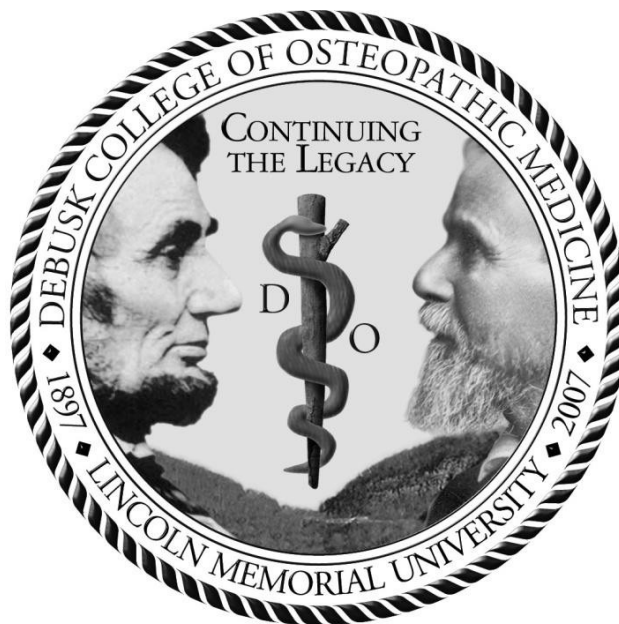


**LINCOLN MEMORIAL  
UNIVERSITY- DEBUSK COLLEGE  
OF OSTEOPATHIC MEDICINE**



**STUDENT  
HANDBOOK**

**Volume 16  
2021-2022**

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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.

### **Mission of the LMU-DeBusk College of Osteopathic Medicine**

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*

## **Equal Opportunity, Affirmative Action, and Non-Discrimination Policy**

Lincoln Memorial University is an Equal Opportunity and Affirmative Action educational institution. In support of its Mission Statement, LMU is committed to equal opportunity in recruitment, admission, and retention for all students and in recruitment, hiring, training, promotion, and retention for all employees. In furtherance of this commitment, Lincoln Memorial University prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information in all University programs and activities. 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 Executive Vice President for Administration; 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 Student Center: houses the dining hall, Chick-Fil-A, educational computer center, study rooms, gym and health center, post office, and bookstore (<https://lmu.bncollege.com/shop/lmu/home>).
- 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, the Murray Alumni Lounge, the Brooks Reading Room, and two computer labs.
  - The Dr. Lon and Elizabeth Parr Reed Health Sciences Library stores 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: dormitory and University-owned rental properties are available for medical students wishing to live on campus. Inquiries for on-campus housing are made through the LMU-DCOM Department of Admissions and Student Services.
- The Frank Tex Turner Arena: houses Campus Police and Security and parking services.
- Mary S. Annan Natatorium: houses the indoor swimming pool. The pool is free of charge and open to LMU students during posted lap and open swim hours with a current LMU ID Badge. The pool may also be reserved during vacant hours for special events. Swim lessons and aerobics classes are offered for a fee to LMU students and the community. Family members may sign up to use the pool and weight room for a fee on a per semester basis. For more information, visit: <https://www.lmunet.edu/about-lmu/community>.

### *Knoxville Location*

DCOM at LMU-Knoxville is located on expanding property in West Knoxville.

- Building 1: home of the Doctor of Osteopathic Medicine and Physician Assistant Programs
- Building 2: home of the Doctor of Occupational Therapy and Doctor of Physical Therapy programs.
- Research Building

### *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.

- Except for 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, 8:00am – 4:30pm. When entering any building outside of building hours, students must use their ID Badge to enter and remain in the building.

### 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.

## **Computing Services**

The official manner of communication from the administration and faculty to medical students is via university email. LMU-DCOM medical students are required to use and promptly read all email 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 various university network resources and university wireless while on campus. Every student account comes with access to OneDrive with up to 50 gigabytes of shared storage with their email. It is the responsibility of the student to backup and maintain these files.

Student user accounts are credited with 750 pages of printing each semester from college laser printers at locations across campus. Students can add additional pages if they exceed the 750-page quota for any given semester. For more detailed instructions and information services help resources visit:

<https://www.lmunet.edu/information-services/i-need-help-with/index.php>

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.

## **Student Resources and Services**

### **Office of Admissions and Student Services**

The Office of Admissions and Student Services is responsible for admissions, recruitment, retention, securing financial services, student records, providing academic support, and accessing mental health counseling resources for medical students. In addition, the office is a center of student life and oversees all activities, student government functions, clubs/interest groups, student ambassadors, and all other non-academic student-life opportunities. The office is committed to creating an environment that is conducive to learning so that all LMU-DCOM medical students reach their academic and personal potential. The Admissions and Student Services suite has an open-door policy and students are welcome on a drop-in or appointment basis.

The Office of Admissions and Student Services houses the Associate Dean of Students and the Assistant Dean of Students. These individuals are responsible for ensuring that students have the support and resources needed to be successful and serves as the point persons for student



concerns. The Assistant Dean of Student will primarily handle matters at the LMU-DCOM Harrogate Location, and the Associate Dean of Students will primarily handle matters at the LMU-DCOM Knoxville Location. For the purposes of the Student Handbook, this will be referred to as Assistant/Associate Dean of Students.

## **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 a healthcare provider.

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.

