

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



## **STUDENT HANDBOOK AND CATALOG**

**Volume 13  
2019-2020**

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## **VISION OF LINCOLN MEMORIAL UNIVERSITY**

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

## **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, 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.

<b>MISSION OF THE LMU-DEBUSK COLLEGE OF OSTEOPATHIC MEDICINE</b>
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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.
- Facilitating the growth, development and maintenance of graduate medical education.

*Approved by LMU Board of Trustees on 5/13/19*

<b>EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, AND NON DISCRIMINATION POLICY</b>
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Lincoln Memorial University is an Equal Opportunity and Affirmative Action educational institution. In support of its Mission Statement, LMU is committed to equal opportunity in recruitment, admission, and retention for all students and in recruitment, hiring, training, promotion, and retention for all employees. In furtherance of this commitment, Lincoln Memorial University prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information in all University programs and activities. Lincoln Memorial University prohibits retaliation against any individual for 1) filing, or encouraging someone to file, a complaint of discrimination; 2) participating in an investigation of discrimination; or 3) opposing discrimination. “Retaliation” includes any adverse action or act of revenge against an individual for filing or encouraging someone to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination. The Office of Institutional Compliance investigates allegations of prohibited discrimination, harassment, and retaliation involving members of the LMU community.

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

This policy is in compliance with federal and state law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities



Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Vietnam Era Veterans Readjustment Act of 1974 as amended by the Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act, as amended, the Genetic Information Nondiscrimination Act of 2008, and the Tennessee Human Rights Act.

## **CAMPUS FACILITIES: Harrogate Location**

### **The 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 individual and sets a premium on creating the best conditions for learning.

Various facilities on campus are available for student and community use. Some facilities require reservations. Reservations for special events, such as Arena concerts, should be coordinated with Campus Safety & Facility Management at ext. 7409.

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

Located at the main entrance of LMU, the Abraham Lincoln Library and Museum (ALLM) houses of the finest private collections of Lincoln and Civil War material in the world. Visit the ALLM website [www.LMUnet.edu/museum](http://www.LMUnet.edu/museum) for additional information.

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

Located on the campus of Lincoln Memorial University in Harrogate, TN, The J. Frank White Academy (JFWA) was founded in 1989 and made possible through a trust established by the late J. Frank White, an attorney from Middlesboro, KY. JFWA is a college preparatory school and is fully accredited by AdvacEd. The academy serves students in grades K-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 is 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. It is 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, Chick-Fil-A, bookstore, educational computer center, study rooms, gym/health center, and post office.

### ***Bookstore***

The LMU Bookstore, located in the Student Center, is maintained for the benefit and convenience of students. Students can purchase and rent new, used, or digital textbooks and other materials necessary for classes, various novelty items, and LMU apparel. (*See University Handbook for further details on bookstore purchases and refunds.*)

### ***Food Service/Dining Hall***

Chartwells serves as the exclusive food provider to LMU's campus community. (*See University Handbook for further details on dining resources and meal plans.*)

## **The Harold M. Finley Learning Resources Center**

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

### ***Carnegie Vincent Library***

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

***The Dr. Lon and Elizabeth Parr Reed Health Sciences Library***

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

**On-Campus Residence**

Dorm rooms and University-owned rental properties are available for medical students at the Harrogate location wishing to stay on campus. Inquiries for on-campus housing are made through the LMU-DCOM Department of Admissions and Student Services.

**Lincoln Memorial University Medical Clinic**

The Lincoln Memorial University Medical Clinic has two locations, Harrogate and Tazewell. The medical clinic serves the community, LMU faculty, staff, and students by appointment. Hours of clinic operation are Monday through Friday, 8:00am to 5:00pm (closed from noon to 1:00pm for lunch). Appointments can be made for either the Harrogate or Tazewell location by calling 423-869-7193.

The clinic is staffed by members of the LMU-DCOM clinical medicine faculty. The scope of the clinic practice currently includes family practice, pediatrics, obstetrics/gynecology, osteopathic manipulative medicine (OMM), internal medicine, physical medicine and rehabilitation, sports medicine, and child psychiatry. On-site laboratory, x-ray, and ultrasound are available. Hospital affiliations include Middlesboro ARH, Claiborne County Hospital, and other specialty hospitals throughout the region.

**The Frank “Tex” Turner Arena**

Tex Turner Arena opened on February 2, 1991. It is the home of the Lady Railsplitters and Railsplitters basketball teams. The arena also houses the athletic staff, an Athletic Training Facility, the student athlete weight room, sports information services, and Campus Police and Security.

**Mary S. Annan Natatorium**

Mary S. Annan Natatorium is the indoor swimming pool located adjacent to the Mary E. Mars Gymnasium. The pool is open to LMU students, free of charge during posted lap and open swim hours, with a current LMU ID. Family members may sign up to use the pool and weight room on a per semester basis. There is a fee associated with this. The pool rules and regulations are posted in the facility. The pool may be reserved during

vacant hours for special events. Swim lessons and aerobics classes are offered at a fee to LMU students and the community. Visit <https://www.lmunet.edu/about-lmu/community> for current fees and activity schedules.

## **CAMPUS FACILITIES: Knoxville Location**

DCOM at LMU-Knoxville is on an 11-acre property in West Knoxville. The main academic building for the expanded Doctor of Osteopathic Medicine Program is over 110,000 square feet and supports the academic and clinical skills training of students with two auditoriums, twenty-size mock clinical exam rooms, two pod gross anatomy labs, eight high fidelity simulation labs and a classroom with 40 osteopathic manipulation tables.

### **COMPUTING SERVICES**

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

Access to college computer resources is granted to all faculty, staff and students of Lincoln Memorial University

Each medical student is assigned a user account which grants 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 maintain these files.

Student user accounts are credited with 500 pages of free printing each semester from college laser printers located at the various computer labs across campus. Students must request additional pages if they exceed the 500 page quota for any given semester. Most students are able to complete their printing needs within the allocated page quota. Please make every effort to help conserve LMU resources by not abusing this privilege. Misuse of any computer resource can result in loss of privileges. (*See University Student Handbook for further computing service information.*)

## **OFFICE OF ADMISSIONS AND STUDENT SERVICES**

The Office of Admissions and Student Services is responsible for admissions, recruitment, retention, securing financial services, student records, tracking of outcomes data, providing academic support, and counseling for medical students. In addition, the Office is a center of campus life and oversees all student activities, student government

functions, student clubs, the student ambassador program and all other non-academic student-life issues. The Office is committed to creating an environment that is conducive to learning so that all LMU-DCOM medical students fully reach their academic and personal potential. The Office works closely with various college and university committees to create an environment that facilitates student learning. The Office has an open door policy and students are welcome to come in at any time, although appointments are recommended.

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

## **ADMISSIONS**

The Director of Admissions is the primary contact for students making applications to LMU-DCOM.

### **AACOMAS Application**

LMU-DCOM participates in a centralized application service, the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS). The American Association of Colleges of Osteopathic Medicine (AACOM) offers prospective students a convenient, centralized on-line application service for accredited osteopathic medical schools. Through AACOMAS, students can file one electronic application. AACOMAS then verifies and distributes the information to each of the colleges designated by the applicant. AACOMAS can be reached at [www.aacom.org](http://www.aacom.org) or AACOMAS, 7700 Old Georgetown Rd., Suite 250, Chevy Chase, MD 20814, (301) 968-4100.

### **LMU-DCOM Supplemental (Secondary) Application**

For your convenience the LMU-DCOM secondary application is available under school specific questions on your AACOMAS application. There is also a link to pay a non-refundable application processing fee. Applicants are required to submit a letter of reference from a physician and a premedical advisory committee. If the student's undergraduate institution does not have a premedical advisory committee, the student may submit letters from two science professors. Information on contacting an osteopathic physician in your community is available at [www.DO-online.com](http://www.DO-online.com) or through your state osteopathic association.

Once the secondary application and all the supporting materials have been received in the LMU-DCOM Admissions Office, the applicant's file will be reviewed by the Admissions Office. Interviews will be scheduled from September to April. The admission's process operates on a rolling acceptance policy, thus it is in the student's best interest to apply as early as possible.

## Undergraduate Course Requirements

**1. Completion of no less than 75 percent of the credits required for a baccalaureate degree from a regionally accredited college or university.** It is recommended that the applicant has an overall GPA of at least 3.0 and a minimum 3.0 science GPA. Because of the demanding nature of the program it is expected that most students will have cumulative and science GPAs of at least 3.2. Most candidates accepted for admission have earned a baccalaureate degree prior to matriculation. Students who have attended a foreign college must have their grades certified by an LMU-DCOM-approved vendor.

**2. Biology:** A minimum of eight semester hours, including two hours of laboratory work. It is highly recommended that in addition to the minimum biology requirements, the student also take at least some advanced coursework in the biological sciences available at their undergraduate institution. It is not necessary to take every

advanced biology course, but, in the past, students who have taken at least some courses from the following list have had a less difficult time making the transition to medical school: physiology, genetics, biochemistry, cell biology, neuroscience, microbiology, behavioral science, human anatomy, and immunology.

**3. General Chemistry:** A minimum of eight semester hours, including two semester hours of laboratory work,

**4. Organic Chemistry:** A minimum of eight semester hours, including two semester hours of laboratory work. Biochemistry may be substituted with approval.

**5. Physics:** A minimum of eight semester hours, including two hours of laboratory work.

**6. English:** A minimum of six semester hours of composition and literature.

## Medical College Admissions Test (MCAT)

All candidates must submit their most recent scores on the Medical College Admission Test (MCAT). Scores older than three years will not be considered. The average MCAT score of successful candidates to medical school is typically 500 (25) or greater.

### Admissions Procedures

Following receipt of the applicant's completed file, the Admissions Office will review the file and decide which applicants to invite for an interview based on a standardized scoring rubric. Following the interview and receipt of all necessary information, the applicant's file will be reviewed holistically by the Admissions Committee and assigned to one of the following categories: 1) Accept, 2) Waitlist/Hold, or 3) Reject. Applicants will be notified in writing as soon as possible following the committee's decision. AACOMAS provides LMU-DCOM with official and verified transcripts; however, prior to matriculation, the applicant/student must update LMU-DCOM with official transcripts for any additional coursework and or degree conferred transcripts. **All acceptances are conditioned upon the student completing all pre-requisite requirements and the Admissions Office receiving all required documents.**

### **International Students**

LMU-DCOM will consider international students for admission based on the following policy: Strong consideration will be given to international students who have ties to Appalachia, and Deferred Action Childhood Arrival (DACA) students will not be considered for admission to LMU-DCOM. International students seeking admission must meet the preceding criteria and submit the required documents. Further, if English is not his/her native language, the international student 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.

The international student 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.

### ***New Students Applying to Enter the Country***

In order to apply for an F-1 Visa, the applicant will need to have received an I-20 from the college. After receipt of your official acceptance to LMU-DCOM, the applicant must submit the following before an I-20 will be issued:

1. Proof of financial support for the cost of attendance (\$75,681) for one year at LMU-DCOM; this may be satisfied by submitting one of the following documents:

- An actual bank statement or official notarized statement from a bank showing proof of support in U.S. dollars; **or**
  - A completed Form I-134, Affidavit of Support. This form will be sent to you if your sponsor is already in the United States.
2. If bringing dependents (spouse and/or children), you must furnish complete information on each and additional documentation of support (\$5,000) for each dependent.

**All documentation required to issue an I-20 should be submitted to: Conrad Daniels, Lincoln Memorial University, 6965 Cumberland Gap Parkway, Harrogate TN 37752. It must be received by May 1 or within 30 days of your receipt of official acceptance to LMU-DCOM if accepted after April 30.**

The College reserves the right to request additional information if not satisfied with any information received. An I-20 will be issued only after receipt of the items mentioned above and the college is satisfied that you have sufficient financial support to see you through four years of medical school.

### ***Obtaining a Student Visa***

Once you have received an I-20, you should make an appointment with the U.S. embassy or consulate to apply for the F-1 visa. In most countries, first time student visa applicants are required to appear for an in-person interview. However, each embassy and consulate sets its own interview policies and procedures regarding student visas. You should consult Embassy web sites or call for specific application instructions.

Your application for an F-1 visa **must** include:

- Letter of admission from LMU-DCOM;
- completed I-20;
- a recent 2x2 photograph;
- passport valid for at least six months after your proposed date of entry in the United States;
- form DS-156, Nonimmigrant Visa Application and Form DS-158;
- a MRV fee receipt to show payment of the visa application fee, a visa issuance fee if applicable and a separate SEVIS I-901 fee receipt.

You should also be prepared to provide:

- Transcripts and diplomas from previous institutions attended;
- scores from standardized tests required by the educational institution such as the TOEFL, MCAT, etc.;



- financial evidence that shows you or your parents who are sponsoring you have sufficient funds to cover your tuition and living expenses during the period of your intended study;
- If you are applying to bring dependents, you must also provide proof of your relationship to your spouse and/or children (e.g., marriage and birth certificates).

### ***F-1 Transfer Students***

Regulations permit students on current F-1 visas to transfer from one SEVIS approved school to another. To comply with this regulation, both schools must update the student's records.

After receipt of official acceptance to LMU-DCOM, as a transfer student you must submit the following information so that a transfer of schools in the SEVIS system can be processed:

- Completed F-1 Student Transfer form;
- Proof of financial support for the cost of attendance (\$75,681) for one year at LMU-DCOM; this may be satisfied by submitting one of the following documents:
  - An actual bank statement or official notarized statement from a bank showing proof of support in U.S. dollars; or
  - A completed Form I-134, Affidavit of Support;
- Photocopy of the I-20 from the school you are currently attending;
- Copy of your passport and I-94 card;
- If bringing dependents (spouse and/or children) who are not US citizens or permanent residents, you must furnish complete information on each and additional documentation of support (\$5,000) for each dependent.

**The above information should be submitted to: Conrad Daniels, Lincoln Memorial University, 6965 Cumberland Gap Parkway, Harrogate TN 37752.**

The College reserves the right to request additional information if not satisfied with any information received. An I-20 will be issued only after receipt of all items mentioned above and the college is satisfied that you have sufficient financial support to see you through four years of medical school.

### ***Student's Responsibilities Once on Campus***

- You must make an appointment with Conrad Daniels, your DSO at Lincoln Memorial University, within seven days from the first day of class to complete the SEVIS registration process. When you go for your

appointment, you must take all visa information including your I-20, I-94 and passport.

- During your enrollment at LMU-DCOM, you must notify your DSO within 10 days of any change of address.
- You must remain a full-time student.
- Your I-20 must be endorsed by your DSO every 365 days.

### ***Applicants with Foreign Coursework***

Applicants who wish to use coursework completed outside the United States must submit their transcripts for evaluation to one of the following services:

[World Education Services](#)

P.O. Box 745, Old Chelsea Station

New York, NY 10113-0745

212.966.6311

[www.wes.org](http://www.wes.org)

[Josef Silny & Associates](#)

7101 SW 102 Avenue

Miami, FL 33173

305.273.1616

[www.jsilny.com](http://www.jsilny.com)

A course-by-course evaluation is required and all course work must be designated as undergraduate, graduate or professional. LMU-DCOM will only honor evaluations from one of the above services. The evaluation must be included with the application packet.

