STUDENT LIFE

The information on student life contained in this CATALOG is brief. The most current Student Handbook more comprehensively addresses University and school expectations, regulations, and policies; and is available to each registered student. Students need to familiarize themselves with the contents of the Student Handbook. Additional information regarding policies specific to a particular school or program within the University is available from the respective school.

From University to student

Loma Linda University was established to provide education in a distinctively Christian environment. Students are expected to respect the standards and ideals of the Seventh-day Adventist Church. Prospective students have the freedom to choose or reject University or school standards, but the decision must be made before enrollment. Application to and enrollment in Loma Linda 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 a professional institution of higher learning.

It is inevitable that the student will come under question if academic performance is below standard; student duties are neglected; social conduct is unbecoming; or attitudes demonstrate deficiencies such as poor judgment, moral inadequacy, or other forms of immaturity.

Procedures for evaluation of academic and nonacademic performance—as well as for the student to exercise his/her right of appeal—are described in the current CATALOG and in each school’s section of the Student Handbook. Grievances regarding both academic and nonacademic matters must be processed according to these published grievance procedures. After a student files an appeal or grievance, the faculty assesses the student’s fitness for a career in the chosen profession and recommends to the dean appropriate action regarding the student’s continuance or discontinuance.

Prospective students who have questions concerning the University’s expectations should seek specific information prior to enrollment.

Whole person health

The University regards the student from a cosmopolitan and comprehensive point of view. It is cosmopolitan in that historically the University’s global mission has promoted bonds and opportunities in education and service without regard to gender or to national, racial, or geographical origin. It is comprehensive in that the University’s concern for the welfare of the student traditionally has been an integrated concern for assisting the student toward whole person health—balanced development of spiritual, social, physical, and mental health. Cultivating the health of any one part enhances the health of all parts. Neglecting or abusing the health of one harms the health of all. Before one can experience whole person health, there must be a practical appreciation of the interdependent interaction of each part of the whole.

Students from all schools of Loma Linda University may congregate and participate in the multifaceted programs offered that involve the holistic concept of social, intellectual, physical, emotional, and spiritual wellness. These programs support Loma Linda University’s motto, “To make man whole.”

Spiritual health

In addition to personal quiet times, opportunities for the student to further develop rich, personal spiritual resources are provided in scheduled religious exercises and activities and in informal association with others who cherish spiritual values. Religion classes as well as weekly chapel services are part of the required curriculum.

Social health

Situated within easy access of the ocean, mountains, and desert, the University provides numerous opportunities for students to complement their formal learning through participation in a wide variety of recreational, cultural, and other activities. A variety of University-, school-, and group-sponsored events encourages students to relax and become better acquainted with one another. Through these activities and events, students can enrich their group interaction and leadership experiences, increase their enjoyment of and interest in fields outside their profession, develop their talents, enhance wholesome and memorable association with others, and cultivate supportive and lifelong social relationships.

Mental health

The University promotes mental health by encouraging students to study and practice principles of sound psychological health and to access state-of-the-art counseling and mental health services, as needed.

Physical health

The University promotes physical fitness by encouraging recreational interests and by providing courses in field exercises, body building, and health instruction. An effort is exerted to interest each student in some recreational and health-building activity that may be carried over to enhance future life.

Immunizations

As a member of a health science university, whether we are directly involved in patient care or not, we are responsible for the wellbeing of others. As a result, Loma Linda University requires that all students receive the flu vaccine annually.

Recreation/wellness: The Drayson Center

The Drayson Center serves as the focal point for recreation and wellness at Loma Linda University. Encompassing 100,000 square feet, the facility offers a plethora of fitness options to promote physical, intellectual, social, emotional, and spiritual wholeness. The Drayson Center showcases a 21,000 square-foot multipurpose gymnasium that can accommodate three full-size basketball courts, five volleyball courts, or nine badminton courts. Circling the gymnasium’s interior is an elevated, three-lane running track. Five racquetball courts and six outdoor tennis courts are available for play. Aerobics studios and cardiovascular rooms can accommodate anything from Pilates, cycling, and Zumba classes, to strength training, sports conditioning, and bodybuilding—and everything in between.