**Yearly Requirements: Students are required to submit proof of health insurance, complete a urine drug screen, influenza vaccine, and PPD test yearly in their CastleBranch account.**

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 Pre-matriculation Medical History completed and signed by the student and reviewed/signed by a licensed healthcare provider.
- LMU-DCOM Pre-matriculation Physical Exam Form, completed and signed by a licensed healthcare provider.
- LMU-DCOM Record of Immunity Form, completed and signed by a licensed healthcare 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 completed.
- Records Release Form signed by the student authorizing LMU-DCOM to release health related information to affiliated training sites where the student will be

rotating.

It is expected that all documentation be provided by the matriculating student to the DCOM Admissions Office, along with other required admissions documents by May 15<sup>th</sup> 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 vaccinations 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 second semester.

During the Spring 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 an updated PPD and urine drug screen by April 15<sup>th</sup> will not be authorized to begin OMSIII/IV rotations until completed.

Required prior to matriculation:

- Proof of Tdap and polio vaccine
- Negative PPD screening for tuberculosis (year requirement)
  - If prior history of tuberculosis, BCG vaccination, or positive PPD, must provide negative chest x-ray and/or negative QuantiFERON- TB Gold test within six months of matriculation
- Proof of initial vaccination in Hepatitis B series
- Urine drug screen (14 panel testing) negative except for prescribed substances (Yearly Requirement)
- 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 six 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 six 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 six 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 six weeks later is required
- Proof of immunity against hepatitis B, if not provided at matriculation
  - Proof of completion of three injection series (takes seven months to complete)
  - Qualitative or quantitative antibody titers showing immunity to Hepatitis B, ideally drawn 6-12 weeks after completion of three injection series
  - If antibody titers are negative 6-12 weeks following completion of Hepatitis B series, a second series of three injections needs to be completed, with antibody titers drawn 6-12 weeks following completion
  - If antibody titers are negative following second series of three 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 six 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 six months of starting rotations
- Urine drug screen (14 panel testing) negative except for 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.

## **College Advising**

All DCOM students will be assigned an advisor. Advisors will communicate regularly via email to first- and second-year medical students with news, updates, and other relevant information. Advisors will organize and participate in social events throughout the semester to facilitate comradery within the college and allow students a break from the daily rigor of medical school. Students can meet with their advisor whenever needed. Students are encouraged to engage with their advisor as well as other faculty members for advice and mentorship. Third- and fourth-year medical students will transition from their advisor to a team of advisors made up of Career Services, Student Services, clinical faculty, and staff. This transition will ensure students receive the most appropriate information during rotations and their Match preparation.

## **Academic Support**

LMU-DCOM offers academic support services designed to enhance learning and aid in the success of all students. Academic support services include individual consultation, large and small group presentations, and peer tutoring. The same services and resources are available at each location, with a Director of Academic Support at both Harrogate and Knoxville. Each are in the Office of Admissions and Student Services. For third- and fourth-year students located off campus at rotation sites, telephone and/or video conference meetings are made available.

Assistance in academic support includes, but is not limited to, the following topics: study skills, time management, stress management and wellness, test anxiety, test-taking strategies, and board preparation. Students may self-refer or be referred to academic support by any faculty or staff member, including their advisor.

## **LMU Office of Accessible Education Services**

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

### *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 for any student with a disability to receive accommodations:

- 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 here: <https://www.lmunet.edu/student-life/accessible-education-services.php>).
- The Office of Accessible Education Director will discuss with the student arrangements for reasonable accommodations the student should be prepared to discuss specific accommodations needs.
- The Office of Accessible Education Director, in consultation with General Counsel as necessary, will make a determination regarding the request.
- If accommodations are approved, a Student Accommodation Form will be prepared by the Office of Accessible Education Director. The student will submit 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 services.
- If a student is not satisfied with decision of the Office Accessible Education Services, the student may file an appeal with the Accommodations Grievance Committee (see Grievance Procedure below).

### *Grievance Procedure for Student with Disabilities*

If a student is not satisfied with the accommodations granted by the Office of Accessible Education 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 Accommodations 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 Grievance Committee. The purpose of the appeal is to look at the material that was originally presented to the Office of Accessible Education Services. If the student has material or documentation that elaborates on the original request, they may present this material to the Grievance Committee. The Committee will conduct a thorough review of the appeal. The Grievance Committee will make their recommendation to the Dean of LMU-DCOM within ten working days after meeting with the student. The decision of the Grievance Committee is final.

## Career Services

LMU-DCOM office of Career Services is the central location for Careers in Medicine, the Match processes, and residency related resources. The goal is to consolidate everything required for students in their residency application process to result in board-certified osteopathic physicians. Students will find helpful information about the Match process, writing CVs and personal statements, monthly sessions with DCOM Alumni Services focused on residency and match, yearly checklists to make sure students are on the right track for residency, and much more. Career Services will keep students updated on information about workshops and speaker events related to career choices and residency. The LMU-DCOM Career Services office serves as the Electronic Residency Application Service (ERAS) Dean's WorkStation representative for DCOM. Career Services serves as the point of contact for medical education verifications for graduates. The same services and resources for students are located at both Knoxville and Harrogate, as well as virtual offerings for third- and fourth-year students. Career services will help guide and prepare students through the process of deciding on a specialty and applying for residency.