### **Student Transfers**

LMU-DCOM accepts transfer students from medical schools and colleges accredited by the AOA-COCA or by the LCME. Applications for transfer will be evaluated by the Associate Dean of Students and the Director of Admissions. Transfer credits must meet the following criteria:

- Credits are only given if the student is eligible for readmission to the previously attended College of Osteopathic Medicine (COM) or other Liaison Committee on Medical Education (LCME) medical school.
- When a student transfers from another COM, the last two years of instruction must be completed at LMU-DCOM.
- When students transfer from an LCME accredited medical school or college to a COM, at least two years of instruction must be completed within the COM.
  - In the case of LCME transfers, the COM requirement for osteopathic manipulative medicine must be completed prior to graduation.
- The curriculum of the school from which the student is transferring must be equivalent to the LMU-DCOM curriculum. Decisions about curriculum equivalence between institutions will be decided by the LMU-DCOM Curriculum Committee, regardless of individual student's qualifications. Because first year curricula vary from school to school, it is often not feasible to transfer between the first and second years of medical school. In general, transferring into the third

year of medical school is more feasible. Students transferring into the third year must have passed COMLEX-Level I.

- When making a decision about whether to accept a transfer student, the following criteria will also be taken into consideration: undergraduate coursework and GPA, medical school coursework and GPA, MCAT scores, letters of recommendation, performance in clinical skills courses in medical school, the interview, and verification of good standing from the transferring institution.
- In some cases first-year medical students can be given credit for individual coursework taken at another institution. The coursework will be evaluated on an individual basis. In this case, the student is only given credit for individual coursework and is not given advanced standing. e.g. They have taken gross anatomy at another institution so they are given credit for gross anatomy but they are still a first year medical student.

## RECRUITMENT

The LMU-DCOM recruitment program has three goals:

- 1) **To increase the visibility of LMU-DCOM primarily in the Southeast region of the United States.** LMU-DCOM is actively engaged in meeting with undergraduate students and the general public to discuss the College and the osteopathic profession. Institutions in the Cumberland Gap region and surrounding areas in Appalachian are visited as often as possible on a rotating basis. Institutions outside the Southeast region are also visited.
- 2) **To attract students from the Appalachian area who are committed to serving this area.** LMU-DCOM will maintain close ties with undergraduate institutions and premedical advisors in the Appalachian region. LMU-DCOM hosts tours of the LMU campus for premedical advisors and premedical students. LMU-DCOM also works closely with high schools in the Appalachian region to educate students about the osteopathic profession.
- 3) **To create a diverse student body.** LMU-DCOM believes that a diverse student body is important for the development of all future physicians. Recruitment efforts focus on underrepresented minorities by maintaining close ties with premedical advisors and premedical clubs whose focus is on minority students. In addition, LMU-DCOM representatives will also attend conferences and career fairs with an emphasis on minority students.

### **Osteopathic Medicine Awareness Conferences**

LMU-DCOM periodically holds Osteopathic Medicine Awareness Conferences (OMAC). These are half-day events held on the LMU-DCOM campus designed for interested students and premedical advisors to learn about the College and the

Osteopathic Profession. These conferences are also open to members of the local community and school systems who wish to learn more about osteopathic medicine. Attendees hear presentations on osteopathic medicine, the pre-clinical curriculum, the clinical curriculum, and the admissions process. Following the presentations, there is a more informal question and answer panel-discussion with current LMU-DCOM students. The conference ends with a tour of the facilities and a light lunch. During the lunch the applicants have the chance to talk one-on-one with the faculty, staff, administrators, and current LMU-DCOM students.

### **Off-Campus Recruiting**

During the fall and spring semesters, members of the admissions staff, the faculty, and various administrators make visits to premedical clubs, career fairs, graduate school fairs, Dean's Days, and other such conferences. Anyone interested in having a representative from LMU-DCOM make a presentation at their school should contact the Office of Admissions and Student Services.

### **Grade School and High School Visits**

To increase the likelihood that LMU-DCOM produces a significant number of graduates who practice in the Appalachian region, the college visits grade schools and high schools several times a year to educate young students about the benefits of the osteopathic profession. Young students, especially those in underserved areas, are not always aware about different career options. Heightened awareness about the profession and LMU-DCOM will hopefully motivate some of these students, who otherwise might not have ever considered being a physician, to enter the profession. LMU-DCOM also has several sessions a year for high school students on the LMU-DCOM campus.

### **Early Identification Program**

LMU-DCOM has an early identification program with the undergraduate Admissions Department at LMU that will allow students accepted to the undergraduate program to apply and interview with the DeBusk College of Osteopathic Medicine for conditional acceptance. Undergraduate students in the program will work closely with faculty advisors at LMU-DCOM to ensure maintenance of educational standards. The students will also be involved with events at LMU-DCOM, so that they gain an early exposure to osteopathic medicine.

## **STUDENT SERVICES**

### **Documentation of Immunizations, Immunity, and Physical Health**

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

Students must also provide proof of health insurance.

LMU-DCOM, in conjunction with requirements of hospitals accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and/or Healthcare Facilities Accreditation Program (HFAP) requires the following immunizations and proof of immunity, for which **substantiating documentation** must be provided, as described below.

***Documents that must be completed prior to matriculation include:***

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

**It is expected that this documentation will be provided by the matriculating student to the Admissions Office, along with other required admissions documents, by May 15 of the matriculating year, unless extenuating circumstances exist.** The expense of immunizations and immunity titers is understood by LMU-DCOM, and the possibility of non-immunity and necessity for booster vaccination has been taken into account with the expectation that all files will be complete no later than the end of the first semester following matriculation. **Any student not making a good faith effort to complete their immunization record by this time will not be permitted to register for the second semester.**

During the second semester of the first, second and third years, students will be expected to provide an updated PPD and urine drug screen as a requirement for beginning clinical rotations. **Any student not providing evidence of updated PPD and urine drug screen by April 15 will not be authorized to take COMLEX I or begin OMS III/IV rotations until completed.**

***Required prior to matriculation***

- Proof of TdAp and polio vaccine
- Proof of meningococcal vaccine
- Negative PPD screening for tuberculosis
  - If prior history of tuberculosis, BCG vaccination, or positive PPD, must provide negative chest x-ray and/or negative QuantiFERON-TB Gold test within 6 months of matriculation
- Proof of initial vaccination in Hepatitis B series
- Urine drug screen (14 panel testing) negative except for prescribed substances
- Proof of immunity against measles, mumps, and rubella
  - Qualitative or quantitative antibody titers for MMR
  - If any of the three components show insufficient immunity, a booster vaccination and recheck of titer 6 weeks later is required
- Proof of immunity against varicella
  - Qualitative or quantitative antibody titers for varicella
  - History of infection is not considered proof of immunity
  - If antibody titer is negative, booster vaccination and recheck of titer 6 weeks later is required

***Required prior to starting OMSIII rotations***

- Proof of immunity against measles, mumps, and rubella, if not provided at matriculation
  - Qualitative or quantitative antibody titers for MMR
  - If any of the three components show insufficient immunity, a booster and recheck of titer 6 weeks later will be required
- Proof of immunity against varicella, if not provided at matriculation
  - Qualitative or quantitative antibody titers for varicella
  - History of infection is not considered proof of immunity
  - If antibody titer is negative, booster vaccination and recheck of titer 6 weeks later is required
- Proof of immunity against hepatitis B, if not provided at matriculation
  - Proof of completion of 3 injection series (takes 7 months to complete)

- Qualitative or quantitative antibody titers showing immunity to Hepatitis B, ideally drawn 6-12 weeks after completion of 3 injection series
- If antibody titers are negative 6-12 weeks following completion of Hepatitis B series, a second series of 3 injections needs to be completed, with antibody titers drawn 6-12 weeks following completion
- If antibody titers are negative following second series of 3 injections (per protocol), and proof of completion of two full series of vaccinations is provided, student will be considered a “non-responder” to Hepatitis B immunization
- Negative PPD screening for tuberculosis within 6 months of starting rotations
  - If prior history of tuberculosis, BCG vaccination, or positive PPD, must provide negative chest x-ray and/or QuantiFERON-TB Gold test within 6 months of starting rotations
- Urine drug screen (14 panel testing) negative with the exception of prescribed medication

**Note:** Though proof of Hepatitis B immunity is not required until the start of rotations, if you have completed the Hepatitis B vaccination series, it is advisable to provide proof of immunity prior to matriculation.

### **Academic Advising**

Upon matriculation, medical students are assigned to an academic advisor and advising college. The Office of Admissions and Student Services is responsible for making these assignments. An important role for faculty advisors is to ensure that their advisees are devoting enough time to their studies and that each student is involved with a study-group of his or her peers. Students in good academic standing are required to meet with their advisor on a monthly basis or more if needed by the student. Students on academic probation are required to meet more often with their advisors – the recommendation is twice a month. It is the students’ responsibility to schedule these meetings with their advisors. In addition to their assigned advisors, The Director of Academic Support is available for students who self-refer or who are referred by the faculty. The Director of Academic Support is located in the Students Services office suite.

### **Mental Health Counseling: Pre-Clinical Years**

Students have access to confidential mental health counseling and care. The staff of the Lincoln Memorial University Office of Mental Health Counseling help current students overcome the personal, career, and academic concerns that often stand in the way of them

reaching their full potential. The office operate as the primary mental health service for undergraduate, graduate, and professional students enrolled at the University. Counselors provide free, short-term treatment typically lasting between five to eight sessions per semester, however, treatment may extend beyond eight sessions when appropriate. Counseling provides an opportunity for students to explore their unique problems, difficulties and concerns with a licensed mental health professional in a safe and confidential environment. In addition, the office offer crisis intervention and psychoeducation/training for the campus community. In the event that students require long-term counseling or treatment needs exceed the scope of our practice, the counselors will work with students to find appropriate off-campus treatment options. Students who secure services in the community are responsible for paying for those services. Most community providers accept insurance. Some have a sliding scale fee schedule for students who do not have insurance that covers mental health services. Information regarding counseling services is found on the following website:  
<https://www.lmunet.edu/student-life/counseling>.

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

- A main mental health services phone number is given to all students which is accessible anywhere where students have phone services. **423-869-6277**
- During normal business hours (8:00am – 4:30pm, Monday – Friday), this number will reach one of the mental health counselors on either the Harrogate campus or Knoxville locations.
- The counselors will assess the situation to make certain that all emergent situations are follow-up with a call to 911. If the situation is not an emergency, the counselor will schedule an appointment with the student for a follow-up.
- During after hours, the same main number will be forwarded to Protocall where a licensed professional counselor will support students. The Protocall counselor will triage each call to determine if it is an emergency situation or a situation that would require a later appointment.
- If a student is off campus, the on-campus counselor or Protocall counselor will direct the student to the nearest licensed professional in their area.
- All encounters are confidentially documented with procedures for follow-up

### **Mental Health Services: Clinical Years**

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



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

### **Diagnostic, Preventive, and Therapeutic Health Services**

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

#### **Harrogate Location**

As a means of convenience, LMU-DCOM operates two (2) LMU-Medical Clinics located in Harrogate, TN (across the street from the main campus) and New Tazewell, TN (15 miles from main campus). Students can make an appointment with providers who do not assess or promote students at LMU-DCOM. At the Knoxville additional location, students have access to clinics and hospitals affiliated with LMU-DCOM for health services as well as many other health care facilities within the greater Knoxville area. As outlined in the affiliation agreements with these facilities, if a student becomes ill or has an emergency health issue during the clinical assignment, the training facility will render care or refer the students to services, but is not responsible for the cost of such care. Students are financially responsible for any medical care they receive at a training site.

#### **Knoxville Location**

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

#### **Summit Medical Group – Internal Medicine Associates**

7744 Conner Road  
Powell, TN 37849

<https://www.imasummit.com/>

### **Student Ambassador Program**

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

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

### **Student Records**

Student grades are recorded, stored and secured with the Lincoln Memorial University Registrar. All other student records will be maintained in the Office of Admissions and Student Services. The privacy of student records is noted under Public Law 93-980. Requests from students to have their records released must be made in writing. Verification of enrollment will only be made for educational reasons. For instance, verifications will not be made to employers, landlords, or family members. In these cases the students should use letters of acceptance, transcripts, or receipts of payment. LMU-DCOM students wishing to review their records must call the Office Admissions and Student Services and make an appointment with the Dean of Students or the Director of Admissions.

**Harrogate Location:** Call the Office of Admissions and Student Services at 423-869-709 and make an appointment with the Dean of Students or the Director of Admissions.

**Knoxville Location:** Call the Office of Admissions and Student Service at 865-338-5689 and make an appointment with the Dean of Students 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 medical student education records. No one outside the institution shall have access to, nor will LMU disclose any information from, medical students' education records without the written consent of medical students except to personnel within the institution, to officials of other institutions in which medical students seek enrollment, to persons or

organizations providing medical students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of medical students or other persons. Additionally, according to 1998 Higher Education Amendments, the University is authorized by law to contact parents or guardians when medical students under the age of 21 commit serious or repeated violations directly or indirectly involving our drug and alcohol policies. All the exceptions are permitted under the Act.

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

Medical students can access their "medical student information" by using the Web Advisor account. Each medical student is given a PIN number to access the following information: schedule, transcript, financial records and financial aid. This information will remain confidential as long as medical 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 medical student's education record.

## **Financial Services**

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

### ***2019-20 Tuition and Fees***

#### **OMS Year 1**

Tuition (Subject to yearly change)	\$51,140.00
Student Activities Fee	\$150.00
Vehicle Registration Fee	\$30.00
Technology Fee	\$50.00

#### **OMS Year 2**

Tuition (Subject to yearly change)	\$51,140.00
Student Activities Fee	\$150.00
Vehicle Registration Fee	\$30.00

Technology Fee	\$50.00
BLS/ACLS/PALS	\$250.00

### **OMS Year 3**

Tuition (Subject to yearly change)	\$51,140.00
Student Activities Fee	\$50.00
Technology Fee	\$50.00

### **OMS Year 4**

Tuition (Subject to yearly change)	\$51,140.00
Student Activities Fee	\$50.00
Technology Fee	\$50.00
Graduation Fee	\$400.00
ERAS Processing Fee (payable to ERAS)	\$75.00

### **Miscellaneous**

Late Payment Fee	\$100.00
Lost ID Badge	\$10.00
Remediation Fee (Per Course)	\$100.00
Missed appointment/Standardized patient	\$100.00

### **One-Time Fees**

Acceptance/Matriculation Fee*	\$1,250.00 (Non-refundable)
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\*The \$1,250.00 Non-Refundable Acceptance Fee is payable by the future student to hold a seat in the class. It is credited towards tuition.

### ***Late Fee***

Tuition and fee charges must be paid by registration. If tuition is not paid in full on the due date, a late fee of \$50.00 per week will be assessed until all financial obligations are met.

### ***Reimbursement of Funds***

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

### ***The Return of Title IV Funds (federal)***

The Higher Education Amendments of 1998 regulate how colleges and universities handle Title IV funds when a recipient withdraws from school. This policy is separate from the university's refund of institutional charges. The return of Title IV funds includes Pell Grants, Federal Supplemental Educational Opportunity Grants, PLUS/GRAD PLUS Loans, Perkins Loans and 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 may be obtained from the Office of Admissions and Student Services.

