

Franklin University Medical Assisting Program Student Handbook

Please read this Handbook in its entirety before signing the Acknowledgement. If you have any questions about any content, please contact the Program Chair.

Important Notice

Students are strongly cautioned that healthcare facilities may refuse to accept them for experiential placements (see below) based on the results of the required assessments (which may include criminal background checks, drug screenings, immunization verification, and other healthcare screenings). Each student should be aware that successful completion of a supervised placement is a required element of the program and the inability to do so for any reason, **including a documented criminal conviction**, will result in the student's failure to satisfy the requirements of the major as specified in the Academic Bulletin. If a student has any questions about their eligibility to enroll and complete this program, please contact [program mailbox].

Welcome and Introduction

Welcome to the Medical Assisting Program at Franklin University! Our program is designed to prepare you for a rewarding career by equipping you with the skills, knowledge, and credentials needed to excel in this growing field.

We are committed to fostering a student-centered learning environment that emphasizes professionalism, academic excellence, and lifelong learning. Please review this Program Specific Handbook, as well as the [Franklin University Student Codes of Conduct](#).

The successful completion of this program will result in an Undergraduate Certificate issued by the University Registrar.

Mission Statement

The mission of the College of Health & Public Administration (COHPA), which houses the Department of Allied Health, states that the College will provide a relevant, high-quality, lifelong education that will enable our students to:

- Enhance the quality of healthcare and public service
- Advance healthcare and public service careers
- Succeed in providing leadership that improves the quality of life in communities

Department Vision

To be a leader in Allied Healthcare education by offering innovative training and preparing graduates for advanced roles and certifications.

Program Overview

For complete program information such as learning outcomes, required courses, and other details, please see the [Medical Assisting Program Webpage](#).

Also note that students may be required to make some out-of-pocket purchases such as appropriate uniforms and shoes.

Experiential Training [Clinical Placement, etc.]

Requirements vary by state and employer for clinical placements to be hired as a Medical Assistant. Students should check their local requirements to determine if one is required. If a clinical placement is desired, there are several important requirements to meet which can take several weeks to complete. For questions, contact the MedAssist@franklin.edu.

General Information

Resources and Guides

Franklin University offers extensive resources to all students. Each course provides links to general and course-specific resources. Students are expected to become familiar with all resources, policies, and expectations outlined in the [University Catalog \(Bulletin\)](#).

Probation, Suspension, and Dismissal

Please refer to the Academic Catalog (Bulletin) for the policies on [Probation, Suspension, and Dismissal](#).

Academic Integrity

As members of Franklin's campus community, all students are expected to uphold and abide by its published standards of conduct, embodied within a set of core values that include honesty and integrity, respect for others, and respect for the campus community. Academic-based violations committed in the context of submitted course assignments, group projects, or examinations, or violations of course or program policy included in the syllabus provided to the student, are subject to a charge of academic misconduct. Students are expected to become familiar with and adhere to the [Community Standards and Student Code of Conduct](#) policies and expectations outlined in the [University Catalog \(Bulletin\)](#) and [Franklin University Website](#).