

**LINCOLN MEMORIAL UNIVERSITY-COLLEGE OF
DENTAL MEDICINE**



**STUDENT HANDBOOK
2023-2024**

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UNIVERSITY MISSION, VISION, AND GOALS

The Mission and Purpose of Lincoln Memorial University

Lincoln Memorial University is a comprehensive values-based learning community dedicated to providing quality educational experiences at the undergraduate, graduate, and professional levels. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

While primarily committed to teaching, the University supports research and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational, service, and research opportunities available to students, Lincoln Memorial University seeks to improve life for the students it serves. While serving students from throughout the state, nation, and many other countries, the University retains a commitment to enrich the lives of people and communities in the Appalachian region.

The Vision of Lincoln Memorial University

Lincoln Memorial University strives to achieve regional distinction as a student-centered, educational, and service-oriented intellectual and cultural community defined by excellence, creativity, and diversity in its people, procedures, and programs.

Institutional Goals

Lincoln Memorial University is a private, independent, non-sectarian University with a clearly defined mission that distinguishes it from other educational institutions. While the University cherishes its heritage and rich traditions, it recognizes that dynamic growth and change are required to meet the needs of today's students. The University has identified the following institutional goals, which are derived from its mission and reflect its vision for the future:

1. Make educational opportunities available to all persons without reference to social status. The University seeks to maximize enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
2. Maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to continuously increase its endowment and financial standing.
3. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards and produce graduates with relevant

- career skills to compete in an ever-changing, increasingly global market.
4. Advance the Cumberland Gap and Appalachian region through community service programs in continuing education, leadership development, recreation and the fine and performing arts.
 5. Serve as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind and spirit.
 6. Attract and retain a diverse and highly qualified faculty and staff, committed to teaching, research and service.
 7. Commit resources to support the teaching, research, and service role of the Institution.
 8. Support faculty and staff development programs with priority for allocation of resources determined by institutional needs.
 9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty, staff and students.
 10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
 11. Provide a caring and nurturing environment where students, faculty and staff with varied talents, experiences and aspirations come together to form a diverse community that encourages students to grow intellectually and personally to meet their academic and career goals.
 12. Provide quality educational opportunities through selected degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

COLLEGE OF DENTAL MEDICINE – MISSION, VISION, GOALS

Mission

The mission of the Lincoln Memorial University-College of Dental Medicine is to develop competent oral health care providers who are committed to the premise that the cornerstone of meaningful existence is service to humanity.

The Mission of LMU-CDM is achieved by:

- Graduating competent Doctors of Medicine in Dentistry.
- Providing a values-based learning community as the context for **teaching, research, patient care, and service.**
- Improving the oral and general health of the people within the Appalachian region and beyond.
- Focusing on enhanced access to comprehensive oral health care for underserved communities.
- Investing in quality academic programs supported by superior faculty and technology.
- Embracing compassionate, patient-centered, and person-centered oral health care that values diversity, public service, and leadership as an enduring commitment to professionalism and the highest ethical standards.
- Facilitating the growth, development, and maintenance of graduate dental education.

Vision

By 2030, Lincoln Memorial University-College of Dental Medicine be recognized as national and international leaders in

- Providing dental education for the 21st Century student through curriculum innovation and advanced technology.
- Providing seamless, integrated, clinically based, patient-centered, and person-centered education founded in preventive health and evidence-based science.

The Mission of the College of Dental Medicine is fulfilled through the achievement of four general goals supported by specific objectives for measuring achievement, which are addressed annually. These goals are supported by strategies and assessments and serve as a priority for the College of Dental Medicine's long-range strategic planning.

Goals

To achieve the Mission of the Doctor of Medicine in Dentistry program, the faculty and students engage in an active educational process with a variety of learning experiences. They collaborate in scholarly and service activities within a curriculum designed so that upon completion of the program, the following Goals will be achieved:

Domains:

- 1. Teaching Excellence**
- 2. Research**
- 3. Patient-Centered Care**
- 4. Service**

1. Teaching Excellence: Provide predoctoral and postdoctoral students with a quality education that integrates evidence-based knowledge and skills in the oral health and clinical sciences, biomedical, and behavioral sciences necessary to become competent practitioners.

- 1.1 Provide a humanistic and character-developing environment for students.
- 1.2 Foster a holistic and compassionate approach to patient-centered care.
- 1.3 Provide interdisciplinary education that teaches dental students how to use and interact with other health science professionals and teaches other health science students about dental education and oral health.
- 1.4 Graduate competent dentists who possess clinical judgment, understanding, empathy, technical skills, and independence to begin professional practice.
- 1.5 Develop and implement a curriculum that leads to competency.
- 1.6 Aggressively recruit the highest quality faculty and staff available according to Federal, state, and Lincoln Memorial University's requirements.
- 1.7 Ensure the respectful treatment of students as professionals and future colleagues in the profession.
- 1.8 Promote faculty and staff recruitment, development, and retention to ensure continued excellence and success of the College of Dental Medicine.
- 1.9 Foster mutual respect among faculty, staff, and students and recognize the diverse roles these individuals play in the educational process.

- 1.10 Promote ongoing programs for faculty to improve teaching effectiveness and student learning.
- 1.11 Recognize the achievements of members of the faculty and staff to elevate morale, improve effectiveness, and enhance job satisfaction.
- 1.12 Instill a sense of community in graduating dentists by providing community-based opportunities to enrich predoctoral education.
- 1.13 Improve access to dental care for Tennessee's disadvantaged and underserved populations through community action.
- 1.14 Continually develop and evaluate materials, programs, and dissemination methods that promote learning using technology.
- 1.15 Develop interprofessional education with medicine, pharmacy, optometry, and other health science programs.
- 1.16 Encourage a lifelong learning philosophy of dental education.

2. Research: Provide an environment that promotes and supports research and scholarly activity in education and oral health care.

- 2.1 Promote collaborative research and scholarly activity among College and University Colleagues.
- 2.2 Promote student research and scholarly activity among faculty and integrate research with teaching and clinical care activities.
- 2.3 Allocate appropriate resources, support, time, and reward to faculty and staff for research and scholarship.
- 2.4 Lead in the development and application of new technologies for education, research, and oral health care.

3. Patient-Centered Care: Provide high-quality, comprehensive, evidence-based, patient-centered care for our patients while improving access to oral health care in the region through the practice of our graduates.

- 3.1 Provide comprehensive patient care that is safe, effective, respectful, responsive, efficient, and equitable to diverse patient populations.
- 3.2 Develop and maintain a high-quality, innovative, evidence-based, patient-centered, faculty-led oral health delivery system.
- 3.3 Promote the idea of patient or customer satisfaction with the College of Dental Medicine personnel and students in all levels of interaction and communication.
- 3.4 Establish patient-friendly clinics that strengthen the clinical learning environment and demonstrate respect for patients as a valuable resource and an essential component of the teaching program.
- 3.5 Support and encourage both individual and collective efforts to meet the oral health needs of populations with special health care requirements.

4. Service: Address the oral health needs and improve access to oral healthcare in the region through continuing dental education and community service efforts.

- 4.1 Educate and inform members of the Lincoln Memorial University's academic community and the dental practice community of the educational, research, service/mission, and achievements of the College of Dental Medicine.

- 4.2 Establish partnerships with dentists and oral health professionals to promote oral health through education, research, and service.
- 4.3 Provide leadership and service through faculty, staff, and student participation in University and community activities.
- 4.4 Be a leader in the provision of oral health care to the rural and underserved communities of Eastern Tennessee.

ENTRY-LEVEL COMPETENCIES FOR THE BEGINNING GENERAL DENTIST

Domains

1. **Critical Thinking**
2. **Professionalism**
3. **Communication and Interpersonal Skills**
4. **Health Promotion**
5. **Practice Management and Informatics**
6. **Patient Care**
 - A. **Assessment, Diagnosis, and Treatment Planning**
 - B. **Establishment and Maintenance of Oral Health**

The statements below define the entry-level competencies for the beginning general dentist:

1. Critical Thinking:

Graduates must be competent to:

- 1.1 Evaluate and integrate emerging trends in health care as appropriate.
- 1.2 Utilize critical thinking and problem-solving skills.
- 1.3 Evaluate and integrate best research outcomes with clinical expertise and patient values for evidence-based practice.

2. Professionalism

Graduates must be competent to:

- 2.1 Apply ethical and legal standards in the provision of dental care.
- 2.2 Practice within one's scope of competence and consult with or refer to professional colleagues when indicated.

3. Communication and Interpersonal Skills

Graduates must be competent to:

- 3.1 Apply appropriate interpersonal and communication skills.
- 3.2 Apply psychosocial and behavioral principles in patient-centered health care.
- 3.3 Communicate effectively with individuals from diverse populations.

4. Health Promotion

Graduates must be competent to:

- 4.1 Provide prevention, intervention, and educational strategies.
- 4.2 Participate with dental team members and other health care professionals in the management and health promotion for all patients.
- 4.3 Recognize and appreciate the need to contribute to the improvement of oral health beyond those served in traditional practice settings.

5. Practice Management and Informatics

Graduates must be competent to:

- 5.1 Evaluate and apply contemporary and emerging information, including clinical and practice management technology resources.
- 5.2 **Evaluate** and manage current models of oral health care management and delivery.
- 5.3 Apply principles of risk management, including informed consent and appropriate record-keeping in patient care.
- 5.4 Demonstrate effective business, financial management, and human resource skills.
- 5.5 Apply quality assurance, assessment, and improvement concepts.
- 5.6 Comply with local, state, and federal regulations, including OSHA and HIPAA.
- 5.7 Develop a catastrophe preparedness plan for the dental practice.

6. Patient Care

A. Assessment, Diagnosis, and Treatment Planning

Graduates must be competent to:

- 6.1 Manage the oral health care of the infant, child, adolescent, and adult, as well as the unique needs of women, geriatric, and special needs patients.
- 6.2 Prevent, identify and manage trauma, oral diseases, and other disorders.
- 6.3 Obtain and interpret patient/medical data, including a thorough intra/extra oral examination, and use these findings to accurately assess and manage all patients.
- 6.4 Select, obtain and interpret diagnostic images for the individual patient.
- 6.5 Recognize the manifestations of systemic disease and how the disease and its management may affect the delivery of dental care.
- 6.6 Formulate a comprehensive diagnosis, treatment, and/or referral plan for the management of patients.

B. Establishment and Maintenance of Oral Health

Graduates must be competent to:

- 6.7 Utilize universal infection control guidelines for all clinical procedures.
- 6.8 Prevent, diagnose, and manage pain and anxiety in the dental patient.
- 6.9 Prevent, diagnose, and manage temporomandibular disorders.
- 6.10 Prevent, diagnose, and manage periodontal diseases.
- 6.11 Develop and implement strategies for the clinical assessment and management of caries.
- 6.12 Manage restorative procedures that preserve tooth structure replace missing or defective tooth structure, maintain function, are esthetic, and promote soft and hard tissue health.
- 6.13 Diagnose and manage developmental or acquired occlusal abnormalities.
- 6.14 Manage the replacement of teeth for the partially or completely edentulous patient.
- 6.15 Diagnose, identify and manage pulpal and periradicular diseases.
- 6.16 Diagnose and manage oral surgical treatment needs.
- 6.17 Prevent, recognize, and manage medical and dental emergencies.
- 6.18 Recognize and manage patient abuse and/or neglect.
- 6.19 Recognize and manage substance abuse.
- 6.20 Evaluate outcomes of comprehensive dental care.
- 6.21 Diagnose, identify, and manage oral mucosal and osseous diseases.

CURRICULUM

The program is a full-time, continuous, 46-month cohort program consisting of 270.5/280.5 credit hours culminating in the receipt of the DMD degree. The curriculum includes eleven consecutive semesters of academic and clinical education. The projected life of the program is ongoing but will admit only one cohort per year.

The competency-based curriculum design is based on the American Dental Education Association's (ADEA) Competencies for the New General Dentist. When achieved, it predicts with confidence that students have attained the knowledge; clinical, research, critical thinking, practice management, behavioral, and interpersonal skills; clinical experience; sound clinical judgment; professional and ethical behavior; and patient care training to provide comprehensive oral health care to diverse patients of all ages and conditions of physical, mental, and emotional health. The 39 competency statements address the following domains of competence: Critical Thinking, Professionalism, Communication, and Interpersonal Skills, Health Promotion, Practice Management and Informatics, Patient Care; Assessment, Diagnosis, and Treatment Planning, and Establishment and Maintenance of Oral Health.

