process for individuals who report discrimination and to ensure an equitable process for individuals accused of discriminatory conduct. These procedures reflect LLU's efforts to conduct timely, thorough, and equitable investigations, as required by law.

Prior to filing a written complaint, a student, employee, or third party may choose to meet with the Title IX Coordinator or may choose to bring the matter to the attention of a dean, faculty member, department chair, administrator, manager, clinical instructor, chief resident, or any other responsible employee in a position of direct authority to resolve the issue. These responsible employees have a duty to report such complaints to the Title IX Officer and/or Title IX Coordinator.

### **Sexual Misconduct Amnesty Clause**

Loma Linda University offers immunity to students who may have violated University policies pertaining to sexual activity and/or consumption of alcohol or drugs at or near the time of the incident when such information is made available as a result their report of sexual misconduct. Individuals who initially report sexual misconduct that was directed at them or another person, will not be subject to disciplinary action by the University for their own personal involvement in such activities at or near the time of the incident provided that any such violations did not and do not place the health or safety of any other person at risk.

The purpose of this clause is to encourage reporting. Victims or bystanders (witnesses) should not let his or her use of alcohol or drugs be a deterrent to reporting an incident. When conducting the investigation, the University's primary focus will be on addressing the sexual misconduct violation and not on alcohol/drug violations that may be discovered or disclosed.

However, the university may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

### **Filing a Written Complaint**

Individuals are reminded that reporting sexual misconduct is a personal and professional responsibility. The procedure is as follows:

1. Report the incident, in writing, to the Title IX Coordinator or Title IX Officer. Written complaints should be filed as soon as possible from the date the incident occurred.
2. Written complaints can also be submitted to the dean of the school in question, administrator, or any other individual in a position of direct authority to address the allegations.
3. To the extent possible, but not limited to, the complainant should provide the following information in the written complaint:
  - a. Name, address, telephone or other contact information
  - b. University affiliation (e.g., student, employee, faculty, third party)
  - c. Date of alleged violation
  - d. Location of alleged violation
  - e. Person(s), name and title, whom you believe to have harassed or engaged in sexual misconduct against you
  - f. Description of complaint
  - g. Other relevant information—if you previously reported this matter, including name and departments of all other persons with whom you have discussed this matter
  - h. Signature and date

### **Duty to Investigate and Take Corrective Action**

Loma Linda University shall conduct a prompt, thorough, and impartial inquiry into any reports of sexual harassment and/or physical sexual misconduct. The University will take immediate and appropriate steps to investigate or otherwise take steps that are reasonably calculated to end any form of sexual misconduct, whether or not a formal complaint has been initiated.

An investigation should generally be completed within 60 days from the date a complaint is reported. The University will attempt to obtain consent from the individual filing the complaint before beginning an investigation. However, there may be instances when Loma Linda University may pursue an investigation regardless of the request of the complainant, if it deems it necessary to maintain a safe and nondiscriminatory campus environment.

The parties will have the right to provide witnesses, documentation, or other evidence appropriate to substantiate their claims or defenses. Each party may bring an advisor to the meetings to serve in a solely supportive role (i.e., the advisor may not speak or disrupt the party's meeting with the investigator). The parties will be provided with periodic status updates during the investigation. Within thirty days of its completion, the parties will receive concurrent notice of the outcome of the investigation, as appropriate.

If a claim against a student, if substantiated, could result in severe disciplinary sanctions and the credibility of witnesses is central to a finding regarding the allegation(s), the accused will be given an opportunity to indirectly cross-examine those witnesses whose report is central to the finding. The accused will be provided the opportunity to formulate a list of questions that will be posed to the witness(es). The list will be reviewed by the Title IX Officer and Investigator, and unless deemed inappropriate, will be asked to the witness in the presence of the Provost, Title IX Officer and Investigator. Based on a majority agreement of the Provost, Title IX Officer and Investigator, a finding of facts will be determined and provided to each party.

### **Alternatives to Reporting**

LLU encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the University can respond appropriately. Different employees on campus have different abilities to maintain a victim’s confidentiality. Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” However, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the University - and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

Privileged communications refer to confidential discussions with professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor). Professional and Pastoral Counselors are not required to report any information about an incident to the Title IX coordinator without a victim’s permission.

### **Confidentiality**

LLU shall protect the privacy of individuals involved in a report of sexual misconduct to the extent required by law and University policy. Anyone requesting confidentiality shall be informed that complete and total confidentiality may not be possible and that, depending on the nature of the alleged misconduct, some level of disclosure may be required, especially in situations alleging sexual violence. Disclosure may be made only on a need-to-know basis.

The Family Educational Rights and Privacy Act of 1974 (FERPA) permits the University to disclose the outcome of any student conduct proceedings to the person filing the complaint without prior written consent when the disclosure is to the victim of an alleged perpetrator of a crime of violence including physical sexual misconduct. FERPA also permits the University to notify the student filing the complaint of any sanctions assigned to another student that may affect him or her.

### **Retaliation prohibited**

All reasonable action will be taken to prevent retaliation against the complainant, witnesses or anyone cooperating with the investigation.

## Disciplinary action

Any member of the University community—faculty, staff, administrators, or students—who is found to have engaged in sexual misconduct is subject to disciplinary action up to and including dismissal. Any manager, supervisor, or designated employee responsible for reporting or responding to incidents of sexual misconduct who knew about such conduct and took no action to stop it or failed to report it shall also be subject to appropriate disciplinary action.

## Appeals Process

Students who wish to appeal the decision of a Title IX investigation or subsequent disciplinary action imposed can submit a written appeal to the Title IX Appeals Committee via the Title IX Officer. The Appeals Committee shall normally be called by the Title IX Officer and consist of at least three of the following: The Title IX Officer, the Provost, the Vice President of Student Affairs and a senior faculty member of the school, to be chosen by the Title IX officer in consultation with the Dean, to which the student is enrolled. The appeal must be submitted within seven (7) calendar days of the issuance date of the outcome of the Title IX investigation or letter of disciplinary action. The written appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. The non-appealing party will be notified of the request for appeal and may file a response with the Appeals Committee within seven (7) calendar days from the date of notification.

The written appeal must specifically address at least one of the following criteria to be considered for review:

1. Insufficient information to support the decision.
2. New information, sufficient to alter a decision, or other relevant facts not brought out in the original investigation, because such information and/or facts were not known to the person appealing at the time of the investigation.
3. Procedural irregularity in the disciplinary proceedings that undermined the respondent's ability to present a defense or the complainant's ability to present relevant information supporting his or her complaint.
4. Bias or conflict of interest by a committee member or investigator.
5. Inappropriateness of the sanction for the violation of the Sexual Misconduct Policy.

It is within the discretion of the Title IX Officer to determine if an appeal request appropriately falls within one of the above categories. Generally, the appellate process does not require a hearing, nor does it require the Appeals Committee to make personal contact with the students. Within twenty (20) business days from the date of receipt of the initial request for appeal, the Appeals Committee may affirm, reverse, or modify the sanction. The Appeals Committee may also return the case to the Title IX Coordinator for any additional needed follow-up. The Appeal Committee's decision shall be final and effective immediately. A copy of the decision letter will be provided to both parties.



## SEXUAL STANDARDS POLICY

Faculty, staff, students, administrators, and trustees of Loma Linda University Health are expected to respect and honor Christian sexual standards as held by the Seventh-day Adventist Church. We believe that God's ideal for sexuality is achieved when premarital and extramarital sexual expression and conduct are chaste and behaviors that suggest otherwise are avoided.

All forms of sexual abuse and exploitation will not be tolerated and will result in disciplinary action.

### Romantic Relationships and Dating

The University wishes to promote the ethical and efficient operation of its academic programs and business. In this setting, the University wishes to avoid misunderstandings; complaints of favoritism; romantic relationship issues pertaining to supervision, security, and morale; as well as possible claims of sex discrimination and sexual misconduct among its students, staff, and faculty. For these reasons:

- A faculty member is prohibited from pursuing a romantic relationship with or dating a student who is registered in any course or program or who is involved in any other academic activity in which the faculty member is responsible as an instructor, coordinator, mentor, or committee member for the duration of such course, program, or other academic activity.
- A staff member is prohibited from pursuing a romantic relationship with or dating a student who is registered in any course or program or who is involved in any other academic activity in which the staff member participates in any direct supporting role for the duration of such course, program, or other academic activity.
- A University administrator or supervisor is prohibited from pursuing a romantic relationship with or dating any employee of the University whom he/she supervises for the duration of the supervision.

For purposes of this policy, "romantic relationship" is defined as a mutually desired courting activity between two individuals. "Dating" is defined as a romantic social engagement arranged by personal invitation between the two individuals involved or arranged by a third party. Faculty, staff, and administrators who violate these guidelines will be subject to discipline up to and including termination of employment and/or loss of faculty appointment. Students who participate in the violation of these guidelines will be subject to discipline up to and including discontinuance as a student at LLU. See *Seventh-day Adventists Believe*, Hagerstown, MD: Review and Herald Publishing Association, 1988:294; and Action from 1987 Annual Council of the General Conference: "Statement of Concerns on Sexual Behavior," *Adventist Review*, January 14, 1998:21 for a position paper on this understanding.

## ACADEMIC INTEGRITY POLICY

Loma Linda University seeks to educate ethical and competent professionals and scholars who are committed to the practice of honesty and the pursuit of truth. This University is committed to the following fundamental core values: compassion, integrity, excellence, freedom, justice, purity/self-control, and humility. It is expected and understood that

students who apply and are admitted to Loma Linda University will be committed to these values and will choose to support them.

Personal and professional integrity are essential qualities for students and all members of the University community.

Some examples of serious breaches of integrity include, but are not limited to, lying, cheating (including plagiarism), reproducing or distributing test questions, falsifying reports or records, submitting documents such as clinical logbooks that contain forged or unauthorized signatures, and falsifying the results of research. Other examples that may appear to be minor, but which constitute misrepresentations of truth—and are thus also of concern—include such things as signing someone else’s name on an attendance sheet (for a required class or meeting) or signing oneself in as present and then leaving.

Upholding the standards of professional and personal conduct includes acquiring behaviors and attitudes consistent with University values. It includes being accountable for one’s own conduct, as well as assuming responsibility for the professional behavior of one’s colleagues. Assuming responsibility for the professional behavior of one’s colleagues means exemplifying integrity oneself, encouraging colleagues to be honest and responsible, and refusing to ignore or cover up serious breaches of integrity such as cheating, stealing, or falsifying records. Society rightfully expects the health-care professions and scientific communities to be self-governing and trustworthy.

The process of becoming a member of one of these trusted professions begins when a student enters the University.

## Definitions

Loma Linda University defines *academic integrity* as the commitment of all members of the educational community (administration, faculty, students, and staff involved in learning, teaching, research, patient care, or service) to engage in conduct that reflects honesty, trust, fairness, mutual respect, and responsibility (The Center for Academic Integrity, October 1999).

## Academic Dishonesty

Academic dishonesty is an act of deliberate deceit in the fulfillment of a student’s obligations to the academic community. It includes, but is not limited to, the failure to observe rules of fairness in taking examinations or writing papers, plagiarism, fabrication, and cheating.

- Plagiarism is the act of presenting the work of another as if it were one’s own. It includes quoting, paraphrasing, summarizing, or utilizing material from the internet or from books, articles in periodicals, magazines, or newspapers without appropriate citation. However, any unacknowledged use of another’s ideas constitutes plagiarism, including the use of papers written by other students, interviews, radio or TV broadcasts, and any published or unpublished materials (e.g., letters, pamphlets, leaflets, notes, or documents).
- Fabrication is the act of contriving or making up material, data, or other information (e.g., research data, patient test results) and submitting this as fact.
- Cheating is the act of deceiving, which includes such acts as looking at another’s examination during the examination, using unauthorized aids (e.g., notes, electronic

equipment) to retrieve or communicate information during examinations, or whatever else is deemed contrary to the rules of fairness—including violation of specific rules designated by the instructor of the course.

- Facilitation of academic dishonesty is the act of attempting to help someone engage in plagiarism, fabrication, cheating, or any other type of academic dishonesty.

## Procedures

1. If any faculty member, employee or student of the University has reason to believe that academic dishonesty or unethical conduct may have occurred, he/she shall report the incident to the appropriate instructor, course director, student affairs or academic administrator of the school. Failure to report breaches of integrity is considered a failure of academic and/or professional responsibility—and, thus, may be subject to disciplinary action by the University.
2. When allegations of misconduct are made, the faculty member or school administrator is responsible to ensure that a preliminary inquiry is made to determine if the concerns/allegations are substantive. If there appears to be substantive evidence of misconduct, the matter must be reported to the dean or the dean's designee. This central reporting system allows patterns of behavior to be considered in determining the course of action. A discussion with the accused student will take place before formal action is taken. The student will be informed if records of alleged incidents are to be filed and will have the opportunity to submit a written response.
3. If the dean or dean's designee determines that formal action should be taken and/or that the matter should be referred to the school's designated academic committee, the student shall be informed in writing. Some schools may have additional procedures/processes for arriving at formal action. In such cases, the school policy will apply.
4. The formal action will be reported to the student by the dean or dean's designee.

Where schools do not have other specific policies governing these issues, the following process will be used for an appeal:

### APPEAL OF COMMITTEE DECISION

The student, after the actions and recommendations of the designated academic committee, may appeal to the dean of the school—who may uphold or modify the sanction(s) recommended by the hearing committee. In all cases, the action of the dean is final.

The dean, in sole discretion, shall determine whether the student is suspended pending the final decision of the appeal, or if the student may continue to attend courses and/or conduct clinical activities.

### PROCEDURAL APPEAL

If the student contends that the appropriate procedure was not followed, or if there is new evidence relevant to the decision that was not available to the student during the procedure, the student may make an appeal in writing to the vice president for academic affairs or designee regarding these two issues. If the vice president finds, after consideration of the

appeal, that the record of either of these points has merit, the vice president will return the issue to the school for the appropriate procedure or for a hearing on the new evidence

## **CHAPEL ATTENDANCE AND DECORUM**

In keeping with the commitment of the University's mission, students must meet special expectations, such as attendance at required Chapel services in the University Church. Students are asked to be respectful and to maintain the decorum fitting of a religious service. Students must refrain from opening or using any electronic equipment, including earphones, during Chapel. Studying, in general, but especially the use of these devices, creates a distraction for those who are trying to worship and fosters a culture that is at cross-purposes with the reasons for which most students choose to come to a Christian university.

Loma Linda University's Chapel program is at the heart of campus and a central component of the academic program's spiritual life. We recognize that students come from many backgrounds and have many differing cultural and religious expectations of what comprises campus spiritual life. It is our sincere desire that these worship services contribute significantly to your personal life as well as to the life of the University. Commensurate with our belief in the importance of our Chapel program, we have developed the following policies and procedures. Careful adherence to the following will enhance Chapels and minimize procedural difficulties.

### **Attendance**

- Regular attendance at Chapel is expected unless you have been excused through proper authority.
- Any student with a class prior to 3:00 p.m. is expected to attend Chapel.

### **Attendance Process**

- Your current student ID badge will be required to be counted present at Chapel. To avoid being counted absent, do not use old student badges, employee cards, or Drayson Center cards.)
- Attendance will be taken by scanning your ID badge.
- At the end of Chapel, please remain in your row and wait for an usher to scan your ID badge.
- Only one ID badge will be scanned per person.
- The ushers will usher one row at a time.
- The ushers will not be able to scan badges for anyone not in the row in which they were seated for Chapel.

### **Tardies**

- Tardies are counted from 11:15 a.m. to 11:20 a.m.
- Tardies are still counted present.
- Three tardies equal one unexcused absence.
- A record of attendance is sent to the associate dean of your school.

- An automatic email will be sent to your LLU email account if our records showed you were absent.

### **Absences**

- More than two absences per quarter may jeopardize your status in school.
- Notice of absence is sent to your school, and excused absences should be cleared immediately with the associate dean of your school

### **Please . . .**

*Out of respect for our worship hour, students are expected to refrain from opening laptop computers or using cell phones, iPods, or other electronic equipment—including earphones—during Chapel. Use of these devices creates a distraction for those who are trying to worship and fosters a culture that is at cross-purposes with the reasons for which most students choose to come to a Christian university.*

## **PROFESSIONAL STANDARDS OF APPEARANCE**

### **Guiding Principles**

The mission of LLU is to continue the teaching and healing ministry of Jesus Christ, "To Make Man Whole" in a setting of advancing medical science in a professional and safe manner, and to provide a stimulating clinical and research environment for the education of physicians, nurses, and other health care professionals.

As a representative of LLU, it is essential that the appearance of LLU employees and students reflect the institution's commitment to excellence, health and safety, and conservative corporate values. An appropriate, clean and professional appearance becomes a matter of considerable importance, especially when the employee's job involves serving, meeting and interacting with patients, guests, and students.

### **Administrative Directives**

Employees and students shall be required to comply with administrative directives that will be issued and periodically updated regarding dress and appearance. Entity/School guidelines may, by necessity, be more restrictive and have some different requirements than the LLUH-wide administrative directive for various reasons, including safety and/or hygiene. Additional school or facility specific dress codes may be required when students are in a clinical or other professional settings. Departments needing exceptions/alternate requirements may be required to establish and maintain a supplemental dress and appearance policy that is approved by the Human Resource Management (HRM) Department initially and each time it is revised.

## Enforcement of Standards

It shall be the responsibility of each supervisor/dean to ensure that employees/students are compliant with the requirements of this policy. Compliance shall be managed through established disciplinary processes.

## Dress and Appearance Guidelines

The purpose of these guidelines is to clarify LLU conservative corporate image expectations regarding the appropriate grooming and appearance standards of its employees and students, with due consideration given to health and safety concerns for patients, employees, and students.

1. Hair
  - a. Hair is to be neat, clean, and professional in appearance, and not to impede vision. Extreme or unnatural appearance in style or color shall not be permitted. Head coverings, unless required in the work area or worn for specific religious reasons, are not permitted.
  - b. Longer hair shall be contained so as not to interfere with patient care, the operation of equipment, or other duties.
2. Facial hair
  - a. Mustaches and beards are to be kept clean, well-groomed, and neatly trimmed.
3. Cosmetics
  - a. The emphasis is on natural appearance (e.g., eyebrows natural looking; eye shadow and mascara used in moderation.)
  - b. Fingernails must be clean and neat at all times,
  - c. Heavily scented powders, lotions, perfumes, after shaves, etc. are not acceptable.
4. Jewelry/Accessories
  - a. If an employee or student chooses to wear jewelry, professional appearance and in compliance with environmental safety is required.
  - b. Visible body piercing (except ears) and tattoos are not permitted.
5. Clothing/Attire
  - a. Clothes that are compatible with a business-like, professional, and safety-conscious health-care environment are required at all times. Conservative and appropriate dress is required of all employees and students.
6. In general
  - a. Good personal hygiene and good grooming are required for an overall effect that is pleasant, professional, consistent with consumer expectations, and representative of the values of LLU.
7. University ID badge must be worn in a visible location above the waist at all times while student is on campus. This includes all LLUH facilities (e.g., Behavioral Health Institute, SBH Department of Social Work and Social Ecology, San Bernardino campus)

NOTE: Questions concerning either the LLU dress and appearance policy or the specific dress requirements of a job classification should be directed to the employee's department head.

In selected settings, professional attire, as defined by the setting, may be required. Professional attire includes: skirts or dresses of modest length or long pants (dress pants are recommended), or as specified.

## **Behavior**

Students are expected to conduct themselves in a professional manner during didactic and classroom laboratory sessions. Professional behavior includes, but is not limited to, punctuality; respect for other people's integrity and their property; respect for others who want to learn; and respect for those in authority. Students of Loma Linda University are expected to behave in a manner that will not bring criticism to themselves, their program, or the University. In any public place, the student may be in close proximity to people familiar with Loma Linda University. Thus, conversation, attitudes, and behavior displayed have an effect on those individuals.

## **STUDENT MISTREATMENT**

Loma Linda University seeks to educate ethical and proficient Christian health professionals and scholars through instruction, example, and the pursuit of truth. In order to do this, Loma Linda University and its faculty are committed to the following fundamental values: compassion, integrity, excellence, freedom, justice, purity/self-control, and humility. These values may occasionally be formally taught by faculty; but more often they are learned informally by students through observation of models of professional behavior toward students, colleagues, and patients.

Developing and nurturing these values are based on and enhanced by the presence of mutual respect between teacher and learner. The diversity of students, faculty, clinical instructors, residents, and staff combined with the intensity of their interactions may, however, lead to alleged, perceived, or real incidents of inappropriate behavior or mistreatment of students. Examples of such mistreatment include: (1) verbal and physical mistreatment, (2) discrimination, (3) excessive or unreasonable time demands, (4) sexual harassment, (5) and the use of grading or other forms of assessment in a punitive manner. Such behavior by faculty or staff, or other behavior that is inimical to the development of mutual respect, is unacceptable at Loma Linda University. While teachers do have the responsibility to motivate and correct students, when correction of an individual is needed, this is usually best done in private but always in a way that shows respect for the student as a person.

An important part of the teaching of mutual respect among professionals is the perception of students as they observe faculty in their interactions. Therefore, faculty should model professionalism in all of their interactions and avoid inappropriate behavior or mistreatment of other professionals and staff. This includes the avoidance of derogatory remarks about or attitudes towards individual colleagues, services, or departments.

Students also learn professional behavior and demeanor by observing their teachers as they interact with patients, clients, and all others. Such professional interactions should be courteous and respectful. Respect for individuals includes, but is not limited to, punctuality, thoughtfulness, mindfulness of personal space; as well as manner and mode of address, appropriate and modest draping of patients, tone and content of verbal interchanges, and body

language. In addition, discussion of patients out of their hearing should continue to show the same degree of respect and should not include contemptuous, derogatory, judgmental, or demeaning remarks.

If a student expresses an unwillingness to participate in an aspect of training or patient care as a matter of conscience, that stance should be explored in a nonjudgmental manner to ensure that the teacher and student fully understand the issue. The student's position on matters of conscience should be honored without academic or personal penalty, as long as it does not interfere with the welfare of the patient and the overall educational goals of Loma Linda University.

- Verbal or nonverbal mistreatment includes:
  1. demeaning language and communication, shouting, hostility, profanity, offensive gestures;
  2. repeated or blatant conduct directed towards any person that is intended to insult or stigmatize that person.
- Physical mistreatment includes:
  1. physical punishment, such as hitting, slapping, pushing, kicking, or spitting;
  2. the threat of physical punishment;
  3. intentionally or negligently placing another at risk of physical harm.
- Discrimination includes disparate treatment based on gender, age, ethnicity, race, disability, or sexual orientation that stigmatizes or degrades that person.
- Unreasonable or unprofessional demands include:
  1. requiring a student to perform personal services, such as shopping or babysitting;
  2. requiring a student to perform menial tasks with the intent to humiliate the student.
- Sexual harassment: see LLU Policy Prohibiting Sexual Misconduct and Discrimination on the Basis of Sex (Title IX) in *Student Handbook* and/or *Faculty Handbook*. If the mistreatment involves sexual harassment, the procedure of the Title IX policy must be followed.

## Procedures

Students who believe they have been mistreated have the right, and are encouraged, to initiate one or more of the following procedural options. If, however, the mistreatment involves sexual harassment, the procedure of the sexual harassment policy must be followed. Loma Linda University will ensure that this process occurs fairly and shall be free of retaliation.

Students who believe that they have been mistreated should report such conduct to the University or school administration. Students may meet directly with the individual involved in the mistreatment and come to a mutually agreeable resolution. Students may choose to take someone with them, such as a faculty member, department chair, unit manager, clinical instructor, chief resident, or other individual. If the student is uncomfortable meeting with the individual involved, he/she is encouraged to follow the procedure below. Students are reminded that reporting inappropriate behavior is a personal and professional responsibility.



The procedure includes the following:

1. Reporting the incident(s) to the dean of the school in which the student has primary enrollment or to the office of the University's vice president for enrollment management and student services. A systematic method of reporting allows patterns of behavior to be considered in determining the course of action.
2. The dean's investigating, documenting, and coordinating immediate and appropriate corrective measures/protective actions that are reasonably calculated to end mistreatment, eliminate the hostile environment, and prevent reoccurrence.
3. Determining the actions to be taken, considering frequency and/or severity of the conduct; as well as the position held by the accused. A primary objective will be to protect the student from adverse consequences for having reported the incident.

### **Confidentiality**

The University shall protect the privacy of individuals involved in a report of mistreatment to the extent possible. Some level of disclosure may be necessary to ensure a complete and fair resolution. Disclosure may be made only on a need-to-know basis. In keeping with ideals of professionalism and courtesy, the student is advised to refrain from discussing the complaint with individuals not directly involved.

### **Retaliation Prohibited**

All reasonable action will be taken to assure no retaliation against the student, witnesses, or anyone cooperating with the investigation.

### **WEAPONS POSSESSION POLICY**

In order to provide a safe environment for patients, students, faculty, staff, and visitors, no patient, student, visitor, faculty, or staff member shall be allowed to have in his/her possession while on the Loma Linda University premises any firearms or any illegal weapons as defined by the California penal code without specific University approval. All persons not in compliance with the above policy will be asked to leave the premises by campus security or be taken into custody by campus security, if a clear violation of the law can be established. "Possession" for this policy is defined as on one's person or in one's motor vehicle, residence hall, or work area. Any suspected or observed violation of this policy should be reported to Security immediately. Students found to be in violation of the weapons possession policy will be subject to discipline up to and including dismissal.

### **STUDENT FUNDRAISING GUIDELINES FOR LLUH-BASED PROJECTS**

Interested in a student fundraiser with a local business or community organization? The Office of Philanthropy is here to support and answer questions on guidelines related to philanthropic projects on our campus. If you are interested in hosting a fundraiser with a local business, please reference our guidelines below.

Fundraising for organizations outside of LLUH is to be conducted only with family and friends. Students may not solicit LLUH employees or its entities. Students should not represent that they are raising funds on behalf of LLUH.

**WITHOUT asking permission from Philanthropy:**

**Students may,**

- Solicit family, friends and fellow students for school-based projects, including mission trips.

**Students may NOT,**

- Fundraise or solicit businesses or organizations, including LLUH entities, in the community without appropriate approvals from Philanthropy.
  - a. Some of the businesses and organizations limit the number of times an organization can approach them for funding each year so it is important we are strategic about what we ask them to fund
  - b. We want to be respectful of our community friends and appear organized. When we have various students and LLUH departments approach a business for funding it may frustrate them to navigate all our requests at overlapping times.
- Use the name, logo or tax ID number of Loma Linda University Health for the purpose of fundraising for a separate charitable organization.

**How do I get permission from Philanthropy?**

1. Contact Becky Cuevas, Annual Giving Officer, at rvaladez@llu.edu.
2. You will work in partnership with Becky and other applicable Philanthropy staff to submit a Project, Program, Event Form to our Campaign Solicitation Processing Committee. This committee will review you fundraiser for approval.
3. If approved, you will receive an email sharing any relevant next steps on promotional guidelines and how to work with the business.

*Please do not contact an external business without first connecting with Becky Cuevas and receiving approval from Philanthropy.*

SECTION VI  
SCHOOL OF ALLIED HEALTH  
PROFESSIONS

## Dean's Welcome

Welcome to the School of Allied Health Professions at Loma Linda University. Here you will receive a quality education from a committed faculty and staff. Regardless of the discipline you have chosen to study, we believe we offer an environment that fosters academic excellence, professional competence, and spiritual development.

Our close and effective connection with Loma Linda University Medical Center enables both students and faculty to stay on the cutting edge of health-care practice. The school's more than 1,300 clinical affiliations throughout the United States offer a wide variety of experience options designed to develop a well-rounded health-care professional.

In the School of Allied Health Professions, we are committed to your education and professional development and believe that it is more than just clinical competence—it is our emphasis on the development of the caring and compassionate professional—that sets us apart.



A handwritten signature in black ink that reads "Craig R. Jackson". The signature is written in a cursive, flowing style.

Craig R. Jackson, J.D., M.S.  
Dean

## Scholastic Standing

Scholastic standing is expressed as a grade point average and is computed as follows:

A	4.0	Outstanding performance.
A-	3.7	
B+	3.3	
B	3.0	Very good performance for undergraduate credit; satisfactory performance for graduate credit.
B-	2.7	
C+	2.3	
C	2.0	Minimum level of satisfactory performance for undergraduate credit.
D+	1.3	
D	1.0	
F	0.0	Failure; given for not meeting minimum performance required for credit.
S	none	Satisfactory performance (equivalent to a grade of C [2.0] or better in undergraduate courses or a grade of B [3.0] or better in graduate courses).
U	none	Unsatisfactory performance; given only when performance for an S-specified course falls below a grade of C (2.0) in undergraduate courses, or a grade of B (3.0) in graduate courses.

The S/U option is limited to elective and religion courses and to those courses within the professional curriculum for which the department has determined that a letter grade is inappropriate for the course. Once this option is chosen and the grade is filed, it is not subject to change.

W	Withdraw, given in accordance with the time frames published by University Records.
I	Incomplete, given for circumstances beyond a student's control. An incomplete (I) may be changed to a grade only by the instructor before the end of the following quarter (or summer session).

The student must request an I notation from the instructor by completing the appropriate form, stating the reason for the request. This form is sent electronically for instructor approval. If approved, the instructor will then report the I notation on the instructor grade report, in addition to the grade the student will receive if the deficiency is not removed by the time limit.

## Repeating

A student who receives an unsatisfactory grade in a required course and is required by the faculty to do additional work may pursue one of the following plans, on the recommendation of

the chair of the department and the consent of the dean. In either plan, the student must reregister and pay the applicable tuition.

1. *Review the course work/tutorial* under supervision and makeup any pertinent and necessary course work as deemed by instructor (usually not given before a minimum of two weeks of study). A passing grade resulting from a repeat examination will be limited to a C (2.0).
2. *Repeat the course*, attend class and/or laboratory, and take the final course examination. Full tuition will be charged whether regular or occasional attendance is required. (See the schedule of charges for the School of Allied Health Professions in the Financial Information section of the CATALOG for the tuition rate.)

A student who receives an unsatisfactory grade in a required clinical experience course and is required by the faculty to do additional work must reregister and pay the applicable fee. (See the schedule of charges for the School of Allied Health Professions in the Financial Information section of the CATALOG for the fee for repeat of clinical experience.)

Both the original and repeat grades are entered in the student's permanent academic record, but only the last grade is computed in the grade point average.

## Promotion and Probation

Each student's record is reviewed quarterly by the faculty. Promotion is contingent on satisfactory academic and professional performance and on factors related to aptitude, proficiency, and responsiveness to the established aims of the school and of the profession. As an indication of satisfactory academic performance, the student is expected to maintain the following grade point average: associate and baccalaureate degree programs—2.0; master's and doctoral degree programs—3.0.

Specifically, a student whose grade point average falls below the minimum required for the degree in any term, or who receives in any professional or required course a grade less than a C (2.0), or whose clinical performance is unsatisfactory is automatically placed on academic probation. Continued enrollment is subject to the recommendation of the department. If continued enrollment is not recommended, the department will notify the student in writing.

If continued enrollment is recommended, the student will be required to institute a learning assistance program contract within the first two weeks of the following quarter and meet regularly scheduled appointments with the academic advisor. A student who is on academic probation and fails to make the minimum required grade point average the following quarter, or who fails to have an overall minimum grade point average after two quarters, will have disqualified him-/herself from the program.

## Student Responsibility

Application to and enrollment in the University constitute the student's commitment to honor and abide by the academic and social practices and regulations stated in announcements, bulletins, handbooks, and other published materials; and to maintain a manner that is mature

and compatible with the University's function as an institution of higher learning. A student who neglects academic or other student duties, whose social conduct is unbecoming, or whose attitudes demonstrate deficiencies such as poor judgment, moral inadequacy, or other forms of immaturity inevitably will come under question. The faculty then reviews the case, appraises the student's fitness for a career in this chosen profession, and recommends to the dean appropriate action as to the student's continuance or discontinuance.

## **Academic Integrity**

The School of Allied Health Professions uses the Loma Linda University Academic Integrity Policy as outlined earlier in this LLU *Student Handbook*.

## **Discipline and Appeal Process**

### **ACADEMIC AND CLINICAL DISCIPLINE**

When a student fails to observe the academic policies and regulations of the School of Allied Health Professions, the following procedures are followed:

- The course instructor or advisor will discuss the problem with the student.
- If the problem is not resolved, the matter will be taken to the department chair who will review the situation and present it for consideration by the department's faculty. In the case that the department chair is the instructor, the dean will designate a faculty member to review and present.
- The department's faculty will make a recommendation to the dean, which may include such actions as no credit given for a report or examination, suspension from clinic or class, failure of a course, or termination from the program.

### **ACADEMIC APPEAL AND GRIEVANCE PROCEDURE**

A student who wishes to appeal the dean's decision regarding academic discipline may use the following procedures:

- If the student believes that he/she has not been dealt with fairly, the student may appeal to the dean in writing and request a grievance committee be formed to consider his/her situation. This request must be made within one academic quarter following the action giving rise to the appeal.
- The dean or his/her designee will convene a grievance committee made up of at least three faculty members. A fourth member of the faculty from the department shall be a nonvoting member. The student may make a presentation to the grievance committee and may be accompanied by a faculty representative, but he/she may not be accompanied by family, friends, or legal counsel in the meeting room. The grievance committee may approve or disapprove the original faculty decision or make additional or alternative recommendations to the dean.
- The decision of the dean will be final and will be shared with the student in writing.

- If the student decides to appeal the grievance decision, he/she must file the appeal to the Office of the President within one quarter following the alleged grievance. A grievance is ineligible for review if not filed within this time frame. The grievance process is not available to individuals over failure to achieve admission or readmission to the school, or over the terms and conditions of admission or readmission.
- Expanded policy and procedures are available from the dean's office.

## NONACADEMIC DISCIPLINE

If a student neglects nonacademic obligations or other student duties, if his/her social conduct is unbecoming, if he/she demonstrates deficiencies of judgment or other forms of immaturity, or if he/she violates University policies, it is inevitable that the student's conduct will come under question. An illustrative list of the expectations regarding student conduct can be found in Section VI of the Loma Linda University *Student Handbook*. Alleged student misconduct is subject to review by the School of Allied Health Professions to determine whether discipline (including dismissal) is appropriate.

Upon receipt by the dean of a serious allegation of misconduct and pending an investigation, a student may be suspended from school. Suspension shall mean that the student may not attend class, meet clinical appointments, attend campus events, or be present on campus without permission from the dean or designee.

The process for evaluating alleged misconduct is as follows:

1. The individual alleging the misconduct files the allegation in writing with the dean.
2. The dean (or designee) then conducts an informal investigation. At the conclusion of this informal investigation, the dean (or designee) can:
  - a. decide that the allegation lacks a substantive basis for further investigation; or
  - b. refer the matter to the department faculty, appointed by the dean, if it is found that there is a substantive basis to justify continuing the investigation.
3. If the case is referred to the department faculty, the faculty can be guided by the following procedures:

The dean will provide the faculty with the allegation of misconduct and any other information pertaining to the alleged misconduct. The faculty shall notify the student in writing of the allegation and of the supporting information provided to the committee. The faculty shall then interview the student and those bringing the allegation. The student may appear before the faculty with a faculty representative. The student may not be accompanied by family, friends, or legal counsel in the meeting room.

In addition, the faculty may interview anyone else who it may judge can help determine the merits of the allegation. The student may request that specific witnesses be allowed to appear before the committee in support of the student.

The student may present new information not previously submitted to the dean or the faculty if relevant to the allegation. It is the responsibility of the student to provide any new information or witnesses to the committee at the time the faculty meets; failure to do so will not be construed as a cause for preventing the committee from continuing its investigation. Neither the student nor his/her representative may be present during the deliberations of the faculty.



4. At the end of the committee deliberations, the faculty may:
  - a. decide there is no substantive basis for the alleged misconduct and dismiss the allegation; or
  - b. decide that the allegation is supported by substantial evidence and that the misconduct was “nonacademic misconduct”; the committee can further recommend to the dean disciplinary measures up to and including dismissal.

## **NONACADEMIC APPEAL AND GRIEVANCE PROCEDURE**

A student may appeal a nonacademic disciplinary action according to the same process as an academic or clinical disciplinary action, in that he/she may initiate the appeal process by entering a formal written petition for appeal with the dean. The student must file the petition for appeal within one month of the imposed sanction. Following review by the faculty grievance committee, the action of the dean is final and binding.

The dean or his/her designee will convene a grievance committee made up of three faculty representatives. A fourth nonvoting member may be a faculty member from the department. The committee reviews the recommended disciplinary measure(s); it may then concur or recommend a stricter, but not a lesser, level of sanction. Such recommendation is to be written by the committee and transmitted to the dean.

The dean then imposes the recommended sanction, giving due consideration to the recommendations but not being bound by them. The dean then notifies the student in writing of the sanction.

## **Professional Standards**

Because the student has chosen a professional field for his/her work, it is important that the student portray a professional image to those with whom he/she comes into contact. Inappropriate dress, grooming, or conduct detracts from patients’ confidence in the quality of their care. In addition, Loma Linda University’s affiliating hospitals have standards that are reflected in the guidelines below. For these reasons, LLU provides the following standards that are required of the student while enrolled in the program.

### **PERSONAL GROOMING**

Good taste indicates that haircuts, hairstyling, and personal grooming be neat and conservative rather than ostentatious. Grooming and style should also be practical so as to enable one’s duties to be performed without embarrassment or inconvenience. Specifically:

1. Hair must be neat. If long, the student may be required to tie it back.
2. Mustaches and beards, if worn, must be neat and trimmed.
3. Words, pictures, and/or symbols displayed on clothing should be consistent with an Adventist institution and sensitive to a diverse student population.
4. Excessive makeup and fragrances are not appropriate.
5. Rings, if worn, should be low profile and limited to one finger per hand. Earrings, if worn, should not drop below the bottom of the earlobes and should be limited to one per ear.

- Fingernails should be maintained in a professional manner, be closely trimmed, and should not interfere with patient care or professional duties. Nail polish, if worn, should be subdued in color.

## **GENERAL DRESS**

Modest casual wear is appropriate on campus and in class. Shorts must be neat and at least mid-thigh in length. Bare feet are not acceptable. The wearing of hats indoors is not acceptable.

### **Laboratory Dress**

Each program will specify the dress that is appropriate for its laboratory. Laboratory dress is to be worn only for labs and is not appropriate in classrooms or the main floor of Nichol Hall.

### **Clinical Dress**

Professional dress is required for all clinical assignments, Chapel attendance, and any class that is held in a clinical facility. Professional dress includes skirts/dresses of modest length or long pants (no jeans), closed-toe shoes, and name tags. Laboratory coats may be required in some clinical settings.

## **CONDUCT**

As trainees for a professional field, It is expected that students will conduct themselves in a professional manner during their didactic training, as well as during clinical training. Professional conduct includes, but is not limited to, punctuality and respect of other people, their property, and their right to learn. It also includes an appropriate respect for those in authority. Students of Loma Linda University are expected to conduct themselves in a manner that will not bring criticism to themselves, the school, or the University.

In any public place, students are potentially exposed to patients' relatives and friends. Things said and the attitudes exhibited impact on those around them. Loma Linda University requests that students observe the following:

- Because a patient's medical problems are a very personal matter, it is imperative that any information given students by a patient be held in strict confidence. Therefore, the discussion of patients' diagnosis and treatments, as well as other clinically related topics, should be extremely guarded. Patients' families and community people may be listening and wrongly interpret the things discussed. Careless talk may lead to malpractice litigation.
- A joking or high-spirited attitude toward illness and medical treatment should not be exhibited because it is usually extremely disturbing to the ill and suffering. Student and staff behavior in the professional situation may be the deciding influence for or against Christian beliefs.

Each department within the school may set more restrictive and/or additional standards that must be adhered to by all students within the department.

**SECTION VII**  
**SCHOOL OF BEHAVIORAL HEALTH**

## Dean's Welcome

We're glad you have chosen Loma Linda University's School of Behavioral Health as you continue your educational goals. This *Student Handbook* will familiarize you with the philosophy, academic criteria and policies that support our degree programs.

Loma Linda University is a religious, nonprofit institution that welcomes students, faculty and staff from a broad spectrum of religious persuasions while reserving the right to give preference to qualified members of its sponsoring denomination. As stated in its nondiscrimination policy, the institution "affirms that all persons are of equal worth in the sight of God and they should so be regarded by all people." Since several of the professions—for which programs within the School of Behavioral Health (SBH) prepare students—have a tradition of advocacy for oppressed peoples, it is important that the institution, students, faculty, and staff demonstrate their acceptance of, and willingness to assist those of our society who are less privileged. In addition, the University actively sponsors several programs that move its institutional health-care resources and expertise into the local, national, and international communities to work with otherwise underserved populations. This component of service is an integral part of the University's commitment to *mission focused learning* and is a message intended to be captured in the Good Samaritan sculpture that occupies a central position on our campus.



The School of Behavioral Health operationalizes the University's *Non Discrimination and Affirmative Action Policies* in its commitment to equal education and employment opportunities for persons of all races; and does not unlawfully discriminate on the basis of veteran status, handicap, gender identity, sexual orientation, race, color, or national origin in its educational or admissions policies, financial affairs, employment programs, student life and services, or any University-administered program. As part of this, the School of Behavioral Health is also in compliance with the *Americans with Disabilities Act (ADA)*, *Sec. 504 of the Rehabilitation Act*, as well as with local and state requirements, and is committed to providing education—including support services and reasonable accommodations for disabilities as required by law.

In support of these policies and perspectives, and Christ-centered values, we expect our students, faculty, administrators and staff to demonstrate unwavering respect for the diversity of others and interact with integrity, never forgetting the standards that guide professional actions. Further, we expect our programs through their faculty to develop competent, compassionate, ethical professionals who possess the knowledge, skills, and values to equip them to serve all those in need—regardless of diversity and differences. Our administrators, faculty and staff are here to work with you and help you prepare for your future as a caring professional in service to humanity.

A handwritten signature in black ink, which reads "Beverly J. Buckles". The signature is fluid and cursive.

Beverly J. Buckles, D.S.W.  
Dean

## Academic Policies

### ACADEMIC CREDIT

#### Advanced Standing

Advanced standing is guided by professional accreditation requirements or other established professional standards. Students and advisors should refer to program guidelines for the advanced standing requirements for specific programs.

#### Academic Credit Accountability

No credit can be granted for academic work or clinical hours done during any particular quarter when there is not valid registration for the work performed. All course work and clinical hours must be registered for during the particular quarter for which credit is requested or expected.

#### Academic Variances

Only students officially accepted into a specific degree program are eligible to submit variance requests for transfer credit, substitutions, or waiver of degree requirements. Academic variances are submitted and processed electronically according to the following protocol:

1. The petition is initiated by the student requesting the academic variance.
  - a. To find the academic variance electronic form go to: <https://webvpn.llu.edu/dana/home/launch.cgi?url=https://sharepoint.llu.edu/sites/stdsrv/records/Lists/academicVariance/NewForm.aspx> and select **Student Services Login**. Once on that site students select **Forms and Resources**. Next, select **Academic Variance Petition**, which connects them to the electronic petition form (<http://www.llu.edu/assets/central/ssweb/documents/acadvar.pdf>).
  - b. The **Academic Variance Petition** is a smart form; and based on what item on the form the student selects, more or less information will be required. Questions about which items to select should be directed to the student's academic advisor or program director.
  - c. The petition must be supported by a copy of the syllabus, other documentation that confirms the equivalent or appropriate content, or an articulation agreement between institutions supporting the course to be transferred or substituted. Waiver of course or other program content require additional justification. (Note: life and work experience cannot be used to meet or waive degree requirements.)
2. The student submits the completed electronic **Academic Variance Petition**.
3. The electronic **Academic Variance Petition** is received and reviewed by the student's academic advisor and then submitted to the program director.
4. The program director submits the **Academic Variance Petition** to the SBH academic dean's office. In some SBH programs the designee of the academic advisor may be the program director or chair of the program's academic standards committee. In these instances, Step 3 (above) is omitted and the program director or chair of the program's academic standards committee submits the variance to the SBH academic dean after reviewing the request. In all cases, the advisor or designee seeks input from the program

director and course content/subject expert as needed to assure the academic variance complies with degree requirements.

5. The dean's office sends the approved **Academic Petition Variance** to University Records for processing. Approval of the variance is reflected in the student's LLU on Track.

### Repeating a Course

A student wishing to improve a grade once grades have been posted for a course must repeat the course.

- When repeating a course, the student must attend class and laboratory sessions as ordinarily required and take all regularly scheduled examinations.
- Full tuition is charged for a repeated course.
- Both the original and repeat grade performances are entered in the student's permanent record, but only the second or repeated grade is computed in the G.P.A. and included in the total units earned.
- A student may repeat a course only once.
- No more than two courses may be repeated in a student's degree program.

### Transfer Credit

Transfer credit is credit completed at another accredited institution of higher learning and then approved by application to a School of Behavioral Health degree program.