## Mental Health Services: 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 operates as the primary mental health service for undergraduate, graduate, and professional students enrolled at the University. Counselors provide free, short-term treatment typically lasting between five to eight sessions per semester, however, treatment may extend beyond eight sessions when appropriate. Counseling provides an opportunity for students to explore their unique problems, difficulties, and concerns with a licensed mental health professional in a safe and confidential environment. In addition, the office offers crisis intervention and psychoeducational training for the campus community.

If students require long-term counseling or treatment needs exceeding the scope of LMU's practice, the counselors will work with the individual 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 those who do not have insurance that covers mental health services. Information regarding counseling services is found on the following website: <https://www.lmunet.edu/student-life/counseling>.

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

- A main mental health services phone number is given to all students which is accessible anywhere where students have phone services: **423-869-6277**
- During normal business hours (8:00am – 4:30pm, Monday – Friday), this number will reach the main campus in Harrogate where the mental health

counselors either on the Harrogate campus or Knoxville location will be notified.

- The counselors will assess the situation to make certain that all emergent situations are handled appropriately either with a call to 911 or referral to inpatient psychological services. If the situation is not an emergency, the counselor will schedule an appointment with the student for a follow-up.
- During after hours, the same main number will be forwarded to a call center where a licensed professional counselor will support students.
- If a student is off campus, the on-campus counselor or call center counselor will direct the student to the nearest licensed professional in their area.
- All encounters are confidentially documented with procedures for follow-up.

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

WellConnect by Student Resource Services provides all third- and fourth-year rotating students with a confidential assistance program. WellConnect delivers comprehensive services to support the wellness needs of students. The service provides students with a team of professional staff and a specialist whom 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. WellConnect can be reached at 1-866-640-4777.

### **Diagnostic, Preventative, 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*

The LMU Student Health Center (LMU SHC) provides nonemergent outpatient care for all currently enrolled students. The Student Health Center is staffed by a licensed practical nurse (LPN) and a family nurse practitioner (FNP). Students are not charged for office visits, but if lab work is deemed necessary, students are responsible for paying all associated fees. For more information visit: <https://www.lmunet.edu/student-life/student-health-center/index.php>

#### *Knoxville Location*

Summit Medical Group – Internal Medicine Associates in Powell, TN is available to serve the primary care needs of students enrolled at DCOM at LMU-Knoxville. When making an appointment, let the staff know that you are an LMU student. If your health insurance does not cover the services rendered, Summit Medical Group will provide a 30% discount for cash payments or set up a payment plan as needed. For more information, including new patient

registration forms, visit the Summit Medical Group website at <https://www.imasummit.com/>.  
Summit Medical Group – Internal Medicine Associates  
7744 Conner Road  
Powell, TN 37849  
865-546-9751

## **Student Government**

The LMU-DCOM Student Government Association (SGA) is the official governing body for osteopathic medical students. SGA is comprised of representatives from each campus location, ensuring that both cohorts are fairly represented. Members of SGA are required to work collaboratively to serve all LMU-DCOM students.

SGA is responsible for: serving as liaisons for the medical student body, promoting osteopathic medicine, supporting club and classroom activities, and advocating to improve the quality of life for all LMU-DCOM medical students. The co-advisors for SGA are the Assistant Dean of Students and Associate Dean of Students, with consultation from the Student Activities Coordinators at each location.

## **Student Organizations**

Osteopathic medical students are encouraged to develop, organize, and participate in student associations and organizations as they feel able to do so in conjunction with academic responsibilities. The LMU-DCOM SGA and LMU-DCOM Office of Admissions and Student Services provides support for all associations and organizations. Every organization is required to have a faculty or staff advisor.

### *Registration of Medical Student Organizations*

To encourage a formal and organized system of student activities, LMU-DCOM requires specific processes and policies concerning the registration of student organizations. Student organizations must be sustainable and intended to fulfill a common purpose: to provide opportunities for student interaction, to foster individual student growth and development, and to contribute to community service.

Organizations must first be reviewed by SGA and approved by the Assistant/Associate Dean of Students. 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. Once student organizations receive official recognition, the organization must retain LMU-DCOM support through the following annually required criteria:

- Completion of End of Year Report at the end of each academic year
- Leadership and advisement of a full-time faculty or staff member
- Approval of organizational activities and events through the Office of Admissions and Student Services



- Cooperation with LMU-DCOM Student Leadership Handbook
- Contribution to and support of the philosophy and mission of LMU
- Participation in the annual leadership training
- 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 organization or SGA must be approved by the Student Activities Coordinator at their respective location. The Student Activities Coordinator works within the Office of Admissions and Student Services. Events include, but are not limited to, guest speakers, seminars, exhibits, fundraisers, workshops, activities, and courses.

### *Public Relations, Merchandise, 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 LMU-DCOM student organizations must have approval from the Student Activities Coordinator(s) and the Director of Marketing and Public Relations LMU Health Sciences 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. Students 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 website. Approval forms may be obtained from the Office of Admissions and Student Services. Any LMU-DCOM student organization that produces merchandise that violates this policy may have the merchandise confiscated and will have to replace the merchandise at the organization’s own expense.

All media contact requires prior approval from and is handled by the Office of Marketing and Public Relations. If you are contacted to provide contact to a media outlet, refer the inquiry to the Director of Marketing and Public Relations LMU Health Sciences. Students and student clubs should not submit press releases, calendar items, photographs, advertisements, or other submissions to any media outlet without 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 Director of Marketing and Public Relations LMU Health Sciences and they will submit on your behalf. 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 Director of Marketing and Public Relations LMU Health Sciences.