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

### ***Financial Commitment Policy***

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

### ***Outstanding Balance/Collection***

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

## **Student Organizations**

The LMU-DCOM Student Government Association (SGA) is the official voice for osteopathic medical students. Each location has separate SGA governing bodies, however SGA representatives are required to work together and host joint meetings. LMU-DCOM SGA is open to all medical students at LMU-DCOM and welcomes proposals and participation from the entire student body. SGA is responsible for disbursing funds for student activities; acting as liaison for the medical student body; promoting osteopathic medicine; supporting club and classroom activities; and working to improve the quality of life for all LMU-DCOM medical students. Students serving as SGA officers, club presidents, Student Ambassadors, LMU-DCOM representatives at national meetings, or in any similar position must maintain at least a 75% average in their coursework. For the purposes of this requirement, the average will be calculated using the actual percentage grades achieved in each course/system, similar to the method for calculating class rank. An officer whose grade average falls below 75% or who is placed on academic or professional probation must resign. Osteopathic medical students are encouraged to develop, organize and participate in student associations and government organizations; however, students may not hold more than one elected position at the same time. Elections for offices are held each spring for the following year. The LMU-DCOM Office of Admissions and Student Services is responsible for providing the support for these associations or organizations. Every student organization is required to have a faculty advisor. The advisor for SGA is the Dean of Students.

### ***Registration of Medical Student Organizations***

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

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

### ***Annual Registration***

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

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

### **Student Sponsored Events**

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

### **Merchandise and LMU-DCOM Logo Policy**

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

<b>ACADEMICS</b>
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### **University Regional Accreditation**

Lincoln Memorial University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, specialist and doctorate degrees. Contact the 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.

### **Professional College Accreditation**

LMU-DCOM has received full accreditation status through the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA).

The accreditation standards are available at: [http://www.do-online.osteotech.org/index.cfm?PageID=acc\\_predoc](http://www.do-online.osteotech.org/index.cfm?PageID=acc_predoc). Or at: AOA COCA 142 East Ontario Street, Chicago, IL 60611 (800) 621-1773 Ext 8048.

### **Accreditation Grievances**

Students wishing to file a complaint related to the accreditation standards and procedures should make these complaints in writing to the Dean of LMU-DCOM. Forms are available on the LMU-DCOM website.

The contact information for COCA in the AOA Office of Predoctoral Education is as follows: Secretary, Commission on Osteopathic College Accreditation Division of Predoctoral Education 142 East Ontario Street Chicago, Illinois 60611-2864 1-800-621-1773 [predoc@osteopathic.org](mailto:predoc@osteopathic.org)

### **Official Academic Records**

The LMU 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 LMU coursework and grades
- Transfer credits, special credits (SC), and credits by examination (CE)
- Degree earned
- Date(s) degree requirements completed and degree conferred

Students receive their grades electronically through WebAdvisor. Any student wishing to receive a printed copy of his/her grades must submit a written request to the LMU Registrar's Office.



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 LMU Office of the Registrar. The University cannot transmit any transcripts electronically (FAX). The cost of each transcript is \$5.00. The student's account with the Finance Office must be paid in full and Perkins student loans must be in a current non-defaulted status prior to the release of any official grades or academic transcripts.

### **Matriculation and Promotion**

Medical students will advance only after having met the academic, financial, and professional requirements of LMU-DCOM for each academic year.

### **Leave of Absence**

A leave of absence may be granted from LMU-DCOM for one of the following reasons: 1) a medical emergency; 2) a financial emergency; 3) maternity; 4) a call to active military service; 5) pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized institution or teaching facility; or 6) time to study for the COMLEX exam. The LMU-DCOM Dean or the Dean of Students can grant a leave of absence. Only students who are passing the current semester's coursework may be considered for a medical leave of absence. Leave of absences are granted for medical conditions that will impact the student's ability to complete coursework in the future. They cannot be used to justify poor grades prior to the request.

For a student to request a leave of absence, the student must submit a written request and meet with the Dean of Students at their respective location to discuss the reasons for the leave. LMU-DCOM 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 are granted for up to one year.

Before a student's leave of absence can begin, he or she must go through LMU-DCOM's prescribed check out procedure. The student must meet with the Office of Financial Aid 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. Forms for this check out are available from the Office of Admissions and Student Services.

Students seeking to return from a leave of absence must ensure that all approved terms and conditions of the leave have been met and are submitted in writing before reinstatement will be granted. The submission of this paperwork is the responsibility of

the student and must be submitted in writing to LMU-DCOM by the preceding April 30<sup>th</sup> of the academic year the student wishes to be readmitted. The written request should be directed to the LMU-DCOM Dean of Students.

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

## **Graduation Requirements**

A medical student who has fulfilled all the academic requirements may be granted the degree Doctor of Osteopathic Medicine, provided the medical student has:

1. Complied with all the curricular, legal and financial requirements of LMU-DCOM;
2. Successfully completed all coursework requirements in **no more than six years**;
3. Attended, in person, the ceremony at which time the degree is conferred;
4. Taken and passed COMLEX Level 1, Level 2-CE, and Level 2-PE administered by the National Board of Osteopathic Medical Examiners (NBOME) in **no more than 3 attempts per examination**;
5. Demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine;

Students whose graduation date is delayed will be allowed to participate in commencement with their incoming class as long as they have completed COMLEX Level 1, Level 2-CE, and Level 2 PE, and will complete their rotations and all other graduation requirements before December 1 of the same year.

## **Student Consultation**

LMU-DCOM maintains an open-door policy with regard to the medical students. All faculty, advisors, and administrators are available for advice and student support. The input and opinion of the medical student is important. As stated previously, there will be regular meetings with the faculty advisor; however, the medical student may meet with his/her advisor on an *ad hoc* basis. Appointments are recommended, but not required. Appointments should be scheduled via email to the faculty member or with the faculty's administrative assistant. Any student who feels that they have a question or request that has not been addressed should see the Dean of Students in the Office of Admissions and Student Services.

## **Posthumous Degree**

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

## CURRICULUM

LMU-DCOM's curriculum is a four-year, full-time academic and clinical program leading to granting the degree of Doctor of Osteopathic Medicine (DO). The curriculum will stress the interdependence of the biological, clinical, behavioral and social sciences. The emphasis will be on educating physicians for primary care medicine, employing the distinctive osteopathic principles for the maintenance of health and treatment of disease.

A physician must be skilled in problem solving and demonstrate expertise in diagnosis. In order to achieve this goal, LMU-DCOM's curriculum will emphasize the integration of the basic and clinical sciences in medical practice. The curriculum will be divided into a pre-clinical phase and a clinical phase.

### Pre-Clinical Curriculum

The first and second years of osteopathic medical school will introduce the student to fundamental scientific concepts as they apply to the study of medicine. Exposure to clinical medicine with an emphasis on osteopathic principles and practice is woven throughout the curriculum. The first year of the curriculum focuses on basic medical science disciplines including anatomy, histology, biochemistry, molecular and cellular biology, genetics, immunology, microbiology, physiology, and pharmacology. The second year curriculum is organized by organ systems, with integration of the basic sciences, pathology, clinical medicine, and osteopathic principles and techniques. The first year curriculum focuses on normal structure and function as they pertain to the maintenance of health. The second year curriculum focuses on the pathophysiology of disease and when normal system go awry.

### Preclinical Coursework Waivers

Some basic science courses can be waived by prior comparable graduate coursework, as determined by the Dean of Preclinical Academic Affairs/Basic Medical Sciences in consultation with the Chair of the Department in which the course is offered and the course/system instructor. The waiver policy is primarily designed for incoming students who have received a graduate degree with coursework comparable to the course they are requesting to waive. LMU-DCOM requires a grade of B or better in the previous course for which the student is requesting the waiver. The Dean of Preclinical Academic Affairs/Basic Medical Sciences may waive the course entirely or require the student to

successfully pass a comprehensive examination covering the course material. For each course waived, a waiver petition/form must be completed, with the appropriate signatures, and filed with the Office of Admissions and Student Services prior to matriculation. The signed waiver form becomes a part of the academic file at LMU-DCOM and serves as a record of the completion of those course requirements. The student will receive credit for the course but will not receive a letter grade. On the student's transcript a waived course will be noted as "Pass" and will not be calculated into the GPA. Granting of a waiver will not reduce tuition. Students who are granted a waiver may be asked to use their waived course time and expertise to serve as tutors for their classmates. Clinical rotations or courses may not be waived.

## **Course/Systems Descriptions**

### **OMS I (year one) Course Descriptions:**

#### **DO SYS 701 - Medical Gross Anatomy (7.0 Credit Hours)**

Medical Gross Anatomy (MGA) is the study of the body's structure. The course is organized according to the major body regions: back and upper limb; thorax and abdomen; pelvis and lower limb; and head and neck. Laboratory dissections will be utilized throughout the entire course. Supplemental lectures and tutorials will also be given. The student is expected to learn anatomical terminology, three-dimensional and radiological anatomy. Throughout the course students will be challenged to relate the anatomy to solving clinical problems. The latter is an integral part of the anatomy curriculum. Students will be evaluated by a series of five written examinations and four laboratory practical exams.

#### **DO SYS 711 - Molecular Fundamentals of Medicine I (6.0 Credit Hours)**

The Molecular Fundamentals of Medicine I (MFM I) course is designed to provide each student with an integrated understanding of the basic biochemical, molecular, and cellular principles underlying cell structure and function in health and disease. The course integrates the basic science disciplines of molecular and cellular biology, biochemistry and metabolism, pathology, and medical genetics within the context of their clinical applications to basic biomedical sciences. This course will provide a fundamental scaffold of knowledge in basic biological sciences necessary for completion of subsequent medical school curricula, preparation for the COMLEX and USMLE, and success in independent medical practice.

Students will gain an understanding of (1) human molecular biology and genetics; (2) cellular biology and metabolism (3) cellular, molecular, and metabolic abnormalities resulting in pathological conditions and disease; and (4) the molecular basis for clinical diagnosis and therapy.

#### **DO SYS 714 - Medical Histology (4.0 Credit Hours)**

Medical Histology gives students a foundation in the basic structural and functional organization of cells and tissues in the human body. The course focuses on histologic study of basic tissue types and the microscopic anatomy of major organs and organ systems. The understanding of the normal histology presented in this course is critical for the student's ability to: (1) envision the cellular/tissue structures associated with the biochemical and physiological processes explained in other courses, and (2) identify and comprehend the histopathology presented in the second-year systems courses.

### **DO SYS 731 - Osteopathic Principles and Practice I (2.0 Credit Hours)**

This course serves as the foundation of manipulative medicine unique to the practice of Osteopathy. Diagnosis of somatic dysfunction and application of osteopathic manipulative treatment are introduced and explored in both a didactic and skills laboratory setting. Students will learn within a conceptual framework to facilitate understanding of scientific mechanisms, diagnosis, integration and application of osteopathic manipulative treatment as part of a holistic and comprehensive approach to patient care.

### **DO SYS 741 & 742 - Essentials of Patient Care I & II (2.0 Credit Hours)**

An adequate history and physical examination is fundamental to the clinical diagnosis and treatment of medical conditions. To that end, this course will teach the student how to perform a medical history and thorough physical examination and accurately record the findings.

The Essentials of Patient Care (EPC) curriculum consists of four semester-long courses. During EPC I & II, basic history and physical examination skills are taught from an organ systems based approach. This is accomplished through a multifaceted approach of didactic instruction, hands-on experiential instruction and standardized patient encounters. Additionally, the student is introduced to features of common pathologic conditions associated with these systems in order to bring relevance to early clinical learning. Throughout these two semesters and the following two, emphasis is placed on the patient-centered approach to clinical medicine.

During EPC III and IV, the organ systems are revisited in conjunction with the system being covered in the basic science curriculum. The same teaching modalities employed in the first year are repeated here. During these two semesters, history-taking and physical examination skills are enhanced through the introduction of more advanced technique incorporating the students' developing recognition of pathologic findings. The students will learn basic clinical skills in preparation for their clinical rotations.

The specific subject matter of each course is as follows:

1. Essentials of Patient Care I - Obtaining and recording a patient history using patient-centered communication techniques, general survey and vital signs, skin, eye, HENT and pulmonary exam.
2. Essentials of Patient Care II - Cardiac, abdominal, lymphatic, neurologic and

- musculoskeletal exams
3. Essentials of Patient Care III - Advanced interpersonal skills, advanced musculoskeletal, neurologic, cardiovascular and lung exams.
  4. Essentials of Patient Care IV - Advanced interpersonal skills, advanced HEENT, abdominal exams. Male and female genitourinary exam.

**DO SYS 781 - Foundations of Modern Healthcare I (2.5 Credit Hours)**

This course will introduce students to the structure and function of the healthcare system. The course will also lay the groundwork in establishing the student as a lifelong learner who will uphold the professional and ethical standards of the osteopathic physician.

**DO SYS 712 - Molecular Fundamentals of Medicine II (7.0 Credit Hours)**

MFM II focuses on the function of the human immune system and the infectious diseases that afflict humans. The immunology module explains how our body uses normal microbiota and various components of the immune system for self-regulation, self-healing, and health preservation to protect us from infection and disease. The microbiology content is delivered in a “bug parade” manor to study the characteristics, disease presentation and pathology caused by individual microorganisms allowing students to determine diagnosis and treatments of infectious diseases. It is an integrated course introducing the student who may be unfamiliar with microbiology to foundations of bacteriology, virology, parasitology, and mycology.

**DO SYS 715 - Medical Neuroanatomy (3.5 Credit Hours)**

This course provides a thorough survey of the central, peripheral, and autonomic nervous systems. The basic science components will include embryologic neural development, neuroanatomy, and neurophysiology.

**DO SYS 716 - Medical Physiology (7.5 Credit Hours)**

This course is a comprehensive study of normal human physiology organized by system, with an emphasis on integration and control, and the osteopathic principles based on the body’s innate capacity for regulation and healing. Students are also introduced to failures of the regulatory systems, due either to internal or external pathology. The major class activities are lectures and team-based learning (TBL) exercises. TBL activities are problem-solving exercises to reinforce learning. The goal of TBL is to develop skills at solving problems in physiological medicine that the students need to become highly qualified osteopathic physicians.

**DO SYS 717 - Medical Basic Pharmacology (4.0 Credit Hours)**

The course is designed to build a foundation of pharmacologic knowledge. Drug modes

of action and physiologic effects that stem from drug actions are introduced systematically by pharmacologic class with emphasis placed upon prototypical and commonly used members from each pharmacologic class.

**DO SYS 732 - Osteopathic Principles and Practice II (2.0 Credit Hours)**

This course builds on the foundations of manipulative medicine taught in the previous course. Diagnosis of somatic dysfunction and application of osteopathic manipulative treatment will now be applied to the entire body in both a didactic and skills laboratory setting. Students will learn in a contextual framework how diagnosis and treatment come together as part of holistic, comprehensive care for patients.

**DO SYS 782 - Foundations of Modern Healthcare II (1.5 Credit Hours)**

This course will introduce students to the structure and function of the healthcare system. This will include topics in health policy, professionalism, research and physician-patient relationships. Included in these areas are topics such as epidemiology and population health, interprofessional education, evidence-based medicine, research ethics and public health and disease surveillance. The course will include the introduction to the importance of standard precaution and disease prevention, along with topics in global health and the epidemiology of infectious diseases.

**OMS II (year two) Course Descriptions:**

**DO SYS 724 - Musculoskeletal (4.0 Credit Hours)**

This course provides the student with an interdisciplinary approach to the primary care focused evaluation and treatment of conditions involving the neuromusculoskeletal system. Foundations of anatomy and biomechanics, physiology, pharmacology, and pathology are included to enhance the understanding of fundamental clinical concepts. Basic science and aspects of clinical neuromusculoskeletal medicine are considered with emphasis upon osteopathic medical practice; familiarity with previous coursework will be assumed and expected. Topics in the areas of orthopedic surgery, sports medicine, radiology, rheumatology, physical medicine and rehabilitation, are included in the course. Methods of examining the neuromusculoskeletal system will be addressed in conjunction with the Essentials of Patient Care when possible.

