

**LINCOLN MEMORIAL UNIVERSITY**  
**DEBUSK COLLEGE OF OSTEOPATHIC MEDICINE**

**Doctor of Medical Science**



**2018 - 2019**  
**STUDENT HANDBOOK**  
**AND**  
**CATALOG**  
**Volume 1**

This handbook is designed to serve as a guide to the rules, policies, and services of the University; therefore, it is not intended to establish a contract and the University reserves the right to amend, modify, or change regulations, policies, and financial charges stated in this handbook throughout the year. In such a case, the University will make reasonable efforts to notify the University community, in a timely manner, of any changes in policies and regulations. Notification shall be made via MyLMU, the University website, or to University issued e-mail accounts as deemed appropriate.

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## 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.

*Revised July 6, 2017; approved by Board of Trustees, November 10, 2017*

### **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, healthcare, 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.

### **Non-Discrimination 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.

### **DEBUSK COLLEGE OF OSTEOPATHIC MEDICINE MISSION**

To prepare outstanding osteopathic physicians who are committed to the premise that the cornerstone of meaningful existence is service to humanity. The mission of LMU-DCOM is achieved by:

- Graduating Doctors of Osteopathic Medicine;
- Providing a values-based learning community as the context for teaching, research, and service;



- Serving the health and wellness needs of people within both the Appalachian region and beyond;
- Focusing on enhanced access to comprehensive health care for underserved communities;
- Investing in quality academic programs supported by superior faculty and technology;
- Embracing compassionate, patient-centered care that values diversity, public service, and leadership as an enduring commitment to professionalism and the highest ethical standards.

### **DOCTOR OF MEDICAL SCIENCE MISSION**

The mission of the Lincoln Memorial University Doctor of Medical Science program is to equip experienced clinicians and medical educators with evidence-based, advanced medical knowledge and skills to meet the needs of primary care, to develop leaders in the medical profession, and to promote scholarship, mentorship and discipline-specific expertise.

The DMS program seeks to achieve this mission by focusing on these goals:

1. Attract high-quality medical and education specialists who are experts in their field.
2. Promote and model the highest standard of professionalism, mentorship and moral values.
3. Employ the most effective technologies for teaching.
4. Advance each student's medical knowledge and critical thinking skills.
5. Leverage each student's current clinical practice and collaborate with the supervising physician to ensure student competency achievement.
6. Be a leader in evolving medical education effectiveness and strategies.
7. Ensure program quality meets traditional medical education standards until programmatic accreditation exists.

*Revised and Approved 12/1/2017*

### **UNIVERSITY FACILITIES AND RESOURCES**

#### **Lincoln Memorial University Campus**

The 1,000-acre LMU campus -- its grounds, its buildings, its equipment, and its human resources -- is one of the most strikingly beautiful and functional in the country. Located in a rural setting just 55 miles north of Knoxville, Tennessee, the campus is a visual treat under dynamic, experienced administrative leadership and a committed, well-prepared faculty. LMU has an atmosphere of openness and concern for the needs of each and sets a premium on creating the best conditions for learning. The LMU campus has the following facilities:

#### **The Abraham Lincoln Library and Museum**

Constructed in 1977, The Abraham Lincoln Museum is a two-story, concrete and brick structure with a basement area for storage and mechanical equipment. The building houses the University's Lincoln Collection in the main galleries on the first and second floors and a collection of rare books in a first floor rare books room. A 150 seat auditorium provided for classes, visiting lecturers, and films. A reading room with 30,000 volumes added in 1996.

### **The J. Frank White Academy**

The J. Frank White Academy, made possible through a trust established by the late J. Frank White, an attorney from Middlesboro, KY, opened in 1989. The school offers a college preparatory curriculum in grades 5-12.

### **Elizabeth D. Chinnock Chapel**

Constructed in 1987, the Elizabeth D. Chinnock Chapel is a one-story, 1,800 square-foot masonry facility named for former LMU trustee Elizabeth D. Chinnock. The non-sectarian facility used for small services and personal meditation. It has a seating capacity of sixty-five.

### **The Student Center**

The original structure was built in 1967 and received extensive renovation in 1995. The center named for O.V. (Pete) DeBusk '65, chairman of the LMU Board of Trustees. This sixty-one thousand square-foot concrete and masonry structure houses the dining hall, Lincoln Dining Room, WOW Cafe, bookstore, educational computer center, and the offices of the President of the University.

### **Carnegie-Vincent Library**

Over the past century, the library, nestled against the Cumberland Mountains, has established a scholarly collection of more than 200,000 volumes of books, journals, and multimedia materials. The library now boasts of thousands of electronic scholarly journals, hundreds of digital reference sources, and over forty thousand electronic books.

One of the primary focus areas of the library is in teaching students how to use our collections. The library's staff of eight includes five professional librarians, all of whom provide bibliographic instruction. We maintain a dynamic website designed to teach patrons to navigate our collection. Faculty, as well as students, can conduct scholarly research at our library. When you combine the quality of the library collection with its truly personalized, attentive and friendly service, you will discover why so many patrons refer to the Carnegie-Vincent Library as the scholarly hub of Lincoln Memorial University.

The Lon and Elizabeth Parr Reed Medical and Allied Health Library located on the second floor of the Carnegie-Vincent Library houses the medical print and electronic journals, books, and manuscripts for medical students, faculty, and other health professional students of the University and DCOM.

### **The Frank "Tex" Turner Arena**

The B. Frank "Tex" Turner Arena has been the home of the Railsplitters and Lady Railsplitters since 1991. Since then, it has become known as one of the top basketball facilities at the Division II level. The arena replaced the Mary E. Mars Gymnasium, which had been the home of LMU basketball since 1948. The 87,000 square foot complex seats 5,009 for basketball contests, with another 1,000 portable seats available for other events. The distance from the playing floor to the roof is 40 feet, the equivalent of a two-story building. The arena is 230 feet (east to west) and 282 feet (north to south). It contains over 81,866 square feet of floor space and over 4 million cubic feet of space.

## OFFICE OF ADMISSIONS AND STUDENT ADVANCEMENT

The Office of Admissions and Student Advancement, located in the DeBusk College of Osteopathic Medicine, is responsible for admissions, recruitment, retention, securing financial services, student health insurance, records, tracking of outcome data, and counseling for students. Also, the Office is a center of campus life and oversees all student activities, student government functions, student clubs, the student representative program and all other non-academic student life issues. The Office commitment is to create an environment that is conducive to learning so that all DMS students fully reach their academic 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 encouraged to come by the Office at any time of the day to ask questions, bring up concerns, or to simply stop in and say hello.

The Lincoln Memorial University Office of Student Services will provide students with information on parking, meal plans, housing, events, ticket sales, etc. in cooperation with the Office of Admissions and Student Advancement.

## ADMISSION

Please direct admissions questions to [DMSadmissions@lmunet.edu](mailto:DMSadmissions@lmunet.edu), or 423-869-7415

### DMS Application

The Doctor of Medical Science application is available on the DCOM web page. The application should be returned with a \$150.00 non-refundable application fee.

### Academic Prerequisites

- A graduate of an ARC-PA accredited program;
- Hold NCCPA certification;
- Unencumbered licensure in the United States as a physician assistant;
- Earned a master's degree from a regionally accredited institution;
- Demonstrated potential for success in an advanced, rigorous doctoral level program.

### Admission Criteria

- No History of negative legal, administrative, or licensure action related to the practice of medicine;
- At least (1) year experience in the practice of medicine as a physician assistant;
- Continue to practice medicine as a physician assistant while enrolled in the program.

### Application Process

The DMS program uses a rolling admissions process until all seats are filled. In addition to the application process outlined below, acceptance will be dependent on the student's ability to meet the program residency requirements.

The Doctor of Medical Science application is available on the LMU-DCOM web page.

- Candidates must furnish:
  1. Completed DMS application form
  2. Two Application Rating Forms completed by:
    - Doctoral level medical practitioner
    - Current supervisor
  3. Letter of recommendation from the candidate's current supervisor
  4. Official transcript from all degree-granting institutions.
  5. Official copy of evidence of licensure
  6. Current CV
  7. Personal statement – of interest in and motivation for the program and personal and professional goals
  8. Complete the Doctor of Medical Science questionnaire
  
- Test of English as a Foreign Language (TOEFL) for applicants when English is not their first language.

### **Interviews**

Once the application and all the supporting material is received in the DMS admissions office, the admissions committee will review the applicant's file. Interviews will be scheduled from March to June for the following August start date. The admission's process operates on a rolling acceptance policy thus; it is in the candidates' best interest to apply as early as possible.

### **Admissions Notifications**

Following the interview and receipt of all necessary information, the admissions committee will again review the applicant's file. Applicants are then assigned to one of the following categories: 1) Accept, 2) Alternate/Hold, or 3) Reject. Applicants will be notified in writing as soon as possible following the committee's decision.

### **Non-U.S.A. citizens**

In addition to meeting the above criterion, if English is not the native language of the applicant, he/she must submit her/his official score report from the Test of English as a Foreign Language (TOEFL). Minimum acceptable scores are either 600 on the paper-based version, 100 on the internet based version, or 250 on the computer-based version. The candidate must also display proficiency in English during the interview.

Non-U.S.A. citizens must furnish evidence demonstrating means of financial support while enrolled at the University. All above documentation must be received and admission granted before issuance of an I-20 form, necessary for obtaining a student visa. The international student granted admission to LMU-DCOM will receive a letter of acceptance; the letter and the I-20 form furnished by the University must be presented to the Consular Officer of the United States to whom the student applies for a student visa. LMU-DCOM will not enroll any student not approved by the Department of Homeland Security; LMU-DCOM will not enroll students issued visas for enrollment at other colleges or universities.

## RECRUITMENT

The DCOM-DMS recruitment program has three goals:

- 1) ***To increase the visibility of the DMS program to qualified Physician Assistant Candidates.*** DCOM is actively engaged in meeting with potential DMS candidates and the general public to discuss the college and the goals of the new DMS degree. Institutions and professional organizations are visited as often as possible on a rotating basis.
- 2) ***To attract students from the Appalachian area who are committed to serving this area.*** DCOM will pursue qualified candidates, including recent DCOM PA graduates, from the Appalachian region, with special attention to clinicians currently practicing in a primary care venue.
- 3) ***To promote the advancement of higher education among qualified clinicians.*** DCOM will pursue clinicians ready for an academic challenge and in support of advancing health care in innovative ways.

### **Off-Campus Recruiting**

Throughout the year, admissions staff, the faculty, and various administrators make visits to professional organizations, hospitals, conferences and graduate school fairs. Anyone interested in having a representative from the DCOM DMS program make a presentation at their school, conference or meeting should contact the Office of Admissions and Student Advancement.

## STUDENT ADVANCEMENT

### **Academic Advising**

At the beginning of the program, students are assigned an academic advisor. The Program Administration is responsible for making these assignments. The faculty advisors provide students with academic guidance throughout the program. An important job for the advisors is to ensure that their advisees are devoting enough time to their studies and that, each student can stay appropriately involved with the learning platforms. Students in good academic standing should communicate with their advisor on a monthly basis or more if needed by the student. Students on academic probation should meet more often with their advisor – the recommendation is twice a month. It is the student's responsibility to schedule these meetings.

### **Counseling (Psychological Services)**

The Office of Admissions and Student Advancement work closely with the faculty advisors to track individual student problems. In the case of any academic or non-academic issues that are impeding a student's progress, the advisor will refer the student to the Assistant Dean for the DMS program. The Assistant Dean will then call the student to discuss the problems in a timely manner.

LMU counselors are available to help current students with personal, career and academic concerns that affect academic success and quality of life. The counseling offices are located in Grant Lee 102. The Director of Counseling, Jason Kishpaugh, can be contacted at [jason.kishpaugh@lmUNET.edu](mailto:jason.kishpaugh@lmUNET.edu) or 423.869.6401 (800-325-0900 ext. 6401). All meetings are confidential.

### **Student Records**

Student grades recorded, stored and secured with the Lincoln Memorial University Registrar. All other student records maintained in the Office of Admissions and Student Advancement. The privacy

of student records noted under Public Law 93-980. A student must submit a written request to have their records released. Verification of enrollment made only for educational reasons. For instance, verifications will not be made to employers or landlords. In these cases, the students should use letters of acceptance, transcripts, or receipts of payment. DMS students wishing to review their records must call X7415 and make an appointment with the Assistant Dean or the Director of Admissions.

**Right to Privacy under Public Law 93-980**

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 student education records.

No one outside the institution shall have access to, nor will LMU disclose any information from students' education records without the written consent of students. Exceptions are to personnel within the institution, to officials of other institutions in which students seek enrollment, to persons or organizations providing 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 students or other persons. Additionally, according to 1998 Higher Education Amendments, the University is authorized by law to contact parents or guardians when students under the age of 21 commit serious or repeated violations directly or indirectly involving our drug and alcohol policies. All the exceptions permitted under the Act.

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 student. LMU will permit access only to that part of the record which pertains to the inquiring student.

Students can access their "student information" by using the Web Advisor account. Students' assigned pin number provides each student access to the following information; schedule, transcript, financial records, and financial aid. This information will remain confidential as long as students secure their PIN numbers.

Lincoln Memorial University maintains a list of all persons, except other college officials, who have received a copy of the student's education record.

## FINANCIAL SERVICES

The Director of Financial Services is responsible for providing qualified students the appropriate documentation and counseling for securing financial assistance in the form of loans, scholarships, and grants.

### Tuition and Fees

<b>Tuition</b>	
Tuition (per semester)	\$8,400.00
Estimated Total Tuition	\$33,600.00
<b>Fees</b>	
Comprehensive Fee (per semester)	\$15.00
Technology Fee (per semester)	\$150.00
Graduation Fee	\$400.00
<b>One-Time Fee</b>	
Pre-Registration (seat) Fee*	\$1000.00
<i>*The \$1000.00 Pre-Registration fee is payable by the future student to hold a seat in the class. It is credited towards tuition.</i>	
<b>Other Cost</b>	
Drop/Add Fee (per course)	\$15.00
Late Registration Fee	\$100.00
Books (estimated)	\$1,500.00

Payment of base tuition and fees are required prior to the start of each semester. Completed and approved student financial aid for loans, grants and scholarships will be applied to these charges. Registration for courses at LMU will be completed when all financial obligations are met.