## Financial Services

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

Tuition Total*	\$52,650.00
OMS Year 1	
Student Activities Fee	\$150.00
Comprehensive Fee Harrogate	\$400.00
Comprehensive Fee Knoxville	\$300.00
OMS Year 2	
Student Activities Fee	\$150.00
Comprehensive Fee Harrogate	\$400.00
Comprehensive Fee Knoxville	\$300.00
BLS/ACLS/PALS	\$270.00
OMS Year 3	
Student Activities Fee	\$50.00
Comprehensive Fee	\$300.00
OMS Year 4	
Student Activities Fee	\$50.00
Comprehensive Fee	\$300.00
Graduation Fee	\$400.00
ERAS Processing Fee	\$75.00
One-Time Fees	
Acceptance/Matriculation Fee***	\$1,250.00 (Non-refundable)

*\*Subject to yearly change*

*\*\*\*The acceptance fee is payable by the future student to hold a seat in the class. It is credited towards tuition.*

### *Repeating Semesters*

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

### *Reimbursement of Funds*

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

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

The Higher Education Amendments of 1998 regulate how colleges and universities handle Title IV funds when a recipient withdraws from school. This policy is separate from the university's refund of institutional charges. The return of Title IV funds includes Pell Grants, Federal Supplemental Educational Opportunity Grants, PLUS/GRAD PLUS Loans, Perkins Loans and 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 Student Financial 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, except for balances due from approved third parties. The student will also be responsible to pay attorney fees (if applicable) and all other costs of collection in the event the account is placed in the hands of an attorney or an outside collection agency. Graduating students must pay any outstanding account balance three weeks prior to graduation if paying by personal check. If paying by cashier's check, cash, money order or VISA/ MASTERCARD/ DISCOVER/ AMERICAN EXPRESS, payment can be made up to the date of graduation rehearsal. Accounts must be paid in full before a student may participate in the graduation ceremony or receive a diploma.

### *Outstanding Balance/Collection*

If a student account is referred to a third-party collection agency or collection by suit, the student

will be charged reasonable collection costs and/or court costs. If this account becomes delinquent, the student agrees to pay to LMU any principal amount as well as collection costs in the amount of 33.3% of the principal balance, including court costs, attorney's fees, interest, and service charges.

## **Academic Policies and Procedures**

### **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, master's, 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:1773_predoc@osteopathic.org)

### **Official Academic Records**

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

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

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

The student may obtain or have forwarded to designated parties' copies of his/her academic transcript by submitting a 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.

### *Student Records*

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

### *Right to privacy under FERPA*

The University complies with the provisions of the Family Education Rights and Privacy Act (FERPA), 1974, as amended. This law maintains that the institution will provide for the confidentiality of medical student education records. No one outside the institution shall have access to, nor will LMU disclose any information from, medical students' education records without the written consent of medical students except to personnel within the institution, to officials of other institutions in which medical students seek enrollment, to persons or organizations providing medical students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of medical students or other persons. Additionally, according to 1998 Higher Education Amendments, the University is authorized by law to contact parents or guardians when medical students under the age of 21 commit serious or repeated violations directly or indirectly involving our drug and alcohol policies. All the exceptions are permitted under the Act.

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

Medical students can access their "medical student information" by using the Web Advisor account. Each medical student is given a secure personal identification number to access the following information: schedule, transcript, financial records, and financial aid.

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

### **Public Notice Designating Directory Information**

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

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

### **Matriculation and Promotion**

Medical students will advance only after having met the academic, financial, and professional requirements of LMU-DCOM for each academic year. Students taking nine or more credits are considered full-time students.

### **Calculation of Credit Hours**

Calculation of credit hours is based on the following formula: twelve lecture hours and a minimum of two hours out of class student work per week equals one credit hour, twenty-four laboratory hours equals one credit hour, and four weeks of rotation equals eight credit hours.

#### OMS I and II

1.0 Credit Hour = 12 Lecture or Seminar Hours

1.0 Credit Hour= 24 lab Hours

S/U = Satisfactory/Unsatisfactory

#### OMS III and IV

1 month = 8.0 Credit Hours

S/U = Satisfactory/Unsatisfactory

## Attendance

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

Attendance is mandatory for the following:

- Specialty lectures as designated on the course calendar as \*mandatory\*
- Basic Science Laboratories
- Clinical Skills Laboratories
- Team-Based and Case-Based Learning Exercises
- Dean's Hours
- Written and Practical Examinations

A student may request an excused absence from a mandatory event for personal, health-related, professional, religious, or emergency reasons. All first- and second-year student requests for an excused absence must be made in writing to the Assistant/Associate Dean of Students using the email address: [DCOMStudentServices@LMU.net](mailto:DCOMStudentServices@LMU.net). Upon written approval from the Assistant/Associate Dean of Students, it is the student's responsibility to communicate and coordinate a make-up session. All third- and fourth- year student requests for an excused absence must be made in writing to the Assistant Dean of Clinical Medicine. Students with excused absences will not be penalized. Some activities and points, for example TBLs, may not be able to be made up even with an excused absence.

