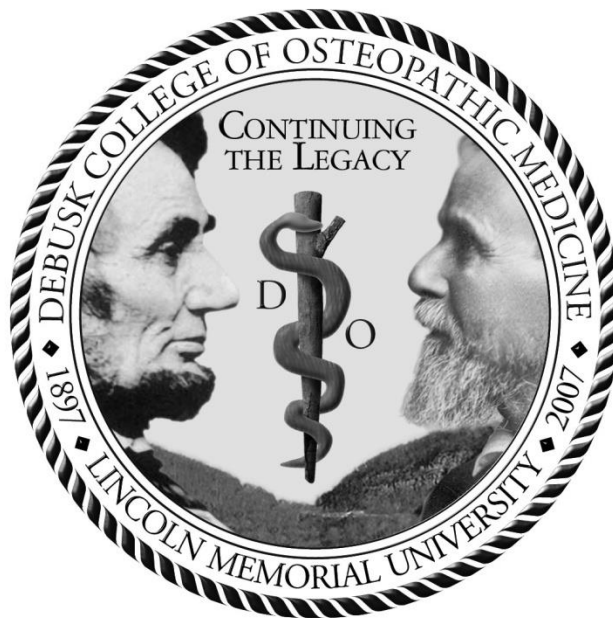


**LINCOLN MEMORIAL UNIVERSITY**  
**DEBUSK COLLEGE OF OSTEOPATHIC MEDICINE**

**Doctor of Medical Science**



**2016 - 2017**  
**STUDENT HANDBOOK**  
**AND**  
**CATALOG**  
**Volume 1**

Revised March 2017

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

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## MISSION AND PURPOSE OF LINCOLN MEMORIAL UNIVERSITY

Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. 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.

The University is committed to teaching, 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 advance life throughout the Appalachian region and beyond. *Approved by Board of Trustees, May 6, 2016.*

### **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 goals, which are derived from its mission and reflect its vision for the future:

1. Secure and maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to continuously increase its endowment and financial standing.
2. 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.
3. Make educational opportunities available to all persons without reference to social status. The University seeks to stabilize undergraduate enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
4. Advance the Cumberland Gap and tri-state region through community service programs in continuing education, leadership development, recreation, and the fine and performing arts.
5. Continue 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 highly qualified faculty and staff, committed to teaching, research, and service, by providing the best compensation program possible.
7. Commit resources to support the teaching, research, and service role of the institution and the faculty.
8. Continue to strengthen the faculty and staff development program 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 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. Continue the tradition of providing a caring and nurturing environment where students, faculty, and staff with varied talents, experiences, and aspirations come together to form a community where diversity and growth in the pursuit of academic and career goals are encouraged. The University seeks to develop students' potential in a supportive environment while challenging them to grow intellectually and personally.
12. Provide high-quality educational opportunities through selected undergraduate and graduate degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

### **Non-Discrimination Policy**

In support of the Mission Statement and the principles on which it is based, Lincoln Memorial University is committed to equal opportunity for all students, staff, and faculty and to nondiscrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff.

Lincoln Memorial University reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

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

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

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



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

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

The mission of the Lincoln Memorial University, Doctor of Medical Science degree, is to equip post-professional clinicians with evidence-based, advanced clinical and educational skills to meet the needs of primary care further, to develop leaders in the medical profession, and to promote scholarship, mentorship, and discipline-specific expertise.

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

1. Attracting high-quality medical specialists who are experts in their field;
2. Promoting the highest standard of professionalism and moral values;
3. Modeling leadership and mentorship among the students;
4. Employing the most up-to-date technology for teaching;
5. Advancing the clinicians critical thinking skills and medical knowledge;
6. Leveraging the student's current clinical practice and collaboration with the supervising physician.

### **UNIVERSITY FACILITIES AND RESOURCES**

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

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

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

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

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

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

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

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

### **The Student Center**

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

### **Carnegie-Vincent Library**

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

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

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

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

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

## **OFFICE OF ADMISSIONS AND STUDENT ADVANCEMENT**

The Office of Admissions and Student Advancement, located in the DeBusk College of Osteopathic Medicine, is responsible for admissions, recruitment, retention, securing financial services, student health insurance, records, tracking of outcome data, and counseling for students. Also, the Office is a center of campus life and oversees all student activities, student government functions, student clubs, the student representative program and all other non-academic student life issues. The Office

commitment is to create an environment that is conducive to learning so that all DMS students fully reach their academic potential. The Office works closely with various college and university committees to create an environment that facilitates student learning. The Office has an open door policy, and students are encouraged to come by the Office at any time of the day to ask questions, bring up concerns, or to simply stop in and say hello.