If there is a balance remaining after financial aid has been expended, payment may be made in the form of cash, check, money order, VISA or MasterCard.

LMU offers three options allowing graduate students to divide the cost of their education into more manageable monthly payments, free of any periodic interest charge.

All payments must be made in U.S. currency.

Any additional charges incurred during the semester should be paid upon receipt of the next billing. The University reserves the right to change fees and charges without notice.

All purchases from the LMU bookstore must be paid for at the time of purchase. Students may charge bookstore items to their account if the student's account has a credit balance prior to the time of purchase.

Unpaid accounts that are more than 30 days past due are subject to the following:

- The account will be considered delinquent and will accrue interest at 1.5% monthly until paid in full.
- The student may not be able to register for the subsequent semester.
- The account may be turned over to a collection agency and subject to additional collection fees in the amount of 33.3% of the principal balance, including court fees, attorney’s fees, interest and service charges.
- The account may be reported to credit reporting agencies and appear on the credit report of all responsible parties.
- The student may be administratively withdrawn from Lincoln Memorial University for failure to pay.  
Lincoln Memorial University will NOT release final grades and/or transcripts until balances are paid in full.

**Cancellation and Refund Policy:**

Cancellation of enrollment must be made in writing or by electronic mail.

Students can terminate or cancel enrollment for any reason prior to the semester starting date and will receive a full refund excluding the payment plan enrollment fees, if applicable.

In the event a student drops one or more classes, withdraws, or is administratively dismissed from the University for disciplinary or for financial reasons after registration is completed and prior to the end of a semester of enrollment, the student’s eligibility for a refund of appropriate institutional tuition charges will be prorated as indicated.

A student must complete a Change of Schedule form (obtained from the Office of the Registrar) for dropping one or more classes.

Any situation in which all classes are dropped is considered to be a withdrawal from the University. The student initiates this process by completing a withdrawal form (can be found online) and submitting this to the Registrar’s Office.

Should the student fail to complete this process, all semester charges will become immediately due and payable (refer to “Withdrawal from the University”).

The official withdrawal process begins in the Office of the Registrar. A withdrawal form must be completed and all the necessary signatures obtained. Oral requests do not constitute official notification.

The University’s official date of withdrawal used to compute the refund is based on the date the withdrawal form is recorded by the Registrar. Applicable institutional charges for fall and spring semesters will be refunded according to the following schedule:

During the first week of the semester .....	100%
During the second week of the semester .....	75%
During the third week of the semester .....	50%
During the fourth week of the semester .....	25%
After the fourth week of the semester .....	0%

No refund of institutional charges will be made after the fourth week of the semester.

Specific dates affecting the schedule of refunds appear on the Registration Policies page of the electronic class schedule, WebAdvisor, which is available on the LMU web site by selecting the



Current Students and Faculty link; and/or the Office of Student Services, the Office of the Registrar and the Office of Finance. If it is determined that a refund is due the student, refunds will be disbursed within 30 days of the withdrawal date.

Refund schedules pertaining to summer are adjusted to the varying length of the terms. They are also available in WebAdvisor by selecting the given term.

Should a student choose to cancel an enrollment agreement, such cancellation must be given in writing or by e-mail. Cancellation submitted within 3 working days from the student signing an enrollment agreement eliminates any financial obligation, other than a book and supply assessment for supplies, materials and kits, which are not returnable because of use. If registration has been completed at the time of cancellation, an official withdrawal form must also be completed, and the refund schedule above will apply. Email [finaid@LMU.net](mailto:finaid@LMU.net) or [Jonah.scent@LMU.net](mailto:Jonah.scent@LMU.net) with any further questions.

**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 Stafford 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 available from the Office of Admissions and Student Advancement.

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

### **Financial Commitment Policy**

For value received the student will be responsible for paying 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 balances due from approved third parties. The student will also be responsible for paying 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 before 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 or court costs or both. If this account becomes delinquent, the student will pay to LMU any principal amount as well as collection costs of 33.3% of the principal balance, including court costs, attorney's fees, interest, and service charges."

**Merchandise and LMU-DCOM Logo Policy**

All LMU-DCOM student organizations must have approval from the Associate Dean of Students and the Associate Director of Marketing and Public Relations before producing organizational merchandise or distributing information to the campus community or the public at large or both. This policy is to ensure that all appropriate procedures and style guidelines are followed by student organizations. Approval forms may be obtained from the Office of Admissions and Student Advancement. Any LMU-DCOM 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 expense.

**CAMPUS AMENITIES****Bookstore**

The LMU Bookstore, located in the Student Center, is maintained for the benefit and convenience of students. Students can purchase new or used textbooks and other materials necessary for classes in the LMU Bookstore. Also for sale are various novelty items as well as health and beauty aids. The Bookstore hours are 8:00 AM to 4:30 PM, Monday through Friday. The main buy-back of textbooks takes place at the end of each semester; however, the Bookstore will buy back textbooks throughout the semester at wholesale prices. (*See University Handbook for further detail on bookstore purchases and refunds.*)

**The Lon and Elizabeth Parr Reed Medical and Allied Health Library**

The Lon and Elizabeth Parr Reed Medical is housed within the Carnegie-Vincent Library and maintains a website (<http://library.lmunet.edu/medlib/>) that provides students and faculty with access to medical literature. The Carnegie-Vincent Library and the Reed Health Science Library provide students with access to 158 database both on-campus and off-campus. Tutorials on how to access the library resources are available within the DMS student organization shell. To view the library tutorials, login to MyLMU/blackboard.

**Computing Services**

The official manner of communication from the administration and faculty to students is via e-mail. The DMS students are required to use and read all e-mail correspondences from DMS faculty and staff and the University. Access to college computer resources granted to all faculty, staff, and students of Lincoln Memorial University

Each student is assigned a user account which grants the student access to the university network resources as well as 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 and maintains these files.

## ACADEMICS

### University Regional Accreditation

Lincoln Memorial University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, specialist and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lincoln Memorial University.

### Accreditation Grievances

Students wishing to file a complaint related to the accreditation standards and procedures should make these complaints in writing to the Associate Dean of Students who will forward the complaint to the Dean. [A form](#) is available on the LMU-DCOM website.

## DMS CURRICULUM

The DMS curriculum is a seventeen months (4 semesters), didactic and experiential program resulting in a Doctor of Medical Science (DMS) degree. The curriculum will stress the interdependence of the biological, clinical, behavioral and social sciences. The emphasis will be on educating clinicians for primary care medicine, employing the distinctive medical model for the maintenance of health and treatment of disease.

A physician assistant must be skilled in problem-solving and demonstrate expertise in diagnosis. The DMS curriculum will advance students' medical knowledge; provide an opportunity for students to collaborate with medical experts for the advancement of problem-solving skills and diagnosis. The emphasis will be on educating clinicians to address primary care medicine in all health care settings and will employ the distinctive medical model for the maintenance of health and treatment of disease.

The curriculum will address both fundamental scientific concepts and advanced clinical medicine. The core curriculum will advance the student's knowledge of the anatomical, biochemical, and immunologic sciences, provide advanced clinical competence in 9 medical specialties and prepare the student to navigate and produce medical literature.

## DMS Core Medical Competencies

The DMS curriculum aligns with the six (6) core competency domains of standard medical professions to build on the physician assistant training and medical model.

## COMPETENCY DOMAINS

- I. **Medical Knowledge:** Medical Providers must demonstrate the ability to master clinical foundational science and apply it to patient evaluation and decision-making. Critical thinking is necessary to assimilate patient care data and develop appropriate management plans. The Medical Provider must be able to:

- Apply current medical science to patient care;
- Recognize the presentation of common medical disease;
- Discover normal and abnormal patient data using conventional evaluative methods;
- Develop plans for wellness and health improvement/management.

**II. Interpersonal and Communication Skills:** Medical providers must be able to effectively communicate with patients, families, and caregivers for the appropriate exchange of information to promote health and wellness by:

- Establishing rapport using both verbal and non-verbal communication;
- Effectively eliciting and providing health-related information;
- Showing authentic compassion without compromising therapeutic and ethical principles;
- Creating accurate and legible patient care documentation.

**III. Patient Care:** The assessment and management of patients must be safe, effective, quality and acceptable by:

- Establishing and maintaining patient autonomy; being willing to remove oneself from patient care in the event of a personal conflict with this autonomy;
- Utilizing appropriate time and skills to obtain accurate and appropriate medical information;
- Daily pursuing the art of clinical judgment;
- Utilizing appropriate time and skills to establish and implement care plans;
- Perform appropriate medical and surgical procedures as part of the patient care plan;
- Promoting education, disease prevention, and health maintenance ;
- Using technology, where appropriate, to support patient care decisions and education.

**IV. Professionalism:** Professionalism is the conscious and subconscious embodiment of behaviors that demonstrate an attitude of servitude, selflessness, and respect. Clinicians must wholly represent themselves as professionals by:

- Committing to abide by legal and regulatory requirements;
- Interacting with patients, families, and the healthcare team in a manner that promotes the value and respect of each individual;
- Holding oneself accountable to patients and society while committing to remain teachable in all circumstances;
- Committing to on-going professional development;
- Committing to ethical principles and adhering to judicial judgment when confronted with conflicts of interest in patient care and the business of healthcare;
- Leading by exemplary personal health behaviors and life decisions.

**V. Practice-Based Learning and Improvement:** Clinicians should always seek to improve their patient care and patient care practices. This is done by:

- Committing to continually review practice patterns and behaviors in an effort to improve cost, quality, and access for the patients;
- Staying abreast of current medical literature and scientific updates and applying it where appropriate to patient care and practice;
- Where appropriate, utilize technology for improved cost, quality, and access for the patients;
- Commit to lifelong learning.

- VI. Systems-Based Practice:** Systems-based practice is the successful integration of one's practice within the larger health care system. The system is improved when clinicians:
- Have a solid understanding of the system's delivery and funding mechanisms;
  - Intentionally provide and advocate for cost-effective, safe health care without compromise in the quality of care ;
  - Assume the responsibility of being part of the solution to easing the difficulty of navigating the system;
  - Collaborate with other health care providers to deliver effectively, quality health care;
  - Recognize areas of one's practice that attribute to a decrease in patient access.

## DMS COURSE DESCRIPTIONS

### **DMS 812: Medical Conference I (3 credit hour)**

The student will attend on-campus training in the use of ultrasound and its application to common ultrasound guided diagnostics and procedures, such as a FAST exam, vascular access, and identification of DVT, pneumothorax, fractures, foreign bodies, retinal detachment, abscess I&D and more.

### **DMS 820: Medical Science Module I- Nephrology (3 credit hours)**

The course takes a systematic approach to advanced clinical Nephrology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

### **DMS 821: Medical Science Module II- Neurology (3 credit hours)**

The course takes a systematic approach to advanced clinical Neurology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

### **DMS 822: Medical Science Module III- Psychiatry (3 credit hours)**

The course takes a systematic approach to advanced clinical Psychiatry. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**DMS 823: Medical Science Module IV- Pulmonology (3 credit hours)**

The course takes a systematic approach to advanced clinical Pulmonology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**DMS 824: Medical Science Module V- Cardiology (3 credit hours)**

The course takes a systematic approach to advanced clinical Cardiology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**DMS 825: Medical Science Module VI- Gastroenterology (3 credit hours)**

The course takes a systematic approach to advanced clinical Gastroenterology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**DMS 826: Medical Science Module VII- Endocrinology (3 credit hours)**

The course takes a systematic approach to advanced clinical Endocrinology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**DMS 827: Medical Science Module VIII- Hematology (3 credit hours)**

The course takes a systematic approach to advanced clinical Hematology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**DMS 828: Medical Science Module IX- Infectious Disease (3 credit hours)**

The course takes an advanced systematic clinical approach to Infectious Disease. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**DMS 905: Medical Conference II (3 credit hour)**

Each graduating student will attend this on-site conference to present their Scholarly project to peers and DMS faculty. The conference will culminate with the DMS graduation ceremony and related activities.

**DMS 930: Clinical Application in Primary Care (6 credit hours)**

The course seeks to build on the clinical knowledge achieved in the medical science modules and to develop clinical reasoning skills for professional practice in primary care. A variety of clinical case scenarios of undifferentiated patient complaints will develop and enhance each practitioner's critical thinking skills and enhance the breadth and depth of medical knowledge.

Students will be challenged to work through cases and provide their clinical reasoning to peers and faculty through discussion boards and video conferencing. These cases draw from a variety of clinical settings and have a broad application to patient care.

**DMS 930 - E: Clinical Application in Emergency Medicine** (6 credit hours)

The course seeks to build on the clinical knowledge achieved in the medical science modules and to develop clinical reasoning skills for professional practice in emergency medicine. A variety of clinical case scenarios of undifferentiated patient complaints will develop and enhance each practitioner's critical thinking skills and enhance the breadth and depth of medical knowledge.

Students will be challenged to work through cases and provide their clinical reasoning to peers and faculty through discussion boards and video conferencing. These cases will require care from the emergency medicine clinician's perspective. The student will develop knowledge and skills for practice in the emergency room.

**DMS 930 - I: Clinical Application in Internal Medicine** (6 credit hours)

The course seeks to build on the clinical knowledge achieved in the medical science modules and to develop clinical reasoning skills for professional practice in hospital medicine. A variety of clinical case scenarios of undifferentiated patient complaints will develop and enhance each practitioner's critical thinking skills and enhance the breadth and depth of medical

Students will be challenged to work through cases and provide their clinical reasoning to peers and faculty through discussion boards and video conferencing. These cases will require care from the hospitalist's perspective. The student will develop knowledge and skills for practice in the hospital setting.

**DMS 940: Clinical Residency** (6 credit hours)

The residency is designed to enhance the student's application of clinical knowledge and skills while employed and practicing in the clinical setting. The student will demonstrate competency development in the six core competency areas of patient care; medical knowledge; practice-based learning and improvement; interpersonal and communication skills; professionalism; and systems-based practice. Additionally, this course will encourage the student to explore ways to overcome the common threats to successful clinical practice, such as provider burnout, work satisfaction, lack of resource access and more.