### Examinations:

Students must follow the examination instructions outlined on the LMU-DCOM Examination Instructions and Policy – DO Students located at [www.examssoft.com/lmudcom](http://www.examssoft.com/lmudcom). Make-up examinations for students with excused absences will be given within 10 calendar days of the original exam date. Make-up examinations will consist of multiple-choice questions and possibly subjective format questions such as essay, short-answer, or fill in the blank items.

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

Due to the amount of material presented within each examination block, students cannot make-up more than one block exam per semester, unless approved by the Assistant/Associate Dean of Students based on extenuating circumstances. If a student must miss two or more exams per semester, the student will be advised to pursue a

different course of action, including a leave of absence or withdrawal.

Excused Absences may be approved for the following reasons:

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

Students will not receive credit for any unexcused absences. Unexcused absences may also result in a student meeting with the Assistant/Associate Dean of Students and/or the Student Progress Committee. An unexcused absence from a clinical rotation may result in the immediate end to that rotation, possible failure, and/or a directive to meet with the Assistant Dean of Clinical Affairs 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.

## **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 a professionalism violation; and (4) agrees that recordings are to be accessed and used only as directed by the faculty member(s) teaching the course.

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

## **COMLEX-USA**

*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 1 during the summer following the OMSII year.

*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 ([www.nbome.org](http://www.nbome.org)).

All LMU-DCOM medical students are required to take and pass COMLEX Level 1, 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 required to present before the Student Progress Committee.

*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 a maximum of three COMAT attempts per discipline. Students must re-take failed COMATs within 90 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.

## **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 Associate Dean of Students within 24 hours of the grade being posted.

A student desiring to appeal a grade must send a letter explaining the facts to the Associate Dean of Students 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. 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 on their MSPE.

## **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:

- Complied with all the curricular, legal, and financial requirements of LMU- DCOM
- Successfully completed all coursework requirements in no more than six years\*
- 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\*
- Demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine

*\*in the case of extenuating circumstances some requirements may be waived or adjusted with approval from the LMU-DCOM Dean.*

Students whose graduation date is delayed will be allowed to participate in commencement with their incoming class as long as they have received a passing score on COMLEX Level 1, Level 2-CE, and Level 2 PE, and will complete their rotations and all other graduation requirements before July 1<sup>st</sup> of the same year.

### *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. 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 the 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 goes awry.

### *Clinical Curriculum*

The clinical curriculum (OMS III and OMS IV years) will consist of mostly hospital and office-based training. All clinical adjunct faculty and approved clinical preceptors are approved by LMU- DCOM based on the credentialing processes. 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.

Educational activities consist of an online didactic component and a patient care component. The Office of Clinical Education is composed of an experienced team including the Assistant Dean of Clinical Affairs, Director of Clinical Education, Rotation Directors, Clinical Relations Coordinator and Rotation Coordinators to ensure the execution of affiliation agreements with hospital sites, development of educational standards, and assignment of students to rotation sites. Student rotation evaluations, self-assessments, core site evaluations, and site visits ensure that consistent educational objectives are being met at each rotation site.

Core rotation site assignments are determined prior to the end of the OMS II year through a schedule optimization program (lottery) based on individual student's ranking of each core sites. LMU-DCOM will provide assigned core rotations for the students to complete their OMS III rotations. The student may elect to do Selective and Elective rotations elsewhere if the site/rotation is approved at least sixty (60) days in advance by the Office of Clinical Education. All rotations are in four (4) week blocks unless otherwise specified.

To be eligible to begin OMS III clinical rotations, students must successfully complete the entire OMS II curriculum. To be eligible to begin OMS IV clinical rotations, students must successfully complete all components of the OMS III curriculum.

Students must also complete all CastleBranch requirements annually. All students must complete an updated criminal background report from an 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.

### Curriculum Design

Students will complete twenty-one (21) clinical rotations throughout their OMS III and OMS IV years. Each clinical rotation is a four-week block, represented as a single (1) course on the student's transcript. The OMS III year is comprised of eleven (11) four-week rotation blocks. The OMS IV year is comprised of ten (10) four-week rotation blocks. Students have one (1) four-week block of independent study in OMS III year and one (1) four-week block of independent study in OMS IV. Didactic activities provided by LMU-DCOM will be completed in addition to and concurrent with clinical experiences and are a required part of the curriculum. Didactic activities assigned by the Core Site and independent preceptors must also be completed by the student.

### Core Rotations

The Core Rotations that must be completed by OMS III students are Behavioral Medicine, Internal Medicine I, Internal Medicine II, Obstetrics/Gynecology, General Surgery, Pediatrics, Family Medicine/Primary Care I, Family Medicine/Primary Care II, and the Core GME rotation. The OMS IV Core rotations are Emergency Medicine and Rural/Underserved Outpatient Care. The OMS IV curriculum is intended to build on the foundational experience provided in the OMS III year. These experiences are in settings where more demands for independence can be expected of the senior medical student.

### Selective Rotations

There is one Selective rotation during the OMS III year. The Surgical Selective can be fulfilled with one of the surgical subspecialties noted below:

- Cardiothoracic Surgery, General Surgery, Gynecological Surgery, Neurological Surgery, Ophthalmology, Orthopedic Surgery, Plastic Surgery, Surgical Critical Care, Trauma Surgery, Urology, Vascular Surgery.