The 39 competency statements for the “New General Dentist” are developed as the overarching goals for achievement, the courses, learning activities, clinical cases, skill development exercises and labs, behavioral training, and clinical training, and become an integrated whole during patient care delivery, by the competent general dentist. “Competency” assumes that all taught behaviors and skills are performed with a degree of quality consistent with patient well-being and that the general dentist can self-evaluate treatment effectiveness. In competency-based dental education, what the students learn is based upon clearly articulated competencies and further assumes that all behaviors/abilities are supported by foundation knowledge and psychomotor skills in the biomedical, behavioral, ethical, clinical dental science, and informatics areas that are essential for independent and unsupervised performance as an entry-level general dentist.

The curriculum was designed to ensure that learning experiences will lead to the development of these competencies. The curriculum is firmly rooted in evidence and largely modeled after Bruner's spiral curriculum approach. Content is introduced, emphasized, and reinforced with increasing levels of complexity, eventually leading to competency prior to graduation. Each time the content is re-visited, the student gains deeper knowledge of the topic and allows for the reinforcement of information over time, requiring the use of prior knowledge to inform future learning. By implementing this curriculum design, students are reminded that courses are not singular, nor does learning occur in silos. Each subsequent course or unit of work covered will build upon previous content. Faculty involved in teaching similar content in various years of the curriculum collaborate to develop student learning outcomes that reflect a progression from foundational knowledge to application, synthesis, and evaluation.

The curriculum design is divided into four categories: Biomedical/Basic Medical Sciences, Oral Health/Clinical Sciences, Behavioral Sciences, and Interprofessional Healthcare. Based on the topics presented, most courses will be taught with an integrated approach.

During the D-1 year, the biomedical/basic medical science courses focus on the "Normal," how the body works optimally and is presented in a disciplined approach. In the Spring, MFMII begins the introduction into the pathology of disease. The D-2 year is about the "Abnormal"

presented through traditional medical systems, with the idea of what happens when the normal systems go awry and result in the clinical manifestation of disease.

During the D-1 and D-2 years of student study in the Biomedical/Basic Medical Sciences, Behavioral Sciences, Interprofessional Healthcare, and Oral Health Science courses include didactic coursework. The faculty will most often utilize traditional assessment modalities, instruments, literature reviews, case studies, papers, and presentations to measure student learning and incremental competency successes.

In the Oral Health Sciences Courses, the laboratory/preclinical component will be conducted in the technologically advanced simulation clinic. This allows students to begin to apply their knowledge and develop new clinical skills as they learn and demonstrate dental procedures for the faculty. To determine when new competencies have been achieved, the faculty will introduce simulated clinical examinations to assess student knowledge and skills and to demonstrate their growing competency as they progress to the clinical curriculum for their third and fourth years of study.

In the College of Dental Medicine's clinical curriculum, the Oral Health Science coursework in the D-1 and D-2 years evolves into Comprehensive Patient Care in the D-3 and D-4 years. The College of Dental Medicine is committed to providing students with sufficient and diverse patient population and clinical experiences to attain clinical competency. The university will provide fully equipped, state-of-the-art dental clinics to enrich and enhance their learning. The College of Dental Medicine faculty will design a series of comprehensive clinical examinations and Clinical Competency Evaluations to assess student knowledge, behavioral characteristics, and clinical skills as well as other qualities and performance abilities to validate determinations of competency.

During the D-1 and D-2 years, six semesters consist of didactic courses delivered mostly in a lecture and team-based learning format. The oral health science courses have both didactic and laboratory/preclinic components. During the D-3 and D-4 years, the five semesters consist of 90 weeks (3040 hours) of full-time clinical experience with Comprehensive General Dentistry Seminars during the D-3 year and Advanced Topics in General Dentistry Seminars D-4 year.

Formal Title and Acronym

The full formal name of the school is Lincoln Memorial University-College of Dental Medicine. When referring to the school in external communication, on the first reference, it should be “Lincoln Memorial University-College of Dental Medicine (LMU-CDM).” Subsequent references should be “LMU-CDM.” *Please note the dash in the full formal name and the full formal acronym.* Please use the full proper name and acronym. If space constraints are an issue, the first reference may be shortened to “LMU-College of Dental Medicine.” When referring to the school for an internal audience (i.e., the LMU campus community), the reference can be “College of Dental Medicine (CDM).”

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, AND NON-DISCRIMINATION-POLICY

University Equal Opportunity, Affirmative Action, and Nondiscrimination Policy

Lincoln Memorial University is an Equal Opportunity and Affirmative Action educational

institution. In support of its Mission Statement, LMU is committed to equal opportunity in recruitment, admission, and retention for all students and in recruitment, hiring, training, promotion, and retention for all employees. In furtherance of this commitment, Lincoln Memorial University prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information in all University programs and activities. Lincoln Memorial University prohibits retaliation against any individual for 1) filing, or encouraging someone to file, a complaint of discrimination; 2) participating in an investigation of discrimination, or 3) opposing discrimination. “Retaliation” includes any adverse action or act of revenge against an individual for filing or encouraging someone to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination. The

Office of Institutional Compliance investigates allegations of prohibited discrimination, harassment, and retaliation involving members of the LMU community.

This policy is widely disseminated in university publications, including the employee handbook and all LMU student catalogs and handbooks. All members of the University community bear responsibility for compliance with this policy. Compliance is monitored and reported annually through the offices of the Executive Vice President for Academic Affairs; the Executive Vice President for Administration; the Executive Vice President for Finance; the Office of Human Resources; and the Institutional Compliance Office.

This policy is in compliance with federal and state law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Vietnam Era Veterans Readjustment Act of 1974 as amended by the Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act, as amended, the Genetic Information Nondiscrimination Act of 2008, and the Tennessee Human Rights Act.

LMU-CDM Diversity Statement

LMU-CDM recognizes that fostering diversity among its students, faculty, staff, and administration is essential to prepare outstanding health professionals and educators. Only by reflecting, embracing, and nurturing the varied traits, values, and interests of the people across Appalachia and beyond can LMU- CDM effectively train oral health care providers to provide quality and compassionate health care for all.

Diversity, equity, and inclusion are important concepts that govern how LMU-CDM operates. Diversity involves embracing a wide range of varied backgrounds, identities, characteristics, experiences, and perspectives. Equity involves fairness and justice in access, treatment, and opportunity. Inclusion involves intentional, active participation and contribution by everyone. LMU-CDM values and supports a community that is diverse in race, ethnicity, culture, sexual orientation, sexual identity, gender identity and expression, socioeconomic status, language, national origin, religious affiliation, spiritual practice, mental and physical ability/disability, physical characteristics, veteran status, political ideology, age and any other status protected by law in the recruitment and admission of students, recruitment and employment of employees,

and in the operation of all its programs, activities, and services.

We acknowledge the strengths and weaknesses of our history and are continually trying to cultivate a community that values diversity, challenges discrimination and injustices, and addresses disparities and inequities.

LMU-CDM is committed to providing equal access to educational and employment opportunities. We strive to maintain an environment that is safe, civil, respectful, humane, and free of all forms of harassment and discrimination. LMU-CDM pledges to train highly educated, culturally sensitive professionals who mirror the diverse populations they serve.

ACCREDITATION

University Regional Accreditation

Lincoln Memorial University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award (associate, baccalaureate, masters, specialists, and doctorate degrees). Questions about the accreditation of Lincoln Memorial University may be directed in writing to the Southern colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Professional College Accreditation

LMU-CDM is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of Initial Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <https://coda.ada.org.ed>.

Accreditation Grievances

Students wishing to file a complaint related to the accreditation standards and procedures have two options:

1. The student may file a complaint in writing to the Dean of LMU-CDM. Forms are available on the LMU-CDM website.
2. The Lincoln Memorial University-College of Dental Medicine (LMU-CDM), in compliance with the Standards of the Commission on Dental Accreditation (CODA), conducts an on-going outcomes assessment program to assure that the CDM receives input and feedback from multiple sources, including students, to determine that the CDM is fulfilling its educational goals.

This notice informs you of the additional opportunity to provide feedback directly to CODA if you feel the CDM is not fulfilling CODA Standards or is not following CODA policies and procedures.

CODA reviews all complaints related to the CDM's compliance with accreditation standards. The Commission is interested in ensuring sustained quality and continued improvement of dental and dental-related education programs but does not act on behalf of individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, and students.

A copy of the accreditation standards and the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 Each Chicago Avenue, Chicago, IL 60611 or calling 1-800-621-8099 extension 4653. Additionally, the procedure for submitting complaints can be found at www.ada.org/prof/ed/accred/complaint.html.

LMU-CDM requests the opportunity to address any complaint internally before seeking an investigation by the Commission. If we can be of service in that regard, or if you have questions about your right to file a complaint, please contact the administration at 865-338-5755 or Denise.Terese-Koch@lmunet.edu.

Students may file a complaint or grievance without fear of retaliation. Retaliation (in any form) towards students filing complaints or grievances is strictly prohibited.

CAMPUS FACILITIES

Lincoln Memorial University-Tower

The 3rd Floor of the LMU Tower: 23 faculty offices, four classrooms, a lecture hall with Mediasite, conference room, lounge area, restrooms, and IT closet.

The 4th Floor of the LMU Tower: College of Dental Medicine Administrative Suite with the Office of the Dean, Vice Dean for Academic and Clinical Education, Associate Dean for Faculty, Students, and Community Based Clinical Education, Director for Continuing Education, conference room, kitchen, and work room. Two classrooms, a lecture hall with Mediasite, Library, study spaces, student lounge, restrooms, and IT closet.

The 5th Floor of the LMU Tower: 120 Seat Bench laboratory with task light, vacuum drawer, doctor's stool, laboratory handpieces, Bien Air Electric Handpieces waxing units, six faculty grading stations, a faculty work bench with Mediasite, and monitors for projection and ten handwashing stations. Digital Workflow lab with ten Cerec Omnicam units, MCXL Mill, SpeedFire unit, and 3D Printers. Wet/Dry laboratory with 16 stations, eight model trimmers, four lathes, four vacuformer, and six ProCure units. Simulation laboratory with 84 Adec Simulator Units with Darwin Head, Bien Air Electric Handpieces, assistant packages, doctors light, stools (plumbed for 120 students), faculty grading stations, a faculty work bench with Mediasite, monitors for projection, six sinks for hand washing and four Simodont units for haptic hand skill practice exercises. Locker room with 320 half-length lockers. Lounge area, restrooms, and IT closet.

The 6th Floor of the LMU Tower: Center for Research and Education in Technology (11 operatory state-of-the-art General Dental Practice). 2 – Private Practice Suites with 10 complete Adec Operatories, two- Vatech Handheld x-ray units, 4 x-ray sensors, sterilization, supply, and business areas. Reception area, restrooms, and IT closets.

The 9th Floor of the LMU Tower: Cadaver and Histology Laboratory.

The Harold M. Finley Learning Resources Center

The Harold M. Finley Learning Resources Center houses the Carnegie Vincent Library, Dr. Lon and Elizabeth Parr Reed Health Sciences Library, the Dr. Mabel D. Smith Music Library, two computer labs, the Murray Alumni Lounge, and the Brooks Reading Room.

Carnegie Vincent Library

The library houses approximately 208,000 volumes of books and non-book materials such as DVDs, microfilm, and journals. The library is committed to teaching students the skills to become lifelong learners in an electronic age. In this effort, the library provides access to 32,000 fulfill-electronic journals, 128 electronic databases, and more than 169,000 electronic books that students may access either from home or from one of its 40 updated computers. The library seeks to uphold the mission of the University in its commitment to service to the University's community. In this effort, you will find the library staff especially helpful in assisting LMU students with the use of its broad range of services.

The Dr. Lon and Elizabeth Parr Reed Health Sciences Library

The second floor of the Carnegie Vincent Library houses medical print and electronic journals, books, and manuscripts for dental students, faculty, and other health professional students of the University. The Medical Librarian is also available on the second floor of the Carnegie Vincent Library to assist in any student or faculty needs.

Computing Services

The official manner of communication from the administration and faculty to CDM students is via university e-mail. LMU-CDM students are required to use and promptly read all e-mail correspondence from LMU-CDM and the University.

All faculty, staff, and students of Lincoln Memorial University have access to college computer resources. Each student is assigned a user account that grants access to the university network resources and the Internet. Every student account comes with a home directory for storing files. This space is limited to 5-10 megabytes depending on course requirements. It is the responsibility of the student to backup back up and maintain the files.

LMU-CDM ADMISSIONS AND STUDENT SERVICES

The LMU-CDM Admissions and Student Services located in the Deans' Office is responsible for admissions, recruitment, retention, securing financial services, student records, tracking outcomes data, providing academic support, and counseling dental students. In addition, the office is a center of campus life and oversees all student activities, student government functions, student clubs, the student ambassador program, and all other non-academic student-life issues. The Office is committed to creating an environment that is conducive to learning so that all LMU-CDM students fully reach their academic and personal potential. The office works closely with various college and university committees to create an environment that facilitates student learning. The office has an open-door policy, and students are welcome to come in at any time, although appointments are recommended.