## DMS Curriculum Map

<b>Semester 1</b>	- DMS 820: Medical Science Module I: Nephrology (3 Cr.) - DMS 821: Medical Science Module II: Neurology (3 Cr.) - DMS 822: Medical Science Module III: Psychiatry (3 Cr.) <i>Total credit hours: 9</i>		
<b>Semester 2</b>	- DMS 823: Medical Science Module IV: Pulmonology (3 Cr.) - DMS 824: Medical Science Module V: Cardiology (3 Cr.) - DMS 825: Medical Science Module VI: Gastroenterology (3 Cr.) - DMS 812: Medical Conference I (3 Cr.) <i>Total credit hours: 12</i>		
<b>Semester 3</b>	- DMS 826: Medical Science Module VII: Endocrinology (3 Cr.) - DMS 827: Medical Science Module VIII: Hematology (3 Cr.) - DMS 828: Medical Science Module IX: Infectious Disease (3 Cr.) <i>Total credit hours: 9</i>		
<b>Semester 4</b> <i>Offerings of the Emergency Medicine and Internal Medicine options are contingent on enrollment numbers</i>	<b>Option 1</b> Primary Care	<b>Option 2</b> Emergency Medicine	<b>Option 3</b> Internal Medicine
	DMS 930: Clinical App. in Primary Care (6 Cr.)  DMS 940: Clinical Residency (6 Cr.)  DMS 905: Medical Conference II (3 Cr.)  <i>Total Credit hours: 15</i>	DMS 930-E: Clinical App. in Emergency Medicine (6 Cr.)  DMS 940: Clinical Residency (6 Cr.)  DMS 905: Medical Conference II (3 Cr.)  <i>Total Credit hours: 15</i>	DMS 930-I: Clinical Application in Internal Medicine (6 Cr.)  DMS 940: Clinical Residency (6 Cr.)  DMS 905: Medical Conference II (3 Cr.)  <i>Total Credit hours: 15</i>
<b>Total Credit Hours: 45</b>			

- *Medical Science Module I- IX (5-week blocks).*
- *Medical Science Module I-IX may not be offered in numerical order.*
- *Medical Conference I and II: On-campus training (Medical conferences are 45 hours scheduled over 5 days.).*



**DOCTOR OF MEDICAL SCIENCE  
ACADEMIC CALENDAR  
2018-2019**

*FALL 2018*

<b>Final Registration before classes begin</b>	<b>August 10</b>
<b>Fall term</b>	<b>August 27 – December 16</b>
<b>Last day to drop course without “WD”</b>	<b>September 11</b>
<b>Last day to drop course without “F”</b>	<b>October 19</b>
<b>Early Registration begins</b>	<b>October 29</b>
<b>Fall Break</b>	<b>November 19-25</b>

*SPRING 2019*

<b>Final Registration before classes begin</b>	<b>December 28</b>
<b>Spring term</b>	<b>January 2 – April 14</b>
<b>Last day to drop course without “WD”</b>	<b>February 5</b>
<b>Last day to drop course without “F”</b>	<b>March 15</b>
<b>Early Registration begins</b>	<b>April 1</b>
<b>Spring Break</b>	<b>April 15- April 21</b>
<b>Easter Weekend</b>	<b>April 21</b>
<b>Medical Conference #1</b>	<b>Anticipated date: April 8- April 14</b>

*SUMMER 2019*

<b>Summer term</b>	<b>April 22 – August 2</b>
<b>Memorial Day (no classes)</b>	<b>May 27</b>
<b>Independence Day (no classes)</b>	<b>July 4</b>
<b>Medical Conference II</b>	<b>July 29- August 2</b>
<b>Cohort of 2019 A Graduation</b>	<b>August 3<sup>rd</sup></b>

## **COURSE DELIVERY METHOD AND SETTING**

Online courses include both synchronous and asynchronous mode of instruction. The course content is communicated via the Lincoln Memorial University Blackboard Learning Management System and Zoom. The course Blackboard page may include, but is not limited to, the syllabus, notes, PowerPoints, interactive and/or independent assignments, study information, reference materials, discussion boards, class announcements, journals, and assessments.

Active course engagement, frequent participation, and professional communication are required. Reading assignments will involve required course texts and articles, as well as materials freely available through the online [Reed Health Systems Library](#).

*It is the student's responsibility to purchase any required texts prior to the course start date.*

## **ATTENDANCE POLICY**

Students are responsible for all materials presented both electronically and on campus. Attendance will be specifically monitored in online interactions on-campus labs and other activities. Students must be present for the required on-campus medical conference components. Additionally, students must maintain a pre-approved clinical schedule.

Any student unable to attend a required campus medical conference or unable to maintain a clinical schedule must notify the program administration immediately.

## **VIDEO CONFERENCING ATTENDANCE POLICY**

All DMS students must participate in the weekly video conferencing session (Zoom) for each DMS course to receive academic credit for the course. In the event a student is unable to attend a video conferencing session, they must contact the course instructor at least 24-hours before the scheduled meeting date and time. An excess of one absence during the course will result in final grade deduction. Credit for synchronous (Zoom) attendance is dependent on verification of both live video and audio components, as well as observed engagement. If the student foresees a connectivity issue (limited broadband, travel, etc.) they must inform the course instructor in advance of the meeting. The video conferencing session is a virtual classroom, all students should dress appropriately, and their location should be professional.

## **CLINICAL ACTIVITIES POLICY**

Students enrolled in the DMS program are expected to maintain their clinical practice as described upon their acceptance into the DMS program. Any change in clinical practice must be communicated to the DMS program in order to assure compliance with curricular requirements. Students are required to be actively engaged in patient care activities for a minimum of 9 hours per week, unless otherwise approved prior to admission.

### **Physician Supervision**

The DMS student is an employed physician assistant licensed health care professional within their state of employment. The DMS curriculum works in collaboration with the student's supervising physician. The supervising physician maintains all patient care autonomy and authority in the student's clinical environment. Neither the supervising physician nor the physician assistant student

is an employee of LMU\*. At no time does the University, DCOM, or DMS program assume patient care relationship, responsibility or liability. At no time will the University, DCOM, or DMS program place any requirements on the student that are inconsistent with the student's licensure(s) or certification(s).

\*LMU faculty participating in the program fall under LMU employment and practice policy.

### **Student Clinical Evaluation**

At the end of each clinical residency course, the course director evaluates the student's performance in the 6 core medical competencies. As part of this process, the student agrees to be evaluated by their supervising physician utilizing an evaluation rubric made available to the student and the supervising physician. This evaluation is for academic purposes only and is not intended to serve as an employment evaluation for the student or have any impact on the student's employment. The student further agrees to allow the program to communicate with the supervising physician in regards to academic achievement.

### **Patient Confidentiality**

All students must be up-to-date on Health Information Portability and Accountability Act (HIPAA) training. The training is available through DCOM for those requiring updated training. LMU does not assume any patient relationships. Any clinical discussions with faculty or student peers should be in accordance with HIPAA guidelines. LMU's interactive teaching platform is considered both FERPA and HIPAA compliant.

## **EXAMINATIONS POLICY**

Throughout the curriculum, examinations will be administered to the students. Students are required to comply with all examination policies and procedures, including maintaining, updating and utilizing the appropriate technological software and exam security measures. Students not in compliance with the policies will not be allowed to take the examination until compliance reached and the course director gives permission for the student to proceed.

Requests for excused absences for exams must be made in writing to the course director. At that point, the course director will decide if the absence is *excused* or *unexcused*. If the absence is unexcused the student receives a 0% on that exam.

Exams for students with excused absences will be made up at the earliest opportunity in which the student and the course director are able to reschedule the exam. Make-up exams will cover the same content, but may differ in structure. If final course grades are 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.

Students missing two or more exams should consider a leave of absence until the student is better able to adhere to the curricular schedule.

## **ACADEMIC STATUS (GRADING)**

The academic status or grading of the student's performance is determined at the end of each semester. Grades determined by averaging scores collected through assignment(s) scores, quiz(s), practical results, and course/system exams as outlined in the syllabus. Each course has a syllabus which will explain in detail how the grades are calculated.

### **Grades**

For both preclinical and clinical courses, within seven working days after the final course/system/rotation exam, 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. Pluses and minuses are not used. At the end of every semester, the 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. Percentage grades are not reported on the transcripts.

### **Course and Faculty Evaluation**

Student feedback is essential to ensure the highest level of academic effectiveness. At the end of each semester, students are provided evaluation form(s) for the purpose of collecting feedback on the course and faculty involved in teaching the course. Data from this evaluation is kept confidential and used for faculty and course developmental purposes. No punitive action made to students completing the evaluation.

### **Progression**

Students successfully completing each semester will progress to the subsequent semester as outlined by the curricular map. Students repeating a course will work with the Student Progress Committee on an individual basis to determine the best course of action for progression. A repeat of a course will depend on the timing of the course's next offering, the student's progress in the curriculum continuum, the student's clinical or professional schedule, and the committee's opinion on the likelihood of success. See SPC below for additional information.

## **PROFESSIONALISM**

The DeBusk College of Osteopathic Medicine (DCOM) seeks to preserve an upstanding reputation and produce graduates that reflect well on the university and its mission. An important aspect of that mission is to produce graduates of high moral and ethical standards, and highly professional individuals. An important aspect of professional educational curriculum is the development of professional behaviors and role identity. Evidence shows that unprofessional behavior exhibited during training is a predictor of future problems with state regulatory boards and the need for disciplinary action (Papadakis, Hodgson, Teherani, and Kohatsu, 2004). Since this behavior presents a potential danger to the provision of good patient care and compromises the credibility of the profession, professional conduct shares equal importance to content knowledge and manual skills. The LMU-DCOM DMS Program faculty and staff consider breeches of professional conduct as important academic deficiencies (adapted from PA Policy, 2016).

A candidate for the Doctor of Medical Science (DMS) degree, the Faculty and Administration of the DMS Program must uphold the ethical, honor and professional codes of conduct from the following:

1. The Graduate School of the Lincoln Memorial University-DeBusk College of Osteopathic Medicine (LMU-DCOM);
2. The LMU-DCOM DMS Program;
3. The code of professional conduct from the health/medical profession or scientific discipline of which the individual candidate, faculty or administrator is a member;
4. The behaviors proscribed by the Licensing Board of the State that governs the license of the candidate, faculty member or administrator (as appropriate)

Professionalism is one of the six core competencies of medical education that are to be modeled by health care practitioners and students.

The National Board of Medical Examiners (NBME) has identified behaviors consistent with professional behavior. A list of those behaviors, with some program edits appears below. Each member of the DMS Program should strive to model these behaviors to ensure quality patient care and growth of the profession. As a mechanism to assist students in the acquisition of these professional skills, DMS Program staff and faculty have established a monitoring system to identify unprofessional behaviors in both the didactic and clinical phases of the DMS Program. Students identified as exhibiting unprofessional behaviors will be provided with remediation opportunities. Students found in violation of the codes of conduct outlined by these professional standards will be referred to the Student Progress Committee (SPC) with the possibility of being placed on professional probation or dismissed from the LMU-DCOM DMS Program.

## **Professional Characteristics**

### **Altruism**

- Helps colleagues and team members
- Takes on extra work to help the team whenever appropriate
- Serves as knowledge or skill resource to others
- Advocates for policies, practices and procedures that will benefit patients
- Endures inconvenience to accommodate patient's needs

### **Honor and Integrity**

- Admits errors and takes steps to prevent reoccurrence
- Deals with confidential information appropriately
- Does not misuse resources
- Attributes ideas and contributions appropriately for other's work
- Upholds ethical standards in research and scholarly activity
- Requests help when needed
- Assumes personal responsibility for mistakes

### **Caring and compassion**

- Treats the patient as an individual, considers lifestyle, beliefs and support systems
- Shows compassion to patients and maintains appropriate boundaries in professional relationships
- Responds to patients' needs in an appropriate way
- Optimizes patient comfort and privacy when conducting history, physical examination, and procedures

### **Respect**

- Respects institutional staff and representatives; respects faculty and colleagues during teaching sessions
- Adheres to local dress code
- Participates constructively as a team member
- Adheres to institutional and departmental policies and procedures
- Displays respect for all patients even under difficult circumstances
- Discusses all grievances with the classmates, faculty, staff, and preceptors with that individual or supervisor if necessary only and does not gossip or slander that individual.
- Discusses classmates, faculty, preceptors, and patients without inappropriate labels or comments.
- Adheres to Discussion Board Etiquette
- Adheres to Video Conferencing Etiquette

### **Responsibility and Accountability**

- Presents self in an appropriate manner to patients and colleagues
- Completes assignments and tasks in a timely manner
- Responds promptly when emailed, called, or paged
- Intervenes when unprofessional behavior presents a clear and present danger
- Uses resources effectively
- Responds appropriately to an impaired colleague
- Reacts to other's lapses in conduct and performance
- Makes valuable contributions to class, rounds, and group interactions
- Elicits patients' understanding to ensure accurate communication of information
- Facilitates conflict resolution
- Remains flexible to changing circumstances and unanticipated changes
- Balances responsibilities to the patient and personal needs
- Provides constructive feedback
- Demonstrates poise, self-control, and dignity when responding to frustration or perceived injustice
- Advocates for the continued improvement of patient care through medical education and training of all health care clinicians and care givers

**Excellence**

- Has internal focus and direction, sets goals to achieve excellence
- Takes initiative in organizing, participating and collaborating with peer groups and faculty
- Maintains composure under difficult situations
- Inspires confidence in patients by proper preparation for clinical tasks and procedures

While these are guidelines for professional behaviors, there can never be a line item for all potentially unprofessional behaviors. Rather, this document is designed to paint a picture of professionalism and serve as a guide for professional mentoring. Every perception of unprofessional behavior requires the interactive human component that cannot be captured in line item policies. Students, faculty and staff must adhere to the historical and personal professional characteristics

*Adapted from Behaviors Reflecting Professionalism National Board of Medical Examiners*

<https://www2.nbme.org/APB/Schools/APB/join.asp>

*Adapted from LMU-DCOM PA Program*

**Academic Integrity**

It is the aim of the faculty of the DMS program to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his/her 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 suspension. Students will be required to sign an honor code at orientation.

**Cheating**

Dishonesty of any kind on examinations or written assignments, unauthorized possession of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another student, assisting others to cheat, altering grade records, or illegally entering an office are instances of cheating.