**DO SYS 751 - Hematology & Lymph (3.0 Credit Hours)**

This course provides the medical student with an interdisciplinary, integrated approach to the basic science and clinical medicine framework for understanding the fundamentals of the hematopoietic and lymphatic systems. The course will introduce students to biochemical, genetic, pathological, pharmacologic and immunologic considerations as the basis for an approach to the pathophysiology and clinical evaluation and treatment of anemia, hemoglobinopathies, white blood cell disorders, primary immunodeficiency

disorders, leukemias and lymphomas, multiple myeloma, myeloproliferative disorders, hemostasis disorders, platelet disorders, transfusion medicine, lymphedema, select infectious disease considerations, along with other specialized topics. Familiarity with previously completed coursework in medical school will be assumed.

### **DO SYS 720 - Clinical Neuroscience (2.0 Credit Hours)**

This course will provide a thorough survey of clinically relevant neurological pathology, epidemiology, and clinical presentation. Treatment strategies for common neurological diseases will be introduced. A concentration will be maintained on those neurological illnesses commonly seen in primary care settings. Collecting basic clinical data, integrating a comprehensive neurological exam, and developing familiarity with terminology common to the practice of neurology will be highlighted.

### **DO SYS 753 - Cardiovascular (5.5 Credit Hours)**

This course will prepare students to apply scientific understanding of normal physiological functions, the mechanisms of disease and principles of therapeutics within conceptual and clinical applications in order to:

- A. Distinguish normal from abnormal cardiovascular function, formulate a diagnosis, and determine the most appropriate basic therapeutic approach.
- B. Interpret and analyze history and physical examination, laboratory results, ECGs, and imaging technologies to diagnose and guide basic therapeutic approach for common cardiovascular conditions.

Students must combine the knowledge gained in OMS I basic science courses and in this course with skills learned in clinical skills courses. Students will be tasked to apply knowledge gained in this system during simulation labs in EPC, and in OSCEs and CPEs in EPC and OPP.

### **DO SYS 755 - Renal (2.5 Credit Hours)**

The purpose of this course is to present relevant clinical information of the pathophysiology and diagnosis and treatment of renal diseases to allow the student to develop an in-depth knowledge of the structures and functions of the human renal system and how they are altered by various specific renal and systemic disease processes. This second-year renal course will build on and augment what the student has already learned in the various first year courses and will develop a more comprehensive understanding of the structure and function of the renal system in health and illness and how it is evaluated. This course will also introduce and reinforce for the student the systemic manifestations of renal disease impacting other body systems and how pathophysiological processes in other systems impact renal function. The course will also provide an introduction to the understanding of the alterations of the pharmacology of various medications as a result of the presence of renal disease.



**DO SYS 757 - Respiratory (3.0 Credit Hours)**

The Respiratory Course is designed to instruct students about the pathologic conditions of the Respiratory system. The course is organized by disease types and has the pathophysiology early and integrated throughout the course. The course instructs students on the diagnostic and therapeutic tools used to evaluate and manage patients with pathology of the respiratory system. Numerous disciplines like anatomy, microbiology, and pharmacology are used to instruct the students about the evaluation and treatment of the pathology of the respiratory system. The greater design of the course is to teach an osteopathic student how to diagnose and treat problems originating from or related to the respiratory system.

**DO SYS 733 - Osteopathic Principles and Practice III (2.0 Credit Hours)**

This course is a continuation of OPP II and provides students with a contextual framework for understanding the scientific mechanisms, diagnosis, integration and application of Osteopathic manipulative treatment as part of holistic, comprehensive care for patients with presentations considered in the concurrent systems course(s). This course includes both a didactic and skills component.

**DO SYS 743 & 744 - Essentials of Patient Care III & IV (2.5 & 3.0 Credit Hrs)**

An adequate history and physical examination is fundamental to the clinical diagnosis and treatment of medical conditions. To that end, this course will teach the student how to perform a medical history and thorough physical examination and accurately record the findings.

The Essentials of Patient Care (EPC) curriculum consists of four semester-long courses. During EPC I & II, basic history and physical examination skills are taught from an organ systems based approach. This is accomplished through a multifaceted approach of didactic instruction, hands-on experiential instruction and standardized patient encounters. Additionally, the student is introduced to features of common pathologic conditions associated with these systems in order to bring relevance to early clinical learning. Throughout these two semesters and the following two, emphasis is placed on the patient-centered approach to clinical medicine.

During EPC III and IV, the organ systems are revisited in conjunction with the system being covered in the basic science curriculum. The same teaching modalities employed in the first year are repeated here. During these two semesters, history-taking and physical examination skills are enhanced through the introduction of more advanced technique incorporating the students' developing recognition of pathologic findings. The students will learn basic clinical skills in preparation for their clinical rotations.

The specific subject matter of each course is as follows:

1. Essentials of Patient Care I - Obtaining and recording a patient history,

- general survey and vital signs, skin, eye, HENT and pulmonary exam.
2. Essentials of Patient Care II - Cardiac, abdominal, lymphatic, neurologic and musculoskeletal exams
  3. Essentials of Patient Care III - Advanced interpersonal skills, advanced musculoskeletal, neurologic, cardiovascular and lung exams.
  4. Essentials of Patient Care IV - Advanced interpersonal skills, advanced HEENT, abdominal exams. Male and female genitourinary exam.

### **DO SYS 760 - Endocrine (3.0 Credit Hours)**

This course applies the physiologic principles of hormone production and function to pathologic processes of endocrine disorders. It also explores metabolic dysfunction, including the pathophysiology of type 2 diabetes and other obesity related conditions. Clinical manifestations, diagnosis, and treatment of common adult endocrine disorders are covered. Emphasis is placed on understanding the interplay of endocrine regulatory mechanisms as they relate to appropriate pharmacologic treatment of endocrine dysfunction.

### **DO SYS 762 – Reproductive/Genital Urinary (5.0 Credit Hours)**

This course will familiarize the student with the female and male reproductive system. The basic science and clinical information regarding the normal structure and function of the genitourinary system, the pathophysiology of genitourinary system disorders, and the clinical characteristics and epidemiology of these disorders. Students will receive an introduction to clinical obstetrics and gynecology including basic management principles and introduces principles of clinical diagnosis and management of genitourinary disorders.

### **DO SYS 764 - Gastrointestinal (3.0 Credit Hours)**

This course tasks the student with applying basic principles of histology, embryology, anatomy, genetics, microbiology, physiology, pharmacology and pathology in order to diagnosis and initially manage gastrointestinal diseases in the adult and pediatric population. Basic concepts of nutrition will also be covered in this system.

### **DO SYS 768 - Integument (2.0 Credit Hours)**

This course explores the anatomy of the skin, pathologies of the skin and the pharmacology of dermatologic drugs. Clinical manifestations of skin disorders of various ages are presented in lecture format or TBL categorized by classification of lesions. Treatment explanations, including OMM, are incorporated in the course lectures.

### **DO SYS 722 - Behavioral Medicine (2.5 Credit Hours)**

This course will provide a thorough review of clinically relevant topics in psychiatry to better prepare students to evaluate and treat mental illness. A concentration on psychiatric issues seen in primary care settings will be maintained. Behavioral medicine will emphasize epidemiology, diagnosis, medication and psychotherapeutic management, as well as the physician's role in promoting behavioral change. The psychiatric diagnostic interview and DSM 5 criteria will be reviewed and applied. This course prepares students for their clinical core rotation in psychiatry as third year students and for their eventual practice of medicine regardless of chosen specialty.

#### **DO SYS 734 - Osteopathic Principles and Practice IV (2.0 Credit Hours)**

This course is a continuation of OPP III and provides students with a contextual framework for understanding the scientific mechanisms, diagnosis, integration and application of Osteopathic manipulative treatment as part of holistic, comprehensive care for patients with presentations considered in the concurrent systems course(s). This course includes both a didactic and skills component.

#### **DO SYS 783 Foundations of Modern Healthcare III (2.0 Credit Hours)**

This course will introduce students to the structure and function of the healthcare system. The course will also lay the groundwork in establishing the student as a lifelong learner that upholds the professional and ethical standards of the osteopathic physician while exposing the students to diverse populations. This will include topics in health policy, professionalism, research and physician-patient relationships. Included in these areas are topics such as health care organization, insurance, interprofessional education, evidence-based medicine, ethics and malpractice. The course will include the introduction of key principles and methods of biostatistics and epidemiology that are important for the understanding of published studies.

### **CLINICAL ACADEMICS**

#### **Criminal Record Report**

All medical students must have an updated criminal record report from a LMU-DCOM-approved vendor before starting medical school and prior to the start of clinical rotations. Failure to comply with this mandate will result in denial to matriculate or an enrolled student being withdrawn from his/her present program. The student will sign a disclosure and release form indicating knowledge of this policy and their belief that they do not have any criminal history that would disqualify them from clinical experience, patient contact, and possible future licensure. These reports are purchased at the expense of the medical student. The appropriate forms are available through the Office of Admissions and Student Services.

## **Rotation Schedule**

Rotation schedules are determined prior to the end of Year 2 through a schedule optimization program (lottery) based on individual student's ranking of core sites. All rotations are four weeks in length unless otherwise specified.

### ***Core Hospital Rotations***

This third year clerkship is served in a twenty-four week continuous experience. The facilities from the hospital core list are designated by affiliation agreements. Physicians at these core sites have usually received clinical/adjunct faculty appointment and participate in the education of medical students on required clerkships or rotations. Site evaluations are collected and reviewed. Students will also be required to pass the appropriate COMAT (Comprehensive Osteopathic Medical Achievement Test) for that rotation and must do so within 2 attempts. If a student fails the COMAT on the second attempt, he or she will fail the rotation and be required to repeat. These rotations represent the foundational experience for broad training to prepare students to enter their fourth year and prepare for selection of residency training. Specific training includes Internal Medicine (eight weeks), General Surgery, Behavioral Health, Obstetrics and Gynecology, Pediatrics, Emergency Medicine, and Family Medicine.

### ***Selective Rotations***

Three third-year selective rotations are at sites designated by the Department of Clinical Education. All physicians will be approved by the LMU-DCOM Department of Clinical Education. The third-year offering of selective rotations can be anywhere within an optimal maximum of approximately 60-100 mile radius of their particular core site. The Department of Clinical Education will offer a pre-approved set of rotation sites from which the students may choose the required Selective Rotations. Other selective rotation sites may be arranged with prior approval by the Dean of Clinical Medicine. Site evaluations are collected and reviewed. Selective rotations will include surgical, medical and others.

### ***Electives***

Facilities and physicians for elective rotations may be selected by students. All selections must be approved by the Department of Clinical Education. These experiences are meant to offer the opportunity to gain insight and experience into the vast array of medical education experiences particular to each student's interest. It may also be time used in exploring residency training opportunities. Preceptors may or may not hold a designated clinical/adjunct faculty appointment. Site and evaluations are collected and reviewed. An individual physician must be responsible for the student during this rotation. During the fourth year, up to two

elective rotations may be done outside the United States with prior approval of the Clinical Dean, but only in locations deemed safe by the US Department of State.

### ***Vacation***

Four weeks of vacation are allowed in the 3<sup>rd</sup> and 4<sup>th</sup> year. This may not be used for clinical clerkship or preceptor experience unless specifically approved by the Office of Clinical Education. Vacation is used as a requirement for remediation.

### **Rotation Changes**

Rotation change requests are made to the Office of Clinical Education. **Requests must be completed and returned to the Office of Clinical Education at least 60 days prior to beginning of the rotation in question.**

### **Training Hours**

It is the philosophy of LMU-DCOM that medical students are in a period of training that mimics the practice as demonstrated by the supervising physician. **For guidance purposes only, as per national guidelines, the following may be considered:**

- A typical work day should be considered to be 12-hours in duration.
- A typical work week should be considered to be a minimum of 40 hours and a maximum of 80 hours in duration averaged over 4 weeks.
- The maximum duration on-duty should be no longer than 24 hours followed by a minimum of 12-hours off-duty.
- Two days out of every 14 days should be provided as a break.

### **Report for Rotation**

Each rotation begins on a Monday and ends four weeks later on Friday. Requests for travel time must be made to Office of Clinical Education. It is the responsibility of each medical student to be present on the commencement of each rotation. In the event of an unavoidable tardiness to or absence from the rotation, it is the responsibility of the medical student to notify the supervising physician and the Office of Clinical Education.

### **Student Evaluation (Grade)**

At the end of each rotation block, the designated supervising physician or preceptor completes an evaluation on the medical student's performance as it relates to knowledge, skills, and performance. These assessments cover the core competencies, Osteopathic Principles and OMM, Medical Knowledge, Patient Care, Professionalism, Interpersonal and Communications Skills, Practice Based Learning and Improvement, and Systems

Based Practice. The final grade is given by full-time LMU-DCOM faculty serving as director of the rotation and is based on the following three components:

1. The score(s) on the COMAT or other exams (as applicable)
2. The preceptors' evaluations of the student's clinical performance and professionalism
3. Other coursework/requirements as assigned by the rotation chair/director

Students must successfully pass all three components to receive a passing grade for the rotation. More information on the specifics of grading for clinical rotations is available in the LMU-DCOM Clinical Rotations Manual.

### **Student Site Evaluation Form**

At the end of each rotation block, students are required to submit the site evaluation form as provided by the Office of Clinical Education. The evaluation will include information about the learning environment, accommodations, and training opportunities at the site. Honest, professional, and succinct feedback is requested as information collected over time at a particular site is used as developmental feedback for the supervising physician or preceptor and site. The information is also available for future students wishing to rotate at the site.

### **Access to Technology**

Students must use their own computer with Internet access to complete distance learning assignments, access the electronic medical library, and regularly check campus email. The student's LMU-issued email account is the official means of communication between LMU-DCOM and the student. Students must comply with the rules and regulations set-forth by the rotation site as well as University policies.

### **Mediasite Policy**

Class recordings are distributed for the exclusive use of students in the LMU DeBusk College of Osteopathic Medicine class that was recorded. Student access to and use of class recordings are conditioned on agreement with the terms and conditions set out below. Any student who does not agree to them is prohibited from accessing or making any use of such recordings.

Any student accessing class recordings (1) acknowledges the faculty members' intellectual property rights in recorded lectures and class materials and that distribution of the recordings violates the LMU-DCOM Copyright Policy; (2) recognizes the privacy rights of fellow students who speak in class; (3) accepts that distributing, posting, or uploading class recordings to students or any other third party not authorized to receive

them or to those outside LMU-DCOM is an Honor Code violation; and (4) agrees that recordings are to be accessed and used only as directed by the faculty member(s) teaching the course.

### **Patient Confidentiality**

All medical students must complete the Health Information Portability and Accountability Act (HIPAA) training provided by LMU-DCOM. The training notification is provided to all affiliated clinical training facilities.

### **Process for New Preceptors**

The physician submits a one-page preceptor application with a current CV to the Office of Clinical Education. The office will verify the preceptor's professional license and will submit all documentation to the chairperson for review and recommendation to the Senior Associate Dean and Dean of Clinical Medicine. All new preceptors will receive preceptor training.