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

## ADMISSION

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

### DMS Application

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

### Professional Prerequisites

- No history of negative legal, administrative, or licensure action related to the practice of medicine.
- At least 3 years of full-time equivalent experience in the practice of medicine as a physician assistant.

### Academic Prerequisites

- Graduate of an ARC-PA accredited program or graduate of an internationally recognized Physician Assistant training program.
- Must hold a master's degree.
- Demonstrated potential for success in an advanced, rigorous doctoral level program.

### Process

The DMS program uses a rolling admissions process until all seats are filled. In addition to the total number of seats within the class. Each track will have a maximum capacity per cohort. In addition to the application process outlined below, acceptance to the clinical medicine track will be dependent on the student's uninterrupted clinical practice enabling them to meet the required clinical encounters.

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

- Candidates must furnish:
  1. Two written letters of recommendations from
    - Doctoral level medical practitioner
    - Supervising Physician or current employer
  2. Official transcript from all degree granting institutions.
  3. Official copy of evidence of licensure
  4. Current CV

5. Personal statement – of interest in and motivation for the program and personal and professional goals.
  6. Current BLS certification
- Test of English as a Foreign Language (TOEFL) for applicants when English is not their first language.
  - For Clinical Medicine Track:
    1. Must provide evidence of current employment in a clinical position as a practicing Physician Assistant.
    2. Must complete the Doctor of Medical Science questionnaire.
    3. Must have an appropriately board certified supervising physician to serve as the on-site supervisor during the clinical residency.

### **Interviews**

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

### **Admissions Notifications**

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

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

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

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

## **RECRUITMENT**

The DCOM-DMS recruitment program has three goals:

- 1) *To increase the visibility of the DMS to qualified Physician Assistant Candidates.* DCOM is actively engaged in meeting with potential DMS candidates and the general public to discuss the

college and the goals of the new DMS degree. Institutions and professional organizations are visited as often as possible on a rotating basis.

- 2) ***To attract students from the Appalachian area who are committed to serving this area.*** DCOM will pursue qualified candidates, including recent DCOM PA graduates, from the Appalachian region, with special attention to clinicians currently practicing in a primary care venue.
- 3) ***To promote the advancement of higher education among qualified clinicians.*** DCOM will pursue clinicians ready for an academic challenge and in support of advancing health care in innovative ways.

### **Off-Campus Recruiting**

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

## **STUDENT ADVANCEMENT**

### **Academic Advising**

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

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

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

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

Cherokee Health Systems is available 24-hours a day for students needing personal or family support or both. All services will remain confidential and will not be recorded or filed in the student's academic file.

### **Student Records**

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

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

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

The University complies with the provisions of the Family Education Rights and Privacy Act (FERPA), 1974, as amended. This law maintains that the institution will provide for the confidentiality of student education records.

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

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

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

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

## **FINANCIAL SERVICES**

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

### **Tuition and Fees**

Academic Term 2016/17 (Subject to yearly change)	\$16,000.00
Technology Fee (per term)	\$300.00
Residency Fee (anatomy lab)-semester 1	\$1,500.00
Residency Fee (ultrasound lab)-semester 2	\$1,500.00



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

### **Outstanding Balance / Collection**

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

## **STUDENT ASSOCIATIONS AND GOVERNMENT ORGANIZATION**

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

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

### **Annual Registration**

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

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



**Student Sponsored Events**

The Associate Dean of Students must approve any on-campus or off-campus event conducted by either a student club or the SGA. Including but is not limited to all talks, seminars, exhibits, fundraisers, workshops, and courses. The appropriate forms are available in the Office of Student Advancement.

**Merchandise and LMU-DCOM Logo Policy**

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

**CAMPUS AMENITIES****Bookstore**

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

**LMU-DCOM Outpatient Services**

The LMU-DCOM clinic has two locations. One located across the street from the LMU main entryway; the located in New Tazewell, TN. Both serve the LMU community including faculty, staff, students and immediate family members of the faculty, staff, and students by appointment or walk-in. Hours of clinic operation are 8:00 am to 5:00 pm Mondays through Friday. The clinic is closed during the lunch hour from 12:00 noon – 1:00 pm.

The clinic staffed by members of the LMU-DCOM clinical medicine faculty. The scope of the clinic practice currently includes family practice and osteopathic manipulative therapy. The clinic also handles Gynecological consults.