**Plagiarism**

Offering the work of another as one's own without proper acknowledgement is plagiarism; therefore, any 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 student has committed plagiarism. Students should become familiar with any standing policies differing from these general expectations as per their academic department and / or school.

**Honor Code:** I hereby attest that as a learner advancing my knowledge and skills for the purposes of patient care, I will perform all tasks, assignments, tests, and quizzes to the best of my ability. I will refrain from cheating, plagiarizing, borrowing or stealing or otherwise submitting work that I did not autonomously author. I will uphold the highest standards of professionalism at all times.

## **DISCUSSION BOARD AND VIDEO CONFERENCING**

The purpose of online course discussion board and video conferencing is to promote:

1. A forum for students to communicate, collaborate, and exchange ideas;
2. A stimulus for personal reflection on course content;
3. An environment to learn and build personal knowledge and understanding.

Student contribution to the discussion board and video conferencing is to be explicit, topic focused, and beneficial to all participants. Communication needs to be objective, clear, and concise.

Following are guidelines for posting to discussion boards for Lincoln Memorial University-Doctor of Medical Science (LMU-DMS) program. Additionally, these guidelines are appropriate for communication with students, instructors, faculty, administrators, and staff when using LMU e-mail.

### **Discussion Board Etiquette**

- Keep all postings brief and relevant to course content.
- Write in complete sentences to be clear in expressing content and meaning. Be cognizant of grammar and spelling.
- Stimulate and contribute to the topic related conversation.
- Respect the time, efforts, and privacy of others.
- Encourage and support each member to do the best work possible.
- Be clear and objective with questions.
- Share personal experiences judiciously and only as relevant to the topic.
- Be accurate in your information, do not guess.
- Disagree with a clear, concise, and objective statement – support your perspective with logic and data.
- Do not argue
- Do not post irrelevant comments and/or opinion.
- Do not challenge or attack other group members or instructors.
- Do not use defamatory, profane, threatening, or offensive language.
- Do not use the discussion board as a forum for complaints.
- Do not use the discussion board for marketing, advertising, or solicitation.
- Minimize the use of all caps, repetitive punctuation, italics or other means of emphasis
- Do not write anything angrily or sarcastically.
- Do not use slang, unclear acronyms, or abbreviations.
- Do not use information from any source without proper citation / credit given.

### **Video Conference Etiquette**

Following are guidelines for communication during video conferencing session for Lincoln Memorial University-Doctor of Medical Science (LMU-DMS) program.

Be considerate and respectful to your classmates and instructors by:

- Remaining on topic and cognizant of content contribution such that it is beneficial to the group;



- Being succinct to avoid excessive time utilization or monopolization;
- Reserving unique needs issues or concerns to personal communication pathways with the instructor (such as email, phone call, etc.);
- Avoiding argumentation, disagree in a clear, concise, and objective manner;
- Refraining from defamatory, profane, threatening, or offensive language or gestures;
- Keeping the microphone muted when not speaking;
- Turning off additional electronics that might distract oneself or others;
- Joining the meeting on time;
- Showing attentiveness, web camera *must* be on.
- Conducting oneself as if in a traditional professional classroom. Attire should be business casual and the camera background should be non-distracting and appropriate. (Examples of inappropriate settings or distractions include, but are not limited to: bathrooms, restaurants, busy or loud public settings, children, pets, beds, or while personally driving)

### Social Media

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

DCOM 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 medical and health professions students. A study reported in the *Journal of the American Medical Association* (September 23/30, 2009; 302: 1309-1315) found that 60 percent of U.S. medical 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 that 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) impose 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 an 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 medical studies. Out of respect for body donors and their families, students are not to discuss or disclose any information pertaining to the cadaver 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 cadavers in all aspects of academic and professional life. Cameras are strictly prohibited in the anatomy lab. Cell phones should not be used in the lab either.

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 Medical 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.

*For a more complete list of Unacceptable Behaviors that result in breaches of unprofessionalism, please see Appendix A on page 62.*

### **Faculty and Staff Modeling Professional Behavior**

Recognizing that everyone needs to model professionalism, the DMS Program faculty and staff will hold each other accountable for modeling professional behaviors. Any individual (faculty, staff, or student) who believes another person has engaged in unprofessional or inappropriate conduct must raise that concern with the individual before addressing it with the individual's supervisor. If that discussion fails to generate a satisfactory result, the individual should follow the "chain of command" until there is final resolution to the concern. All individuals involved in the grievance should be consulted to obtain accurate and complete histories from all relevant parties. Gossip and slander constitute unprofessional behavior and are not to be tolerated within the DMS program.

### **Procedure for Reporting Issues of Professional Misconduct**

Individuals who wish to report any breach of professional conduct should first speak to the alleged offender about the breach with the intent to resolve the complaint on an informal basis. If, however, circumstances do not allow this to take place or that the aggrieved individual thinks that direct conversation would exacerbate the situation, then the incident should be reported directly to the student's advisor or course director. This individual will act as an Ombudsman to attempt to adjudicate the situation. Should this be unsuccessful, the allegation shall be forwarded to Student Progress Committee, which is advisory to the Associate Dean. In the event of extenuating circumstances as described below, it may be referred directly to the Associate Dean.

Students wishing to report a breach of professional conduct should have the following information available:

1. Your Name
2. Email
3. Date and Time of Report
4. Date and Time of Incident
5. Witness(es)
6. Location Information
7. Description of concern/incident (please be as detailed as possible)
8. What do you hope will be the outcome of this report?

### **Professionalism and Grades**

Since professionalism is one of the 6 core medical education competencies, it is often evaluated with an alphanumeric grade throughout the program. Any DMS student assigned a grade less than a “B” will be automatically referred to the Student Progress Committee by the course director for review.

### **STUDENT PROGRESS COMMITTEE**

The purpose of the Student Progress Committee (SPC) is to ensure that every graduate of the DMS program has achieved the competencies set forth by the program. The committee will monitor student progress and ensure that all students meet the requirements necessary for graduation. The committee, appointed by the Associate Dean of the DMS program, is composed of DCOM faculty members and administration.

### **Committee Procedures**

- Meetings will be held at the end of each semester and as called by the SPC chairperson.
- All proceedings are confidential. Due to FERPA regulations, only students and committee members are allowed to attend SPC meetings.
- At the end of every grading period, the committee reviews the academic progress of all students. Students meeting all academic and professional expectations will be reviewed for progression as approved by the committee.
- Students assigned an “F” in a course will be adjudicated by the committee based on SPC guidelines found below.
- Students identified with possible deficiencies in the professionalism competency will be reviewed by the committee based on the SPC guidelines found below.
  - Deficiency in the professionalism competency includes, but is not limited to: consistent negative feedback on classroom or clinical evaluations, significant episode of unprofessional behavior or the accusation of unethical/unprofessional behavior such as dishonesty, theft, DUI, and violation of patient confidentiality. Please see the professionalism policy found on page 27.

- Due to the nature of the online learning program, students may or may not be involved in SPC meetings based on the purpose of the meeting and the requirements of the committee.
- Minutes are recorded and kept by a recording secretary.
- All matters submitted for a vote are determined by a simple majority ruling. The chair will be a non-voting member except in the instance of a tie.
- The Committee's recommendations are forwarded to the Associate Dean of the DMS program.

### **SPC Academic Guidelines:**

For students who fail a course, the SPC may recommend one or more of the following:

1. The student to be recessed
2. The student to repeat the course
3. The Student repeat the academic year
4. The student placed on academic probation
5. The Student be dismissed from the program

For students failing two or more courses, the SPC may recommend the following:

1. The student to be dismissed from the program

### **SPC Professionalism Guidelines:**

For students deemed to have deficiency in the professionalism competency, the SPC may recommend one or more of the following:

1. The student undergo professionalism remediation and mentoring
2. The student be placed on professionalism probation
3. The student be dismissed from the program

During the SPC committee meeting, the committee may review all aspects of the student's academic and professional performance. Previous failures, probation, or professional misconduct can and will be considered when SPC final decisions are made.

Within three working days, the committee's recommendation will be forwarded to the Associate Dean of the DMS program.

### **The Dean's Actions**

The Associate Dean of DMS program will review the SPC's recommendation and affirm the decision. If in the opinion of the Associate Dean, the SPC has deviated from its policies and procedures, the Associate Dean may return the decision to the SPC for re-evaluation. In the case of students recommended for dismissal, the Associate Dean will forward the recommendation to the DCOM dean for final approval.

### **Appeal Process**

A student wishing to appeal the SPC decision must submit a letter to the Associate Dean of DMS within five working days of receiving notification of that decision. The student's status will remain unchanged until the appeal process is finalized. The Dean will review the appeal letter and determine if the assembly of the appeals committee is warranted. The appeal process is designed to ensure that

students are given due process and that the SPC committee has not deviated from the established guidelines. An appeal will not be granted as a second hearing or continued the effort to change the program's mind.

### **Appeals Board**

The Appeals Board will be composed of a DMS faculty member specifically, and two DCOM faculty members. The Appeals Board will review all written information pertaining to the case. The job of the Appeals Board is to determine if DMS policies and procedures relating to the case were followed or that no gross misapplication of fact occurred. The appeals board will meet with the student but not with witnesses or complainants. The decision of the board will be forwarded in writing by the chair to the Dean 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.

### **Remediation Policy**

Course directors may choose to provide remediation as deemed appropriate for the course and the student and as outlined in the syllabus. However, once a final grade is posted, no course grades can be altered using remediation, assignment submission, or another process. The student progress committee may determine a course of remediation for the student based on likelihood of academic success and circumstances surrounding the need for remediation.

### **Repeat policy**

If a student repeats a didactic course or a clinical residency, the highest grade the student may earn is a C (70%). Repeated courses/ residencies will be noted on the student's transcript.

For a student who repeats an entire academic year or an entire semester, both the original grades and the new grades will be recorded on the transcript. Students who repeat a year or semester will not be included in class rank calculations.

### **Dismissal and Withdrawal**

DCOM reserves the right to dismiss any DMS student at any time before graduation. Circumstances warranting such action may be of an academic, legal or professional nature. It is imperative that any student who leaves the institution for any reason goes through the check-out procedure before their dismissal, withdrawal, or Leave of Absence can be said to be final. Failure to complete this exit procedure will cause the institution to withhold all records pertaining to the student's attendance. The check-out procedure is as follows:

1. If the student is withdrawing, he or she must supply the DMS Office of Admission and Student Advancement with a letter of resignation and a formal withdrawal form.
2. If the student is being dismissed, Assistant Dean or the Chairperson of the Student Progress Committee should inform the Office of Admission and Student Advancement of the dismissal as soon as possible and communicate with the student who is being dismissed that a check-out is in order.
3. As soon as the Office of Admissions and Student Advancement is formally notified of the student leaving school, it will produce a memorandum stating the change in the student's

status to all appropriate offices and professors. Before leaving campus, the student needs to undergo an exit interview with:

- Admissions and Student Advancement Office;
  - Financial Services Office.
4. When the student completes all of these obligations, the institution will then release student records upon the proper request. Dismissal and check-out forms are available in the DMS Office of Admissions and Student Advancement.

### **Probation**

Probation shall be either academic probation or disciplinary probation. All students who fail a course will be placed on academic probation and will appear before the SPC or its designee at an officially convened meeting. Removal from academic probation based on satisfactory academic progress. Removal from disciplinary probation requires a meeting with the SPC and resolution of disciplinary concerns. Students on probation may not hold any student government position; they may not attend any local or national medically related meetings, fundraisers, or any club activities. The student must meet with their advisor twice a month, and they must submit a written plan to the Chair of the SPC summarizing how they plan to improve their performance.

## **DISCIPLINARY PROCEDURES**

### **Initial Investigation by the Academic Director**

When a report alleging student misconduct comes to the office of Admissions and Student Services, 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 Associate Dean will conduct an initial investigation by taking written and oral statements from the complainant (the 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 Associate Dean. Once all sides have been heard, the Associate Dean will make a determination about the allegations. Once investigated, the Associate Dean may choose to refer the case to the Student Progress Committee (please refer to the Student Progress Committee procedures above) or may adjudicate a decision autonomously, especially in the instance of gross or major ethical violations. The Associate Dean may temporarily suspend the student from participating in classes until the issue is resolved. Adjudications by the Associate Dean are considered final.

## **ACADEMIC INFORMATION**

### **Official Academic Records**

The Office of the Registrar houses official academic records. The student's permanent academic record may contain the following:

- Name
- Social Security number or numeric identifier
- Chronological summary of Lincoln Memorial University 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 Registrar's Office.

To receive due consideration, 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 written request to the Office of the Registrar. The University cannot transmit any transcripts electronically (FAX). The cost of each transcript is \$4.00 for paper copy and \$6.75 for electronic copy. 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 before the release of any official grades or academic transcripts.

### **Promotion and Matriculation**

DMS students will advance only after having met the academic, financial, and professional requirements of LMU for the academic year. The maximum time allowed to complete the program is 4 calendar years.

## **STUDENT GRIEVANCES**

### **Exam Grade Reconsideration**

Students who question an exam grade have 48-hours after the grade has been posted to request a grade reconsideration to the course/system director. No exam grade reconsideration can be made after the 48 hours.

### **Academic Due Process – Final Grade Reconsideration**

If a student has a grievance about a course grade, and the matter has not already been referred to the SPC, the student will first discuss the matter with the course/system director. If this does not resolve the issue satisfactorily, the student may then request a grade reconsideration in writing to the Associate Dean, who will make a determination that day or as soon as possible thereafter, generally within five working days. Their decision is final.

### **Student Grievances Regarding another Student**

Any grievance concerning another student, must be formally submitted (written format) to the Dean of Students. All parties in receipt of a student grievance should respond as soon as possible but should take no longer than five working days following receipt of the grievance.

### **Student Grievances Regarding the Program, Medical School or University**

Any non-academic grievance against the program or University not already specified should follow the following chain of action:

- Direct any program specific grievances to the Associate Dean
- Direct any Medical School specific grievances to the DCOM Associate Dean of Students or to the DCOM DEAN
- Direct any University related grievances towards the Vice President of Academic Affairs.

In each circumstance, the individual receiving the grievance will forward the grievance to the appropriate department or committee. Student should expect a response regarding the action taken on the grievance within 3 business days.