### **Clinical Curriculum**

The clinical years (3<sup>rd</sup> and 4<sup>th</sup>) will consist of hospital and office based training. All faculty at core hospitals, community hospitals, and those on the clinical adjunct data base are approved by LMU-DCOM based on interest and dedication to teaching as well as the evaluation of the Curricula Vitae (CV) and license verification. The clinical curricula will reflect the mission of the college through planning and evaluation in the curriculum committee and the input, review and approval of the Dean's Council. **Students must follow the policies and procedures outlined in the Clinical Rotations Manual for clinical rotations.**

All rotations are for four (4) consecutive weeks. Educational activities consist of an online lecture course to be completed in the third year. The Office of Clinical Education is composed of an experienced team including the Dean of Clinical Medicine, Director of Clinical Education, Director of Rotations, and Rotation Coordinators to ensure the execution of affiliation agreements with hospital sites, development of educational standards, and assignment of students to sites. Student rotation evaluations, self-assessments, site evaluations, and site visits ensure that consistent educational objectives are being met at each rotation site.

During the third year, the student will be assigned to a core rotation site. LMU-DCOM will provide rotations for the students to complete their third year rotations. The student may elect to do Selectives and Electives elsewhere, as long as the site is approved in advance by the Office of Clinical Education. Each site will be carefully selected with

sufficient resources to provide the third year curricular plan. The core hospital experience within a site will consist of:

**Entry into third year courses requires successful completion of the entire course of study of the second year. All students will be required to successfully complete the 3<sup>rd</sup> year curriculum before entrance into year 4.**

***Third Year:***

**Comprehensive Basic Science Review (4 weeks)**

**Clerkships/Rotations (weeks)**

**24 Week CORE Experience**

Family Medicine (4)

Internal Medicine I (4)

Internal Medicine II (4)

Behavioral Health (4)

Obstetrics/Gynecology (4)

General Surgery (4)

Pediatrics (4)

**The remainder of Year III:**

Selective I/Adult Primary Care Selective (4); Selective II/Surgical Selective (4); Elective I (4); Independent Study Month/Vacation (4)

**Selective rotations** can be chosen from designated specialties approved by LMU-DCOM. If a student chooses to fulfill the rotation with a physician not on the approved list, they must first receive approval through the Office of Clinical Education:

The choices of specialties are listed below:

Selective I/Adult Primary Care: Outpatient Family Medicine, Internal medicine, Geriatrics.

Selective II/Surgical Selective: General Surgery, Orthopedics, ENT, Ophthalmology, Surgical Critical Care, Trauma Surgery, Neurological Surgery, Urology, CV/Thoracic Surgery, Gynecological Surgery; Plastic Surgery

**Elective rotations** shall not consist of the same physician for more than two consecutive or separate months. No more than 4 months of elective rotations may be done in one specialty.

**Third-Year Clinical Rotation Descriptions:**

**DO CLIN 800**

**Comprehensive Basic Science Review**



Four-week self-directed pass/fail course for OMS-3 students to optimize their study skills to score at or above the national average on licensure exams. It is expected that students devote 40 hours per week to this course. Students will be expected to complete 200 questions from a practice test item bank. Student progress will be monitored on a weekly basis. The majority of students will be preparing for COMLEX Level 1. Students who have completed COMLEX Level 1 will use this time to prepare for COMLEX Level 2-CE.

**DO CLIN 801            Behavioral Health/Neuropsychiatry**

Four weeks focusing on the evaluation, intervention and management of the psychiatric patient. Emphasis is placed on the medical student learning the triage and community integration of treatment models treating the patient in the setting close to home rather than the inpatient psychiatric hospital. This month will offer the integration of the inpatient psychiatric treatment model with the goal of community treatment and placement for the mentally ill patient.

**DO CLIN 802            Internal Medicine I**

Four week course concentrating on the care of the adult patient in both the inpatient and outpatient arenas. The student will start applying their knowledge clinically while learning how to function as part of a healthcare team.

**DO CLIN 803            Internal Medicine II**

Four week course concentrating on the care of the adult patient in both the inpatient and outpatient arenas. The student will start applying their knowledge clinically while learning how to function as part of a healthcare team.

**DO CLIN 804            Obstetrics/Gynecology**

Four weeks of training in the inpatient or outpatient setting to become familiar with the care of medical and surgical issues related to the female genitourinary system. This will include the evaluation and care of the pregnant patient for prenatal, delivery and post-natal period.

**DO CLIN 805            General Surgery**

Four weeks of training in the hospital setting under the supervision of a hospital based general surgeon(s). This will include the evaluation, surgical intervention, consultation and follow-up of the adult male and female population.

**DO CLIN 806            Pediatrics**

Four weeks of clinical training in the outpatient setting. The student will learn to complete an appropriate history and physical exam for pediatric patients from birth to age 21. Emphasis will be placed on preventive health management for evaluation of growth milestones as well as immunization strategies.

**DO CLIN 807            Family Medicine**

Four weeks of training with a family physician where the full range of preventive and acute care of male and female patients of all ages is experienced. The role of

preventive health care, triage and specialty referral process are included as an essential part of the experience.

**DO SELE 816 and 817 (Surgical Selective, Adult Primary Care)**

Third and fourth year Selective Rotations are at sites designated by the Office of Clinical Education. Each student will be assigned to one physician/physician group to follow and work with faculty throughout their schedule of clinical activity. All physicians must be approved by the Office of Clinical Education. The Office of Clinical Education will offer a pre-approved set of rotation sites from which students may choose the required Selective Rotations. Site evaluations are collected and reviewed.

**DO ELEC 825 (Elective I)**

Elective experiences may be selected by the medical students. All selections must be approved by the Office of Clinical Education, although there is no restriction on the location of such experiences within the United States. These experiences are designed to offer the opportunity to gain insight and experience into the vast array of personal medical education experiences particular to each student's interest. It may also be time used in exploring residency training opportunities. It is not necessary for preceptors to hold a designated clinical/adjunct faculty appointment. Site and evaluations are collected and reviewed. An individual physician must be responsible for the student during this rotation.

**Fourth-Year Curriculum**

The fourth year curriculum is intended to build on the foundational experience provided in the third year. The required rotations include Rural/Community Hospital, Emergency Medicine, and Rural/Underserved Outpatient Primary Care. The Rural/Community Hospital experience will be continuity of patient care. These experiences are in settings where more demands for independence can be expected of the senior medical student. The electives will allow students to travel to locations offering the opportunity to develop residency training applications for successful transition after graduation. This year contains four weeks of vacation.

**Clerkships/Rotations (weeks)**

Emergency Medicine (4)

Rural/Underserved Outpatient Primary Care (FM, IM, or Peds) (4)

Elective I (4); Elective II (4); Elective III (4)

Elective IV (4); Elective V (4); Elective VI (4), Rural Underserved Elective VII (4)

Independent Study/Vacation (4)

**Elective rotations** must be chosen from designated specialty rotations approved by the Dean of Clinical Medicine and Curriculum Committee. If a student chooses to

fulfill the rotation with a physician not on the approved list, he/she must first receive approval through the Office of Clinical Education.

**Selective Rotations** can be chosen from designated specialties approved by LMU-DCOM. If a student chooses to fulfill the rotation with a physician not on the approved list they must first receive approval by the Office of Clinical Education.

**Medicine Selective Options:** Gastroenterology, Critical Care, Cardiology, Nephrology, Pulmonology, Neurology, Infectious Disease, Hematology/Oncology, Endocrinology, Rheumatology

***Fourth-Year Clinical Rotation Descriptions:***

**DO CLIN 903            Emergency Medicine**

Students will learn the initial evaluation and stabilization of the acutely ill or traumatized patient. Education of the triage process at the entry into the Emergency Department is included in the experience.

**DO CLIN 904            Rural/Underserved Primary Care (FM, IM, or Pediatrics)**

Four weeks of assignment to a physician representing the delivery of primary care Family Medicine, Pediatrics, Internal Medicine where the practice is located in an ambulatory clinic outside of a metropolitan statistical area. The student will be assigned to one physician to learn the problems that are unique to an area where higher level of consultative care and equipment or facilities are not available.

**DO CLIN 915            Medical Selective**

Fourth year Medical Selective rotation occurs at sites designated by the Office of Clinical Education. Each student will be assigned to one physician/physician group to follow and work with faculty throughout their schedule of clinical activity. All physicians will be approved by the College of Osteopathic Medicine's Office of Clinical Education. The Office of Clinical Education will offer a pre-approved set of rotation sites from which students may choose the required Medical Selective rotation. Site evaluations are collected and reviewed.

**DO ELEC 924, DO ELEC 925; DO ELEC 926; DO ELEC 927; DO ELEC 928; DO ELEC 929;**

Elective facilities and physicians may be selected by the medical students. All selections must be approved by the Department of Clinical Medicine, although there is no restriction on the location of such experiences. These experiences are meant to offer the opportunity to gain insight and experience into the vast array of personal medical education experiences particular to each student's interest. It may also be time used in exploring residency training opportunities. These preceptors may or may not hold a designated clinical/adjunct faculty appointment.

Site and evaluations are collected and reviewed. An individual physician must be responsible for the student during this rotation.

**DO ELEC 930            Rural/Underserved Elective**

Elective facility and physician may be selected by each medical student. In order to fulfill the **Rural/Underserved requirement** of this rotation, the address of the rotation **must** be designated as “rural” or as “medically underserved” by Health Resources & Services Administration (HRSA). The website to search the address of the facility/rotation site is: <https://data.hrsa.gov/tools/shortage-area>. All selections must be approved by the Department of Clinical Medicine. This experience is meant to offer the opportunity to gain insight and experience into the challenges and rewards of treating patients in rural or medically underserved environments. The preceptor may or may not hold a designated clinical/adjunct faculty appointment. An individual physician must be responsible for the student during this rotation. Site evaluations are collected and reviewed.

<b>CURRICULUM DIGEST</b>
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**Years 1 and 2:***OMS I, Fall Semester*

Course #	OMS-I Fall 2018	# of Weeks	Lecture Hours	Lab Hours	Credit Hours
DOSYS 701	MGA	20	54	64	<b>7.0</b>
DOSYS 711	MFM I	18	82		<b>6.0</b>
DOSYS 714	Medical Histology	14	41	14	<b>4.0</b>
DOSYS 731	OPP I	18	15	22.5	<b>2.0</b>
DOSYS 741	EPC I	19	17	13.5	<b>2.0</b>
DOSYS 781	FMHC I	16	30		<b>2.5</b>
	<b>TOTAL</b>		<b>239</b>	<b>114</b>	<b>23.5</b>

*OMS I, Spring Semester*

Course #	OMS-I Spring 2019	# of Weeks	Lecture Hours	Lab Hours	Credit Hours
DOSYS 712	MFM II	11	82		<b>7.0</b>
DOSYS 715	Medical Neuroanatomy	6	32	12	<b>3.5</b>
DOSYS 716	Medical Physiology	13	92		<b>7.5</b>
DOSYS 717	Medical Basic Pharmacology	8	48		<b>4.0</b>
DOSYS 732	OPP II	20	15	22.5	<b>2.0</b>
DOSYS 742	EPC II	20	13	16	<b>2.0</b>
DO SYS 711	FMHC				<b>1.5</b>
	<b>TOTAL</b>		<b>282</b>	<b>50.5</b>	<b>27.5</b>

*OMS II, Fall Semester*

Course #	OMS-II Fall 2018	# WKS	Lecture Hours	Lab Hours	Credit Hours
DOSYS 724	Musculoskeletal	7	47		<b>4.0</b>
DOSYS 751	Heme and Lymph	9	36		<b>3.0</b>
DOSYS 720	Clinical Neuroscience	7	26		<b>2.0</b>
DOSYS 753	Cardiovascular	11	74		<b>5.5</b>
DOSYS 755	Renal	11	31		<b>2.5</b>
DOSYS 757	Respiratory	11	37		<b>3.0</b>
DOSYS 733	OPP III	19	15	22.5	<b>2.0</b>
DOSYS 743	EPC III	20	17.5	12	<b>2.5</b>
	<b>TOTAL</b>		<b>283.5</b>	<b>34.5</b>	<b>24.5</b>

***OMS II, Spring Semester***

<b>Course #</b>	<b>OMS-II Spring 2019</b>	<b># WKS</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
DOSYS 762	Reproductive / GU	9	60		<b>5.0</b>
DOSYS 760	Endocrine	6	35		<b>3.0</b>
DOSYS 764	Gastrointestinal	6	38		<b>3.0</b>
DOSYS 768	Integument	9	27		<b>2.0</b>
DOSYS 722	Behavioral Medicine	7	31		<b>2.5</b>
DOSYS 734	OPP IV	20	15	22.5	<b>2.0</b>
DOSYS 744	EPC IV	20	4	22.5	<b>3.0</b>
DOSYS 784	FMHC II	20	25		<b>2.0</b>
	<b>TOTAL</b>		<b>235.0</b>	<b>45.0</b>	<b>22.5</b>

1.0 Credit hour = 12 Lecture or Seminar Hours

1.0 Credit hour = 24 Lab Hours

Rounding Scale: 0.0 – 0.29 = 0.0

0.3 - 0.69 = 0.5

0.7 – 1.00 = 1.00

**Years 3 and 4:*****OMS III***

<b>Clerkship / Rotation #</b>	<b>OMS-III Rotations 2018-19</b>	<b>Weeks</b>	<b>Recorded Cred Hrs</b>
DO CLIN 800	Comprehensive Basic Science Review	4.0	<b>8.0</b>
DO CLIN 801	Behavioral Health	4.0	<b>8.0</b>
DO CLIN 802	Internal Medicine I	4.0	<b>8.0</b>
DO CLIN 803	Internal Medicine II	4.0	<b>8.0</b>
DO CLIN 804	Obstetrics / Gynecology	4.0	<b>8.0</b>
DO CLIN 805	General Surgery	4.0	<b>8.0</b>
DO CLIN 806	Pediatrics	4.0	<b>8.0</b>
DO CLIN 807	Family Medicine	4.0	<b>8.0</b>
DO SELE 816	Selective: Surgical	4.0	<b>8.0</b>
DO SELE 817	Selective: Primary Care	4.0	<b>8.0</b>
DO ELEC 825	Elective I (S/U)	4.0	<b>8.0</b>
	<b>TOTAL</b>	<b>44.0</b>	<b>88</b>

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**OMS IV**

Clerkship / Rotation #	OMS-IV Rotations 2018-19	Weeks	Recorded Cred Hrs
DOCLIN 903	Emergency Medicine	4.0	8.0
DOCLIN 904	Rural/Underserved Outpatient Primary Care (FM/IM/Peds)	4.0	8.0
DOCLIN 915	Medical Selective	4.0	8.0
DOELEC 924	Elective I (S/U)	4.0	8.0
DOELEC 925	Elective II (S/U)	4.0	8.0
DOELEC 926	Elective III (S/U)	4.0	8.0
DOELEC 927	Elective IV (S/U)	4.0	8.0
DOELEC 928	Elective V (S/U)	4.0	8.0
DOELEC 929	Elective VI (S/U)	4.0	8.0
DOELEC 930	Rural/Underserved Elective	4.0	8.0
	<b>TOTAL</b>	<b>40.0</b>	<b>80.0</b>

1.0 Credit Hour = 12 Lecture or Seminar Hours

1.0 Credit Hour = 24 Lab Hours

1 month = 8.0 Credit Hours

S/U = Satisfactory/Unsatisfactory

**Calculation of Credit Hours**

Calculation of credit hours is based on the following formula: twelve lecture hours equals one credit hour, twenty-four laboratory hours equals one credit hour, and four-weeks of rotation equals eight credit hours.