**The Lon and Elizabeth Parr Reed Medical and Allied Health Library****Medical Library Hours:***Fall and Spring Semesters*

Monday-Thursday	8 AM - Midnight
Friday	8 AM – 6:00 PM
Saturday	10 AM – 6:00 PM
Sunday	2 PM - Midnight

Summer Sessions

Monday-Thursday	8 AM - 7 PM
Friday	8 AM - 4:30 PM

Break Periods

Monday-Friday	8 AM - 4:30 PM
Saturday & Sunday	CLOSED
National Holidays	CLOSED, unless otherwise posted

**Food Service/Dining Hall**

Chartwell's Food Services provides food services on campus. Meals served according to the schedule posted in the cafeteria. *See University Handbook for details on meal plans.*

**Computing Services**

The official manner of communication from the administration and faculty to students is via e-mail. The DMS students are required to use and read all e-mail correspondences from DMS faculty and staff and the University.

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

Each student is assigned a user account which grants the student access to the university network resources as well as the Internet. Every student account comes with a home directory for storing files. This space is limited to 5-10 megabytes depending on course requirements. It is the responsibility of the student to backup and maintains these files.

**On-Campus Residence**

Dorm rooms and University-owned rental property are available for students wishing to stay on campus. Inquiries for on-campus housing should go through the Department of Admissions and Student Advancement.

**ACADEMICS****University Regional Accreditation**

Lincoln Memorial University is accredited by the **Commission on Colleges of the Southern Association of Colleges and Schools** to award Associate, Baccalaureate, Masters, Specialist and Doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lincoln Memorial University.

**Accreditation Grievances**

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

## CURRICULUM

The DMS curriculum is a two-year (6 semesters), didactic and clinical program resulting in a Doctor of Medical Science (DMS). The curriculum will stress the interdependence of the biological, clinical, behavioral and social sciences. The emphasis will be on educating clinicians for primary care medicine, employing the distinctive medical model for the maintenance of health and treatment of disease.

A primary care clinician must be skilled in problem solving and demonstrate expertise in diagnosis. In order to achieve this goal, the DMS 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 or educational phase.

### PRE-CLINICAL CURRICULUM

The pre-clinical curriculum will address both fundamental scientific concepts, and advanced clinical medicine. The curriculum is designed to build on the foundations of the established Physician Assistant education.

The core curriculum will advance the student's knowledge of the anatomical, biochemical, and immunologic sciences, provide advanced clinical competence in 11 medical specialties and prepare the student to navigate and produce medical literature.

### PRE-CLINICAL COURSE DESCRIPTIONS

#### **DMS-800 Research Design & Writing for the Health Professional** (3 credits hours)

This course covers goals, design, and implementation of research projects and provides skills needed to write about health and medicine topics. The research component will focus on research techniques such as survey, experimental, quantitative, qualitative, and mixed methods approaches. Research ethics and basic descriptive and inferential statistics and data interpretation are included. The writing component will provide the skills needed to write about health and medicine related topics for diverse audiences. Research articles will be analyzed to assess possible methodologic issues, and their implications for evidence-based professional practice and the student will construct a professional medical research article.

#### **DMS-804 Advanced Clinical & Diagnostic Anatomy** (4 credits hours)

This course features clinically relevant normal structure and function as a basis for understanding the diagnosis of dysfunction. Clinical applications of three-dimensional regional anatomy using imaging, as warranted, are emphasized in the context of diagnostic implications. Students will integrate course material via didactic presentations, classroom activity, and practical skill sessions. This course will have a required residency component.

#### **DMS-805 Advanced Clinical Immunology** (2 credits hours)

This course covers clinical immunology, focusing on the physiology/pathophysiology of the immune system and its implications for disease state as related to allergy and rheumatology medicine.

**DMS-807 Advanced Clinical Medicine I** (3 credits hours)

This course is the first of three courses taking a systematic approach to pulmonology, neurologic and renal disease. Epidemiology, pathophysiology, diagnosis, and management of system disease states as they relate to primary care will be covered.

**DMS-808 Advanced Clinical Medicine II** (3 credits hours)

This course is the second of three courses taking a systematic approach to cardiac, gastric and psychiatric disease. Epidemiology, pathophysiology, diagnosis, and management of system disease states as they relate to primary care will be covered.