- Transfer credit is initiated after having been formally requested by the student through an academic variance petition. The student initiates the academic variance; it is then evaluated and may be approved by the instructor, the academic department, and the dean.
- A minimum grade of B is required for all courses accepted for transfer credit. Some programs require a higher minimum grade for transfer credits.
- Transfer credit to a School of Behavioral Health program is applicable only if the course work was completed less than seven years prior to acceptance into the school's degree program.
- Transfer credit courses must be equivalent to courses appropriate to degree requirements, as specified by the programs in the school. A course syllabus or other documentation that confirms appropriate content, or an articulation agreement between institutions supporting the course to be transferred, are required by the dean's office before the transfer of credit is approved.
- Transfer credits may reduce the units taken at Loma Linda University; however, these do not reduce the overall units required for the degree.
- Transfer credits that have been previously applied to another degree may not exceed 9 quarter units unless professional advanced standing policies apply.
- The maximum number of transfer credits may not exceed 20 percent of the minimum units required for the degree. Transfer units must be graduate level or upper division undergraduate courses that qualify for graduate credit within the policies of the program where the units are to be applied. Advanced standing policies supersede this policy.
- Transfer credit may not reduce the total unit requirement below 40 units for a single-major master's degree program.

- Transfer credit units are not applied toward the G.P.A. calculations required for any School of Behavioral Health degree program.
- Students are not allowed to concurrently take outside credits while enrolled in a program without departmental approval.

## ACADEMIC HONESTY/INTEGRITY

The School of Behavioral Health adheres to the University Standards of Academic Conduct and related definitions (see Standards of Academic Conduct). As such, students in the school are expected to be committed to the practice of honesty and to uphold the standards of professional and personal conduct, including behaviors and attitudes that are consistent with University values.

Students who do not adhere to these standards of academic conduct shall be subject to discipline for any form of academic dishonesty—including, but not limited to the following examples of serious breaches of integrity: falsifying reports, records, and the results of research; cheating, including copying from another's examination or allowing another to copy from one's own work; giving or receiving unpermitted aid on class work or take-home tests; and plagiarism—representing as one's own work the work of others, without giving credit (e.g., course assignments, agency materials, unpublished manuscripts, etc.); direct and substantial quotations without proper citation; and self-plagiarism (submitting previous course work in part or in whole without proper citation and/or permission of the professor involved). (For appropriate citation guidelines please refer to the most recent edition of the Publication Manual of the American Psychological Association.)

Other examples that may appear to be minor but that constitute misrepresentations of truth, and thus indicate problems with academic integrity, include such actions as signing someone else's name on an attendance sheet (for a required class or meeting); or signing oneself in as present and then leaving.

It is the responsibility of all students to avoid both dishonest practices and the appearance of dishonesty. In addition, students are expected to be accountable for their own conduct as well as to assume responsibility for the professional behavior of their colleagues. Assuming responsibility for the professional behavior of one's colleagues means exemplifying integrity in oneself; encouraging colleagues to be honest and responsible; and refusing to ignore or cover up breaches of integrity, as previously listed.

Acts of academic dishonesty, including but not limited to those previously listed, may be cause for dismissal from the school. *In all incidents*, both faculty and students are charged with the responsibility of reporting instances of such behavior to the department chair for an investigation. Subsequently, the department chair conducts a thorough and objective investigation, while also paying close attention to confidentiality and limiting information to those "who need to know."

Evidence of substantiated violations is provided to the dean (or designee) for further review of the evidence negating or verifying academic dishonesty and determination of the disciplinary action if applicable. The minimum disciplinary actions to be taken include: (first offense) a failing grade on the assignment or the equivalent; (second offense) a failure in the course or equivalent, without possibility of withdrawal; (third offense) dismissal from the degree program and the University. (Under no circumstances are faculty, or department chairs to independently review and determine the consequences for academic dishonesty.)

## ACADEMIC PERFORMANCE

Continuation in a course of professional studies is contingent upon satisfactory scholastic performance and upon factors related to aptitude, proficiency, and responsiveness to the established aims of the school and its professions.

### Minimum Academic Performance for SBH Degrees

Students must maintain a grade point average of at least a B (or 3.0 on a 4.0 scale) and meet the school and program specific knowledge, skills, and professional performance competencies and behaviors in order to continue in regular standing. Some SBH programs require a higher minimum grade point average. Students in these programs must maintain the higher grade point average to continue in regular standing. Students are responsible to familiarize themselves with these different requirements where applicable.

All course grades must meet the minimum B (3.0) standard, which by university policy indicates satisfactory performance. Some SBH programs require higher minimum course grades. Students are responsible to familiarize themselves with these different requirements where applicable.

In some SBH programs courses in which a student earns a grade below a B (3.0), but not lower than a grade of B- (2.7), will need to be repeated (or will not apply to the degree) if competency in the subject area is directly related to practice performance with clients, and a grade less than a 3.0 represents marginal or unsatisfactory practice performance. Courses with a grade below a B (3.0) where direct practice performance with clients is not applicable, may be applied to the degree if documentation is provided by the program verifying no negative clinical impact.

### Academic Probation

Each quarter, the Office of Academic Records in the School of Behavioral Health examines the grade reports of all students in the school and notifies departments of those whose cumulative G.P.A. has fallen below the minimum 3.0. Departments then work with each identified student to develop an academic plan to assist that student in raising their overall G.P.A. to the minimum standard. Departments are to provide the dean's office a copy of each academic plan. The procedures that further support the designation of academic probation are as follows:

1. The first quarter that a student's G.P.A. falls below the minimum 3.0 G.P.A., the Office of Academic Records in the School of Behavioral Health sends the student a warning letter informing them of the drop below acceptable performance. A copy of the letter is sent to the student's department. The warning letter informs the student that they have one quarter to return (improve) their G.P.A. back to the minimum required 3.0; and if they fail to do so, they will be placed on academic probation the subsequent quarter.
2. Students who fail to raise their G.P.A. at the end of the one-quarter warning period, they will be placed on academic probation by the school's Office of Academic Records. The student then receives a letter notifying them that they have been placed on academic probation, and that *continuation of academic probation for two quarters may result in dismissal from the program. The letter also states that a repeated (nonconsecutive) pattern of below-standard performance may also result in program dismissal.* A copy of the letter is sent to the student's department.



3. In the event that a student is placed on academic probation, the department is responsible for conducting an immediate academic review involving at least the department chair or program director and the student's advisor. **A statement regarding the academic future of the student must be formulated by the department and signed by the student, with a copy given to the school's Office of Academic Records. The statement must indicate clearly all requirements, conditions, and criteria needed to remove the probationary status.**
4. When the school's Office of Academic Records officially designates a student's status as probationary, a hold or limited registration authorization is placed on the student's registration if recommended by the program (i.e., the student may not register for any new courses) until grades from the previous quarter are posted and the student's academic history and satisfactory academic progress have been evaluated. Such registration holds are cleared only after the department verifies the following—as appropriate to the phase in the probationary process: a) that an academic plan has been developed with the student to address the challenges that resulted in academic probation; b) that the academic plan has been implemented; and c) that the student is making satisfactory progress to raise their G.P.A. to the minimum standard. The student is responsible for late registration fees that apply, unless other indicated by the department and/or the dean's office.

### **Professional Performance Probation**

Enrollment and continuation in many degree programs in the School of Behavioral Health are contingent upon the student meeting the requirements for both academic and professional performance. Faculty have the right and responsibility to regularly assess each student's progress in both of these areas.

When it is determined that a student demonstrates serious unacceptable behaviors or a pattern of behaviors or attitudes not in keeping with the values and ethics of the professional area of study and/or the University, they may be placed on professional performance probation (sometimes also referred to as clinical probation). Professional performance issues include, but are not limited to, substantial and/or unresolved behaviors that affect the student's ability to complete course and/or clinical requirements; or behaviors that seriously impact the student's interactions with faculty, staff, other students, university representatives, representatives of collaborating organizations and clinical training sites, and/or clients at clinical training sites. When any of these issues have been identified, the student will be placed on professional performance probation or will incur other sanctions as deemed appropriate, given the seriousness of the infraction and/or violation of University policies.

A student placed on professional performance probation who is unable to resolve the identified challenges may be dismissed from their academic program. More in-depth information regarding professional performance can be found in the program handbooks/guides for each SBH degree program.

### **Disciplinary Process for Academic and Professional Performance Issues**

When a student fails to observe the academic or professional performance requirements of the school and/or the requirements and standards of the University; or requirements that are unique to their specific program and/or profession, the following procedures apply:

1. The course instructor, advisor, and/or director of clinical training will discuss the problem with the student.
2. If the problem is not resolved, the matter will be taken to the department chair and program director. The department chair and program director will review the situation and, where applicable, present it for consideration to the appropriate department committee.
3. The department committee will review the matter and propose a corrective action plan aimed at facilitating the student's resolution of the identified challenges. Such corrective action plans are implemented under the supervision of the department chair and/or program director; and may include but are not limited to: suspension from a class or classes; suspension from a clinical placement; or failure of clinical placement.
4. If the problem still remains unresolved or shows insufficient improvement to meet academic and/or professional standards and requirements, then the department committee will make a recommendation to the department chair, who subsequently forwards this written recommendation to the dean. The recommendation may include, but is not limited to: academic and/or professional performance probation; a leave of absence, or termination from the program. The SBH corrective action forms are to be used to document academic and/or professional recommendations submitted to the dean's office.
5. Based upon a review of the department's recommendation, the dean's office may accept or recommend additional or alternative ameliorating conditions or steps.
6. An accepted recommendation for academic and/or professional performance probation by the dean's office is **communicated to the student in writing and will include the timeline for reevaluation.**
7. Prior to the timeline for reevaluation by the dean's office, the department is required to notify the dean's office in writing of the student's compliance with, need to continue, or failure to comply with the corrective action plan. Based upon this updated information, the department is to provide the dean's office with a recommendation regarding the disposition of the probation, i.e., to remove, continue, require additional conditions, place on a leave of absence or move to dismissal.

### **Academic and Professional Performance and Grievance Procedures**

A student who wishes to appeal a recommendation regarding academic and/or professional performance probation, required leave of absence, or dismissal from a program follows the steps indicated below. (The grievance process described below does not apply to decisions regarding admissions and readmission.)

1. If the student believes that they have not been fairly dealt with, the student may discuss the appeal with the dean and request in writing that a review process be initiated. This request must be made within one academic quarter following the action giving rise to the appeal. A grievance is ineligible for review if not filed within this time frame.
2. The dean may choose to conduct the review or may convene an ad hoc faculty review committee. Ad hoc review committees are made up of at least three faculty members in the School of Behavioral Health or the University who have been identified as capable of impartiality regarding the situation under review. The student may make a presentation to the faculty review committee and may be accompanied by a faculty representative;

but they may not be accompanied by family, friends, or legal counsel in the meeting room. The faculty ad hoc review committee then provides its findings to the dean, which may include agreement or disagreement with the original faculty decision(s); or the committee may make additional or alternative recommendations to the dean. A more detailed protocol that guides the committee process is provided by the dean.

3. The decision of the dean will be final and will be shared with the student in writing.

## **ADMISSION DEFERRALS**

### **Deferral Prior to First Registration**

A newly accepted student who has not yet registered for course work as a School of Behavioral Health student may request deferral of admission to a future quarter, not to exceed one year.

The student must submit the request for a deferral of admission in writing to their department and the school's Office of Admissions. Failure to request a deferral of admission may result in administrative withdrawal of the student from the program.

The deferred enrollment places the student under requirements of the curriculum in effect at the time of first actual enrollment. The school's Office of Admissions will notify the student of the approval or denial of the request to defer and the CATALOG requirement that the student will be under if they are allowed to begin their program of study at a later date.

### **Accepted Students Failing to Enroll**

Students accepted to begin in a certain quarter but who fail to register in that quarter are notified in writing by the school's Office of Academic Records and are inactivated if no response is received. In such cases, the student may subsequently request deferral for up to one year from the term of original acceptance. The school's Office of Admissions will notify the student of the approval or denial of the request to defer and the CATALOG requirement that the student will be under if they are allowed to begin their program of study at a later date. Students who do not request deferral and are inactivated must reapply to the program and are subject to changes in the admission and degree requirements in place at the time of reapplication.

## **COMMUNICATION**

Students are required to always use their LLU email when communicating with administration, faculty, and staff—regardless of the issue being addressed. Students are responsible for regularly checking their emails to be alert communication from the University, the school, their department and program.

## **ATTENDANCE (COURSE, PRACTICUM, CHAPEL)**

### **Eligibility**

Only officially registered students are eligible to attend classes. Any exceptions to this policy should have the approval of the dean.

## Credit

Students are required to attend all class sessions (on campus or online), unless otherwise indicated in the course syllabus. Absences may be sufficient cause for the recording of a failing or unsatisfactory grade.

## Audit

Since audit registration indicates an attendance-only involvement of the student, attendance in at least 80 percent of the class sessions is required to receive an AU notation on the transcript.

The notation AUW (Audit Withdrawal) is given to indicate that the 80 percent attendance requirement was not satisfied.

## Practicum/Internship

Students required to complete clinical hours through volunteerism, practicum, or internships must adhere to the time and attendance mandates of their academic requirements.

Student behavior and attire at volunteer practicum or internship sites must comply with University and professional standards in all ways.

## Chapel

Students are required to attend school- and University-sponsored Chapels if they have a class between the hours of 8:00 a.m. and 3:00 p.m. on Wednesdays.

During the Week of Renewal, Chapel is held Monday through Friday. Students who have class/appointments on campus before 3:00 p.m. on any day of the Week of Renewal are required to attend Chapel that same day.

Unexcused absences from Chapel are reported to the academic dean and, if absence irregularities persist, to the dean.

Students who do not comply will have two weeks from the date of the missed Chapel to make up a missed session. Please contact the dean's office by phone or email for the needed form and instructions. Students who are out of Chapel compliance will have a registration hold placed on their account, until the missed Chapels are resolved.

Special circumstances may qualify students for Chapel exemption. Requests for exemptions are reviewed by the Office of Academic Records of the School of Behavioral Health each quarter. Requests should be submitted by the end of the first week of the quarter for which the exemption is to apply. To file a request for exemption, students complete and submit a course/clinical training schedule to their department chair or program director for signature. The form is then submitted to the school's Office of Academic Records for review. Notifications of exemptions are typically provided to students within five business days, unless the form is incomplete or additional information is needed.

## CLINICAL INSTRUCTION

Clinical instruction in the School of Behavioral Health includes field practicum, field experience, clinical training, pre-internship, and internship.

Individual programs in the school may require completion of clinical instruction as part of the degree program.

- If clinical instruction is required as part of a degree program, this requirement is clearly stated in the program's curriculum outline.
- Clinical instruction requirements stated in a program's curriculum outline are as binding as all other course requirements.
- The number of clinical hours required for a particular degree program is determined by the department faculty in accordance with specific professional and accreditation requirements and is published as part of the curriculum requirements stated for that program.

Students enrolled in clinical instruction are covered by the University's insurance plan during any quarter they are registered. Additional fees for clinical instruction may apply.

## EFFECTIVE CURRICULUM

If a student has been on a leave of absence for more than one year, or has failed to register for two or more quarters, they are required to re-enter the program based on the CATALOG in effect at the time of re-entry.

Students must submit to the school's Office of Academic Records a written request to change to a different effective curriculum CATALOG year.

## GRADING POLICIES

Grading requirements for all School of Behavioral Health courses are to be stipulated in writing at the beginning of the course.

### Incomplete (I) Grade

University policy requires that students wishing to receive an Incomplete (I) grade submit an electronic petition form. The form is then sent electronically to the instructor, the department chair, and the dean (or designee) for approval.

Acceptable reasons for granting an incomplete (I) grade include:

- Emergency situations beyond the student's control
- Student's illness
- Death in the student's immediate family
- Absence of the instructor

Unacceptable reasons for granting an incomplete (I) grade:

- A remedy for overload
- Failure on final examination
- Absence from final examination for other than an emergency situation
- Low grade to be raised with extra work
- Failure to complete assignments on time
- Inability to access data or other information

### Removal of an In-Progress (IP) Grade

An In-progress (IP) indicates that the course work has a duration extending over more than a single quarter and will be completed by the student no later than the final quarter planned for the course, not to exceed five quarters. If the course work is not completed within the five-quarter time limit, a grade of UW will be given.

The removal of an IP grade must be initiated and processed by the instructor. IP grades are removed only at the end of the quarter in which the course requirements are completed.

### **Calculation of Cumulative G.P.A.**

The cumulative University G.P.A. is calculated based on all course work completed at LLU during the time period when the student is registered in the School of Behavioral Health.

A student's cumulative school G.P.A. is calculated upon the minimum number of units required for the student's degree program.

Transfer credit is not considered when calculating the student's LLU G.P.A.

### **Change of Grade**

Once a grade has been submitted by the instructor, it may be changed only when an error has occurred in determining or recording the grade.

A change of grade may be processed only if requested on a change-of-grade form and at the request of the faculty member teaching the course.

A change of grade must be requested and submitted on a change-of-grade form within one quarter following submission of the original grade.

### **Grade Grievances**

A student who believes that the final grade received in a course does not accurately represent their performance in the course may request a review of the grade assigned. A request for a grade review must occur within one quarter (i.e., the quarter immediately following) the assignment of the grade in question. (Note: The grade-grievance process is not applicable to the review of grades received on assignments prior to the assignment of a grade in the course.) The grade-review/-grievance process is as follows:

1. The student submits in writing to the course instructor a request for grade review, including the specific reason(s) for their belief that the grade in the specific course is not accurate. The instructor is to respond promptly to the student's request, including any necessary clarification of evaluation criteria and grade calculation.
2. If the student is not satisfied with the explanation(s) provided by the instructor, the student then submits in writing to the department chair (or department designee) a request for a grade review, including the specific reason(s) for their belief that the grade in the specific course is not accurate. The department chair (or department designee) is to respond promptly to the student's request, which means they are responsible for investigating the claim(s).
3. If the student is not satisfied with the explanation(s) provided by the department chair (or designee), the student then submits in writing to the dean a request for a grade review, including the specific reason(s) for their belief that the grade in the specific course is not accurate. The dean will respond by conducting an appropriate investigation, which may include appointing an ad hoc committee to assess the student's claim(s), and then make a final determination regarding the matter. In the event that an ad hoc committee is used, the committee provides its findings to the dean, which may include agreement or disagreement with the grade provided, or other determinations as appropriate. The decision of the dean will be final and will be shared with the student in writing.

## GRADUATION REQUIREMENTS

### General Notation

The following forms are used to mark the mileposts of advancement toward completion of a degree. These forms were designed to help assist in ensuring the target goal of degree completion. Students may obtain these forms at the appropriate time through their department or the school's records office. If the student is enrolled in more than one degree or program, a separate set of forms will be required for each degree program. Please note the timeline in which the forms are due and any required accompanying documents.

### Petition for Admission to Candidacy (Form A)

#### TIMELINE

**Due** three quarters prior to degree completion, and submitted after the completion of 24 units; or successful completion of comprehensive/qualifying examination. (due on October 1 for spring quarter or summer quarter completion. Due on March 1 for Fall Quarter or Winter completion.)

### Certificate Programs

Do not require submission of Form A.

### Petition for Graduation

#### TIMELINE

Submitted two quarters before the student's anticipated date of graduation. document may be found online at <http://www.llu.edu/students/> under "academic life."

### Statement of Completion (Form D)

#### TIMELINE

Due at the end of the student's planned graduation quarter, the last Friday before final examinations week.

Before a degree can be awarded, the student must have their final project completed.

Doctoral students must have defended and have all edits done and in the binding stages.

**IRB Checkout** (all doctoral students and master's students completing a thesis) must complete the IRB checkout process associated with submitting Form D.

### Diploma Clearance Check Sheet (DCCS)

All students are required to complete and submit the SBH DCCS form along with their Form D. The information on the form verifies that student have completed/submitted all final program documentation related to clinical requirements, returned department and/or school property if applicable, cleared student finance, and participated in their program's exit interview process, among other concluding processes.

## Diplomas

All diplomas issued to School of Behavioral Health graduates list the degrees only. No official diploma is awarded that identifies the major(s). The official transcript identifies the specific area of specialization.

The official date indicated on the diploma will be the last day of the quarter in which all requirements have been completed, or the commencement date if requirements are completed in Spring Quarter.

Diplomas are distributed by mail by University Records after it has been determined that all degree requirements have been satisfactorily met and financial obligations to the University have been discharged. This could take up to three months to complete.

The name of the candidate on the diploma and printed program is the legal name that has been registered with University Records.

## Participation in Commencement Events

The University and the school reserve the right to prohibit participation in commencement events by any potential candidate who has not satisfactorily completed all degree requirements.

### Form IIB

Form IIB (**Permission to Participate in the Spring Commencement, Validation of Completed Defense/Case Presentation**) must be submitted by students who wish to participate in the spring commencement ceremony, but for whom there is minimal edits to the doctoral dissertation, project, or thesis can be completed prior to the end of the summer term that directly follows the spring commencement ceremony. Students submitting this form are confirming that they have submitted their dissertation/project/thesis document to the approved editor and at most have minor editorial changes to incorporate prior to submitting a final copy. Signatures on this form verify that the final dissertation/project/thesis document will be completed and submitted no later than the end of the summer quarter. The dean's office reviews the form to assure that the claims being made are reasonable. Students who do not complete the work as indicated on the form will have to submit a new Form D, register and pay for an additional term beyond summer as students must be registered for courses during the term they graduate.

### IIC Summer Graduates

Form IIC (**Permission to Participate in the Spring Commencement, Validation of Completed Course Work**) must be submitted by students who wish to participate in the spring commencement ceremony, but for whom there is minimal course and/or clinical hours, or edits to the doctoral dissertation or project, that can be completed prior to the end of the summer term that directly follows the spring commencement ceremony. Students submitting this form are confirming that they are able to complete, within the required timeline, all remaining degree content as listed on the form. The dean's office reviews the form to assure that the claims being made are reasonable. Students who do not complete the work as indicated on the form will have to submit a new Form D, register and pay for an additional term beyond summer as students must be registered for courses during the term they graduate.



## Master's Degree Candidates

Master's degree candidates may not participate in commencement events unless they have completed all degree requirements, including pre- and co-requisites. Limited exceptions may be authorized for degree candidates who have minimal course and clinical hours remaining (e.g., incompletes) and who can with certainty complete all such requirements by the end of summer term. In these cases, a contract outlining all requirements and affirming the student's full commitment to complete by the end of summer is signed and submitted by the department chair, program director, and student. Additional charges may apply if supplemental instruction and/or supervision are required.

## Doctoral Degree Candidates

Doctoral degree candidates may participate in commencement events and have their names listed in the commencement program, provided that:

1. they successfully defend their dissertation by the dates designated by the Faculty of Graduate Studies (for Ph.D. degree candidates), **and no later than two weeks before their completion term** (for professional degrees).
2. they submit form IIB, which verifies that the dissertation has been successfully defended and that minor revisions can be completed by the end of summer term (also verified by the dissertation committee chair). A list of revisions must be submitted along with form IIB. (Note: The list of revisions will be reviewed carefully. Revisions that may take longer than one quarter are not considered minor. If it is determined that revisions have been misrepresented, permission to participate in commencement events will be denied.)

## Independent Study and Directed Study/Special Project Requirements

Independent study in the School of Behavioral Health includes directed study/special project and research registrations.

Independent study is offered to provide opportunity for the student to gain academic experience beyond that which is available in regular course work. It is not to be used to substitute for degree course requirements, or to accommodate meeting course requirements (courses) not scheduled at that time.

- It is supervised by one faculty member with expertise in the area of study.
- It is limited to 8-quarter units in the graduate degree program.
- It is evaluated according to specific objectives prescribed in an independent study title request form, which includes:
  - a description of the work to be done
  - the basis for grading
  - the number of units to be earned
  - a schedule for student/instructor contacts

Registration for directed study/special project and research with any School of Behavioral Health prefix is limited to students majoring in that particular area. Special permission may be granted by the dean.

## Grading

Grading for all independent study credit in the School of Behavioral Health may be S/U or a letter grade, as determined by the department.

## LEAVE OF ABSENCE

### Policy

A graduate student must be registered or on an official leave of absence each regular academic quarter until a degree is awarded. Failure to register or file an official leave of absence with LLU will result in a lapse in the student's continued active student status.

A lapse of active student status of two consecutive quarters may result in the administrative withdrawal of the student. An administrative withdrawal will require the student to reapply to their program of study. When a student who has been administratively withdrawn from a program is readmitted, the CATALOG at the time of readmission is used to determine degree requirements. In some cases, this may mean that the student must complete different or additional requirements than those in place at the time of the initial admission to the degree program.

Students will be administratively withdrawn from a program if they fail to return at the end of the leave of absence or fail to request an extension of the leave.

**A student on official leave of absence is restricted in the use of University facilities and faculty time.**

### Request

A student who wishes to request a leave of absence for one or more quarters (up to one year) must complete an electronic request for leave of absence. The reason for the request and the length of time requested must be clearly indicated.

### Approval

Leave of absence requests require the electronic approvals of the student's advisor, department chair, and dean or designees. Approved requests are processed by University Records.

### Continuation

Students on leave of absence who return within one year may continue under the requirements of their original curriculum. Students who fail to return at the time specified in their leave of absence agreements are administratively withdrawn and must reapply to the degree program.

## REGISTRATION

No one may attend class without being registered.

Students must register on the dates designated in the University calendar. Registration dates are published on the web at <llu.edu/ssweb/registration.html>. The registration process begins by accessing the Registration Portal through the Student Services login page at <ssweb.llu.edu>. Students should consult with their academic advisor about selecting the appropriate courses.

Students' registration requires the use of electronic forms that must be submitted early enough to allow time to obtain departmental, school, and University approvals. A minimum of

*at least ten business days prior to the close of registration* should be planned for the processing of all forms. Forms are not complete until received and approved by the Office of University Records and cleared by Student Finance. Students who do not complete the entire registration process will have their registration terminated. Reinstatement of the registration process can result in the application of late fees.

Posted deadlines for registration and change of registration (see the University calendar) are in effect and binding.

Students should work with their programs to assure that they thoroughly understand how to complete the registration process.

School-level financial clearances, if needed, must be submitted by email to the School of Behavioral Health Finance Office *at least ten business days prior to the close of registration* in order to ensure sufficient time for processing. Delayed submission will result in applicable late registration fees that are the responsibility of the student.

Changes to registration require the filing of the registration change request (add/drop) form. The form is then taken to University Records for processing. Students adding courses must also have any additional charges cleared by Student Finance. Students dropping courses from their registration need to be aware that the associated federal financial aid is returned. Students should consult with the Office of Financial Aid for more information.

Students must follow the curriculum plans provided by their program. Students registering for unapproved courses are subject to potential disciplinary action.

Students are not allowed to register for courses that have conflicts in time, even if the conflict exists only for a part of the lectures or laboratory.

**No credit is granted for academic work or clinical hours performed during any quarter without registration.**

### **Enrolled Students Failing to Register**

Students who fail to register for two consecutive quarters are informed by the school's Office of Academic Records that the administrative withdrawal process will be activated and that their student status will be inactivated at the beginning of the next quarter unless they contact the office or register for a course before that time.

If such a student fails to make contact and submit a leave of absence or register for a school course, the school's Office of Academic Records may inactivate the student at the beginning of the second quarter. Such cases require that the student complete the full reactivation process before registering for additional courses.

### **Full Reactivation Process**

Because of the conditions of their inactivation by the school's Office of Academic Records, students may be required to complete the full reactivation process before being permitted to register for additional courses.

1. The student must supply a completed reactivation request form — accompanied by a reactivation fee if applicable, official transcripts of any course work taken elsewhere

during their absence, current recommendations, and an interview with a representative of the student's major department in the School of Behavioral Health.

2. Approval for reactivation is recommended or denied by the major department faculty and is officially recorded as reactivation in the minutes of the department admissions committee.
3. The reactivated student complies with the requirement of the curriculum in effect at the time of first enrollment after reactivation.
4. The school's Office of Admissions provides official acceptance and notification of the student's status to the student, the department office, and University Records.

## RELIGION REQUIREMENTS

### Objectives

- To provide a spiritual dimension to the professional training of School of Behavioral Health students.
- To provide students with an opportunity to further develop their skills in dealing with life's challenges.

### Policies

The School of Behavioral Health requires graduate-level courses for the completion of religion requirements in the various graduate degree options. Most degree programs in the school specify or recommend courses that support the program curriculum and professional objectives. The University also publishes a list of available courses each quarter in an attempt to assist students in their choices.

Students must complete 3 units of religion for master's-level degree programs and 9 units for doctoral-level programs.

A letter grade is required for religion courses. Only courses with RELE, RELR, or RELT prefixes can be used to satisfy the religion requirements. Doctoral programs require three courses (one in each of the following areas—RELE, RELR, and RELT—unless an alternative list of areas has been approved through normal curricular development processes through the school and the University).

**The religion requirement may not be waived by registering for a religion course at a university other than LLU.**

## SERVICE LEARNING REQUIREMENT

Academic service learning is an education practice that takes learning into the community. It is an expectation that all students enroll in a service-learning course prior to graduation. Students cannot repeat a service-learning course, that what was previously applied to a degree. The service-learning requirement cannot be met by transfer credit.

## TIME LIMIT FOR COMPLETION OF DEGREE

### Master's Degree

The time lapse from first enrollment in a graduate curriculum to the conferring of the master's degree may not exceed five years. Students who are unable to complete the degree within five

years may be granted two one-year extensions. Students make requests for program extension to the school.

### **Doctoral Degree**

The time lapse from first enrollment in a doctoral curriculum to the conferring of the doctorate degree may not exceed seven years. Students who are unable to complete the degree within seven years may be granted two one-year extensions. Students make requests for program extension to the school.

## **TUITION REFUNDS**

All or part of tuition paid for a quarter may be refunded, depending on the date of formal withdrawal from the program and/or courses. Some fees may not be refundable. Bookstore and other purchases charged by the student to their account are not refundable in most cases.

## **WITHDRAWAL**

### **Student Responsibility**

A student planning to withdraw from a degree program must notify the school's Office of Academic Records in writing via the electronic program withdrawal form.

If a student is discontinuing the entire program, the date the program withdrawal form is received by University Records will be the official date of withdrawal used to calculate tuition refunds.

### **Tuition**

Tuition is refunded according to the practice outlined in the Financial Information section of the University CATALOG. Failure to file the program withdrawal form in a timely manner will result in a reduced reimbursement. Additional finance charges may also be charged to the student's account.

## **VETERANS**

A student eligible to receive veteran's benefits under the 1966 enactment should contact University Records immediately after registration to make arrangements for the transfer of records to the Veteran's Administration Regional Office. Students must maintain eligibility throughout their program of study. Please refer to University policy for eligibility criteria.

**SECTION VIII**  
**SCHOOL OF DENTISTRY**

## Dean's Welcome

It is an honor on behalf of the Loma Linda University School of Dentistry team to welcome you as a student. The process of becoming a dentist or dental hygienist is rigorous and demanding. You will be challenged to develop your thinking skills; to master the principles, concepts, and skills of clinical dentistry; and to develop qualities of a Christian character. It is an experience we hope you will find rewarding.

This *Student Handbook* contains valuable information on issues important for you to know. I urge you to take time to become familiar with its contents. They are important for your successful journey through dental school.

Let me assure you about something that transcends all the following pages of policies, processes, and standards. We are committed to you and the quality of your education, and we pledge our best efforts to make your experience a positive one. We have a mutual interest in making this the best school. You chose to come to our school. We carefully vetted our applicants and selected you. We believe in you and what God has planned to make an impact on the world through you. As you work your way through your program, remember you are part of the Loma Linda family. We are delighted that you have chosen to join us. Welcome to a school where you will make lasting friendships and encounter high expectations and a host of stimulating experiences. We are honored to accept you as a future alumnus.



A handwritten signature in black ink, appearing to read 'R. Handysides'. The signature is stylized with large, sweeping loops and a long horizontal stroke at the end.

Robert Handysides, D.D.S.  
Dean

## PURPOSE

The following information is intended to inform Loma Linda University School of Dentistry students on everyday matters in order to facilitate their education and training experience. Additional background information regarding courses, course expectations, and outlines are available online in the Loma Linda University CATALOG.

## DEFINITIONS

In order to more clearly understand the *Student Handbook*, the following definitions provide clarification.

- *Loma Linda University* (LLU) refers to the institution to which students have joined to gain their professional training. The identity of LLU includes its organization, administration, operations, policies, mission, and goals.
- *Loma Linda University School of Dentistry* (school) refers to the school within the University that provides predoctoral dentistry, dental hygiene, and advanced dental education. As with the University, its identity includes its organization, administration, operations, policies, mission, and goals.
- *Students* refers to all individuals who attend the school to receive academic and or clinical training in oral health care, whether they pay or receive a tuition waiver, or whether they are on or off campus. This includes predoctoral dentistry (DDS), baccalaureate dental hygiene (DH), advanced dental education, residents, interns, fellows, or visiting guests.

## CONTACT INFORMATION

A comprehensive menu of information, contact, and communication details for incoming and current Loma Linda University School of Dentistry students can be found at <http://dentistry.llu.edu/>.

## CORE VALUES

This school is a faith-based institution. You are encouraged to experience its unique culture. In addition to promoting excellence in clinical dentistry and dental hygiene, the school embraces:

- an integration of faith, ethics, and professional training
- personal spiritual growth and worship
- service to others
- engagement with a diverse student body

You are invited to consider our core values:

Relationship with God	Respect for self and others
Spiritual growth	Ethical integrity
Care and compassion	Service to others
Pursuit of knowledge	Clinical excellence
Commitment	Conscientiousness and industry
Critical thinking	Effective communication



The school prepares dental professionals committed to academic and clinical excellence. Embrace your faith tradition and pursue a spiritual journey. The school imposes no religious tests, but you are expected to align with its standards and ideals (e.g., the use of tobacco, alcohol, or other harmful substances is not consistent with the school's values). Similarly, you are requested to respect the school's observance of Saturday as Sabbath.

## **INHERENT REQUIREMENTS**

Inherent requirements are best understood as the essential cognitive and behavioral elements required to achieve core learning outcomes and preserve the academic integrity of the school's learning, assessment, and competency achievement processes. Specifically, the inherent requirements identify the abilities and skills necessary to commence and complete predoctoral dentistry, dental hygiene, or advanced dental education programs. Before commencing their dental education, applicants must satisfy themselves that they possess these essential elements.

The school has identified the specific requirements needed to meet its professional, academic, clinical, and service-learning goals. Through their completed enrollment, students indicate that they (1) understand the nature of the requirements and (2) demonstrate them during their time of professional development.

### **Professional and Ethical Behavior**

Students must act in ways consistent with the recognized values of society and promote behaviors that do well and avoid activities that do harm. Specifically, students must demonstrate behaviors consistent with accepted professional and ethical standards. Continued professional growth in harmony with these standards is required.

### **Behavioral Stability**

Students must maintain acceptable and appropriate behavior according to the recognized norms of society. Specifically, students must demonstrate the behavioral stability required of a challenging educational program. For example, students must demonstrate good judgment, insight, motivation, self-awareness, self-control, personal maturity, sensitivity to others, and functional relationship abilities. Students must demonstrate an ability to handle physically taxing workloads, to operate effectively under stress, and to adapt to changing environmental pressures.

### **Legal Compliance**

Students must comply with federal and state laws and with the laws governing their profession. Specifically, to achieve professional licensure, students must demonstrate that they understand and comply with these requirements—including, but not limited to, harassment of any kind, violence, felony DUI, and relevant INS requirements.

### **Communication**

Verbal communication: Students must demonstrate that they can convey messages, ideas, or feelings through effective speech.

Nonverbal communication: Students must demonstrate appropriate communication skills, other than speech, that convey meaning—including gestures and facial expressions, body

posture, stance, touch, eye movements, eye contact, and distance from others. Nonverbal communication that can be interpreted as harassment or unwelcome is not acceptable. Students must behave, whether intentionally or unintentionally, with codes of practice accepted by the community and required by the profession.

Written and media communication: Students must demonstrate communication abilities through written symbols, including electronic means, print, or handwriting. Specifically, students must demonstrate fluency in oral and written English. They must demonstrate effective and sensitive communication with patients, faculty, staff, and other students.

The school welcomes diversity--consequently, many different cultures are represented, and many languages are spoken. In order to avoid confusion and miscommunication, students must demonstrate they can communicate in English since it is the only language accepted in the school environment.

Students must demonstrate that they can read and understand written communications and generate effective oral and written communications with all members of a health-care team. This includes the ability to understand when confidentiality is required. Students must be able to observe and describe changes in mood in their patients and must possess skills in effective perception and understanding of nonverbal communications. Communicating integrity, honesty, empathy, and cultural sensitivity is essential.

Written communication, including the use of symbols and imagery, must be professional and unambiguous. Media and digital standards are identical to those for person-to-person communication.

Students may be required to remediate inadequate or improper communication skills, and may include accent modification.

## **Cognition**

Students must demonstrate the cognitive capacity required to acquire knowledge and understanding via thoughts, experiences, and senses. Specifically, students must demonstrate critical thinking, concentration, reasoning, planning and organization, cognitive flexibility, and problem solving. Students must also demonstrate the ability to measure, verify, calculate, analyze, and synthesize; and the capacity to gather, organize, and assess relevant information in order to arrive at integrated solutions.

## **Sensation and Perception**

Students must demonstrate the ability to recognize external stimuli—through sight, smell, hearing, taste, and touch. Students must be able to visualize and comprehend physical demonstrations in the classroom, laboratory, and clinic. This requires the functional use of vision, touch, hearing, smell, and somatic sensation.

Students must demonstrate the capacity to acquire information from written documents and to visualize information presented in images from papers and digital media, including interpretation of radiographic and other graphic images, with or without the use of assistive devices. Sufficient visual acuity is required to read charts, records, small print, handwritten notations, and digital imagery. Adequate visual and tactile skills are also necessary to perform dental examinations and provide treatment. Necessary skills include visual acuity, accommodation, and color vision to discern variations in color, shape, and general appearance between normal and abnormal hard and soft tissues.

## Strength and Mobility

**Gross motor skills:** Students must be able to use muscle groups that coordinate body movements for activities such as walking, lifting, pushing, pulling, and maintaining balance.

**Fine motor skills:** Students must have the ability to undertake precise coordinated movements of the hands for activities such as manipulating dental instruments.

**Sustainable performance:** Students must demonstrate the ability to physically sustain effort to complete required activities.

Students need sufficient motor and sensory capability to provide general dental care.

Alternating between sitting and standing over several hours is a normal requirement. Students need strength and capacity to perform palpation, percussion, auscultation, and other diagnostic maneuvers—including basic laboratory tests and diagnostic procedures. These actions require gross and fine muscular movements, coordination, and equilibrium. Individuals must be able to operate foot controls utilizing fine movements, operating high- or low-speed dental instruments to achieve accurate movement of less than one-half millimeter. Students must also be able to perform basic life support, transfer and position disabled patients, physically restrain patients who lack motor control, and position themselves around the patient and the dental chair.\*\*

\*\* Adapted from the University of Western Sydney /  
<[http://www.uws.edu.au/ir/inherent\\_requirements/inherent\\_requirements\\_key\\_terms](http://www.uws.edu.au/ir/inherent_requirements/inherent_requirements_key_terms)>

## Student Leadership

### STUDENT GOVERNANCE

All students are members of Loma Linda University-American Student Dental Association (LLU-ASDA). Advanced dental education students should refer to their specific program handbooks for leadership information.

LLU-ASDA organizes, coordinates, facilitates, and supports predoctoral student governance at Loma Linda University School of Dentistry (LLUSD). The governing structure of LLU-ASDA is comprised of the Executive Council (EC) and the Section Coordinating Committee (SCC). The EC membership includes a president, vice president, secretary, treasurer, and three members at large; while the SCC membership is the EC and the chairs of the special interest sections. The EC guides the development of policies and initiatives; while the SCC operationalizes the activities of student life, support, and representation.

The student body elects the LLU-ASDA president and vice president, while the SCC elects all other members. To maintain a leadership role, a minimum 2.7 G.P.A. must be maintained by the president, vice president, and section chairs. Other officers or team members must maintain a minimum 2.5 G.P.A. Students on academic or professional standards probation may not serve in a leadership position.

## SECTIONS

The chairs of the special-interest groups (including, but not limited to, professional associations, class representatives, and other social, spiritual, and service interest groups), together with the EC, make up the SCC. This group implements activities for LLUSD students. The sections operate autonomously but are not independent of the mission and goals of LLU-ASDA. The sections serve the School of Dentistry student body as a whole in conjunction with the Office of Admissions and Student Affairs.

## CLASS LEADERSHIP

Class members elect class leaders. The class leadership roles are as follows:

DDS	president and four vice presidents
DH (BS)	president and three vice presidents
IDP	one class representative

Responsibilities held by each vice president include any combination of the following: spiritual leadership, outreach and service, clinical, technology and communication, social, secretary, treasurer, and historian. Other representatives may be elected by the class leadership to serve the class in various capacities, as needed. The leaders work as a team to coordinate class events—including educational, spiritual, and social experiences; as well as to facilitate communication between their class and school administration.

Class leaders are elected annually by class members. To maintain a leadership position, a minimum 2.7 G.P.A. must be maintained by the president, vice presidents, and professional organization representatives. Other representatives must maintain a minimum 2.5 G.P.A. Students on academic or professional standards probation may not serve in a leadership position.

## PROFESSIONAL REPRESENTATION

Students are invited to represent the School of Dentistry in professional organizations. The Office of Admissions and Student Affairs assists LLU-ASDA and individual classes in the election of representatives for the following organizations:

American Dental Education Association (ADEA)  
 American Student Dental Association (ASDA)  
 California Dental Association (CDA)

## Committee Representation

Students are elected or nominated to serve on school standing committees. Student Services will consult with LLU-ASDA to select students to serve on the following committees: Admissions, Academic Review, Curriculum, and Professional Standards.

## Professional Conduct

Organized dentistry is proud of its reputation. Embracing principles such as honesty, integrity, veracity, altruism, and compassion are essential if the profession is to maintain the trust of society. The establishment of peer review committees, ethics committees, codes of ethics, and other regulatory and/or advisory processes and standards within the profession indicates a vital and continuing concern for maintaining high ethical standards. The school is a partner in the process where future professionals are trained in the development of ethical behaviors and virtues consistent with the highest standards of the profession.

The school seeks to broaden students' ethical perceptions by including a spiritual perspective not ordinarily found in professional codes. By adding a spiritual foundation, it is anticipated that the dental professional's ethic will be more completely informed—reflecting not only concern for his/her fellows, but also an intimate relationship with God.

The school's emphasis contains specific admonitions that are limited in number but comprehensive in nature. It is anticipated that values including honesty, integrity, and altruism will be enhanced during professional training so that following graduation, these virtues will be second nature in the service provided to patients.

The school's focus on professional ethics applies to all students—baccalaureate dental hygiene; predoctoral, including international dentist students; graduate, certificate, residents, fellows, preceptors, research scholars; and exchange students.

## PROFESSIONAL RELATIONSHIPS

Mutual respect is critical in professional development. Faculty members mentor students with respect to their conduct, learning, clinical practice, and professional relationships.

Consequently, all teaching and evaluation must be done within the context of respect for the student as a person of value and moral worth; and with the preservation of the student's dignity and autonomy within an educational relationship. Faculty members are also responsible for creating and maintaining an environment that is conducive to learning. This includes, but is not limited to:

- making optimum use of students' time;
- presenting information in a clear, concise, and organized manner;
- providing regular feedback to students regarding progress;
- providing time and resources for adequate feedback regarding progress;
- providing mechanisms and processes to review unclear or poorly worded tests and examinations;
- respecting student diversity, identity, and individuality.

Likewise, students must respect the mentoring and supervisory role of the faculty. This includes, but is not limited to:

- following appropriate direction in didactic, laboratory, and clinical settings;
- recognizing the limits of one's training and experience and seeking direction when required;
- respecting faculty diversity, identity, and individuality;
- supporting faculty role, reputation, and responsibility through word and action.

## CLINICAL RELATIONSHIPS

Students are held to the highest professional standards in preclinical laboratory and clinical experiences. Breaches of honesty or integrity are handled as professional standards issues. In the clinical setting, care of the patient is the primary concern of student and faculty. This includes balancing "doing good" with "doing no harm." When patient care is compromised, contributing factors are addressed by the professional standards process and are defined as "patient abuse." Examples of patient abuse include, but are not limited to:

- unsupervised and/or unauthorized treatment of patients;
- treating patients while under the influence of alcohol or other substances;
- failure to comply with LLUSD policies;
- failure to respect agreed upon patient treatment plans and or financial arrangements;
- failure to comply with accepted protocols for infection control;
- failure to treat patients for any reason including, but not limited to, gender, race, color, creed, sexual orientation, national origin, financial status, handicap, or disability (including patients with infectious communicable diseases);
- failure to report observed incidences of patient abuse by others;
- offering or asking for financial inducements related to the use of patients during state or regional board examinations;
- patient abandonment.

## COMMUNITY RELATIONSHIPS

Specific LLU policies help maintain the quality of professional relationships between members of the University, the school, and the community. Students indicate they have read, understood and accept the University and school policies including, but not limited to:

- Harassment
- Sexual harassment
- Discrimination
- DUI (DWI)
- Pornography
- Computer and information systems
- Social media
- Cell phone use
- Financial relationships
- Facility use
- Parking
- Vehicle registration
- Professional standards
- Academic integrity
- Infection control
- Use of English in the workplace
- HIPAA and PHI

Policy descriptions are identified in LLU and school publications, including *The Student Handbook* and the university CATALOG. Noncompliance with LLU or school policies is regarded as an integrity issue and is addressed under the professional standards processes.