An outdoor aquatics center includes a heated, ten-lane lap pool, a leisure pool, and a jacuzzi; along with a 22-foot high water slide and recreational pool. Saunas are installed in the fully-equipped men’s and women’s locker rooms. A 400,000 square-foot outdoor multipurpose recreational area hosts two softball fields, a half-mile track, a beach volleyball court, and numerous picnic and game areas.

The Drayson Center also offers personal training services, massage therapy, and a variety of leisure classes, such as ballet and karate.
Conference rooms are available for hosting meetings, exhibitions, and banquets. This full-service facility serves to promote health and wellness to Loma Linda University students, staff, faculty, and the surrounding community.

### Student Health Service

Operating under the Loma Linda University Center for Health Promotion, Student Health Service is committed to providing quality health care to the students within our University community. Our physicians and staff are dedicated to promoting a lifestyle that encourages a balance of physical, spiritual, emotional, and social well-being. The services provided include primary care, women's health, immunizations, laboratory testing, health education, counseling, and referrals to specialty services. Enrollment in the Risk Management Student Health Plan is required to receive the comprehensive coverage of services. Provider visits are available free to all students after acceptance into Loma Linda University and during any lapses in Risk Management Health Plan enrollment.

Student Health Service is located in Evans Hall, Suite 111, at the corner of Anderson and Steward streets. The hours of operation are Monday-Thursday 8 a.m.-12 noon and 1-5 p.m., and Friday 8 a.m.-1 p.m. To schedule an appointment or for more information, call 909/558-8770.

### Loma Linda University Student Health Plan

The University-sponsored Student Health Plan is designed to provide comprehensive medical coverage for the student and his/her eligible dependent(s). It is not an insurance program. The plan includes coverage for hospital care, surgery, emergency care, prescription drugs, limited dental and more. Generally, to be eligible for reimbursement under the provisions of the plan, expenses must be incurred while coverage is in effect. Expenses incurred before plan coverage becomes effective or after plan coverage has terminated will not be covered. This plan will only provide medical coverage on an excess basis. This means that all medical expenses must first be submitted to any other available source of health-care coverage. There is no optical coverage available. Please see the Loma Linda University Web site for Student Health Services for a complete explanation of the Student Health Plan (<llu.edu/central/studenthealth>).

### Enrollment

The process to enroll in the Student Health Plan is completed through the on-line registration process. Once your registration is complete, information will be relayed to Risk Management. If you are adding an eligible dependent to your Student Health Plan, the Student Health Plan Enrollment form will need to be completed and submitted to Risk Management with the necessary payment.

### Preferred provider plan

The health plan has been developed as a PPO (preferred provider) plan. Benefits for services utilized outside the preferred provider structure will be reduced.

### Plan year

The plan benefit year is a fiscal year and runs from July 1 through June 30.

### Eligibility

A student is eligible for benefits if s/he:

- Is attending Loma Linda University as a graduate or undergraduate student; and
- Is a degree-track student. A student who is accepted into a degree program and who is registered for more than 0 units will be eligible regardless of the number of units for which s/he is registered.
- Is a nondegree student registered for more than 4 units. A student who is not accepted into a degree program but who is registered as a nondegree student for more than 4 units will be eligible. However, a nondegree student registered for 4 units or fewer will not be eligible and will not be eligible to buy into the Student Health Plan.
- Chooses to buy in, was covered under the Plan during the previous quarter, and on an approved leave of absence from his/her academic program.
- Is an IP-only student. A student who is working on an "In Progress" course and is not registered for any other units will be eligible.

### Additional information regarding eligibility

- A student who drops all units before the deadline will not be covered by the plan. Any student who drops all units before the last day for a full refund will not be eligible for the University Student Health Plan for that quarter. Please refer to the Student Finance 100-percent refund policy.
- LLUH employees who are "full-time, benefit eligible" will not eligible for the Student Health Plan.
- Students participating in an off-campus or online program will not be eligible for the Student Health Plan.
- An eligible student's coverage will become effective on the first day of class or new student orientation, whichever occurs first.