**Attendance**

Students are responsible for all material presented in lectures and laboratories. Regular attendance to lectures is expected as a component of professionalism and professional development.

Medical students are **required to attend all labs, small group sessions, team-based learning (TBL) exercises, clinical skills sessions, lecture hours designated as mandatory on the schedule, and Dean's Hours.** In addition, within any given course some lectures will have designated mandatory attendance. These lectures will be noted on the schedule. With the student's well-being in mind, it is essential for any student who

misses a required class because of illness to notify the Dean of Students of their respective location in writing as soon as possible. A student may request an excused absence from class for personal, emergency, professional, or health-related reasons. Some activities and points (example: TBLs) may not be able to be made up even with an excused absence. Students will not receive credit or points for any unexcused absences. Unexcused absences may also result in the student meeting with the Dean of Students and/or the Student Progress Committee. First- and second-year students must notify the appropriate course director and the Dean of Students; Third- and fourth-year students must notify the Department of Clinical Education in writing. An unexcused absence from a rotation can result in the immediate end to that rotation, possible failure, and/or and a directive to immediately return to campus for a meeting with the Dean of Clinical Medicine and/or the Student Progress Committee. **LMU-DCOM reserves the right to require students to attend a meeting or activity on campus in person as needed.**

**Students are expected to request excused absences; they do not inform the Dean of Students that they will be absent from an exam or required activity. Students should not assume their absence will be excused.**

### **Religious Observances**

LMU-DCOM recognizes that our students represent our diverse society. It is the policy of LMU-DCOM to make every reasonable effort to allow members of the university community to observe their religious holidays without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide the Dean of Students with reasonable notice of the dates of religious holidays on which the absence is requested, preferably at the beginning of the semester. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden to the faculty or student. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the LMU-DCOM Dean.

### **Examinations**

**Course Examinations:** Course examinations are given periodically during the academic semester. Requests for excused absences for exams must be made in writing to the Dean of Students within 24-hours of the scheduled examination. Students who miss an exam without prior notification must meet with the Dean of Students as soon as possible, who



at that point will decide if the absence is *excused* or *unexcused*. If the absence is unexcused, the student will receive a zero on that exam.

Make-up exams for students with excused absences will be given within 10 days of the original exam date. Make-up exams will consist of multiple-choice questions and possibly subjective format questions (essay, short answers, fill in the blanks, etc). Students with excused absences will not be penalized in terms of grading. If the final course grades must be submitted to the registrar prior to the date of the make-up exam, the students will receive a grade of “Incomplete” (I). Once the student takes the make-up exam, his/her 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.

Because of the amount of material presented within each block during the semester, as well as the “block” testing of multiple courses and topics, a student will not be allowed to make-up more than one block exam per semester, unless approved by the Dean of Students at their designated site based on extenuating circumstances. If a student must miss two or more exams in a given semester, the student will be advised to withdraw or take an approved leave of absence.

Students must follow the examination instructions and policy outlined on the “LMU-DCOM Examination Instructions and Policy – DO Students” located at [www.examssoft.com/lmudcom](http://www.examssoft.com/lmudcom).

***End-Of-Year 1 Cumulative Exam:*** At the completion of the first year, students are required to take an end-of-the-year cumulative exam covering all subject areas taught in the OMS-I curriculum. Based on their performance, students may be required or strongly advised to participate in a summer remediation program to strengthen weaker areas in the students’ foundational knowledge before progressing on to the second year. Students performing poorly on the exam will be required to re-take the exam at the end of the summer prior to the start of the second year and must show marked improvement in their scores. If a student does not show marked improvement in his/her score, he may be required to meet with Dean of Students and/or SPC.

***Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE):*** COMSAE is a self-assessment examination for osteopathic students and residents to gauge the base of their knowledge and ability as they prepare to take a COMLEX-USA cognitive examination. Each COMSAE examination consists of 200 questions that are in a format and structure similar to COMLEX-USA cognitive examinations. Scoring and reporting are also similar. Students will be required to take at least one school-organized COMSAE during the Spring semester of the OMS-II year. Based on the COMSAE score and other academic criteria, LMU-DCOM will determine eligibility for students to take the COMLEX Level I during the summer following Year 2.

***Comprehensive Osteopathic Medical Licensing Examination (COMLEX):*** The COMLEX-USA series, administered by the National Board of Osteopathic Medical

Examiners (NBOME), is an examination sequence with three levels. While all examination Levels have the same two-dimensional content structure, the depth and emphasis of each Level parallels the educational experiences of the candidate. This progressive nature of the COMLEX-USA examinations ensures the consistency and continuity of the measurement objectives of the osteopathic medical licensing examinations (Taken from nbome.org).

All LMU-DCOM medical students are required to take and pass COMLEX Level I, Level 2-CE, and Level 2-PE prior to graduation. Examination dates will be provided to the students. Students are responsible for the fees associated with the COMLEX exams. LMU-DCOM does not pay for the COMLEX exams. **A student who fails any COMLEX level exam (either 1, 2-CE, or 2-PE) 3 times will be dismissed from the College.**

*A. COMLEX Level 1*

**Students must take COMLEX before starting rotations. Students who fail COMLEX may continue on rotations during the fall semester. However they cannot start the second semester unless they have passed COMLEX Level 1.** If they have not passed COMLEX by the start of the second semester they will be placed on a Leave of Absence. Please note that students on Leaves of Absence do not receive financial aid. Students must pass COMLEX level 1 within 12 months of completing the OMS -2 coursework.

A student who fails COMLEX-Level 1 three times will be dismissed from LMU-DCOM.

*B. COMLEX Level 2-PE*

Ideally the COMLEX Level 2-PE should be scheduled prior to September 1 of the 4<sup>th</sup> year. If a student fails COMLEX Level 2- PE, they must immediately contact the Dean of Clinical Medicine to discuss remediation requirements. If a student fails Level 2-PE a second time they must come back to DCOM for a remediation program. **Students are only allowed 3 attempts at passing Level 2-PE.**

*C. COMLEX Level 2-CE*

Ideally the COMLEX Level 2-CE should be taken prior to the September 1 of the 4<sup>th</sup> year. If a student fails COMLEX level 2-CE they must contact the Dean of Students. **Students are only allowed 3 attempts at passing Level 2-CE.**

*D. Starting Second Semester of Year four.*

Students are required to pass COMLEX Level 2-CE and COMLEX Level 2-PE prior to the start of the last semester of medical school. Passing scores must be received by December 15<sup>th</sup> of the fourth year to plan the last semester rotations

(for off-cycle students this date will be adjusted accordingly). Students who fail to meet this deadline will not be able to start the second semester of year four.

These students are required to take a leave of absence until they have successfully passed CE and PE. Once LMU-DCOM has received passing scores for both PE and CE, they will be allowed to restart rotations.

***Comprehensive Osteopathic Medical Achievement Test (COMAT):*** The NBOME's COMAT Series include eight core clinical disciplines: Emergency Medicine, Family Medicine, Internal Medicine, Obstetrics/Gynecology, Osteopathic Principles and Practice, Pediatrics, Psychiatry, and Surgery. Each subject examination is designed for standardized assessment in core osteopathic medical disciplines. COMAT examinations assess an osteopathic student's achievement level on those subjects, with an emphasis on clinical application. COMAT provides DCOM with readily available, nationally standardized examination modules to assess their students, including for the purposes of evaluating education across varied clinical rotation sites. Students are allowed 2 attempts per exam. Students must re-take failed COMATs within 60 days of the failed attempt.

## **Grades**

The academic status or grading of student performance is determined at the end of each course and/or semester. Grades are determined based on scores collected throughout the course, including assignments, quizzes, practical exam results, and course exams. Each course has a syllabus that explains in detail how the grades are calculated. It is the student's responsibility to read the course syllabi to ensure understanding of course grading policies.

For both pre-clinical and clinical courses, within seven working days after the final course/system/rotation exam and receipt of preceptor evaluation (as applicable), the course/system/rotation director submits a final grade report. The grade report includes the percentage grade achieved in the class and a letter grade – either A, B, C or F. At the end of every semester, students will receive an unofficial copy of their transcript. The GPA on the transcript is calculated based on the letter grades (A, B, C, or F) for each course. A = 90-100%, B = 80-89%, C = 70-79%, F < 70%. Percentage grades are not reported on the transcripts; however, they are used in class rank calculation. For example, a percentage score of 87% in a course would appear as a B on the transcript, and the multiplier used to calculate the GPA would be 3.0. However for determining class rank the actual percentage grade of 87% would be used. Likewise a grade of 81% percent would be recorded as a B on the transcript, 3.0 would be the multiplier used in the GPA calculation, and 81% would be used for calculating class rank.

## **Class Rank**

Class rank is determined at the end of the first two academic years. Class rankings will be reported in the fall semester for the previous year's coursework. To treat all students

fairly, the rank order will be based on students who went through a similar program. Therefore, students who complete approved and equivalent coursework prior to matriculating with LMU-DCOM (e.g. LMU Master's students) will not be given a class rank designation. Likewise, students who remediate or retake coursework during medical school will not be included in class rank.

## **Remediation Policy**

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

If remediation is successful, the student will be assigned a letter grade of "C" and a numeric grade of 70%. Remediation grading is completely independent of grades achieved during the course. A failure with subsequent successful remediation of the course will be reported on the student's transcript as "F/C". Under no circumstances will any other grade than F/C with a numeric score of 70% be reported. Failure of a remediation is considered a failure of another course and will result in referral to the SPC and may result in repeating the course in its entirety or dismissal.

When a student repeats a rotation during the clinical years 3 and 4, the highest grade the student may earn is a "C" (70%). Students repeating a rotation may be required to do so during their vacation month. Remediation grades, repeated courses during years 1 and 2, and repeated rotations will all be noted on the student's transcript.

## **Student Grievances Regarding Grades**

Academic Due Process - Exam Grade or Final Grade Reconsideration: if a student has a grievance about an exam or a final course grade, the student should immediately discuss the matter with the course/system director. Further questions or disputes may also be addressed to the Executive Vice Dean of Academic Affairs within 24 hours of the grade being posted.

A student desiring to appeal a grade must send a letter explaining the facts to the Executive Vice Dean of Academic Affairs who will arrange a meeting with the student, the appropriate Dean (Preclinical or Clinical), and the course director. Within five working days the student will be notified in writing of the decision.

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

### **Course and Faculty Evaluation**

Student feedback is essential to ensure the highest level of academic effectiveness. In order to assess its courses and faculty, LMU-DCOM requires that each student serve on two student assessment teams- one in the first year and one in the second year. Students may be asked to volunteer for a third assessment team, if needed. Assessment teams are official LMU-DCOM committees that prepare and present assessment reports on an assigned course and the faculty teaching within that course. Students are expected to participate using the highest level of professionalism and courtesy. Students serving as SGA President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President are excused from Assessment Team officer roles, but are still required to be **participating** members of their assigned assessment team(s). Attendance to all assessment team meetings is mandatory and failure to attend will result in referral to the Dean of Preclinical Academic Affairs/Basic Medical Sciences and the Dean of Students. Students who are struggling academically or have other extenuating circumstances may petition to be excused from an assessment team. Students who fully participate in their assessment teams will receive a special commendation in their ERAS (formerly the Dean's Letter).

## **STUDENT PROGRESS COMMITTEE**

The purpose of the Student Progress Committee (SPC) is to ensure that every graduate of LMU-DCOM has the skills, knowledge, and judgment to assume the responsibilities of an osteopathic doctor. The Committee will monitor student progress and ensure that all students meet the academic and professional requirements necessary for advancement in the curriculum and graduation. The Committee, appointed by the Dean of LMU-DCOM, is composed of faculty members and the Dean of Students (non-voting, *ex-officio* member).

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

## **Committee Procedures for Academic Deficiencies**

At the end of every grading period, once final course grades have been assigned, the Dean of Students schedules a meeting date, informs students of the meeting via LMU email, provides an agenda to the members, and convenes the meeting. The meeting will be held as soon as possible following submission of the final course grades. Minutes will be kept by a recording secretary. All matters are submitted to a vote, with a simple majority ruling. The chair will be a non-voting member except in the instance of a tie. The Dean of Students is also a non-voting member.

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

Students are encouraged to meet with the Committee in person. If the student wishes to hold the meeting via conference call then that is the student's choice. The only individuals allowed to attend an SPC meeting include the student, the student's advisor (at the student's request), the recording secretary, and the committee members. The committee's recommendation will be forwarded to the Dean of LMU-DCOM within 5 working days. The student's entire academic record can be examined at an SPC meeting.

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

## **Students in the Preclinical Years (1 and 2)**

**For students failing one course in a given academic year, the SPC may recommend one of the following:**

1. The student must take the course at an approved off-campus summer program designed for medical students (this only applies to failure of Medical Gross Anatomy).



2. The student must take a remediation exam or exams, given by the LMU-DCOM faculty.
3. The student must repeat all or a portion of the entire academic year.

**For students who fail two or more courses in the same year, the SPC may recommend one of the following:**

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

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

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

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

### **Students in the Clinical Years (3 and 4)**

**Students who fail one or more rotations will appear before the SPC for evaluation. The SPC may recommend the following:**

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

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

The Dean of LMU-DCOM will review the SPC's recommendation and affirm, amend, or reverse the recommendation within five working days and notify the student and the SPC Chair in writing of the decision.

### **Appeal Process**

A student wishing to appeal the decision of the LMU-DCOM Dean must submit a letter to the Appeals Board within 5 working days of receiving notification of that decision. The student's status will remain unchanged until the appeal process is finalized. Appeals

may only be made in reference to the SPC and/or the Dean following LMU-DCOM policies and procedures; no other grounds for appeal will be accepted.

### **Appeals Board**

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

### **Dismissal and Withdrawal**

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

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



Admissions and Student Services. The student's transcript will note the date of the dismissal.

## **Probation**

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

Students on probation may not hold any offices within student organizations, they may not attend any local or national medically related meetings.

## ***Alcohol and Drug Charges or Convictions***

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

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

<b>STUDENT POLICIES</b>
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## **LMU Code of Student Conduct**

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

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

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

- to enjoy and promote the freedom of an open and unprejudiced, full campus life experience without regard to race, national origin, creed, culture, gender, age, sexual orientation, or religion.
- to attend classes and receive proper instruction in courses while completing assignments to the best of one's abilities and resources.
- to use facilities, buildings and grounds as designated for student use while being cognizant of and abiding by the policies of LMU and the laws of Claiborne County, the State of Tennessee and the United States of America.
- to have access to one's financial, academic and/or disciplinary files while being cognizant of one's financial, academic and disciplinary status with the university.
- to register early for the next academic term by meeting one's financial obligations to the university by paying tuition, fees and assessed fines in a timely manner.