## PERSONAL RELATIONSHIPS

Students and faculty must conduct themselves in a manner appropriately reflecting the highest personal standards, protecting the reputation of the school and demonstrating Christian love and concern. Examples of personal misconduct include, but are not limited to:

- Intentional disruption or obstruction of any University or school activity.
- Physical abuse, threats of violence, or other conduct threatening the health and safety of others.
- Use, possession, sale, or manufacture of narcotics or other illegal drugs.
- Public conduct or acts that are in conflict with LLU core values (e.g., substance use or abuse, immorality, use of profanity, disruption, noncompliance).

## ACADEMIC INTEGRITY

Breaches of academic integrity (e.g., cheating) are not tolerated at the school because they rob students of an opportunity to learn, lead to a loss of self-esteem, destroyed peer relationships, and adversely impact teacher-student relationships. Such lapses are not in the best interest of the student, the school, or the profession; and they are dealt with by the professional standards processes. Specifically, students must be provided assessment conditions that foster independent effort. Examination and quiz prohibitions include, but are not limited to:

- Personal items, except those specifically authorized, are not permitted in the examination room. Personal items, including but not limited to, backpacks, notebooks, textbooks, coats, purses, cellular telephones, or any other electronic communication device (including smart phones) must be left in lockers or at the front of the examination room.
- Communication with other students during quizzes or examinations.
- Using others' examination or quiz answers.
- Not protecting the integrity of one's own work.
- Using unauthorized or prohibited aids during examinations and quizzes.
- Behaving in a manner that gives the appearance of cheating.
- Presenting the work of others as one's own (e.g., class assignments or laboratory projects).
- Plagiarizing of another's written work.
- Excessive or unexcused absences from classes or clinical assignments.
- Failure to report incidents of academic dishonesty by others.
- Falsifying instructors' signatures on sign-in forms, charts, or evaluation forms.
- Altering patient records, grade forms, evaluation sheets, or other documents after a signature is received.
- Falsifying a signature on clinic records.
- Falsifying a student signature on a class attendance form.

## THEFT AND/OR VANDALISM

Theft includes taking or having unauthorized possession of another's property. Vandalism includes destroying another's property. Examples of theft or vandalism include, but are not limited to:

- Using other's clinic or laboratory projects or equipment.
- Unauthorized use of clinic facilities or supplies.
- Failure to charge, collect, or turn in appropriate fees for service provided to patients.
- Defacing or vandalizing the school's facilities or others' personal property.

## PROFESSIONAL APPEARANCE

The appearance standards intent is to reflect mission, goals, and professional expectations of the school. While the *Student Handbook* speaks directly to students, the standards apply equally to faculty and staff.

OSHA requirements (see relevant Clinic Administration guidelines on OSHA requirements) apply at all times in the school, irrespective of the hour and or day of the week. Students must comply with OSHA requirements, even if they are not specifically identified in the *Student Handbook*, in order to attend a laboratory, clinic or class.

Enforcement of professional appearance standards is the responsibility of the entire school. Noncompliance is considered a professional standards violation; and significant violations will result in dismissal from the laboratory, clinic, or class until the standards are met. If students observe a violation by faculty or staff, they are requested to contact a supervisor or administrator.

Professional appearance standards, as outlined below, apply during school hours, Monday through Friday, in Prince Hall, in other campus facilities used for school purposes, and in off-campus assignments--including service learning and clinical rotations.

Some apparel exceptions (e.g., T-shirts, jeans, modest shorts, or casual wear) are permitted for Sundays, holidays, and evenings if there are no scheduled events, including but not limited to, classes, professional meetings, continuing education courses, or patient care.

### Professional Appearance Standards (general)

- Appearance must be modest, neat, clean, and conservative in style. Clothing and the use of jewelry is to be compatible with a professional and safety-conscious work environment.
- Personal cleanliness and oral hygiene are required.
- Hair must be clean, neat, and well-groomed. During patient care, hair must be held back from the face.
- If jewelry is worn, it must be conservative and professional.
- Men may not wear earrings. For women, earrings must be limited to one per ear and not drop below the bottom of the earlobes.
- Men may not wear nail polish. For women, nail polish must be in good condition.
- Visible tattoos and body piercings, other than ears, are not permitted.
- Pants must be dress slacks for both men and women. Denim is not professional attire.
- Button-up shirts for men are preferred (neckties optional). Polo shirts are not permitted during clinic or patient-care experiences.



- T-shirts for both men and women are not permitted. Women's tops must be modest in fit, length, and neckline.
- Leggings are not permitted unless covered by skirt or dress.
- Skirts and dresses must be professional and approximate knee level.
- Shoes must be clean, in good condition at all times. In laboratories and on clinic shoes must be made of non-porous material and completely cover the foot; top, sides and back.
- Surgical scrubs may be substituted for professional dress. Surgical scrubs must be neat, clean, and professional in appearance. Scrubs that are excessively snug or conforming to the body are not permitted.
- A plain T-shirt (long or short-sleeved) with a crew or V-neck may be worn under the surgical scrub top and must be tucked in at the waist.
- Students must wear light or dark blue scrubs, top, and bottom must be the same color.
- Advanced education students may wear other color scrubs, provided they have been approved by their supervisor.

The following are considered inappropriate professional attire (except as noted in the general comments section):

- T-shirts worn as outer garments
- Visible undergarments including bra straps
- Denim of any color pants, skirts, or dresses
- Shorts
- Leggings without a skirt or dress
- Halter tops, tank tops, midriffs, or "spaghetti" straps
- Sweatpants and pull-over sweatshirts
- Exercise attire and loungewear
- Hats, caps, beanies, or hoodies worn indoors
- Tops with graphics, messaging, and brand names (other than the LLU and or school name and logo).

### **Professional Appearance Standards (specific)**

- In clinic and laboratory areas, shoes made of nonporous material are required, must completely cover the foot; top, sides and back.
- School-approved clinic barrier gowns must be worn at all times in the clinics—including off-campus service-learning assignments or rotations while providing or assisting in patient care.
- An LLU ID badge must be worn above the waist and visible at all times while on campus and while providing or assisting in patient care.
- Clinical areas require surgical scrubs or professional dress covered by a school-approved clinic barrier gown. (Some advanced education clinics may prohibit professional dress.)

## **PROFESSIONAL STANDARDS REVIEW PROCESSES**

Health-care professions require high ethical and professional standards. Important factors in maintaining high standards are support, review, and discipline processes characterized by

fairness, consistency, and transparency. An essential element is the direct participation of peers and mentors.

Students dealing with ethical or professional issues enjoy the option of seeking friends or colleagues for informal counsel. Receiving advice from student leaders is also preferred. Handling specific issues, however, demands a structured process.

Students/residents are supported by three levels of professional standards processes. The three levels are defined and described below.

### **Level One—Peer Support**

Level one—peer support is one-on-one or group-meeting opportunities to discuss, review, evaluate, and find resolutions or solutions to ethical or professional standards issues. Ordinarily, the individual or group support requires a simple verbal follow-up report. These meeting opportunities may be requested by students themselves, recommended by instructors or administrators, or requested or mandated by same. The goal is to find a way to resolve issues of concern that may be first-time occurrences or are not regarded as serious breaches of ethical standards. The intent is to provide a supportive, nonpunitive professional growth experience. Feedback to the initiating instructor or administrator, if applicable, regarding the satisfactory conclusion to the matter is all that is required.

The maintenance of high ethical and professional standards is possible when members monitor themselves, support each other, and seek counsel and assistance before questions and concerns escalate into problems. Verbal or written reports of ethical or professional concern may be referred for peer support. Students may select peers and or other colleagues may be nominated by student leadership, administration, or faculty.

#### **A) REQUESTED**

Students may request peer support from an individual or group on ethical or professional issues. For example, issues could include personal challenges, matters arising in didactic courses, laboratory, or clinical practice. The process provides opportunities for consultation, clarification, and counsel.

#### **B) RECOMMENDED**

Students may receive a recommendation to meet with an individual or group to evaluate an incident or consider alternative actions before proceeding with an ethical or professional decision. Administrators, committees, instructors, faculty, or peers may make these recommendations. The intention is that wider counsel will result in successful outcomes.

#### **C) REQUIRED**

Students may be required to work with a peer or class-appointed ethics committee regarding specific professional issues. While not meeting the level of a major breach of ethical or professional standards, the issues may be considered serious enough to warrant focused peer support.

### **Level Two—Professional Standards Review**

Ethical or professional standards issues rising to the level of concern and resulting in a written unusual occurrence report or complaint should be referred to the level two-review process. Ordinarily, the written report will make its way through the AxiUm system, via email or via a

letter to the chair of the Professional Standards Committee or an associate dean. The chair communicates in writing with the student as to the scope of the issue and the Office of the Associate Dean schedules the review meeting. The goal of the process is to address the matter at hand and find resolutions without elevating it to the formal Professional Standards Committee process.

The chair of the committee, the associate dean of admissions and student affairs, and the associate dean for advanced dental education (if appropriate) are responsible for the process.

Alleged breaches of ethical or professional standards may be submitted, in writing, by students, faculty, staff, patients, or the public to any school representative. The chair and the appropriate associate dean have the option of handling the issue at the review level, referring it back to peer support, or referring it forward to the Professional Standards Committee. Issues including, but not limited to, personal disputes, matters of professionalism, or ethical concerns considered minor, are ordinarily handled by the review process.

#### **DUE PROCESS**

- To initiate the process, the chair notifies the student in writing of the following:
  - The ethical or professional issue in question and the nature of the concern, including a summary of the facts (e.g., time, date, and place).
  - The policy or regulation allegedly breached.
  - The due-process procedures.
- The due-process review includes the following:
  - Meeting of the chair and the associate dean with the student.
  - Giving parties the opportunity to respond.
  - Verification of facts and evaluation of the allegation.
  - Identification of relevant ethical or professional standards.
  - Evaluation of personal, academic, and professional implications.
  - Recommending solutions, including sanctions, if warranted.
- If the review process results in agreement between the student, the chair, and the associate dean, the matter is concluded.
  - A record of the matter, including any recommendations and or sanctions, is retained by the chair.
  - Ordinarily, the record is not included in the student's permanent file; but this may be changed at the discretion of the chair and the associate dean.
- If agreement on recommendations and or sanctions cannot be reached during the review process, or it is determined the issue requires comprehensive adjudication, the matter is referred to the Professional Standards Committee process.
- The implementation of review decisions is coordinated by the associate dean.

#### **Level Three—Professional Standards Committee**

##### **SCOPE OF PRACTICE**

The role of the Professional Standards Committee (PSC) is to examine, adjudicate, and recommend appropriate action for alleged ethical violations, breaches of professional standards, and or noncompliance with University and or school policies.

The committee deals with student issues only. Faculty and staff issues are dealt with by other LLU human resources and faculty professional standards processes.

- The committee process is initiated under any of the following conditions when:
  - The chair and the appropriate associate dean determine an alleged ethical breach requires formal and comprehensive adjudication.
  - The chair and or the associate dean believe the review process would be unable to appropriately consider all the relevant information and render an informed decision.
  - The student subject to the allegation is unwilling to have the matter reviewed by the peer support or review processes.
  - The review process is unable to satisfactorily conclude a matter.

## MEMBERSHIP AND STRUCTURE

### ▪ Students

The associate dean of admissions and student affairs and the associate dean of advanced dental education, in consultation with student leadership, submit annually the names of prospective student members—D2 (2), D3 (2), D4 (2), DH Snr. (1), IDP4 (1), Advanced Dental Education (4-8)—to the associate dean of admissions and student affairs. From the list, the associate dean identifies a minimum of four for the committee meeting.

### ▪ Faculty

Eight faculty members—ideally DDS (4), DH (1), IDP (1), Advanced Dental Education (4)—serve staggered terms of three years. The faculty members are nominated by the Faculty Council Nominating Committee and formally elected, re-elected, or replaced at the Faculty Council. From the list, the associate dean identifies a minimum of four for the committee meeting. Faculty may not serve more than two consecutive three-year terms.

### ▪ Chair

The dean, in consultation with the associate dean of admissions and student affairs and the associate dean for advanced dental education appoints the chair. In the committee, the chair may cast a deciding vote.

### ▪ Secretary

A faculty or staff member, appointed by the Chair, serves as the recording secretary. The secretary does not vote.

### ▪ Quorum

A quorum of six (three faculty and three students) is required. Equal numbers of faculty and student/resident representation is preferred.

## DUE PROCESS

- When a written report of an alleged breach of ethical or professional standards requires formal action, or the chair refers a matter from the review process, the Professional Standards Committee process is initiated. Law enforcement and or legal personnel are automatically engaged, when required, with alleged criminal activity (e.g., major theft, assault, and sexual harassment).
- The chair and the associate dean follow the same due-process procedure as identified in the review process (see level two—professional standards review).

- The committee process is private unless the student specifically requests others be invited. Written requests for invitees must be submitted at least one day in advance of the scheduled meeting for approval by the chair. Neither the student nor the school can be represented by legal counsel.
- The committee process proceeds as follows:
  - Invitees may be asked to provide relevant background information and are then dismissed.
  - The student/resident may present a personal perspective of the allegation and remains available to the committee for questions.
  - The committee discusses and evaluates the relevant information.
  - Voting is by secret ballot and recorded by the chair.
  - Recommendations of actions or sanctions require a simple majority vote.
  - Documents distributed to the committee members are relinquished. The chair retains one set of documents for the minutes.
  - Information related to the deliberations and recommendations is considered confidential and remains "in committee" except as required by school policy.

## ACTIONS

The allegation may be dismissed if it is unfounded or if there is insufficient evidence to support it. If the allegation is founded, sanctions may include a combination of the following and may vary depending on the nature and severity of the breach.

- *Warning or reprimand*  
Minor breaches may result in a verbal and/or written warning outlining in detail the nature of the infraction and the expected compliance.
- *Remediation*  
In addition to a warning, specific remediation may be required. This may include counseling, restitution, alteration of behavior, or other activities deemed necessary for correction of the breach of professional standards. Completion of remedial action may be required within a specified time.
- *Probation*  
Professional probation may be required, during which time academic or clinical restrictions may be imposed. This may be in addition to remedial activity and ordinarily results in the loss of specific privileges (e.g., a student on probation may not serve as an officer for any class, school, or extracurricular organization). Repeat violations during a period of probation may lead to suspension or discontinuation from the school.
- *Suspension*  
Suspension from classes, laboratories or clinics may be recommended for a specified time. Following a reinstatement, students/residents remain on probation for the duration of their academic program.
- *Discontinuation*  
The committee may recommend discontinuation from the school. The dean must confirm this recommendation. If a discontinuation occurs, students must request in writing to the dean their desire to be reinstated to the school.

**REPORTING**

The committee recommendation(s) is reviewed and evaluated by the chair and the associate dean of admissions and student affairs, in consultation with the associate dean for advanced dental education (when appropriate). This review ought to occur as soon as possible and should not exceed five days from the committee meeting. The student must be informed in writing of the decision and sanctions within the five days specified. The associate dean is required to meet with the student and discuss the professional and the school policy consequences of the decision and sanctions. The committee documents are kept in the minutes, and a copy of the communication letter is kept in the student's permanent file.

A summary of the outcome, including any sanctions, may be communicated with school administration (Administrative Council), department chairs (Executive Committee), program directors (Program Directors Committee), faculty (Faculty Council), and student leadership (LLU-ASDA and/or class leadership). Necessary and appropriate safeguards must protect the confidentiality of the students involved.

**GRIEVANCE PROCEDURE**

Students may appeal a Professional Standards Committee decision to the dean. Two grounds for appeal apply: (1) if there is a failure to follow due process, and (2) if new or additional information, not available to the committee meeting, is discovered. The dean may uphold, modify, or appoint an independent review process to consider the committee decision. The dean also confirms whether the student may continue with school activities (e.g., courses, laboratories, research, or clinic) during the appeals process. The dean's decision(s) is final.

**Academic Standards and Processes****ATTENDANCE**

Attendance at classes, lectures, clinics, and other assemblies is expected. These meetings provide information essential for successful completion of the program. Students are responsible for all material covered and assignments. Absences in excess of 15 percent may be sufficient cause for a failing or unsatisfactory grade. Clinic administration and individual instructors may apply more stringent requirements.

Lectures begin on the hour, unless otherwise arranged. Students are required to be present in the classroom and seated on time. Instructors may refuse admission to those who arrive late and may assess penalties for habitual offenders. For safety reasons and the need to optimize the learning environment, visitors and children are not permitted in classrooms, laboratories, or clinics.

School policy requires all students take examinations at the scheduled time. Medical issues documented by Student Health Service and conveyed to the course director prior to the examination are the only acceptable excuse for not taking an examination at the scheduled time. The consequences of missing an examination are determined by the course director. Students arriving late for an examination may be denied admission. However, if these students are permitted to take the examination, they are required to finish at the scheduled time.

Attendance is mandated for specific school events, including but not limited to graduation, baccalaureate, dedication, and hooding ceremonies. Other events may be included at the discretion of the dean.

## LEAVE OF ABSENCE

A short-term leave of absence is defined as being away from school for obligations that may or may not be school related. School attendance policies for didactic and clinical responsibilities apply. Students must give prior notification via email to their instructors for the classes that will be missed and give appropriate notification via axiUm for clinic time that will be missed.

## EMERGENCY LEAVE

Emergency leave is defined as an unforeseen circumstance requiring immediate action. The emergency should be reported directly to the instructors via email for the classes missed and by email at llusdabsence@llu.edu from your LLU email address for clinic sessions missed.

## MEDICAL LEAVE

If students are unable to attend class because of medical issues, they should communicate via email to the instructor/s before they miss a class and through <llusdabsence@llu.edu> from their LLU email address for clinic sessions that will be missed.

## ACADEMIC LEAVE OF ABSENCE

Academic leave of absence is a specified period of time during which students are withdrawn from their academic program. Guidelines for an academic leave of absence include but are not limited to:

- Students having a serious academic deficit that cannot be remediated while continuing with current course work.
- Students not meeting the criteria for promotion to the next academic year.
- Students having three consecutive terms on academic probation.
- Students not passing the National Board Examination Part I on schedule after two attempts and requiring full-time study to prepare for the next attempt.
- Students fulfilling the criteria for academic discontinuation, yet showing promise for future success.

Students may be requested to fulfill specific requirements prior to re-entering their academic program. Students wishing to return from an academic leave of absence must reapply in writing to the associate dean for academic affairs. They must meet the requirements for readmission specified by the Academic Review Committee (ARC) at the time the leave of absence was granted. Upon request, and by approval of the ARC, students may return to their program at a term specified by the committee.

## COURSE SCHEDULES

Course schedules are prepared by the Office of Academic Affairs. They are posted on Outlook and axiUm and are available prior to the beginning of each term.

## SERVICE LEARNING

Service learning at the school pursues its original purpose—training dental health professionals to provide service to underserved populations, both locally and internationally. Field experience for the school includes extramural opportunities within the U.S. and internationally. In addition to providing clinical treatment, service-learning experiences include local health

fairs and elementary school dental health presentations. Service experiences last from one day to several weeks. Students should consult the Service Learning Office for specific details and service learning opportunities. Students are required to be in good and regular standing to be eligible to participate in elective international service-learning experiences.

## **PROMOTION STANDARDS**

The following criteria identify the standards required for promotion from one class to the next.

### **Predoctoral Dentistry (DDS)**

#### **D1 TO D2**

- Cumulative didactic and preclinical laboratory G.P.A. at or above 2.0
- Successful completion of all courses in the D1 curriculum

#### **D2 TO D3**

- Cumulative didactic and preclinical laboratory G.P.A. at or above 2.0
- Successful completion of all courses in the D2 curriculum
- Successful completion of National Board Examination Part I D3 to D4

#### **D3 TO D4**

- Cumulative didactic and preclinical laboratory G.P.A. at or above 2.0
- Successful completion of all courses in the D3 curriculum

### **Predoctoral Dentistry (IDP)**

#### **IDP3 TO IDP4**

- Cumulative didactic and preclinical laboratory G.P.A. at or above 2.0
- Successful completion of all courses in the IDP3 curriculum

### **Dental Hygiene Junior to Senior (BS degree)**

- Cumulative didactic and preclinical G.P.A. at or above 2.0
- Successful completion of junior clinic promotion OSCE
- Successful completion of courses in the junior curriculum

## **Academic Review**

### **ACADEMIC REVIEW COMMITTEE (ARC) STRUCTURE**

There are six separate academic review committees for D1, D2, D3, D4, IDP, and Dental Hygiene. Membership of each committee consists of the associate dean for academic affairs; associate dean of admissions and student affairs; and the department representative/course directors of all courses required of the respective class in the academic year. The associate dean for clinic administration, the director of the Division of General Dentistry, and primary attending faculty are members of the D3 and D4 Academic Review Committees. In addition, two student members from the class one year ahead of the class being reviewed are appointed by the associate dean of admissions and student affairs in consultation with the LLU-ASDA.



## ACADEMIC REVIEW COMMITTEE (ARC) PROCESSES

The academic review committees meet a minimum of two times annually to evaluate student academic and clinical performance and progress records. Students whose performance does not meet the stated academic standards; and students who are being considered for academic sanctions may be scheduled for a hearing with the committee.

The associate dean of admissions and student affairs notifies a student facing possible academic sanctions regarding the time and place for a hearing called for the purpose of allowing the student to appear before the committee to present reasons why action should not be taken. The committee considers the student's presentation and all available information before making a recommendation.

## ACADEMIC SUPPORT

### Disability Accommodation

The school provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who demonstrate a need for accommodation. The ADA defines a person with a disability as an individual with a physical or mental impairment that substantially limits one or more major life activities.

Problems including but not limited to English as a second language (ESL), test anxiety, slow reading speed without an identified underlying physical or mental deficit, or failure to achieve a desired academic outcome are generally not covered by the ADA.

To be considered for an accommodation based on a learning disability, a student must experience marked difficulty when compared with the average person in the general population, not just other dental school students, in one or more basic academic areas as a result of a significant information processing or attention disorder. Students requesting accommodations must provide supporting documentation for the disability requiring accommodation, including:

- A report from a licensed professional approved by the school, completed within three years of the start of the program, identifying the diagnosed disability and the recommended accommodations.
- Record of any previous accommodations provided by educational institutions or other testing agencies.
- If no prior accommodations were provided, the licensed professional should include an explanation of why accommodations are now indicated.

Documentation needs to be reviewed by the director of counseling and support before accommodation is formally implemented. While awaiting assessment and documentation, temporary accommodation may be granted. The temporary accommodation will not exceed ninety days.

Students requesting accommodation are responsible for:

- Reporting their request for accommodation to the Office of Admissions and Student Affairs.
- Providing the supporting documentation.

The Office of Admissions and Student Affairs is responsible for:

- Recording the receipt and filing the accommodation documentation.
- Providing the letter of support to course directors, including the nature and scope of the accommodation.

The Office of Academic Affairs is responsible for making arrangements for facilities and proctors.

### **Counseling Services**

Counseling and support services are available for students with personal, relational, family, and /or spiritual needs. In addition to the general services described above, specific help is available for students with substance abuse or dependencies and other problems associated with addictive behavior. Students should consult with the associate dean for admissions and student affairs for referral information.

### **Tutoring**

The Office of Admissions and Student Affairs encourages peer tutoring for students experiencing academic difficulties. Students who desire or have been advised to seek tutoring should contact the department in which tutoring is desired. Financial assistance may be provided in certain situations to students who work as tutors.

## **ACADEMIC REMEDIATION**

### **Academic Probation**

Academic probation is a specified period of time during which students are given opportunity to comply with academic standards. Such actions are confirmed in writing.

### **Criteria for Academic Probation**

Academic probation is justified by one or more of the following conditions:

- A term or cumulative grade point average below 2.0
- Any grade below a C- (i.e., D+, D, U, or F) in any required course
- Clinical performance below minimum standards for a current academic level
- Breaches of professional standards that have significantly impacted academic and/or clinical performance

### **Levels of Academic Probation**

The levels of academic probation indicate the seriousness of the cumulative academic deficiency. Depending on the seriousness or nature of the academic deficiency, students may be considered for academic leave of absence or discontinuation at any level of probation.

Level 1: First term on academic probation.

Level 2: Second term on academic probation, consecutive or nonconsecutive (exception—continued academic probation due to failing grade in a course that cannot be repeated until a later term).

Level 3: Third term on academic probation, consecutive or nonconsecutive. If students are unable to remove probationary status within the following term, they may be considered for academic discontinuation (exception—continued academic probation due to failing grade in a course that cannot be repeated until a later term).

Level 4: If a student meets the criteria for academic probation for a fourth term, consecutive or nonconsecutive, he/she will be considered for academic discontinuation.

### **Probation Restrictions**

Students on academic probation:

- May not serve as an officer for any class, school, or extracurricular organization
- May not take any elective courses
- May not participate in any elective off-campus service-learning activities
- Remain on academic probation until all the terms of the probation sanctions have been fulfilled, unless they are discontinued from the school

### **Request for Incomplete (I) Notation**

An Incomplete (I) notation is given only for circumstances beyond a student's control. This notation is not granted as a remedy for overload, failure on final examinations, absence from final examinations for other than emergency situations, or a low grade to be raised with extra work. Students must petition the instructor to receive an "I" notation, stating the reason for the request. If approved, the instructor reports the incomplete, as well as the grade the student will receive if the deficiency is not removed within the time limit. An Incomplete (I) notation may be changed to a passing grade only by the instructor before the end of the following term.

### **Remedial Actions**

As a condition for continued enrollment, remedial action may consist of:

- Counseling, tutoring, and/or repeating assignments or course work
- Additional assignments or course work, possibly including repeating an academic year or portion thereof
- Other specified requirements

### **Repeating a Course**

An unsatisfactory or failing grade in a required course requires additional work. Based on the original grade earned by the students, and on recommendation of the academic review committee, one of the following plans is initiated:

- Students receiving an unsatisfactory grade (D+, D or U) must reregister for the course, review the course work independently, repeat required assignments or quizzes, and take any or all course examinations as required by the course director. The highest grade allowed for a remediated course is C. At the discretion of the ARC and course director, students may be required to repeat a course at the next course offering. Both grades appear on students' transcripts.
- Students receiving a failing grade (F) must reregister for the course, attend the class and/or laboratory, and take all course examinations at the next regular course offering. Both the original and repeat grades are entered in the students' permanent academic record. Only the repeated course grade is computed in the grade point average.

## **ACADEMIC DISCONTINUATION**

Guidelines for academic discontinuation include:

**D1 (DDS)**

- Any term with one or more failing grades, regardless of term or cumulative G.P.A.
- Three or more unsatisfactory or failing grades within the academic year, regardless of term or cumulative G.P.A.
- Three consecutive terms on academic probation
- Failure to fulfill terms of academic probation within the specified time
- Failure to meet the criteria for promotion to D2 by the end of the D1 year

**D2 (DDS)**

- Any term with one or more failing grades, regardless of term or cumulative G.P.A.
- Four or more unsatisfactory or failing grades since enrollment in the program, regardless of term or cumulative G.P.A.
- Failure to fulfill terms of academic probation within the specified time
- Level 4 academic probation
- Failure to meet the criteria for promotion to D3 by the end of the D2 year

**D3 and IDP3 (DDS)**

- Any term with one or more failing grades, regardless of term or cumulative G.P.A.
- Five or more unsatisfactory or failing grades since enrollment in the program, regardless of term or cumulative G.P.A.
- Failure to fulfill terms of academic probation within the specified time
- Level 4 academic probation
- Failure to meet the criteria for promotion to D4 by the end of the D3 year

**D4 and IDP4 (DDS)**

- Failure to pass either section of the National Board Examination within three attempts (not applicable to IDP)
- Failure to achieve eligibility for graduation within five full academic years of enrollment (three full academic years for IDP4) in the dental program (exception for students who are required to repeat an academic year or who are on a modified program). These students must achieve eligibility for graduation within one year of the new graduation date assigned at the time of change to an alternate program.
- Any term with one or more failing grades, regardless of term or cumulative G.P.A.

**Dental Hygiene juniors (BS)**

- Any term with one or more failing grades, regardless of term or cumulative G.P.A.
- Three or more unsatisfactory or failing grades within the academic year, regardless of term or cumulative G.P.A.
- Failure to fulfill terms of academic probation within the specified time
- Failure to meet the criteria for promotion to DH Senior year by the end of the DH Junior year

### **Dental Hygiene seniors (BS)**

- Any term with one or more failing grades, regardless of term or cumulative G.P.A.
- Three or more unsatisfactory or failing grades within the academic year, regardless of term or cumulative G.P.A.
- Failure to fulfill terms of academic probation within the specified time
- Failure to pass the National Board Examination within three attempts
- Failure to achieve eligibility for graduation within three full academic years of enrollment in the dental hygiene program

\* In some situations, the Academic Review Committee may recommend the student repeat an academic D3 to D4 year (or portion thereof) as an alternative to discontinuation.

### **ACADEMIC GRIEVANCE PROCEDURE**

Students wishing to contest a grade should discuss the grade first with the instructor, then with the course director (if applicable), and finally with the department chair. If students are not satisfied, they may then appeal to the associate dean for academic affairs.

### **ACADEMIC APPEAL**

Academic Review Committee decisions may be appealed to the dean. Such appeals are not routine and would be considered only in circumstances where; 1) new and relevant information exists that was not available for consideration by the committee and 2) where due-process was not followed. The dean will decide if the appealing student will be permitted to continue participating in classes and/or clinical assignments during the appeal proceedings.

After reviewing the information, the dean either renders a decision or appoints a three-member ad hoc committee to review the ARC decision. Members of the ad hoc committee would have not been involved in the ARC decision process. The ad hoc committee determines whether due process was followed, and or reviews the new information, and makes a judgment whether the record supports the decision. The committee reports its findings and recommendations to the dean. The dean's decision is final.

### **ACADEMIC WITHDRAWAL**

Withdrawal from a course or courses must be authorized in writing by the associate dean for academic affairs.

### **ACADEMIC AWARDS**

#### **Dean's List**

Outstanding academic performance is recognized by publication of the Dean's List each term. The eligibility requirements are:

- At least twelve units of graded course work completed during the term
- A term grade point average of at least 3.5, with no grade lower than B-
- No Incomplete grade

## Other Awards

Recognition is given not just for academic and clinic performance, but also for leadership, service, integrity and character demonstration.

Awards are presented at the end of each academic year, at various functions and ceremonies, predominantly to students of the graduating classes. The senior banquet and the hooding ceremony are occasions at which the predoctoral dental students receive their awards.

International Dentist Program graduates are presented awards at their banquet and the hooding ceremony. The graduating dental hygiene class receive their awards at the pinning ceremony.

## Graduation Standards

### DENTAL HYGIENE (BS)

A candidate for the Bachelor of Science degree in dental hygiene must have:

- Completed the undergraduate intent to graduate form
- Completed all requirements for admission to the chosen curriculum
- Satisfactorily completed all requirements of the curriculum, including specified attendance, level of scholarship, length of academic residence, and number of credit units
- Attended a regionally accredited college for the first two years, and the School of Dentistry for the junior and senior years
- Achieved no lower than a C- grade in all core courses and a minimum grade point average of 2.0
- Completed special examinations as required by faculty
- Passed the Dental Hygiene National Board Examination
- Demonstrated evidence of satisfactory moral and professional standards development, due regard for Christian citizenship, and consistent responsiveness to the established aims of the University
- Discharged financial obligations to the University
- Been certified by the faculty as approved for graduation
- Completed dental hygiene training with a certificate or Associate in Science degree from an accredited college and completed the Degree Completion Program at the School of Dentistry (pertains to Degree Completion Program graduates only)

### PREDOCTORAL DENTISTRY AND INTERNATIONAL DENTAL PROGRAM (DDS)

A candidate for the Doctor of Dental Surgery degree must be at least twenty-one years of age and must have:

- Satisfactorily completed all requirements of the curriculum, including specified attendance, level of scholarship, length of academic residence, clinic requirements, number of credit units, and service learning requirements
- Completed special examinations as required by the faculty
- Successfully completed Parts I and II of the National Board Examination

- Demonstrated evidence of satisfactory moral and professional standards development, due regard for Christian citizenship, and consistent responsiveness to the established aims of the University
- Discharged financial obligations to the University
- Been certified by the faculty as approved for graduation

## **NATIONAL DENTAL BOARD (DDS)**

Successful completion of the National Board Dental Examination, Parts I and II (NBDE-I and NBDE-II) is required for graduation with a DDS degree from LLU. The national board examinations are designed to assess cognitive knowledge of the basic, behavioral, and clinical sciences. Eligibility to sit for either part of the national board examination is determined by successful completion of the curriculum leading up to the examination. In addition, students are required to pass a comprehensive examination that assesses mastery of the test specifications prior to the national board examination. The eligibility requirements and timetable for passing the national board examination are stated below.

### **Part I**

#### **FIRST ATTEMPT**

The NBDE-Part I examination should be taken prior to commencing the third year of dental school and is normally scheduled during June following completion of the second year. If upon first attempt the examination is not successfully completed, the student will be given an opportunity to retake the examination. During this interim period of time, students will be required to study for re-examination and sit for a second attempt no later than December.

#### **SECOND ATTEMPT**

Students must be successful in the second attempt prior to December of the third year to remain with the cohort. Students not successfully completing the second attempt of the NBDE-Part I examination by December in their third year will be required to take a leave of absence to prepare for re-examination with an anticipated re-engagement in the Summer term of the subsequent year.

#### **THIRD ATTEMPT**

Upon successful completion of the NBDE-Part I, the student will be readmitted as stated above. Students not successfully completing the NBDE- Part I on the third attempt will be discontinued from the program.

### **Part II**

#### **FIRST ATTEMPT**

The NBDE-Part II examination is scheduled in the fourth year. If the examination is not successfully completed, the student will be given an opportunity to retake the examination per the NBDE policies. A candidate for the Doctor of Dental Surgery degree must have successfully completed NBDE-Parts I and II before being awarded the DDS degree at LLU.

**SECOND ATTEMPT**

Students who fail the NBDE-Part II a second time will be required to take a leave of absence to prepare for a re-examination. Candidates for the DDS degree must have successfully completed NBDE-Parts I and II before being awarded their degree.

**TUITION**

University policy requires payment of tuition at registration for the term it is due. Any adjustment or exception to this policy is considered only under extraordinary circumstances, on a case-by-case basis, and on the recommendation of the associate dean for admissions and student affairs.



**SECTION IX**  
**SCHOOL OF MEDICINE**

## Dean's Welcome

Welcome to the School of Medicine.

The medical school was established in 1909 for the unique purpose of educating Christian physicians to continue the healing and teaching ministry of Jesus Christ. It was originally known as the College of Medical Evangelists and renamed Loma Linda University in 1961. For the past century, the School of Medicine has continued to hold to its founding mission of clinical excellence, whole person care, and global partnerships. The curriculum in whole person care is designed to make the students competent in managing the patients' physical, mental, and spiritual well-being. Our global partnerships throughout the world provide a broad spectrum of service learning opportunities for our students.



You were accepted to this school because of your commitment to continue and expand its historic mission and because you have demonstrated the academic and personal qualities necessary to become competent, ethical, and caring physicians.

This *Student Handbook* contains information that will guide you in your professional development and protect your rights as a student. It is important that you read and understand these policies and guidelines. If you need assistance, or if you have questions about the school's policies and practices, I encourage you to contact the Offices of Student Affairs and Medical Student Education. Once again, welcome we are glad that you are here.

Sincerely,

A handwritten signature in black ink that reads "Tamara Thomas MD". The signature is written in a cursive, flowing style.

Tamara Thomas, M.D.

Dean

## The Mission of the School of Medicine

### OUR MISSION

To continue the healing and teaching ministry of Jesus Christ, “To make man whole” (Luke 9:6).

### PREPARING THE PHYSICIAN

Our overriding purpose is the formation of Christian physicians, educated to serve as generalists or specialists providing integrative, whole person care to individuals, families, and communities. To discharge this responsibility requires:

#### Education

Creating an environment in which medical students, graduate students, and residents will acquire the competencies appropriate to Christian health professionals and scholars.

#### Research

Cultivating an atmosphere of inquiry and discovering new routes to wholeness through basic and clinical research.

#### Service

Ministering to the physical, mental, emotional, and spiritual needs of patients in a timely and cost-effective fashion with due regard for their privacy, dignity, and valid consent; providing diagnostic and therapeutic services in primary and tertiary care settings to patients of all ages, races, religions, gender identity, sexual orientation, and socioeconomic backgrounds.

### DEVELOPING THE WHOLE PERSON

The Christian view of wholeness holds that the needs of patients go beyond the healing of the body, and that the development of students involves more than the training of the mind. We are dedicated to promoting physical, intellectual, social, and spiritual growth in our faculty and our students; and to transforming our daily activities into personal ministries.

### REACHING THE WORLD

Providing integrative, whole person care wherever the opportunity arises; participating with the world community in the provision of local medical education; providing international physicians and scientists the opportunity for professional interaction and enrichment; sharing the good news of a loving God, as demonstrated by the life and teachings of Jesus Christ—these are the goals of the students, faculty, and graduates of the School of Medicine.

The objectives of medical education are to:

- provide an opportunity for students to build a solid foundation and commitment to lifelong learning;
- promote the development of outstanding clinical skills and professionalism;
- instill in students an investigative curiosity and a desire to participate in the advancement of knowledge;

- guide in the development of a balanced sense of Christian values as revealed in intellectual, ethical, spiritual, and humane concerns; and
- engender and nurture in students the desire to serve mankind in this country and throughout the world.

### **Loma Linda University School of Medicine Physician's Oath**

Before God these things I do promise:

In the acceptance of my sacred calling,

I will dedicate my life to the furtherance of Jesus Christ's healing and teaching ministry.

I will give to my teachers the respect and gratitude which is their due. I will impart to those who follow me the knowledge and experience that I have gained.

The wholeness of my patient will be my first consideration.

Acting as a good steward of the resources of society and of the talents granted me, I will endeavor to reflect God's mercy and compassion by caring for the lonely, the poor, the suffering, and those who are dying.

I will maintain the utmost respect for human life. I will not use my medical knowledge contrary to the laws of humanity. I will respect the rights and decisions of my patients.

I will hold in confidence all secrets committed to my keeping in the practice of my calling.

I will lead my life and practice my art with purity and honor; abstaining from immorality myself, I will not lead others into moral wrong doing.

May God's kingdom, His healing power and glory be experienced by those whom I serve; and may they be made known in my life, in proportion as I am faithful to this oath.

### **School of Medicine Technical Standards**

Loma Linda University School of Medicine candidates for the M.D. degree must have abilities and skills of five varieties, including: observation; communication; motor; intellectual (conceptual, integrative, and quantitative); behavioral and social. Technological compensation can be made for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner without the use of a surrogate.

**OBSERVATION:** The student must be able to observe demonstrations and experiments in the basic sciences, including but not limited to high-fidelity simulations, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A student must be able to observe a patient accurately at a distance and close at hand.

Observation necessitates the functional use of the senses of vision, touch, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell.

**COMMUNICATION:** A student must be able to speak, to hear, and to observe patients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. A student must be able to communicate effectively and sensitively with patients, colleagues, and other personnel. Communication includes not only speech but also reading and writing. The student must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

**MOTOR:** Students must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A candidate should be able to do basic laboratory tests (urinalysis, CBC, etc.); carry out diagnostic procedures

(intravenous line placement, paracentesis, etc.); and read EKGs and X-rays. A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment of patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

**INTELLECTUAL-CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES:** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, the -student -must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

**BEHAVIORAL AND SOCIAL ATTRIBUTES:** Medical students must possess the emotional health required for appropriate utilization of their intellectual abilities, the exercise of good judgment, and the timely completion of all responsibilities attendant to their academic work, team work, and patient care. They must demonstrate the ability to develop mature, sensitive and effective professional relationships with peers, faculty, staff, members of the health-care team, and patients. Medical students must demonstrate empathy, and concern for others while respecting appropriate personal and professional boundaries. Medical students must demonstrate integrity as manifested by truthfulness, acceptance of responsibility for one's actions, accountability for mistakes, and the ability to place the wellbeing of the patient above their own when necessary. They must be able to tolerate demanding workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the medical education and clinical practice settings.

## Where to Find School of Medicine Policies and Procedures

Policies that apply to students in all of Loma Linda University's schools can be found in Section V of this *Loma Linda University Student Handbook*. Policies and procedures that apply specifically to students in the LLU School of Medicine MD program can be found in this section (Section IX) of the *Handbook*. Additional policies and procedures that apply to LLU School of Medicine MD students, and are equally binding as those in this handbook, are posted on Canvas under the section labeled "Courses." These include policies distributed at the orientation sessions for each of the four classes. For convenience, information about student services, including student counseling information, is found on the LLU and LLUSM Student Affairs websites.

## Professional Expectations

Loma Linda University School of Medicine provides education for future physicians and students in other scientific disciplines in an atmosphere where basic Christian values are honored. The rigorous academic expectations of the institution are consistent with the example of personal excellence embodied in the Christian tradition and expected of those who enter the

profession of medicine. Integrity is an essential personal quality for successful completion of the M.D. degree program and for the practice of medicine. Some examples of serious breaches of integrity that are not acceptable include: lying, cheating (including plagiarism), reproducing or distributing test questions, falsifying reports, and submitting documents such as clinical log books that contain forged or unauthorized signatures. Other examples that constitute misrepresentations of truth include such things as signing someone else's name on an attendance sheet (for a required class or meeting, etc.) or signing oneself in as present and then leaving, etc.

## **HONOR AND PROFESSIONAL ACCOUNTABILITY CODE**

Upholding the standards of professional and personal conduct expected of physicians includes acquiring behavioral patterns and attitudes consistent with the Loma Linda University School of Medicine Physician's Oath and being accountable for one's own conduct, as well as assuming responsibility for the professional behavior of one's colleagues. Assuming responsibility for the professional behavior of one's colleagues means exemplifying integrity; encouraging colleagues to be honest and responsible; and refusing to ignore or cover up serious breaches of integrity, such as cheating, stealing, viewing or distributing test questions or falsifying records. Medicine is a profession that society rightfully expects to be self-governing. The process of becoming a member of this trusted profession begins when a student enters medical school.

Application to and enrollment in the University constitute the student's commitment to honor and abide by the academic, nonacademic, and social practices, policies, and regulations of the University and the School of Medicine. These policies are found in bulletins, handbooks, announcements, and other published materials.

## **LIFESTYLE GUIDELINES AND GOVERNING PRACTICES**

From the day of enrollment in the School of Medicine, students are considered to be junior colleagues in the medical community. They are an integral part of the treatment team and must exhibit conduct consistent with the ideals of the profession.

Students of the School of Medicine are expected to abide by the standards of Loma Linda University and of the School of Medicine. The student's personal life will be in harmony with conduct expected by the school and the Seventh-day Adventist Church. The use of tobacco, alcohol, cannabis or other harmful substances is not consistent with citizenship as a student.

In keeping with the principles of Sabbath rest, University students and faculty are expected to be acquainted with and abide by the "Sabbath Policy" in Section V of the LLU Student Handbook. Specific policies regarding these and other areas of behavior are in the University policy section (Section V) of this *Student Handbook*.

## **ETHICS OF CONFIDENTIALITY**

Throughout history, patients and physicians alike have recognized the importance of trust in the patient-physician relationship. The role of confidentiality in nurturing and protecting trust is enshrined in the Hippocratic Oath: "What I may see or hear in the course of treatment, which no one must spread abroad, I will keep to myself..."

## Safeguarding Confidentiality

Loma Linda University Health (LLUH) and the School of Medicine require all students to understand and be compliant with patient confidentiality as outlined by HIPAA and LLUH policy. LLUH and the School of Medicine have disciplinary procedures for dealing with students, employees and medical staff who deliberately or chronically breach patient confidentiality and privacy. Breaches of confidentiality may lead to substantial personal penalties and disciplinary action up to and including dismissal.

Common situations requiring vigilance include: (1) having conversations that might be overheard in public areas (elevators, corridors, cafeterias, etc.), (2) using another person's sign on credentials to access computer or electronic medical records, (3) failing to sign off at computer terminals, sharing one's confidential computer sign-on with others, or accessing computer databases to discover confidential information on patients who are not assigned to the student. As members of a medical health-care team, students should see only those patients who have been assigned to them by the team or as directed by a faculty.

## REQUIREMENTS FOR PROFESSIONALISM

We understand professionalism to be a set of convictions, values, and behaviors that provide the basis for a sacred covenant of trust between physicians and their patients, and between the medical profession and society.

Successful School of Medicine students consistently demonstrate personal and professional attributes and accept societal responsibilities that foster trust in others, including patients, teachers, colleagues, other members of the health-care team, and society as a whole. The following are examples of such characteristics and their corresponding responsibilities:

### Personal Attributes

- Consistently present self in an appropriate manner (e.g., dress, hygiene, language, behavior).
- Optimize personal wholeness by proactively addressing health, behavioral, psychological, or physical limitations and/or biases (e.g., gender, cultural) that may interfere with learning and patient care.
- Be responsive to patients' needs that supersede self-interest while recognizing the need for personal wholeness.
- Demonstrate respect for teachers and the educational process through adequate preparation, active participation, punctuality, and timely completion of requirements.
- Honestly acknowledge errors, including in clinical situations (e.g., Continuous Quality Improvement).
- Communicate accurately and truthfully.
- Adhere to bio-ethical principles and human values in caring for patients and in relating to patient's families and others involved in patient care.
- Embrace feedback regarding noncognitive achievement and seek to improve behaviors related to the feedback.
- Embrace feedback regarding cognitive achievement and seek to improve behaviors related to the feedback.