### Electives

Elective rotation 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. Students will have two electives in the OMS III year. Prior to COVID-19 up to two Elective rotations during the OMS IV year may be done outside the United States with prior approval of the Assistant Dean of Clinical Affairs. This can only occur in locations deemed safe by the US Department of State and in accordance with COVID policy guidelines. Students can do no more than six (6) Elective/Selective rotations in the same specialty.

## OMS III and IV Clinical Rotations:

OMS III Rotations			OMS IV Rotations		
<u>Core OMS III Rotations:</u>			<u>Core OMS IV Rotations</u>		
Behavioral Health	DO CLIN 801	4 weeks	Emergency Medicine	DO CLIN 903	4 weeks
Internal Medicine I	DO CLIN 802	4 weeks	Rural/Underserved Outpatient Care	DO CLIN 904	4 weeks
Internal Medicine II	DO CLIN 803	4 weeks			
Obstetrics/Gynecology	DO CLIN 804	4 weeks			
General Surgery	DO CLIN 805	4 weeks			
Pediatrics	DO CLIN 806	4 weeks			
Family Medicine/Primary Care I	DO CLIN 807	4 weeks			
Family Medicine/Primary Care II	DO CLIN 808	4 weeks			
CORE GME					
OMS III Selective Rotations			OMS IV Elective Rotations		
Surgical Selective	DO CLIN 816	4 weeks	Elective 1	DO ELEC 924	4 weeks
			Elective 2	DO ELEC 925	4 weeks
			Elective 3	DO ELEC 926	4 weeks
			Elective 4	DO ELEC 927	4 weeks
			Elective 5	DO ELEC 928	4 weeks
			Elective 6	DO ELEC 929	4 weeks
			Elective 7	DO ELEC 930	4 weeks
			(Rural/Underserved)	DO ELEC 931	4 weeks
			Elective 8 (Medical Subspecialty)		
Independent Study		4 weeks	Independent Study		4 weeks

Please refer LMU-DCOM Clinical Rotation Manual for further details and course descriptions:  
<https://www.flipsnack.com/LMUnet/lmu-dcom-clinical-rotations-manual-2020-2021.html>

### Report for Rotation

Each rotation begins on a Monday and ends four weeks later on Friday. 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

### 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 workday is usually 12-hours in duration.
- A typical work week should be a minimum of 40 hours and a maximum of 80 hours in duration averaged over a four-week period.
- 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.

### Student Evaluation (Grades)

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 LMU-DCOM faculty serving as Rotation directors and is based on the grading components noted in each courses' syllabus.

Students must successfully pass all grading 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.

### 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.

## **Academic and Professionalism Deficiencies**

### **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 Assistant/Associate Deans of LMU-DCOM (non-voting, *ex-officio* members).

### *Committee Procedures for Academic Deficiencies*

At the end of every grading period, once final course grades have been assigned, a designee of the LMU-DCOM Dean schedules a meeting date, informs students of the meeting via the University-issued email address at least three (3) calendar days prior to the start of the meeting, 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 proceedings are confidential. The meetings are closed to anyone not in the University community. 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 committee will review each student who has an academic deficiency. For students with one course failure, the committee may not require the student's physical presence at the meeting. 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 designee of the LMU-DCOM Dean aware of their intent so that the meeting can be put on hold.

The only individuals allowed to attend an SPC meeting include the student, the student's advisor (at the student's request), the recording secretary, the committee members, and any pertinent faculty/staff members and/or Assistant/Associate Deans. The committee's recommendation will be forwarded to the Dean of LMU-DCOM within five (5) working days. The student's entire academic and professional record can be examined at an SPC meeting.

#### 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.

#### *Academic Deficiency Outcomes*

Any student who demonstrates failure to make academic progress by failing a course and/or failing to complete all requirements set forth by LMU-DCOM will be placed on academic probation. The student will remain on probation until the specified course(s), modules, rotations, or semester(s) have been successfully remediated. Once the specified failures have been resolved, the student will be removed from academic probation and placed on academic warning for the remainder of enrollment at LMU-DCOM.

Students on academic probation may not:

1. Hold any leadership positions in student clubs, organizations, or student government
2. Serve as a member of an LMU-DCOM committee
3. Receive LMU-DCOM funding for travel to local or national medically related conferences

Once the student is removed from academic probation and placed on academic warning, they are eligible to resume participation in the above-mentioned extracurricular activities. Participation in events outside of academic requirements should not interfere with the student's academic responsibilities. Therefore, students should use discretion when participating in events.

#### **Remediation Policy**

When a student is granted permission to remediate a single course failure, 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 at their location to develop a plan of action. 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 a referral to SPC.

When a student repeats a rotation during the OMSIII and OMSIV clinical years, 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 OMSI and OMSII years, and repeated rotations will all be noted on the student's transcript.

## **Committee Procedures for Professionalism Deficiencies**

Any student who demonstrates failure to uphold LMU-DCOM's professionalism and/or conduct policies may be subject to disciplinary actions. The student's entire academic and professional record can be examined at an SPC meeting.

For students who are required to appear before SPC for evaluation of professionalism violations, SPC may recommend one of the following:

1. Referral to the Community Standards Committee\*
2. Professionalism Probation
3. Dismissal from LMU-DCOM

\*The Community Standards Committee is designed to promote optimal student professionalism in-and-out of the classroom. The Committee is comprised of the Assistant Dean of Students, Associate Dean of Students, and other relevant LMU-DCOM administration as deemed necessary by the specific circumstance. The goal of the Committee is to ensure that students can engage in professional learning opportunities while gaining mentorship from LMU-DCOM administration. A student's failure to comply with the Community Standards Committee will result in a referral back to the Student Progress Committee.