- to receive a student handbook/catalog at the beginning of one's enrollment to better one's understanding of the university and of academic programs.
  - to participate in the structured evaluation of instructors each year by honestly completing evaluations during the designated times.
  - to interact with faculty and administrators by seeking their advice when needed and responding to them when called upon to do so.
  - to expect the campus and its facilities to be maintained to promote cleanliness and safety while using the campus in such a way to promote cleanliness and safety.
  - to receive and review a Student Handbook each academic year to better one's understanding of the rules and regulations of LMU.
  - to drive and park on the campus by registering one's vehicle and understand and abide by traffic policies.
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- to receive proper notice and due process in judicial situations as designated in the judicial procedures by checking one's mail and answering all summonses.
  - to expect an environment free from any form of harassment by following the appropriate channels to report any such harassment.
  - to be represented in Student Government Association by voicing opinions and ideas to SGA members and voting in campus wide elections.
  - to join and participate in any or all student organizations for which one qualifies for membership by joining and participating in those student organizations which correspond with one's interests and abilities.
  - to participate in intramural and other student activities and cultural events according to the policies regarding each event by watching and listening for information concerning programmed activities and attending those that correspond with one's interests and abilities.
  - to benefit from all services provided by LMU to students at no charge or at a reasonable user fee by becoming aware of and making use of services available to students as desired or needed.
  - to reside in a campus residence hall, if abiding by the policies of the hall and campus, upon availability by living on-campus if unmarried, under 21 years of age and not residing with a parent or legal guardian within a 65 mile radius of LMU.
  - to maintain and expect from all others a mature and professional bearing of citizenship in all social and academic environments on or off campus.
  - to maintain and expect from all peers a constant high aiming standard of personal academic and social integrity.

## **STUDENT HONOR CODE OF LMU-DCOM**

### **Preamble**

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

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

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

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

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

## **I. Professional Conduct**

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

### *A. Respect for Patients*

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

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

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

### *C. Respect for Self*

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

### *D. Respect for Proper Documentation*

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

### *E. Respect for Laws, Policies and Regulations*

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

## **II. Academic Standards**

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

*A. Examinations*

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

*B. Other Academic Work*

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

**III. Social Behavior**

Our behavior and speech should demonstrate our respect for the diversity of our colleagues. We should avoid disparaging remarks or actions with regard to a person's race, age, gender, disability, national origin, position, religion, or sexual orientation. We

will strive to create an environment that fosters mutual learning, dialogue, and respect while avoiding verbal, written or physical contact that could create a hostile or intimidating environment. Since our actions reflect upon us, our chosen profession, and our College, we must adhere to our standards of Professional Conduct when within, representing, or in any way impacting our community.

#### **IV. Honor Code Violations and Accountability**

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

##### *A. Self-Reflection*

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

##### *B. Interactions with Others*

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

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

##### *C. Inability to Resolve*

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

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

*D. Role of the Faculty*

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

**V. The Ethics and Honor Code Committee and the Resolution of Violations**

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

*A. Membership of the Committee*

A total of twelve voting members will serve on the Ethics and Honor Code Committee as follows: first year class (3), second year class (3), third year class (3), and fourth year class (3). Selection will be made by vote of the SGA members as written in the SGA bylaws. The term is served from January to the following January. The members selected for the third year class will serve a term ending upon their graduation from fourth year. There is a minimum of nine members that need to participate in each hearing. If nine members are not present, the meeting will be postponed and reconvened when a minimum of nine members are available. If nine members are not available within fourteen days, the matter will be presented to the SPC for consideration.

*B. Responsibilities of the Committee Members*

i. To the Community

The Ethics and Honor Code Committee's responsibilities to the community include: educating students and faculty about the Code, providing information and literature about the Code and assisting in maintaining awareness of the Code.

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

ii. Within the Committee

The Ethics and Honor Code Committee is responsible for interpreting the Code. The Committee will consider each case



individually and should be sensitive to both the community and the individual involved when making decisions.

### *C. Reporting Procedure*

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

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

### *D. Preliminary Meeting*

It is the responsibility of the SGA president to act as Chairperson and to guide the parties through the hearing process. The Chairperson will not be a voting member of the committee, except in the event a majority vote cannot be reached.

The preliminary meeting will be informational in nature. The individual reporting the offense will address the committee, after which, he/she will be excused from the meeting and the committee members will vote upon a date and time to reconvene to hear the case. The involved parties will be advised of the date and time of the hearing, as well as any other options the committee feels may be warranted, such as witnesses, etc. If the offending/accused party would like assistance with the proceeding case, they may request a member from the same class to act as council. Individuals may suggest witnesses but a refusal to grant such request is not grounds for appeal.

All parties will have the opportunity to express what they believe to be the facts of the incident. During this portion of the process, all Committee members are urged to ask questions in order to gain a clear understanding of the situation. The Chairperson will then dismiss the parties and the voting members of the Committee will determine the following by consensus: Has the Honor Code been violated in this case? If no violation is found, the matter is dropped, and the relevant parties are so informed. If a violation is found, the process proceeds to the Evaluation phase.

### *E. Hearing procedures*

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

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

#### *F. Evaluation*

The parties are asked to return and each party will be asked to suggest and justify what he/she feels is a fair resolution of the problem. The Committee may also propose alternative resolutions with the parties.

#### *G. Deliberation*

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

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

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

#### *H. Presentation of the Resolution*

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

#### *I. Recommendation to the Student Progress Committee*

The recommendation will be reported in writing to the parties and to the Student Progress Committee (SPC) of LMU-DCOM within seven (7) calendar days. The offending/accused party has the right to appeal the recommendation to the SPC. If

an appeal is made, the SPC may then uphold the Committee's recommendation, send the recommendation back to the Committee for further consideration, or overturn the recommendation of the Committee. The community at large, including students, faculty and administrators, entrusts great responsibility to the Ethics and Honor Code Committee in these matters. The Dean of Students is an advising member of the Ethics and Honor Code Committee and is aware of all reports prior to proceedings.

#### *J. Repairing breaches of trust*

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

#### *VI. Ratification of the Code*

Members of the Ethics and Honor Code Committee may ratify this Code by a two-thirds majority vote and approval of the Dean of Students, with final approval residing with the Dean of LMU-DCOM. All incoming classes will be subject to this Code and will sign the pledge at the white coat ceremony.

### **VII. Amending the Code**

This Code may be amended through an annual proposal and voting process as written in the student handbook. Amendments to the Code will be accepted by a three-quarters majority vote of the Ethics and Honor Code Committee and approval of the Dean of Students.

### **VIII. The Pledge**

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

### **IX. Special Circumstances**

A. Cases referred to the honor committee involving substance abuse/mental health that do not involve an honor code infraction will be handed over to the Dean of Students without further action by the Honor Committee.

B. Any situations the committee deems is outside of its purpose will be forwarded to the Dean of Students.

## CONDUCT AND PROFESSIONALISM

### General Conduct 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's 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 and wear a clearly visible LMU Student ID Card above the waist. 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, or 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 and/or removal from campus.
3. Students may not possess, consume, sell, use or be in the presence of alcoholic beverages or nonprescription narcotics on campus grounds, in University buildings or at University activities (see "Policy on Alcohol and Other Drugs").
4. Use of any tobacco product, including vaping, is prohibited campus wide.
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 and/or 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 LMU Chief of Police/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 for 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 possible suspension from the University and prosecution through state and federal laws. Tampering or damaging smoke detectors is 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 of 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 own choices, but is also a strong reflection upon 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 and subject to disciplinary action.
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 offences may be dealt with on a case-by-case basis and according to the determinations of the seriousness of each incident may result with sanctions ranging from a simple warning to dismissal of the student from LMU-DCOM.

## 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. The program emphasizes campus policy on illicit drugs and alcohol, legal sanctions for illicit use within Tennessee and 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 LMU-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 own 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 and the University Inn (residents are aged 21 or older) may have alcohol in their apartments. 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 be 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 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. Alcohol and drug counseling, treatment or rehabilitation may be provided to students of LMU– DCOM 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 LMU-DCOM 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, as well as referral to law enforcement.
- 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 or drinking will generally be permitted in any classroom, laboratory or auditorium. Students are permitted to have a cup or bottle with a lid in some classrooms. Student violators will be referred to the Dean of Students for disciplinary action.

### **Professional Appearance**

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

1. Students who come to school dressed unprofessionally will be asked to leave the campus, change clothes and return in appropriate attire. Any absence from class or an exam because of the student's lack of judgment will be considered an unexcused absence. The dress code is enforced between the hours of 7:30 am–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 LMU-DCOM in any type of public forum, such as a conference or certain on-campus events, the dress code is, at the very least, business casual. At some

- public forums a higher standard is expected. Again, the student must display correct judgment and match the appropriate clothing with the event.
3. Courses with a laboratory component such as Osteopathic Principles and Practice (OPP), Anatomy, and Clinical skills (EPC) will require that students dress as directed for these courses. The syllabus for each course will explain in more detail the appropriate attire.
  4. Students on clinical services are required to wear clean white jackets with appropriate dress. Men are required to wear shirts with ties and slacks, or equivalent dress. Women are required to wear dresses, blouses with skirts or slacks, or equivalent.

### **Academic Integrity**

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

### **Cheating**

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

### **Plagiarism**

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

### **Professionalism Standards in Social Media**

Social media is a term that describes the various web-based networking sites that students use to communicate and connect. The most popular examples are Facebook, Instagram,

Snapchat, and Twitter. Blogs are also a form of social media that provide commentary or serve as a personal on-line diary.

LMU-DCOM recognizes the major advantages of social networking sites. Not only do they connect students quickly and widely, 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) imposes additional obligations of non-disclosure. Some students do not realize that posting information about nameless patients is still a violation of the confidentiality obligation and may be a HIPAA violation. Therefore, when using social networking sites, do not post any information regarding a patient; do not post photos of surgical cases; do not discuss personal characteristics; do not discuss hospital/clinic procedures.
2. **Anatomy Lab:** The dissection lab is made possible through the generosity of individuals who have donated their bodies to further medical studies. Out of respect for body donors and their families, students are not to discuss or disclose any information pertaining to the donor, or to describe dissection stages, outside of the anatomy lab. The honor of learning the art of anatomy from donated bodies calls for the highest levels of respect both inside and outside the lab. Anatomy faculty members provide appropriate training on standards of behavior during the lab sessions. It is the student's responsibility to carry this training forward and demonstrate appropriate respect for donors in all aspects of academic and professional life. Cameras and cell phones are strictly prohibited in the anatomy lab. The LMU-DCOM anatomy lab is off-limits to non-DCOM personnel, including family and friends of LMU-DCOM students.
3. **Digital Footprint:** While quick and far-reaching, social media are also fairly permanent. Although you may think you have deleted an inappropriate post, it is probably archived in someone's file. The American 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.

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

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

### **Medical Student/ Clinician Faculty Members**

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

### **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 medical 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).*

## 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 from 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 an 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 in 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, sexual orientation, 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. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

### **Complaint and Reporting Procedure**

Students have the responsibility to bring any form of harassment or hazing 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 LMU-DCOM Dean of Students or to the LMU Vice President for Enrollment Management and Student Services. Students may also contact the Title IX department. 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 insure that no retaliation occurs. Students should *immediately* report any perceived retaliation to the LMU-DCOM Dean of Students or to 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 Services.

## **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 LMU Student Services counselors 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 LMU-DCOM 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.

## **OTHER CAMPUS POLICIES**

### **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 without prior written permission. Likewise it is forbidden to distribute such material.

### **Identification Badges**

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

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

### **E-Mail Accounts**

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

representatives from the Information Technology department will make a presentation about the rules and policies of using the LMU-DCOM e-mail account.

### **Student Health Insurance**

Medical students must have basic health insurance coverage. The clinical sites where the students will be completing the third and fourth year rotations require all staff and students to have health insurance.

Students who do not have up-to-date health insurance will not be allowed to participate in any activity that involves patient contact. This may result in the student not being able to fulfill the requirements of certain courses and activities which could have a detrimental effect on the student's progress.

### **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 have 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 own 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 23-30; January 2; Good Friday, Memorial Day, Fourth of July.

### **Vacations**

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

### **Inclement Weather**

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

## **Parking**

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

Students are required to park in designated student parking spaces and lots. Any unauthorized vehicle parked in Visitors or Staff/Faculty spaces will be issued a ticket by Campus Police and Security. LMU parking is not designed for long term storage of vehicles. If a vehicle is left on-campus during a break or vacation the student does so at their own risk. LMU employees are not responsible for monitoring the status of the car during the break.

## **Building Hours**

Dedicated Location = the location where you matriculated

Additional Location = the other DCOM location

All DCOM students can access both the Harrogate and Knoxville medical buildings with their LMU ID Badge.

- With the exception of holidays and other administrative closings, students have access to DCOM – Harrogate and DCOM – Knoxville medical school buildings 24/7.
- The main doors (front and back) to the buildings are unlocked Monday – Friday, 6:00am – 6:00pm. When entering any building outside of building hours, students must use their ID Badge to enter and remain in the building.
- ID Badges must be worn and visible at all times. If a student forgets their badge, they must sign-in with the receptionist in Harrogate and with security in Knoxville.

## **Study Space**

- Students at their dedicated location have priority access to group study rooms. Any students visiting the additional location are welcome to use open study spaces, available lecture halls, and the library.

### Mandatory Lectures and Examinations

- Students are not permitted to attend any mandatory lectures, events, written examinations, lab practicals, or clinical examinations at the additional location. All students must attend these required sessions at their dedicated location.

### Anatomy and OPP Lab Facilities

- Students who wish to use the Anatomy and/or OPP lab facilities at the additional location must be accompanied by a student from that location. For example, if a DCOM – Knoxville student is using the DCOM – Harrogate Anatomy Lab, they must be with a DCOM – Harrogate student at all times.

### Campus Police and Security

Each DCOM campus 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. The LMU Campus Police and Security Team is professionally trained and licensed by the State of Tennessee. Security is administered and monitored through the LMU Office of Student Services. At least one police officer is on duty seven days per week, 24 hours per day to secure campus facilities, protect and assist campus medical students, personnel, visitors and to monitor traffic regulations. At the Harrogate Location, **the Campus Police and Security Office is located in the Tex Turner Arena.** All medical 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."

At the **Knoxville Location**, security is provided by Volunteer Protection Services. The Security team is professionally trained and licensed by the State of Tennessee. The Security Office is located near the second floor entrance of Building 1.

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

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

In the event of an emergency or any other security need, look for an officer or phone the Security Office at (423) 526-6911, or phone the Dean of Students at (865) 585-2975.

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 police officer at (423) 526-6526 (dial in your phone number), phone the Security Office at (423) 869-6911, or phone the Dean of Students at (423) 869-7104, 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 Police, the Office of the President, the Office of Student Services, and the LMU Health and Safety Committee (12/18/03).

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).

## **Safety and Emergency Procedures**

Students should reference the LMU Health/Safety and Critical Incident Response Procedures located at <https://pathway.lmunet.edu/info/facilities/Handbooks/Forms/AllItems.aspx>.

### ***Emergency Fire Response***

The University Campus Police and Security staff responds 24 hours-a-day to any fire alarm or report of burning odors; however, fire alarms alone do not ensure any person's safety unless that person knows how to safely exit a building when the fire alarm sounds.

### ***Fire Drill Procedures: Classrooms and Other Facilities***

In case of fire, either the smoke detectors or fire alarms will sound. Students, faculty and staff should do the following:

1. In an orderly fashion, exit the building, staying low to avoid smoke inhalation.
2. If the fire alarm has not been activated, pull the closest fire alarm when exiting the building. (If the fire alarm has already been activated, there is no need to pull a second alarm.)
3. Familiarize yourself with the layout of the building. Escape routes are posted throughout buildings in areas easily accessible to everyone.
4. If you are the last person to exit a classroom or office, close the door, reducing the fire's spread and damage.

5. After exiting, meet in a designated rally point to be accounted for. Under no circumstances should you reenter a burning building!
6. To prevent personal endangerment and obstruction of emergency responders and equipment, do not leave the assigned areas until cleared to do so by your Area Leader.

In the case of a drill, please note the sooner everyone is out, the more quickly the all clear can occur and activities can return to normal.