## Relationship Attributes

- Demonstrate compassion and empathy to others.
- Provide whole person support to patients and their families (physical, educational, social, psychological, and spiritual).
- Treat patients and others with dignity, civility and respect—regardless of race, culture, gender, ethnicity, age, socioeconomic status, disability, or sexual orientation.
- Manage conflict and respect patients’ autonomy when their values differ from one’s own.
- Maintain patient, research subject, and student confidentiality.
- Advocate for individual patient needs.
- Respectfully address differences of opinion with others while continuing a professional relationship with the individual with whom the student disagrees.
- Maintain appropriate relationships and boundaries with others.

## Societal Responsibilities

- Communicate constructive feedback to colleagues (e.g., peer-peer evaluation of teamwork).
- Recognize unprofessional behaviors and misconduct in colleagues and seek advice to carry out an ethically appropriate response.
- Actively participate in small groups and other educational opportunities.
- Intentionally seek opportunities to be helpful to the clinical team, including maintaining prompt and appropriate accessibility.
- Comply with institutional requirements and regulatory and professional standards
- Recognize and work to overcome health disparities.
- Demonstrate awareness of the responsibility to promote health at the societal level.
- Exhibit honesty in interactions, documentations, research, and scholarly activity.
- Advocate for just distribution of health resources.

## BREACHES OF CONDUCT AND PROFESSIONALISM

Cases of misconduct, including violations of school or University policies or breaches of professional behavior, are dealt with and resolved at various administrative levels, depending on the nature and seriousness of the misconduct and whether or not the misconduct represents a pattern of behavior. Where forms of misconduct are addressed by specific policies, the procedures outlined in these policies shall be followed.

Cases of misconduct or breaches of professionalism may be identified by members of the health-care team, patients, student peers, faculty or others. Those that have been appropriately identified to the Office of the Dean may be referred to the School of Medicine Professionalism Committee. The Professionalism Committee shall review reports of inappropriate behavior and may ask a student to meet with the members to address questions and concerns. The committee may establish and require specific remediation—including counseling, supervision, or professional evaluation. In situations where the committee determines that a student’s behavior may merit a modification of the student’s academic program or suspension or dismissal, the committee will refer the matter, along with its findings and recommendations, to the Academic Review Committee for further action.



Single cases of serious misconduct or patterns of unprofessional behavior may be referred directly to the Academic Review Committee at the discretion of the office of the dean.

## **STANDARDS FOR APPEARANCE AND APPAREL**

Students at Loma Linda University are expected to maintain an appearance that is consistent with the highest professional standards and with the mission and philosophy of Loma Linda University, whether on campus, in class, or on clinical rotation. Grooming and style should be modest and practical so as to enable one's duties to be performed without embarrassment, inconvenience, or threat to safety. Specifically:

- Hair must be clean and neat.
- Mustaches and beards, if worn, must be clean, neat, and trimmed.
- Cosmetics and perfumes should be inconspicuous.
- If a student chooses to wear jewelry, professional appearance and compliance with environmental standards are required.
- Visible tattoos and body piercing, such as facial and tongue studs, are not permitted.
- Fingernails should be maintained in a professional manner, be closely trimmed, and should not interfere with patient care or professional duties. Gel or acrylic nails may present an infectious risk to patients and should not be worn.

For clinical appointments, and whenever students are in the Medical Center or other clinical facilities, clean, short white coats with approved name tags are to be worn at all times, including assignments at affiliated hospitals and while on electives. University ID badges must be worn in a visible location above the waist at all times. Men are to wear professional appearing shirts, neatly pressed slacks (not jeans). Women should wear professional appearing shirts, skirts, dresses, or slacks (not jeans). Some clerkships and clinical sites may have dress requirements that are more specific than those listed here and must be adhered to.

Modest casual wear is appropriate on campus and in class. Words, pictures, and/or symbols displayed on clothing should be consistent with an Adventist Christian institution and sensitive to a diverse student population. Shoes are considered standard apparel. Flip flops or sandals are not appropriate in any clinical facility.

## **WEEKEND ASSIGNMENTS**

Becoming a physician includes learning to accept responsibility for patients 24 hours a day, 7 days a week, 365 days a year—except when alternatives for coverage have been arranged. There are no formal educational activities on Sabbath, but students are expected to participate in patient care activities on Sabbath as part of the medical team. Clerkships are instructed to provide students who are on weekend call time off to attend worship services.

## **TRANSPORTATION**

It is the students' responsibility to have access to transportation for off-campus assignments and, if driving, maintain a valid driver's license. All student vehicles must be registered with Loma Linda University Department of Rideshare, Parking and Traffic.

## **EMPLOYMENT**

It is recommended that students refrain from assuming work obligations that divert time, attention, and energy from the full-time task of medical education.

## **ADDRESS, TELEPHONE NUMBER, AND NAME CHANGES**

It is essential that the school and the University have the student's current address and telephone number. Students who move or change any of their contact information must update that information by logging into the Student Services website at the time of the change. If a student marries and/or wishes to make a name change, he/she must provide official documentation of the name change to University Records.

## **STUDENT COUNSELING AND SUPPORT SERVICES**

There are a number of services available for students who wish to benefit from personal counseling. The University and School of Medicine provide counseling and support services for students with personal, relational, family, academic, and/or spiritual concerns. The services are easily accessible, and the School of Medicine encourages students to take advantage of them during times of need. Specific information about access to these counseling services can be found on the School of Medicine Student Affairs website. Further information about counseling and other services for students are in Section III ("Student Services") of this *Student Handbook*. Students may personally contact the Student Assistance Program for confidential counseling services. They may also make an appointment to meet with one of the counselors in the Office of Physician Vitality, or the Behavioral Health Institute (BHI), or with a community-based counselor. A list of licensed counselors in the community who are preferred providers for the Risk Management Student Health Plan can be found on the School of Medicine Office of Student Affairs website. Note that there is a copayment for seeing community-based counselors.

## **NONINVOLVEMENT OF PROVIDERS OF STUDENT HEALTH SERVICES IN STUDENT ASSESSMENT**

On occasion, medical students may receive health-care treatment of a sensitive nature from a health-care provider who also has a teaching and assessment role in the curriculum. It is the School of Medicine's responsibility to ensure that these individuals have no influence on the academic assessment or progress of the student they have treated.

1. Health professionals who provide psychiatric/psychological assessment or treatment, or other sensitive health services to medical students, will have no involvement in the academic assessment or promotion of the medical student receiving those services.
2. If a student is assigned to an educational environment where the supervising faculty member has previously provided mental health assessment or treatment, or other sensitive health care to the student, the faculty member must advise the course/clerkship director of a need to reassign the student to a different evaluating supervisor. It is the responsibility of the course/clerkship director to make sure that faculty are aware of this policy.
3. If a student should be assigned to an educational environment where the supervising

faculty member does not immediately recall having treated the student and/or has not initiated the steps in Number 2 (above), the student should request and will be granted an alternative assignment. The student may go directly to the relevant curriculum director (i.e., course director, clerkship director) or the office of medical student education to have the assignment changed.

4. A faculty mentor involved the competency development or academic evaluation of a student cannot be a health-care provider for a student they are mentoring.
5. A health-care provider on the Academic Review Committee or on any committee that evaluates students (voting or nonvoting members) must recuse himself or herself from deliberations related to a student that he or she has treated.
6. Those who provide mental health services or other sensitive health care to students may lecture in a large group setting where the students may be present but cannot assign their grade or provide narrative feedback to them. They cannot be a small group facilitator or mentor for a student they have treated.
7. Those who care for students in the Student Health Center may lecture in a large group setting at LLUSM but cannot assign their grade or provide narrative feedback to them. They cannot be a small group facilitator or faculty mentor.

## **MISSING CLASS AND REQUIRED ACTIVITIES FOR MEDICAL OR COUNSELING APPOINTMENTS**

First- and second-year students are permitted to miss class activities in order to access health services for medical or counseling appointments. When possible, students should avoid scheduling appointments during required laboratory and small group assignments. Students who need to schedule an appointment during a required activity other than an examination should inform the course director of their pending medical appointment and ask to be excused. Students are not required to disclose the reason for the appointment. If a student is not given permission to attend their appointment, they should contact the office of the Associate Dean for Student Affairs. The student may be required to make up missed educational assignments. Students should not schedule medical or counseling appointments that would cause them to miss an examination except in situations of illness or emergency. In such cases, they must follow the procedure for obtaining an excuse to miss the exam from the Office of the Senior Associate Dean for Medical Student Education. See additional information found under the Courses section of Canvas.

Third- and fourth-year students are permitted to miss clerkship activities in order to access health services for medical or counseling appointments. Whenever possible, appointments should be scheduled in the late afternoon or evening. Students should inform their clinical rotation of their pending medical appointment. Students are not required to disclose the reason for the appointment. If a student is not given permission by the rotation to attend their appointment, they should contact the Office of the Associate Dean for Clinical Education. Students may be required to make up essential clerkship activities as judged by the clerkship director.

## IMMUNIZATION REQUIREMENTS

Exposure to patients takes place during year one of medical education. Because of this, it is necessary for students to have immunizations against certain infectious diseases. In order to complete registration for the first academic term, students must give evidence in the form of physician records or college health service records that they have met immunization requirements. Students without proper verification will be required to receive immunizations and the charges will be billed to the student's medical insurance. The pre-entrance requirements may be found on the Student Health Service website under the New Student section. Students are also required to have certain injections and immunizations repeated at various intervals during their enrollment. In addition, titers documenting immunity to Hepatitis B, Varicella, and MMR are required. Additional titers may be required.

## Communicable Disease Policy

Loma Linda University School of Medicine is committed to preventing communicable disease transmission among its faculty, staff, students, and the patients they serve through a program that includes education, immunizations, safe environments, and provision for special protective measures where scientific literature identifies a risk of transmission. This policy meets a high ethical standard as well as the legal requirements to (1) protect students, faculty, staff, and patients from communicable disease transmission; (2) maintain the confidentiality of infected persons; and (3) protect the right of every individual for compassionate care regardless of disease condition.

The primary purpose of this Communicable Transmission Prevention Policy is to ensure a safe place for learning, as well as to protect patients served.

## ADMISSION AND RETENTION POLICIES

- A. Compliance with the following requirements for pre-entrance immunization:
  1. Measles, Mumps, Rubella: series of two immunizations, plus individual titers documenting immunity. Nonresponders shall be revaccinated.
  2. Tetanus (Td)/Pertussis: documentation of Tdap in the last 10 years OR Td in the last 10 years AND one dose of Tdap after age 18.
  3. Hepatitis B: series of three immunizations plus titer documenting immunity. Nonresponders shall be revaccinated.
  4. Tuberculosis skin test (PPD Mantoux): current within 6 months (If student tests positive, a chest x-ray report within the last year is required, and annual signs and symptoms form must be completed).
  5. Varicella: series of two immunizations, plus titer documenting immunity. Nonresponders shall be revaccinated.
- B. Returning students are required to have an annual or more frequent tuberculosis skin test (PPD Mantoux) and/or a chest x-ray, when indicated.
- C. All students are required to have an annual influenza vaccine.
- D. Mandatory screening for HBV, HCV, or HIV is not warranted. Infected students will not be prohibited from providing patient care activities. Nevertheless, it is the personal responsibility of the caregiver to reduce the risk of communicable disease

transmission. This includes an ethical responsibility to know one's serological status relating to HBV, HCV, and HIV. If students know that they are a source of a significant patient exposure through blood or body fluid, they are mandated and ethically obligated to undergo testing for infection or treatment.

- E. Adherence to the infection control practices within clinical settings will be a significant factor in the continued enrollment of the student. Lack of adherence to safety procedures for themselves and/or their patients, which are deemed potential and serious hazards to patients and others, will be subject to appropriate disciplinary action, including but not limited to restriction of clinical practice (to be determined on a case-by-case basis) or dismissal.

## **INFECTION CONTROL**

- A. Students will learn and are expected to use standard universal precautions to protect themselves and their patients.
  1. The student will learn infection control precautions appropriate for the handling of blood and body fluids, including the use and disposal of needles and other sharp instruments.
  2. The student will learn epidemiology, transmission, pathophysiology, and management of transmission-based communicable diseases—including airborne, droplet, contact routes of transmission; as well as blood-borne pathogens in medical school courses, as appropriate for the content of the course.
  3. Students will be required annually to document completion of a universal/standard precautions education, as well as to meet the requirements of the clinical facility to which they are assigned prior to clinical assignment.
- B. All students are expected to provide care with compassion and respect for human dignity. No student physician may ethically refuse to treat a patient solely because the patient is at risk of contracting or has an infectious disease such as tuberculosis, HBV, HCV, or HIV.

## **EXPOSURE MANAGEMENT**

- A. Significant exposure (as defined below) to communicable disease will be monitored in compliance with the recommended screening and prophylactic practice of Loma Linda University Medical Center.
- B. If an accidental occupational exposure occurs on campus, the incident should be reported immediately to the attending physician and/or clerkship director. The student must be referred to the Emergency Department immediately for medical evaluation. The student needs to identify the injury and him/herself as an LLU student. Such exposure should also be reported by the student to employee health as soon as possible. Employee health must also be given a copy of the post-exposure evaluation and treatment records. It is the student's responsibility to ensure that this occurs.

- C. If an accidental exposure occurs off campus, the incident should be reported immediately to the responsible attending physician, who will work with agency personnel for appropriate emergency care. Most affiliated hospitals provide this care at either the ER or employee health. A report of the incident and source-patient results must be sent to LLU employee health for appropriate student follow-up on campus. It is the student's responsibility to ensure that this happens.

## EVALUATION AND/OR ACCOMMODATION

- A. Blood-borne pathogen exposure
1. Once exposed, the student will be monitored according to University Employee Health Policy, based upon current national recommendations.
  2. Confidential counseling with regards to testing will be available.
  3. Testing and health records will be maintained by Employee Health Service of Loma Linda University Shared Services. Testing results will be kept confidential.
  4. If infected, reasonable accommodations will be made with the student's assignments, based on the broader context of the institutional health and educational program—including assessment of the provider to patient risks and the individual's physical and psychological status.
- B. Other types of pathogen exposure will follow the appropriate guidelines from the Center for Disease Control.

## DEFINITIONS OF SIGNIFICANT EXPOSURE

- A. A significant blood-borne or body fluid exposure is defined as:
1. A puncture with a contaminated needle.
  2. A cut or puncture with contaminated instruments.
  3. Transmission of blood or body fluids to mucous membranes, such as a splash to the eye or mouth.
  4. A cutaneous exposure involving large amounts of blood or prolonged contact with blood—especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.
- B. A significant airborne exposure is defined as unprotected exposure to patients known to have transmitted airborne droplet nuclei. Examples include:
1. Measles
  2. Varicella
  3. Tuberculosis
- C. A significant droplet exposure is defined as unprotected exposure to patients known to have transmitted large particle droplets. Examples include:
1. Invasive *Haemophilus influenzae* type B disease, including meningitis
  2. Invasive *Neisseria meningitidis* disease, including meningitis and pneumonia
  3. Other serious bacterial respiratory infections spread by droplet transmission such as diphtheria (pharyngeal), mycoplasma pneumonia, pertussis,

pneumonic plague, streptococcal pharyngitis, streptococcal pneumonia or scarlet fever;

- D. A significant contact exposure is defined as unprotected exposure to patients known to have an infection transmitted by direct contact or by contact with items in the patient's environment. Examples include:
1. Gastrointestinal, respiratory, skin, or wound infections, or colonization with multidrug-resistant bacteria;
  2. Enteric infections, such as *Clostridium difficile*, and entero-hemorrhagic
  3. *Escherichia coli* O157:H7, *Shigella*, and Hepatitis A for diapered or incontinent clients;
  4. Respiratory syncytial virus, parainfluenza virus, or enteroviral infections in infants and young children;
  5. Skin infections that are highly contagious or occur on dry skin, such as herpes simplex virus (neonatal or mucocutaneous), impetigo, major (noncontained) abscesses or decubiti, pediculosis, scabies, staphylococcal furunculosis in infants and young children, herpes zoster (disseminated or in the immunocompromised host), viral or hemorrhagic conjunctivitis, or viral hemorrhagic infections (Ebola, Lassa or Marburg).

#### **PROCEDURE FOR ACCOMMODATING AN INDIVIDUAL STUDENT'S CLINICAL ASSIGNMENTS FOR INFECTIOUS DISEASE REASONS**

- A. A student, when given reasonable accommodations, must be able to perform the duties expected of each clinical assignment. The student must be able to meet the minimum requirements of each course/clerkship.
- B. A student must be compliant with established guidelines and procedures, such as following Universal and disease-specific precautions for patients.
- C. The clerkship director in conjunction with the Office of Medical Student Education may make an accommodation for a student's clinical experience on a case-by-case basis. Decisions about exemptions will be made in consultation with the student's physician.
  1. Students with a confirmed pregnancy or diagnosed immunologic deficiency may request to be excluded from caring for patients infected with known communicable disease or blood-borne pathogens. In addition, students may request to be exempt from exposure to environmental agents that may be hazardous to the student and/or fetus.
  2. Any student with a communicable infectious process may, in consultation with the clerkship director, request a change in assignment.

## **Student Mistreatment Policy**

Loma Linda University School of Medicine seeks to educate ethical and proficient Christian physicians and scholars through instruction, example, and the pursuit of truth. In order to do this, the School of Medicine and its faculty are committed to the following fundamental values: compassion, integrity, excellence, freedom, justice, purity/self-control, and humility. These values may occasionally be formally taught by faculty; but more often they are learned

informally by students through observation of models of professional behavior toward students, colleagues, and patients.

The development and nurturing of these values are enhanced by and based upon the presence of mutual respect between teacher and learner. The diversity of students, faculty, residents, and staff—combined with the intensity of their interactions—may, however, lead to alleged, perceived, or real incidents of inappropriate behavior or mistreatment of students.

Examples of such mistreatment include verbal mistreatment<sup>1</sup>, physical mistreatment<sup>2</sup>, discrimination<sup>3</sup>, excessive or unreasonable time demands<sup>4</sup>, sexual harassment<sup>5</sup>, and the use of grading or other forms of assessment in a punitive manner. Such behavior by faculty or staff, or other behavior that is inimical to the development of mutual respect, is unacceptable.

In the history of medical education, teachers have, at times, sought to motivate students by publicly degrading or humiliating those whom they judge are inadequately prepared or behaving inappropriately. This practice is not acceptable at Loma Linda University. While teachers do have the responsibility to motivate and correct students, when correction of an individual is needed, this is usually best done in private, but always in a way that shows respect for him/her as a person.

An important part of the teaching of mutual respect among professionals is the perception of students as they observe faculty in their interactions with each other. Therefore, faculty should avoid inappropriate behavior or mistreatment of other professionals and staff. This includes the avoidance of derogatory remarks about or attitudes toward individual colleagues, services, or departments.

Students also learn professional behavior and demeanor by observing their teachers as they interact with patients. Such professional interactions should always be courteous and respectful. Respect for individuals includes, but is not limited to, such things as punctuality, thoughtfulness, mindfulness of personal space; as well as manner and mode of address, appropriately modest draping of patients, tone and content of verbal interchanges, and body language. In addition, discussion of patients out of their hearing should continue to show the same degree of respect and should not include contemptuous, derogatory, judgmental, or demeaning remarks.

If a medical student expresses an unwillingness to participate in an aspect of training or patient care as a matter of conscience, that stance should be explored in a nonjudgmental manner to ensure that the teacher and student fully understand the issue. The student's position on matters of conscience should be honored without academic or personal penalty, as long as it does not interfere with the welfare of the patient and the overall educational goals of Loma Linda University School of Medicine.

Any student who feels that he/she may have experienced or observed mistreatment or unprofessional behavior by residents, faculty, staff, or students in violation of these standards of behavior is encouraged to report his or her concerns to one of the individuals below. Reports of unprofessional treatment should be made to the School of Medicine administration. Reports of sexual harassment or any violation of the University's Title IX policy (see this policy in Section V of this *Student Handbook*) should be made to one of the administrators listed below or directly to the LLU Title IX coordinator. Within the School of Medicine, mistreatment can be reported to the following administrators: the senior associate dean for medical student education; the associate dean for clinical education; the associate dean for student affairs; the associate dean for curriculum evaluation and learner assessment, the assistant dean for student affairs; the assistant



dean for basic science education; the associate dean for basic sciences and translational research or the assistant dean, graduate student affairs. The Title IX coordinator may be contacted by calling Employee Relations at 909/ 651-4001 or directly at 909/ 651-4638.

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<sup>1</sup> *Verbal or nonverbal mistreatment*—includes:

- shouting, hostility, profanity, or offensive gestures; and/or
- repeated or blatant conduct directed toward any person, which is intended to insult or stigmatize that person.

<sup>2</sup> *Physical mistreatment*—includes:

- physical punishment, such as hitting, slapping, pushing, or kicking;
- the threat of physical punishment; and/or
- intentionally or negligently placing another at risk of physical harm.

<sup>3</sup> *Discrimination*—includes:

- disparate treatment based on gender, age, ethnicity, race, disability, or sexual orientation that stigmatizes or degrades that person.

<sup>4</sup> *Unreasonable time demands*—includes:

- requiring a student to perform personal services, such as shopping or babysitting; and/or
- requiring a student to perform menial tasks with the intent to humiliate the student.

<sup>5</sup> *Sexual harassment*—see “Policy Prohibiting Sexual Misconduct and Discrimination on the Basis of Sex (Title IX)” in the University Policy section of the *Student Handbook*, which is available online. If the mistreatment involves sexual harassment, the procedures of this policy must be followed.

## Procedures

Students who believe they have been mistreated have the right, and are encouraged, to initiate one or more of the following procedural options. If, however, the mistreatment involves sexual harassment, the procedure of the sexual harassment policy must be followed. Loma Linda University will ensure that this process occurs fairly and shall be free of retaliation.

Students who believe that they have been mistreated should report such conduct to one of the school deans listed above, the University Vice President for Student Experience or the University Provost. Students may meet directly with the individual involved in the mistreatment and come to a mutually agreeable resolution. Students may choose to take someone with them, such as a faculty member, department chair, unit manager, clinical instructor, chief resident, or other individual. If the student is uncomfortable meeting with the individual involved, he/she is encouraged to follow the procedure below. Students are reminded that reporting inappropriate behavior is a personal and professional responsibility.

The procedure includes the following:

1. Report the incident(s) to the dean of the school in which the student has primary enrollment or to the office of the University’s vice president for enrollment management and student services. A systematic method of reporting allows patterns of behavior to be considered in determining the course of action.
2. It is the responsibility of the dean to investigate, document, and coordinate immediate and appropriate corrective measures/protective actions that are

reasonably calculated to end mistreatment, eliminate the hostile environment, and prevent reoccurrence.

3. In determining the actions to be taken, consideration will be given to frequency and/or severity of the conduct; as well as the position held by the accused. A primary objective will be to protect the student from adverse consequences for having reported the incident.

### **Confidentiality**

The University shall protect the privacy of individuals involved in a report of mistreatment to the extent possible. Some level of disclosure may be necessary to ensure a complete and fair resolution. Disclosure may be made only on a need-to-know basis. In keeping with ideals of professionalism and courtesy, the student is advised to refrain from discussing the complaint with individuals not directly involved.

### **Retaliation Prohibited**

All reasonable action will be taken to assure no retaliation against the student, witnesses, or anyone cooperating with the investigation.

### **Disability Policy**

Federal and state law and Loma Linda University policy require the School of Medicine to provide students who have disabilities, and who are able to meet the technical standards of the School of Medicine, reasonable accommodation in its academic programs. Learning disabilities are included under this policy. It is the responsibility of a student with a disability to request an accommodation in writing and to provide adequate documentation of the nature and extent of the disability to the school before an accommodation can be granted. Further information regarding documentation and accommodations is found in the LLU Disability Accommodation Policy in Section V of the LLU *Student Handbook*. Students who plan to request an accommodation for a learning-related disability and/or ADHD should request a copy of the School of Medicine's "Guidelines for Assessment" of the disability from the Office of the Associate Dean for Student Affairs. Requests must meet these documentation requirements in order to receive approval.

### **Academic Policies**

Cognitive and noncognitive academic performance (including personal suitability to assume the responsibilities of the medical profession) are monitored by the Academic Review Committee.

What follows includes some of the academic policies of the school. Note, as previously stated above, additional policies and procedures for which students are accountable are posted on Canvas under the section labeled "Courses."

### **ACADEMIC VARIANCE**

Upon being registered as a medical student, variation from the regular academic program for any reason (i.e., independent study, leave of absence, post-sophomore fellowship, research

degree, etc.) must be approved by the senior associate dean for medical student education. Until approval is confirmed, the variance will not be recognized.

## **POLICY FOR MISSED EXAMINATIONS**

**Sophomore students** who have an excused absence for one day of a three-day midterm examination will receive their two-day score, and the merged two-day percentage earned in each course will be substituted for the missing day's scores. Students who miss two or three days of a three-day midterm examination are required to take a makeup examination within two weeks of the missed examination dates at a date and time scheduled by the course director. An exception may be made, at the discretion of the senior associate dean for medical student education, in conjunction with the course director, to allow the student's missed examination to be replaced by their score on the final examination for the course. Make-up examinations may differ in content and/or format from the missed examinations. In addition, course directors may require other remediation at their discretion. Should a sophomore student miss a final examination because of an excused absence, arrangements must be made with the course director and Office of Educational Affairs to make up the missed examination. The course directors, at their discretion, may opt to have the student take an examination that is different in format, content, or length from the final examination that was administered to the class.

Should a sophomore student miss a standardized national board subject examination because of an excused absence, the student will be allowed one opportunity at the end of the academic year to take and pass the subject examination upon completing all other course work for that year. Arrangements for the makeup examination must be made through the Office of Medical Student Education.

**Freshman students** who miss an in-house examination because of an excused absence must make arrangements with the course director to make up the missed examination. The course director, at their discretion, may opt to have the student take an examination that is different in format, content, or length from the examination that was administered to the class. The makeup examination will be given within two weeks of the missed examination at a date and time scheduled by the course director. In addition, course directors may require other remediation at their discretion.

## **CONDITIONS TO BE MET FOR AN EXCUSED ABSENCE FROM EXAMINATIONS**

In order to have an excused absence, the student must get a written excuse from the Office of Medical Student Education prior to the administration of the test in question. Students missing examinations for health reasons must provide written documentation of their illness from Student Health Service or another examining physician. Whether or not this documentation is an adequate excuse for missing an examination will be left to the discretion of the senior associate dean for medical student education. Under no circumstances are students allowed to take examinations early.

In the event of a bona fide emergency where prior approval is not feasible, the Office of the Senior Associate Dean for Medical Student Education (909/558-4255) must be contacted as soon as possible. Failure to do so will result in an unexcused absence.

Students who miss examinations without prior approval from the Office of the Senior Associate Dean for Medical Student Education have an unexcused absence. As a result, the student will receive a zero for the missed examination(s) and this could result in a student having to repeat the course(s) during the next academic year.

## **INTERRUPTION IN ACADEMIC PROGRAM/LEAVES OF ABSENCE**

Students who have matriculated (attended freshman orientation and registered) are expected to complete the first two years of medical education without interruption. Students who fail to pass the first year or interrupt the first year of study for reasons other than lack of professionalism, personal misconduct, or other noncognitive academic issues will ordinarily be allowed one opportunity to repeat the year. Students may be required to delay the repeat year at the discretion of the Academic Review Committee.

Students who experience academic or personal difficulty that necessitates they repeat an academic year will be expected to fulfill remediation requirements as specified by the Office of the Dean before they are granted permission to begin the repeat year. These will include spending time with a counselor who is approved by the Office of the Dean, and undergoing educational assessment to identify possible learning strengths and weaknesses that can be addressed to help the student be successful.

Students who are not able to pass the first two years within three years and/or who are not able to pass the third and fourth years within three years will not be allowed to remain in school, except in unusual circumstances when the Academic Review Committee and/or Executive Committee determine that an exception is in order.

A description of academic reasons (both cognitive and noncognitive) for which a student may be dismissed from school is found in the policies in the section entitled "Dismissal from School." Note that one reason for dismissal is "failure to satisfactorily complete the Year 2 curriculum within thirty-six months of starting medical school, unless prior approval for additional delay is obtained (in writing) from the Office of the Dean." A second reason is "failure to satisfactorily complete all requirements for graduation within thirty-six months of completing the Year 2 curriculum and USMLE Step 1, unless prior approval for additional delay is obtained (in writing) from the Office of the Dean."

## **Grading Policy**

Course/clerkship directors assign grades at the end of each course/clerkship. Grades reflect the success or failure of the student in meeting the objectives of the course/clerkship in terms of knowledge, skills, behaviors and/or expected competency domain outcomes.

The University transcript records grades for completed courses/clerkships as Satisfactory (S) or Unsatisfactory (U). For the purposes of determining eligibility for promotion, the School of Medicine utilizes grades of Satisfactory (S), Marginal Satisfactory (MS), Unsatisfactory (U), or In Progress (IP). Course/clerkship directors assign a grade of Satisfactory (S) when a student's performance clearly exceeds the requirements of the course/clerkship. A grade of Marginal Satisfactory is assigned when the course/clerkship director judges student performance meets but does not exceed the minimal requirements of the course. A grade of Unsatisfactory is assigned when a student's performance fails to meet the minimal requirements for the course/clerkship. A grade of IP is used to identify students having unfinished course/clerkship

requirements. Subjective narrative descriptions of student performance are submitted to the Office of the Senior Associate Dean for Medical Student Education for use by the competency committee in assessing a student's growth in the competency domains. These descriptions may be used in the medical student performance evaluation (MSPE/Dean's Letter).

## **GRIEVANCE PROCEDURE TO CONTEST GRADES**

If a student disagrees with a grade (Marginal Satisfactory or Unsatisfactory), he/she should first contact the course/clerkship director within two weeks after grades are released. If there is no satisfactory resolution, the student should contact the department chair. If the course/clerkship director and the department chair cannot resolve the issue, the student should then contact the Office of the Senior Associate Dean for Medical Student Education. When deemed appropriate by the senior associate dean, the student may then appeal to an ad hoc appeals committee convened by the Office of the Dean.

## **STUDENT PERFORMANCE FOR ACADEMIC PROMOTION OR RETENTION**

Promotion from year to year is contingent upon satisfactory academic performance. Cognitive and noncognitive (including personal suitability to assume the responsibilities of the medical profession) academic progress are monitored by the Academic Review Committee. The committee evaluates cumulative academic performance, not just performance in current or most recent course work. Students must pass each course/clerkship to demonstrate overall satisfactory performance.

The Academic Review Committee will consider overall student performance to be unsatisfactory when the student:

- receives a grade of Unsatisfactory in any course/clerkship;
- receives multiple grades of In Progress resulting from unsatisfactory performance in clinical responsibilities, noncognitive academic performance, or cognitive academic performance;
- receives some combination of grades of Marginal Satisfactory, In Progress, or Unsatisfactory;
- fails to meet school-determined minimum performance requirements on national board examinations, United States medical licensing examinations, or other externally standardized examinations; or
- demonstrates a lack of professionalism and/or is identified as having unacceptable noncognitive academic problems.

## **ACADEMIC PROBATION**

A student whose overall performance is judged to be unsatisfactory by the Academic Review Committee is placed on academic probation.

While the Academic Review Committee has the prerogative to determine the duration of academic probation on a case-by-case basis, the customary duration of probation lasts for the entire subsequent academic year.

By placing a student on academic probation, the school is giving the student formal notice that any additional grades of In Progress, Marginal Satisfactory, or Unsatisfactory during the

term of probation could result in the student's dismissal from school. In addition, expanded and more specific terms of probation may be stipulated for individual students, as judged necessary by the Academic Review Committee.

Students on academic probation are not permitted to run for or hold elected or appointed class, school, or University leadership positions during the period of probation.

## SERVICE LEARNING REQUIREMENT

Students must be involved in community engagement as part of their medical education.

**Beginning with the Class of 2024, service learning will be incorporated into the Christian Physician Formation (CPF) course. In addition, students are encouraged to volunteer through Healthy Neighborhoods, SIMS mission trips and many other community activities. Students from the Classes of 2021-2023 are required to complete 20 hours of service learning, culminating in the Public Health and Preventive Medicine course in the fourth year. Ten hours must be completed prior to the start of the sophomore year.**

## FRESHMAN PROMOTION POLICIES

To receive a grade of Satisfactory in a preclinical course, student performance must exceed the minimum course requirements. Specifically, students must:

- exceed a minimum cumulative score (to be defined by the course director in conjunction with the Curriculum Committee of the School of Medicine) on faculty-generated examinations, quizzes, required activities and lab practical examinations; *and*
- satisfactorily participate in and complete all required laboratory and patient inquiry (PIQ) activities, as well as all small-group assignments; *and*
- satisfactorily demonstrate required preparation for in-class and small group activities at a level determined by the course director: *and*
- demonstrate acceptable noncognitive behavior, including appropriate responsiveness to feedback; *and*
- complete any other specific requirements as deemed necessary by the course director.

A grade of In Progress is assigned when a student:

- achieves a score of less than satisfactory on faculty-generated examinations, quizzes and required activities, but is judged by the course director to be able to remediate this coursework within a period of two to six weeks prior to the start of the next academic year, AND the Academic Review Committee, upon reviewing the student's overall progress, permits the remediation; *or*
- has unfinished course requirements that the course director will allow the student to finish at a later specified time.

A grade of Marginal Satisfactory is assigned when a course director judges that student performance has met but not exceeded minimum course requirements. The Marginal Satisfactory grade is utilized for determining eligibility for promotion by the Academic Review Committee. It is recorded as a Satisfactory grade on the student transcript.

A grade of Unsatisfactory is assigned when student performance has not met the minimum requirements for overall performance as defined by the course director. An Unsatisfactory grade will be assigned if a student:

- fails to attain a satisfactory score as determined by the course director on faculty-generated examinations, quizzes and required activities, and is judged by the course director to be unable to remediate this coursework within a period of two to six weeks or is not permitted by the Academic Review Committee to remediate the course; *or*
- fails to attain a satisfactory score as determined by the course director after remediation of the required coursework; *or*
- is unable to remediate any required coursework, faculty-generated examinations or quizzes by the start of the next academic year; *or*
- demonstrates unsatisfactory noncognitive behavior; *or*
- fails to participate in or complete any other assignments and requirements that the course director will not allow the student to finish at a later time.

Freshman students must satisfactorily meet Year 1 milestones and knowledge competencies in order to be promoted to the sophomore year.

All students must take a NBME Examination upon completion of the freshman year curriculum. This examination will consist of items covering content from the courses taught during the freshman year and will be administered at the end of the freshman year.

## **SOPHOMORE YEAR PROMOTION POLICIES**

To receive a grade of Satisfactory in a preclinical sophomore course, student performance must exceed the minimum course requirements. Specifically, students must:

- exceed a minimum cumulative score (to be defined by the course director) on faculty-generated examinations; *and*
- pass the NBME subject examinations, when offered, at a level determined by the School of Medicine on the first attempt; *and*
- satisfactorily participate in and complete all required laboratory/small-group assignments; *and*
- demonstrate acceptable noncognitive behavior; *and*
- complete any other specific requirements as deemed necessary by the course director.

A grade of In Progress is assigned when a student:

- achieves a score of less than satisfactory, as determined by the School of Medicine, on the NBME subject examination but otherwise exceeds the minimum cumulative score identified as passing on faculty-generated examinations; *or*
- has unfinished course requirements that the course director will allow the student to finish at a later specified time.

A grade of Marginal Satisfactory is assigned when a course director judges that student performance has met but not exceeded minimum course requirements. The Marginal Satisfactory grade is utilized for determining eligibility for promotion by the Academic Review Committee. It is recorded as a Satisfactory grade on the student transcript.

A grade of Unsatisfactory is assigned when student performance has not met the minimum requirements for overall performance as defined by the course director. An Unsatisfactory grade will be assigned if a student:

- fails to attain a satisfactory score as determined by the School of Medicine on the NBME subject examination *and* fails to exceed the minimum cumulative score identified as passing on faculty-generated examinations; *or*
- attains a passing score on the NBME subject examination on the first attempt, but fails to meet the minimum cumulative score identified as passing on faculty-generated examinations; *or*
- fails the NBME subject examination after taking the examination a second time to remove a previous grade of In Progress; *or*
- demonstrates unsatisfactory noncognitive behavior; *or*
- fails to participate in or complete any other assignments and requirements that the course director will not allow the student to finish at a later time.

Sophomore students must satisfactorily meet Year 1-2 milestones and knowledge competencies in order to be promoted to the junior year.

All students must take the NBME Comprehensive Basic Science Examination upon completion of the sophomore year curriculum as a formative exam. This examination consists of items from the core basic science disciplines and will be administered at the end of the sophomore year. Students who fail to achieve a score equivalent to passing USMLE Step 1 will be offered the examination one additional time. Students who do not achieve a score equivalent to passing USMLE Step 1 after two attempts must meet with the Dean's office and create an individualized learning plan for board preparation.

## **REMEDIATION POLICIES FOR THE FRESHMAN AND SOPHOMORE YEARS**

Remediation policies are found under the Courses section of Canvas.

## **JUNIOR YEAR PROMOTION POLICIES**

Promotion from year to year is contingent upon satisfactory academic performance. The cognitive and noncognitive (including personal suitability to assume the responsibilities of the medical profession) academic progress of each student is monitored by the Academic Review Committee. The committee evaluates the student's cumulative academic performance, not just performance in current or most recent course work. The student must pass each course/clerkship to demonstrate overall satisfactory performance.

Clerkship grades are a combination of clinical and cognitive performance. Grades used by the Academic Review Committee for determining academic promotion and retention in the clinical years are reported as Satisfactory, Marginal Satisfactory, In Progress, and Unsatisfactory. Students may not enroll in the core clinical disciplines (medicine, surgery, obstetrics-gynecology, pediatrics, neurology-psychiatry, family medicine) until they have completed all of the junior orientation requirements.

To receive a grade of Satisfactory in a clinical course, the student's performance must exceed all course requirements. The student must:

- pass the NBME subject examination, when offered, at a level determined by the School of Medicine on the first attempt; and
- cumulatively pass faculty-generated written examinations on the first attempt; and
- receive a full pass on all clinical evaluations; and



- satisfactorily complete any required skills/patient logs; and
- satisfactorily complete OSCE and/or simulation requirements; and
- demonstrate acceptable noncognitive behavior; and
- participate in and complete any other specific requirements as deemed necessary by the clerkship director.

A grade of In Progress will be assigned when the student:

- fails an NBME subject examination on the first attempt; *or*
- cumulatively fails departmental faculty-generated examinations on the first attempt; *or*
- demonstrates substandard clinical performance that the clerkship director judges could be improved if the student spent more time (but less than the full rotation) on the clinical service; *or*
- demonstrates some deficiency/ies in noncognitive academic performance that the clerkship director judges could be improved if the student spent more time (but less than the full rotation) on the clinical service; *or*
- fails an OSCE/standardized patient examination and/or simulation examination; *or*
- has unfinished course requirements that the clerkship director judges will allow the student to complete at a later specified time.

A grade of Marginal Satisfactory is assigned if the course director judges that the student's performance has met, but not exceeded, minimum course requirements. The Marginal Satisfactory grade is utilized for determining eligibility for promotion by the Academic Review Committee. It is recorded as a Satisfactory grade on the student transcript.

A grade of Unsatisfactory is assigned if the student:

- fails both the NBME student examination and cumulatively fails faculty-generated examinations on the first attempt; *or*
- demonstrates marginally acceptable clinical performance and fails either the NBME subject examination or any faculty-generated examination on the first attempt; *or*
- demonstrates unsatisfactory clinical performance that the clerkship director judges can be remediated only by having the student repeat the entire clinical rotation; *or*
- demonstrates unsatisfactory noncognitive academic performance that the clerkship director judges can be remediated only by having the student repeat the entire clinical rotation; *or*
- fails a repeat OSCE/standardized patient examination and/or simulation examination; *or*
- fails to complete any required skills/patient logs required by the clerkship; *or*
- fails to complete any other specific requirements that the clerkship director will not allow the student to finish at a later time; *or*
- fails the NBME subject examination or any faculty-generated examination after taking the examination a second time to remove a previous grade of In Progress.

All students must take the NBME Comprehensive Clinical Science Examination (CCSE) prior to taking either component (clinical knowledge and clinical skills) of USMLE Step 2. Students who do not achieve a score equivalent to passing USMLE Step 2 CK will be given a second opportunity to take this examination. Students who do not achieve a score equivalent to passing USMLE Step 2 CK after two attempts are required to meet with the Dean's Office and

develop an individualized learning plan for preparation for USMLE Step 2 CK. Students who are delayed in clerkships must wait until their junior year is completed before taking the CCSE. All students must take and pass the California Consortium for the Assessment of Clinical Competencies examination prior to taking the USMLE Step 2 Clinical Skills Examination.

## JUNIOR YEAR REMEDIATION POLICIES

Junior Year Remediation Policies are found under the Courses section of Canvas

## SENIOR YEAR PROMOTION POLICIES

In order to graduate, students must:

- pass all required senior course work, including on-campus and off-campus electives; *and*
- pass both components of USMLE Step 2; *and*
- perform satisfactorily on the California Consortium for the Assessment of Clinical Competencies examination; *and*
- satisfactorily complete the Critical Event course; *and*
- turn in a completed School of Medicine skills log.

A grade of Satisfactory for senior year course work is assigned when a student:

- receives a grade of Satisfactory for clinical performance; *and*
- receives a cumulative passing score on faculty-generated examinations on the first attempt; *and*
- passes the NBME subject examination for those clerkships, when offered, at a level determined by the School of Medicine on the first attempt; *and*
- satisfactorily participates in and completes all other requirements deemed necessary by required clerkship and elective rotations, including completion of required patient logs and submission of all required evaluations; *and*
- demonstrates acceptable noncognitive behavior.

A grade of In Progress is assigned when a student:

- cumulatively fails faculty-generated examinations on the first attempt; *or*
- fails the NBME subject examination on the first attempt; *or*
- demonstrates substandard clinical performance that the clerkship director or elective preceptor judges could be improved by having the student spend additional time on the rotation; *or*
- demonstrates some deficiency/ies in noncognitive academic performance that the clerkship director judges could be improved by having the student spend additional time on the rotation; *or*
- has unfinished course requirements that the clerkship director or preceptor judges will allow the student to complete at a later specified time.

A grade of Marginal Satisfactory will be assigned when the course director or preceptor judges that student performance has met, but not exceeded, minimum course requirements. The Marginal Satisfactory grade is utilized for determining eligibility for promotion by the Academic Review Committee. It is recorded as a Satisfactory grade on the student transcript.

A grade of Unsatisfactory is recorded when a student:

- demonstrates unsatisfactory clinical performance that the clerkship director or elective preceptor judges can only be remediated by having the student repeat the entire clinical rotation/elective; *or*
- demonstrates unsatisfactory noncognitive academic performance that the clerkship director judges can only be remediated by having the student repeat the entire clinical rotation/elective; *or*
- has unfinished course requirements that the clerkship director or elective preceptor will not allow the student to finish at a later time; *or*
- fails an NBME subject examination or cumulative course examinations after taking them a second time to remove a previous grade of In Progress.

## SENIOR YEAR REMEDIATION POLICIES

Senior Year Remediation Policies are found under the Courses section of Canvas.

## CONSEQUENCES OF UNSATISFACTORY ACADEMIC PERFORMANCE

In the case of unsatisfactory academic performance, the Academic Review Committee will recommend that the student:

- be required to take remedial work; *or*
- be placed on academic suspension; *or*
- take a leave of absence (frequently accompanied by other recommendations); *or*
- continue in school with specified conditions and/or restrictions; *or*
- continue in school without restriction; *or*
- be dismissed from school.

Unsatisfactory academic performance will result in the student having to repeat course work as specified in school policies.

## DISMISSAL FROM SCHOOL

The Academic Review Committee may make the decision that a student should be dismissed from school on the basis of his/her overall academic performance or on the basis of specific deficiencies. Specific deficiencies in performance that may result in the Academic Review Committee determining that a student be dismissed from school include:

- receiving grades of less than full pass in more than half of the course work attempted in any academic year;
- receiving a grade of less than full pass in any course being repeated;
- receiving any grade of less than full pass while on academic probation;
- failure to pass the USMLE Step 1 examination in three attempts and according to the time frame specified in the promotion and remediation policies;
- failure to satisfactorily complete the Year 1 curriculum within twenty-four months of starting medical school, unless prior approval for additional delay is obtained (in writing) from the Office of the Dean;
- failure to satisfactorily complete the Year 2 curriculum within thirty-six months of starting medical school, unless prior approval of additional delay is obtained (in writing) from the Office of the Dean;

- failure to complete required milestones and competencies within the specified time frame.
- failure to satisfactorily complete the Year 3 curriculum within twenty-four months of completing the Year 2 curriculum, unless prior approval for additional delay is obtained (in writing) from the Office of the Dean;
- failure to pass the USMLE Step 2 examination in three attempts and according to the time frame specified in the promotion and remediation policies;
- failure to complete all requirements for graduation within thirty-six months of completing the Year 2 curriculum and USMLE Step 1, unless prior approval for additional delay is obtained (in writing) from the Office of the Dean; and
- a pattern of unacceptable noncognitive academic performance or breaches of professionalism or a single serious incident of unethical or unprofessional conduct.

## **SUSPENSION AND REMOVAL FROM SCHOOL**

In cases of serious misconduct, including breaches of professional behavior, and pending an investigation or determination of formal action, the dean (or designee) may require a student to not attend class, meet clinical appointments, attend campus events, or be present on campus without permission of the dean (or designee).