At any time, a grievance or concern regarding another student can be made to the Assistant/Associate Dean of Students. All parties in receipt of a student grievance will respond as soon as possible but should take no longer than five (5) working days following receipt of the grievance. The Assistant/Associate Dean of Students and/or Community Standards Committee shall determine the appropriate course of action to address the grievance.

### *Professionalism Deficiency Outcomes*

When a student is referred to the Community Standards Committee, they will be required to discuss the violation with the committee. They will then be required to complete criteria specified by the Committee. Given that circumstances surrounding professionalism violations are unique to each student's situation, the conditions of the required criteria will be provided to the student in writing at the beginning of the warning period.

Upon completion of specified criteria, the student will be removed from Professionalism Warning. Further professionalism violations or failure to comply with Professionalism Warning conditions may result in being placed on Professionalism Probation or dismissal from LMU-DCOM.

Under Professionalism Probation, students are required to complete criteria specified by the Assistant/Associate Dean of Students, Senior Associate Dean, and/or the LMU-DCOM Dean. The student will remain on Professionalism Probation until they graduate from LMU-DCOM. LMU-DCOM is required to report all instances of Professionalism Probation to ERAS upon application to residency.

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

Students who are charged by law enforcement for on-campus or off-campus alcohol or drug violations must inform the Assistant/Associate Dean of Students immediately. The Assistant/Associate Dean of Students will work with the student to make sure that the student's health and welfare are of primary importance. During the legal proceedings, the student must keep the Assistant/Associate Dean of Students informed of the status and disposition of the case. The Assistant/Associate Dean of Students will also keep the Student Progress Committee Chair informed of this information. 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 LMU-DCOM 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 substance abuse counseling for later re-evaluation by the committee. Following a prescribed course of treatment, the student will report to the Assistant/Associate Dean of Students for further evaluation regarding ability to continue as a medical student. The student may be required to reappear before the SPC at any time during or after treatment is complete.

## **Drug Screen Violations**

The practice of medicine requires the physician to demonstrate integrity and good judgment. The use of controlled substances that are not prescribed by a licensed physician or the use of illegal substances violates good judgement. Physician impairment is a serious concern of licensing boards due to the potential harm it poses to patients. The inability to provide a screening urine specimen that is free of these substances is, at most, concerning for student impairment and, at least, a sign of poor judgment.

Students that return a drug screen that is positive for substances that are not prescribed by a licensed physician or substances whose use are in violation of LMU policy, local, state or federal law(s) will be referred to a qualified provider for assessment. Students on clinical rotations will be immediately suspended from rotations until such time as they are cleared by a qualified provider as safe to return to the clinical environment. The "qualified" provider must be approved by LMU-DCOM in advance and qualified/experienced in drug abuse assessment/treatment. The student will pay for all costs associated with the assessment and any recommended treatment(s.)

All students with positive drug screens will meet with SPC. The SPC will follow-up with the student after their initial assessment. The SPC will follow the progress and treatment (if any) of the student until the student graduates DCOM.

Students who are recommended to participate in drug treatment/therapy must comply with all recommendations/requirements of treatment. Failure to satisfactorily complete the recommended treatment will result in the student's immediate dismissal from LMU-DCOM.

### *The Dean's Actions*

For all issues presented to the SPC, the Dean of LMU-DCOM will review the SPC's recommendation and affirm, amend, or reverse the recommendation within five (5) working days of the receipt of the SPC's recommendation. The LMU-DCOM Dean or designee will notify the student in writing of the decision within five (5) working days.

### *Appeal Process*

A student wishing to appeal the LMU-DCOM Student Progress Committee policies and procedure, must submit a letter to the Admissions and Student Services Coordinator within five (5) working days of receiving notification of that decision. Upon receipt, the Admissions and Student Services Coordinator will submit the letter to the Appeals Board for review. 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 LMU-DCOM Dean following LMU-DCOM policies and procedures; no other grounds for appeal will be accepted.

Appeals Board: The Appeals Board is composed of the LMU-DCOM Senior Associate Dean, a basic medical science faculty member, and the LMU Vice President of 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(s) occurred. They may 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 LMU-DCOM Dean, who will forward it to the student by certified mail to his or her last official address or hand-delivered with receipt. All decisions of the Appeals Board will be final and binding. No further option for appeal will be considered.

## **Interruption in Academic Program Progression**

Progression in a student's academic program can be interrupted for various reasons, resulting in gaps within the scheduled curriculum. These interruptions may include a leave of absence, a recession, withdrawal, or dismissal. It is important to note that regardless of the reason behind the interruption, students must complete the DCOM curriculum within six (6) years from the initial program start date.

### **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
- 6) time to study for the COMLEX exam

The Assistant/Associate Dean of Students or LMU-DCOM Dean can grant a leave of absence. Leave of absences are granted for conditions/circumstances that will impact the student's ability to complete coursework in the future.

For a student to request a leave of absence, the student must submit a written request and meet with the Assistant/Associate Dean of Students 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, they must go through LMU-DCOM's prescribed checkout procedure. The student must meet with the LMU Student Financial Services Office to discuss how the leave will affect their financial aid eligibility. The official date of the leave of absence will be the date of receipt of the student's official request. Any tuition refunds or outstanding balances will be based on this date.