### Buy-in provision

Under the following provisions, a student may obtain coverage under this health plan or extend coverage to a spouse or dependent children each quarter. In order to receive any coverage under this plan, a student must apply for coverage during an open enrollment period—within thirty days of a status change (i.e., within thirty days of marriage or within thirty days of the birth of a newborn child) and pay the appropriate quarterly student contribution, as outlined below:

1. Spouse/Dependent children. If a student is covered under this plan, s/he may extend health plan coverage to his/her spouse or dependent child(ren).
2. Leave of absence (LOA). If a student has been covered under the plan up until leaving school on an approved leave of absence (LOA), s/he may extend coverage under the plan for the length of the approved LOA, up to a maximum extension of one year.
3. Continuation coverage. If a student has been covered under this plan but no longer meets the eligibility requirements, s/he and eligible dependents would be able to continue coverage for up to one quarter through the buy-in provision.

The open enrollment period for eligible students and dependents is the last two weeks of each calendar quarter. Buy-in coverage will be effective from January 1 to March 31, April 1 to June 30, July 1 to September 30, and October 1 to December 31. No invoices or reminders are sent to students who are buying into the plan. The Department of Risk Management cannot add Student Health Plan buy-in fees to the student’s account. All payments must be made by check, money order, or credit card with the Visa or MasterCard logo by calling 909/651-4010. A newborn child must also be enrolled in the plan within thirty days of birth or adoption in order to receive any coverage under this plan. There is no
Malpractice coverage

Students are covered by malpractice insurance while acting within the course and scope of any approved clinical assignment.

Disability insurance

All students in the School of Medicine and the School of Dentistry are automatically enrolled in a disability insurance program while enrolled at this University. This program provides limited disability insurance for students while in the program and also allows for conversion to an individual disability insurance policy at the time of graduation. Details of this program are available from the School of Medicine or the School of Dentistry.

Counseling services

Loma Linda University Student Counseling Program

The University Counseling Center offers a variety of private, confidential services to students and their families—including individual, premarital, marital, and family counseling; as well as medication treatment. Counselors use practical, problem-solving strategies to help students deal more effectively with stresses of school and personal life in a healthy and healing way.

The program is staffed by members of the Employee and Student Assistance Programs, which includes licensed clinical social workers and marriage and family therapists.

To schedule an appointment or for more information, call 909/558-9534 or campus extension 39534. Eligible students do not have a co-pay for these visits.

The University Student Counseling Center is located in the Hartford Building, 11360 Mountain View Avenue, Suite A, in Loma Linda.

Loma Linda Student Assistance Program

The Loma Linda Student Assistance Program (LLSAP) provides professional and caring assessment and treatment for a variety of personal, family, work, and school-related issues. The LLSAP clinicians will develop a treatment plan that may include free short-term counseling. All LLSAP services are free of charge.

If more extensive treatment is appropriate, the client is referred to a community therapist who specializes in the student’s area of concern and who is covered by the student’s health plan. All information is confidential. Community therapists and LLSAP clinicians will not release information without the written consent of the student, with the exception of matters that fall under mandatory reporting laws.

The LLSAP, the only nationally accredited student assistance program in California, has provided state-of-the-art services to students since it was established in 1990.

Appointments may be scheduled Monday through Wednesday, 8 a.m. to 5 p.m., by calling on-campus extension 66050 or 909/558-6050; Thursday, 8 a.m. to 7 p.m.; Friday, 8 a.m. to 1 p.m. Additional appointment times may be available upon request.

The program is located in the Hartford Building, 11360 Mountain View Avenue, Suite A, in Loma Linda.
Governing practices

At Loma Linda University, nonacademic policies have been established that help foster a fulfilling University experience. Students are expected to uphold these policies, which govern nonacademic student life on and off campus. Information in this section of the CATALOG, as well as in the Student Handbook (http://www.llu.edu/student-handbook) pertains to requirements governing all students. The student is reminded of individual responsibility to be fully informed of the general and specific requirements of his/her school and program.

Identification number and card

All accepted students will be 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 card using this identification number and a bar code will be issued to each student after s/he completes initial registration and financial clearance.

The identification card allows access to various student services, including the libraries, Student Health, recreation facilities (i.e., the Drayson Center), parking, etc. Also, the bar code on the card 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 Services office. In subsequent quarters, the card's bar code is automatically reactivated at each registration upon financial clearance.