## **ACADEMIC DUE PROCESS**

In cases where the Academic Review Committee's action may involve formal suspension or dismissal from school, the student will be allowed to make a presentation before the Academic Review Committee before the committee acts to suspend or dismiss the student. The student may be accompanied and represented at the committee by another student from the School of Medicine or by a full-time faculty member from the School of Medicine who is not a voting member of the Academic Review Committee or the Executive Committee. The student will be notified in writing at least five business days prior to the Academic Review Committee meeting in which a decision for formal suspension or dismissal is considered. Following the student's appearance, the committee will consider the case and make a decision, or it may decide to gather additional information and hold a second meeting prior to making a final decision. If the committee determines that a second meeting would be helpful, the committee may give the student the opportunity to reappear and address further questions.

The Academic Review Committee may, at its discretion, refer matters related to breaches of professionalism or misconduct to the School of Medicine Professionalism Committee for determination and implementation of remedial actions or for recommendations that will be brought back to the Academic Review Committee.

In situations where there may be questions or disagreements of fact regarding allegations of unprofessionalism or noncognitive academic misconduct, the dean or the dean's designee may appoint a small committee to investigate the facts of the case and report its findings to the Academic Review Committee and/or the Executive Committee.

## **APPEAL PROCESS**

If the Academic Review Committee determines that a student be formally suspended or dismissed from school, the student may appeal the decision to the School of Medicine Executive Committee by notifying the dean in writing of his/her desire to appeal. The student's written

notice must be received within ten business days of the student's receipt of notification in his/her University email of the decision of the Academic Review Committee to suspend or dismiss him/her from school. The dean (or designee) will then notify the student in writing at least five business days prior to the Executive Committee meeting at which the student's appeal will be considered.

The student will be allowed to make a presentation to the Executive Committee before the Executive Committee acts. The student may be accompanied and represented by another student from the School of Medicine or by a full-time faculty member from the School of Medicine who is not a voting member of the Academic Review Committee or the Executive Committee.

After the Executive Committee makes a determination, the dean will make a final and binding decision. The decision of the dean shall be communicated to the student by the Office of the Dean.

The student will be notified in writing of determinations of the Academic Review Committee and Executive Committee and the final action of the dean.

Neither the school nor the student shall be represented by legal counsel at any stage of these proceedings.

Failure of the student to cooperate in these proceedings may result in immediate termination of the proceedings and imposition of suspension or dismissal from the Loma Linda University School of Medicine.

## School of Medicine Student Organizations

The purpose of the Loma Linda University School of Medicine student organizations is to:

- create an avenue through which students may seek constructive solutions to problems and enhance their educational experience;
- develop ways to further the mission of the school and add to the medical school experience by organizing social, spiritual, and service activities;
- engage students in issues related to medical education and health care through participation in regional and national professional organizations

At registration into the School of Medicine, students automatically become members of the Loma Linda University School of Medicine Student Association (SMSA).

The SMSA Senate includes the following individuals: president, vice president, pastor, resiliency officer, secretary, treasurer, and community services coordinator of SMSA; president and two elected senators of each of the four classes; the School of Medicine's representative to the Organization of Student Representatives (OSR) of the Association of American Medical Colleges (AAMC); president or designated representative of each School of Medicine student organization, with the exception of the medical specialty interest groups.

Student organizations that operate within the School of Medicine and that are represented on the School of Medicine Senate include the following:

- The American Medical Association-Medical Student Section (AMA-MSS), Loma Linda University chapter
- The American Medical Student Association (AMSA), Loma Linda University chapter
- The American Medical Women's Association (AMWA), Loma Linda University chapter
- American Physician Scientists' Association

- Armed Services Scholarship Club
- Christian Medical and Dental Association (CMDA)
- Conversational Spanish Club
- Latino Medical Student Association
- The Organization of Student Representatives (OSR) to the Association of American Medical Colleges (AAMC)
- Research Interest Group
- Running Club
- Student National Medical Association (SNMA), Loma Linda University chapter
- Students for Social Justice
- SUPER Stroke Club
- Wilderness Medicine Club

Other student organizations are based in the School of Medicine but are not required to have representatives at Senate meetings. These service-focused organizations, which involve students from a number of schools within the University, are as follows:

- Healthy Neighborhoods Project
- Mission Interest Group

Loma Linda University students are represented by peers at the San Bernardino County Medical Society, the California Medical Association, the American Medical Association, the American Medical Student Association, the Association of American Medical Colleges, and the Student National Medical Association.

Each class holds annual elections for class officers using procedures approved by the Office of the Associate Dean for Student Affairs. Class officers include, but are not limited to, the following: president, vice president, social vice president, pastor, secretary, treasurer, a sports coordinator, and two senators to the School of Medicine Student Association (SMSA). If the class chooses to produce a senior class yearbook, the yearbook editor serves as a class officer from the time he/she is elected.

Two students may choose to run together as co-officers (e.g., co-social vice presidents) for a single position. However, only one student may serve in the role of president or treasurer of a class or student organization.

During the freshman year, the first-year class officers meet with the associate dean for student affairs to select a class representative to the Student Affairs Council of the Alumni Association of the School of Medicine. The selected student serves a four-year term provided he/she remains in good and regular academic standing and continues to be a member of the original class. This representative serves as a class officer.

The associate dean for student affairs of the School of Medicine is the official liaison between the Office of the Dean and all School of Medicine student organizations, excluding medical specialty interest groups that are under the direction of the assistant dean for career advisement. Officers of student organizations, including producers of student publications or documents which represent the School, whether on-line or printed, are expected to work closely with the associate dean for student affairs to ensure that their plans are in harmony with School of Medicine policies. Students are required to receive prior approval for activities and events before they are finalized or announced to the class or organization.

Funds belonging to student organizations are held by the Office of the Dean. Students responsible for the use of an organization's funds are expected to work closely with the office of the associate dean for student affairs in making arrangements for purchases for their class or student organization. Students who wish to be reimbursed for personal funds spent for organizational purposes are required to submit original receipts as soon as possible after the purchases are made, but no later than 60 days after the expenditure is made (LLU policy).

Representatives of student publications or student organizations are not allowed to make financial agreements or contracts on behalf of an organization or publication without prior written authorization from the Office of the Associate Dean for Student Affairs.

Activities of student organizations that involve off-campus travel or that involve off-campus (non-faculty) speakers or entertainment must be preapproved by the Office of the Associate Dean for Student Affairs before the event is advertised. The start time for off-campus events that are sponsored by student organizations should be scheduled and announced to begin at the off-campus location and not involve organized carpooling.

Any organizations that identify themselves with the School of Medicine or Loma Linda University must be approved by the Office of the Dean. Students who wish to start a new organization should contact the associate dean for student affairs.

## **MEETINGS OR OTHER ACTIVITIES PLANNED BY STUDENTS**

Students or student organizations planning on-campus activities where food or refreshments are to be served must make prior arrangements with the Office of the Associate Dean for Student Affairs for food orders.

## **Policy for Selling or Distributing Materials**

Students or student organizations must not advertise or sell goods or services or promote business opportunities on University property or via the University's computer network without the permission of the Office of the Associate Dean for Student Affairs. This includes the selling of textbooks and educational materials other than what a student owned for his/her personal use. Students who wish to sell personal property may advertise in the *Trading Post* or submit a small announcement to the Office of the Dean for posting in the student lounge.

Loma Linda University Health has guidelines governing the design of any materials representing any aspect of the organization, whether or not they include the LLU logo. These guidelines may be found at <llu.edu/gig>. Assistance in complying with these standards is available from the dean's office graphic design representative. Organizations or individual students who wish to sell or distribute articles (such as T-shirts, pens, etc.) that are identifiable with the School of Medicine or University must have the designs approved by the Office of the Associate Dean for Student Affairs in consultation with the School of Medicine graphic design committee representative prior to ordering or distribution. Authorization for students to charge such articles on student accounts must be made through the Office of the Associate Dean for Student Affairs.

The sale of goods or services on the property of the Loma Linda University Medical Center or any of its affiliated hospitals—including Children's Hospital, East Campus Hospital, Surgical Hospital, Behavioral Medicine Center—is not permitted without permission of Medical Center and/or LLUH administration.

## **Qualifications for Student Office and Committee Membership**

School of Medicine students seeking elected office in school or University student organizations (including but not limited to class office, student association office, OSR, AMA, SNMA, AMSA, CMDA, AMWA), or those seeking appointed positions to School of Medicine committees, must be in good and regular standing within the school. Students on academic probation, students who have any below-passing grades, or students who are subject to disciplinary action are not eligible to hold office or serve on committees.

Once elected or appointed, students must remain in good and regular standing within the School of Medicine for the duration of their term of office.

In the event of academic or nonacademic difficulty requiring discontinuation from office, the student shall have the opportunity to resign his/her position before steps are taken by administration to replace him/her. The student administering elections for a student organization is expected to review nominees for elected or appointed offices with the associate dean for student affairs before final voting or selection takes place to ensure that students are eligible for holding an office.

## **School of Medicine Policy Revisions**

School of Medicine policies may be updated, revised, or added to as deemed necessary. Revisions to policies provided to students in writing (including those posted on an LLU or LLUSM website and operational policies distributed at orientation and posted on Canvas) are equally binding as the policies in this handbook.

In the event of a conflict between School of Medicine policies and Loma Linda University policies, the School of Medicine policies shall prevail.



**SECTION X**  
**SCHOOL OF NURSING**

## Dean's Welcome

This *Student Handbook* has been put together to inform you of the school and the University policies and expectations. The support and resources available to help you are also included.

Our goal is to provide an environment where you can gain the knowledge, skills, and attitudes necessary to grow as a competent, compassionate professional nurse. But more than that, while you are a student here, we want to provide you with opportunities to grow spiritually

and to develop healthy lifestyle practices.

Please avail yourself of the resources available to you both within the school and the University to assist you to grow as a whole person as well as a professional. May the Lord bless you as you study here at Loma Linda University School of Nursing.



A handwritten signature in black ink that reads "Elizabeth Bossert". The script is fluid and cursive.

Elizabeth Bossert, Ph.D., RN  
Dean

## **Our Vision, Mission, and Motto**

### **VISION**

Transforming lives through nursing education, professional practice, and research.

### **MISSION**

The education of nurses dedicated to professional excellence and compassion in clinical practice, education, and research. Loma Linda University-educated nurses will further the healing and teaching ministry of Jesus Christ through commitment to whole person care and Christian values.

### **MOTTO**

Preparing Tomorrow's Nurse

## **Academic Practices**

### **REQUIREMENTS FOR REGISTRATION**

Listed below are the requirements that must be met by all School of Nursing students before registration can be completed.

#### **BASIC CERTIFICATION**

Current hands-on CPR training is required of all B.S., M.S., and D.N.P. students while attending Loma Linda University School of Nursing (LLUSN). When enrolled in any clinical nursing course is taken, the CPR certification must be valid. Verification is established by presenting a copy of the CPR card with the expiration date to the appropriate associate dean's office.

Certification or renewal may be done through a local program recognized by the American Heart Association; or Life Support Education, which is located at 24007 Taylor Street, Loma Linda. The telephone number is: 909/558-4977.

Undergraduate students must have a current first aid card before beginning the undergraduate clinical sequence. Graduate students must check with the Office of the Associate Dean for Graduate Nursing for other required certifications.

#### **IMMUNIZATIONS AND HEALTH CLEARANCE**

It is necessary for all new students to have proof of immunity for certain contagious diseases. This is a safeguard to the health of both the student and patients with whom the student works. All disease and immunization dates must be recorded and verified by Student Health Service (See University CATALOG, Health/Immunizations). Clinical agencies require seasonal flu immunizations. Additional immunizations may be required based on epidemiological evidence.

A PPD (TB test) is required each year and must be done before registration. If the PPD results are positive, then a chest x-ray will be required with appropriate follow-up. For beginning students, the two-step process for TB clearance is a first PPD followed by a second PPD a week later.

See specific information in the University CATALOG (Health/Immunizations). If a student cannot meet these requirements, continuation in the School of Nursing will be in jeopardy.

## BACKGROUND CHECK

All incoming students will need to clear the LLU background check before they can register. This is required by the clinical agencies where students will be practicing nursing (see registration website). Additional background checks may be required by a clinical agency.

## GUIDELINES FOR WRITTEN WORK WITHIN THE SCHOOL OF NURSING

Written assignments must follow the guidelines in the current edition of the Publication Manual of the American Psychological Association.

## Academic Progression

### PROGRAM PROGRESSION

#### Baccalaureate Program

Progression is contingent upon satisfactory scholastic and clinical performance and the student's responsiveness to the established aims of the school and the nursing profession. Students are to be considered as making satisfactory progress as long as they maintain a C or better in every course and complete the requirements of the following time frame:

<i>1st year</i>	<i>2nd year</i>	<i>3rd year</i>	<i>4th year</i>	<i>5th year</i>
29 units	48 units	96 units	144 units	193 units

#### Graduate Program Progression

Progression is contingent on satisfactory scholastic and clinical performance and the student's responsiveness to the established aims of the school and the nursing profession.

Graduate students shall be considered as making satisfactory academic progress as long as they:

- Earn a grade of B or higher in all courses.
- Yearly, give evidence of satisfactory completion of:
  - a. 20 percent or more of courses required for curriculum (MS and DNP)
  - b. 15 percent or more of courses required for curriculum (PhD)
  - c. 67 percent or greater of the courses attempted, including transfer credit
- Complete the program in:
  - a. 5 years (MS and DNP)
  - b. 7 years (PhD)

Provision is made for full-time or part-time study.

## NURSING COURSE GRADES

### Undergraduate and Graduate Clinical Laboratory Experience

Clinical laboratory grades in the School of Nursing are assigned to pass/fail, except for nurse anesthesia. Specific criteria for clinical evaluation are shared with students at the beginning of each nursing course.

## Percentage Breakdown for Grading

The School of Nursing (graduate and undergraduate programs) uses the following breakdown of percentages for computing student grades:

95–100%	A	82–84%	B-	68–70%	D+
92–94%	A-	79–81%	C+	63–67%	D
88–91%	B+	76–78%	C	Below 62%	F
85–87%	B	71–75%	C-		

## ACADEMIC INTEGRITY

All students in the School of Nursing are expected to adhere to the highest standards of academic honesty. It is the responsibility of students to avoid both dishonest practices and the appearance of dishonesty. The student should make the necessary effort to ensure that his/her work is not used by others.

Students will be subject to discipline for any form of academic dishonesty, including, but not limited to: copying from another's examination or allowing another student to copy your exam; plagiarism; giving or receiving aid on class work without permission or on take-home tests; and representing as one's own work the work of others without giving credit. (See University portion of this handbook and the University CATALOG for more details.)

Disciplinary actions may range from a zero on the work involved, lowering the course grade by one letter, dropping the student from the course, or total dismissal from school (See Grievance Procedure below).

## UNDERGRADUATE PROGRAM

### Assignment of Grades to Nursing Courses

Most nursing courses in the undergraduate curriculum are divided into approximately equal components of theory and clinical laboratory practice. A grade for a nursing course represents the combination of the theory and the clinical laboratory grades. In order to pass a nursing course, a student must receive a grade equivalent to a C (2.0) or above in both the theory and clinical laboratory sections of the course. A grade of C- or below places the student on probation status, and the course must be repeated. In order to pass classes, students must achieve 76 percent or higher on cumulative examination scores.

### Withdrawal

A student may withdraw (W) only once from any nursing or required cognate course and withdraw no more than two quarters during the nursing program.

### Repeating Undergraduate Courses

A grade of C (2.0) is the minimum passing grade for nursing courses. A student may repeat a course only one time. Required cognates include ethics and statistics. Any nursing course or named cognate course taken while a student at Loma Linda University School of Nursing in which the earned grade is C- or lower must be repeated. When a student repeats a course, both the original and repeat grades are entered on the student's permanent record; but only the

repeat grade and credit are computed in the grade point average and included in the total units earned.

### **Academic Probation**

- Students who have received a C- or below in a nursing course or who have withdrawn (W) due to failing, are placed on academic probation.
- Students on probation status will be required to take NRSG 244 Strategies for Academic Success, under the supervision of the Center for Academic Excellence (ACE);
- Students on probationary status are required to communicate regularly with the academic advisor.
- Students on probation status may take no more than 12 units.
- When the failed course work has been repeated successfully, the student is returned to regular status.
- Students who receive a C- or below in any the courses listed below must continue to enroll in NRSG 244 Strategies for Academic each quarter until successful completion of NRSG 301 Adult Health Nursing 1.
  - NRSG 224 Nursing Pathophysiology,
  - NRSG 231 Foundations of Professional Nursing,
  - NRSG 232 Fundamentals of Nursing,
  - NRSG 233 Health Assessment
  - NRSG 305 Nursing Pharmacology

### **Academic Success**

- Students who receive a grade less than a B- and/or a cumulative exam score of less than 80% in any of the courses listed below must enroll in NRSG 244 Strategies for Academic Success each quarter until they successfully pass NRSG 301 Adult Health Nursing 1.
  - NRSG 224 Nursing Pathophysiology
  - NRSG 231 Foundations of Professional Nursing
  - NRSG 232 Fundamentals of Nursing
  - NRSG 233 Health Assessment
  - NRSG 305 Nursing Pharmacology

### **Academic Dismissal**

- Enrollment in the School of Nursing will be terminated if a student receives two grades of C- or below in nursing or required cognates (See *Student Handbook* for Grievance Procedure).

### **Challenge Examinations**

An undergraduate student may meet academic requirements by passing an examination at least equal in scope and difficulty to examinations in the course. Undergraduate students with prior education in nursing or another health-care profession; and those who are military veterans are eligible to challenge nursing courses required for California state licensure. The applicant's background in health-care theory and clinical experience must be commensurate with the theory and skills required for the course.

Challenge examinations in nursing courses include both a written examination covering theory and an examination of clinical competence. A fee is charged for a challenge examination. (See the “Schedule of Charges” in School of Nursing in the Financial Information section of the University CATALOG).

Progression to the next level in the program is permissible only after successful completion of the challenge examinations. A grade of S is recorded for challenge credit earned by examination only after the student has successfully completed a minimum of 12 units of credit at this University with a G.P.A. of 2.0 or above.

## **GRADUATE PROGRAM**

### **Assignment of Grades to Nursing Courses**

Students are expected to maintain a G.P.A. of 3.0 (B average).

#### **Course Grades**

- The expected earned grade level for graduate studies is a cumulative grade point average of 3.0 (B average) or higher.
- Students must earn a grade of B (85 percent) or higher in all core or concentration courses. If the earned grade is less than a B, the course must be repeated. Only one course may be repeated.
- For all CNS and NP clinical courses, an earned grade of less than B (3.0) may not be repeated.
- For all required nurse anesthesia courses, an earned grade of B (3.0) may not be repeated.

#### **Withdrawal and Repeating Courses**

- A student may withdraw only once from a core, concentration, or clinical course.
- A student may repeat no more than one course in the program.
- Students requesting to repeat a clinical course due to a withdrawal are placed on a waiting list, according to the timing of the request.
- Nurse anesthesia students may not withdraw from or repeat a course.

#### **Academic Probation**

At the end of each quarter, student GPAs will be reviewed. Students will be placed on probationary status if the earned GPA is less than 3.0 for the quarter, cumulatively, or in the nursing major.

While on probation a student:

- May not take the clinical focus courses, unless this is the course that must be repeated.
- May not submit the comprehensive project.

Academic probation may be removed by:

- Raising the G.P.A. to 3.0 or higher the next quarter.
- Retaking the course in which a grade lower than a B was earned to raise the earned grade the next time the course is offered.

## Academic Termination

Academic enrollment will be terminated if:

- The cumulative GPA has not been raised to 3.0 or above while on academic probation.
- Any grade lower than B has not been raised within two quarters or the next time the course is offered.
- A CNS or NP student earns a grade of B- (2.7) or lower in a clinical course.
- A nurse anesthesia student earns a grade of B- (2.7) or lower in any course.

## Examination Procedures

### EXAMINATION TECHNOLOGY REQUIREMENTS

All incoming students will be required to have their own portable computer. The majority of testing will be done using a computerized testing program known as Exemplify™ which is a component of the company ExamSoft™. Students will need their own computer that meets or exceeds the below requirements for test taking.

Exemplify can be used on most current Microsoft Windows-based laptop computers (i.e., purchased within the last 3-4 years). Please see specific system requirements as noted below.

Exemplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion, or any other virtual environments.

#### PC Requirements

- Operating system: Windows Vista, Windows 7, Windows 8, or Windows 10
- ExamSoft does not support tablet devices other than Surface Pro as detailed below.
- CPU processor: 1.86 Ghz Intel Core 2 Duo or greater
- RAM: 2 GB minimum
- Wireless internet capability for Exemplify download, registration, examination download and upload
- Adobe Reader (Version 11, or DC) is required for examinations containing PDF attachments

#### Surface Pro Requirements

- Surface Pro 1, 2 & 4 (non-Pro Surface devices are NOT supported)
- Surface 3 (Pro and non-Pro device ARE supported)
- External keyboard (USB or Bluetooth) required. Bluetooth keyboards must be paired prior to launching examination.
- Adobe Reader (Version 11 or DC) for examinations containing PDF attachments
- Wireless internet capability for SofTest download, registration, examination download and upload

Exemplify can be used on most modern Mac OS X-based computers (i.e., purchased within the last 3-4 years). Please see specific system requirements as noted below.



## Mac Requirements

MacOS Catalina (version 10.15) is compatible with Exemplify v.2.0.6 or greater. Previous versions of Exemplify will not work with macOS Catalina. It is preferred that you upgrade your MacOS to the latest Catalina version for best results.

- Supported Operating Systems: OS X 10.13 (High Sierra), OS X 10.14 (Mojave), and macOS Catalina (10.15). Only genuine versions of Mac Operating Systems are supported.
- CPU: Intel processor
- RAM: 4GB or higher
- Hard Drive: 1GB or higher available space
- For onsite support, and in order to backup the answer files to USB, a working USB port is required (Newer devices may require an adaptor)
- For technical troubleshooting, account passwords, including device passwords, may be required.
- Server version of Mac OS X is not supported
- This software cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.
- Internet connection for Download, Registration, Exam Download and Upload.
- Administrator level account permissions ([Instructions](#))
- Exemplify cannot be run within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, Virtual Disks, Streamed images, etc.

## iPad Requirements

iPadOS 13 is supported on version 3.8 of Exemplify for iPad

- Hardware Requirements = iPad 5+, iPad Air, iPad Mini 2+, iPad Pro
- Operating System = iOS 11, iOS 12, and iPadOS 13 (Only genuine versions of iOS are supported)
- 500 MB of free space required to commence an exam
- iPad must not be Jailbroken
- Internet connection for Download, Registration, Exam Download and Upload.
- In order to take an exam using an iPad, your institution must first enable iPad support.

## Academic Discipline

### ACADEMIC DUE PROCESS

If the student wishes to contest a grade, the following steps should be taken within one month following the posting of the grade:

- Discuss the grade with the course coordinator.
- If the matter is not resolved, the student should discuss the grade with the associate dean.

- If the matter still is not resolved, the student may appeal in writing to the Academic Review Committee, whose decision is binding. The committee will review the student's written appeal and vote a decision.

The Academic Review Committee meets at least once each quarter to review student progress. Actions recommended by the Academic Review Committee other than dismissal from school are not subject to appeal beyond the committee. Actions that are not subject to appeal include, but are not limited to, requiring a student to do remedial work in a course, or repeating a course in which the student received a failing grade in either the theory or clinical portion.

## **Grievance**

A student dropped from school for academic reasons and who contends that the appropriate procedure was not followed, may file an appeal to the dean of the school. This appeal must be filed within one quarter from the date on which the Academic Review Committee voted to drop the student from school. A grievance will be reviewed only if the appeal is filed within this time frame.

The grievance process is not available to individuals who fail to achieve admission or readmission to the school, or who take exception to the terms and conditions of admission or readmission.

## **Process for Grievance**

The student requests the dean to appoint a Grievance Committee to evaluate the situation. This request must be presented in writing and must include pertinent information. Based on their review, the Grievance Committee makes a recommendation to the dean:

1. The dean, upon receipt of a written petition for grievance, appoints a committee of three faculty members selected from faculty of the school who were not previously parties to the review of this case. The fourth, nonvoting faculty member, from the Academic Review Committee, is also selected by the dean to meet with the Grievance Committee. The Grievance Committee may interview the student, faculty, clinical faculty, or other individuals who may know about the situation. The student may be accompanied only by a faculty advisor—not by friends, family, or legal counsel.
2. The committee renders a written recommendation to the dean upon completion of their review. After reviewing the findings and recommendations of the Grievance Committee, the dean makes a decision, which is final and binding. The student is notified of the decision in writing.

## **Nonacademic Discipline**

A student's conduct will come under question if the student:

- neglects nonacademic obligations or other student duties;
- displays social conduct that is inappropriate;
- fails to maintain professional standards;
- violates policies or regulations of the University and/or the school.

An illustrative list of the expectations regarding student conduct can be found in Section V of the Loma Linda University *Student Handbook*. Alleged student misconduct is subject to review by the School of Nursing to determine whether discipline is appropriate.

Disciplinary actions by the administration and faculty normally fall into, but are not limited to, the following categories—based on the seriousness of the infraction of University policies, rules, and regulations by students:

- warning—cautionary admonition, usually given verbally;
- censure—reproof for an infraction, given verbally and in writing
- probation—disciplinary status indicating that a student may be dismissed for continued or repeated conduct without further committee action;
- suspension—exclusion from the University or from a school or a segment of a school’s program, for a specific period;
- termination at the end of the quarter—actual dismissal but with permission to complete the courses in progress, provided the student’s conduct is acceptable during the interim period; or
- dismissal—immediate expulsion from the University.

## **NONACADEMIC DUE PROCESS**

When a student fails to observe the University or School of Nursing policies or regulations that govern nonacademic and nonclinical general conduct, the following disciplinary procedures are instituted.

1. Upon receipt of a serious allegation of misconduct, a student may be suspended from the school, pending and during the immediate investigation of the allegations. Suspension shall mean that the student may not attend class, meet clinical appointments, attend campus events, or be present on campus without permission from the dean or designee.
2. At the conclusion of this investigation, the associate dean for the program either decides that the allegations lack a substantive basis for further investigation; or decides that there is a substantive basis to justify disciplinary action. Should the student feel the decision is unfair, he/she may request that the matter be referred to the specially appointed Student Conduct Committee, which is composed of five faculty members from the School of Nursing, with at least three from the department of the student’s enrollment
3. The committee meets to review the student’s request. The Student Conduct Committee will interview the student, as well as those bringing the allegations. In addition, the committee may interview anyone else who may help clarify the merits of the allegations. The student may request that specific witnesses be allowed to appear before the committee in support of the student. The student may appear before the committee in the meeting room with a representative from the faculty of the School of Nursing but may not be accompanied by family, friends or legal counsel.
4. The student may present new information not previously submitted if relevant to the allegations. It is the responsibility of the student to provide any new information or witnesses to the committee at the time the Student Conduct Committee meets.
5. Neither the student nor his/her representative may be present during the deliberations. The Student Conduct Committee may conclude either that there is no substantive evidence of the alleged misconduct or that the allegations are supported by substantive evidence of general (nonacademic and/or nonclinical) misconduct, and then make their

recommendations to the dean. The dean gives the student written notification of the decision.

## **NONACADEMIC GRIEVANCE ACTION**

If the student is dismissed from school and feels the appeals process has not resulted in a fair resolution, he/she may proceed to grievance by following the steps outlined above under Academic Discipline. The student must file the petition regarding the grievance no later than one month after the disciplinary action. Following a review by the Grievance Committee and the dean's consideration of the recommendation, the decision of the dean is final and binding.

## **Credentialing**

### **UNDERGRADUATE: LICENSING EXAMINATION**

Loma Linda University School of Nursing prepares students to write the National Council Licensing Examination. Students without a previous B.S. degree are eligible to write this examination (NCLEX-RN) after successful completion of the B.S. degree. Students apply online for the NCLEX-RN examinations.

### **GRADUATE CERTIFICATION**

The Master of Science and BS-DNP degree programs at Loma Linda University prepares the nurse practitioner, nurse educator, nurse administrator, clinical nurse specialist, and nurse anesthesia students for:

- California BRN certification to practice in the state. To apply, obtain the appropriate application from the BRN website and submit as directed.
- National certification in selected advanced role. Identify appropriate national certification organization and complete application for examination as directed.
- Students in the BS-DNP program may apply for state and national certification following completion of their program clinical certification requirements.

## **Attendance Policy: Undergraduate**

### **CLASS AND CLINICAL LABORATORY**

Attendance at class and clinical laboratory is required. Tardiness or unexcused absences above 10 percent in class or clinical laboratory is cause for failure. Absences due to extenuating circumstances (e.g., personal illness, illness or death in the family) may be made up at the discretion of the instructor, provided timely and appropriate notification is given.

### **CHAPEL**

Regular attendance at Chapel is required unless students are required to be in a clinical laboratory or have no class before 3:00 p.m. Record of attendance is kept by the Student Affairs Office of the school. More than three absences will exclude students from consideration for school scholarships. Student ID badges are required to record attendance.

## PROFESSIONAL DRESS STANDARDS

### Dress Standards on Campus and in Class

Modest casual wear is appropriate on campus and in class. In settings where shorts are acceptable they must be neat and at least mid-thigh in length. Sloppy clothing, tank-tops, tight-fitting clothes, clothing that is torn or frayed, and bare midriffs are not considered appropriate. Words, pictures and/or symbols displayed on clothing should be consistent with an Adventist Christian institution and sensitive to a diverse faculty, staff, and student population.

Loma Linda University School of Nursing requires students to act and dress appropriately in the school environment and in the clinical setting. In the nursing profession, your actions and appearance speak of your dedication to the field of nursing and your ability to provide care in a professional manner.

- School of Nursing picture ID shall be worn by the students on campus and in the clinical setting.
- Hairstyle shall be neat and conservative and of a natural color.
- Cosmetics and perfumes should be inconspicuous.
- Body piercing jewelry and visible tattoos are not allowed. All tattoos must be covered by clothing.

### Professional Dress Standards for Clinical Assignments

In keeping with the University dress standard, the student needs to maintain an appearance which exemplifies the principles of appropriateness, cleanliness, neatness, and modesty in the clinical setting. Dress should in no way interfere with the professional requirement of clinical assignments. It must adhere to safety standards.

- School of Nursing picture ID shall be worn by the students on campus and in the clinical setting.
- Hairstyle shall be neat and conservative and of a natural color. Hair must be pulled back so that it is off the shoulders when in the clinical setting.
- Cosmetics and perfumes should be inconspicuous.
- Jewelry only in moderation as defined by:
  - One ring (or wedding set) per hand
  - One set of small post-type studs not extending beyond the earlobe
  - Medic-alert bracelet(s) as appropriate
  - No other jewelry is permitted in the clinical setting (including, but not limited to: earrings, neck chains, body piercing jewelry, slogan pins, buttons or badges.)
- Nails should be clean, short, and manicured. Only natural appearing nail polish may be worn. No artificial nails are permitted in the clinical setting.
- Tattoos are not allowed to be visible. All tattoos must be covered by clothing.
- Uniforms should be clean, shoes polished, and shoestrings clean.
- Optional undershirt, T-shirt, or turtle neck, in the same color as pants (black), may be worn under designated scrub top. These cannot have writing on the shirt, including on the sleeves.
- Lab coats, when worn, should be solid white.
- Flip-flops, sandals, tennis shoes, etc., are never appropriate with a uniform.

- For the undergraduate student, the school uniform is required for clinicals involving bedside care. The school uniform may be required at other times as outlined in each course syllabus.

*In addition to the above requirements, students will also be responsible for adhering to any additional dress policies of a particular clinical agency or setting.*

### **Undergraduate Uniform Dress Code**

The dress uniform includes the following (specified in more detail below):

- Dove scrub top, black scrub pants, black leather shoes with black shoe strings, and solid black socks

-OR-

- Dove dress, solid black hose (no design), and black leather shoes with black shoe strings
- No other items of clothing or accessories are to be worn with the uniform (including, but not limited to: caps, hats, scarves, or shirts that don't meet specifications below).

Requirements for the scrub top or uniform dress:

- Must be neat and clean.
- Dove Brand which must be obtained from the Campus Book Store (in appropriate blue standardized color for LLUSN), with the Loma Linda School of Nursing insignia on the right side of the scrub top or uniform dress.
- Length:
  - Scrub top (length at least to the second knuckle when the hand is straight down by the side)
  - Dress (length no shorter than the top of the knee)
- Scrub top always should be worn untucked.

Requirements for the scrub pants:

- Must be neat and clean.
- Acceptable black scrub pants must come to the top of the shoe and be straight legged. (No tight fitting, jogger, or capri style).

Requirements for shoes, hose, and socks:

- If a uniform dress is worn, it will include solid black hose (with no design) and nurses' solid black leather shoes with closed toe and heel (no white soles, designs, insignias or shoe strings). Shoe strings are to be black.
- If scrub pants are worn, it will include solid black socks and nurses' solid black leather shoes with closed toe and heel (no white soles, designs, insignias or shoe strings). Shoe strings are to be black.

Optional undershirt, T-shirt, or turtleneck:

- Optional undershirt, T-shirt, or turtleneck, in the same color as pants (black), may be worn under designated scrub top. There is to be no writing on the shirt or turtleneck, including on the sleeves.

## Dress Code in the Community Setting

The health department has agreed that appropriate street clothes which are consistent with the University Dress Policy may be worn by students making home visits. Certain selected assignments may necessitate the wearing of a lab coat or uniform.

### Off Campus

- The uniform is out of place off campus except when traveling to and from clinical lab experiences. For the student's personal safety, it is recommend that he/she remove the name tag/ID badge when not on campus.
- Students will not be permitted on clinical sites without the appropriate uniform attire as described above.

**\*\* If student is found to be out of compliance with the professional dress standards for clinical assignments, they will be sent home and will need to meet with their Course Coordinator and Program Director prior to attending their next clinical.**

## Sources of Academic Assistance

The School of Nursing provides students with a variety of assistance.

### ACADEMIC ADVISEMENT

Each student is assigned a faculty advisor. The advisor is a resource person available to help interpret the academic requirements of the School of Nursing—including help with registration, information about classes, and finding resources on campus. The available hours to meet with advisors are posted. If these times are not convenient, other appointments may be made by telephone or email. Should a student desire a different advisor, a written request should be submitted to the associate dean. The advisor is also available to discuss other problems and concerns related to academic and professional issues. Counseling for personal issues is available for students through the Employee and Student Assistance Program.

### Course Coordinator

Each nursing course at LLUSN has a course coordinator. This is the individual to contact regarding course content, requirements, or any concern related to that course. If a student is ill or misses classes, he/she must contact the course coordinator to make arrangements for missed assignments and/or clinical laboratories.

## COURSE SCHEDULING

### Undergraduate

The sequencing of nursing courses is arranged through the Office of the Associate Dean for the Undergraduate Program. Issues relating to course sequencing or program concerns should be addressed with the associate dean for the undergraduate program.

### Graduate

The sequencing of nursing courses is planned in relation to the requirements for that concentration area.

## LEARNING RESOURCES AND THE ACADEMIC CENTER FOR EXCELLENCE

The School of Nursing provides the Academic Center for Excellence (ACE) for students who desire support to achieve excellence in their educational endeavors. ACE offers assistance to help identify areas of learning needs; individualized help with study skills; tutoring; examination analysis, examination strategies, time management, and note taking and efficient study techniques. The Del Webb Library is open for students to use for study. The School of Nursing maintains a computer laboratory for student use.

## Student Affairs

There are a number of opportunities for student involvement in the School and the University. The associate dean and faculty advisors work with the Associated Students of Nursing (ASN) in planning and organizing functions for students. The associate deans also work closely to support the faculty advisors for the student organizations.

Students wishing to serve in leadership positions must meet the following qualifications: (1) have a G.P.A. of 3.0 at time of election and maintain a minimum G.P.A. of 3.0; (2) not be on academic probation; (3) be willing to uphold and model social and Christian values and standards of the School of Nursing and the University; and (4) be willing to take on the functions and responsibilities of the office (see the ASN Bylaws for listing of specific officer functions).

## STUDENT ORGANIZATION OFFICERS

- The Associated Students of Nursing (ASN) and undergraduate class officers make up the student leadership for the Undergraduate Program within the School of Nursing.
- ASN officers include: president, social vice president, spiritual vice president, secretary, treasurer, representatives for the sophomore classes, and other positions as needed.
- Class officers include president, social vice president, religious vice president, secretary, treasurer, and historian.

## Awards and Scholarships

Scholarships and awards are given in recognition of scholastic attainment, leadership ability, and financial need. Examples of awards that recognize academic achievement include quarterly *Dean's List*, *Lewis Award*, *Dean's Award*, *President's Award*, recommendation for *Sigma Theta Tau*, and *Helen Emori King Leadership Award*. Scholarships are awarded by the Scholarship Committee and other outside agencies.

The Office of Financial Aid at 909/558-4509 should be contacted regarding financial aid applications. Most scholarships require a FAFSA (application for federal student aid) to be completed. Applications for scholarships are available from the Office of the Assistant Dean for Finance. International students are not eligible for FAFSA. Student information on how to apply for these funds is available from the assistant dean for finance. In order to be considered for scholarship funds, students must be in good standing academically; and their lives must represent school and University guidelines.



## Loma Linda University School of Nursing Technical Standards for Admissions, Promotion and Graduation (5-3-20)

Loma Linda University School of Nursing candidates for the BS, MS, DNP or PhD degree must have abilities, skills and professional attitudes that ensure the School educates students of the highest qualifications for the practice of Nursing. These technical standards are requirements for admission to, promotion within, and graduation from the Loma Linda University School of Nursing. Technological compensation can be made for some disabilities in certain areas but a candidate should be able to perform in an independent manner without the use of a surrogate. Abilities, skills and professional attitudes in the following areas are required:

**OBSERVATION** – Candidates must be able to observe demonstrations and conduct procedures related to nursing practice. Observation necessitates the functional use of the senses of vision, hearing, smell and somatic sensation (i.e. such as touch, pressure, cold, warmth and pain, the position of the limbs and pain). A student must be able to observe a patient accurately at a distance and in close proximity, noting nonverbal as well as verbal signals. The student must be able to observe and interpret identifiable information relating to the patient and environment, including data relating to safety.

**COMMUNICATION** – Candidates should be able to speak, hear, and observe patients in order to elicit information, communicate effectively and sensitively with patients, colleagues, and other personnel. The candidate must be able to communicate effectively and efficiently in oral and written English with all members of the health care team.

**MOTOR** – Candidates should have sufficient motor function and skills necessary to perform basic and essential tasks in the practice of nursing and to obtain information from patients by various assessment techniques. A candidate should be able to execute motor movements as required to provide general care and emergency treatment of patients (e.g. CPR, AED). These actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the somatic sensations and vision. Required functions include standing, bending, lifting, sitting, pushing, pulling, balance and other motor actions needed in the process of patient care; performing basic laboratory tests, preparing and administering medications by all usual routes.

### **INTELLECTUAL---CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES--**

Candidates should possess the necessary intellectual, conceptual, integrative and quantitative abilities to complete essential activities including measurement, calculation, critical thinking, and decision-making. Candidates must be able to problem-solve in routine and stressful circumstances.

**BEHAVIORAL AND SOCIAL ATTRIBUTE** – Candidates must possess the emotional and mental health required for the exercise of good judgment, the timely completion of all responsibilities, responsibility for their own behavior and learning, and appropriate relationships with persons of varying cultures and backgrounds. Candidates must be able to

function effectively under stress, adapt to changing environments, display flexibility and ability to function appropriately in uncertain circumstances. Personal qualities required of candidates include: ethical behavior, empathy, integrity, honesty, concern for others, kindness, patience, good interpersonal skills, interest and motivation.

I acknowledge that I have read, understand, and am able to comply with the Loma Linda University School of Nursing Technical Standards for Admissions, Promotion and Graduation.

SECTION XI  
SCHOOL OF PHARMACY

## Dean's Welcome

Welcome to Loma Linda University School of Pharmacy. We are so glad that you've chosen us to guide your journey to becoming a pharmacist. We truly believe that patients achieve optimal health and medication outcomes with pharmacists as essential and accountable providers within patient-centered, team-based healthcare. (JCPP Vision, [www.jcpp.net](http://www.jcpp.net)). Loma Linda provides a unique environment to explore your calling in service to mankind and fulfilling this national vision for the role of the pharmacist in the integrated healthcare team.



With our six hospitals, six community pharmacies, specialty pharmacy, nuclear pharmacy, and dozens of outpatient primary care and specialty clinics, as well as our partnership with seven other health professional schools on campus, the opportunities are endless for you to pursue your interests in patient care and to become a highly competent pharmacist. Our focus on the integration of faith as an essential component of wholeness and optimal health will help you develop into a provider that demonstrates the very best in compassionate, caring, and ethical pharmacy practice.

This Student Handbook provides a roadmap for your success. It provides key information you will need throughout enrollment, and it represents a commitment between the school and you as a student in terms of the performance and professionalism expectations of our program. Whenever changes to the policies and procedures to this handbook occur, you'll receive notification of updates from the Associate Dean of Student Affairs. You are responsible for reading this handbook in its entirety, as well as any updates as they become available. We are very proud of our Academic Success program, and we hope that you will take advantage of these resources anytime you need help. You will have the opportunity of many co-curricular and extra-curricular activities that will enrich your pharmacy education. I hope you will take advantage of these.

**ACTION:** There are three actions I'd ask that you take as you begin your journey. 1) *Commit to keep up with your studies daily, and seek help as soon as you begin to struggle. We all struggle with different things at different times, and life happens; don't be afraid to reach out to your faculty and the Academic Success office as soon as you realize you need help. We want you to succeed!* 2) *Commit to joining at least one national pharmacy organization and at least one state pharmacy organization. These are not clubs – they are part of your professionalization process as a pharmacist, which we view as essential to your ultimate success as a student pharmacist.* 3) *Determine now where you will serve society through volunteerism. We have local options through our student organizations for service, as well as dozens of opportunities to serve around the world on mission trips during the summers and breaks. We hope that 100% of our students will serve somewhere locally and globally during their time at Loma Linda.*

The Faculty and Staff are here to help you grow intellectually, relationally, physically and spiritually as you prepare for a life of service in your chosen profession. We wish you continued success as you strive to achieve your professional and personal goals.

Michael D. Hogue, Pharm.D., FAPhA, FNAP  
Dean

## LLUSP Oath of a Pharmacist

I stand on the campus of Loma Linda University before you and in the presence of God. I promise to devote myself to a lifetime of service to others through the profession of pharmacy.

In fulfilling this vow:

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

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

## Pledge of Professionalism

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

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

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

**Foster** professional competency through lifelong learning. I must strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.

**Support** my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a code of ethics set forth by the profession.

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

**Maintain** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required for the pharmaceutical caregiver.

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

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

## School of Pharmacy

### Student Classroom Conduct Contract

As members of the student body, we are expected to act in a manner that is mutually respectful to our instructors and fellow classmates. Students will refrain from disruptive activity to prevent any shifts in attention that inhibit effective learning in the classroom. By acknowledging and adhering to this common standard in all of our classes, students will be able to gain the experiences required to become competent pharmacists. Together we can create and maintain a positive learning environment.

Created by: Class of 2011 & 2012

## Student Affairs Policies and Procedures

### STUDENT RESPONSIBILITIES

#### Background Check

Loma Linda University School of Pharmacy (SP) students are required to have a background check prior to registration at the start of each academic year. Students beginning the PY1 year must have background check results prior to orientation for the PY1 year. PY4 students must complete a background check prior to the start of APPE rotations. The only approved vendor for the background check is accessed through the LLU 'Student Portal'. Background check results are placed in the SP student E-value file.

If a *fail* grade is received on a background check it is automatically referred to LLU General Counsel for review. General Council will make the determination whether the student is allowed to participate in University sponsored clinical sites. This decision may adversely affect continued enrollment. Enrolled students have the obligation to self-report to the Associate Dean of Student Affairs and Admissions if an event occurs while enrolled in the School of Pharmacy program that would warrant a 'hit' (or fail) on their background check. Failure to self-report may be cause for disciplinary action.

University General Council's opinion does not extend to the State of California Board of Registered Pharmacists and does not guarantee that the Board of Pharmacy will accept this opinion.

#### Cars

Students are expected to have access to a car and a valid driver's license for off-campus assignments. All student vehicles must be registered and have a valid parking permit irrespective of whether or not their car is parked in a University parking lot.

#### Cell Phone

Students are expected to have a cell phone they can use for phone calls and sending/receiving texts messages while on clinical rotations. Preceptors use texting to communicate with students while on their clinical rotations.

## Campus Parking

All students enrolled in the School of Pharmacy are required to register their vehicle(s). Permits are obtained online at [parking.llu.edu](http://parking.llu.edu). When you sign up online to register your vehicle you will be given instructions regarding the appropriate parking lot to use. This then becomes your assigned parking lot. Cars will be ticketed if they are not registered, are parked in a parking lot that has not been assigned, or are parked along the public streets that have signs indicating a city parking permit is required. Students should refer to the University Student Handbook for the complete parking policy. Complying with University parking regulations is considered a matter of integrity and professionalism.

## BLS and First Aid Certification

Students must be currently certified in Basic Life Support (BLS) and First Aid Provider during their enrollment in the School of Pharmacy. Copies of current BLS & First Aid certificates are uploaded by each student to their E\*Value Personal Record. Each student is responsible to maintain current certification.