The Lincoln Memorial University Office of Student Services will provide students with information on parking, meal plans, housing, ticket sales, campus events, security, etc., in cooperation with the LMU-CDM.

Student Services

Documentation of Immunizations, Immunity, and Physical Health

Matriculating students are required to set up an account with an LMU-CDM contracted vendor who monitors, approves, and manages all required health forms and substantiating documentation. Applicants accepted for admission are required to submit a medical history, physical examination, PPD testing, and proof of immunity forms that have been completed, reviewed, and signed by a licensed health care provider (DO, MD, PA-C, FNP) prior to matriculation. Students without the required immunizations and proof of immunity will not be permitted to actively participate in patient care activities until the requirements have been completed and authorized by an LMU-CDM healthcare provider. Students must also provide proof of health insurance or purchase the mandatory required health insurance.

YEARLY REQUIREMENTS-Students are required to submit proof of health insurance, and complete a urine drug screen, influenza vaccine, and PPD test yearly.

Documents that must be completed prior to matriculation include:

- LMU-CDM Prematriculation Medical History completed and signed by the student and reviewed/signed by a healthcare provider
- LMU-CDM Prematriculation Physical Exam form, completed and signed by a licensed healthcare provider (DO, MD, PA-C, FNP)
- LMU-CDM Record of Immunity form, completed and signed by the licensed healthcare professional (Prematriculation Provider)
- Substantiating documentation (copies of laboratory results, immunization records, chart records of immunizations, PPD testing form or CXR report, etc.) must accompany the Record of Immunity Form for the student's folder to be considered complete
- Records Release Form signed by student authorizing LMU-CDM to release health-related information to affiliated training sites where the student will be rotating

It is expected that this documentation will be provided by the matriculating student to the Admissions Office, along with other required admissions documents, by May 15 of the matriculating year, unless extenuating circumstances exist. Any student not making a good faith effort to complete their immunization record by this time will not be permitted to register for the second semester.

During the second semester of the first, second, and third years, students will be expected to provide an updated PPD and urine drug screen as a requirement for beginning clinical rotations. **Any student not providing evidence of updated PPD and urine drug screen by April 15 will not be authorized to participate in the dental clinic until completed.**

Required prior to matriculation

- Proof of TdAp and polio vaccine
- Proof of meningococcal vaccine
- Proof of immunity against measles, mumps, and rubella, if not provided at

matriculation

- Qualitative or quantitative antibody titers for MMR
- If any of the three components show insufficient immunity, a booster and recheck of titer 6 weeks later will be required
- Proof of immunity against varicella, if not provided at matriculation
 - Qualitative or quantitative antibody titers for varicella
 - History of infection is not considered proof of immunity
 - If antibody titer is negative, booster vaccination and recheck of titer 6 weeks later is required
- Proof of immunity against hepatitis B, if not provided at matriculation
 - Proof of completion of 3 injection series (takes 7 months to complete)
 - Qualitative or quantitative antibody titers showing immunity to Hepatitis B, ideally drawn 6-12 weeks after completion of 3 injection series
 - If antibody titers are negative 6-12 weeks following completion of Hepatitis B series, a second series of 3 injections needs to be completed, with antibody titers drawn 6-12 weeks following completion
 - If antibody titers are negative following second series of 3 injections (per protocol), and proof of completion of two full series of vaccinations is provided, student will be considered a “non- responder” to Hepatitis B immunization
- Negative PPD screening for tuberculosis within 6 months of starting rotations
 - If prior history of tuberculosis, BCG vaccination, or positive PPD, must provide negative chest x-ray and/or QuantiFERON-TB Gold test within 6 months of starting rotations
- Urine drug screen (14-panel testing) negative except for prescribed medication

Academic Advising

Upon matriculation, students are assigned to an academic advisor. The Vice Dean for Academic and Clinical Education is responsible for making these assignments. An important role for faculty advisors is to ensure that their advisees are adjusting well to dental and dental hygiene school and devoting enough time to their studies. Students in good academic standing are required to meet with their advisor monthly or more if needed by the student. Students on academic probation are required to meet more often with their advisors – the recommendation is twice a month. It is the student’s responsibility to schedule these meetings with their advisors.

Academic Support

LMU-CDM offers academic support services designed to enhance learning and aid in the success of all students. Academic support services include one-on-one individual consultation, large and small group presentations, and peer tutoring. Assistance in academic support includes but is not limited to the following topics: study skills, time management, stress management and wellness, test anxiety, test-taking strategies, and board preparation. Students may self-refer or be referred to academic support by any faculty or staff member, including their advisor.

Mental Health Counseling

Students have access to confidential mental health counseling and care. The staff of the Lincoln Memorial University Office of Mental Health Counseling help current students overcome the personal, career, and academic concerns that often stand in the way of them reaching their full potential. The office operates as the primary mental health service for undergraduate, graduate, and professional students enrolled at the University. Counselors provide free, short-term treatment typically lasting between five to eight sessions per semester, however, treatment may extend beyond eight sessions when appropriate.

Counseling provides an opportunity for students to explore their unique problems, difficulties, and concerns with a licensed mental health professional in a safe and confidential environment. In addition, the office offers crisis intervention and psychoeducation/training for the campus community. In the event that students require long-term counseling or treatment needs exceed the scope of our practice, the counselors will work with students to find appropriate off-campus treatment options. Students who secure services in the community are responsible for paying for those services. Most community providers accept insurance. Some have a sliding scale fee schedule for students who do not have insurance that covers mental health services. Information regarding counseling services is found on the following website: <https://www.lmunet.edu/student-life/counseling>.

After hours calls to the LMU Office of Mental Health Counseling are forwarded to a call center staffed with professional mental health counselors. This service is available after-hours during weekdays, any time during weekends, holidays, and when the campus is closed for inclement weather.

A main mental health services phone number is given to all students which is accessible anywhere where students have phone services. 423-869-6277

- During normal business hours (8:00am – 4:30pm, Monday – Friday), this number will reach the main campus in Harrogate where the mental health counselors either on the Harrogate campus or Knoxville location will be notified.
- The counselors will assess the situation to make certain that all emergent situations are handled appropriately either with a call to 911 or referral to inpatient psychological services. If the situation is not an emergency, the counselor will schedule an appointment with the student for a follow-up.
- During after hours, the same main number will be forwarded to a call center where a licensed professional counselor will support students. The call center counselor will triage each call to determine if it is an emergency situation or a situation that would require a later appointment.
- If a student is off campus, the on-campus counselor or call center counselor will direct the student to the nearest licensed professional in their area.
- All encounters are confidentially documented with procedures for follow-up.

WellConnect by Student Resource Services provides students with a confidential assistance program. WellConnect delivers comprehensive services to support the wellness needs of students. The services provide students with a team of professional staff and a specialist can be reached by telephone 24/7, including holidays and weekends.

All students are eligible to receive face-to-face or telephonic counseling, up to five free sessions per issue per year. WellConnect staff will connect you to available providers in and around your location. Call 1-866-640-4777.

Diagnostic, Preventive, and Therapeutic Health Services

LMU-CDM students have access to diagnostic, preventive and therapeutic health services, accessible in all locations where students receive education from LMU-CDM. All students are required to have health insurance prior to matriculation through graduation and are responsible for costs associated with services rendered. Students who seek dental attention may do so with any facility of their choosing based on their needs and health insurance coverage.

Summit Medical Group-Internal Medicine Associates in Powell, TN is available to serve the primary care needs of students located at the CDM, LMU-Knoxville. When making an appointment, it is important to let the staff know that you are an LMU student. Most appointments may be accommodated the same day or soon thereafter. Students are required to have health insurance. If your health insurance does not cover the services during your visit, Summit Medical Group will provide 30% discounts for cash payments or set-up a payment plan as needed. For more information and to find new patient registration forms, visit the Summit Medical Group-Internal Medicine Associates website at <https://www.imasummit.com/>, select “For Patients” and then “Patient Forms”. Call 865-546-9751 for an appointment and let them know that you are an LMU student.

Summit Medical Group – Internal Medicine Associates

7744 Conner Road
Powell, TN 37849
<https://www.imasummit.com/>

STUDENT AMBASSADOR PROGRAM

Student Ambassadors are selected by the Office of the Dean to represent LMU-CDM. Their primary role will be to assist with admissions and recruiting efforts. Students are eligible to apply to become ambassadors beginning midway through their first semester at LMU-CDM. Students can fill out an application available in the Office of the Dean.

On the days when potential students are brought in for their interviews, the student representatives will provide tours, take potential students to lunch, and talk to potential students about student life at LMU-CDM. From time-to-time the representatives will also assist with on-campus and off-campus recruiting events and other similar functions.

STUDENT ORGANIZATIONS

The LMU-CDM Student Government Association (SGA) is the official voice for students. LMU-CDM SGA is open to all students at LMU-CDM and welcomes proposals and participation from the entire student body. SGA is responsible for disbursing funds for student activities, acting as the liaison for the student body, promoting dental medicine, supporting club and classroom activities; and working to improve the quality of life for all LMU-CDM students. Students serving as SGA officers, club presidents, Student Ambassadors, LMU-CDM representatives at national

meetings, or in any similar position must maintain at least a 75% average in their coursework. For the purposes of this requirement, the average will be calculated using the actual percentage grades achieved in each course/system, like the method for calculating class rank.

An officer whose grade average falls below 75% or is placed on academic or professional probation must resign their leadership position. CDM students are encouraged to develop, organize, and participate in student associations and government organizations; however, students may not hold more than one elected position at the same time.

Elections for offices are held each spring for the following year. The LMU-CDM Office of the Dean is responsible for providing support for these associations or organizations. Every student organization is required to have a faculty advisor. The advisor for SGA is the Vice Dean for Academic and Clinical Education.

Registration of Dental Student Organizations

To encourage a formal and organized system of student activities, LMU-CDM has adopted processes and policies concerning the registration of student organizations. The registration process is designed to permit students to create a formal organization that is intended to fulfill a common purpose, provide opportunities for student interaction through participation in managing the affairs of the group and implementation of activities/programs, and to foster individual student growth and development through responsible involvement in co-curricular activities.

Registration of a student organization results from compliance with the criteria and conditions stated below, and it does not directly or indirectly imply the approval of the organization or its activities by LMU-CDM. Organizations must secure registration forms from the Office of Admissions and Student Services annually, which includes the securing of an LMU-CDM advisor, in order to take advantage of the privileges accorded to registered student organizations by LMU-CDM.

Annual Registration

Once student organizations receive official recognition, the organizations must retain LMU-CDM support through the following criteria:

- Completion of a registration form each academic year
- Participation in SGA (*honor societies excluded*)
- Leadership and advisement of a full-time faculty member
- Approval of organizational activities and events through the Office of Admissions and Student Services
- Cooperation with LMU policies and procedures
- Contribution to and support the philosophy and mission of LMU
- Participation in the annual leadership conference
- Completion of successful semester evaluation
- Completion of all necessary forms (available in the Office of the Dean).
- Completion of a service project that benefits the local community

Student Sponsored Events

Any on-campus or off-campus event conducted by either a student club or the SGA must be approved by the Student Activities Coordinator at their respective location. This includes, but is not limited to, all talks, seminars, exhibits, fundraisers, workshops, and courses. The appropriate forms are available in the Office of Admission and Student Services.

Merchandise and LMU-CDM Logo Policy

All LMU-CDM student organizations must have approval from the Dean before producing organizational merchandise or distributing information to the campus community and/or the public at large. This is to ensure that all appropriate procedures and style guidelines are followed by student organizations. Approval forms may be obtained from the Office of the Dean. Any LMU-CDM student organization that produces merchandise which violates this policy may have the merchandise confiscated and will have to replace the merchandise at the organization's own expense.

FINANCIAL SERVICES

The LMU Graduate and Professional Student Financial Services Office is responsible for providing qualified students the appropriate documentation and counseling to secure financial assistance.

Repeating Semesters

In some instances, as approved by the Student Progress Committee and Dean, students may have to repeat a year of coursework. For a semester in which they did not fail any coursework they will be charged \$5,000/semester. For a semester in which they had failed coursework, they will be charged \$10,000/semester.

Reimbursement of Funds

According to institutional policy, the LMU Finance Office will calculate a refund of tuition for any student who withdraws within the established refund period. Refunds will be based on the following schedule: If the student withdraws during the first week of the semester, 100% of tuition dollars will be refunded; during the second week 75% will be refunded; during the third week 50% will be refunded; and during the fourth week 25% will be refunded. Students who withdraw after four weeks will not receive any refund.