### **LEAVE OF ABSENCE**

A leave of absence may be granted from DCOM-DMS for one of the following reasons: 1) a medical emergency; 2) a financial emergency; 3) maternity; 4) a call to active military service; or 5) pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized teaching facility. The Associate Dean of the DMS program can grant a leave of absence. Only students who are in good standing with DCOM-DMS can be granted a leave of absence.

The student must meet with the Associate Dean to discuss the reasons for the leave. Following that meeting, the student must then submit, a request for leave form explaining the reasons for the leave, stating both the proposed start and end date of the leave, and the address at which the student can be reached during the period of the leave. A copy of this form may be obtained by contacting the Doctor of Medical Science, Office of Admission and Student Advancement at [dmsadmissions@lmunet.edu](mailto:dmsadmissions@lmunet.edu).

The Associate Dean will then notify the student in writing about the decision regarding the leave and any requirements about the student's return to campus. Leave of Absences may be granted for one academic year (three semesters). A student may petition the Academic Director to extend the leave for an additional year.

The student must also meet with the Office of Financial Services to discuss how the leave will affect their financial aid eligibility. The official date of the Leave of Absence will be the date of receipt of the student's official request. Any tuition refunds or outstanding balances will be based on this date.

Students seeking to return from a leave of absence must complete a formal application for re-enrollment and submit it to the Doctor of Medical Science, Office of Admission and Student Advancement at [dmsadmissions@lmunet.edu](mailto:dmsadmissions@lmunet.edu). The submission of re-enrollment application is the responsibility of the student and must be submitted at least four weeks prior to the end of the approved leave. Upon program re-entry, the student must schedule a meeting with the Academic Director.

Students granted a medical leave of absence must have a licensed physician or mental healthcare provider, approved by the Associate Dean, certify in writing that the student's physical and/or mental health is sufficient to continue in their education before they are allowed to return to the DCOM-DMS program.

### **GRADUATION REQUIREMENTS**

The student must successfully complete all degree requirements in no more than four years. Students whose graduation date is delayed may walk across the stage with the next graduating cohort.

The student must complete the following requirements before earning the Doctor of Medical Science degree.

1. Complete 45 credit hours specified in the approved program of study;
2. Achieve a minimum Grade Point Average (GPA) of 2.0 (C) for all coursework;
3. Ensure payment of all tuition and fees;



4. Have no outstanding financial obligation (parking ticket, transcript fee, etc.) to the University;
5. Demonstrate the ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of medicine;
6. Complete all course, faculty and program evaluation;
7. Complete a Student Advising Worksheet;
8. Complete an Intent to Graduate form;

### **Student Transfers / Advanced Standing**

Due to the nature of the program and its curriculum, the DMS program will not accept transfers from other graduate medical programs.

Due to the nature of the program, no advanced standing will be considered.

### **Student Advisement**

The DMS program maintains an open-door policy with regard to the students. All faculty, advisors, and administrators are available for advice and counsel. The input and opinion of the student are important. Students are encouraged to meet with faculty and staff as needed to facilitate success in the program. Students are encouraged to interact with faculty by e-mail, telephone, web conference, in person or by Blackboard course communications. Any student who feels that they have a question or request that has not been addressed should notify the Associate Dean of the DMS program

### *Posthumous Degree*

Upon the recommendation of the faculty, the LMU Board of Trustees may confer a posthumous degree or degrees 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.

## **POLICIES**

### **Conflict of Interest Policy for Faculty and Students**

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

As representatives of LMU-DCOM, faculty and students shall not accept industry-funded meals except those in conjunction with CME activities that comply with the American Osteopathic Association Council on Continuing Medical Education (AOA CCME) standards for commercial support. Industry sales representatives are not permitted to interact with LMU-DCOM students except under the direct supervision of LMU-DCOM Faculty in a structured learning environment.

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

### **Professional Appearance**

All DMS 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 enforced between the hours of 7:30 am– 4:30 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 DCOM-DMS in any 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 such as Anatomy and Point of care ultrasound will require that students dress as directed for these courses. The syllabus for each course will explain in more detail the appropriate attire.

### **Video and Audio Recording**

It is expressly forbidden to make audio or video recordings of any lectures by either the in-house or adjunct faculty members. Likewise, it is forbidden to distribute such material.

### **Identification Badges**

A picture identification card (ID) will be made for all students. A \$10.00 fee charged for replacing lost IDs. The card should be retained over all semesters that the student is enrolled in the DMS program. 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-DCOM 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 Advancement. A possible fine of \$25.00 will be assessed to any student, not in possession of his/her student I.D. upon request by LMU personnel.

All DMS students must have their University ID badge (visible) when on campus or in any LMU facility. Any student on campus after-hours or 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.

### **E-Mail Accounts**

All students will be given an LMU e-mail address. LMU e-mail is the official means for DMS representatives to communicate with students thus it is the student's responsibility to check e-mail accounts on a regular basis.

***Health Requirements***

All students are responsible for their health care and health care coverage. Students in the DMS program must conform to the health requirements of the facility in which they are employed/accountable.

**Acquired Immunodeficiency Syndrome (AIDS)**

The following guidelines, recommended by the American College Health Association, are based on facts derived from the best currently available medical knowledge about Acquired Immunodeficiency Syndrome. The University reserves the right to revise this statement based on further advanced information on AIDS. Because Lincoln Memorial University is an educational institution, its main response to AIDS will be educational in nature. The LMU Health and Safety Committee will be responsible for disseminating the latest information on AIDS and AIDS prevention to the campus community. The Health and Safety Committee will serve as AIDS information and review committee to evaluate AIDS-related situations on a case- by-case basis and continue to update the AIDS policy as necessary.

1. There is no medical justification for restricting the access of persons with AIDS, AIDS Related Complex (ARC), or a positive HIV antibody test to campus facilities or activities.
2. Most students, faculty, or staff who has AIDS, ARC, or a positive HIV antibody test will not have restricted access to facilities or activities.
3. Consideration of existence of AIDS, ARC, or a positive HIV antibody test will not be part of the initial admission decision to the institution.
4. Consideration of existence of AIDS, ARC, or a positive HIV antibody test will not be part of the decision regarding residence hall assignment except in the following situation:  
Immunocompromised students may require special (separate) housing accommodation for their protection, and this will be provided when such housing is available and only with the permission and consent of the student involved. Although a good faith attempt will be made to provide such accommodations, the institution is under no obligation to create such an accommodation when one is not readily available.
5. Students, faculty, or staff are encouraged to inform campus authorities (i.e. students inform the Vice President for Enrollment Management and Student Services; faculty/staff inform the Vice President for Academic Affairs and Provost) if they have AIDS, ARC, or a positive HIV antibody test so the university can meet the needs of the individual. All medical information must be handled by Lincoln Memorial University authorities in a strictly confidential manner.
6. No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or parents, without the expressed written permission of the individual. No recording of AIDS-related information will be entered in University records without the individual's consent.

7. An effort will be made by the Health and Safety Committee and other University personnel to provide educational measures whereby the Lincoln Memorial University population at large may learn the facts about AIDS and AIDS prevention.
8. While the above guidelines should prove applicable in almost all AIDS-related cases, Lincoln Memorial University reserves the right to apply or disregard these guidelines on a case-by-case basis.

### **Holidays**

Official LMU Holidays (Offices closed/no classes): In addition to the mid-semester break, which varies from year to year, DCOM is closed on the following days: Labor Day, Thanksgiving Day, and the Day following Thanksgiving, December 20-30; January 2; Good Friday, Memorial Day, Fourth of July.

### **Vacations**

Vacation dates published in the Academic Calendar.

### **Inclement Weather**

Campus closure due to incremental weather is announced on local radio and TV stations and posted on the LMU website.

### **Security**

Lincoln Memorial University has an on-campus police force which provides supervision for the entire campus in conjunction with LMU standards and policies and State of Tennessee certification requirements. Security is administered and monitored by the LMU Office of Student Services. At least one security 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.

**The security office is located in the Tex Turner Arena.** All students, faculty, staff and visitors are encouraged to report criminal activity and any other safety concern as soon as safely possible. Upon request, reports can be submitted through a "voluntary, confidential reporting process."

In the event of an emergency or any other security need, look for an officer or phone the Security Office at (423) 526-7911 (Cell phone).

In accordance with Public Chapter 317, "College and University Security Information Act," enacted July 1, 1989, in the state of Tennessee, LMU submits monthly crime statistics to the Tennessee Bureau of Investigation (TBI). Specific policies and procedures are available upon request from the Dean of Students Office. In the event of an emergency or any other security need, look for an officer, call a security officer at (423) 526-6526 (dial in your phone number), phone the Security Office at 869-6338, or phone the Dean of Students at (423) 869-6433, Monday through Friday 8:00 a.m. to 4:30 PM. Warnings (crime, emergencies, or weather-related) particular to the University community are coordinated through all or a combination of the following: LMU Security, the Office of the President, the Office of Student Services, and the LMU Health and Safety Committee (12/18/03). Resident Directors should be contacted Saturday and Sunday and after 4:30 p.m. Monday through Friday (see "Residence Halls" for RD telephone numbers).

Crime statistics are reported to the TBI according to TBI policies for Tennessee colleges and universities. The TBI requires all Tennessee colleges and universities to report specific crimes that have been reported to and investigated by Tennessee authorities. Crime Statistics at LMU for the past calendar years are listed in the general student handbook in accordance with Regulatory Citations 34 CFR 668.46(b) (1) & 34 CFR 668.46(c) (1)-(2).

### **Public Relations and Marketing Guidelines**

The full formal name of the school is Lincoln Memorial University-DeBusk College of Osteopathic Medicine. When referring to the school in external communication, on the first reference it should be “Lincoln Memorial University-DeBusk College of Osteopathic Medicine (LMU-DCOM).”

Subsequent references should be “LMU-DCOM.” *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-DeBusk College of Osteopathic Medicine.” When referring to the school for an internal audience (i.e., the LMU campus community), the reference can be “DeBusk College of Osteopathic Medicine (DCOM).”

All media contact is handled through the Office of Marketing and Public Relations. Students and student clubs should not submit press releases, calendar items, photographs, advertisements, or other submissions to any media outlet without expression permission from the Office of Marketing and Public Relations. If you wish to send something to the media, please forward all the information to the Associate Director of Marketing and Public Relations and they will submit on your behalf. All media contact requires prior approval from the Office of Marketing and Public Relations. If you are contacted to provide comment to any media outlet, refer the inquiry to the Associate Director of Marketing and Public Relations for follow-up.

Any student or student club activity that requires the public use of the LMU-DCOM name (both events and merchandise) requires approval from the Office of Marketing and Public Relations, among others. Consult the approval form, provided by the Office of Admissions and Student Advancement for more information.

Student clubs are prohibited from using the LMU-DCOM academic seal on any merchandise or publications.

All officially sanctioned student club websites must be hosted through the LMU-DCOM site.

In the case of any adverse event, the Office of Marketing and Public Relations is the sole point of contact between LMU-DCOM and the public. In any crisis or emergency, refer all inquiries to the Associate Director of Marketing and Public Relations for follow-up.

This document may not cover all Marketing / PR situations that may arise. When in doubt, consult with Associate Director of Marketing and Public Relations.

## TECHNOLOGICAL REQUIREMENTS

The Doctor of Medical Science program is delivered primarily by electronic means. As such, the student will be required to have computer hardware and software that meet minimum requirements.

### Minimum System Requirements

The minimum system requirements outlined below will ensure that your laptop or tablet serves as a portal to Computer-Based Testing and all digital resources including online courses, streaming lectures and podcasts, Virtual Microscopy slides and digital lecture notes.

Feature	Requirement
Processor	Pentium 1.5 GHz or faster recommended
Screen Size	10.5" or larger to view Virtual Microscopy and other images without scroll bar dependency
Hard Drive	250 Gigabytes or larger
Operating System	Windows 7, Windows 8, OS X 10.9 or newer, Mac MT Lion 10.9
Browsers*	<b>PC:</b> IE8, IE9, IE10, Firefox ESR, Firefox (final release channel), Chrome (Stable Channel) <b>Mac:</b> Safari 6.0.1, Safari 5.1, Firefox ESR, Firefox (Final Release Channel), Chrome (Stable Channel)
Wireless Capability	Wireless-A, B, G, N,(AC Optional) Wired Ethernet capability built in or necessary adapter required
Removable Storage Not required but strongly recommended	IS recommends LaCie external hard drives.
Virtual Storage	Microsoft OneDrive
Web Camera	USB or Integrated

Information Services provides assistance in ensuring that a student can access all teaching resources successfully. It is not the responsibility of IS to maintain the health and integrity of the student's devices.

To access IS services go to <http://www.lmunet.edu/IS/helpdesk.shtml> - found below.

## Welcome To The IS Help Desk

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**Having some trouble?**

**Start here:**

[Submit a Work Order](#)



**Check the network status**

**Here:**

[Network Status](#)



**Have other questions?**

[Support Documentation](#)

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### How To Contact Us:

**Phone:**

Campus Extension 7411  
423.869.7411  
800.325.0900

**Email:**

[ishelpdesk@LMU.net](mailto:ishelpdesk@LMU.net)

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### Our Hours:

**Phone/Walk-in Support Hours:** Monday - Friday - 8:00 AM to 4:30 PM

**Phone/Web-Based Extended Hours:** Monday - Friday - 4:30 PM to 9:30 PM

**Phone/Web-Based Weekend Hours:** Saturday - 8:00 AM to 9:30 PM, Sunday - 12:30 PM to 9:30 PM

The Help Desk strives to respond to each inquiry and each in-person visit in a timely manner. We may ask for additional information about each caller and each problem so that calls can be logged and problems tracked to resolution. It is our goal to resolve the issue during the initial call. If this is not feasible, we strive to resolve the issue within a reasonable timeframe. Since the Help Desk strives to respond to all its customers, the time spent on each contact is necessarily limited. Certain problems may need to be researched or escalated to the next level of support in order to be resolved. The Help Desk will assign such problems to the appropriate group or individual. All calls are put into a service queue based on the priority determined.

Emergency after hour calls (System Down) will be escalated to our staff so that we can address the emergency as quickly as possible.

The Help Desk issues computers with a standard set of University approved software applications. Any software/hardware/technology not installed or configured by IS may be outside of this scope and of the Help Desk support parameters. Please note that this does not necessarily mean another software, hardware, and technology is "banned" or "not recommended." This simply signifies that the Help Desk cannot provide assistance with every technology.