For further information regarding these identification cards, please contact Student Services.

Residence hall

The University is coeducational and accepts both single and married students. Any single student who prefers to live on campus may do so. Students are expected to live on campus unless they are:

- married,
- twenty-one years of age or older,
- in a graduate program, or
- living with their parents.

Students who wish to live off campus but who do not meet one of the foregoing requirements may petition the vice president for student services for a possible exception. This should be done well in advance of registration to allow the student adequate time to plan. Additional information about campus housing can be obtained from the housing Web site at <llu.edu/central/housing>.

The student must keep the University informed of his or her current address and telephone number and other contact numbers.

Marriage

A student who marries or changes marital status during the academic year must provide the school with advance written notification of the change in status in order to keep school records correct and up to date. It is wise for students to make every effort to schedule their wedding ceremonies during academic recesses.

Name change

Currently enrolled students may change their names on University records when they provide evidence (e.g., certified copy of a marriage certificate) that the name change is official. In addition to filing with the Office of University Records on University Records forms a request for change of name, the student must present a current ID card or other form of picture ID with his or her name as it appears on University records, along with official documentation of the name change.

Name changes must be processed no later than six months prior to graduation if the new name is to appear on the diploma.

Professional apparel

Clinic and laboratory apparel are distinctive articles of dress specified by the department or school and are to be worn only in the manner prescribed and under the conditions specified in the school or department dress code. Student uniforms are to be maintained in clean, presentable condition. Information on the required professional dress is provided in Section III of this CATALOG and in the University Student Handbook.

Personal property

The school assumes no responsibility for the loss of the student's personal property, instruments, or other items by theft, fire, or unknown causes. The student is expected to assume responsibility for the safekeeping of personal belongings.

Cars and transportation

Because the student is responsible for transportation arrangements and costs for special projects and off-campus clinics, it is advantageous for the student to have access to a car.

The University enforces traffic rules and regulations as provided for by the State of California Vehicle Code. It is the sole responsibility of the driver of any vehicle on University property to become familiar with these regulations. Drivers are held responsible for any infraction of the regulations. Copies of the brochure entitled "Loma Linda University Traffic and Parking Regulations" are available at the Department of Security.

Vehicles used by students on campus must be registered with the Department of Parking. Returning students must renew the registration of their vehicles online with the Department of Parking annually in September.

Confidentiality

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 requires that all health-care professionals maintain the highest level of confidentiality in matters pertaining to clients. Discussions or written assignments relating to client information, either health related or personal, may not include identifying data. Clients' privacy and rights are to be protected.

Failure to maintain confidentiality could result in legal action. For additional information, see "Introduction to HIPAA" at <home.mc.llumc.edu/Departments/LLUHS-Departments/HIPAA-Information/HIPAA-Help/Introduction-to-HIPAA/index.html>.
Substance abuse

As a practical application of its motto, "To make man whole," Loma Linda University is committed to providing a learning environment conducive to the fullest possible human development. Because the University holds that a lifestyle free of alcohol, tobacco, and recreational/illegal drugs is essential for achieving this goal, it maintains policies that foster a campus environment free of these substances.

All students are expected to refrain from the use of tobacco, alcohol, or recreational or illegal mind-altering substances. Possession or use of these substances may be cause for dismissal.

For details regarding the University’s drug-free environment—as well as information regarding prevention, detection, assessment, treatment, relapse prevention, confidentiality, and discipline—see the Loma Linda University Student Handbook, Section V, University Policies: Alcohol, controlled substances, and tobacco policy.

Sexual harassment

Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the well-being, educational experience, or careers of students, faculty, employees, and patients.

Because of the sensitive nature of situations involving sexual harassment and to assure speedy and confidential resolution of these issues, students should contact the office of the dean of the school in which they are enrolled.

A more comprehensive statement of the policy regarding sexual harassment and sexual standards can be found in the Loma Linda University Student Handbook, Section V, University Policies.

Employment

It is recommended that students limit work obligations (outside employment for income) that divert time, attention, and strength from the arduous tasks of class preparation, clinical practice, and/or training in their chosen career. A student wishing to work during the school year should consult the office of the dean of the school in which s/he is enrolled regarding employment restrictions or prohibitions.