The Return of Title IV Funds (Federal)

The Higher Education Amendments of 1998 regulate how colleges and universities handle Title IV funds when a recipient withdraws from school. This policy is separate from the university's refund of institutional charges. The return of Title IV funds includes Pell Grants, Federal Supplemental Educational Opportunity Grants, PLUS/GRAD PLUS Loans, Perkins Loans, and Federal Direct Loans. The policy states that up through the 60% point in each semester a pro-rata schedule will be used to determine how much Title IV aid the student has earned. For example, if the student has attended 31% of the enrollment period, the student has earned 31% of his/her Title IV aid and 69% of the aid must be returned to the federal government. After the 60% point in the semester, the student has earned 100% of the aid for which the student was eligible. Additional information on the return of Title IV funds may be obtained from the Office of Student Financial Services.

The official date of a student's withdrawal is the date that the Office of Admissions receives the student's written notification of withdrawal or request for a leave of absence. The percentage of time completed in the enrollment period is determined by dividing the number of days completed by the number of days in the enrollment period. If 60% of the semester has been completed, there is no return of Title IV funds.

Financial Commitment Policy

For value received, the student will be responsible to pay to the order of Lincoln Memorial University, Harrogate, TN the total of all costs incurred for their education while attending LMU, for all times of attendance. Interest (1.5%) will accrue at the end of each month on all outstanding balances, except for balances due from approved third parties. The student will also be responsible to pay attorney fees (if applicable) and all other costs of collection in the event the account is placed in the hands of an attorney or an outside collection agency. Graduating students must pay any outstanding account balance three weeks prior to graduation if paying by personal check. If paying by cashier's check, cash, money order or VISA/ MASTERCARD/ DISCOVER/ AMERICAN EXPRESS, payment can be made up to the date of graduation rehearsal. Accounts must be paid in full before a student may participate in the graduation ceremony or receive a diploma.

Outstanding Balance/Collection

If a student account is referred to a third-party collection agency or collection by suit, the student will be charged reasonable collection costs and/or court costs. If this account becomes delinquent, the student agrees to pay to LMU any principal amount as well as collection costs in the amount of 33.3% of the principal balance, including court costs, attorney's fees, interest, and service charges. International St

VETERANS

Veterans In accordance with the Veterans Benefits and Transition Act of 2018, Section 367(e) of title 38 (Public Law 115-407), a student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation & Employment, or Chapter 33, Post 9/11 GI Bill® *benefits shall be permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a Certificate of Eligibility can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs website-eBenefits, or a VAF 28-1905 form for Chapter 31) and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following receipt of the Certificate of Eligibility.

The university shall not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require the student to borrow additional funds, in order to meet his or her financial obligations to the institution due to the delayed disbursement funding form VA under Chapter 31 or 33.

Beginning with the terms starting after December 17, 2021, students using their Post 9/11 GI Bill will be required to verify their enrollment at the end of each month.

Students receiving the Montgomery GI Bill will not be impacted by this change. They are already required to verify their enrollment. After December 17, 2021, all impacted students with a US mobile phone number on file with the VA will receive an opt-in text as their next enrollment period approaches.

Students who do not have a mobile phone number on file will not be able to use text verify. They will be automatically enrolled into email verification.

* GI Bill is a registered trademark of the US Department of Veteran Affairs.

TUITION AND FEES

2022-2023 Tuition and Fees – DMD Program (Subject to Change)	
DMD Year 1	
Tuition	\$64,500
Student Activity Fee	\$150
Instrument, Loupes, and Supplies	\$10,000
Comprehensive Fee – Knoxville	\$310
Background Check, Drug Screening, and Vaccination Recording	\$125
Cardiopulmonary Resuscitation	\$50
Uniforms – Scrubs and Shoes	\$275
Textbooks	\$1000
Mandatory Health Insurance (Can be waived with proof of Insurance)	\$3175
DMD Year 2	
Tuition	\$64,500
Student Activity Fee	\$150
Instruments and Supplies	\$2500
Comprehensive Fee – Knoxville	\$310
Textbooks	\$1000
Background Check, Drug Screening, and Vaccination Recording	\$125
Mandatory Health Insurance (Can be waived with proof of Insurance)	\$3157
DMD Year 3	
Tuition	\$64,500
Student Activity Fee	\$150
Supplies	\$2500
Comprehensive Fee – Knoxville	\$310
Textbooks	\$500
Background Check, Drug Screening, and Vaccination Recording	\$125
Cardiopulmonary Resuscitation	\$50

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Mandatory Health Insurance (Can be waived with proof of Insurance)	\$3175
DMD Year 4	
Tuition	\$64,500
Student Activity Fee	\$150
Supplies	\$2500
Comprehensive Fee – Knoxville	\$310
Textbooks	\$300
Background Check, Drug Screening, and Vaccination Recording	\$125
Mandatory Health Insurance (Can be waived with proof of Insurance)	\$3175
Graduation Fee	\$400
Integrated National Board Dental Examination	\$680
ADEX Dental Examination	\$2560
Miscellaneous	
Late Payment Fee	\$100
Lost ID Badge	\$10.00
Remediation Fee	\$100.00
One Time Fee	
Acceptance/Matriculation Fee	\$1250 (Non-Refundable)
2022-2023 Tuition and Fees – DH Program (Subject to Change)	
DH Year 1	
Tuition	\$12,360 per semester
Student Activity Fee	\$50
Instrument, Loupes, and Supplies	\$4200
Comprehensive Fee – Knoxville	\$310
Textbooks	\$1000
Background Check, Drug Screening, and Vaccination Recording	\$125
Cardiopulmonary Resuscitation	\$50
Uniforms – Scrubs and Shoes	\$275
Mandatory Health Insurance (Can be waived with proof of Insurance)	\$3175
DH Year 2	
Tuition	\$12,360 per semester
Student Activity Fee	\$50
Comprehensive Fee – Knoxville	\$310
Textbooks	\$1000

Graduation Fee	\$400
Background Check, Drug Screening, and Vaccination Recording	\$125
Mandatory Health Insurance (Can be waived with proof of Insurance)	\$3157
National Board Dental Hygiene Examination	\$550
ADEX Dental Hygiene Examination	\$1075
Late Payment Fee	\$100
Lost ID Badge	\$10
Remediation Fee	\$100
One Time Fee	
Acceptance/Matriculation Fee	\$1250 (Non-Refundable)

ACADEMIC POLICIES

Official Academic Records

The LMU Office of the Registrar houses official academic records. Permanent academic records may contain the following:

- Name
- Social Security number or numeric identifier
- Chronological summary of LMU coursework and grades
- Transfer credits, special credits (SC), and credits by examination (CE)
- Degree earned
- Date(s) degree requirements completed, and degree conferred

Students receive their grades electronically through WebAdvisor. Any student wishing to receive a printed copy of his/her grades must submit a written request to the LMU Registrar's Office. Any challenge regarding the accuracy of a student's academic record must be submitted in writing by that student to the Registrar within one year of the term in question.

The student may obtain or have forwarded to designated parties' copies of his/her academic transcript by submitting a request using the following link: <https://www.lmunet.edu/registrar/transcript-requests.php>. The student may choose to request an electronic transcript or printed transcript. The cost of an electronic transcript is \$6.75; the cost of a printed transcript is \$10.00. The University cannot transmit any transcripts electronically (FAX). The student's account with the Finance Office must be paid in full, and Perkins student loans must be in a current non-defaulted status prior to the release of any official grades or academic transcripts.

Student Records

Student grades are recorded, stored, and secured with the Lincoln Memorial University Registrar. All other student records will be maintained in the Office of Admissions and Student Services. The privacy of student records is noted under the Family Education Rights and Privacy

Act (FERPA), 1974, as amended. Requests from students to have their records released must be made in writing. Verification of enrollment will only be made for educational reasons. For instance, verifications will not be made to employers, landlords, or family members. In these cases, the students should use letters of acceptance, transcripts, or receipts of payment. LMU-CDM students wishing to review their records must call the Office Admissions and Student Services and make an appointment with the Dean of Students or the Director of Admissions.

Right to Privacy Under FERPA

The University complies with the provisions of the Family Education Rights and Privacy Act (FERPA), 1974, as amended. This law maintains that the institution will provide for the confidentiality of medical student education records. No one outside the institution shall have access to, nor will LMU disclose any information from, medical students' education records without the written consent of medical students except to personnel within the institution, to officials of other institutions in which medical students seek enrollment, to persons or organizations providing medical students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of medical students or other persons.

Additionally, according to 1998 Higher Education Amendments, the University is authorized by law to contact parents or guardians when medical students under the age of 21 commit serious or repeated violations directly or indirectly involving our drug and alcohol policies. All the exceptions are permitted under the Act.

Medical students may not inspect and review financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review, or education records containing information about more than one medical student, in which case LMU-DCOM will permit access only to that part of the record which pertains to the inquiring medical student.

Medical students can access their "medical student information" by using the Web Advisor account. Each medical student is given a secure personal identification number to access the following information: schedule, transcript, financial records, and financial aid. Lincoln Memorial University maintains a list of all persons, except other college officials, who have received a copy of the medical student's education record.

Student Records

Student grades are recorded, stored, and secured with the Lincoln Memorial University Registrar. All other student records will be maintained in the Office of Admissions and Student Services. The privacy of student records is noted under the Family Education Rights and Privacy Act (FERPA), 1974, as amended. Requests from students to have their records released must be made in writing. Verification of enrollment will only be made for educational reasons. For instance, verifications will not be made to employers, landlords, or family members. In these cases, the students should use letters of acceptance, transcripts, or receipts of payment. LMU-CDM students wishing to review their records must call the Office Admissions and Student Services and make an appointment with the Dean of Students or the Director of Admissions.

Public Notice Designating Directory Information

LMU designates the following information contained in students' education records as "directory information." Directory information may be disclosed by the university without the student's prior consent pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). However, the university is not required to disclose directory information and, therefore, carefully evaluates requests for information. At LMU, directory information includes the student's name, address, telephone number, email address, date and place of birth, photographs, major and minor field(s) of study, dates of attendance, class (freshman, sophomore, etc.), enrollment status (undergraduate or graduate; full or part-time), participation in officially recognized activities or sports, height and weight of student-athletes, degrees, honors (including Dean's List) and awards received, and the most recent educational agency or institution attended.

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, students must submit a Request to Restrict Release of Directory Information to the Registrar. Former students may not submit a request to restrict disclosure of directory information on their education records, but they may request removal of a previous request for nondisclosure.

Matriculation and Promotion

Dental students will advance only after having met the academic, financial, and professional requirements of LMU-CDM for each academic year. Students taking nine or more credits are considered full-time students. Each year the Faculty Assembly will vote on the promotion of the class.

Attendance

Students are responsible for all material presented in lectures and laboratories. Regular attendance to lectures is strongly encouraged as a component of professional development and academic preparedness.

Attendance is mandatory for all courses, laboratories – biomedical and preclinical, clinic courses, and clinic.

A student may request an excused absence from a mandatory event for personal, health-related, professional, religious, or emergency reasons. All student requests for an excused absence must be made in writing to the Dean for Faculty and Students using the email address: MaryJane.Hanlon@LMU.net. Upon written approval from the Dean of Students, it is the student's responsibility to communicate and coordinate a make-up session. Students with excused absences will not be penalized. Some activities and points, for example TBLs and quizzes may not be able to be made up even with an excused absence.

Examinations

Students must follow the examination instructions outlined on BlackBoard and ExamSoft. Make-up examinations for students with excused absences will be given on a day the university is open within ten calendar days of the original exam date. Make-up examinations will consist of multiple-choice questions.

If the final course grades must be submitted to the registrar prior to the date of the make-up exam, the student will receive a grade of “Incomplete” (I). Once the student takes the make-up exam, the final course grade will be calculated and submitted to the registrar. At that point the “Incomplete” grade will be changed to the grade the student achieved in the course.

Due to the amount of material presented within each examination block, students cannot make-up more than one block exam per semester, unless approved by the Dean of Faculty and Students based on extenuating circumstances. If a student must miss two or more exams per semester, the student will be advised to pursue a different course of action, including a leave of absence or withdrawal.

Excused Absences may be approved for the following reasons:

- Medical necessity: illness of the student or member of the immediate family
- Death in the family: death of an immediate family member, significant other, close relative, or friend
- Special circumstances/other: includes vehicle accidents, court appearance, weddings requiring participation, approved religious observances, and other qualifying absences as approved by the Dean of Faculty and Students.

Students will not receive credit for any unexcused absences. Unexcused absences may also result in a student meeting with the Dean of Students and/or the Student Progress Committee. An unexcused absence from a clinical rotation may result in the immediate end to that rotation, possible failure, and/or a directive to meet with the Vice Dean for Academic and Clinical Education and/or the Student Progress Committee. LMU-CDM reserves the right to require students to attend a meeting or activity on campus, in-person as needed.