Additional help located at <http://www.lmunet.edu/IS/support.shtml>

## **I Need Help With...**

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Here are some of our self-service links:

[General Information](#) - Start here.

[E2Campus](#) - Information about our campus alert system.

[LMU Email](#) - Information about your LMU Student email account.

[Configuring LMU Email on your mobile device](#) - You can view your LMU Email on your iPhone or Android. Here's how.

[Webadvisor](#) - Help with Webadvisor.

[Change Or Reset My Password](#) - Use our password self-service website to change or reset your current password. [View Video Tutorial](#)

[Logging into myLMU](#) - From within the MyLMU portal, you can do several tasks including check your email, register for classes, make a payment and more!

[Log A Work Order](#) - Having some trouble? Start here.

[Request A Site On myLMU](#) - Login to fill out the site request form to get a team or information site on myLMU!

[Change My Address](#) - Click to find out how to change your address using WebAdvisor and myLMU. Students must notify the program coordinator by email at [dmsadmissions@lmunet.edu](mailto:dmsadmissions@lmunet.edu) of any address change entered in WebAdvisor.



## LINCOLN MEMORIAL UNIVERSITY

### BEHAVIOR POLICIES

#### General Policy Guidelines

1. The University does not accept responsibility for loss of personal property due to theft, fire, or vandalism. Students are encouraged to research and purchase renter's insurance. Students should also be aware if their property is covered under their parents or guardians' homeowner policy. All students are encouraged by the Office of Safety and Security to properly secure their property while on campus.
2. All students are required to acquire an LMU Student ID Card. All students are required to have a valid form of photo ID on them at all times while on campus (including LMU ID and license). If a faculty member, staff member, security officer, Resident Director or Resident Assistant asks a student to present an ID, the student must present identification immediately. Failing to provide, or refusal to provide requested identification can result in disciplinary action, including a \$25.00 fine.
3. Students under the age of 21 may not possess, consume, sell, use, or be in the presence of alcoholic beverages on campus grounds, in University buildings or at University activities (see "Policy on Alcohol and Other Drugs"). No student may be in possession of nonprescription narcotics or any illegal substances.
4. Use of any tobacco product is prohibited in all University buildings.
5. Penalties related to violations of alcohol and narcotic prohibition can result in disciplinary actions including suspension or expulsion from the University (see "Policy on Alcohol and Other Drugs").
6. All types of guns, ammunition, explosives (including firecrackers and other fireworks and other flammable materials) or any other potentially dangerous weapons or paraphernalia, concealed or visible (including bladed items over three inches long), or potentially dangerous and unauthorized recreational equipment (such as archery equipment or paintball guns) are prohibited on campus, and are finable offences. A fine of \$500.00 (possible arrest) will result from the discharge of firearms at any time on LMU property. The potentially dangerous weapons will be removed from LMU property. Anyone wishing to temporarily store weapons on campus must apply for such arrangements for storage with the Chief of Security before these items are brought on campus property. Hunting is not permitted on the campus or surrounding parklands or farmlands owned by the University.
7. Any form of abuse of any person or property on the campus will result in immediate action including payment of damages, fines, and possible removal from campus housing and/or suspension. Abuse / Harassment / Intimidation / Stalking / Vandalism of any person or property on campus will result in immediate action including but not limited to prosecution by local authorities, payment of damages, fines, possible removal from campus housing, suspension, or expulsion. Sexual Harassment is addressed within "Sexual Harassment Policy." Definitions: "Harassment," according to Tennessee Code Annotated (TCA) 39-

170308, occurs when someone "Threatens, by telephone or in writing, to take action known to be unlawful...and knowingly annoys or alarms the recipient," or "Place...telephone calls anonymously, or at...hours known to be inconvenient to the victim, or in an offensively repetitious manner, or without a legitimate purpose of communication, and...Knowingly annoys or alarms the recipient." "Intimidation," occurs when someone "injures or threatens to injure or coerces another person with the intent to unlawfully intimidate another from the free exercise or enjoyment of any (lawful) right or privilege," or "damages, destroys or defaces any real or personal property of another person with the intent to unlawfully intimidate another from the free exercise or enjoyment of any right or privilege..." "Stalking," occurs when someone "intentionally and repeatedly (two or more separate occasions) follows or harasses another person in such a manner as would cause that person to be in reasonable fear of being assaulted, suffering bodily injury or death." "Vandalism," occurs when someone "knowingly causes damage to or the destruction of any real or personal property of another..." "Assault," occurs when someone "Intentionally, knowingly or recklessly causes bodily injury to another...Intentionally or knowingly causes another to reasonably fear imminent bodily injury; or...Intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative." Students, faculty, and staff are encouraged to consult current TCA listings for more specific information on these laws and to report all incidents of these crimes immediately.

8. Falsely reporting fires, bomb threats or other emergencies (either to LMU personnel or local 911 / police force dispatch personnel), falsely setting fire alarms and the non-emergency use of emergency equipment will result in immediate administrative action leading to a possible suspension from the University and prosecution through state and federal laws. Tampering or damaging smoke detectors are subject to a \$250.00 fine and possible suspension.
9. Unauthorized entry into another student's room, faculty or staff offices, or any other campus facility is considered a serious violation and will result in immediate disciplinary action. This includes unauthorized entry into any facility outside of regular working hours.
10. Setting off, dismantling, tampering with, or disarming "Emergency Only" residence hall exits can result in a finable offense (up to \$250.00).
11. Theft of University property or someone's personal property is against the law. Penalties may include campus sanctions as well as civil prosecution.
12. Giving false testimony to an investigating staff member or to a member of any of a judicial committee, attempting to intimidate or coerce witnesses, or seeking revenge against anyone due to their role in a disciplinary procedure will result in appropriate disciplinary action.
13. Giving false names or identification to any inquiring LMU staff person will result in disciplinary sanctions.
14. Harassment of another person, whether physical or verbal, is not tolerated and will be stopped, including possible removal of the offender from the University (see "Sexual Harassment Policy" and other definitions of harassment).

15. Littering the campus is offensive to everyone. Anyone found littering is subject to a \$25.00 fine and will be assigned appropriate community service.
16. A student's behavior is not only a reflection of his/her choices but is also a strong reflection of the caliber of students enrolled within the University community. The University reserves the right to discipline students who commit certain off-campus violations of university policies.
17. The University reserves the right to require the withdrawal of a student due to physical or emotional reasons. The student may be considered for readmission / continued enrollment upon producing documented medical evidence satisfactory to a medical advisor selected by the University, which proves that the condition requiring withdrawal has been corrected.
18. Any student who has not completed registration properly in an appropriate amount of time or who has not paid his/her account according to arrangements made with the Finance Office and Financial Aid Office is subject to administrative withdrawal from classes. A reasonable attempt will be made to contact the student before such action is taken.
19. The falsification of University documents of any kind is prohibited.
20. The University respects an individual's right to express themselves uniquely and strongly. However, when instances of complaints regarding reported or witnessed "foul" or "offensive" language, or insinuations are filed with or by University administrators, the Office of Student Services will treat each case individually in order to address the appropriateness of the material in question and whether it contributes to or subtracts from the mission of the University.

All of the above-stated offenses may be dealt with on a case-by-case basis and according to the determinations of the seriousness of each incident may result in sanctions ranging from a simple warning to the ultimate expulsion of the student or students from the institution.

### **Smoke-Free Campus Policy**

Effective August 1, 2015, LMU is a Tobacco-Free Campus, with smoking and all other tobacco usage prohibited. This policy applies to all University buildings/grounds (including residence halls), including parking lots and cars parked on LMU properties; LMU-affiliated off-campus locations and clinics; and any buildings owned, leased or rented by LMU in all other areas. This policy applies to all faculty, staff, students, contractors, and visitors of LMU and is in effect 24 hours a day, year-round. Students must follow the smoking policies of the agencies at where practice placements are secured.

### **Alcohol and Other Drugs**

In compliance with Section 1213 of the Higher Education Act of 1965, as added by Section 22 of the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), Lincoln Memorial University offers a drug prevention program through the Office of Counseling and Lifestyle Management within the Office of Student Affairs. The program emphasizes campus policy on illicit drugs and alcohol, legal sanctions for illicit use within Tennessee, the United States, and a description of health risks associated with the use of illicit drugs and alcohol, counseling and

treatment available to the campus community, and LMU disciplinary sanctions for illicit use by the campus community.

1. Standards of conduct regarding unlawful possession, use, or distribution of illicit drugs and alcohol on LMU property or as part of any LMU activities (including off-campus activities):
  - a. Public drunkenness is not permitted on campus. Drunken persons who are violent, uncontrollable, or aggressive are subject to arrest. (Also see "Sanctions for underage drinking, possession, or intoxication")
  - b. All underage students apprehended for alcohol consumption, possession, or intoxication will be reported in numerical form to the Tennessee Bureau of Investigation (TBI) in LMU's monthly report to the agency. In addition, all students who are arrested for being intoxicated, regardless of age, will be reported numerically to the TBI.
  - c. Any DCOM recognized student organization that organizes or sponsors a sanctioned off-campus event where alcohol is served, used, or sold must use a third-party vendor, such as a hotel or restaurant, to serve the alcohol. The third party vendor must have a cash bar with individual students paying for their alcohol. Monetary transactions will be between the individual students and the third party; *there will be no monetary transaction between the LMU student organization and the third party vendor.* Student Association funds will not be used to pay for alcohol; likewise, members of the club will not participate in serving the alcohol. Any student organization that violates this rule will be sanctioned.
  - d. Students living in graduate student housing complexes (residents are aged 21 or older) may have alcohol in their apartments. Having alcohol in their apartment does not exempt them from the "Excessive Noise Policy." Students are having a large party in an apartment which disrupts the other residents will be written up by the Residence Hall Director. Alcohol may not be consumed outside of their apartments in the common areas.
  - e. Graduate students (age 21 or older) who live in undergraduate housing may not have alcohol in their rooms.
2. Legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol: Applicable Tennessee Law for the unlawful possession or distribution of illicit drugs and alcohol: "Definition of a minor. The 'age of majority' for purposes related to alcoholic beverages in Tennessee is defined as twenty-one years of age." [Tennessee Code Annotated - 1-3-105]. "Possession or consumption by a minor: It is unlawful for persons less than twenty-one years of age to purchase, possess, consume, or transport alcoholic beverages, including beer and wine" [T.C.A. - 1-3-13(b)]. "Finally, minors may not purchase, receive or possess alcoholic beverages in a public place" [T.C.A. - 57-4-203(b) (2)]. "Sale or gift to a minor: It is a misdemeanor for any adult to furnish or buy alcoholic beverages for a minor, [T.C.A. -

39-6-929(b) and 57-5-301(d) (2)].”Miscellaneous: It is unlawful in Tennessee "for any person to buy another, any intoxicating liquor from any persons" [T.C.A. - 39-6- 9051].

"Sale or gift to an intoxicated person: Licensed vendors and others are prohibited from selling or furnishing alcoholic beverages to 'visibly intoxicated' persons" [T.C.A. - 57-4-203(c)].

“Criminal offenses and penalties - Habitual drug offenders - Class X felonies:

- a. Except as authorized by - - 39- 6-401 - 39-6-419 and title 53, chapter 11, parts 3 and 4, it is unlawful for any person to manufacture, deliver, sell, or possess with intent to manufacture, deliver or sell, a controlled substance, or for two (2) or more persons to conspire to manufacture, deliver, sell, or possess with intent to manufacture, deliver or sell, a controlled substance; provided, however, that no agreement shall be deemed a conspiracy unless some act is done to effect the object thereof. Any person who violates this subsection with respect to a controlled substance is guilty of a felony in respect to most illicit drugs.
- b. It is unlawful for any person knowingly or intentionally to possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his professional practice, or except as otherwise authorized by - - 39-6-401 - 39-6-419 and title 53, chapter 11, parts 3 and 4. ...(d)

It shall be unlawful and shall constitute a Class X felony for a person to be engaged as a habitual drug offender. As used in this subsection, a 'habitual drug offender' is defined as one who engages in the protracted and repeated manufacturing, delivering, selling, processing with intent to manufacture, deliver, sell or conspiring with another with intent to manufacture, deliver, sell or possess with intent to manufacture, deliver or sell any controlled substance under any schedule or combination of schedules, unless a person is otherwise permitted by law to engage in one or more of the activities included herein" (T.C.A. - 39-6-417(a)(b)(d)).

"Unlawful drug paraphernalia uses and activities. ‘Except when used or possessed with the intent to use by a person authorized by - - 39-6-401 - 39-6-419, 53-11-301 - 53-11-414, to dispense, prescribe, manufacture or possess a controlled substance, it is unlawful for any person to use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance in violation of this part.'" [T.C.A. - 39-6-456]. T.C.A. (1987 Cum. Supp.)

3. The scope and impact of health risks from alcohol and drug abuse are both alarming and well- documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to family, organizations, and society at large. There are physical, emotional, spiritual, social and occupational risks involved with the use of alcohol and drugs. Some of the physical health risks of drug use include, but are not limited to heart problems, infections, malnutrition, convulsions, respiratory

paralysis, emphysema, high blood pressure, and possible death. Drug use can also lead to legal problems, financial hardships, and social and occupational difficulties. Some of the physical risks of using alcohol are a chronic addiction, blood disorders, brain damage, cirrhosis, hepatitis, heart problems, lung infection and stomach ulcers. Mentally, there may be increased stress, depression, contemplation of suicide, impaired thought process, memory loss, and increased incidents of psychosis. Lincoln Memorial University, therefore, conducts regular programs to educate its students, faculty, and staff that consumption and/or abuse of alcohol and other drugs may alter behavior, distort perception, impair thinking, impede judgment, and lead to physical or psychological dependence.