Employment for international students

International students must obtain written authorization from the International Student and Scholar Services before accepting any on-campus employment. Off-campus employment requires prior issue of a work permit by the Bureau of Citizenship and Immigration Services. F- and J-visa students must limit their employment to twenty hours or fewer per week while registered for courses and while classes are in session during three of four quarters in an academic year. Regulations allow full-time work (forty hours or fewer per week) during school breaks and summer vacations (if students' programs allow summer quarters off). For questions, please telephone International Student and Scholar Services at 909/558-4955.

Academic authority

The office of the dean of the school in which the student is enrolled is the final authority in all academic matters, with the exception of general education requirements, and is charged with the interpretation and enforcement of academic requirements. Any exceptions or changes in academic requirements, graduation requirements, or grades are not valid unless approved by the dean. Any actions taken by individual faculty members with regard to these matters are advisory only and are not binding on the school or the University unless approved by the dean.

Academic integrity

The academically dishonest act considers that academic dishonesty intentionally violates the community of trust upon which all learning is based, intentionally compromises the orderly transfer of knowledge from teacher to student, and is inconsistent with good professional and moral behavior. Accordingly, the penalty for academic dishonesty is severe.

Acts of dishonesty include but are not limited to:

- theft;
- falsifying or changing grades or other academic records;
- plagiarism or excessive paraphrasing of someone else's work;
- knowingly giving, obtaining, or falsifying information during examinations or other academic or professional practice assignments;
- using unauthorized aids during examinations;
- loud and disruptive behavior during lectures, demonstrations, or examinations;
- excessive unexcused absences from classes or from clinical assignments.

"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).

Instructors and students are responsible for reporting instances of academic dishonesty for investigation. An instructor may take immediate action during an examination or other point-generating activity in order to maintain the integrity of the academic process. Substantiated violations are to be brought before the designated disciplinary body for action. Disciplinary action may include receiving a failing grade on the examination or assignment, receiving a failing grade in the course, suspension, or permanent dismissal from the program.

Conduct

Students are expected to conduct themselves in a professional manner during didactic and clinical training. Professional conduct includes (but is not limited to) punctuality and respect for 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 behave in a manner that will not bring criticism upon themselves, the program, the school, or the University.

Because students may be exposed to patients’ relatives and friends in any public place, and because their conversations and their attitudes have an effect on those around them, students are asked to observe the following:

- Any information given to the student by a patient or contained in a medical record must be held in strict confidence. Therefore, the discussion of a patient's diagnosis and treatment or other clinically related topics should be extremely guarded. A patient's family and community people may be listening and may incorrectly interpret the things discussed. Careless talk may lead to malpractice litigation.
• A joking or casual attitude toward illness and medical treatment should not be displayed since it may seem uncaring and be disturbing to those who are ill and suffering, as well as to the family members.
• Student and staff behavior in professional situations may be the deciding influence for or against Christian beliefs, values, and a health-enhancing lifestyle.

An in-depth description of the professional conduct expected of students is contained in the Loma Linda University Student Handbook.

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 items. Grievances related to academic matters or other issues covered by specific 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 his/her grievance may request that the Office of the Provost conduct a review of the process used by the school in responding to his/her academic grievance.

Students who believe that an error has been made or that they have 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 put his/her complaint in writing and provide it to the head of the department or office involved. The student may request an appointment and discuss this matter with the department head. The department head will make a decision and provide a written answer to the student within fourteen days of receiving the student’s written complaint or meeting with the student, whichever is later. If the answer is not satisfactory to the student, s/he may—
2. Put the complaint in writing and send it to the dean of student affairs for review. The matter will be considered at the next meeting of the dean’s council, and the student will be informed in writing of the council’s response within seven days of the council’s consideration of the complaint.

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; e-mail, http://www.bppe.ca.gov; telephone, 926/431-6924.

Copyright violations
The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user requests for or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Communication devices
All communication devices must be set to "off" or "vibrate" during class, laboratory, clinic, or chapel. No cell phones, PDAs, calculators, laptops, or other electronic or communication items may be used in the classroom, testing facility, or laboratory unless specifically a part of that activity and approved by the faculty member in charge.