## Health Insurance

The University Student Health Plan covers pharmacy students while they are enrolled in classes. The School of Pharmacy's block curriculum includes being enrolled in the summer term. Students who are progressing through the curriculum with no leaves of absence are covered. This coverage does NOT include any time they are not enrolled in classes or APPE. Insurance coverage while not enrolled can be purchased for an additional cost. To add family members to the health plan an application must be submitted (via paper application) along with payment. The LLU Department of Risk Management issues Student Health Cards along with pertinent information regarding insurance providers and coverage. Students must carry the Student Health Card at all times. The Student Health Plan is a University-sponsored excess medical plan.

Contact the LLU Risk Management Department with questions regarding your coverage or eligibility (909-651-4010).

## ID Badge

Students receive a picture identification badge at the time of registration for the PY1 year. Pharmacy students must dress professionally for their ID picture (shirt and tie for men). This University ID badge is obtained at the Central Student Affairs Office and allows access to computers in the library and certain secure areas on campus as well as access to Shryock Hall. Scanning the ID badge is required at the end of each chapel program to record chapel attendance. The LLU Student ID badge must be worn visibly at all times while on campus. When present in patient care areas a University ID badge must be visible on the student lab coat. Badge access to Shryock Hall occurs within the first week of school.

## Intern License

Students must possess a valid, non-probationary intern pharmacist license to participate in the experiential components of the Doctor of Pharmacy Program. Upon matriculation into the Pharmacy Program all students must complete the application to be licensed as an intern



pharmacist in the State of California. Accepted students are given instructions on downloading and completing the application prior to the orientation program.

During orientation week these completed Pharmacy Intern License Applications are submitted to the Office of Experiential Education. After processing, the applications for the entire class are submitted to the Board of Pharmacy. Once the applications are received and processed, the Board of Pharmacy mails the Intern License to each individual student. When the student receives their Intern License in the mail they must upload a PDF version to E-value for their school record.

Failure to clear the California State Board of Pharmacy process for issuing an intern pharmacist license (i.e. "Clear", not "Probation") prior to the start of the clinical experience in the PY1 Year will result in the student being placed on a leave of absence. The student will be allowed to return to the Pharmacy Program the following year if at that point they have successfully cleared the licensing process and have been issued a valid, non-probationary status license to practice as an intern pharmacist in the State of California.

If at any time during a student's enrollment in the Pharmacy Program the State Board of Pharmacy places their license on probationary status the student's progress in the program will be halted. Careful review and consideration regarding the circumstances surrounding the decision to place the license on probation will occur and a decision regarding whether the student is fit to continue in the program will be made. It is the student's responsibility to inform the Office of Student Affairs if the State Board of Pharmacy takes action to change the status of their Intern License. Failure to do so will result in immediate dismissal from the program.

It is not possible to participate in IPPE or APPE rotations without a current California Pharmacy Intern License (i.e. "Clear", not "Probation").

If at any time a student's status changes (i.e. on leave of absence, failing a class or being dismissed from the program) causing enrollment in the School of Pharmacy to be postponed or terminated, it is the student's responsibility to return their license to the Department of Experiential and Continuing Education to be mailed to the State Board of Pharmacy for cancellation. The intern license is issued for a maximum of six years. Failure to notify the State Board of Pharmacy of any status change may result in the expiration of the intern license before the student has completed the pharmacy program.

## **STUDENT SUPPORT SERVICES**

### **Advising**

Students enrolled in the School of Pharmacy are assigned a faculty member for advisement on academic matters and professional development. This advisor serves as a mentor and is the student's first line of communication in addressing professional, academic and personal issues. Utilizing this resource can enhance the student's educational and professional experience.

The School considers it part of each student's professional responsibility to monitor their own academic progress and be aware of the potential consequences of academic, professional and/or personal difficulties. Students are expected to take responsibility for communicating with their faculty advisor on a regular basis, particularly when experiencing academic difficulty. Coordination for student advisement is through the Office of Student Affairs. Advisors meet with their assigned advisees at least two times during the academic year.

## Academic Support

The Office of Academic Support provides resources to facilitate student academic success. Academic support services include:

- Needs assessment(s)
- Tutoring referral(s) based on needs
- Time management evaluation and development
- Study strategy evaluation and development
- Test taking strategy development

Students who qualify for ADA Accommodations work with this office to in implementing the approved accommodations for quiz and test taking.

To make an appointment with the Office of Academic Support call 909-558-7527.

## Student Counseling Services

Loma Linda University offers personal counseling for enrolled students through the Student Assistance Program (SAP). The phone number for the Student Assistance Program is 909-558-6050. Mental health services from community professionals are also available. These services require a co-pay and are subject to the Student Health Plan Policies.

## Student Health Service

The Student Health Service is located in The Center for Health Promotion, Evans Hall, Room 111. Enrolled students can make an appointment to see the Health Service Physician during office hours at no cost. Any ancillary services that are provided or ordered by Student Health Service will be subject to the student health plan schedule of benefits. For more information visit <http://www.llu.edu/llu/studenthealth/>. At this site you will find the *LLU Student Health Accident/Illness Protocol* that provides important information for acquiring medical care in case of illness and accident.

## ADA Accommodation

It is the policy of LLU and the School of Pharmacy to comply with the provisions of the Americans with Disabilities Act and section 504 of the Rehabilitation Act. The School of Pharmacy is committed to making reasonable accommodations for qualified individuals with disabilities. Within the School of Pharmacy the Dean has designated the Associate Dean for Student Affairs and Admissions to oversee student accommodation requests and facilitate the accommodation process.

Academic Accommodations - It is only through a student's voluntary disclosure of a disability and a request for accommodation that the School of Pharmacy can support disability related needs. Requests for academic accommodations must be made through the Associate Dean for Student Affairs and Admissions preferably at the start of the academic term. All students requesting academic accommodations must complete testing at the LLU Testing Service. Entering PY1 students who have previously had accommodations are allowed the same accommodations until testing can be completed at Loma Linda University. These students must submit official documentation to the Associate Dean for Student Affairs and Admissions indicating the accommodations that they received previously. After LLU accommodation testing results are received, the recommended accommodations are reviewed and an

accommodation plan is created in coordination with the student and the Associate Dean for Student Affairs and Admissions.

**Physical Accommodations** - Students requesting physical accommodations must submit a letter from their Health Care Provider, outlining the specific accommodation that is required, to the Associate Dean for Student Affairs and Admissions. The Associate Dean for Student Affairs and Admissions works with the student to arrange for the necessary physical accommodations notifying instructors or course instructors as needed.

**Policy Implementation** – After the testing results are reported, the Associate Dean for Student Affairs and Admissions and the student work together to formulate a workable accommodation plan. The Associate Dean for Student Affairs and Admissions creates a letter that outlines what accommodations the student qualifies for. The student then presents this letter to the course coordinator of each class in which accommodation is needed. The course instructor or course coordinator clarifies with the student the accommodations and documents this discussion by sending an email to the student, copying the Associate Dean for Student Affairs and Admissions and the Assistant Dean for Academic Support, outlining the accommodations that will be given in their class. This process closes the communication loop regarding the student accommodation. The course coordinator informs all course instructors that the student qualifies for accommodations. No additional accommodations from those stated in the letter will be granted. It is the student's responsibility to remind the course coordinator in advance (preferably one week) prior to each quiz or exam. The Associate Dean for Student Affairs and Admissions cannot send out a list of students who qualify for accommodations. The student who is requesting accommodations is the only one who can communicate this information. The student contacts the Director for Academic Support to make arrangements to take exams or quizzes according to the approved accommodations.

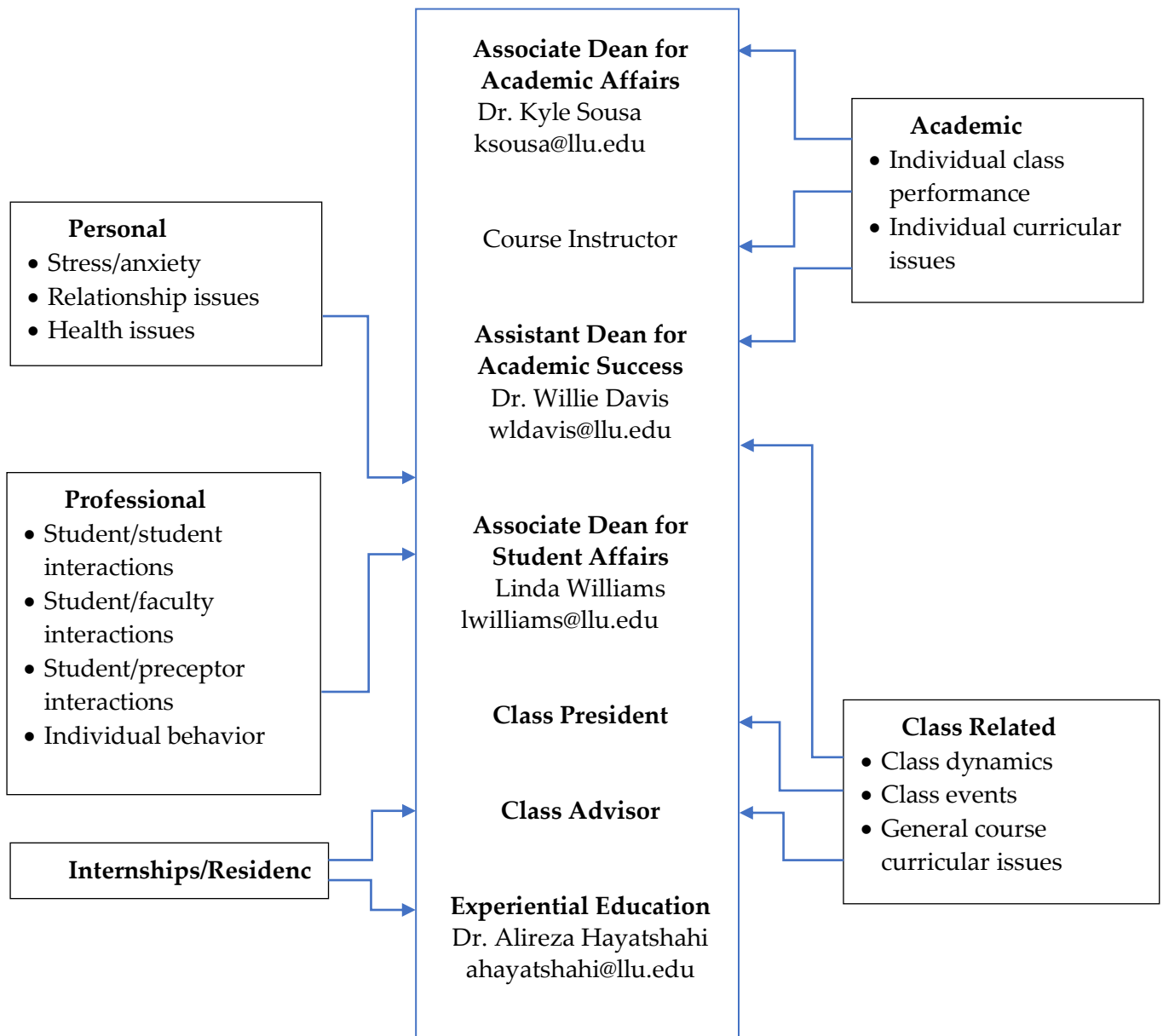
The complete policy can be found at the following URL:

<http://www.llu.edu/pages/handbook/administrativehandbook/Y-Student%20Services/Y-01%20Student%20Disabilities.pdf>

### Student Concerns Resolution

Occasionally student concerns of various natures will arise that lead to problems that must be addressed so that a resolution can occur. Student concerns can fall into several categories; personal, professional, academic, class related or internship/residencies information.

Below is a diagram outlining the process that students can follow to address various student concerns.



## LIFESTYLE GUIDELINES

### Personal and Professional Integrity

Loma Linda University seeks to educate ethical and proficient pharmacists in a Christian paradigm. Each student attending the Loma Linda University School of Pharmacy is expected to uphold the University Core Values (see page 1).

Integrity is of utmost importance in upholding the standards of professional and personal conduct. It includes being accountable for one's own conduct as well as assuming responsibility for the professional behavior of one's colleagues within the profession. Breaches of integrity are not acceptable and are not tolerated. Examples of breaches of integrity include, but are not limited to, lying, cheating, plagiarism, signing someone else's name on an attendance sheet or signing yourself present and then leaving, not registering your vehicle or parking in an unassigned parking lot. Assuming responsibility for the professional behavior of one's colleagues' means exemplifying integrity oneself, encouraging colleagues to be honest and responsible and refusing to ignore or cover-up breaches of integrity such as cheating, stealing or falsifying records. The process of becoming a professional begins by integrating these core values into all aspects of everyday life.

Professionalism also involves treating others with courtesy and respect. It is expected that School of Pharmacy students will exhibit conduct in which respect is shown to others. Alleged violations involving professionalism will be investigated following the *University Discipline and Appeals Process*. **Students who exhibit conduct that is contrary to professional behavior and integrity may be subject to disciplinary action.**

### Principles for Professional Standards

Loma Linda University is sponsored and operated by the Seventh-day Adventist Church. LLU's distinct purpose is to prepare students academically who are dedicated to Christ-centered values and have a commitment to Christ-centered service. In harmony with the goals of LLU, students are expected to demonstrate a pattern of personal discipline with lifestyle expectations that are consistent with those of the Seventh-day Adventist Church. Joining the Loma Linda University family is an honor and requires each individual to uphold the policies, regulations, and guidelines established for all members of the LLU team.

Each student enrolled in the Pharmacy program has signed a commitment to uphold the lifestyle expectation of Loma Linda University. The *Loma Linda University Student Handbook* states "University policy is that all students are expected to refrain from the use of tobacco, alcohol, and other recreational or unlawful drugs during the period of their enrollment at the University. Reasons for this policy include evidence that even small amounts of alcohol retard response times and can cloud judgment and, in fact, a high percentage of accidents and crimes (including crimes of victimization and abuse) occur while the perpetrators are under the influence of alcohol or drugs. In addition, available data indicate that 14 percent of individuals who choose to use alcohol will, at some point, become problem drinkers. This policy is consistent with the beliefs and teachings of the Seventh-day Adventist Church that promote a healthy lifestyle. Students are notified of the University's abstinence policy during the application process and are responsible for complying with this policy while they are enrolled in the University. Failure to comply with this policy will result in discipline up to and including

dismissal” (p 52). Refer to the LLU Student Handbook for a complete coverage of expectations.

All alleged violations involving misconduct will be investigated following the *University Discipline and Appeals Process*. **Students who exhibit conduct that is contrary to expected behavior may be subject to disciplinary action.**

### **Drug Testing Policy**

The LLU School of Pharmacy has instituted random drug testing for all students. Many clinical sites also mandate drug testing. Testing also serves as a safeguard for the integrity of the pharmacy program and protects the public from the dangers of drug abuse by student clinicians. Students are required to give written consent indicating their knowledge of and compliance with this policy. Drug and alcohol testing may involve the use of tests that are able to detect prior usage within days, weeks or months. Drug testing will be random and/or for reasonable cause and may occur at anytime while enrolled in the pharmacy program. Testing occurs at LLU Student Health Service and/or local laboratory collection centers. Throughout the testing process students have a right to privacy and confidentiality.

Non-negative drug test outcomes will result in retesting of the original sample to assure accuracy. Prior to reporting positive tests results, it is required that the student is seen by a Medical Review Officer (MRO) to determine if there is a valid explanation for a positive result. Only after determining there is not a valid reason for a positive test will the results be reported to the Office of Student Affairs\*. Students should note that a positive drug test result, including a positive test for alcohol, might result in disciplinary action such as suspension or expulsion from the School of Pharmacy. Decisions made by MROs at clinical sites, including LLU, are final and may not be appealed.

A signed consent indicating receipt of this policy and acknowledgement to comply will be placed in the student’s file. Any violation of this policy, including the refusal to submit immediately to a requested search or test(s), may result in immediate suspension. Students have the right to appeal disciplinary actions as per policy.

\*Under no circumstances is the medicinal use of Schedule 1 Controlled Substances permissible in the LLU School of Pharmacy.

### **Classroom Attendance**

Regular class attendance is expected of all students. Instructors may require attendance in class as a condition of passing a course or as part of the student’s course grade. Class attendance and arriving to class on time is demonstrating professional behavior and personal responsibility.

### **Class Absence**

If a student is unable to attend class for any reason it is the student’s responsibility to contact the Associate Dean for Student Affairs prior to missing class. Contact information for Associate Dean Linda Williams is by email at [lwilliams@llu.edu](mailto:lwilliams@llu.edu) or by phone or text at 909-557-0472. In the case of an emergency make contact as soon as possible.

The Office of Student Affairs will contact the Instructor or Course Coordinator of the class or classes that will be missed, notifying them of the student absence. After notifying Dean Williams the student must also notify the Instructor or Course Coordinator for the missed class or classes. Upon the return to school the student is to provide documentation of medical consultation/treatment to the Office of Student Affairs. Documentation indicating that a medical

professional has seen the student must be dated the same day of the absence from school. Documentation dated after the fact will not be accepted. The Office of Student Affairs does not issue “excuses” for absence from class; however, this office does serve as a ‘record-keeper’ to verify for instructors the validity of an absence.

Make up assignments are at the discretion of the individual course coordinator. If the student absence results in missing any point generating activities and the instructor is willing to allow makeup of the missed activity, the course coordinator will work with the student to schedule make up exercises. Students who find themselves in disagreement with the Instructor’s decision regarding an absence can pursue appropriate methods for filing grievance according to the LLU Grievance Policy noted in the LLU Student Handbook.

### **Class Absence to Attend Professional Meetings**

Students who miss class to attend professional meetings must make appropriate arrangements well in advance of the absence. Students must work with their organization president when making arrangements to travel to professional meetings. Each organization president will compile a list of students that are approved to attend the conference and will submit this list to the Director of Student Affairs prior to traveling for the conference. This list will be sent to the professor or course coordinator of the missed classes. The professor or course coordinator will work with the student for any make up assignments.

### **Chapel**

Loma Linda University’s chapel program is at the heart of campus and a central component of the academic program spiritual life. In keeping with the commitment to the mission and values of LLU, School of Pharmacy students are required to attend a weekly chapel service. During each Quarter there is also a Week of Spiritual Emphasis where chapel is scheduled daily. The Chapel service is a value-added component of the educational experience at Loma Linda University and hopefully these worship services contribute significantly to each student’s personal life as well as to the life of the University. By setting aside this time each week for a chapel program, the University seeks to emphasize the value it places on spiritual development, corporate worship and community. This also reaffirms the University’s commitment to the ideals upon which it was founded. Chapel services provide opportunities for members of the University community to benefit from programming that integrates faith and learning.

Chapel meets Wednesdays at 11:00 am in the University Church. The programs are organized and planned under the direction of the University Chaplain’s Office. Respectful decorum is expected of students during Chapel programs. The wearing of hats /hoodies and the use of computers or communication devices such as cell phones, I-pods or earphones is not appropriate during Chapel services. Use of these devices creates a distraction for those who are trying to worship and fosters a culture that is at cross purpose with the reasons for which most students choose to come to a Christian university.

### **ATTENDANCE**

- Regular attendance at chapel is expected unless you have been excused through proper authority
- Any student registered for a class prior to 3 pm is expected to attend chapel

- During Week of Renewal chapel is scheduled each day (M-F) and meets at the regular chapel time. Students registered for a class prior to 3 pm on any day are required to attend. Students registered for IPPE are automatically exempt on their IPPE Day

#### ATTENDANCE PROCESS

- **Your current student ID badge will be required** to be counted present at chapel (please do not use old student badges, employee cards, or Drayson Center cards or you will be counted absent).
- Attendance will be taken by scanning the Student ID badge
- At the end of chapel, each student is to remain in the row where they have been sitting and wait for an usher to scan each student's ID as they exit the row.
- Only **one ID badge** will be scanned per person (student badge, not work badge)
- Ushers will dismiss one row at a time
- The Ushers will not scan badges for anyone not in the row in which they were seated for chapel.
- Students without their LLU issued ID card are counted absent.

#### TARDIES

- Tardies are counted from 11:15 to 11:20 am
- Tardies are still counted present
- Three tardies will give the student one unexcused absence
- A record of attendance is sent to the Associate Dean for Student Affairs
- An automatic email will be sent to your LLU email account if our records showed you were absent.

#### ABSENCES

- School of Pharmacy students are allowed three (3) unexcused absences during Blocks A&B and three (3) unexcused absences during Blocks C&D.
- Chapel attendance records are found on the student portal to allow students to keep track of chapel absences.

Chapel attendance records are generated electronically by the Central Student Affairs Office and are maintained for the School of Pharmacy in the Office of Student Affairs. Chapel attendance records are tracked for each year and become part of the student file. Excused absences from chapel are rarely granted and only after the allowed absences are taken. Students are expected to fulfill the chapel attendance requirement just as they would any other component of the curriculum.

Compliance with the chapel attendance policy is a condition for graduation. Non-compliance with the chapel attendance policy may jeopardize the student's professional standing within the School of Pharmacy and could also impact on future letters of recommendation for scholarships, residencies, positions, etc.

A School of Pharmacy Chapel is scheduled the first Wednesday of the University Fall Quarter and is organized through the Office of Professional Affairs and Community Engagement.



## **Weekend Assignments**

There are no formal weekend educational activities during the Sabbath hours but there may be occasions where students must participate in weekend patient care activities. Although we do our best to limit the delivery of health care during the Sabbath hours, it should be understood that patients may require medical attention 24 hours a day, 7 days a week.

## **STANDARDS OF APPEARANCE**

### **Dress Code Policy**

Students enrolled in the School of Pharmacy are expected to maintain an appearance that portrays a professional image of modesty, cleanliness and competence that is consistent with the mission and philosophy of Loma Linda University. Loma Linda University is sensitive to the needs of various healthcare fields and, as a result, has created professional standards of appearance that will place students in the highest level of professional healthcare expectations. These standards include no visible tattoos or body piercings apart from simple earrings for women. Please refer to the Loma Linda University Student Handbook for information regarding standards of appearance.

### **Standards of Dress for Campus and Classroom Setting**

Modest casual wear is appropriate on campus and in class. Offensive or questionable logos on clothing are not appropriate. In settings where shorts are acceptable, they must be neat and mid-thigh in length. Shoes are considered standard apparel. The Loma Linda University issued Student Identification Badge must be worn visibly at all times while on campus. The wearing of hats is not permitted in the SP buildings, classrooms, church or chapel.

### **Standards of Dress for the Clinical Setting**

Students must dress in a professional manner at all times when they are at an IPPE/APPE rotation site. For men, this includes a shirt, tie, and clean, school issued white professional coat with the Loma Linda University Student Identification Badge clearly visible. For women, a dress, or slacks, skirt (of appropriate length) and blouse, and clean, school issued, white professional coat with the Loma Linda University Student Identification Badge clearly visible. Jeans, capri pants, tights/leggings, t-shirts, tank tops and tennis shoes are not appropriate in the clinical setting. For safety reasons closed-toe shoes are required. Clothing, hair, jewelry, personal hygiene, and the use of fragrances should be appropriate for the health professional setting. Dress code requirements in the clinical setting may be more stringent to comply with CDC regulations for patient safety and/or infection prevention. You will be expected to follow the dress requirements for the specific health care setting that you are assigned to for your IPPE or APPE.

### **Violations of Appearance Standards**

Students who violate appearance standards will be subject to disciplinary action.

### **Pets and/or Children in the School of Pharmacy During School Hours**

Taking into consideration the liability to the School of Pharmacy, children are not permitted in the School during school hours. Pets also present a liability along with possible sanitation and

allergy issues for students and faculty; consequently, pets are never permitted in the School of Pharmacy buildings.

### **Social Networking Policy**

Social network users shall use caution to not allow the informality of social networking to lapse into rash postings, careless behavior, or improper comments. Students are expected to maintain professionalism and respect when using social networks. Users shall not engage in postings that may harm or tarnish the image, reputation, and/or goodwill of LLU or any of its users or clients. When social networking, users shall be prohibited from making any discriminatory, harassing, disparaging, libelous, defamatory, obscene, profane, indecent, threatening, or otherwise illegal or injurious comments, e.g. sexually explicit or racial messages, jokes, cartoons or otherwise engaging in any such conduct prohibited by the LLU code of conduct. Remember social network postings are 'for life', and may be accessed by LLU and potential employers. It is important to maintain your professional reputation at all times.

## **DISCIPLINE**

### **Discipline for Non-Academic Issues**

If a student's professional (i.e. nonacademic) behavior is inappropriate or not within University guidelines the alleged misconduct is subject to review by the Associate Dean for Student Affairs and Admissions at which time it will be determined whether discipline is appropriate. When a serious allegation of misconduct is perceived, and pending an investigation or determination of formal action, a student may be suspended and not be allowed to attend class, meet IPPE/APPE rotation appointments, attend campus events or be present on campus unless given permission by the dean (or designee).

The process for evaluating alleged misconduct is as follows:

1. For minor infractions the Associate Dean of Student Affairs and Admissions may impose discipline as appropriate.
2. The individual alleging the misconduct files the allegation, in writing, to the Associate Dean of Student Affairs and Admissions
3. The Associate Dean of Student Affairs and Admissions may then conduct an informal investigation. If the matter is found to be substantive, with basis to justify continuing the investigation, it is referred to the Dean of the School. The Dean may call a Conduct Committee to determine the facts and provide a disciplinary recommendation to the Dean. Where irrefutable circumstances are present, for example a positive drug screen, Internet pornography, HIPA violations, the Dean may choose to handle the situation to determine a final ruling.
4. If the case is referred to the Conduct Committee called by the Dean, the Committee can be guided by the following University procedures outlined in the LLU Student Handbook:
  - a. The Associate Dean of Student Affairs and Admissions will provide the Conduct Committee with the allegations of misconduct and any other information pertaining to the alleged misconduct.
  - b. The Dean shall notify the student in writing of the allegations and that a Conduct Committee has been appointed. The Conduct Committee shall review the written

- allegations, interviewing individuals as needed to assemble appropriate information.
- c. The student shall be given the opportunity to appear before the Conduct Committee. A SP faculty member may attend this meeting in support of the student. The Conduct Committee will deliberate and provide a report of the findings giving a recommendation for disciplinary action to the Dean. The student and representative shall not be present during Committee deliberations. The use of legal counsel at this meeting, by the student or the School, is not permitted.
  - d. It is the student's responsibility to contact their faculty representative to ensure availability at the time the Conduct Committee meets. Failure of the student to meet these responsibilities shall not be construed to prevent the Committee from continuing its investigation and completing its deliberations.
  - e. After appropriate review of all information, the Conduct Committee recommends disciplinary action to the Dean of the School. The Dean of the School makes the final decision for discipline.
  - f. Disciplinary measures include but are not limited to warning, probation, censure, leave of absence, suspension, dismissal or expulsion.

### **Appeal Process for Non-Academic Discipline**

Following University policy (LLU Student Handbook) the student who is under discipline, and does not believe the discipline is appropriate, has the right to request the Dean of the School to have the disciplinary action reviewed by the Executive Committee. This request for review must be presented to the Dean of the School, in writing, within five (5) days of notification of disciplinary action.

When the Executive Committee decision is communicated to the student, the student has five (5) days from the date the decision is communicated to the student to present a written request to the Dean of the School requesting a review of the Executive Committee decision. After the Dean's review, the decision of the Dean of the School is final.

A student who questions whether the School has followed policy in regard to his/her appeal, may request that the University Provost conduct a review of the process used by the School in responding to his/her appeal.

### **Grievance Procedures**

Loma Linda University has policies that have been established to resolve student problems and issues in a fair and impartial manner. The University's most important business is to help students learn while maintaining high academic and ethical standards. Grievances related to sexual harassment, racial harassment, or discrimination against the disabled shall be pursued in accordance with University policies specifically relating to these items. The complete policy can be found in the LLU Student Handbook.

<<http://www.llu.edu/assets/central/handbook/documents/student-handbook.pdf>>

## COMMUNICATION WITHIN THE SCHOOL OF PHARMACY

Announcements for the School of Pharmacy and University are posted on digital signs placed strategically in the School of Pharmacy. Students are responsible for information that is communicated through notices placed on School of Pharmacy digital signs.

### Canvas

The University incorporates the Canvas® course management system which allows students and professors to deliver course material in an online environment. Canvas is often used to supplement the face-to-face classroom instruction with the use of documents, content pages, discussion forums, exercises, and quizzes or exams. In addition, a Canvas community is created for each class that serves as a communication tool between the students and staff, faculty, administrators, and the University. General information pertinent to student success is often placed into the appropriate Canvas community.

### RX Calendar

The School of Pharmacy maintains a master calendar, call the RC Calendar. All school related activities such as meetings, events and programs are listed in this calendar. All faculty, staff and students have access to this calendar and are encouraged to check this site frequently to stay abreast of current events and meetings. Items placed on the calendar must be related to the entire pharmacy school community and access to place items on the calendar are limited to designated support staff.

### Email Accounts/Messages

All LLU students are assigned a LLU email account. This email account is considered the official University method for communicating with enrolled students. All School of Pharmacy email communication between students and professors is only through the LLU email account. Email accounts other than the LLU account cannot be used for school business. Since this is one of several ways the School communicates with students, it is the student's responsibility to check their email account frequently enough to keep abreast of current information. Missing information because the email account was not checked or the email inbox was full is not a valid excuse.

Requests to distribute email announcements or advertisements to groups of students must be approved by, and distributed through, the Office of Student Affairs. Students are responsible for the security and activity related to their school email account.

### Email Signature Line

The following is a template for student email signature lines. Students are required to comply with the email signature policy. Below is an appropriate signature line template.

First Name, Last Name  
 Loma Linda University School of Pharmacy  
 Class of XXXX  
 List of Offices Held  
 Phone number (optional)  
 Email address

Please pay particular attention to the fact that you must not include PharmD “**Candidate**” as this title is only for individuals who are studying in a PhD program and have passed qualifying examinations.

### **Student Business Cards**

Students may make student business cards to have available to use when they are attending conferences and networking events. With the advice from University Legal Counsel, the following policy was established for student business cards:

*Students may produce their own personal cards; however, they may not have the University Logo printed on them.*

Please follow this template when you are printing your personal cards:

**LOMA LINDA UNIVERSITY**  
**SCHOOL OF PHARMACY**

**Student Pharmacist Name**  
*Student Pharmacist, Class of 20xx*

Professional Organizations, Class Office, etc  
email@llu.edu (xxx) xxx-xxxx

### **Communication Devices**

All electronic devices are to be turned off during scheduled class times. In the event of an emergency, the Office of Student Affairs (909-558-7441) can be called and a message will be promptly delivered to the individual involved.

No phones, iPads, calculators, laptops or electronic/wireless communication devices may be used in the classroom or lab unless specifically approved by the faculty member in charge. Some faculty may stipulate that no electronic devices (cell phones, pagers, iPods™, computers, MP3 players, etc.) may be present in the classroom.

## **STUDENT LEADERSHIP**

### **Qualifications for Student Leadership and Committee Membership**

Students wishing to participate in school-sponsored activities or hold organization leadership positions must be a student in good standing academically and professionally. A minimum cumulative GPA of 2.5 is required to be eligible to run or hold a student officer position. Students on academic probation or students experiencing a non-academic situation subject to disciplinary action are not eligible to participate in school-sponsored activities or hold organization leadership positions.

### **Professional Organizations**

Involvement in professional organizations is an integral part of the educational process at Loma Linda University School of Pharmacy. Active involvement and networking with local and state leaders within the professional organizations enhances the overall educational experience and

provides opportunities for career development. Active participation in at least one professional society is expected of all students.

The School of Pharmacy will no longer pay for each student to join one student organization, nor will any membership drives take place. Instead, one student membership event will take place annually, during the first week of the academic year. The objective of this round table student membership event is for all student organizations to recruit new members and encourage current members to renew their membership(s). At this event, each student organization will have their own booth/table where prospective and current members can go to, to gain new information and guidance on that student organization. Active participation in at least one professional society is expected of all students.

The Director of Student Affairs is the official liaison within the School of Pharmacy for professional organizations. Professional organization student officers are expected to work closely with the Organization Advisor and the Director of Student Affairs when planning association gatherings and travel.

### **Professional Organizations Policies and Procedures**

Operating policy for professional organizations can be found in the *Professional Affairs Handbook*. This manual is maintained in the Office of Student Affairs and is distributed to all professional organization advisors and officers.

### **Professional Organization Student Travel and Conduct**

As representatives of Loma Linda University School of Pharmacy, students participating in off campus professional organizational meetings are held to the same conduct expectations as outlined previously in this document. Being off campus does not absolve students from the responsibility of adhering to all University policies, particularly as they relate to conduct and alcohol consumption. The organization sponsor must approve travel to professional organizations and a student travel application must be completed and submitted at least 2 weeks prior to the planned travel. A list of students traveling to the professional meetings will be submitted from the Office of Professional Affairs and Community Engagement to the Associate Dean for Student Affairs and Admissions prior to traveling to the meeting. The *Loma Linda University Student Handbook* outlines University policy on attendance and participation at professional organizational meetings during the Sabbath hours. The complete policy can be found in the <http://www.llu.edu/assets/central/handbook/documents/student-handbook.pdf>

### **School of Pharmacy Class Organizations**

Each class elects class leaders to guide fellow students in class related student issues as well be a class representative to the administration. It is important to note that the Class Officer role does not extend to individual student issues since each student must take personal responsibility for their own academic and professional success. Class members in the current PY1, PY2, and PY3 classes elect class officers at the end of the academic year to serve for the following year. Elections for class leader positions within the incoming PY1 class are scheduled in the fall prior to the White Coat Ceremony. The Office of Student Affairs works closely with class leaders in addressing class issues and planning class events as well as providing a strong communication link to and from the students to the Administration. Each class elects a full time Faculty member to serve as Class Advisor. The Class Advisor's function is to be a mentor and leader for

the class keeping abreast of class issues and engaging in class events, while maintaining an open communication link to the Associate Dean of Student Affairs and Admissions. If a class chooses not to elect a student to a class office that office shall remain empty until the next class election. Class officer positions are as follows:

- President – The president is the official class representative to the administration. S/He maintains open communication between the class members, class officers and the class advisor when needed. The President keeps the Office of Student Affairs informed on class issues and planned events. During the PY4 year the President works closely with the Office of Student Affairs in planning graduation events.
- Vice-President – The Vice-President assists the President with duties as needed. In the absence of the President, the Vice-President assumes the duties of the President. The Vice-President is responsible for encouraging, organizing, and participating in community service activities.
- Spiritual Vice-President – The Spiritual Vice-President fosters the spiritual atmosphere and growth of the class.
- Social Vice-President – The Social Vice-President is responsible for supervising the organization of social events for the class. The social vice president works closely with the Office of Student Affairs following appropriate protocol for event planning.
- Secretary – The Secretary is the official recorder and keeps minutes of all class meetings. The secretary is responsible for distributing class communication.
- Treasurer – The Treasurer is responsible for maintaining financial records for the class. All class funds must be kept in official School accounts, accessed through the School's Financial Officer. The Treasurer must keep the Class President and Class Advisor informed of all financial transactions. The Treasurer works closely with the Associate Dean for Finance in maintaining transparent financial records.
- Historian – the Historian is responsible for documenting events and activities through photographs and journals so that a record is kept of class activities for the future. Many times these photographs are shown at class events such as Pharmacy School Chapels and the Senior Banquet.

The Associate Dean of Student Affairs and Admissions is the official liaison within the School of Pharmacy for class organizations. Class officers are expected to work closely with the Class Advisor and the Associate Dean of Student Affairs and Admissions when planning school-sponsored events. Students who wish to start a new organization must work closely with the Associate Dean of Student Affairs and Admissions to assure that processes are formulated appropriately and that the University guidelines are followed. The Dean of the School of Pharmacy, or his/her designee, must approve any organizations that wish to identify themselves with the School of Pharmacy.

### **Loma Linda University Student Association – LLUSA**

The Loma Linda University Student Association represents the unified efforts of the student body to bring students from all programs and school on the LLU campus. The LLUSA organization is described in more detail in the LLU Student Handbook.

## **Student Events**

Student organizations and individual classes are encouraged to plan professional and social events for fellow classmates throughout the school year. All school-sponsored events must be appropriate within the conservative guidelines that are fundamental to Loma Linda University. In line with the health practices of the University; all food that is served on campus must be vegetarian. Students planning events must follow the Student Event Proposal guidelines listed below. School sponsored student events must have a Faculty Advisor who has been involved in the planning, and is present at the event. If the Advisor cannot be present arrangements must be made for another Faculty or Administrator to attend. School-sponsored events must comply with the expectations outlined in the *School of Pharmacy Policy and Procedure Manual* as well as the *LLU Student Handbook*.

### **Student Event Proposal**

Student-planned social and professional organization events must be approved through both the Office of Student Affairs and the Office of Professional Affairs & Community Engagement. For an event to be approved a *Student Event Proposal* must be submitted to the Office of Student Affairs two (2) weeks prior to the planned event. This allows for appropriate advertisement and adequate planning time to assure the event will run smoothly. The Faculty sponsor who is involved in the event planning must sign the *Student Event Proposal* form. *Student Event Proposal* forms are located in the Student Affairs Office. When student travel is involved, a *Student Travel Application Form* must be submitted for approval at least 2 weeks prior to the event.

### **Displaying Signs and Event Posters**

The Office of Student Affairs must approve all event announcements prior to posting. Event announcements are only displayed on the digital signs throughout the School. Signs and posters cannot be placed on walls, doors or in the elevator.

### **Student Generated Print Items**

A Products/Apparel Proposal Request Form must be submitted for student generated print items such as T-shirts, newsletters, flyers, etc. The *Products/Apparel Proposal Form* must be approved by the organization's Faculty Sponsor and have all the required signatures listed on the form prior to signing a work contract and production. All such materials must comply with University values and standards. Print materials must also comply with University GIG (Graphic Identity Guide) standards.

### **Family Educational Rights Privacy Act**

LLU and the School of Pharmacy comply with Family Educational Rights and Privacy Act (FERPA) and follow university guidelines in disclosure of information. The LLU policy for meeting the requirements of the FERPA of 1974 are outlined in the LLU Student Handbook. Please note that School of Pharmacy personnel are not permitted to communicate with a parent, spouse, sibling, relative, friend or classmate of a student pharmacist enrolled in the program. The School of Pharmacy does not recognize waivers signed by the student pharmacist that would authorize communication with anyone other than the student pharmacist.



The LLU policy for meeting the requirements of the FERPA of 1974 are outlined in the LLU Student Handbook, <http://www.llu.edu/assets/central/handbook/documents/student-handbook.pdf>

### **Health Insurance Portability and Accountability Act (HIPAA)**

Loma Linda University Health (LLUH) and the School of Pharmacy require all students to understand and be compliant with patient confidentiality as outlined by HIPAA and LLUH policy. Students are required to complete the Loma Linda University HIPAA course annually. This online course is accessible through the Loma Linda University OWL Portal.

Common situations requiring vigilance include: (1) having conversations that might be overheard in public areas (elevators, corridors, cafeterias, etc.), (2) using another person's sign on credentials to access computer or electronic medical records, (3) failing to sign off at computer terminals, sharing one's confidential computer sign-on with others, or snooping when accessing computer databases. As members of the healthcare team, students should see only medical records for those patients who have been assigned to them by a faculty.

### **BLUE Book**

Students are required to complete the Loma Linda University Clinical BLUE Book course annually. This online course is accessible through the Loma Linda University OWL Portal. Bloodborne pathogens; fire safety; and fraud, waste and abuse are topics covered in this course. A certificate of completion is provided once completed and must be uploaded to E\*Value.

## **Academic Policies and Procedures**

### **ACADEMIC INTEGRITY POLICY**

Academic dishonesty is an act of deliberate deceit in the fulfillment of a student's obligations to the academic community. It includes, but is not limited to, the failure to observe rules of fairness in taking examinations or writing papers, plagiarism, fabrication and cheating. "Examinations" are defined as regularly scheduled tests, quizzes (scheduled or unscheduled), final examinations, comprehensive assessments, take-home tests, open-book tests, and any other assignment given by an instructor or preceptor whether for a grade, points toward a grade, or for zero points (e.g., a learning exercise).

- a. Plagiarism is the act of presenting the work of another as if it were one's own. It includes quoting, paraphrasing, summarizing or utilizing material from the Internet or from books, articles in periodicals, magazines, or newspapers without appropriate citation. In addition, any unacknowledged use of another's ideas constitutes plagiarism, including the use of papers written by other students, interviews, radio or TV broadcasts, or any published or unpublished materials (e.g. letters, pamphlets, leaflets, notes or documents).
- b. Fabrication is the act of contriving or making up material, data or other information (e.g. research data, patient test results) and submitting such as fact.
- c. Cheating is the act of deceiving, which includes such acts as looking at another's examination during the examination, using unauthorized aids (e.g. notes, electronic equipment) to retrieve or communicate information during examinations, or whatever

else is deemed contrary to the rules of fairness including violation of specific rules designated by the instructor of the course.

- d. Facilitation of academic dishonesty is the act of attempting to help someone engage in plagiarism, fabrication, cheating or any other type of academic dishonesty.

Disciplinary action for violation of the academic integrity policy may include receiving a failing grade on the examination or assignment, a failing grade in the course, suspension, or dismissal from the program.

School of Pharmacy Procedures:

- a. If any faculty member, employee or student of the School has reason to believe that academic dishonesty or unethical conduct may have occurred, the incident may be reported immediately (verbal or written). If the incident is not reported immediately, it must be reported in writing to the course coordinator within 48 hours. The course coordinator must report the incident to the Office of Academic Affairs. Failure to report breaches of integrity is considered a failure of academic and/or professional responsibility — and thus, may be subject to disciplinary action by the School or University. An instructor may take immediate action during an examination or other point generating activity in order to maintain the integrity of the academic process.
- b. When allegations of misconduct are made, the Office of Academic Affairs is responsible to ensure that an inquiry is made. This central reporting system allows patterns of behavior to be considered in determining the appropriate course of action. A discussion with the accused student will take place before formal action is taken. The student will have the opportunity to submit a written response concerning the specific incident.
- c. The Office of Academic Affairs will inform the student in writing if formal disciplinary action is taken. The student has the right to appeal the decision.

## HIPAA VIOLATIONS

It is illegal for anyone to access any medical record that they have not been given specific permission to access including their own profile. HIPAA (protected health information) violations are reported directly to the Dean. The Dean will meet with the student to review the compliance report. The Dean may seek counsel on appropriate disciplinary action from academic, institutional and/or other agency personnel. The Dean will determine the appropriate disciplinary action, and communicate the actions(s) taken to the student and corporate compliance officer. In all cases, the action of the Dean is final. The student may only follow through with a University-level procedural appeal as related to the procedures contained in this section (i.e., HIPAA Violations).

## INTERPROFESSIONAL EDUCATION

LLUSP provides inter-professional education (IPE) experiences for pharmacy students to develop their professional communication skills and to use their knowledge and experience to provide a team based approach and patient centered care.

It is required for all pharmacy students to participate in scheduled IPE related courses and events throughout their didactic education and clinical training.

## STUDENT PROGRESSION/REMEDICATION

Any student who fails to achieve a minimum cumulative GPA of 2.0 of all courses at the conclusion of the academic year (PY1-PY3) will be dismissed from the Pharm.D program.

A minimum grade of C is required to pass all pharmacy courses (required and elective).

- a. Upon failing a required course, and after completing all required courses which are in-progress, a PY1 student will be placed on a leave-of-absence and the intern license will be cancelled until she/he returns to re-take the failed coursework.
- b. Upon failing a required course, and after completing all required courses which are in-progress, a PY2 and PY3 student may choose to enroll in elective courses for which she/he are qualified. This permits the student to maintain his/her intern license. The student is permitted to participate in campus activities and student organizations (no leadership roles or competitions), and maintain his/her intern license.  
Alternatively, the student may go on academic leave of absence and surrender his/her intern license, until she/he returns to re-take the failed coursework.
- c. Upon his/her return, the student must repeat the course(s) failed initially. Returning students are able to take elective courses for which they are qualified at their own discretion. Repeated courses are posted as actual grade earned (per LLU policy), however both grades remain on the transcript. Only the latter grade is used for GPA calculations.
- d. Failing more than nine (9) credit hours of required coursework, whether accumulated in a single academic term or throughout the entire academic program, will result in dismissal from the program. A student will have a maximum of six (6) academic years to complete the Doctor of Pharmacy degree, beginning with the initial date of matriculation.
- e. Students must complete nine (9) units of elective courses by the end of the PY3 year.
- f. Withdrawing from individual required courses (as a full-time student) is not permitted and will result in an automatic withdrawal from all enrolled courses for that term. Withdrawing from an entire block of courses requires administrative approval and requires the student to return and re-take the entire block the next academic year.
- g. Withdrawing from elective courses incurs no penalty as it pertains to the progression policy.

### Progression/Remediation for PY4 Year

- a. All APPE courses must be passed with a grade of 'S' (satisfactory). Any student who receives a 'U' (unsatisfactory) will have to repeat the APPE course.
- b. Any student who fails one (1) APPE course during the PY4 year will be allowed to participate in the commencement ceremonies only if he or she does not have more than nine (9) credit hours of failed or withdrawn (see section "e") required courses since the start of the program. However, the student's degree will not be awarded until they successfully pass the previously failed rotation when it is offered in the following academic year.
- c. Students failing two APPE courses will be dismissed from the program because they will have failed more than nine (9) credit hours of required courses.