4. A description of alcohol and drug counseling, treatment or rehabilitation to students: Faculty, staff, students, and concerned family members may refer students for counseling to Cherokee Mental Health directly or to the Office of Admissions and Student Service. Students receiving counseling on campus as a result of alcohol, drug, or personal concerns can do so with the assurance that strict counseling confidentiality will be observed. If dismissal from the university is made, assessment and rehabilitation at the student's expense may be required for reentry to the institution.
5. Disciplinary sanctions will result from standards of conduct violations regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on LMU property or as a part of any LMU activities. Student consumption, possession, sale, distribution, or being in the presence of alcohol and other drugs on the LMU campus is prohibited. Sanctions include, but are not limited to:
  - a. Sale and/or distribution to a minor: Removal from the residence hall with no refund of housing fees and revocation of visitation privileges in any campus residence hall.
  - b. Public drunkenness: Those who are violent, uncontrollable, or aggressive are subject to arrest. Other offenses subject to second offense consequences "possession or consumption" above.
  - c. Alcohol served, used, or sold at campus activities on campus will result in the probation and/or suspension of the sponsoring organization. (See Student Organization Council Handbook)

Possession, consumption, sale, or use of illicit drugs is against local, state, and Federal law. Suspension and expulsion from the university and arrest will be consequences of these serious infractions.

### **Eating and Drinking in Classrooms**

To maintain a safe and clean environment, no eating, drinking or smoking will be permitted in any classroom, laboratory or auditorium. Student violators will be referred to the Dean for disciplinary action.

## 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 Students, Resident Directors, and Resident Assistants. University officials reserve the right to bring a charge against any student through the Dean of Students 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.

Students have certain guaranteed rights as well as responsibilities as an enrolled student at LMU. Interestingly, the guarantee of these to all students is dependent 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:

1. 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;
2. to attend classes and receive proper instruction in courses while completing assignments to the best of one's abilities and resources;
3. 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 County, the State of Tennessee and the United States of America;
4. 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;
5. 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;

6. to receive a catalog at the beginning of one's enrollment to better one's understanding of the university and of academic programs;
7. to participate in the structured evaluation of instructors each year by honestly completing evaluations during the designated times;
8. to interact with faculty and administrators by seeking their advice when needed and responding to them when called upon to do so;
9. 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;
10. to receive a Student Handbook each academic year to better one's understanding of the rules and regulations of LMU;
11. to drive and park on the campus by registering one's vehicle and understanding traffic policies;
12. 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;
13. to expect an environment free from any form of harassment by following the appropriate channels to report any such harassment;
14. to be represented in Student Government Association by voicing opinions and ideas to SGA members and voting in campus-wide elections;
15. 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;
16. 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;
17. 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;
18. 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;
19. to maintain and expect from all others a mature and professional bearing of citizenship in all social and academic environments on or off campus;



20. to maintain and expect from all peers a constant high aiming standard of personal academic and social integrity.

### **ACADEMIC ENVIRONMENT**

The University considers both the in-class and the out of the classroom learning spaces to be equally important, therefore we strive to create in both cases environments conducive to optimal learning. The following are policies and encouragements designed to enhance and guarantee such a campus experience for our students:

Cell phones are to be turned off at all times while classes are in session so as not to interrupt the flow of instruction and learning. Additionally, children are not to be brought to class. Students who violate this policy may be asked to leave. We apologize for any inconvenience this may cause but we must respect the rights of all students to concentrate without interruption.

#### **Academic Freedom**

College and University students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens within the University mission enjoy; and as members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administration officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus. *(Adapted from the 1992 American Association of University Professor's statement on Student Rights and Freedom).*

#### **Medical Student/Patient Relationships**

The relationship between the 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 are never a consideration. Unprofessional conduct will be considered improper behavior and will be grounds for disciplinary action, including dismissal from DMS program.

### **SEXUAL AND OTHER DISCRIMINATORY HARASSMENT**

LMU is committed to maintaining study and work environments that are free from discriminatory harassment based on sex, race, color, national origin, religion, pregnancy, age, military status, disability or any other protected discriminatory factor. Sexual or other discriminatory harassment of its students is strictly prohibited, whether by non-employees (such as contractors or vendors), other students, or by its employees, and LMU will take immediate and appropriate action to prevent and to correct behavior that violates this policy. Likewise, students are strictly prohibited from engaging in harassing behavior directed at LMU's employees, its visitors, vendors, and contractors. All students must comply with this policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Appropriate disciplinary action, up to and including, suspension, expulsion, termination of employment or being banned from LMU properties, will be taken against individuals who violate this policy.

**Sexual harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature.

This conduct constitutes unlawful sexual harassment when:

1. Submission to this conduct is explicitly or implicitly made a term or condition of an individual's employment or academic success;
2. Submission to or rejection of this conduct is used as the basis for employment or academic decision; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment refers to behavior that is not welcome, is personally offensive, is debilitating to morale and interferes with academic or work effectiveness. It frequently (though not necessarily) occurs as an abuse of authority where the parties are in an unequal power relationship.

Sexual harassment may take different forms. One specific form is the demand for sexual favors.

Other forms of harassment can include:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, implied or explicit threats, and offensive or obscene language.
- Non-Verbal: Sexually suggestive objects, graffiti, cartoons, posters, calendars, writings, pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, stalking, staring and making obscene gestures.
- Physical: Unwanted or unwelcome physical contact, including touching, pinching, grabbing, holding, hugging, kissing, brushing the body, assault, and rape.

While sexual harassment usually involves members of the opposite sex, it also includes "same-sex harassment," (*i.e.*, males harassing males and females harassing females).

Sexual harassment may be subtle or overt. Some behavior that is appropriate in a social setting is not appropriate in the workplace or an academic environment. Regardless of the form, it takes, verbal, non-verbal or physical, sexual harassment is inherently destructive, insulting and demeaning to the recipient and will not be tolerated at LMU.

**Other Discriminatory Harassment**

Other Discriminatory Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, national origin, pregnancy, age, military status, disability, or other protected discriminatory factor, when such conduct (1) has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or (3) otherwise adversely affects an individual's employment or academic opportunities.

Examples of discriminatory harassing conduct include, but are not limited to, using epithets, slurs, negative stereotyping, threatening, intimidating or hostile acts or words, or showing, exhibiting or creating written or graphic material that denigrates or shows aversion or hostility toward an individual or group because of race, color, religion, national origin, pregnancy, age, military status, or disability.

**All students must avoid any action or conduct that might be viewed as discriminatory harassment (whether sexual or other). Approval of, participation in or acquiescence in conduct constituting such harassment is a violation of this policy. Note: Individuals may be disciplined for behavior which is not so severe as to independently constitute unlawful harassment, but which is nonetheless offensive.**

### **Hazing**

All forms of hazing on the part of any individual, group of individuals or organizations are subject to civil and University disciplinary action. No initiation or other activity shall be undertaken which endangers the health and safety of an individual, or demands an individual to engage in conduct of an unbecoming or humiliating nature, or in any way detracts from an individual's academic pursuits. For purposes of this policy and University disciplinary action, LMU defines *hazing* to include any action taken or situation created, wherever it occurs, which induces mental or physical discomfort, embarrassment, harassment, or ridicule. Such actions including paddling, creation of excessive fatigue, physical or psychological shock, wearing apparel which is conspicuous and not in good taste, public ridicule of students, buffoonery, morally degrading or humiliating games or events, work sessions which interfere with regulations or policies of LMU or the laws of the State of Tennessee. Tennessee law [T.C.A. §47-7-123] prohibits hazing and offers the following definitions: (1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and (2) "Higher education institution" means a public or private college, community college or university. (b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year.

### **Complaint and Reporting Procedure**

Students have the responsibility to bring any form of harassment or to haze that they experience or observe to the immediate attention of LMU. They need not complain first to the offending person. All complaints or reports should be directed either to the Dean of Students or the LMU Vice President for Enrollment Management and Student Services. A prompt, thorough, and fair investigation will be conducted based on the individual's statement of what has occurred. In an effort to protect the individual who reports or complains of harassment, to encourage prompt reporting, and to protect the accused's interests during the pending investigation, access to information related to the investigation will be maintained on a strict "need to know" basis and all individuals involved in an investigation will be instructed not to discuss the matters in question outside of the investigation. LMU will retain confidential documentation of all allegations and investigations and will take appropriate corrective action to remedy all violations of this policy.

Investigations will normally include conferring with the parties involved and any named or apparent witnesses. Signed statements from the parties and witnesses will usually be requested, though complainants are not required to make a written complaint. All complainants and witnesses will be protected from coercion, intimidation, retaliation, interference or discrimination for raising a bona fide complaint or properly assisting in an investigation. If the investigation reveals that the complaint is valid, prompt and appropriate corrective action designed to stop the harassment immediately and to prevent its recurrence will be taken.

Retaliation against any complaining individual, any witness, or anyone involved in a complaint is strictly prohibited. LMU will follow up any complaint or investigation as appropriate to ensure that no retaliation occurs. Students should *immediately* report any perceived retaliation to the DCOM Dean of Students or the LMU Vice President for Enrollment Management and Student Services. The University will not tolerate retaliation and will take prompt and immediate steps to eliminate it.

Whether a particular act or incident produces a discriminatory employment or academic effect or amounts to harassment, or whether it otherwise violates this policy, requires a factual determination based on all the facts and circumstances. Given the nature of this type of discrimination, the University recognizes that false accusations of sexual or other discriminatory harassment can have serious effects on innocent individuals. Therefore, if after investigating any complaint or report, it determines the complaint or report is not bona fide and was made in bad faith or for an improper purpose, or that an individual has provided false information regarding a complaint or investigation, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

LMU trusts and expects that all students will continue to act responsibly to establish and maintain a pleasant and respectful community environment, free of discrimination or harassment, for all. LMU has a zero tolerance policy for sexual or other discriminatory harassment. Thus, students are subject to discipline for any inappropriate behavior.

Questions or concerns about this policy or the complaint and reporting procedure should be directed to the Office of Admissions and Student Advancement.

## **SEX OFFENSE PREVENTION PROGRAMS AND PROCEDURES**

### **Education and Information**

Sex offense prevention education is part of orientation. Prevention literature and contact information for local agencies is available in the Student Services lobby and at the Tagge Center for Academic Excellence, and students are encouraged to contact Student Services counselors (Duke 202) with any additional concerns or requests for information.

Students may access the TBI's Tennessee Internet Crime Information Center's Sexual Offender Registry (for Claiborne County) at [http://www.ticic.state.tn.us/SEX\\_ofndr/sor\\_short\\_county.asp](http://www.ticic.state.tn.us/SEX_ofndr/sor_short_county.asp). For Bell County, KY: <http://kspsor.state.ky.us/>. For Lee County, VA: <http://sex-offender.vsp.state.va.us/>.

**Reporting Offenses**

Students who experience, witness or are otherwise informed that a sexual offense has occurred should, at the student's option, contact local law enforcement, a campus security officer, or university official as soon as possible (see Security Team contact information below). Prompt reporting is important in order to preserve available evidence, to obtain necessary treatment and support for the victim and to prevent further harm to others.

**Procedures**

LMU will cooperate with lawful investigatory processes related to criminal investigations. In addition, allegations of sexual offenses brought against a student will be handled pursuant to the University's Sexual Harassment policy and procedures. The University may impose disciplinary action against a student even in the absence of a criminal report, arrest or conviction. Sanctions may include, but are not limited to, disciplinary probation, suspension or expulsion. The DMS Office of Admissions and Student Services may, upon request or out of concern for safety, make adjustments to a student's academic or living situation.

**STUDENTS WITH DISABILITIES**

LMU is committed to providing reasonable accommodations to assist students with disabilities in reaching their academic potential. If you have a disability, which may affect your performance, attendance, or grades in this course, please contact Dr. Dan Graves, Director of Accessible Education Services, to discuss your specific needs.

**Doctor of Medical Science Students with Disabilities**

DCOM is committed to ensuring that otherwise qualified disabled students equally enjoy the benefits of an advance medical education. Upon 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 DMS curriculum or interfere with the rights of other students or with the student's ability to adequately care for the patient, and is a reasonable accommodation that does not create an undue hardship on the program or University.

Students are expected to perform their duties in a timely manner as such ability is a critical and essential part of the DMS curriculum and of the practice of medicine in general.

**Request for Accommodations**

If your disability requires an accommodation, you must register with the Office of Accessible Education Services. The Office of Accessible Education Services is responsible for coordinating classroom accommodations and other services for students with disabilities. Please note that classroom accommodations cannot be provided prior to the course instructor's receipt of an Accommodations Form, signed by you and the Director of Accessible Education Services. To register with the Office of Accessible Education Services, please contact the Director of Accessible Education Services, Dr. Dan Graves at [dan.graves@lmunet.edu](mailto:dan.graves@lmunet.edu) and/or 423.869.6531 (800-325-0900 ext. 6531).

### **Grievance Procedure for Student with Disabilities**

If a student is not satisfied with the accommodations granted by the Office of Student Services they have 30 days to file an appeal in writing. 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 DCOM accommodations grievance committee.

The standing members of the DCOM grievance committee will be appointed by the Dean. 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. If the student has new or additional documentation relating to the candidate's disability, the candidate may submit this material to the appeal committee. The purpose of the appeal is to look at the material that was originally presented. If the student has material or documentation that elaborates on the original request they may present this material to the appeals committee.

The committee will conduct a thorough review of the appeal. The grievance committee will make their recommendation to the Dean within ten working days after meeting with the student. The decision of the grievance committee is final.

### **SAFETY AND SECURITY PROCESS FOR STUDENTS AND FACULTY ON MAIN CAMPUS**

The LMU Campus Police & Security Office is located on the Lower Concourse of the Tex Turner Arena. Operating hours are 365 days a year, 24 hours a day. The LMU Police & Security Team is professionally trained and licensed by the State of Tennessee.

All emergencies, including fire, hazardous materials spills, police emergencies or any condition that threatens imminent harm to people must be reported to 911 or LMU Office of Security at 423-869-6338 or 423-526-7911.

Health and Safety Procedures for the LMU community are available at <https://pathway.lmunet.edu/info/facilities/Shared Documents/LMU Health Safety Critical Incident Response Procedures.pdf>

## APPENDIX A

### (From Saint Louis University—some deletions from the original were done by HST) Examples of Unacceptable Behaviors

#### A. **Respect for all individuals in the DMS Community**

Unacceptable behaviors include (but are not limited to):

- expressing racial, sexual, sexist, or religious slurs;
- committing racial or sexual harassment;
- using inappropriate, offensive or threatening language;
- committing physical acts of violence or threats of violence;
- not shouldering a fair share of the educational team responsibility;
- manipulating clinical schedules for one's own benefit by any means;
- showing lack of respect of other professionals, and support staff;
- failing to comply with a reasonable request or instruction from faculty, staff, or administrators;
- using computer e-mail or internet in a harassing or libelous manner.