Mediasite Policy

Class recordings are distributed for the exclusive use of students in the LMU-CDM class that was recorded. Student access to and use of class recordings are conditioned on agreement with the terms and conditions set out below.

Any student who does not agree to them is prohibited from accessing or making any use of such recordings. Any student accessing class recordings (1) acknowledges the faculty members’ intellectual property rights in recorded lectures and class materials and that distribution of the recordings violates the LMU-CDM Copyright Policy; (2) recognizes the privacy rights of fellow students who speak in class; (3) accepts that distributing, posting, or uploading class recordings to students or any other third party not authorized to receive them or to those outside LMU-CDM is a professionalism violation; and (4) agrees that recordings are to be accessed and used only as directed by the faculty member(s) teaching the course.

It is expressly forbidden to make audio or video recordings of any lectures by either the in-house or adjunct faculty members without prior written permission. Likewise, it is forbidden to distribute such material.

Grades

The academic status or grading of student performance is determined at the end of each course and/or semester. Grades are determined based on scores collected throughout the course,

including assignments, quizzes, practical exam results, course exams, daily clinic grades, skill assessments, and clinical competency evaluations. Each course has a syllabus that explains in detail how the grades are calculated. It is the student's responsibility to read the course syllabi to ensure an understanding of course grading policies.

For both pre-clinical and clinical courses, within seven working days after the final course/system/rotation exam and receipt of preceptor evaluation (as applicable), the course/system/rotation director submits a final grade report. The grade report includes the percentage grade achieved in the class and a letter grade – either A, B, C or F. At the end of every semester, students will receive an unofficial copy of their transcript.

The GPA on the transcript is calculated based on the letter grades (A, B, C, or F) for each course. A= 90-100% (4.00 Pts), B+ = 86-89%, (3.33 Pts), B = 80-85% (3.00 Pts), C+ = 76-79% (2.33 Pts), C= 70-75% (2.00 Pts), and F< 70% (0.00 Pts). A student who attains a B on the transcript would have a 3.00 used as a multiplier to calculate the GPA. Class rank will be determined by the student's overall GPA.

Class Rank

Class rank is determined at the end of each academic year. Class rankings will be reported in the fall semester for the previous year's coursework. To treat all students fairly, the rank order will be based on students who went through a similar program.

Remediation Policy

Any student who fails a course will automatically be placed on Academic Probation and will be referred to the Student Progress Committee. If the student is granted permission to remediate the course, then it is the student's responsibility to meet with the Course Director to discuss the remediation process. The student will also be required to meet with the Vice Dean for Academic and Clinical Education to develop a plan of action. Students will remediate all individual course block exams. Successful remediation consists of achieving a final score of 70% or greater on each individual course component of an exam. If a student fails one of the remediation course components, they will fail the remediation.

If remediation is successful, the student will be assigned a letter grade of "C" and a numeric grade of 70%. Remediation grading is completely independent of grades achieved during the course. A failure with subsequent successful remediation of the course will be reported on the student's transcript as "F/C." Under no circumstances will any other grade than F/C with a numeric score of 70% being reported. Failure of remediation is considered a failure of another course and will result in referral to the Student Progress Committee and may result in repeating the course in its entirety or dismissal. Students in the DMD program will be allowed to retake the failed course once. Students in the DH program will be allowed to retake the failed course twice. Remediation grades and repeated courses will all be noted on the student's transcript.

Student Grievances Regarding Grades

Academic Due Process - Exam Grade or Final Grade Reconsideration: if a student has a grievance about an exam or a final course grade, the student should immediately discuss the matter with the course/system director. Further questions or disputes may also be addressed to

the Vice Dean for Academic and Clinical Education and/or the Associate Dean for Student and Faculty within 24 hours of the grade being posted.

A student desiring to appeal a grade must send a letter explaining the facts to the Vice Dean for Academic and Clinical Education and the Dean of Faculty and Students who will arrange a meeting with the student, the appropriate Dean, and the course director. Within five working days, the student will be notified in writing of the decision.

Students should note that Grade Reconsiderations should not be based on disagreements with the course requirements, or the grading standards established by the professor. Good faith on the professor's part shall be presumed unless the student can offer convincing arguments to the contrary. The student's desire or "need" for a particular grade, while compelling to the individual on a personal level, shall not be considered "good cause" for purposes of appeal.

Course and Faculty Evaluation

Student feedback is essential to ensure the highest level of academic effectiveness. In each course, students will be required to complete a course and faculty survey two weeks before the conclusion of the course.

Graduation Requirements

A dental and the dental hygiene student who has fulfilled all the academic requirements may be granted the degree Doctor of Medicine in Dentistry or Associate of Science in Dental Hygiene or Master of Science in Forensic Dentistry provided the student has:

1. Complied with all the curricular, legal, and financial requirements of LMU-CDM;
2. Successfully completed all coursework requirements in no more than two years for the Master of Science in Forensic Dentistry, three years for Associate of Science in Dental Hygiene and six years for the Doctor of Medicine in Dentistry program;
3. Attended, in person, the ceremony at which time the degree is conferred unless an exception is approved by the Dean of the CDM;
4. Taken and passed the INBDE or NBDH in no more than 3 attempts; and
5. Demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of dental medicine and dental hygiene.

Students whose graduation date is delayed will be allowed to participate in commencement with their incoming class if they have passed the INBDE or the NBDH and will complete their rotations and all other graduation requirements before the end of the following semester.

Student Consultation

LMU-CDM maintains an open-door policy with regard to the CDM students. All faculty, advisors, and administrators are available for advice and student support. The input and opinion of the dental student are important. As stated previously, there will be regular meetings with the faculty advisor; however, the student may meet with his/her advisor on an ad hoc basis. Appointments are recommended but not required.

Appointments should be scheduled via email to the faculty member or the faculty's

administrative assistant. Any student who feels that they have a question or request that has not been addressed should see the Dean or Vice Dean for Academic and Clinical Education.

Posthumous Degree

Upon the recommendation of the faculty, the LMU Board of Trustees may confer a posthumous degree the student was pursuing if all requirements were likely to have been completed during the final year for which the student was registered had it not been for the intervention of death.

ACADEMIC AND PROFESSIONALISM DEFICIENCIES

Student Progress Committee

The purpose of the Student Progress Committee is to ensure that every graduate of LMU-CDM has the skills, knowledge, and judgment to assume the responsibilities of a dentist or dental hygienist. The Committee will monitor student progress and ensure that all students meet the academic and professional requirements necessary for advancement in the curriculum and graduation. The Committee, appointed by the Dean of LMU-CDM, is composed of faculty members and the Vice Dean for Academic and Clinical Education (Chair) and the Associative Dean for Students and Faculty.

At the end of each grading period, the committee reviews the academic progress of students assigned either an “F” or “I” in a course(s). After reviewing the student’s file, the committee may recommend one of the following: (a) to allow the student to take a remediation exam, (b) to dismiss the student, (c) to require the student to repeat all or a portion of the entire year of dental/dental hygiene school, or (d) to otherwise alter the student’s course of study. The Committee’s recommendations are forwarded to the Dean of LMU-CDM who then makes the final decision.

Committee Procedures for Academic Deficiencies

At the end of every grading period, once final course grades have been assigned, the Vice Dean for Academic and Clinical Education schedules a meeting date informs students of the meeting via LMU email, provides an agenda to the members, and convenes the meeting. The meeting will be held as soon as possible following submission of the final course grades. Minutes will be kept by a recording secretary. All matters are submitted to a vote, with a simple majority ruling.

The committee will meet with each student who has an academic deficiency. The committee’s responsibility is to meet with the student and to discuss the grades that have been assigned by the course directors. It is not within the Committee’s purview to delve into issues relating to how individual grades were assigned. All matters pertaining to how a grade was assigned must be resolved before the Student Progress Committee meeting with the student. In the interest of due process, if a student is in the midst of filing a grade appeal or intends to file a grade appeal, the meeting will be put on hold until the issue pertaining to the grade is resolved. If the student intends on filing a grade appeal it is the student’s responsibility to make the Student Progress Committee aware of their intent so that the meeting can be put on hold.

Students are encouraged to meet with the Student Progress Committee in person. If the student wishes to hold the meeting via conference call, then that is the student’s choice. The only individuals allowed to attend the Student Progress Committee meeting include the student, the student’s advisor (at the student’s request), the recording secretary, and the committee members. The committee’s recommendation will be forwarded to the Dean of LMU-CDM within 5 working

days. The student's academic record can be examined at a Student Progress Committee meeting.

In addition to students who fail a course, the committee may also meet with students who consistently score below 75% for final course grades, receive negative comments on clinical rotations, or have any other academic or professionalism issues. Students accused of unethical behavior, such as dishonesty, theft, and violation of patient confidentiality, may also be referred to the Student Progress Committee. (See Disciplinary Procedures in the LMU-CDM Student Handbook).

Students in the Preclinical Years (DMD 1 and 2 and DH 1 Fall)

For students failing one course in a given academic year, the Student Progress Committee may recommend one of the following:

1. The student must take a remediation exam or exams given by the LMU-CDM faculty.
2. The student must repeat all or a portion of the academic year.

For students who fail two or more courses in the same year, the Student Progress Committee may recommend one of the following:

1. The student must repeat all or a portion of the entire academic year.
2. The student will be dismissed from LMU-CDM.

For students who fail two or more courses in different academic years, the Student Progress Committee may recommend one of the following:

1. The student must take a remediation exam or exams, given by the LMU-CDM faculty.
2. The student must repeat all or a portion of the entire academic year.
3. The student will be dismissed from LMU-CDM.

Note: Failures are cumulative across all semesters and years in the program.

Students in the Clinical Years (DMD 3 and 4/DH 1 Spring and DH2)

Students who fail one or more clinical courses will appear before the Student Progress Committee for evaluation. The Student Progress Committee may recommend the following:

1. Repeat the rotation
2. Repeat all or a portion of the academic year
3. Dismissal from LMU-CDM

The Dean's Actions

For either academic or discipline issues, the Dean of LMU-CDM will review the Student Progress Committee's recommendation and affirm, amend, or reverse the recommendation within five

working days and notify the student and the Student Progress Committee Chair in writing of the decision.

Appeal Process

A student wishing to appeal the decision of the LMU-CDM Dean must submit a letter to the Appeals Board within 5 working days of receiving notification of that decision. The student's status will remain unchanged until the appeal process is finalized. Appeals may only be made in reference to the Student Progress Committee and/or the Dean following LMU-CDM policies and procedures; no other grounds for appeal will be accepted.

Appeals Board

The Appeals Board will be composed of the Dean of the College of Dental Medicine, the Vice Dean for Academic and Clinical Education, and the LMU Executive Vice President for Academic Affairs. The Appeals Board will review all written information pertaining to the case. **The job of the Appeals Board is to determine if LMU-CDM policies and procedures relating to the case were followed and that no gross misapplication of fact occurred.** They will meet with the student but not with witnesses or other complainants. The decision of the Appeals Board will be forwarded in writing by the chair to the Dean of LMU-CDM, who will forward it to the student by certified mail to his or her last official address or hand delivered with receipt. All decisions of the Appeals Board will be final and binding. **No further option for appeal will be considered.**

DISMISSAL AND WITHDRAWAL

LMU-CDM reserves the right to dismiss any CDM student at any time prior to graduation.

Circumstances warranting such action may be of an academic, legal, or professional nature. It is imperative that any student who leaves LMU-CDM for any reason follows the approved check-out procedure before their dismissal, withdrawal, or Leave of Absence is final. Failure to complete this exit procedure will cause LMU- CDM to withhold all records pertaining to student attendance. The check-out procedure is as follows:

1. If the student is withdrawing, he or she must supply the Associate Dean of Faculty, Students, and Community Based Clinical Education with a letter of resignation. The student's transcript will note the date of the withdrawal.
2. If the student is being dismissed, the Dean of LMU-CDM should inform the Associate Dean of Faculty, Students, and Community Based Clinical Education of the dismissal as soon as possible. The Associate Dean of Faculty, Students, and Community Based Clinical Education communicates with the student who is being dismissed that a check-out procedure is required.
3. As soon as the Office of Admissions and Student Services is formally notified of the student leaving school, it will produce a memorandum stating the change in the student's status to all LMU-CDM offices and faculty. Before leaving campus, the student must undergo an exit interview with the Admissions and Student Services Office.
4. When the student completes all these obligations, LMU- CDM will then release student records upon the proper request. Dismissal and check-out forms are available in the LMU-CDM Associate Dean of Faculty, Students, and Community Based Clinical Education. The student's transcript will note the date of the dismissal.