Students seeking to return from a leave of absence must 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 the Assistant/Associate Dean of Students.

## **Recession**

Upon approval from the SPC committee and LMU-DCOM Dean, a student may be recessed by being removed from their current academic cohort and allowed to return as a member of the cohort one graduation year behind.

## **Withdrawal**

Students considering a withdrawal from LMU-DCOM must inform the Assistant/Associate Dean of Students. The official date of the withdrawal will be the date of the receipt of the student's official request. If a student withdraws from LMU-DCOM, the Office of Student Financial Services and the LMU Student Accounts Office will determine any refund calculations and balances due.

When a student withdraws from the university *with three weeks or more remaining in the semester*, their transcript will reflect a combination of the following:

- The grade earned for all completed courses
- WD for any course not yet started or in progress

When a student withdraws from the university *with less than three weeks remaining in the semester*, their transcript will reflect a combination of the following:

- The grade earned for all completed courses

- F for any course in progress

## **Dismissal**

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. Any student dismissed from LMU-DCOM will meet with the LMU-DCOM Dean and the Assistant/Associate Dean of Students. They will also be required to communicate with the LMU Student Financial Services Office.

## **Conduct and Professionalism**

### **Professional Appearance**

All LMU-DCOM students are expected to be dressed appropriately 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.

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.

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.

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.

### **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 work as their own that they have 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 and 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.

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 online diary.

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

The following guidelines that pertain specifically to social media:

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 nondisclosure. 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.

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.

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."

Impact: Prospective employers, residency directors and future patients surf social networking sites to check out your background, interests, and professional standards. Do not post inappropriate photos that provide unflattering references. 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.

## **Other LMU Campus Policies**

As an enrolled student of Lincoln Memorial University, all students must abide by the University Code of Conduct found in the Railsplitter Community Standards Guide:

<https://www.lmunet.edu/student-life/documents/Railsplitter%20Community%20Standards%20Guide%202020-2021.1.pdf>

## **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 IDs. 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 Campus Police 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.

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. If you have forgotten your LMU ID badge you may be asked by Campus Policy and Security to show a picture ID, such as a driver's license. If you can't provide an LMU ID Badge or valid Driver's License/State approved ID, access may be denied.

## **Holidays**

Official LMU Holidays (Offices closed/no classes): In addition to the mid semester break which varies from year to year; 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, and 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 Assistant Dean of Clinical Medicine.

## **Campus Police and Security**

Each DCOM campus has on-campus police and/or security officers 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 each campus location, at least one police or security 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 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: <https://www.lmunet.edu/campus-police-and-security/anonymous-tip-line.php>

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.

Students are expected to sign-up with LiveSafe to allow Lincoln Memorial University notifications in times of emergency. Students may provide up to two phone numbers to a device capable of receiving text messages AND two email addresses.

### **Download the LiveSafe app today:**

1. Visit the Google Play or App Store and search for "LiveSafe."
2. Download the app, register with your email, and fill out your profile.
3. Search for and select "Lincoln Memorial University" as your school.

LMU has specific procedures outlined for various emergency situations. Students should familiarize themselves with these procedures. Please visit the LMU website to review each procedure: <https://www.lmunet.edu/campus-police-and-security/emergencies/building-specific-plans.php>

### **Inclement Weather**

Campus closure due to inclement weather is announced on local radio and TV stations, posted on the LMU website, and the LiveSafe notification App. LMU-DCOM will also make official announcements via University-issued email address. It is the students' responsibility to stay abreast of weather conditions and notifications.

### **Parking**

Parking on campus is regulated by Campus Police and Security staff. Parking is specified across campus and students are expected to ensure they are within the parking parameters. Parking policies and procedures are outlined on the LMU website.

For more information: <https://www.lmunet.edu/campus-police-and-security/parking-information.php>

### **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.

## **Harassment, Discrimination, and Sexual Misconduct**

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

The Office of Institutional Compliance investigates allegations of prohibited discrimination, harassment, and retaliation involving members of the LMU community. LMU is committed to providing an environment free of all forms of discrimination, including gender or sex-based discrimination. All LMU employees are Mandatory Reporters; this means that if any LMU employee is informed of a situation that may involve sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence, dating violence, or any other form of prohibited gender or sex-based discrimination, the employee is required to report the information to the Title IX Coordinator. If students would like to speak with an individual who does not have this obligation, confidential counseling is available free of charge through the LMU Office of Mental Health Counseling. Appointments can be scheduled online: <https://www.lmunet.edu/counseling/index.php>.

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

Kelly Hawk, Title IX Coordinator/Institutional Compliance Officer  
Grant Lee 115, Duncan School of Law 249  
[kelly.hawk@lmunet.edu](mailto:kelly.hawk@lmunet.edu) OR [titleix@LMU.net](mailto:titleix@LMU.net)  
(423) 869-6618

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

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

## **Additional References**

As an enrolled student at Lincoln Memorial University, it is every student’s responsibility to also review the following University Handbooks:

LMU Community Standards Guide: <https://www.lmunet.edu/student-life/documents/Railsplitter%20Community%20Standards%20Guide%202020-2021.1.pdf>

LMU Student Handbook: <https://www.lmunet.edu/student-life/documents/Handbook%2020-21.3.pdf>

\*\*The LMU-DCOM student handbook is subject to change with notification