### **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 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).” The Knoxville locations is to be referred to as DCOM at LMU-Knoxville.

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 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 Services 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.

### **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.

## **STUDENTS WITH DISABILITIES**

LMU does not discriminate, for purpose of admission to LMU or access to and treatment in LMU's programs or activities, on the basis of disability. Every effort is made to accommodate the needs of the students with disabilities attending LMU. As buildings on the LMU campuses are remodeled, care is taken to assure that persons with disabilities have sufficient access to those buildings. LMU will also provide reasonable accommodations to students with properly documented disabilities. If a student with a disability has any issue or question about his/her disability, the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act of 1973 (Section 504) he/she should contact the LMU-DCOM Dean of Students.

### **Osteopathic Medical Students with Disabilities**

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

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

### **Request for Accommodations**

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

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

### **Documentation Guidelines**

Students requesting accommodations or services from LMU because of a learning or physical disability are required to submit documentation to determine eligibility for those accommodations or services in accordance with Section 504 and the ADA. A diagnosis of a disability does not necessarily qualify a student for academic accommodations under the law. To establish that a student is covered under Section 504 or the ADA, the documentation must indicate that the disability substantially limits some major life activity, including learning.

The following guidelines are provided in the interest of assuring that documentation of a learning disability is complete and supports the student's request for accommodations. LMU will determine eligibility and appropriate services, case by case, based on the quality, recency and completeness of the documentation submitted. The following requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a disability, the impact on the individual's educational performance, and the need for academic accommodations for the purpose of the ADA or Section 504. (10/05)

***A Qualified Professional Must Conduct the Evaluation***

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neurophysiologist, or education diagnostician) who has had direct experience with adolescents and adults with disabilities.

***Documentation Must be Current***

Reasonable accommodations are based on the current impact of the disability on academic performance. In most cases this means that a diagnostic evaluation should be age appropriate and relevant to the student's learning environment, and show the student's current level of functioning. If documentation does not address the individual's current level of functioning a reevaluation may be required. Medical students must submit their evaluation and supporting documents thirty-days prior to matriculation. Documentation should not be older than two years at the time of submission to LMU-DCOM.

***Documentation Must Include a Specific Diagnosis***

The report must include a clear and direct statement that a disability does or does not exist including a rule out of alternative explanations of learning problems. Terms such as "learning difficulty," "appears," "suggests," or "probable" do not support a conclusive diagnosis.

***Documentation Must be Comprehensive***

The documentation must include a summary containing relevant historical information, instructional interventions, related services, and age of initial diagnosis. The documentation must also include objective data regarding aptitude, achievement and information processing. Test scores (standard scores, percentiles, and grade equivalents) must also be included in the documentation.

***Recommendations for Accommodations***

A diagnostic report may include specific recommendations for accommodation(s). A prior history of an accommodation, without a demonstration of a current need,

does not in and of itself warrant the provision of that accommodation. Each accommodation recommended by an evaluator should include a rationale. The evaluation should support the recommendations with specific test results or clinical observations. If an accommodation is not clearly identified in the diagnostic report, LMU will seek clarification and/or additional information either from the student's evaluator or from another trained professional chosen by LMU. LMU will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. LMU reserves the right to request reassessment of the student's disability when questions arise regarding previous assessment or provision of services or accommodations or when the student requests additional services or accommodations above and beyond what has been previously provided to the student.

If a problem arises concerning the reasonable accommodations, the student should contact the LMU-DCOM Learning Specialist.

### **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 LMU-DCOM Accommodations Grievance Committee.

The standing members of the LMU-DCOM grievance committee will be appointed by the Dean of LMU-DCOM. If there is a conflict between a standing member and the student filing the appeal then the standing member may be replaced by another faculty member appointed by the Dean. If the student has new or additional documentation relating to the candidate's disability, the candidate may submit this material to the appeal committee. The purpose of the appeal is to look at the material that was originally presented to the Office of Admissions and Student Services. 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 of LMU-DCOM within ten working days after meeting with the student. The decision of the grievance committee is final.

## **DISCIPLINARY PROCEDURES**

### **Student Grievances Regarding Other Students**

At any time, a grievance concerning another student can be made in writing 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. The Dean of Students shall determine the appropriate course of action to address the grievance.

### **Initial Investigation by the Office of Admissions and Student Services**

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 Dean of Students will conduct an initial investigation by taking written and oral statements from the complainant (person making the allegations) and any witnesses. The student who is charged with the misconduct will be given a summary of the allegations and the names of the complainant and witnesses. The student will also be given a chance to present his or her case to the Dean of Students. Once all sides have been heard, the Dean of Students will make a determination about the allegations. If the student is found guilty the Dean of Students will outline an appropriate remediation. In cases of major ethical violations the Dean of Students may opt out of making an initial determination about guilt or innocence and may instead send the matter directly to the SPC.

If the Dean of Students makes a determination about the incident and the student accepts the findings, then he or she will sign a statement acknowledging acceptance of the findings and agreement to abide by the remediation. If the student is not satisfied with the findings, then the student has the option of having the case heard by the SPC. If the student poses a threat to the college community, the Dean of Students may temporarily suspend the student from attending classes until the issue is resolved.

### **Appeal to the Student Progress Committee**

If the student does not accept the findings of the Dean of Students, then a written appeal must be made to the chairman of the SPC within three working days following receipt of the findings. The appeal should include a summary of the events in question and reasons why the student believes the initial findings were unfair. The Chair of the SPC will then convene a meeting to review the case.

### **Student Progress Committee Hearing**

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

1. All proceedings are confidential. The meetings are closed to anyone not in the University community. Only witnesses, the student’s advisor, the committee members, and the accused student will be allowed to attend the meeting.

2. At least three days prior to the start of the meeting the student will be shown any written documentation pertaining to the case. The student will not be allowed to make copies of the material.
3. If the student feels that one of the committee members is biased then the student may request to have this person removed and replaced with another faculty member. The request should be made to the chair three days prior to the start of the meeting. If one of the regular members of the SPC cannot attend the meeting, then a temporary member will be appointed by the Dean for the length of the hearing.
4. The Chair will remind committee members that the hearing is confidential. The proceedings will be recorded in writing by an administrative assistant. Any previous disciplinary problems will not be raised at this point.
5. The complainant and any witnesses will present their statements to the committee. The committee may choose to ask questions at this point. The student will not be present for this portion of the hearing.
6. The student may then present his or her version of the events in question to the committee.
7. Following the presentation of the evidence, the Chair shall request that everyone, other than the committee members leave the room. The committee will deliberate, voice opinions, and a ballot will be taken to decide whether the student has violated standards of acceptable conduct. A majority vote will rule.
8. If the committee determines that a violation has occurred then the deliberations will move into the penalty phase. At this point, any prior disciplinary problems will be provided to the committee. After the Committee is finished deliberating it will notify the Dean of LMU-DCOM within three working days of their conclusions.
9. Following receipt of the SPC's decision, the Dean of LMU-DCOM will let the student know the final decision within three working days.

### **Appeal of the Dean's Conclusion**

If the student is unsatisfied with the Dean's decision, the student has three working days to submit an appeal to the LMU-DCOM Appeals Board (See the Appeals Board section above).

## Appendix I:

**DCOM Academic Calendar 2019-2020**

<b>Fall Semester 2019</b>	
Anatomy Boot Camp	July 8-26, 2019
Orientation	July 30-Aug 2, 2019
OMS-I Classes Begin	August 2, 2019
OMS-II Classes Begin	August 5, 2019
Labor Day Break	September 2, 2019
White Coat Ceremony OMS-II's	September 7, 2019
Fall Break	October 4 – 7, 2019
Thanksgiving Break	November 27-29, 2019
End of Semester	December 20, 2019
Winter Break	December 23, 2019 - January 5, 2020
<b>Spring Semester 2020</b>	
Classes Begin	January 6, 2020
Martin Luther King Day	January 20, 2020
DO Day on the Hill	TBD
Spring Break	March 23-27, 2020
Good Friday	April 10, 2020
Class of 2020 Graduation	May 9, 2020
OMS-II End of Semester	May 15, 2020
OMS-II Remediation Exams	TBD
OMS-I End of Semester	May 22, 2020
Last Day to take COMLEX Level 1	TBD
OMS-I Remediation Exams	June 19 and July 17, 2020

**Appendix II:**

**LMU Board of Trustees**

Autry O. V. (Pete) DeBusk, Chairman  
Brian C. DeBusk, First Vice-Chairman  
Gary J. Burchett, Second Vice-Chairman  
James A. Jordan, Third Vice-Chairman  
Sam A. Mars, III, Secretary

Roger A. Ball – Tazewell, TN  
Arthur (Art) D. Brill - Martinsville, IN  
Gary J. Burchett - Harrogate, TN  
Jerry E. Burnette - Knoxville, TN  
Sherrie Nevils Claiborne\* - Harrogate, TN  
George L. Day - Harrogate, TN  
Brian C. DeBusk - Knoxville, TN  
Autry O.V. (Pete) DeBusk - Knoxville, TN  
Frederick S. Fields - San Francisco, CA  
Robert W. Finley - Lockport, IL  
Richard A. Gillespie - Knoxville, TN  
Charles W. Holland - Knoxville, TN  
James A. Jordan - Lauderdale By The Sea, FL  
Terry L. Lee - Harrogate, TN  
Sam A. Mars, III - Harrogate, TN  
Timothy B. Matthews - Knoxville, TN  
Alan C. Neely - New Tazewell, TN  
Dorothy G. Neely - Tazewell, TN  
Donald D. Patton - Knoxville, TN  
Todd E. Pillion - Abingdon, VA  
Carroll E. Rose – Tazewell, TN  
James Jay Shoffner - Middlesboro, KY  
Joseph F. Smiddy – Church Hill, TN  
Paul Grayson Smith, Jr. - Cleveland, TN  
E. Steven (Steve) Ward - Knoxville, TN  
Jerry W. Zillion - Germantown, MD

\*Alumni Representative



## President

Clayton Hess, PhD

## President's Cabinet

Executive Council:

- Jody Goins, VP for Enrollment, Athletics, and Public Relations
- Christy Graham, VP for Finance
- Evelyn Smith, Special Assistant for Executive Affairs
- Cindy Whitt, VP for University Advancement

President's Cabinet (includes Executive Council):

- Joseph Cosgriff, Faculty Senate President
- Mark Cushing, VP for Public Affairs and University Counsel
- Jason Johnson, VP, College of Veterinary Medicine
- Brian Kessler, VP, College of Osteopathic Medicine
- Mary Anne Modrcin, VP for Extended Learning Sites
- Elaine Stapleton, Staff Senate President
- Gary Wade, VP, School of Law

## LMU-DCOM ADMINISTRATION

Brian Kessler, DO, *Vice President and Dean*

David Plundo, DO, *Dean and Chief Academic Officer at Knoxville Location*

Michael Wieting, DO *Senior Associate Dean*

Chris Loyke, *Associate Dean of Clinical Affairs*

Jonathan Leo, Ph.D. *Associate Dean of Students*

Clarence Colle, PhD *Associate Dean of Preclinical Academic Affairs/Basic Medical Sciences*

JooHee Kim, MPH *Chief Operating Officer for LMU-DCOM*

## LMU- DCOM FACULTY

Airee, Anita	<i>Associate Professor of Pharmacology</i>
Babos, Mary Beth	<i>Associate Professor of Pharmacology</i>
Brown, Juanita	<i>Assistant Professor of Osteopathic Manipulative Medicine</i>
Campbell, Teresa	<i>Associate Professor of Pathology</i>
Chestnut, Jeffrey	<i>Associate Professor of Radiology</i>
Chelf, Stacy	<i>Assistant Professor of Anatomy</i>

Cobb-Snodgrass, Leah	<i>Assistant Professor of Psychiatry; Chair of Behavioral Health</i>
Colle, Clarence	<i>Professor of Microbiology; Associate Dean of Preclinical Academic Affairs/Basic Medical Sciences</i>
Coleman, Mark	<i>Associate Professor of Anatomy</i>
Cope, Anya	<i>Assistant Professor of Internal Medicine, Director of Faculty Affairs,</i>
Coppinger, John	<i>Assistant Professor of OMM</i>
Cusano, Matthew	<i>Assistant Professor of Internal Medicine, Vice- Chair</i>
Dudzik, Beatrix	<i>Assistant Professor of Anatomy</i>
Dubisky, Gary (PT)	<i>Assistant Professor of Neurology</i>
Fitzovich, Douglas	<i>Professor of Physiology</i>
Gassler, John	<i>Assistant Professor of Anatomy</i>
Gibbons, John	<i>Assistant Professor of Physiology</i>
Gromley, Adam	<i>Associate Professor of Molecular/Cellular Biology; Director of DCOM Research</i>
Gromley, Zeynep	<i>Associate Professor of Biochemistry</i>
Gregg, Randal	<i>Associate Professor of Immunology</i>
Hermey, Donna	<i>Professor of Anatomy; Chair of Anatomy</i>
Jimenez, Sherry	<i>Associate Dean of Assessment and IPE</i>
Johnston, Gayle	<i>Assistant Professor of OMM</i>
Kiick, Dennis	<i>Professor of Biochemistry</i>
Kim, Ji Eun	<i>Assistant Professor of Anatomy</i>
Kolatorowicz, Adam	<i>Assistant Professor of Anatomy</i>
Kunigelis, Stan	<i>Professor of Physiology; Director, Math and Sciences Imaging Center</i>
Leo, Jonathan	<i>Professor of Neuroanatomy, Associate Dean of Students, Director of Master's Programs</i>
Loyke, Christopher	<i>Assistant Dean of Clinical Medicine</i>
Martin, Jeffrey	<i>Associate Professor Physiology, Assistant Dean of Basic Medical Sciences</i>
McGill, Richard	<i>Assistant Professor of Pediatrics, Chair Pediatrics</i>
Nahar, Vinayak	<i>Affiliate Research Faculty</i>
Quadri, Syed	<i>Assistant Professor of Pharmacology</i>
Palazzolo, Dominic	<i>Professor of Physiology</i>
Ruff, Chloe	<i>Assistant Professor of Assessment</i>
Shields, Nicole	<i>Assistant Professor of Family Medicine / Medical Director of the University Medical Clinic</i>
Thompson, Brent	<i>Assistant Professor of Anatomy</i>
Trzil, Kenneth	<i>Assistant Professor of Internal Medicine</i>

Wang, Jun	<i>Assistant Professor of Pathology</i>
Weaver, Kali	<i>Assistant Professor of Pharmacology</i>
Weston, Douglas	<i>Assistant Professor and Chair of Osteopathic Manipulative Medicine</i>
Wieting, Michael	<i>Senior Associate Dean, Professor of Physical Medicine and Rehabilitation and Osteopathic Manipulative Medicine; Assistant VP of Program Development</i>
Williamson, John	<i>Associate Professor/Chair of OB/GYN; Director of International Medicine</i>
Wilmoth, Robert	<i>Associate Professor of Surgery/ Chair of Surgery</i>
Wisnoff, Warren	<i>Associate Professor of Internal Medicine and Chair Department of Internal Medicine, Associate Professor of Emergency Medicine</i>
Yonts, R. Chris	<i>Associate Professor of Family Medicine and Chair of Family Medicine, Assistant Medical Director for the University Medical Clinic</i>
Yow, Allison	<i>Assistant Professor of Internal Medicine</i>
Zieren, Jan	<i>Associate Professor of Family Medicine</i>
Zulandt, Gina	<i>Associate Professor of Family Medicine</i>