Probation

Probation shall be either academic or professional probation. All students who fail a course will automatically be placed on academic probation for the remainder of the academic year and may appear before the Student Progress Committee at an officially convened meeting. Once placed on academic probation, a student will be required to attend all lectures and labs and will be required to follow all “at-risk” student policies as outlined by the Vice Dean for Academic and Clinical Education. Unless specified otherwise, removal from academic probation is automatic upon successful remediation of the course(s) and satisfactory academic progress.

Students on probation may not hold any offices within student organizations

Alcohol and Drug Charges or Convictions

Students who are charged by law enforcement with alcohol or drug violations must contact the Associate Dean of Faculty, Students, and Community Based Clinical Education as soon as possible. The Associate Dean of Faculty, Students, and Community Based Clinical Education will work with the student to make sure that the student’s health and welfare is of primary importance. As the case moves through the courts, the Associate Dean of Faculty, Students, and Community Based Clinical Education will also keep the Student Progress Committee informed of the legal outcomes. Following the court’s decision and keeping in mind that no two cases are the same, the student will meet with the Student Progress Committee, who will make a recommendation to the Dean about the appropriate course of action. Students must recognize that a student with an untreated alcohol or other substance abuse issue is by definition unfit to continue in a patient care capacity.

During any legal proceedings related to drug or alcohol abuse, the student may be placed on leave while the case moves through the courts.

Following the court’s decision, and after meeting with the student, the Student Progress Committee may recommend that the student is dismissed from CDM school or that the student enters into substance abuse counseling for later re-evaluation by the committee. Following a proscribed course of treatment, the Student Progress Committee will meet again with the student and recommend to the Dean whether the student can continue as a dental student.

STUDENT POLICIES

LMU Code of Student Conduct

The principle guiding the university regulation of student conduct will be that of responsible student freedoms. Students will be given the greatest possible degree of self-determination commensurate with their conduct and the consequences of their actions, in accordance with the stated purpose of Lincoln Memorial University.

Students are required at all times to maintain high standards of private and public conduct on campus and at university-sponsored events. To lie, cheat, steal or break one's honor under any circumstances is recognized as intolerable conduct. Violation of other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary actions. Claims of ignorance of commonly accepted rules or specific regulations will not be accepted as an excuse for violations.

Routine administrative regulations are enforceable by responsible university administrative units, i.e., LMU Finance Office, Office of Security, Director of Housing, Dean of Faculty and Students,

Resident Directors, and Resident Assistants. University officials reserve the right to bring a charge against any student through the Associate Dean of Faculty, Students, and Clinical Community Outreach with due process observed. Any student who presents a clear and present danger to other members of the university community or who impedes the academic process will be subject to appropriate administrative action up to and including suspension on an interim basis pending a hearing by the appropriate judicial system, which may result in a permanent suspension. Parents and/or legal guardians financially responsible for their LMU student will not necessarily be notified of any violations of the Code of Student Conduct unless the student has given written permission.

Students have certain guaranteed rights as well as responsibilities as enrolled students at LMU. The guarantee of these to all students depends upon all students' understanding and participation, and promotion of these rights. The following list of rights and responsibilities of the typical full-time student constitutes the Code of Student Rights and Conduct. The rights of a student may vary according to the student's circumstances, individual status, residential, nonresidential, etc.). Each university student will have the following rights and responsibilities:

- to enjoy and promote the freedom of an open and unprejudiced, full campus life experience without regard to race, national origin, creed, culture, gender, age, sexual orientation, or religion.
- to attend classes and receive proper instruction in courses while completing assignments to the best of one's abilities and resources.
- to use facilities, buildings and grounds as designated for student use while being cognizant of and abiding by the policies of LMU and the laws of Claiborne and Knox County, the State of Tennessee, and the United States of America.
- to have access to one's financial, academic and/or disciplinary files while being cognizant of one's financial, academic, and disciplinary status with the university.
- to register early for the next academic term by meeting one's financial obligations to the university by paying tuition, fees and assessed fines in a timely manner.
- to receive a student handbook/catalog at the beginning of one's enrollment to better one's understanding of the university and of academic programs.
- to participate in the structured evaluation of instructors each year by honestly completing evaluations during the designated times.
- to interact with faculty and administrators by seeking their advice when needed and responding to them when called upon to do so.
- to expect the campus and its facilities to be maintained to promote cleanliness and safety while using the campus in such a way to promote cleanliness and safety.
- to receive and review a Student Handbook each academic year to better one's understanding of the rules and regulations of LMU.
- to drive and park on the campus by registering one's vehicle and understand and abide by traffic policies.
- to receive proper notice and due process in judicial situations as designated in the judicial procedures by checking one's mail and answering all summonses.
- to expect an environment free from any form of harassment by following the appropriate channels to report any such harassment.
- to be represented in Student Government Association by voicing opinions and ideas to SGA

members and voting in campus wide elections.

- to join and participate in any or all student organizations for which one qualifies for membership by joining and participating in those student organizations which correspond with one's interests and abilities.
- to participate in intramural and other student activities and cultural events according to the policies regarding each event by watching and listening for information concerning programmed activities and attending those that correspond with one's interests and abilities.
- to benefit from all services provided by LMU to students at no charge or at a reasonable user fee by becoming aware of and making use of services available to students as desired or needed.
- to reside in a campus residence hall, if abiding by the policies of the hall and campus, upon availability by living on-campus if unmarried, under 21 years of age and not residing with a parent or legal guardian within a 65-mile radius of LMU.
- to maintain and expect from all others a mature and professional bearing of citizenship in all social and academic environments on or off campus.
- to maintain and expect from all peers a constant high aiming standard of personal academic and social integrity.

Student Honor Code of LMU-CDM

Preamble

“We, as students of Lincoln Memorial University–College of Dental Medicine, believe there is a need to support and cultivate the high ethical standards of honor associated with the dental community.

This Honor Code intends to make explicit minimum standards to which we, as a community, will hold our colleagues and ourselves accountable. Personal and academic integrity are the foundation of the Code, with particular focus on respectful communication among peers.

We are aware that integrity, accountability, mutual respect, and trust are essential to the dental profession, and we will actively support and work to achieve these ideals throughout our professional career. The environment that we create is critical to this endeavor.

As members of our community, we realize that our actions affect those around us and the quality of the community.

This Code should supplement, but not supplant, our personal, religious, moral, and ethical beliefs, nor is this Code meant to supersede any policies, regulations, codes, statutes, or laws that exist within the Lincoln Memorial University, Tennessee state, or federal jurisdiction.”

Professional Conduct

Establishing and maintaining the highest concepts of honor and personal integrity during dental school are critical to our training as physicians. It is our responsibility to actively support these standards and it is reasonable to expect that our colleagues will do the same.

A. Respect for Patients

We will take the utmost care to ensure patient respect and confidentiality. As CDM

students, we will demonstrate respect for patients through appropriate language and behavior, including that which is non-threatening and non-judgmental. Patient privacy and modesty should be respected as much as possible during history taking, physical examinations, and any other contact, to maintain professional relationships with the patients and their families. It is also important that we be truthful and not intentionally mislead or give false information. With this in mind, we should avoid disclosing information to a patient that only the patient's physician should reveal. As students, we should always consult more experienced members of the dental team regarding patient care, or at the request of the patient. As CDM students we understand that patients we see are not under our care, so we will not initiate orders until after graduation and in an appropriate post graduate training. We will also never introduce ourselves or allow patients to carry the mistaken impression that we are physicians rather than dental students.

B. Respect for Faculty, Staff, Colleagues, Hospital Personnel, and Community

We will exhibit respect for faculty, staff, colleagues, and others, including hospital personnel, guests, and members of the general public. This respect should be demonstrated by punctuality and proper professional courtesy in relationships with patients and peers, prompt execution of reasonable instructions, and deference to those with superior knowledge, experience, or capabilities. In addition, we should make every effort to maintain an even disposition, display a judicious use of others' time, and handle private information maturely. We should express views in a calm, respectful and mature manner when in disagreement with another individual, understanding that a mutual agreement will not always be reached. Confrontations of such nature will be carried out in a private location as soon as time permits.

C. Respect for Self

We realize that a diversity of personal beliefs serves to enrich the dental profession. Therefore, we encourage the upholding of personal ethics, beliefs, and morals in both daily conduct and in our practice of this Code. Understanding conflicts may exist that interfere with our personal beliefs, we are encouraged to be proactive with communicating these situations.

D. Respect for Proper Documentation

The written dental record is important in communication between health care providers and effective patient care; it is also a legal document and available for patient review. As such, it is crucial that we maintain the integrity of patients' dental care through accurate reporting of all pertinent information about which we have direct knowledge. Written medical documents, including electronic correspondence pertaining to patients and their care must be legible, truthful, complete, and accurate to the best of our knowledge and abilities. To avoid an accidental breach of confidentiality, we will not discuss patient care in common areas. Appropriate medical and/or personal information about patients should only be shared with health professionals directly involved or for educational purposes. Any communication of patient information in the course of educational presentation will always be void of any patient identifying information and with the permission of the attending physician(s).

E. Respect for Laws, Policies and Regulations

Laws, policies and regulations at the university, local, state, and federal levels benefit the community and are not to be disregarded or violated. Any matters under the jurisdiction of local, state, or federal laws are explicitly deemed “outside the scope” of this Code.

Academic Standards

We are responsible for proper conduct and integrity in all scholastic and clinical work. As students, we are obligated to develop our medical knowledge and skills to the best of our ability, realizing that the health and lives of the persons committed to our charge could depend on our competence. Due to the teamwork inherent in the dental profession, we will work together and utilize all available resources.

F. Examinations

1. As students, we must demonstrate honor and integrity during examinations.
2. We understand that examinations are meant to reflect our individual achievement. Cheating during examinations is unethical and is defined as doing any of the following without authorization:
 - a. Looking at the answers written by another student during an examination.
 - b. Communicating with another student about topics that might help to answer a question during an examination.
 - c. Referring to notes or textual matter during an examination.
 - d. Violating any other policy of examinations, including possession of a cell phone during an examination.
3. During examinations, students have an obligation to maintain a non-disruptive atmosphere.
4. We will take care not to communicate specific information regarding an examination to a classmate who has not yet completed that examination during that academic year.
5. At the end of each examination, we will provide a signed statement that affirms our conduct was in accordance with the Code.

G. Other Academic Work

1. In deference to the scientists, doctors, and patients who have shared their knowledge and experience for the betterment of dental learning, we have a responsibility to not intentionally misrepresent the work of others nor claim it as our own.
2. During dental training we will be provided with communal instructional material that will greatly aid our learning. We will therefore make every effort to protect and preserve these resources for the use of future peers and classmates.

Social Behavior

Our behavior and speech should demonstrate our respect for the diversity of our colleagues. We

should avoid disparaging remarks or actions with regard to a person's race, age, gender, disability, national origin, position, religion, or sexual orientation. We will strive to create an environment that fosters mutual learning, dialogue, and respect while avoiding verbal, written or physical contact that could create a hostile or intimidating environment. Since our actions reflect upon us, our chosen profession, and our College, we must adhere to our standards of Professional Conduct when within, representing, or in any way impacting our community.

Honor Code Violations and Accountability

Our honor as community members and professionals is maintained through accountability. We will act in accordance with this code and we expect our peers to do the same. We will act with honor to avoid burdening our peers with a responsibility for our own integrity. Actions not in accordance with the aforementioned standards constitute a violation of this Code.

Self-Reflection

If there is concern that our academic or social conduct represents a violation of the Honor Code, we are obligated to report our behavior by contacting an Ethics and Honor Code Committee member.

Interactions with Others

If there is concern that a peer's academic or social conduct is in violation of the Honor Code, we must privately confront that individual. It is sometimes difficult to challenge the behavior of a fellow community member. However, it is our responsibility to confront offending parties; failure to do so is a violation of the Code.

As confrontation is often a matter between two individuals or parties, we will exercise discretion and respect privacy when initiating a dialogue to address our concerns. It is essential that these steps of confrontation involve respectful communication and interchange. During the initial confrontation, each party will attempt to achieve mutual understanding. If the parties realize that there has been no violation, the matter is dropped. If the parties realize there has been a violation of the Code, the offending party is obligated to report his/her behavior by contacting an Ethics and Honor Code Committee member within an agreed-upon time frame.

Inability to Resolve

In the event that mutual understanding is not reached during the initial confrontation, the offending party is obligated to report his/her behavior, and the matter will be brought before the committee. If the offending party has neglected to report his/her actions, the confronting party must contact a member of the Ethics and Honor Code Committee, and the matter will be brought before the committee.