#### B. **Appropriate handling of information, records, or examination of materials.**

Unacceptable behaviors include (but are not limited to):

- giving or receiving any information except as allowed by the course director or teaching faculty during the course of an exam;
- plagiarizing, forging, or falsifying patient records, research, scientific data, academic records, or financial aid information;
- tampering with test material, or dishonesty in connection with an examination;
- abusing computerized information or technology
- failure to complete patient care documentation accurately or in a timely manner;
- falsifying or defacing transcripts, evaluation forms, or other official documents.

#### C. **Proper deportment as a medical professional.**

Unacceptable behaviors include (but are not limited to)

- inducing or allowing the patient or others to believe ones' status is other than it is;
- exhibiting personal appearance that give the impression of uncleanness or carelessness;
- failing to maintain professional composure during stressful circumstances;

- using alcohol, drugs, or other substances inappropriately or excessively that would jeopardize academic performance.

**D. Respect for laws, policies, and regulations.**

Unacceptable behaviors include (but are not limited to):

- disobeying federal, state, or local laws and ordinances;
- disregarding or acting contrary to the institutional regulations and policies of the DMS program;
- refusing to provide information or testify in Professional Conduct Council proceedings.

**F. Respect for property and instructional material.**

Unacceptable behaviors include (but are not limited to):

- treating classroom equipment (ultrasound machines, computers, and other teaching hardware) in a disrespectful manner;
- defacing or destroying other instruction materials, including software;
- Mishandling, inappropriately editing, or sharing/reproducing of programmatic instructional material for purposes other than personal or class wide learning without institutional permission.



Lincoln Memorial University  
 Cumberland Gap Parkway  
 Harrogate, TN 37752



423-869-6201  
 1-800-325-0900 ext. 6201  
 Fax: 423-869-6204

## Consent to Release Educational Records (FERPA)

**Notice:** This information is being provided to you to clarify questions regarding your rights under the Federal Educational Rights and Privacy Act (FERPA). For the purposes of FERPA and this form, “educational records” include academic progress reports, other academic information (such as academic probation), disciplinary records (such as behavioral problems), financial aid, billing and account information, and physical and mental health concerns. If you are claimed as a dependent on your parents’ Federal Income Tax return, your parents are entitled to the above information. If you are not a dependent of your parents, providing them this information is your choice. The purpose of this form is to provide your educational records as much protection as possible. This consent shall remain in effect during continuous enrollment at LMU. The student may revoke this consent at any time during enrollment by submitting a written request to the Dean of Students.

<b>Student Information:</b>	
I _____ <small>(Print – Student Legal Name)</small>	_____ <small>Student ID # (or last 4 digits of SSN)</small>
hereby request/authorize personnel at Lincoln Memorial University to disclose information regarding my educational records and all other records maintained by the institution except (if there are no exceptions, please leave blank):	
_____ _____	

<b>Person(s) to whom disclosures may be made:</b>	
Name, address, and phone number of person: _____ _____ _____ _____	Name, address, and phone number of person: _____ _____ _____ _____

\_\_\_\_\_  
 (Student Signature)

\_\_\_\_\_  
 (Date)

**Return completed form to:**  
 Lincoln Memorial University – ATTN: Student Services  
 6965 Cumberland Gap Parkway  
 Harrogate, TN 37752



Lincoln Memorial University

HARROGATE, TENNESSEE

OFFICE OF PUBLIC RELATIONS

The Lincoln Memorial University Office of Public Relations seeks the right and permission to release news about your performance as a student (including but not limited to dean's list, community service activities and athletic honors) to any and all media, and for use on the internet now or in the future. The Office also seeks the right and permission to use any photographs/video taken of you for any purpose and in any and all media, and for use on the internet now or in the future. These photos/videos may be captioned with your name.

By signing this release you discharge Lincoln Memorial University from any and all claims and demands arising out of or in connection with the use of the news releases, photos and videos, including any and all claims for libel or invasion of privacy.

By signing this release you attest that you are of full age and have the right to contract in your own name.

I have read the above and fully understand the contents. This release shall be binding upon me and my heirs and legal representatives.

---

Print First and Last Name

---

Hometown (City and State) Hometown Zip Code

---

Email Address

---

Signature Date



**Doctor of Medical Science Program**  
**Lincoln Memorial University**

**ACKNOWLEDGEMENT OF RECEIPT OF DMS STUDENT HANDBOOK**

I, \_\_\_\_\_ acknowledge receipt of a digital copy of  
 (Print Name)

the 2018-2019 Doctor of Medical Science Student Handbook. I understand the student handbook contains important information on the Doctor of Medical Science program's policies, procedures, rules, regulations, and benefits, and it is my responsibility to familiarize myself with the contents of the student handbook. I further understand that the Doctor of Medical Science program reserves the right to modify, revoke, suspend, terminate or change any and all such rules, regulations, plans, policies, procedures and benefits, in whole or in part, at any time during my enrollment in the program. I understand any changes will result in an updated DMS student handbook being posted on: <http://www.lmunet.edu/academics/schools/debusk-college-of-osteopathic-medicine/dms>

**I have read and *agree* to abide by the policies, procedures, rules, regulations established by the Doctor of Medical Science program.**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



## Doctor of Medical Science Program Lincoln Memorial University

### **Discussion Board Etiquette**

The purpose of our online course discussion board is to promote:

1. A forum for students to communicate, collaborate, and exchange ideas.
2. A stimulus for personal reflection on course content.
3. An environment to learn and build personal knowledge and understanding.

Your contribution to the discussion board is to be explicit, topic focused, and beneficial to all participants. Your communication must be objective, clear, and concise.

Following are guidelines for posting to discussion boards for the Lincoln Memorial University-Doctor of Medical Science (LMU-DMS) program. Additionally, these guidelines are appropriate for any means of electronic or verbal communication with classmates, instructors, faculty, administrators, and staff.

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- Keep all postings brief and relevant to course content.
- Write in complete sentences to be clear in expressing content and meaning. Be cognizant of grammar and spelling.
- Stimulate and contribute to the topic related conversation.
- Respect the time, efforts and privacy of others.
- Encourage and support each member to do the best work possible.
- Be clear and objective with questions.
- Share personal experiences judiciously and only as relevant to the topic.
- Be accurate in your information, do not guess.
- Disagree with a clear, concise, and objective statement – support your perspective with logic and data.
- Do not argue.
- Do not post irrelevant comments and/or opinions.
- Do not challenge or attack other group members or the instructor.
- Do not use defamatory, profane, threatening, or offensive language.
- Do not use the discussion board as a forum for complaints.
- Do not use the discussion board for marketing, advertising or solicitation.
- Minimize the use of all caps, repetitive punctuation, italics, underlining, or other means of emphasis.
- Do not write anything angrily or sarcastically.
- Do not use slang, unclear acronyms, or abbreviations.
- Do not use information from any source without the proper citation / credit.

---

Student Name (print)

---

Date

---

Student Signature



## Doctor of Medical Science Program Lincoln Memorial University

### VIDEO CONFERENCING ETIQUETTE

Be considerate and respectful to your classmates and instructors by:

- Remaining on topic and cognizant of your content contribution such that it is beneficial to the group;
- Being succinct to avoid excessive time utilization or monopolization;
- Reserving unique needs, issues or concerns to personal communication pathways with the instructor (such as email, phone call, etc.);
- Avoiding argumentation. Disagree in a clear, concise and objective manner;
- Refraining from defamatory, profane, threatening or offensive language or gestures.
- Keeping the microphone muted when not speaking;
- Turning off additional electronics that might be distracting to yourself and others;
- Joining the meeting on time.
- Showing attentiveness, web camera **must** be on.

Conducting oneself as if in a traditional professional classroom. Attire should be business casual and the camera background should be non-distracting and appropriate. (Examples of inappropriate settings or distractions include, but are not limited to: bathrooms, restaurants, busy or loud public settings, children, pets, beds, or while personally driving).

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Student Name (print)

---

Date

---

Student Signature

*\*Revised 08/2018*

*Your signature confirms your agreement to abide by the guidelines listed above.*



*Doctor of Medical Science Program*  
Lincoln Memorial University

**STUDENT MODEL RELEASE**

I acknowledge that during lab practice(s), examination of students serving as patient models will occur, and I am expected to participate as a student patient model and observe medical examination techniques performed on student and standardized patient models. I acknowledge that these examinations are for the purposes of education and practice only and are not intended for research or to diagnose any health conditions. I further acknowledge that my participation as a student patient model shall not result in a patient-provider relationship nor shall such relationship be implied.

When serving as a patient model, I must dress appropriately in loose fitting garments, removable garments, or garments that allow for examination while maintaining appropriate cover and modesty for the purpose of examination (examples include scrubs, shorts, t-shirts, sports bras). At no time will I be requested or required to expose any body parts that would be traditionally covered by a conservative fitting sports bra/swimsuit top and “running-style” shorts. Should I seek accommodation with regard to this policy based on cultural, traditional, or religious affiliation I must meet with the Academic Coordinator prior to the lab.

I release and hold harmless Lincoln Memorial University, its agents, students, and employees (all referred to as the “released parties”) from any and all claims or causes of action for injury, harm, loss, damage, or other liability alleged to have resulted from the negligence or intentional acts or omissions of the released parties associated with my participation as a student patient model.

Student Name: \_\_\_\_\_

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

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



# Doctor of Medical Science Program

## Lincoln Memorial University

### REQUEST FOR LEAVE OF ABSENCE

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(Print Name)

Mailing Address: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip code)

Permanent Address: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip code)

Personal Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Track: \_\_\_\_\_

I am requesting a leave of absence for: \_\_\_\_\_ (#) of semester(s) (1, 2 or 3)

I expect to return for the Fall  Spring  Summer  semester in 20\_\_\_\_.

Reason for requesting a leave of absence:

- Medical Emergency    Financial Emergency    Maternity    Call to Active Military Service
- Academic Endeavor    Please explain: \_\_\_\_\_

**I have read and agree to abide by the policies and procedures described in the handbook.**

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

**OFFICE ACTION:**

Most recent term enrolled: \_\_\_\_\_ Semester \_\_\_\_\_ Year Cumulative GPA: \_\_\_\_\_

\_\_\_\_\_  
Curriculum Committee Chair's Name Curriculum Committee Chair's Signature Date

\_\_\_\_\_  
Dean's Name Dean's Signature Date

Approval for this leave is subject to the student meeting continuation standards and financial obligations at the close of the semester before the leave begins.

- Send copy to Doctor of Medical Science, Office of Admission, and Student Advancement





**UNIVERSITY ADMINISTRATION**

**Executive Council**

Clayton Hess, PhD ..... President  
 Lisa Blair-Cox, MS ..... Vice President for Administration  
 Jody Goins, EdD. .... Vice President for Enrollment, Athletics, and Public Relations  
 Christy Graham, MBA,MAc. .... Vice President for Finance  
 Amiel Jarster, PhD ..... Vice President for Academic Affairs  
 Evelyn Smith, EdD .....Special Assistant for Executive Affairs  
 Cynthia Whitt, MEd..... Vice President for University Advancement  
 Travis Wright, PhD..... Vice President for Academic and Student Services

**President’s Cabinet (includes Executive Council)**

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 Mark Cushing, JD ..... Vice President for Public Affairs and University Counsel  
 Jason Johnson, DVM..... Vice President and Dean, College of Veterinary Medicine  
 Brian Kessler, DO ..... Vice President and Dean, BeDusk College of Osteopathic Medicine  
 Mary Anne Modrcin, PhD..... Vice President for Extended Learning Sites;  
 .....Dean, Caylor School of Nursing  
 Gary Wade, JD..... Vice President and Dean, Duncan School of Law

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 Michael Wieting, D.O. ....Senior Associate Dean of LMU-DCOM  
 Clarence Colle, Ph.D. ....Assistant Dean of Academic Affairs/Basic Medical Science  
 Adam Gromley, PhD. ....Director of Research  
 Rex Hobbs, PA-C, MPAS, DFAAPA ..... Assistant Dean and Program Director,  
 .....Physician Assistant Program  
 Sherry Jimenez, EdD., FNAOME ..... Associate Dean of Assessment  
 ..... And Interprofessional Education  
 Jeffrey Leboeuf, CAE, MHA, MBA. .... Chief GME/Rotation Officer  
 Dennis Kiick, Ph.D. ....Professor of Biochemistry  
 JooHee Kim, MPH .....Chief Operating Officer  
 Jonathan Leo, PhD .....Executive Dean of Academic Affairs and Dean of Students  
 Christopher Loyke, DO, FACOFF ..... Assistant Dean of Clinical Medicine  
 Doug Weston, DO. ....President of LMU-DCOM faculty Assembly

**DMS ADMINISTRATION**

Paul Serrell, M.D. .... Associate Dean of the Doctor of Medical Science Program

**LMU-DMS FACULTY**

Anita Airee, Pharm. D. . . . . Associate Professor of Pharmacology  
 Michael Burger, Ed.D, M.Ed . . . . . Associate Professor, Graduate Education  
 Anya Cope, D.O. . . . . Assistant Professor of Internal Medicine  
 James B. Crum D.O. . . . . Assistant Professor of Clinical Medicine  
 Jaime Hinojosa, M.D., M.S . . . . . Assistant Professor, Anatomy & Physiology  
 Howard Teitelbaum, D.O., Ph.D., MPH, FAOCOP (Dist.) . . . . . Professor Emeritus  
 Vinayak Nahar, M.D., PhD., M.S., FRSPH . . . . . Assistant Professor of Public Health and Research

**DMS-INSTRUCTOR OF MEDICINE**

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 Thomas Doty III, M.D., ECNU . . . . . Endocrinology; Diabetes & Metabolism  
 Carol Ellis, M.D. . . . . Internal Medicine  
 James Ferguson, M.D., FACP . . . . . Internal Medicine & Geriatrics  
 John Grace, M.D. . . . . Psychiatry  
 Richard Grapski, M.D. . . . . Hematology; Medical Oncology  
 Sangeetha Kodoth, M.D. . . . . Allergy & Immunology  
 Ravindra Murthy, M.D. . . . . Gastroenterology  
 Sanders, M.D. . . . . Pulmonology  
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