## GRADING

The following grades and grade points are used in the School of Pharmacy. Please consult course syllabus in case other grading schemes are used such as satisfactory/unsatisfactory. Letter grades are determined based on performance in gaining a certain percentage of total points possible in each class. The grade distribution below shows the percentage range and the

letter grade associated with each range. A passing grade of C or above is required in all courses. At least 70% of the total points must be achieved to pass each course.

The grade distribution is as follows:

A 93-100

A- 90-92

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 70-76

D\*\* 60-69

F\*\* < 60

S 0.0

U\*\* 0.0

\*\* Unsatisfactory Performance

### **Incomplete Grade**

The notation "I" (incomplete) in a course is given only for circumstances beyond a student's control. It will not be granted as a remedy for course overload, failure on a final examination, absence from a final examination for reasons other than an emergency situation, or a low grade to be raised with extra work.

To receive an incomplete the student is responsible for initiating a request to receive a grade of "I" by completing a "Petition to Receive Incomplete Grade" on-line form ([myllu.llu.edu](http://myllu.llu.edu)), stating the reason for the request. If this request is approved, the instructor reports an "I" as well as the grade the student would have received if the deficiency is not removed within the time limit.

An "I" notation must be changed to an earned letter grade before the end of the following term (excluding the summer sessions). Failure to complete course requirements will cause the incomplete work to be counted as a zero and factored in with the existing grade to calculate the final grade for the course.

### **Final Course Grade Appeal and Grade Change Policy**

Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious. Furthermore, instructors have the right to assign a grade based on any method that is professionally acceptable, submitted to all students in the course syllabus, and applied equally.

Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course and project grading methods are explained to students at the beginning of the term. Academic integrity assumes that the judgment of the instructor of record is authoritative, and the final grades assigned are correct.

A grade appeal is confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor's grading standard. A student has a right to expect thoughtful and clearly defined approaches to grading, but it must be recognized that varied standards and individual approaches to grading are valid. The grade appeal considers whether

a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment. Only the final grade in a course may be appealed. In the absence of compelling reasons, such as clerical error, prejudice, or arbitrariness, the grade assigned by the instructor of record is to be considered final.

In a grade appeal, only *arbitrariness*, *prejudice*, and/or *error* will be considered as legitimate grounds for an appeal.

- a. *Arbitrariness*: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.
- b. *Prejudice*: The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.
- c. *Error*: The instructor made a mistake in fact.

The grade appeal procedure applies only when a student initiates a grade appeal and not when the instructor decides to change a grade due to possible error. This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct. Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of Loma Linda University's Sexual Harassment Policy.

The Grade Appeal Procedure strives to resolve a disagreement between student and instructor concerning the assignment of a grade in a collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion, and for the formal adjudication by a Grade Appeal Panel only when necessary. In all instances, students who believe that an appropriate grade has not been assigned must first seek to resolve the matter informally with the instructor of record. If the matter cannot be resolved informally, the student must proceed with a grade appeal in the procedure outlined below. The grade appeal process must be started within three (3) business days after grades are posted by University Records.

### **Student Grade Appeal Process**

Step 1. A student who wishes to challenge a grade must discuss the matter first with the instructor within three (3) business day after grades are posted by University Records. In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond Step 1 is to establish that an instructor assigned a grade that was arbitrary, prejudiced, or in error.

Step 2. If the student's concerns remain unresolved after Step 1, the student may submit a written request to the appropriate Department Chair, within three (3) business days of speaking with the instructor and their concerns not being resolved. In situations where the instructor of record is a Department Chair or Associate Dean, then the Dean will serve as the appropriate Department Chair in this step. The appropriate Department Chair will communicate within three (3) business day with the student, and, if the Department Chair believes that the complaint may have merit, s/he will meet with the instructor. After consultation with the Department Chair, the instructor may choose to let the grade remain, or to change a course grade. The Department Chair will communicate the result to the student and instructor.

**Step 3.** If the matter remains unresolved after Step 2, the student may submit a written request that includes all supporting documents, within three (3) business days to the Dean. The Dean will appoint a Grade Appeal Panel to review the request. *Please note that only appeals directly related to the assignment of a final grade are considered, and that attendance, illness, personal circumstances, or other reason for appeal not directly related to the assignment of a grade will not be considered.* The Panel may require any or all individuals associated with the appeal to appear. The Panel is charged to determine whether the grade was assigned in a fair and appropriate manner, or whether clear and convincing evidence of unfair treatment such as arbitrariness, prejudice, and/or error might justify changing the grade. The Panel will make its decision based on a majority vote, and is only required to state their decision, not the rationale for their decision. If the Panel concludes that the grade was assigned in a fair and appropriate manner, it will report its conclusion in writing to the student, instructor and Dean, and the matter will be considered closed. If the Panel determines that compelling reasons exist for changing the grade, it would request that the instructor make the change, providing the instructor with a written explanation of its reasons. Should the instructor decline, the instructor must provide a written explanation for refusing to change the grade. If the Panel after considering the instructor's explanation and upon again concluding that it would be unjust to allow the original grade to stand, will then determine what grade is to be assigned. The new grade may be higher than, the same as, or lower than the original grade. Having made this determination, each Panel member will sign the grade change form and transmit it to the Office of University Records. The instructor, student and Dean will be advised of the new grade. Under no circumstances may persons other than the original faculty member or Panel change a grade. Should the Panel conclude that the instructor's written explanation justifies the original grade, the Panel will report this in writing to the student, Instructor, and Dean, and the matter will be closed.

## **PERFORMANCE LEVELS**

### **Good Academic Standing**

To remain in good academic standing Pharmacy students must maintain a minimum cumulative grade point average of 2.0.

### **Academic Monitoring**

Each student's academic status will be reviewed by the Academic Standing Committee at the end of each academic term including each student's cumulative GPA as reported by University Records.

Each student being monitored by the Academic Standing Committee must follow the protocol from the Office of Academic Affairs and the Office of Student Affairs.

### **Academic Dismissal**

The progression policy addresses most elements of academic dismissal. The following two paragraphs address additional elements relating to academic dismissal.

Required courses may not be attempted more than twice (i.e., a course may be repeated only once). Grades of D, F, and U are considered to be attempts to complete degree program courses.

Failure to complete any course in the program within these limits will result in dismissal from the program.

A dismissed student will receive written notification from the Associate Dean for Academic Affairs in person. The notice will include procedures for appeal. Dismissed students are required to turn in any LLU identification badges and will have their electronic and parking privileges revoked. The School will also notify the California Board of Pharmacy for termination of the student's Intern Pharmacist license.

### Readmission of Dismissed Students

A dismissed student may appeal their dismissal from the program directly with the Office of the Dean within five business days.

### Withdrawal from the Program

If, after having been registered, a student finds it necessary to withdraw during the course of a term, the Associate Dean of Student Affairs and Admissions must be notified in writing. Arrangements for formal withdrawal must then be made by electronic submission. An exit interview with a member of the School of Pharmacy administration is required.

### Examination Technology Requirements

All incoming students will be required to have their own computer. The majority of testing will be done using a computerized testing program (Examplify™), a component of the company ExamSoft™. For proctoring purposes, ExamID and ExamMonitor may also be used. Students will need their own computer that meets or exceeds the requirements indicated below for test taking:

#### Mac or Windows (PC) Requirements

Hardware/Software	Amount or Version	Required or Optional
Webcam	---	Required
Microphone	---	Required
Hard Drive Space	2 GB HDD	Required
Memory	8GB	8 GB recommended, 4GB required
CPU	Intel i3 2+ Ghz or equivalent	Required
Mac Operating System	10.13, 10.14, 10.15	---
Windows OS	10 (Version 1803, 1908, 1903, or 1909)	---
Internet Speed/Bandwidth	Min 2.5 Mbps Upload Speed	Required

#### Tablets

- iPads and other tablets, along with their software, are not supported for exams.

## EXAMINATION PROCEDURES AND REVIEW

### Examination Technology Requirements

All incoming students will be required to have their own computer. The majority of testing will be done using a computerized testing program (Examplify™), a component of the company ExamSoft™, and students will need their own computer or iPad that meet or exceed the below requirements for test taking.

#### Windows (PC) Requirements

- CPU = 2GHz Intel® Core™ or equivalent x86 processor ([CPU Info](#))
- RAM = highest recommended for the operating system or 4GB
- Hard Drive = highest recommended for the operating system or 1GB of free space
- Operating System = 32-bit and 64-bit Versions of Windows 7, Windows 8 or Windows 10
- Examplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels or VMware, VMware Fusion or any other virtual environments.
- Internet connection for Examplify Installation, Exam Download and Upload
- Screen Resolution must be 1024x768 or higher
- Administrator level account permissions
- Adobe Reader (Version 9 or 11) is required for exams containing PDF attachments

#### Mac Requirements

In order to use Examplify on your Apple Macbook, Macbook Air or Macbook Pro natively, you must have:

- CPU = Intel processor
- RAM = 4 GB
- Hard Drive = 1 GB of free disk space
- Operating System = MAC OS X 10.11 (El Capitan), 10.12 (Sierra), or 10.13 (High Sierra)
- **Server version of Mac OS X is not supported**
- Examplify may not be used in a virtual operating systems
- Software = Internet connection for Examplify installation, Exam Download and Upload
- Administrator account

#### Tablets

- The only tablets that can be used to take exams are tablets running a full version of Microsoft Windows 10.
- iPads are not supported for exams.

#### Taking of Examinations

In order to minimize the potential for breaches of academic integrity, LLUSP faculty have established the following examination day procedures:

- a. Students will only be allowed to have those items necessary for completion of the examination at their desk during the examination period. All cell phones and PDAs must be turned off and placed with all other items at the front of the room.
- b. Students will be responsible for furnishing their own writing utensils including No. 2 pencils for the Scantron™.



- c. Students may be assigned random seating during the examination period. Whenever possible, multiple rooms will be used during examination periods in order to maximize space between students. Whenever possible, a ratio of one proctor per 35 students will also be maintained.
- d. Bathroom breaks: consult your course syllabus for policies relating to using the bathroom during exams and other graded activities.
- e. Late arrivals are disruptive. Be on time. At the instructor's discretion, students who arrive late to an examination will be allowed to take the examination only if no student who has completed the examination has left the room. Students who arrive late will not be given additional time and must turn their examination in at the same time the instructor calls time for those students who arrived on time.
- f. It is important to write clearly. If the instructor or course coordinator cannot read your answer, it will be counted wrong.
- g. All students are required to use a privacy screen on the device they are using for assessment activities. The privacy screen must cover the viewable portion of the screen and only permit someone standing right behind the student to see what is on the screen.

### **Examination Review**

If exams are not to be returned to the students permanently, exam reviews can take place under the following conditions:

- a. Students must leave all personal items at the front of the room or outside the office (i.e., purses, backpacks, cell phones, PDAs, tape recorders, jackets, coats).
- b. Students will not be allowed to have writing material or utensils during the review unless specifically allowed by the instructor.
- c. The exam review can occur either at a pre-scheduled time or may be individually scheduled in the instructors/coordinators office, and in all cases will occur under the direct supervision of the instructor or course coordinator.
- d. Writing down questions and/or answers from an examination is prohibited and if attempted, will constitute academic dishonesty with the requisite consequences up to and including dismissal from the program.
- e. At the instructors/coordinators discretion, examinations and quizzes may be reviewed in class, but will be collected immediately thereafter. Failure to return a test will result in a zero (0) grade on it. Faculty will be responsible for ensuring that all tests are returned.

### **Requests for Examination Re-grade**

Students will be allowed to review their exams during instructor office hours, during a review session, or upon return of essay/calculations exams. All requests for examination re-grades must be submitted in writing within seven days after the date when grades for the exam has been communicated to class students, and must address specific disagreements. The instructor or course coordinator will respond to the request in writing, stating whether or not each particular grade change request has been allowed. Once an exam has been submitted for re-grading, the course coordinator reserves the right to re-grade the entire exam, not just the question(s)/section for which the exam has been submitted for re-grade. This may result in additional point deductions. After the one week review period, requests for re-grade will not be accepted for any reason.

## Missed Exam Policy

Makeup work for missed examinations will only be granted when proper procedure for being absent has been followed (see Class Absence Policy) and at the discretion of the course coordinator. Such an absence requires timely notification to the course coordinator and proper documentation provided to the Office of Student Affairs. Absences for religious reasons or school-approved activities will be honored. The student must notify the course coordinator in ADVANCE of the examination that such a situation exists. Makeup exams may be different in both content and form from the original (missed) exam.

## Disclaimer

The faculty of the School of Pharmacy reserves the right to revise the curriculum at any time to assure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the change and how it impacts their course of study. However, assurance of well-prepared graduates will prevail as the dominant concern.

The School of Pharmacy will graduate only those students it deems ready to accept the moral, ethical, and professional responsibilities of the practice of pharmacy, and consequently reserves the right to withhold the recommendation for graduation of any student who does not conform to these standards.

## GRADUATION REQUIREMENTS

A candidate for the degree of Doctor of Pharmacy at Loma Linda University shall meet **all** of the following requirements:

- a. Satisfactory completion of all requirements for admission.
- b. Satisfactory completion of **all** requirements of the curriculum, including;
  1. Specified attendance in Chapel,
  2. The total number of credit units,
  3. All specified didactic and experiential course work,
  4. Passed applicable qualifying and comprehensive assessment examinations;
- c. Have a cumulative grade point average of 2.0 or higher for the total degree program requirements.
- d. Given evidence of moral character, with due regard for Christian citizenship, and consistent responsiveness to the established aims of the University and of the School.
- e. Given evidence of good professional behavior through organizational activities, outreach involvement, and personal conduct.
- f. Discharge all financial obligations to the University and School.
- g. Complete an exit interview with the LLU Office of Student Finance, Financial Aid Office, and School of Pharmacy Administration.

A student failing to meet any of these requirements may not graduate until such time as ALL requirements are met.

Students may not participate in Commencement exercises until all coursework has been satisfactorily completed. Students with a maximum of one APPE to complete after the commencement date will be allowed to participate. Receipt of degree and certification of completion will **only** occur when all coursework is done and degree requirements are met.

## ACPE Complaint Policy

The accreditation standards and guidelines for the professional program in pharmacy leading to the Doctor of Pharmacy Degree states in Standard No. 20: Student Complaints Policy that “the college or school must produce and make available to students a complaints policy that includes procedures to be followed in the event of a written complaint related to one of the accreditation standards, students rights to due process, and appeal mechanisms. Students must receive information on how they can submit a complaint to the ACPE for unresolved issues on a complaint related to the accreditation standards”.

The ACPE complaints Policy with instructions on how to file a complaint can be found at <http://www.acpe-accredit.org/complaints/default.asp>

## Student Policies and Procedures Manual

The *Student Policies and Procedures Manual* is annually reviewed and updated. A printed copy of the manual is provided to all pharmacy students at the beginning of each academic year. The link to the University *Student Handbook* is <llu.edu/central/handbook>.

## LOMA LINDA UNIVERSITY SCHOOL OF PHARMACY TECHNICAL STANDARDS FOR ADMISSIONS, PROMOTION AND GRADUATION

Loma Linda University School of Pharmacy candidates for the PharmD degree must have abilities, skills and professional attitudes that ensure that the School educates graduates of the highest qualifications for the study and practice of Pharmacy. These technical standards are requirements for admission to, promotion within, and graduation from the Loma Linda University School of Pharmacy. Technological compensation can be made for some disabilities in certain areas but a candidate should be able to perform in an independent manner without the use of a surrogate. Abilities, skills and professional attitudes in the following areas are required:

**OBSERVATION** –Candidates must be able to observe demonstrations and conduct exercises in a variety of areas related to pharmacy practice. Observation necessitates the functional use of the senses of vision, hearing and somatic sensation (i.e. sensations arising from the skin such as touch, pressure, cold, warmth and pain; and from the muscle, tendons and joints such as the position of the limbs and pain.). Observation is also enhanced by the functional use of the sense of smell. A student must be able to observe a patient accurately at a distance and at proximity, noting nonverbal as well as verbal signals. The student must be able to observe and interpret presented information.

**COMMUNICATION** – Candidates should be able to speak, hear, and observe patients in order to elicit information, communicate effectively and sensitively with patients, colleagues, and other personnel. The candidate must be able to communicate effectively and efficiently in oral and written English with all members of the health care team.

**MOTOR** – Candidates should have sufficient motor function and skills necessary to perform basic tasks in the practice of pharmacy and to elicit information from patients by various screen maneuvers. A candidate should be able to execute motor movements as required to provide general care and emergency treatment of patients (e.g. CPR, AED). These actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the somatic sensations and vision. Required functions include standing for extended periods of time, performing basic laboratory tests, administering immunizations and accessing drug and disease information sources within a reasonable time frame.

**INTELLECTUAL-CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES** – The candidate should possess sufficient intellectual, conceptual, integrative and quantitative abilities to complete a rigorous and intense didactic and experiential curriculum. These abilities include measurement, calculation, rational reasoning, problem analysis and solving, decision-making, judgment, numerical recognition, information integration, and solution synthesis. The candidate must be able to comprehend three-dimensional relationships and understand the spatial relations of structures. Problem solving and critical thinking skills must be at a level that allows for efficient and effective performance in routine settings as well as during emergencies. Candidates must be able to accurately perform complex and diverse mental tasks on a sustained basis while under stress.

**BEHAVIORAL AND SOCIAL ATTRIBUTE** – Candidates must possess the emotional and mental health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities and the development of mature, sensitive, and effective relationships with patients, colleagues and other personnel of differing cultures and backgrounds. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Empathy, integrity, honesty, concern for others, kindness, patience, good interpersonal skills, interest and motivation are all personal qualities required of candidates. The highest level of professional behavior that allows candidates to perform in an ethical manner in all dealings with patients, colleagues and other personnel is mandatory. In order to participate in key components of the curriculum the accepted student must be able to obtain and maintain a valid Intern Pharmacist License (i.e. "Clear", not "Probation") from the California State Board of Pharmacy and pass yearly background checks and random illegal drug screens required by the Board of Pharmacy affiliated clinical institutions of Loma Linda University.

I acknowledge that I have read, understand, and am able to comply with the Loma Linda University School of Pharmacy's Technical Standards for Admissions, Promotion and Graduation.



**SECTION XII**  
**SCHOOL OF PUBLIC HEALTH**

## Dean's Welcome

In 1967, the Loma Linda University School of Public Health became the 13th accredited school of public health in the United States. From the very beginning, we understood the importance of teaching relevant public health.

I want to personally welcome and thank you for choosing to be a part of our legacy. We are proud of our more than 50 years of research and practice in healthy lifestyles for individuals, communities and systems of health. Now, over 50 years later, we hold firm in continuing our legacy of creating learning experiences for generations of students.



Whether online or on-campus, our students reflect the culture and values of our school. Every quarter, during the practicum poster presentations, I marvel at the diversity of our students. A wealth of perspectives leads to relevant and innovative ideas, which I see students continue to display through their work in and out of the classroom.

I want you to know that we are listening to you. We want to hear your experiences in the classroom, on-campus, in your practicums and beyond. Our success is measured by the opportunities you have to succeed as a student. All of you are on your way to becoming our alumni, just as we are proud of you, we want you to be proud of your alma mater.

As you browse through these pages, I encourage you to take advantage of the many ways you can reach your professional goals—mainly, a degree in public health that will enable you to serve individuals, communities and systems of health in an increasingly global and connected community.

I would like to leave you with one final thought.

A personal purpose underlines my public health mission. At this school of public health, a belief in a power greater than ourselves is what drives us. The actions of Jesus Christ inspire us and that inspiration informs our work. It is the reason we choose to teach, research, practice, study and play at Loma Linda University. We believe that everyone has value and that value is connected to a greater purpose. During your time as a student, along with all the other exciting opportunities, I encourage you to focus on your spiritual journey.

Welcome to the Loma Linda University School of Public Health.

A handwritten signature in black ink that reads "Helen H. Marshak". The signature is written in a cursive, slightly slanted style.

Helen Hopp Marshak, PhD, MCHES  
Dean

## School of Public Health

### Our Mission, Vision, and Values

#### MISSION

We create learning experiences for each generation. We translate scientific discovery into action, improve health, spread hope and promote wholeness from our neighborhood to yours.

#### VISION

Healthy people living in resilient communities supported by equitable systems of health.

#### VALUES

Accountability  
 Relevance  
 Diversity  
 Innovation  
 Wholeness  
 Faith-Inspired

#### PURPOSE

The following information is intended to inform Loma Linda University School of Public Health students on everyday matters in order to facilitate their education and training experience.

Additional background information regarding courses, course expectations, and outlines can be found online in the Loma Linda University CATALOG. Doctoral students will need to reference the Doctoral Handbook for information relevant to doctoral milestones, guidelines, and requirements.

#### CONTACT INFORMATION

Loma University School of Public Health information related to admissions, academics, research, and practice can be found at <http://publichealth.llu.edu/>.

## Academic Policies

### ACADEMIC CREDIT

#### Unit of Credit

Credit is granted in terms of the quarter unit, which represents ten-to-twelve didactic class hours, together with the requisite study, preparation, and practice; or a minimum of thirty laboratory hours, or the equivalent in pre- and/or postlaboratory study.

All courses not listing academic credit in units must list credit earned in total hours of contact or clock hours.



### **Extension Credit**

No degree credit is given for extension courses carrying the prefix EXTN and/or special course numbers earned either at LLU or at another accredited or nonaccredited institution. Exception may be granted when documentation shows the course is a regular class offered for academic credit.

### **Continuing Education Credit**

No degree credit is given for continuing education credit (CEU) or other special course numbers earned either at LLU or at another accredited or nonaccredited institution.

## **PETITIONS FOR ACADEMIC VARIANCE**

Requests for waiver, transfer credit, substitution, advanced standing, and other departures from the standard program should be submitted to the School of Public Health's academic programs office on a petition for academic variance form.

### **Transfer Credit**

Transfer credit is credit completed at another institution accredited by a U.S. regional association, and then approved for application to a Loma Linda School of Public Health degree program.

- Transfer of credit becomes official after having been formally requested by academic variance petition, recommended by the student's advisor and academic program, and approved by the assistant dean or the associate dean. If credit is being sought in place of a required school course, the instructor of the school course must also approve the transfer.
- A minimum grade of B is required for all courses accepted for transfer credit.
- Transfer of credit to a school program is applicable only if the course work was completed less than five years prior to acceptance into the school degree program.
- Transfer credit courses must be equivalent to courses appropriate to degree requirements as specified by the programs in the school.
- Transfer credit may reduce the number of units required to be earned at Loma Linda University, but does not reduce other requirements (such as residence, culminating activity, practicum requirement).
- Units that have been previously applied to another degree program may be accepted for transfer credit.
- The maximum number of transfer credits may not exceed 20 percent of the minimum units required for the degree. For the school, up to 9 units may be applied to a degree program. They must be graduate-level or upper division, undergraduate courses that qualify for graduate credit within the policies of the school from which the course was offered.
- Transfer credit may not reduce the total units required below 47 for a single-major M.P.H. degree program.
- After advanced standing and transfer credit have been applied, the minimum number of units that must be earned for a doctoral degree is 54 units post-master's (plus final project) for a Dr.P.H. and 47 units post-master's (plus dissertation) for a Ph.D.

## Extramural Credit

When a student begins a degree program at this school, it is understood that usual course work for which degree credit is desired should be taken at this University. Exceptions to this are subject to the same guidelines that govern transfer credit:

- Prior to registration for extramural course work, the student completes an academic variance petition form.
- Final recommendation for transfer credit is made at completion of course work by the academic advisor of the student's major program, the program director and the assistant dean or the associate dean.
- Grade(s) received for extramural course(s) cannot be used to raise G.P.A. obtained in School of Public Health courses.

## Relationship of Extramural Credit to Transfer Credit

The use of the term "extramural credit" in the School of Public Health must be understood to indicate a particular type of transfer credit. Since extramural credit is a type of transfer credit, it then must come within the requirements applied to transfer credit in general. Thus, the limit applied to transfer of credit into SPH degree programs applies to the total units of credit transferred, whether that credit is earned before or after a student is enrolled as a regular student in an SPH degree program. In this context, then, extramural credit must fit within the 20 percent limit used to include all transfer credit.

## Advanced Standing

In some cases, a student may have taken a course similar to one required by the program in the SPH; but it may not be available for transfer credit.

- Advanced standing may be requested with the approval of the student's academic advisor, major program director, and assistant dean. Instructor approval may be required.
- The course must be graduate level, taken for academic credit in an accredited institution within the past five years, for which a grade of B or better was received.
- Advanced standing is not granted for religion courses.
- Advanced standing may not be used to meet elective requirements.
- Advanced standing may only be used for courses taken prior to acceptance into the school.
- Experience alone may not be used to justify advanced standing.
- Advanced standing may not reduce total units below minimum required; i.e., 47 for M.S. degree programs, 54 units (plus final project) for a Dr.P.H. and 47 units (plus dissertation) for a Ph.D.

## Shared Units

The maximum number of units that may be shared between two master's degrees or between a doctoral and a master's degree within the University is 18 units. The maximum number of units that may be shared between two doctoral programs within the University is 36 units. Students may request shared units by submitting an academic variance petition. Shared units are not automatically guaranteed.

## Waiver of a Program Requirement

- A student may request waiver of a requirement if prior course work or experience fulfills the intent of the requirement but does not qualify for transfer of credit. Waiver requires the consent of both the primary course instructor(s) and the academic advisor of the student's academic program. Waiver of a required course does not exempt students from the units required for their program. Students are to choose other course units in lieu of the waived course in consultation with their advisor and their major program.
- Students' previous academic records should be reviewed to see that they are not required to repeat courses for which credit already exists.
- Courses credited toward an undergraduate degree may justify waiver of a School of Public Health degree program requirement. Other course units must be chosen to replace the waived course units.
- Course work used to justify a waiver must have received a grade of B or better.
- Waiver of a particular requirement may be granted after it is requested by academic variance petition, recommended by the academic advisor, approved by the course instructor(s), and approved by the assistant dean or associate dean.
- In evaluating a student's qualification to waive a requirement, an equivalency examination may be required by the student's major program (if course is required for their major) or by the instructor of the course being waived (if the course is a public health core course).
- Petitions for waiver of a course requirement must be submitted prior to the beginning of the final quarter of the student's program.
- Students are to request waiver of a particular requirement using the academic variance petition. They first seek the recommendation of their advisor and academic program. This is indicated by signature on the academic variance petition.
- Students are to choose the substitute course units in consultation with their academic advisor and their major program. If the course is required for their major, their advisor and program faculty must concur on the substitution. If the course is a public health core course, the instructor of the course must be involved in the decision regarding an appropriate substitution.

## Credit by Examination

- The School of Public Health (SPH) does not permit credit earned by equivalency examination to be applied toward a graduate SPH degree program requirement.
- Equivalency examinations may be used by SPH students to justify waiver and/or advanced standing petitions only. This may include waiver of prerequisites.
- Students must pay the designated equivalency examination fee prior to the examination.
- Requests for equivalency examinations must be approved by the instructor of the course for which request is made, as well as the program advisor, program director and the assistant dean or the associate dean.
- Equivalency examination(s) must be scheduled six weeks prior to the quarter in which the course(s) is/are offered.

## **Academic Credit Accountability**

No credit can be granted for academic work done during any particular quarter when there is no valid registration for the work performed. All course work must be registered for during the particular quarter for which credit is requested or expected.

## **REGISTRATION**

### **Registration for Credit**

Students must register by the deadlines stated in the University Portal.

- No one may attend class without being registered.
- Students are not allowed to register for courses that have conflicts in time, even if the conflict occurs for only part of the lecture or laboratory.
- Posted deadlines for registration and change of registration (see Registration portal) are in effect and binding; the school academic office will not intercede to obtain a variance.
- Any and all academic work must be registered for during the quarter for which credit is requested or expected.

### **Audit Registration**

- A student wishing to audit a course must register for it and pay the audit tuition, which is approximately one-half of the credit rate.
- On-campus students wishing to change a course from audit to credit or from credit to audit must request the change no later than the last day to add a course for the term.
- A course taken for audit cannot be repeated for credit later.
- Audit registration is generally not available for courses that are predominantly laboratory experience. This includes all courses requiring extensive computer laboratory use.

### **Course Continuity Plan**

- In the event of a campus disruption (e.g. campus closure, community quarantine, extensive damage to buildings, prolonged absence of the professor) a plan has been prepared to continue course delivery using technology such as Canvas, Zoom, and others.

## **VETERANS**

A student eligible to receive veteran's benefits under the 1966 enactment should contact University Records at Loma Linda University to make arrangements for the transfer of records to the veteran's administration regional office. Students must maintain eligibility throughout their program of study. Please refer to the Veterans section of the University CATALOG for benefits information. Further information may be requested from University Records.

## **ACADEMIC PERFORMANCE**

Continuation in a course of professional studies is contingent upon satisfactory scholastic performance and on factors related to aptitude, proficiency, and responsiveness to the established aims of the school and of the profession.

### Minimum Academic Performance for SPH Degrees

- In order to maintain regular academic status, students in graduate-level programs must maintain a cumulative G.P.A. of 3.0 or higher.
- A G.P.A. of 3.0 determined from courses required in the major core and program must be maintained.
- A student's cumulative program G.P.A. is calculated upon the minimum number of units required for the student's degree program. In consultation with their advisor, students may choose which elective courses to include within the degree program for G.P.A. calculation purposes. Satisfactory Academic Progress stipulations determine financial aid eligibility.
- Students whose academic performance is not adequate to maintain regular status are placed on academic probation or academic warning.
- A student on academic probation may not graduate or obtain a degree from the school.

### Minimum Academic Performance for SPH Courses

- A grade of C- is the minimum grade for which credit can be granted.
- A grade of C or better is required for all prerequisites. Any exceptions must be requested specifically by the program involved.
- The minimum academic performance for SPH degrees, including cumulative G.P.A., program G.P.A., and major program G.P.A., must be maintained.

### Policies for Repeating a Course

- A student wishing to improve his/her grade, once grades have been posted for a course, must repeat the course.
- When repeating a course, the student must attend class and laboratory sessions as ordinarily required and take all regularly scheduled examinations.
- Full tuition is charged.
- Both the original and repeat grade performances are entered in the student's permanent record, but only the second or repeat grade is computed in the program G.P.A. and included in the total program units earned. Both grades remain on the transcript.
- A student may repeat a course only once.
- No more than two courses may be repeated in a student's degree program.

### Academic Probation

After grades roll at the end of any academic quarter for full-time students or beginning at the completion of 12 units for part-time students, when the cumulative G.P.A. is less than 3.0 (graduate) but where a mathematical opportunity exists for the student to achieve 3.0 (graduate) within the specified units for his/her curriculum, the academic office is authorized to place that student on academic probation status. Students will be issued a communication warning them that they are at risk for probation, or if they have been placed on academic probation, as appropriate.

1. A student on academic probation is permitted to register for no more than 12 units in a given quarter.

2. A student on academic probation cannot be promoted to regular status until all Incomplete (I) and In Progress (IP) notations have been replaced by permanent grades that show evidence of satisfactory completion.
3. A student on academic probation for two quarters, regardless of whether the quarters have been consecutive, may be prevented from continuing in the program. In order to continue in the program, the student's academic review must show a reasonable plan by which the student may complete requirements and must document the argument that would justify allowing the student to continue.
4. If at the end of any quarter a student's G.P.A. is such that obtaining a G.P.A. of 3.0 is a mathematical impossibility within the specified units for the student's curriculum, the student must submit an official withdrawal request to the school or be dismissed.

### **Student Success Program Coordinator (SSPC)**

The SPH Office of Academic Records, of which Student Success is a part, has an open-door policy in order to promote two-way communication for students who are struggling or are encountering circumstances that may hamper their academic success. The SSPC regularly monitors student progress in an effort to proactively assist students who may be encountering difficulties. The SSPC also connects students with other offices and/or personnel at SPH or the University that may be able to assist in the student's success plan e.g. SPH Writing Center, Student Health Services, Chaplains, the Student Assistance Program, etc.

Students on probation or academic warning should meet with the Student Success Program Coordinator a minimum of once per term to discuss academic options and/or a plan for success, and prior to registration when on probation or warning for multiple terms.

### **VETERANS EDUCATIONAL BENEFITS ELIGIBILITY**

If a student receives educational assistance from the U.S. Department of Veterans Affairs and his/her cumulative grade point average (G.P.A.) remains below the graduation requirements for more than the equivalent units of three consecutive terms, the student will not be certified for veterans affairs educational benefits until his/her academic status is restored to regular standing.

### **GRADING POLICIES**

#### **SPH Courses**

The utilization of the S/U grading scheme is not a School of Public Health student option for school courses listed in the University CATALOG. Each school course is restricted to either the A/B/C letter grade; or S/U notations, as designated by the academic council. Grading requirements should be stipulated in writing at the beginning of the course.

#### **Grading in Specially Structures Courses**

Grading in special registrations—such as directed study, special project, research, dissertation, and field practicum—is standardized by permitting the use of only the S/U grading system. The S grade is interpreted as B or better level of performance for graduate course work, according to the A/B/C system.

## **Incomplete (I) Notation**

### **GENERAL PROCEDURE**

University policy states that a student must request an I (Incomplete) notation from the instructor by completing a petition to receive an I (Incomplete) form, and state the reason for the request. If approved, the instructor will then report the I notation on the instructor grade report, as well as the grade that the student will receive if the deficiency is not removed within the time limit. Once a final grade has been submitted, it appears along with the I notation on the student's permanent record.

- When a student submits a petition to receive an I (Incomplete), the instructor and program director are responsible to monitor the reasons. The form lists the reasons that are considered to be insufficient.

Upon evaluation of the required additional work, which is due on the date agreed upon, the instructor will turn in the corresponding final grade on a change-of-grade voucher to the academic programs office no later than the final day when grades are due on the form or the final day when grades are due the succeeding term; whichever one comes first.

### **ACCEPTABLE REASONS FOR GRANTING AN INCOMPLETE (I) NOTATION**

- Incomplete grades are granted in emergency situations only
- At the time the Petition is filed, a majority of the course work must be completed
- The final grade, along with the "I" will be included on the student's permanent record (academic transcript)

### **IF DUE TO HEALTH, THE STUDENT MUST PROVIDE A NOTE FROM A PHYSICIAN TO THE SPH ACADEMIC RECORDS OFFICE**

### **UNACCEPTABLE REASONS FOR GRANTING AN INCOMPLETE (I) NOTATION**

- A remedy for overload
- Failure on final examination
- Absence from final examination for other than an emergency situation
- Low grade to be raised with extra work

## **Removal of an In Progress (IP) Notation**

- IP indicates that the course work has a duration extending more than a single quarter and will be completed by the student no later than the final quarter planned for the course.
- The removal of an IP notation must be initiated by the instructor.

## **Calculation of Cumulative G.P.A.**

- The cumulative University G.P.A. is calculated on all course work (admission deficiencies excluded) taken at completed at LLU during the time period when the student is registered in the School of Public Health.
- A student's total school G.P.A. is calculated based on the minimum number of units required for the student's degree program. In consultation with their advisor, students may choose which elective courses to include within the degree program for G.P.A. calculation purposes.

## Change of Grade

- Once a grade has been submitted on the instructor's grade report, it may be changed only when an error has occurred in determining or recording the grade.
- Changes of grade may be processed only if requested on a change-of-grade voucher and at the request of the faculty member teaching the course.
- Change of grade must be requested and submitted on a change-of-grade voucher within one quarter following submission of the original grade.

## ATTENDANCE

### Eligibility

Only duly registered students are eligible to attend classes. Any exceptions to this policy must be approved by the assistant or associate dean.

### Visiting Scholars

On occasion, scholars from other university or academic settings are desirous of attending classes or otherwise participating in the academic life of Loma Linda University School of Public Health. Any person seeking such an affiliation shall meet the following criteria:

- The individual shall hold a regular appointment at an accredited academic institution or other appropriate setting as determined by the dean of the School of Public Health.
- The individual shall obtain from the appropriate institutional officer of the parent organization (department chair, vice president for academic affairs) official notice of his/her leave status with the time interval involved. This shall be forwarded to the assistant dean for academic and student support.
- The individual shall present a curriculum vitae satisfactorily demonstrating to the assistant dean competence and/or involvement in an area of study consistent with the goals and interests of the SPH. The request will be vetted by the academic dean and executive associate dean.
  1. The time available for participation in the activities of the school shall not exceed one school year, with a possible one-year extension at the dean's discretion.
  2. The visiting scholar will be allowed a maximum of 12 quarter units of class work on a cost-free basis over the year, with the time to be arranged in whatever fashion would be suitable for his/her academic purposes.

## Class Attendance

### CREDIT

Students are required to attend all class sessions. Absences in excess of 15 percent of the appointments in a course may be sufficient cause for a failing or unsatisfactory grade. Clinics and individual courses/instructors may have more stringent requirements.

### AUDIT

Since audit registration indicates an attendance-only involvement of the student, attendance in at least 80 percent of the class sessions is required to receive an AU notation on the transcript.



The notation AUW (Audit Withdrawal) is given to indicate the 80 percent attendance requirement was not satisfied.

### **Chapel**

Students are required to attend school- and LLU-sponsored Chapels. Unexcused absences from these convocations are reported to the school's Office of the Assistant Dean for Student Support and, if absence irregularities persist, to the dean.

### **Conflicting Course Times**

Students will not be permitted to register for courses conflicting in time, even if a conflict exists for only part of the lectures or laboratory.

### **Off-Campus Activities**

Instructors scheduling the participation of students in off-campus activities that result in absence from scheduled on-campus courses or other academic activities must clear the schedule through the assistant dean. Approval should be sought from the assistant dean prior to announcing the event to students or soliciting student participation.

## **COURSE LOAD**

### **General Statement**

In harmony with the University *Administrative Handbook* (C-8, 1.4), a graduate-level student in the School of Public Health must register for at least 8 units per quarter to be considered a full-time student. The normal course load is considered 12 units per quarter.

### **General Overload Requests**

- A regular master's degree student registering for more than 15 units per quarter must obtain permission to do so by obtaining written permission from the assistant dean for academic and student support.
- A doctoral student's course load is dictated by his/her particular approved curriculum, and no special permission is necessary so long as the approved curriculum is followed and G.P.A. is maintained as indicated below.
- Students on academic probation or academic warning are restricted to a maximum of 12 units per quarter and ordinarily are not eligible to petition for an overload.
- The following G.P.A. guidelines have been established for the approval of overload requests. The academic office must approve requests for overload.

### **International Students**

In order to maintain their student visa qualifications, international students must register for a minimum of 8 units per quarter. Field practicum registration of 400 clock hours per quarter is considered full-time study.

If less than 8 units are needed to complete degree requirements, the University international student advisor (extension 44560) should be notified. The international student advisor will contact authorities for the necessary approval.

The total academic and workload includes the following:

- Number of credit units registered at LLU;
- Registration in a field practicum, clerkship, externship, or residency through LLU (may be considered a full-time program);
- Number of credit units (prerequisite or other courses) at another college or university (this includes a correspondence course); or
- Number of hours in volunteer or gainful employment.

### **General Policy Governing Student Workload**

As a general policy, a student taking a full study load is expected to be involved full-time in his/her academic study program. Therefore, he/she should not attempt volunteer or gainful employment simultaneously. Students are not encouraged to request exceptions to this policy. Please refer to University Policy regarding graduate full-time and part-time course load.

Students taking a full load of study should expect to be involved full-time in their study program. A student planning to work more than 20 hours per week should contact the advisor in order to reduce his/her academic load.

### **COURSES BEYOND DEGREE REQUIREMENTS**

For various reasons, some students may desire to register for a course(s) beyond degree requirements. Student must seek prior authorization from program director, academic programs office, and assistant dean's office to see if this is a viable option. This could postpone their graduation date. Financial aid restrictions apply.

### **RELIGION REQUIREMENTS**

#### **Objectives**

- To provide a spiritual dimension to the professional training of School of Public Health students.
- To provide students with an opportunity to further develop their skills in dealing with life's challenges.

#### **Policies**

- The School of Public Health requires a 500-level course for the completion of religion requirements in the various graduate degree options. Most degree programs in the school specify or recommend courses that support the program curriculum and professional objectives. The University publishes a list of recommended courses each quarter in an attempt to assist students in their choice.
- Students cannot repeat a religion course, that what was previously applied to a degree (e.g. RELE 534) even if the prior course was under a different prefix and number.
- Students must complete the specified number of religion units for their graduate degree program during their enrollment in the School of Public Health.
- A letter grade is required, with no option for the student to choose S/U or pass/fail grading.
- Only courses with an REL code prefix can be used to satisfy the religion course requirement.

- The religion requirement may not be waived by registering for a religion course at a university other than LLU.

## **APPLIED PRACTICE**

Applied practical experience (APE) in the School of Public Health may include the field practicum, field experience, internship, and residency.

For doctoral students, readiness for applied practice experience will be identified at key points in the students' program and they should familiarize themselves with the approval process and proper protocols for their respective programs (See Doctoral Handbook).

Individual programs in the school may require completion of a field practicum or field experience as a part of the degree program. The following guidelines apply:

- If field practicum or field experience is required as part of a degree program, this requirement must be clearly stated in the program's curriculum outline.
- Field practicum or field experience requirements stated in a program's curriculum outline are as binding as are course requirements.
- The number of field practicum or field experience clock hours required for a particular degree program is determined by the program faculty and published as part of the curriculum requirements stated in the School of Public Health section of the University CATALOG.

Students required to complete a field practicum as part of their program requirements must register for the appropriate field practicum. The following procedures apply:

- Students registering for field practicum complete a regular registration accompanied by a title request form.
- Tuition is charged according to the school's field practicum tuition rate schedule.
- Only students accepted into a school degree program and having regular status may register for the field practicum.
- Students may apply for a field practicum if they do not have regular status, but they must have achieved regular status before registering.
- Students may register for a field practicum with Incomplete (I) notations on their academic record.
- It is the responsibility of the student, the program director and field practicum coordinator to verify that each student who is active in a field project or residency training program has completed all the required registration procedures and is listed on the official roster as distributed by University Records.

Students enrolled in a full-time field practicum, clerkship, externship, internship, or residency can be covered by the University student health insurance plan during any quarter they are registered and pay the field practicum tuition. Nonregistered students participating in a field activity are not covered.

## **INTEGRATED LEARNING EXPERIENCE (ILE)**

Students work on a project to integrate foundational knowledge and program learning outcomes. The project will culminate in a high-quality product; the specific project details will be determined by the student's degree program.

## SERVICE LEARNING

Academic service learning is an education practice that takes learning into the community. It is an expectation that students enroll in a service learning course prior to graduation. Students cannot repeat a service learning course, that what was previously applied to a degree.

### Grading of Field Practicum

- The grade for the field practicum shall be Satisfactory/Unsatisfactory (S/U).
- If the required work/time has not been completed at the end of a quarter, an I or IP may be assigned as appropriate.
- Review acceptable reasons for granting an Incomplete (I) notation.
- An IP may only be assigned upon the recommendation of the field practicum director.
- Students who receive a U grade in field practicum are required to participate in additional field practicum, as determined by their program faculty, with registration and payment of tuition.
- Students required to complete field experience (not field practicum) as part of their degree program must satisfy the requirement as defined by their particular program:
  1. The field experience requirement must be clearly stated in the program curriculum outline.
  2. Requirements for the field experience must be published by the department and distributed to students in the department.
  3. Field experience is monitored within the field practicum office, with notification to the school's Academic Programs Office upon completion.

## INDEPENDENT AND DIRECTED STUDY/SPECIAL PROJECT REQUIREMENTS

### Independent study

Independent study in the School of Public Health includes directed study/special project and research registrations.

- Independent study is offered to provide opportunity for the student to gain academic experience beyond that which is available in regular course work. Thus, it is seen neither as a substitute for other course requirements nor as a mechanism to obtain course work that is not scheduled at that time.
- It is supervised by one faculty member with expertise in the area of study.
- It is evaluated according to specific objectives prescribed in a document of agreement, which includes:
  - a description of the work to be done,
  - the basis for grading,
  - the number of units to be earned,
  - a schedule for student/instructor contacts and deliverables.

Registration for directed study/special project and research with any school prefix is limited to students majoring in that particular area. Special permission may be granted by the assistant dean or associate dean. Total unit maximums apply.

## Grading

Grading for all independent study (directed study/special project and research) credit in the School of Public Health may be S/U or a letter grade, as determined by the program.

### General Guidelines

- To be eligible to register for independent study courses, students must have completed 12 units of School of Public Health courses and must have good academic standing.
- Registration in a regular course is anticipated above directed study/special project.
- In rare instances, should a research course be considered in lieu of a regular course, the recommendation is made by the academic advisor of the student's major program, and approved by the program director and the assistant dean.
- Students registering for any independent study course are required to complete the directed/independent study title request form as part of the registration process.
- For every unit of credit, a minimum of thirty contact hours of academic work is required.
- If grading is on an S/U basis, independent study may not be used to improve a student's G.P.A.

## SPECIAL EXAMINATIONS

### Definition

A special examination is defined as a written or oral examination given to the student at a different time than scheduled by either University Records or the school's academic office. It is understood that this policy refers to major examinations scheduled in a given course, i.e., unit examination, midterm, or final examination. A special examination is defined as a written or oral examination

### Policies

Except in unusual circumstances beyond the immediate control of the student, requests for special examinations will not be granted.

- The student is responsible for stating his or her request on a petition for change of scheduled examination form. The completed form is then given to the assistant dean or associate dean, who consults with the faculty member(s) involved and makes the final decision.
- A special examination fee is charged.