In the rare cases where the confronting party believes that his/her personal safety may be threatened, he/she may ask a member of the Ethics and Honor Code Committee to initiate or assist in the dialogue.

Role of the Faculty

In cases of suspected code violations, members of the faculty will follow the same procedures as outlined above; privately resolved matters do not repair the breach of trust inflicted upon the

greater community.

The Ethics and Honor Code Committee

The Ethics and Honor Code Committee's meetings with students are private and confidential, including, but not limited to, the names of participants, proceedings, discussion, minutes, and recommendations. The following are prohibited in all Committee meetings unless otherwise authorized in writing by the Associate Dean of Faculty, Students, and Community Based Clinical Education: (1) electronic recording of the meeting, except for official minutes; (2) legal counsel; and (3) uninvited individuals.

Responsibilities of the Committee Members

The Ethics and Honor Code Committee is responsible to the community, including educating students and faculty about the Code, providing information and literature about the Code, and assisting in maintaining awareness of the Code.

Committee members will also undergo appropriate training prior to their becoming active members of the Committee.

The Ethics and Honor Code Committee is responsible for interpreting the Code. The Committee will consider each case individually and should be sensitive to both the community and the individual involved when making decisions.

Reporting Procedure

A case of a suspected violation or an unresolved situation may be brought to the Ethics and Honor Code Committee through self-reporting or by the confronting student, faculty, or staff, at which point the case proceeds to a hearing for resolution. Reporting violations should be accomplished by submitting the appropriate ethics and honor code violation form. After submission, the involved parties will be informed of a preliminary hearing date, time, and location within fourteen calendar days.

The offending/accused student will have fourteen calendar days after receipt of notice of disciplinary action to appeal the decision directly to the Vice Dean for Academic and Clinical Education. The disciplinary action is in effect during the appeals process unless otherwise indicated in writing.

Hearing procedures

Subsequent to the preliminary meeting, a hearing will commence. The Chairperson will serve as the facilitator of this meeting and all related meetings subsequent to these proceedings. At the beginning of a hearing, the Chairperson will give a brief overview of the purpose of the hearing, answer any procedural questions, and ask members of the Committee whether or not they feel they can be objective and to report any conflicts of interest.

All persons involved in the hearing, including the parties themselves and Committee members are expected to maintain the confidentiality of the proceedings.

Evaluation

The parties are asked to return, and each party will be asked to suggest and justify what he/she

feels is a fair resolution of the problem. The Committee may also propose alternative resolutions with the parties.

Deliberation

When the parties and the Committee members believe that the necessary information has been shared, the parties will again be dismissed, and the voting members of the Committee will determine the following by consensus:

1. What are the relevant circumstances in this case?
2. What is an appropriate resolution in this case?

After an initial consensus is reached, the Committee will adjourn for at least one day and refrain from discussing the details of the case. At this point, each Committee member will privately reconsider the issues involved in the case to reflect upon his/her endorsement of the consensus. The Committee will then reconvene and either reaffirm its position or reach a consensus on another action. If a new action has been agreed upon, the committee will adjourn once again if any committee member feels they need more time to consider the new agreement. If no committee member feels they need more time and all members agree on the action, the proceeding may continue.

Presentation of the Resolution

The parties will be asked to return to hear the Committee's recommendation and reasons for their decisions.

Recommendation to the Student Progress Committee

The recommendation will be reported in writing to the parties and to the Student Progress Committee of LMU-CDM within seven (7) calendar days. The offending/accused party has the right to appeal the recommendation to the Student Progress Committee. If an appeal is made, the Student Progress Committee may then uphold the Committee's recommendation, send the recommendation back to the Committee for further consideration, or overturn the recommendation of the Committee. The community at large, including students, faculty and administrators, entrusts great responsibility to the Ethics and Honor Code Committee in these matters.

Repairing breaches of trust

With any violation of the Code, the offending party is obligated to repair breaches of trust to the community at large. This will be accomplished by compliance with the final decision in the case and an acceptable reaffirmation of the party's commitment to the standards of the community.

The Pledge

Membership in the Lincoln Memorial University–College of Dental Medicine community is dependent on our commitment to the Honor Code and confirmed by our signing the Honor Pledge card, which states: "I hereby accept the Lincoln Memorial University–College of Dental Medicine Honor Code, realizing that it is my duty to uphold the Code and the concepts of personal and collective responsibility upon which it is based."

Special Circumstances

Cases referred to the Ethics and Honor Code Committee involving substance abuse/mental health that do not involve an honor code infraction will be handed over to the Vice Dean for Academic and Clinical Education without further action by the Honor's Committee.

Any situation the committee deems is outside of its purpose will be forwarded to the Vice Dean for Academic and Clinical Education.

CONDUCT AND PROFESSIONALISM

General Conduct Policy Guidelines

As an enrolled student of Lincoln Memorial University, all students must abide by the University Code of Conduct found in the Railsplitter Community Standards Guide: <https://www.lmunet.edu/studentlife/documents/Railsplitter%20Community%20Standards%20Guide%202020-2021.1.pdf>

Professional Appearance

All LMU-CDM students are expected to be dressed appropriately at all times with awareness to personal hygiene, cleanliness and especially a professional demeanor. Students need to demonstrate that they have the proper judgment about what attire to wear for a given educational activity. Patients should feel comfortable in a student's presence. A student who makes a patient feel uncomfortable is not showing good judgment in this area.

1. Students who come to school dressed unprofessionally will be asked to leave the campus, change clothes and return in appropriate attire. Any absence from class or an exam because of the student's lack of judgment will be considered an unexcused absence. The dress code is enforced between the hours of 7:30 am– 5:30 pm on Monday through Friday.
2. While not an exhaustive list, tube tops, hooded sweatshirts, tank tops, t-shirts, flip-flops, excessive body piercing, cutoff shorts, and jeans with holes in them are examples of inappropriate dress during normal school hours. When representing LMU-CDM in any type of public forum, such as a conference or certain on-campus events, the dress code is, at the very least, business casual. At some public forums a higher standard is expected. Again, the student must display correct judgment and match the appropriate clothing with the event.
3. Courses with a laboratory component will require that students dress as directed for these courses. The syllabus for each course will explain in more detail the appropriate attire.
4. Students on clinical services are required to wear clean white jackets with appropriate dress. Men are required to wear shirts with ties and slacks, or equivalent dress. Women are required to wear dresses, blouses with skirts or slacks, or equivalent.

Academic Integrity

It is the aim of the faculty of LMU-CDM to foster a spirit of complete honesty and a high standard of integrity. The attempt of any CDM student to present as his/her own work that he/she has not honestly performed is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible dismissal.

Cheating

Dishonesty of any kind on examinations or written assignments, unauthorized possession of

examination questions, the use of unauthorized notes (either written or electronic) during an examination, obtaining information during an examination from another dental student, assisting others to cheat, altering grade records, or illegally entering an office are instances of cheating. Cell phones, smartphones, and smartwatches are not permitted during examinations. A student who is found to have a cell phone or smart device on their person during an examination will receive a zero for that examination and will be subject to dismissal.

Plagiarism

Offering the work of another as one's own without proper acknowledgment is plagiarism; therefore, any dental student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, or other reference works, or from the themes, reports, or other writings of a fellow dental student has committed plagiarism. CDM students should become familiar with any standing policies differing from these general expectations as per their academic department and/or school.

Professionalism Standards in Social Media

Social media is a term that describes the various web-based networking sites that students use to communicate and connect. The most popular examples are Facebook, Instagram, Snapchat, Tik Tok, and Twitter. Blogs are also a form of social media that provide commentary or serve as a personal on-line diary.

LMU-CDM recognizes the major advantages of social networking sites. Not only do they connect students quickly and widely, but they also provide valuable exchanges of information and the ability to comment, to critique and to carry on dialogue. However, the University also recognizes that this technology imposes additional standards for professional behavior upon dental and health professions students. A study reported in the *Journal of the American Dental Association* (September 23/30, 2009; 302: 1309- 1315) found that 60 percent of U.S. dental school deans reported incidents in which students had posted unprofessional content online. The unprofessional postings included profanity, discriminatory statements, alcohol abuse, sexually suggestive material and a few incidents in which patient confidentiality was violated.

The following guidelines pertain specifically to social media:

1. **Confidentiality and HIPAA Compliance:** Health care providers have a professional obligation to maintain the confidentiality of patient information. The Health Insurance Portability and Accountability Act (HIPAA) imposes additional obligations of non-disclosure. Some students do not realize that posting information about nameless patients is still a violation of the confidentiality obligation and may be a HIPAA violation. Therefore, when using social networking sites, do not post any information regarding a patient; do not post photos of surgical cases; do not discuss personal characteristics; do not discuss hospital/clinic procedures.
2. **Anatomy Lab:** The dissection lab is made possible through the generosity of individuals who have donated their bodies to further dental studies. Out of respect for body donors and their families, students are not to discuss or disclose any information pertaining to the donor, or to describe dissection stages, outside of the anatomy lab. The honor of learning the art of anatomy from donated bodies calls for the highest

levels of respect both inside and outside the lab. Anatomy faculty members provide appropriate training on standards of behavior during the lab sessions. It is the student's responsibility to carry this training forward and demonstrate appropriate respect for donors in all aspects of academic and professional life. Cameras and cell phones are strictly prohibited in the anatomy lab. The LMU-CDM anatomy lab is off-limits to non-CDM personnel, including family and friends of LMU-CDM students.

3. **Digital Footprint:** While quick and far-reaching, social media are also fairly permanent. Although you may think you have deleted an inappropriate post, it is probably archived in someone's file. The American Dental Student Association advises students: "If you would be embarrassed if your Dean read your statements, then you are better off not posting them."
4. **Impact:** Prospective employers, residency directors and future patients surf social networking sites to check out your background, interests, and professional standards.

Don't post inappropriate photos that provide unflattering references. And choose your friends wisely. Remove any unprofessional postings to your wall as soon as possible.

College of Dental Medicine Student/Patient Relationships

The relationship between the CDM student and patient should always remain at a professional level. The student is not to engage in relationships with patients that is construed as unethical or illegal. Dating and intimate relationships with patients is never a consideration. Unprofessional conduct will be considered improper behavior and will be grounds for disciplinary action, including dismissal from LMU-CDM.

College of Dental Medicine Student/ Clinician Faculty Members

A health professional providing health services, via a therapeutic relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services.

Harassment, Discrimination, and Sexual Misconduct

Lincoln Memorial University prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information in all University programs and activities. Lincoln Memorial University prohibits retaliation against any individual for 1) filing, or encouraging someone to file, a complaint of discrimination; 2) participating in an investigation of discrimination; or 3) opposing discrimination. "Retaliation" includes any adverse action or act of revenge against an individual for filing or encouraging someone to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination.

The Office of Institutional Compliance investigates allegations of prohibited discrimination, harassment, and retaliation involving members of the LMU community. LMU is committed to providing an environment free of all forms of discrimination, including gender or sex-based discrimination. All LMU employees are Mandatory Reporters; this means that if any LMU employee is informed of a situation that may involve sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence, dating violence, or any other form of

prohibited gender or sex-based discrimination, the employee is required to report the information to the Title IX Coordinator. If students would like to speak with an individual who does not have this obligation, confidential counseling is available free of charge through the LMU Office of Mental Health Counseling. Appointments can be scheduled online: <https://www.lmunet.edu/counseling/index.php>.

If students have experienced discrimination, help and support is available. To make a report, please contact:

Checovia Foster-Bruce, Title IX Coordinator/Institutional Compliance Officer
Grant Lee 115, Duncan School of Law 249
c.foster-bruce@lmunet.edu OR titleix@LMUnet.edu
(423) 869-6315

You may also use the online reporting form at <http://www.lmunet.edu/titleix>.

For more information about resources available on and off campus, and to view the harassment, discrimination, and sexual misconduct policies, visit <http://www.lmunet.edu/titleix>.

Identification Badges

A picture identification card (ID) will be made for all students free of charge. A \$10.00 fee will be charged for replacing lost ID's. The card should be retained over all semesters that the student is enrolled at LMU-CDM. All registered students must carry their ID and surrender their ID card if asked by a staff member of the institution (including Resident Assistants, Resident Directors, and Security). All valid IDs are used for identification, to check out library books, to obtain admission to most campus activities, entrance into LMU-CDM facilities, and are useful as a form of identification in the surrounding community as well. It is the student's responsibility to have the ID validated each semester with the Office of Admissions and Student Services. A possible fine of \$25.00 will be assessed to any student not in possession of his/her LMU-CDM student I.D. upon request by LMU personnel.

All LMU-CDM students must have their University ID badge visibly above the waist when on campus or in any LMU facility.