## EQUIVALENCY EXAMINATIONS

- The school does not grant credit for subjects challenged by examination at the graduate level.
- The school does not accept for transfer any credit earned by examination at another institution at the graduate level.
- Students in the school may utilize equivalency examinations for the following purposes:
  1. To demonstrate competence in a prerequisite area, thus satisfying the prerequisite;

2. To demonstrate competence in the subject matter of a course required in the degree program, thus justifying waiver of that course requirement; or
3. To validate competence in a course taken previously, justifying advanced standing relative to a required course in the degree program.

## **CLEP EXAMINATIONS**

The college-level examination program (CLEP) sponsored by the College Board offers the opportunity for students to obtain credit by examination. On-the-job experience, purposeful reading, adult school, correspondence course, or television or taped courses may have prepared individuals to take CLEP tests. The following guidelines are followed:

- Two types of examinations are possible, namely general and subject. The school accepts results for single-subject examinations only (not combinations).
- Graduate credit will not be given by the school for satisfactory results on a subject examination. Validation of results for credit must be obtained from La Sierra University or some other accredited undergraduate school.
- The school will accept satisfactory performance on CLEP examinations only to justify waiver of specific course prerequisites of a school graduate degree program.
- In order for a waiver of a degree course prerequisite to be approved, the applicant/student must achieve a score above the 50th percentile on the appropriate subject examination.
- Only score reports received from the College Board, Box 1824, Princeton, New York 08541, will be accepted by the Office of Admissions.

## **WITHDRAWAL**

Students planning to withdraw from a degree program must submit a program withdrawal request.

Student must contact the University Office of Financial Aid and the Student Loan Collection Office before leaving the campus to ensure the proper documentation of forms has been completed.

### **Tuition Refund**

All or part of tuition paid for a quarter may be refunded, depending on the date of formal withdrawal from the program. Rules applied to refund of tuition in dropped courses are applied in the case of total withdrawal from a program.

## **LEAVE OF ABSENCE**

A graduate student must either be registered or on official leave of absence each regular academic quarter until a degree is awarded. Failure to be registered or on leave of absence will result in a lapse of student status. Lapse of student status may require a student to be readmitted to the University under different CATALOG requirements and necessitate extension of the program. In addition, deferment of loan repayment is subject to quarterly registration or official leave of absence.

- Leaves of absence are available only to continuing graduate students with regular status (minimum 3.0 G.P.A.).

- Leave of absence is a privilege granted:
  1. to facilitate the timely completion of a degree; or
  2. to respond to emergencies.
    - a. The deadline for requesting a leave of absence or extension of a leave of absence is two weeks prior to the quarter in which the leave of absence or extension is to begin.
    - b. Each leave of absence or extension of leave may be granted for one-to-four quarters.
    - c. The total amount of leave of absence time for any student may not exceed one year for master's and doctoral degree students.
    - d. Students on leave of absence to pursue another professional degree are expected to provide evidence of satisfactory progress toward that degree by submitting a transcript at the close of each academic year. Students not providing this information may be inactivated.
    - e. Students will be automatically inactivated from the program if they fail to return at the end of the leave of absence or fail to request an extension of the leave. Continuation in the program requires the full reactivation process.
    - f. A student on official leave of absence is restricted in his or her use of University facilities or faculty time under the provisions detailed below:
      - i. A student may have unrestricted use of the Library.
      - ii. If it is anticipated that a student will use twelve or more hours of University facilities (excluding Library) and faculty time during the period of the leave of absence, the student is not eligible for a leave of absence or an extension of the leave of absence.
      - iii. If the student has accumulated twelve or more hours of use of University facilities (excluding Library) and faculty time since last being registered, the student is not eligible for an extension of the leave of absence.

## Request

A student who requests a leave of absence for one or more quarters must submit an electronic leave of absence request via the University Portal.

A student who discontinues his/her studies at the University must meet the entrance requirements in force at the time of his/her reentrance, unless he/she has been granted a leave of absence.

## INACTIVATION/REACTIVATION

### Deferral Prior to First Registration

- A newly accepted student who has not yet registered for course work as a School of Public Health student may request deferral of acceptance to a future quarter.
- Such cases do not require inactivation procedures.
- The deferred enrollment places the student under requirements of the curriculum in effect at the time of first actual enrollment. The school's Office of Admissions notifies the student regarding status and requirements.

- A deferral can be granted for a maximum of one year from the original term of acceptance.

### **Accepted Students Failing to Enroll**

- Students accepted to begin in a specified quarter but who fail to register in that quarter are contacted by the school's Office of Admissions and inactivated if no response is received.
- In such cases, the student may subsequently request deferral for up to one year from the original date of the application submission.
- Approval by the program faculty is required, the student comes under requirements of the curriculum in effect at the time of actual first enrollment, and the school's Office of Admissions notifies the student regarding status and requirements.
- Students who do not request deferral or who request deferral for more than one year must complete the full reapplication process before they are allowed to enroll in courses in the degree program. Refer to full reactivation process section.

### **Leave of Absence**

- Students on leave of absence who return within one year may continue under the requirements of their original curriculum.
- Students who fail to return at the time specified in their leave of absence agreement are inactivated and must follow designated procedures for reactivation.

### **Enrolled Students Failing to Register**

- If an on-campus student fails to register for two consecutive quarters, he/she is informed by the school's Office of Academic Records that the administrative withdrawal process will be activated and that his/her student status will be inactivated at the beginning of the next quarter unless he/she contacts the office or registers for a course before that time.
- If such a student fails to make contact and submit a leave of absence or register for a school course, the school's Office of Academic Records may inactivate the student at the beginning of the second quarter.
- Such cases require that the student complete the full reactivation process before registering for additional courses.

### **Full Reactivation Process**

- Because of the conditions of their inactivation by the school's Office of Academic Records, students may be required to complete the reapplication process before being permitted to register for additional courses.
- The full reactivation process:
  1. The student must submit a new application, accompanied by the reactivation fee; official transcripts of any course work taken elsewhere during the absence; current recommendations (number to be determined by the Office of Admissions); and an interview with a representative of the student's major program in the school.



2. Approval for reactivation is granted or denied by the major program faculty and is officially recorded as reactivation in the minutes of the school's Admissions Committee.
3. The student is reactivated under the requirements of the curriculum in effect at the time of first enrollment after reactivation.
4. The school's Office of Admissions provides official notification of the student's status to the student, to the student's program, and to University Records.

## **TIME LIMIT FOR COMPLETION OF DEGREE**

### **Master's Degree**

The time lapse from first enrollment in a graduate curriculum to the conferring of the master's degree may not exceed five years

### **Doctoral Degree**

The SPH time-lapse from first enrollment in a doctoral curriculum to the conferring of the degree should not exceed five years. To review the University maximums, visit the University Catalog.

### **Advancement to Candidacy**

The School of Public Health time-lapse from first enrollment in a doctoral curriculum to advancement to candidacy should not exceed three years.

### **Request for Extension**

Any request for extension of the time limit for completion of the degree must be submitted to the school's Academic Programs Office. Such requests may be considered on the basis of individual merit for one-year extensions, which may be granted two times.

### **Reactivation**

Reactivation requests by students whose time limit will lapse before the degree can be completed are handled in a manner similar to that used for new applicants. The program director makes recommendations to the assistant dean or associate dean, indicating courses required—including courses that need to be updated because they were taken too long ago. It is expected that the program director will obtain counsel from instructors of such courses.

The student is required to submit an extension of degree completion form which must be approved by the assistant dean or associate dean, University Records, and in some cases, the provost. There is no guarantee that an extension will be approved, so it is expected that the students will plan to complete all degree requirements within the maximum time allotted for the degree. Students whose time has lapsed will need to reapply and undergo review of outdated coursework, and are subject to the catalog at time of reentry.

## **EFFECTIVE CURRICULUM**

- Upon approval of the program director and assistant dean, a student may choose to change to the curriculum outlined in any University CATALOG in effect during the time he/she is enrolled as an accepted student in the School of Public Health. To do so, he/she

must fulfill all requirements listed in the CATALOG, including prerequisites, comprehensive examinations, culminating activities, and field practicum/experience.

- The existing policy regarding inactivation/reactivation still applies. That is, if the student has been on a leave of absence for more than one year, or failed to register for two or more quarters, he/she is required to reenter the program under the CATALOG in effect at the time of reentry.
- A request to change to a different effective curriculum must be submitted to the school's Academic Programs Office in a petition for academic variance.

## **GRADUATION REQUIREMENTS**

### **General Notation**

Students are expected to complete graduation requirements as stated in the School of Public Health section of the University CATALOG in effect at the time they enter the program, provided degree requirements have been met without interruption in residence.

### **Specific Requirements**

A candidate for a degree shall have met the following conditions:

- completed all requirements for admission to a School of Public Health degree program;
- completed satisfactorily all requirements of the curriculum—including required attendance, cumulative grade point average of 3.0 computed separately for the total degree program and for required courses in the major area (for doctoral students, all specific course requirements are considered major courses), number of credit units, specific course and field instruction requirements, applicable comprehensive examination and culminating activity requirements, and length of academic residence;
- given evidence of moral character, of due regard for Christian citizenship, and of consistent responsiveness to the established aims of the University and the school; and
- should discharge financial obligations to the University. This includes meeting with the Office of Student Finance and the Student Loan Collection Office.

### **Comprehensive Examinations**

#### **MASTER'S DEGREE PROGRAMS**

Although there is no general school requirement for a comprehensive examination for the master's degree, individual programs may require such special examinations. If required, the program director or academic advisor will be able to acquaint the student with the requirements and procedures.

#### **DOCTORAL DEGREE PROGRAMS**

Comprehensive and qualifying examinations are required for doctoral degrees. (See the University CATALOG School of Public Health and SPH Doctoral Handbook for specific details.)

## Culminating Activity

In addition to a culminating and non-course requirement for M.P.H. degree students, an integrative learning experience is also integrated, details of which will be determined by the student's degree program.

### . Diplomas

- All diplomas issued to School of Public Health graduates list the degree only. No official diploma is awarded that identifies the major(s). The official transcript identifies the specific area of specialization.
- The official date indicated on the diploma will be the last day of the quarter in which all requirements have been completed or the commencement date in Spring Quarter.
- Diplomas are distributed by University Records by mail after it has been determined that all degree requirements have been satisfactorily met and financial obligations to the University have been discharged.

## PARTICIPATION IN COMMENCEMENT EVENTS

The University reserves the right to prohibit participation in commencement events by a candidate who has not satisfactorily complied with all requirements.

Candidates may not participate in commencement events unless they have completed all degree requirements, including pre- and corequisites, with exceptions as specified in the University academic policy C-13.

Doctoral degree candidates may participate in commencement events and have their names listed in the commencement program provided they have also met the deadlines for the dissertation defense, and submitted the Form D and final manuscript specified in the most recent version of the *Doctoral Handbook*.

## Student Affairs

### STUDENT GOVERNANCE

All graduate students of the school are members of Loma Linda University-School of Public Health Association (LLU-SPHSA). LLU-SPHSA organizes, coordinates, facilitates, and supports graduate student governance at Loma Linda University School of Public Health (LLUSPH). The governing structure includes a president, vice president, financial vice president, secretary, public relations vice president, community vice president, religious, vice president, and social vice president. The EC of the LLU-SPHSA guides the development of initiatives and operationalizes the activities of student life, support, and representation.

The student body elects the LLU-SPHSA leadership. A student wishing to serve in leadership positions must; be outside probation G.P.A. of 3.0 or academic warning G.P.A. of 3.26 or above, is willing to uphold the model social and Christian values and standards of the School of Public Health and the University, and can take on the functions and responsibilities of the office according to the stated bylaws.

## AWARDS AND HONORS

Scholarships and awards are given to students in recognition of superior scholarship, professionalism, promise of future contribution to the field of public health, and financial need.

The LLU Office of Financial Aid should be contacted regarding financial aid applications. Most scholarships require a FAFSA (application for federal student aid) to be completed. Application and deadline information for scholarships are available from the office of the assistant dean for student support. International students are exempted from FAFSA. In order to be considered for scholarship funds, students must be in good standing academically; and their lives must represent school and University guidelines. A call for applications will be made to the student body. Awards and scholarships are vetted through the Awards & Traineeship Committee and are presented at the end of each academic year.

### Delta Omega

Membership into the Kappa Chapter of the Delta Omega Honor Society reflects the dedication of an individual to increasing the quality of the field of Public Health, as well as to the protection and advancement of the health of all people. Chapters may induct up to 20 percent of the graduating student body. All inductees must be in the upper 25 percent of their class academically. Additionally, elected student present promise of significant contribution to the field of public health, encourage scholarship and research, encourage multidisciplinary activities in scientific and social meetings, strengthen the contacts between LLU SPH and its alumni, and promote wholeness in the surrounding community through public health outreach.

### AWARDS

- *President's Award.* This award is given to the student who has superior scholarship, actively participates in the affairs of the student community, and has demonstrated evidence of commitment to the highest ideals of the University.
- *Dean's Award.* This award is given to the student who has demonstrated superior or excellent scholarship and has actively participated in the affairs of student and church community.
- *Charlie Liu Award.* This award is presented to an outstanding student, faculty, or staff member who reflects the life of Christ through a caring spirit, a listening heart, and a commitment to peace.
- *Ruth White Award.* This award is presented to an outstanding student at commencement each year who exemplifies a spirit of cooperation and leadership, helpfulness in scholastic efforts, and sensitivity to students from diverse cultures.
- *P. William Dysinger Excellence in Teaching Award.* This award is presented by the Student Association to a faculty member who exemplifies excellence in teaching, Christian commitment, and support for cultural diversity.
- *Merritt C. Horning Award.* This award emphasizes the good work that student researchers are doing at the School of Public Health. This award recognizes the lifelong passion for research by Dr. Merritt C. Horning, an alumnus of Loma Linda University who aggressively promoted research throughout his career.

## SCHOLARSHIPS

- *Hulda Crooks Award.* This award is given to students who personify a personal and professional commitment to health and fitness. This award also encourages Loma Linda University School of Public Health students to become involved in practical application of their educational experience through research and public health practice.
- *Hulda Crooks Research Grant.* Two Hulda Crooks Awards are awarded each year in the School of Public Health, one to a master's candidate and one to a doctoral candidate. Each award consists of \$1,000, a certificate, and recognition of the Loma Linda University School of Public Health.
- *Wiesseman Doctoral Award.* A scholarship to be given annually to an outstanding student enrolled in the School's Doctor of Public Health Program. Preference shall be given to Seventh Day Adventist enrolled in the preventive care program, who are U.S. citizens, who have demonstrated financial need, and who have maintained a G.P.A. of 3.2 or above.
- *Community Outreach Project Scholarship.* Award scholarships to students who have gone over and beyond working in the San Bernardino community through field, research and /or practical experiences. They are expected to have a high academic merit and are dedicated to the service of others.
- *Willard and Irene Humpal Award* – award given annually to an Adventist student from abroad who has been selected for church leadership.
- *Glen Blix Award for Excellence in Preventive Care.* This award is given to a preventive care student who embodies a spirit of critical inquiry, commitment to lifestyle management, dedication to the profession, and a commitment to serving humanity.
- *Halverson Award.* This award is presented to a graduating student who exemplifies excellence and promise of leadership in health administration.
- *Callicot Student Support Fund.* Provide financial support to Seventh-day Adventist students enrolled in the school.
- *Drs. William G. and Margaret S. Hafner Endowment.* This scholarship provides assistance to students enrolled in the school. Recipients shall be full-time graduate students in good academic standing with demonstrable financial need.
- *International Student Assistance Scholarship.* This award provides financial support to full-time international students enrolled in the School. Special consideration shall be given to students expected to return to their home countries upon completion of their studies.
- *President's Circle Scholarship Fund for Hispanic Students.*
- *Scholarship Endowment for Black Students.*
- *Bob & Ruth Hervig School of Public Health Scholarship Endowment.* The purpose this Fund is to provide scholarship assistance to students enrolled in the School who are members of the Seventh-day Adventist church and who exhibit a Christian Lifestyle.
- *Hammond-Hardinge Student Assistance Scholarship.* Provides assistance to students enrolled in the School who experience a financial "shortfall" or other financial emergency.
- *SPH – Dr. James L. Welch Scholarship Fund.* The purpose of this Fund is to provide scholarship assistance to students enrolled in the school without regard to specific academic/professional majors, except that preferential considerations is to be given to

students interested in education, research re treatment related to Acquired Immune Deficiency Syndrome.

- *OEP Class of 1978 Fund.* The funds held herein shall be used to provide scholarship assistance and/or loans to students enrolled in the School. Priority will be given to Canadian citizens.
- *The SPH Stout Family Scholarship Fund.* The funds held herein shall be used to fund a scholarship to be given annually to a student enrolled in the school. The student must be in good regular standing, have a financial need as determined by the Student Financial Aid Office of the University and demonstrate a desire to serve people and endeavor to Make Man Whole.

Other available scholarships/funds:

- *Selma Andrews Travel Funds.* These competitive grants may be available to help defray the cost of students' travel to professional or scholarly conferences at which they have been invited to participate formally, or that will enhance their professional growth.
- *Selma Andrews Scholarship Funds.* These grants are available for registered School of Public Health students in good standing who have completed at least 12 units in their degree program. The purpose of these grants is to help students in greatest need to defray tuition costs.
- *SPH Service Scholarships.* Tuition assistance may be awarded to qualifying students involved in appropriate community service activities.
- *Randall Lewis Fellowship Award.*

## Academic Grievance

The student who has an academic grievance may proceed as follows:

1. The student should first discuss the problem or grievance with the instructor.
2. If, following this discussion, the student is not satisfied he/she can take up the matter to the program director.
3. If the student still believes that he/she has not been fairly dealt with, he/she may then take the matter to the assistant dean for student support.
4. If the student continues to believe that he/she has not been fairly dealt with, he/she may then take the matter to the associate dean for academic administration.
5. If the matter is not resolved at this level, the student may petition the dean of the school to appoint a review committee of three faculty members to evaluate the situation and recommend appropriate action to the dean. This request must be presented in writing and include all pertinent information.
6. The committee shall interview the student and all appropriate individuals. The student may request that specific witnesses appear before the committee. The assistant dean for student support will be present at the committee meetings. No individuals from outside the school are allowed, including legal representation by the student or the school. The student shall not be present during the committee deliberations.

In addition, it is the student's responsibility to make sure that the student, any witness, any new information, or a representative that the student wants to appear before the committee is available at the time that the committee meets. Failure by the

student to meet any of these responsibilities shall not be construed to prevent the committee from continuing its investigation of the student's grievance and completing its deliberations. The committee shall do all in its control to render a decision within three weeks of receiving the grievance information. At the conclusion of its deliberations, the committee shall report in writing to the dean:

- that there is no substantive basis for the alleged grievance; *or*
  - that the allegations of grievance are supported by substantial evidence and that appropriate restitution should be made.
7. All materials used by the committee in their deliberations shall be returned to the assistant dean. Duplicate materials shall be destroyed, with one copy maintained in a permanent file.
  8. If the student remains unsatisfied, he/she may appeal to the University president for review of the process; however, the decision of the committee is final.
  9. Extended campus and online degree program students may submit a grievance petition to the dean/associate dean directly or via the Office of Extended Programs.

## **Loma Linda University School of Public Health Pledge**

We believe that wholeness of human beings encompasses and integrates the physical, spiritual, social, and mental dimensions.

We pledge to seek this wholeness in ourselves and those we serve.

We believe in the worth and potential of all individuals.

We pledge ourselves to respect the beliefs, ideas, opinions, and cultures of others.

We value our earth and all the resources it provides to us.

We pledge ourselves to care wisely for those resources and to work toward their fair and equitable distribution.

We acknowledge the responsibility of providing education in public health, continuing the legacy of Loma Linda University.

We pledge ourselves to use with integrity and compassion the knowledge and skills we have gained.

We understand that learning is a lifelong process.

We pledge to continue our quest for knowledge and understanding of our world and of ourselves

We acknowledge that true wisdom comes not from people or books alone but from a relationship with the Maker of us all.

We pledge ourselves to seek this wisdom and accept God's strength in doing so.

**SECTION XIII**  
**SCHOOL OF RELIGION**



## Dean's Welcome

Loma Linda University School of Religion has been entrusted with the mission of articulating the story of God's gracious plan to redeem a lost and broken world through the life, death and resurrection of Jesus Christ within the context of Loma Linda University, a health science Seventh-day Adventist university. The school's mission of articulating this story of redemption is particularly focused on the teaching and healing ministry of Jesus Christ and the role it plays in equipping health care practitioners with the training to integrate Adventist faith, health, and science.

The school contributes to the mission, vision and values of Loma Linda University by giving priority to the sacred task of serving students in all eight schools with mission-focused learning, through scholarship that expands knowledge and addresses the challenges health care professionals face in today's complex world, and by its service to the university and world-wide Adventist church.

The school offers three master's degrees: MA Bioethics, MS Chaplaincy, and MA Religion and Society. These programs are designed to train graduates with theological education and skills in bioethics, chaplaincy, and religion's relationship to culture and society. Within the framework of our academic programs, we offer a unique opportunity for LLU students in other professional programs to apply for dual enrollment in bioethics and religion and society. Students enrolled in medicine (M.D.), dentistry (D.D.S.), pharmacy (Pharm.D.), and nursing (M.S.) are eligible to apply for admission to the bioethics and religion and society programs. Please refer to The Combined Degrees Programs of the University section to learn more about our dual enrollment degree programs.

We believe our academically rigorous programs and mission-focused courses cultivate a vibrant Christian community at LLU and help to prepare health care practitioners to go forth and "make man whole" as they embody the teaching and healing ministry of Jesus Christ. Welcome to Loma Linda University School of Religion.



Leo Ranzolin, Th.D.  
Dean, School of Religion



## School of Religion

### Academic Policies and Procedures

#### Mission Statement

To continue the teaching and healing ministry of Jesus Christ by integrating Adventist faith with the world's changing need.

#### Five Goals

The faculty is deeply committed to incorporating, in diverse ways and to varying degrees, the following five goals into every single religion course:

1. Demonstrate knowledge and competent use of Scripture.
2. Show understanding of Christian theology and history, with specific attention to Seventh-day Adventist life and thought.
3. Explain the interaction between ethics and religious commitments and beliefs.
4. Explore the ways in which faith relates to personal wholeness, professional practice, and witness.
5. Describe ways in which moral advocacy can shape society.

### ACADEMIC INTEGRITY

The School of Religion seeks to educate ethical and competent professionals and scholars who are committed to the practice of honesty and the pursuit of truth. The school is committed to the following fundamental University core values: compassion, integrity, excellence, freedom, justice, purity/self-control, and humility. It is expected and understood that students who apply and are admitted to a School of Religion program will be committed to these values and will choose to support them.

Examples of serious breaches of integrity include, but are not limited to, lying; cheating (including plagiarism); falsifying reports, records, and the results of research. Other examples which may appear to be minor but which constitute misrepresentations of truth, and are thus also of concern, include such things as signing someone else's name on an attendance sheet (for a required class or meeting) or signing oneself in as present and then leaving.

Assuming responsibility for the professional behavior of one's colleagues means exemplifying integrity oneself; encouraging colleagues to be honest and responsible; and refusing to ignore or cover up serious breaches of integrity, such as cheating, stealing, or falsifying records. The process of becoming a member of one of these trusted professions begins when a student enters the Loma Linda University School of Religion.

### ACADEMIC DISHONESTY

Academic dishonesty is an act of deliberate deceit in the fulfillment of a student's obligations to the academic community. It includes, but is not limited to, the failure to observe rules of fairness in taking examinations or writing papers, plagiarism, fabrication, and cheating.

- Plagiarism is the act of presenting the work of another as if it were one's own. It includes quoting, paraphrasing, summarizing, or utilizing material from the internet or from

books, articles in periodicals, magazine and newspapers without appropriate citation. Any unacknowledged use of another's ideas constitutes plagiarism, including the use of papers written by other students, interviews, radio or TV broadcasts, and any published or unpublished materials (e.g., letters, pamphlets, leaflets, notes, or documents).

- Fabrication is the act of contriving or making up material, data, or other information and submitting this as fact.
- Cheating is the act of receiving, which includes such acts as looking at another's examination during any form of testing, using unauthorized aids (e.g., notes, electronic equipment) to retrieve or communicate information during examinations, or whatever else is deemed contrary to the rules of fairness, including violation of specific rules designated by the instructor of the course.
- Facilitation of academic dishonesty is the act of attempting to help someone engage in plagiarism, fabrication, cheating or any other type of academic dishonesty.

## **PROCEDURES FOR DEALING WITH ACADEMIC DISHONESTY**

1. If any faculty member, employee, or student of the school has reason to believe that academic dishonesty or unethical conduct may have occurred, he/she shall report the incident to the appropriate instructor, program director, associate dean, or dean.
2. When an allegation of misconduct is made, the faculty member or school administrator is responsible to ensure that a preliminary inquiry is made to determine if the concern/allegation is substantive. If there appears to be substantive evidence of misconduct the matter must be reported to the dean or the dean's designee.
3. If the dean or dean's designee determines that further action should be taken and/or that the matter should be referred to the school's designated academic committee, the student shall be informed in writing.
4. The final action will be reported to the involved student by the dean or dean's designee.

### **Appeal for Dismissal of Sanction**

1. The student, after the actions and recommendations of the designated academic committee, may appeal to the dean who may uphold or modify the sanction(s) recommended by the hearing committee. In all cases, the action of the dean is final.
2. The dean, in sole discretion, shall determine whether the student is suspended or if the student may continue to attend classes and/or conduct clinical activities pending the final decision of the appeal.

## **ACADEMIC GRIEVANCE**

The student who has an academic grievance may proceed as follows:

1. The student should first discuss the problem or grievance with the instructor.
2. If, following this discussion, the student is not satisfied and continues to believe that he/she has not been fairly dealt with, he/she may then take the matter to the program director.
3. If the matter is not resolved at this level, the student may petition the dean of the school to appoint a review committee of three faculty members to evaluate the situation and

recommend appropriate action to the dean. This request must be presented in writing and include all pertinent information.

4. The committee shall interview the student and all appropriate individuals. The student may request that specific witnesses appear before the committee. The associate dean will be present at the committee meetings. No individuals from outside the school are allowed, including legal representation by the student or the school. The student shall not be present during the committee deliberations.

In addition, it is the student's responsibility to make sure that the student, any witness, any new information, or a representative that the student wants to appear before the committee is available at the time that the committee meets. Failure by the student to meet any of these responsibilities shall not be construed to prevent the committee from continuing its investigation of the student's grievance and completing its deliberations. The committee shall do all in its control to render a decision within three weeks of receiving the grievance information. At the conclusion of its deliberations, the committee shall report in writing to the dean:

- that there is no substantive basis for the alleged grievance; *or*
  - that the allegations of grievance are supported by substantial evidence and that appropriate restitution should be made.
5. All materials used by the committee in their deliberations shall be returned to the associate dean. Duplicate materials shall be destroyed, with one copy maintained in a permanent file.
  6. If the student remains unsatisfied, he/she may appeal to the University president for review of the process; however, the decision of the committee is final.
  7. Extended campus and online degree program students may submit a grievance petition to the dean/associate dean directly or via the Office of Extended Programs.

### **Procedural Appeal**

If the student contends that the appropriate procedure was not followed or there is new evidence relevant to the decision that was not available to the student during the procedure, the student may appeal in writing to the provost or designee regarding these two issues. If the provost finds that the appropriate procedure was not followed or there is new evidence the provost will return the issue to the school for additional consideration (*Administrative Handbook, C-26*).

### **GRADING SYSTEM**

The School of Religion (graduate and undergraduate programs) uses the following breakdown of percentages for computing student grades:

95-100% A	82-84% B-	68-70% D+
92-94% A-	79-81% C+	63-67% D
88-91% B+	76-78% C	Below 62% F
85-87% B	71-75% C-	

**Satisfactory (S)** – A grade of satisfactory is assigned when a student performance must exceed the minimum course requirements.

**Unsatisfactory (U)** – A grade of unsatisfactory is assigned when student performance has not met the minimum requirements for overall performance as defined by the course professor.

**Marginal Satisfactory (MS)** – A grade of Marginal Satisfactory is assigned when a professor judges that student performance has met but not exceeded minimum course requirements.

#### NOTATIONS

**W** Withdraw – given for withdrawal from a course prior to 14 calendar days before the final examination week. Withdrawals during the first 14 calendar days of a quarter or the first 7 calendar days of a five-week summer session are not recorded if the student files with University Records the appropriate form prior to the cut-off date.

**UW** Unofficial Withdrawal – indicates that the student (a) discontinued class attendance after the close of registration but failed to withdraw officially or (b) did not obtain financial clearance for a continuing registration resulting from an “in progress” (IP) course. UW notation is not counted towards the student’s grade point average.

**I** Incomplete – given when the majority of the course work has been completed and circumstances beyond a student’s control result in the student being unable to complete the quarter. An I notation may be changed to a grade only by the instructor before the end of the following term. Incomplete units are not calculated in the grade point average.

By the use of the petition form – available online—the student requests an I notation from the instructor, stating the reason for the request. The instructor will then enter the I notation as well as the grade the student will receive if the deficiency is not removed within the time limit. The student must submit this form before the end of the quarter.

The notation I is not granted as a remedy for overload, failure on final examinations, absence from final examination for other than an emergency situation, or a low grade to be raised with extra work.

**IP** In Progress – indicates that the course has a duration of more than a single term and will be completed by the student no later than the final term of the course, not to exceed five quarters for independent study and research courses (original quarter of registration plus four additional quarters).

Note: A person who is not enrolled in regular classes but who is registered or has an IP grade in research, thesis or dissertation is classified as a student. By filing an academic load validation form every quarter at registration, the academic load may be validated for maintaining student status for immigration purpose or for deferring student loans.

**FA** Failure to Attend – indicates that the student registered for a course but failed to attend classes and did not withdraw from the course in a timely manner. An FA notation is calculated in the grade point average.

## ACCEPTED STUDENTS FAILING TO ENROLL

- Students accepted to begin in a specified quarter but who fail to register in that quarter are contacted by the school and inactivated if no response is received.
- In such cases, the student may subsequently request deferral for up to one year from the original date of the application submission.
- Approval by the program director is required, the student comes under requirements of the curriculum in effect at the time of actual first enrollment, and the school notifies the student regarding status and requirements.
- Students who do not request deferral or who request deferral for more than one year must complete the full reactivation process before they are allowed to enroll in courses in the degree program.

## STUDENT ACCOUNT

Loma Linda University students should be fully aware that before they can register for classes, on any given quarter, and clear finance, their student account balance must be under \$200.

## TRANSFER CREDIT

The Master of Arts in Bioethics program permits students to transfer up to 12 units of approved graduate-level courses from other accredited institutions. In consultation with the program director, if there are religion courses at a graduate level from an Adventist university, the student may be eligible to transfer up to 6 units.

The Master of Sciences in Chaplaincy program permits students to transfer up to 14 units of approved graduate-level courses from other accredited institutions.

The maximum number of transfer credits toward a master's degree or doctoral degree may not exceed 20 percent of the minimum credits required for the degree. Only credit earned with a B or higher will be accepted for transfer.

## ACADEMIC VARIANCES

Students accepted into a School of Religion program who wish to transfer units must have the graduate units approved by the program director/advisor. After the units have been approved for transfer, the student is responsible for completing an academic variance form for the transfer of units and must submit the form to the School of Religion Office of Records during the first academic quarter of their program. The School of Religion sends the approved petition for academic variance to University Records for processing. For further information, please call the School of Religion at 909-558-7478.

## COURSE LOAD

To be considered a full-time student, a graduate student must be registered for at least 8 units of graduate course work per quarter.

The normal course load, including all course work for which a graduate student may be registered at this or another institution, is 12 units per quarter. A student of exceptional ability may, with the approval of the dean, register for additional course work.

## **POLICIES FOR REPEATING A COURSE**

- A student wishing to improve his/her grade, once grades have been posted for a course, must repeat the course.
- When repeating a course, the student must attend class and laboratory sessions as ordinarily required and take all regularly scheduled examinations.
- Full tuition is charged.
- Both the original and repeat grade performances are entered in the student's permanent record, but only the second or repeat grade is computed in the program G.P.A. and included in the total program units earned. Both grades remain on the transcript.
- A student may repeat a course only once.
- No more than two courses may be repeated in a student's degree program.

## **ACADEMIC PROBATION**

After grades roll at the end of any academic quarter for full-time students or beginning at the completion of 12 units for part-time students, when the cumulative G.P.A. is less than 3.0 (graduate) but where a mathematical opportunity exists for the student to achieve 3.0 (graduate) within the specified units for his/her curriculum, the associate dean is authorized to place that student on academic probation status. Students will be issued a communication warning them that they are at risk for probation, or if they have been placed on academic probation, as appropriate.

1. A student on academic probation is permitted to register for no more than 12 units in a given quarter.
2. A student on academic probation cannot be promoted to regular status until all Incomplete (I) and In Progress (IP) notations have been replaced by permanent grades that show evidence of satisfactory completion.
3. A student on academic probation for two quarters, regardless of whether the quarters have been consecutive, may be prevented from continuing in the program. In order to continue in the program, the student's academic review must show a reasonable plan by which the student may complete requirements, and must document the argument that would justify allowing the student to continue.
4. If at the end of any quarter a student's G.P.A. is such that obtaining a cumulative G.P.A. of 3.0 is a mathematical impossibility within the specified units for the student's curriculum, the student must submit an official withdrawal request to the school or be dismissed.

## **VETERANS EDUCATIONAL BENEFITS ELIGIBILITY**

If a student receives educational assistance from the U.S. Department of Veterans Affairs and his/her cumulative grade point average (G.P.A.) remains below the graduation requirements for more than the equivalent units of three consecutive terms, the student will not be certified for veterans affairs educational benefits until his/her academic status is restored to regular standing.

## PROGRAM PROGRESSION

Students are considered to be making acceptable academic progress if they are maintaining a cumulative G.P.A. as follows:

- Bioethics: B+ (3.30) – no grade lower than a B-, with no grade lower than a B- in a core course.
- Chaplaincy: B (3.0) – no grade lower than a B-, with no grade lower than a B- in a core course.
- Religion and Society: B+ (3.30) – no grade lower than a B-, with no grade lower than a B- in a core course.

## PROGRAM TIME LIMIT

Completion of the graduate experience signals currency and competence in the discipline. The dynamic nature of graduate courses makes dilatory or even leisurely pursuit of the degree unacceptable. Five years are allowed for completion after admission to a master's degree program and seven years for a doctoral degree program. Petitions for an extension of time may be granted if recommended by the program director to the dean. Course credit allowed toward the master's degree is nullified seven years from the date of course completion, and course credit allowed toward the doctoral degree is nullified after eight years from the date of course completion.

## GRADUATION POLICY

Graduate candidates from all School of Religion programs must complete all course and non-course requirements before participating in the commencement exercises. All requirements must be completed by the end of the Spring Quarter of the year the student plans to march. This means that students will not be able to march who are holding IPs, have not turned in their publishable paper/thesis, have not completed clinical internships or comprehensives, or who have not performed the oral defense.

### Diplomas

- All diplomas issued to School of Religion graduates list the degree only. No official diploma is awarded that identifies the major(s). The official transcript identifies the specific area of specialization.
- The official date indicated on the diploma will be the last day of the quarter in which all requirements have been completed or the commencement date in Spring Quarter.
- Diplomas are distributed by University Records by mail after it has been determined that all degree requirements have been satisfactorily met and financial obligations to the University have been discharged.

### Participation in Commencement Events

The University reserves the right to prohibit participation in commencement events by a candidate who has not satisfactorily complied with all requirements.



Candidates may not participate in commencement events unless they have completed all degree requirements, including pre- and co-requisites, with exceptions as specified in the University academic policy C-13.

Doctoral degree candidates may participate in commencement events and have their names listed in the commencement program, provided they have also met the deadlines for the dissertation defense specified in the most recent version of the *Doctoral Handbook*.

## WITHDRAWAL

Students planning to withdraw from a degree program must submit a program withdrawal request via the University Portal.

Student must contact the University Office of Financial Aid and the Student Loan Collection Office before leaving the campus to ensure the proper documentation of forms has been completed. Failure to file the program withdrawal process may result in avoidable charges to the student's account.

## TUITION REFUND

All or part of tuition paid for a quarter may be refunded, depending on the date of formal withdrawal from the program. Rules applied to refund of tuition in dropped courses are applied in the case of total withdrawal from a program.

## LEAVE OF ABSENCE

A graduate student must either be registered or on official leave of absence each regular academic quarter until a degree is awarded. Failure to be registered or on leave of absence will result in a lapse of student status. Lapse of student status may require a student to be readmitted to the University under different catalog requirements and necessitate extension of the program. In addition, deferment of loan repayment is subject to quarterly registration or official leave of absence.

- Leaves of absence are available only to continuing graduate students with regular status (minimum 3.0 G.P.A.).
- Leave of absence is a privilege granted:
  1. to facilitate the timely completion of a degree; or
  2. to respond to emergencies.
- a. The deadline for requesting a leave of absence or extension of a leave of absence is two weeks prior to the quarter in which the leave of absence or extension is to begin.
- b. Each leave of absence or extension of leave may be granted for one-to-four quarters.
- c. The total amount of leave of absence time for any student may not exceed one year.
- d. Students on leave of absence to pursue another professional degree are expected to provide evidence of satisfactory progress toward that degree by submitting a transcript at the close of each academic year. Students not providing this information may be inactivated.
- e. Students will be automatically inactivated from the program if they fail to return at the end of the leave of absence or fail to request an extension of the leave. Continuation in the program requires the full reactivation process.

- f. A student on official leave of absence is restricted in his or her use of University facilities or faculty time under the provisions detailed below:
  - iv. A student may have unrestricted use of the Library.
  - v. If it is anticipated that a student will use twelve or more hours of University facilities (excluding Library) and faculty time during the period of the leave of absence, the student is not eligible for a leave of absence or an extension of the leave of absence.
  - vi. If the student has accumulated twelve or more hours of use of University facilities (excluding Library) and faculty time since last being registered, the student is not eligible for an extension of the leave of absence.

### **Request**

A student who wishes a leave of absence for one or more quarters must submit a leave of absence request via the University Portal.

A student who discontinues his/her studies at the University must meet the entrance requirements in force at the time of his/her reentrance, unless he/she has been granted a leave of absence.

## **INACTIVATION/REACTIVATION**

### **Deferral Prior to First Registration**

- A newly accepted student who has not yet registered for course work as a School of Religion student may request deferral of acceptance to a future quarter.
- Such cases do not require inactivation procedures.
- The deferred enrollment places the student under requirements of the curriculum in effect at the time of first actual enrollment. The school notifies the student regarding status and requirements.
- A deferral can be granted for a maximum of one year for the original term of acceptance.

### **Accepted Students Failing to Enroll**

- Students accepted to begin in a specified quarter but who fail to register in that quarter are contacted by the school and inactivated if no response is received.
- In such cases, the student may subsequently request deferral for up to one year from the original date of the application submission.
- Approval by the program director is required, the student comes under requirements of the curriculum in effect at the time of actual first enrollment, and the school's Office of Admissions notifies the student regarding status and requirements.
- Students who do not request deferral or who request deferral for more than one year must complete the full reapplication process before they are allowed to enroll in courses in the degree program. Refer to full activation process.

### **Leave of Absence**

- Students on leave of absence who return within one year may continue under the requirements of their original curriculum.
- Students who fail to return at the time specified in their leave of absence agreement are inactivated and must follow designated procedures for reactivation.

### **Enrolled Students Failing to Register**

- If an on-campus student fails to register for two consecutive quarters, he/she is informed by the school that the administrative withdrawal process will be activated and that his/her student status will be inactivated at the beginning of the next quarter unless he/she contacts the school or registers for a course before that time.
- If such a student fails to make contact and submit a leave of absence or register for a school course, the school may inactivate-the student at the beginning of the second quarter.
- Such cases require that the student complete the full reactivation process before registering for additional courses.

### **Full Reactivation Process**

- Because of the conditions of their inactivation by the school, students may be required to complete the reapplication process before being permitted to register for additional courses.
- The full reactivation process:
  1. The student must submit a new application, accompanied by the reactivation fee; official transcripts of any course work taken elsewhere during the absence; current recommendations (number to be determined by the school); and an interview with a representative of the student's major department in the school.
  2. Approval for reactivation is granted or denied by the major program faculty and is officially recorded as reactivation in the minutes of the school's Admissions Committee.
  3. The student is reactivated under the requirements of the curriculum in effect at the time of first enrollment after reactivation.
  4. The school provides official notification of the student's status to the student, to the student's program, and to University Records.

### **ADMINISTRATIVE WITHDRAWAL**

Students who fail to make arrangements for a leave of absence and/or continuing registration may be administratively withdrawn from school. University policy states: "A student who has not enrolled for any classes, or paid the continuous registration fee for courses still in progress from a previous term, will be inactivated at the beginning of the second quarter of non-enrollment, unless he/she is on an approved leave of absence."

### **DROPPING A COURSE**

When a student finds it necessary to drop a course, it is the student's responsibility to be aware of the refund deadlines for dropping a course. If a student drops a course before the first day of class, he/she will receive a full refund, after that, the refund is prorated according to the percentage deadlines. These deadlines can be found on the LLU website under the course schedule. The refund schedule deadlines can be found by clicking on the course CRN.

## ACADEMIC GRIEVANCE PROCEDURE

When a student wishes to contest a grade, he/she should discuss the grade first with the instructor, then with the program director. If the student is not satisfied, he/she can appeal to the dean.

## UNIVERSITY DIRECTORY INFORMATION

The name on record is the name that will appear on a student's diploma. If during the course of the program, the student's name changes, it is the student's responsibility to complete an online change of name form. It is of utmost importance that University Records has the correct contact information at all times (name, address, telephone numbers, contacts, etc.).

## REGISTRATION

Students must register by the deadlines stated in the University Portal.

- No one may attend class without being registered.
- Students are not allowed to register for courses that have conflicts in time, even if the conflict occurs for only part of the lecture or laboratory.
- Posted deadlines for registration and change of registration (see University portal) are in effect and binding; the school will not intercede to obtain a variance.
- Any and all academic work must be registered for during the quarter for which credit is requested or expected.
- Audit registration: a student wishing to audit a course must register for it and pay the audit tuition, which is approximately one-half of the credit rate.
- On-campus students wishing to change a course from audit to credit or from credit to audit must request the change no later than the fifth day after the beginning of instruction.
- A course taken for audit cannot be repeated for credit later.
- Students without a valid bachelor's degree will be restricted to audit registration for School of Religion graduate courses.
- Audit registration is generally not available for courses that are predominantly laboratory experience. This includes all courses requiring extensive computer laboratory use.

## STUDENT IDENTIFICATION BADGE

All LLU students receive a picture identification badge. The student ID badge must be worn visibly at all times while on campus.

## CHAPEL AND SCHOOL EVENTS

Students are required to attend LLU-sponsored Chapels if they have a class on campus between the hours of 8:00 a.m. and 3:30 p.m. on Wednesdays. The Chapel programs and special events provide a variety of opportunities to integrate faith and learning. It is also a meaningful way of coming together as a faith-based student community on a regular basis, building bonds of friendship and support.

## COUNSELING

There are several services available on campus for students who would benefit from personal, relational, or family counseling. Contact the Student Assistance Program at 909-558-6050.

## EXIT INTERVIEWS

For School of Religion students, an exit interview with the deans will be scheduled during the Spring Quarter of their graduation year. Before graduation, students must also complete exit interviews with the Office of Financial Aid and the Office of Student Finance and clear all accounts. Diplomas will not be distributed until the student completes an exit interview.

## GRADUATION PETITION

The prospective graduate is responsible to complete the graduation petition form found online. The deadline for submitting the form to the School of Religion is October 1 of the student's graduation academic year. Once the form is signed by all the appropriate parties, it is submitted by the School of Religion to University Records for processing.

## SCHOLARSHIPS AND AWARDS

### **Drs. David and Maxine Taylor Endowed Scholarship**

This scholarship is awarded annually to a student who has had to overcome significant obstacles in his or her academic journey. The recipient is selected through an application and essay process.

### **Gayle Saxby Endowed Scholarship**

This fund was established in memory of Gayle Saxby, a member of the Faculty of Religion, who passed away in 1995. On an annual basis, income from this endowment supports an outstanding female scholar pursuing a career in ministry or teaching religion.

### **Arthur Graham Maxwell Scholarship**

This scholarship was established to be made available to Adventist students who are either in medical or dental school, or who have graduated from medical or dental school, and who are now pursuing the School of Religion's Master of Arts degree in Religion and Society. The award is granted to those pursuing a degree in the study of religion and is on the basis of merit.

### **V. Norskov Olsen Scholarship**

This scholarship was established to be made available to Christian students pursuing a degree within the School of Religion. The award will be made on the basis of merit and worth personal characteristics.

### **William Wirth Scholarship**

This fund was established to honor a student who has shown academic excellence in his or her studies. It will be awarded to one current student whose studies are focused on theology, history or Biblical studies.

### **Wil Alexander Whole Person Care Award**

This award is given to the student(s) who best exemplifies the personal, professional, and academic qualities exhibited in relation to whole person care. The Center for Spiritual Life and

Wholeness provides the opportunity for each school at Loma Linda University to choose a recipient for the award.

**Outstanding Bioethics Student Award**

This award is given in recognition of outstanding academic accomplishments in the Loma Linda University School of Religion master's degree Bioethics Program.

**Scholarship Award Monies**

All scholarships and awards must be coordinated with any other financial aid you are receiving. Please contact your financial aid officer if you have any questions.