Any student on campus after-hours or on weekends requesting facility access must have an LMU ID badge to verify identity. Campus Police & Security will need to see your LMU ID badge before you gain access to the facility. If you have forgotten your LMU ID badge you may be asked to show a picture ID, such as a driver's license. If you can't provide an LMU ID Badge or valid Driver's License/State approved ID, access may be denied.

Holidays

Official LMU Holidays (Offices closed/no classes): In addition to the mid-semester break which varies from year to year; CDM is closed on the following days: Labor Day, Thanksgiving Day and the Day following Thanksgiving, December week of administrative closing; January 1 observed holiday; Martin Luther King Day, Good Friday, Memorial Day, Fourth of July.

Vacations

Vacation dates for the first- and second year CDM students can be found in the Academic Calendar. Third- and fourth-year dental students will have scheduled time off based on their rotation schedule set by the Vice Dean of Academic and Clinical Education.

Inclement Weather

Campus closure due to incremental weather is announced on local radio and TV stations and posted on the LMU website. LMU-CDM will also make official announcements via university email. It is the student's responsibility to stay abreast of weather conditions and notifications.

Parking

All CDM students, faculty, and staff vehicles must be registered with the University Office of Student Services during the completion of academic registration. Vehicle registration covers one academic year, ending on the last day of the summer session. A registration fee of \$30.00 is assessed per dental student. Parking tags are issued upon registration and indicate status as student or faculty / staff. Tags must be visible on the rear windshield. Parking tags are transferable to other vehicles.

Students are required to park in designated student parking spaces and lots. Any unauthorized vehicle parked in Visitors or Staff/Faculty spaces will be issued a ticket by Campus Police and Security. LMU parking is not designed for long term storage of vehicles. If a vehicle is left on-

campus during a break or vacation the student does so at their own risk. LMU employees are not responsible for monitoring the status of the car during the break.

Building Hours

All CDM students can access the LMU Tower building with their LMU ID Badge.

- With the exception of holidays and other administrative closings, students can access the CDM 24/7.
- The main doors (front and back) to the buildings are unlocked Monday – Friday, 6:00 am – 6:00 pm. When entering any building outside of building hours, students must use their ID Badge to enter and remain in the building.
- ID Badge must be worn and visible at all times. If a student forgets their badge, they must present ID such as a valid Driver's license and sign in with security in Knoxville.

CAMPUS POLICE AND SECURITY

The LMU Tower campus has an on-campus police force that provides supervision for the entire campus in conjunction with LMU standards and policies and State of Tennessee certification requirements. The LMU Campus Police and Security Team is professionally trained and licensed by the State of Tennessee. Security is administered and monitored through the LMU Office of Student Services. At least one police officer is on duty seven days per week, 24 hours per day to secure campus facilities, protect and assist campus students, personnel, visitors and to monitor traffic regulations. All CDM students, faculty, staff, and visitors are encouraged to report criminal activity and any other safety concerns as soon as safely possible. Upon request, reports can be submitted through a "voluntary confidential reporting process."

At the **LMU Tower**, security is provided by Lincoln Memorial Security. The Security team is professionally trained and licensed by the State of Tennessee.

Campus Police and Security provides numerous services to the LMU community, including but not limited to vehicle patrols, foot patrols, door locks and unlocks, escort service after hours, camera monitoring, and dispatching for both emergency and non-emergency situations.

LMU utilizes the LiveSafe emergency notification system to alert university members in the event of an emergency. To download the LiveSafe App: 1) visit the Google Play or App Store and search for "LiveSafe" 2) Download the app, register with your LMU email, and complete your profile 3) Search for "Lincoln Memorial University" as your school.

In the event of an emergency or any other security need, look for an officer or phone the Security Office at (423) 526-6911 or phone the Associate Dean of Faculty, Students, and Community Based Clinical Education at (865) 338-5714.

LMU ANNUAL SECURITY & FIRE SAFETY REPORT

The LMU Annual Security & Fire Safety Report (ASFSR) will be published online by October 1st of each year and can be found at: <https://www.lmunet.edu/campus-police-and-security/documents/ASR21.pdf>

The LMU ASFSR contains three previous years of crime statistics, campus policies and procedures, including: alcohol, drug, weapons, sexual violence, etc., and law enforcement authority. This publication is required to be in compliance with the Clery Act and the Higher Education Opportunity Act (HEOA)

To request a paper copy, contact the Clery Act Compliance Coordinator at 423-869-6301 or in person at: Tex Turner Arena, 330 Mars/DeBusk Parkway, Harrogate, TN 37752.

CONFLICT OF INTEREST POLICY FOR FACULTY AND STUDENTS

LMU-CDM faculty and students are prohibited from accepting personal gifts worth more than ten dollars from Industry Representatives.

As representatives of LMU-CDM, faculty and students shall not accept industry-funded meals except those in conjunction with CDM activities. Industry sales representatives are not permitted to interact with LMU-CDM students except under the direct supervision of LMU-CDM Faculty in a structured learning environment.

Honorary or guest authorship on a paper written by a pharmaceutical company is unacceptable.

LMU OFFICE OF ACCESSIBLE EDUCATION SERVICES

LMU does not discriminate for purposes of admission to LMU or access to LMU's facilities, programs, and services on the basis of disability. LMU is committed to providing accessible educational support services that enable students with disabilities to participate in, and benefit from, all University programs and activities. Every effort is made to reasonably accommodate the needs of a student with disabilities. As buildings on the LMU campuses are remodeled, care is taken to assure that persons with disabilities have sufficient access to those buildings. In addition to longstanding accommodations, students who need temporary accommodation can also contact accessible services. Policies and procedures for requesting and being granted accommodations are outlined on the LMU website. For more information about requesting an accommodation or LMU's policy on accessible education services, please visit <https://www.lmunet.edu/student-life/accessible-education-services.php>.

LMU-CDM is committed to ensuring that otherwise qualified disabled students equally enjoy the benefits of a dental and dental hygiene professional education. Upon written request by a student with a disability, the University will make every reasonable accommodation to enable the student to meet the standards as long as such accommodation does not unreasonably interfere with or substantially alter the LMU-CDM curriculum or interfere with the rights of other students or with the student's ability to adequately care for the patient. Occasional quizzes are administered in class, extra time will not be granted for these quizzes for students with disabilities.

The affiliate organizations, such as hospitals, that administer the clinical and practical portion of the LMU-CDM curriculum, expect our students to perform their duties in a timely manner as such ability is a critical and essential part of the LMU-CDM curriculum and of the practice of dentistry and dental hygiene in general. Therefore, extra time will generally not be granted to students in clinical scenarios, including rotations and the clinical performance exam. Similarly, the use of trained intermediaries will generally not be approved in clinical situations. LMU will determine whether or not to grant an accommodation based on individual circumstances.

Request for Accommodations

The following procedure must be followed in order for any student with a disability to receive accommodations:

1. For each semester an accommodation is requested, the student must submit a request for accommodations to the LMU Office of Accessible Education Services and the required documentation (see Documentation Guidelines below).
2. The ADA Director will discuss with the student arrangements for reasonable accommodations the student should be prepared to discuss specific accommodations needs. The ADA Director, in consultation with General Counsel as necessary, will make a determination regarding the request.
3. If accommodations are approved, a Student Accommodation Form will be prepared by the ADA Director listing the accommodations. The student will take the form to CDM Student Services Attn: the Director of Academic Support for signature. The Director of Academic Support will maintain the Student Accommodation Form and notify appropriate faculty, staff, and exam monitors.
4. If a student is not satisfied with decision of the Office Accessible Education Services, the student may file an appeal with the Accommodations Grievance Committee (see Grievance Procedure below).

Grievance Procedure for Students with Disabilities

If a student is not satisfied with the accommodations granted by the Associate Dean of Faculty, Students, and Community Based Clinical Education, they have 30 days to file an appeal in writing. If the student remains unsatisfied with the accommodations, they will appeal to the The Office of Accessible Education Services of LMU. All grievances concerning any aspect of the services or accommodations provided to a student with a disability or related to any issue related to Section 504 or the ADA, should be taken to the Grievance Committee.

The standing members of the LMU-CDM Accommodations Grievance Committee will be appointed by the Dean of LMU-CDM. If there is a conflict between a standing member and the student filing the appeal, then the standing member may be replaced by another faculty member appointed by the Dean. If the student has new or additional documentation relating to the candidate's disability, the candidate may submit this material to the Grievance Committee. The purpose of the appeal is to look at the material that was originally presented to the Office of Accessible Education Services. If the student has material or documentation that elaborates on the original request, they may present this material to the Grievance Committee. The Committee will conduct a thorough review of the appeal. The Grievance Committee will make their recommendation to the Dean of LMU-CDM within ten working days after meeting with the student. The decision of the Grievance Committee is final.

DISCIPLINARY PROCEDURES

Initial Investigation by the Vice Dean for Academic and Clinical Education

When a report alleging student misconduct comes to the Vice Dean for Academic and Clinical Education the student is immediately notified of the allegations. If the student does not respond

within twenty-four hours, he or she may be immediately suspended. The Vice Dean for Academic and Clinical Education will conduct an initial investigation by taking written and oral statements from the complainant (person making the allegations) and any witnesses. The student who is charged with the misconduct will be given a summary of the allegations and the names of the complainant and witnesses. The student will also be given a chance to present his or her case to the Vice Dean for Academic and Clinical Education.

Once all sides have been heard, the Vice Dean for Academic and Clinical Education will make a determination about the allegations. If the student is found guilty the Vice Dean for Academic and Clinical Education will outline appropriate remediation. In cases of major ethical violations, the Vice Dean for Academic and Clinical Education may opt out of making an initial determination about guilt or innocence and may instead send the matter directly to the Student Progress Committee.

If the Vice Dean for Academic and Clinical Education makes a decision which the student is not satisfied, then the student has the option of having the case heard by the Student Progress Committee. If the student poses a threat to the college community, the Vice Dean for Academic and Clinical Education may temporarily suspend the student from attending classes until the issue is resolved.

Student Progress Committee Hearing

As soon as possible the Chair of the Student Progress Committee will convene a meeting. Because this is not a criminal court, the level of proof for a decision shall be “substantial evidence” and not the strict criminal law standard of “proof beyond a reasonable doubt.” If a student fails to appear before the Student Progress Committee, the matter will be resolved in his/her absence.

1. All proceedings are confidential. The meetings are closed to anyone not in the University community. Only witnesses, the student’s advisor, the committee members, any pertinent faculty members and Associate Deans, and the accused student will be allowed to attend the meeting.
2. At least three days prior to the start of the meeting the student will be informed of the meeting.
3. If one of the regular members of the Student Progress Committee cannot attend the meeting, then a temporary member will be appointed by the Dean for the length of the hearing.
4. The Chair will remind committee members that the hearing is confidential. The proceedings will be recorded in writing by an administrative assistant and audio recording.
5. The complainant and any witnesses will present their statements to the committee. The committee may choose to ask questions at this point.
6. Following the presentation of the evidence, the committee will deliberate, voice opinions, and a ballot will be taken to decide whether the student has violated standards of acceptable conduct. A majority vote will rule. The Chair shall not vote.
7. If the committee determines that a violation has occurred, then the deliberations will move into the penalty phase. After the Committee is finished deliberating it will notify the Dean of LMU-CDM within three working days of their conclusions and suggested penalty if any.

8. Following receipt of the Student Progress Committee's decision, the Dean of LMU-CDM will let the student know the final decision and any penalty within three working days.

The Dean's Actions

For either academic or discipline issues, the Dean of LMU-CDM will review the Student Progress Committee's recommendation and affirm, amend, or reverse the recommendation within five working days and notify the student and the Student Progress Committee Chair in writing of the decision.

Appeal Process

A student wishing to appeal the decision of the LMU-CDM Dean must submit a letter to the Appeals Board within 5 working days of receiving notification of that decision.

The student's status will remain unchanged until the appeal process is finalized. Appeals may only be made in reference to the Student Progress Committee and/or the Dean following LMU-CDM policies and procedures; no other grounds for appeal will be accepted.

Appeals Board

The Appeals Board will be composed of the Dean of the College of Dental Medicine, Associate Dean of Faculty, Students, and Community Based Clinical Education, Vice Dean for Academic and Clinical Education, and the LMU Executive Vice President for Academic Affairs. The Appeals Board will review all written information pertaining to the case. **The job of the Appeals Board is to determine if LMU-CDM policies and procedures relating to the case were followed and that no gross misapplication of fact occurred.** They will meet with the student but not with witnesses or other complainants. The decision of the Appeals Board will be forwarded in writing by the chair to the Dean of LMU-CDM who will forward it to the student by certified mail to his or her last official address or hand delivered with receipt. All decisions of the Appeals Board will be final and binding. **No further option for appeal will be considered.**