**DMS-809 Advanced Clinical Medicine III** (3 credits hours)

This course is the third of three courses taking a systematic approach to endocrine, hematology, and infectious disease. Epidemiology, pathophysiology, diagnosis, and management of system disease states as they relate to primary care will be covered.

**DMS-806 Advanced Biochemistry and Pharmacology** (2 credits hours)

This course builds on previous background in biochemistry and pharmacology to cover advanced considerations of metabolic processes that are integral to normal body function; such as operation and control of pathways, oxidative and lipid metabolism, and nutritional biochemistry as a basis for advanced topics in pharmacology, which include pharmacokinetics, drug action mechanisms, therapeutic applications of drugs, considering indications, risk-benefit, cost, side effect, and other issues.

**DMS-810 Point of Care Ultrasonography** (4 credits hours)

This course which includes didactic & skills sessions provides a foundation of knowledge and skills in point of care ultrasound upon which more advanced training can be built. Pertinent anatomy and physiology, sonographic physics, and safety & instrumentation form the basis for the student learning equipment features and use, image acquisition, and diagnostic correlation, using a regional approach. Training in the use of ultrasound and its application to common ultrasound guided diagnostics and procedures, such as FAST exam, vascular access, and identification of DVT, pneumothorax, fractures, foreign bodies, retinal detachment, abscess I&D and more. This course will have a required residency component.

**DMS 889 Scholarship in the Practice of Medicine I** (1 credit hour)

Introduction to the scholarship in practice of medicine. Each student will submit a description of their proposed project to faculty for review. This description will include the clinical or educational topic of study and the specific question(s) to be addressed. Background information as to the purpose of the project and its importance will be written and include a relevant review of the literature pertinent to the project. A detailed outline of the proposed project methodology will be submitted for faculty evaluation and approval prior to initiating data collection.

**DMS-900 Scholarship in the Practice of Medicine II** (2 credits hours)

Scholarship in the practice of medicine is a longitudinal course designed to integrate knowledge and skills acquired in previous course work, particularly the Research Methods and Writing course, with the student's ongoing professional work activities. This is a summative project addressing either a clinically applicable or educationally relevant subject. The project format will

be patterned after the action research style in which practical problems are engaged by practitioners resulting in implementable change. Students will present their project results to DMS peers and faculty, and be suitable for presentation or publication to a broader audience.

**DMS-904 Summative Workshop** (1 credit hour)

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

## **CLINICAL MEDICINE CURRICULUM**

At the beginning of the program, students apply to participate in either the clinical medicine track or the educational track. The clinical medicine track is comprised of a didactic component and a residency component. Students in the clinical medicine track must be able to fulfill the clinical experiences as outlined in the residency syllabus. This includes ongoing practice in a clinical setting with a certified physician and the opportunity to document a minimum of 15 primary care encounters weekly.

**Clinical Application in Primary Care 930, 931, 932** (7 credit hours)

The clinical medicine track curriculum seeks to build on the clinical knowledge achieved in the first year and to develop clinical reasoning skills for professional practice. A variety of clinical case scenarios of undifferentiated patient complaints will develop and enhance each practitioner's ability to:

- Gather and synthesize information (history, physical, laboratory and imaging studies) to define a patient's clinical problems.
- Develop and implement an appropriate management plan for a wide variety of clinical conditions.
- Request and maximize the value of consultations and provide accurate consultative care when needed.
- Practice guideline based and cost-effective care.
- Communicate with families, patients, and colleagues.
- Transition patients across a variety of settings to obtain needed care.
- Develop skills to foster inter-professional collaboration, improve patient satisfaction, and address risk management issues.
- Identify and cope with frustrations threatening career satisfaction.
- Be an effective and efficient self-directed learner with enhanced awareness of the medical information tools available.

Students will be challenged to work through cases and provide their clinical reasoning to peers and faculty through discussion boards and video conferencing. These cases will often require an integration of care from the office setting to the emergency department and hospital. The student will develop knowledge and skills for practice in the emergency room and hospital setting in addition to the outpatient ambulatory primary care clinic.

**Clinical Residency 940, 941, 942** (15 credit hours)

The residency experience is designed to enhance the student's clinical knowledge and skills while employed and practicing in the outpatient clinical setting such as family practice, outpatient internal medicine, urgent care or emergency department. The student will demonstrate competency development in the six core competency arenas of: patient care; medical knowledge; practice-based learning and improvement; interpersonal and communication skills; professionalism; and systems-based practice.

## **MEDICAL EDUCATION CURRICULUM**

Students selecting the medical educational track will complete the same pre-clinical courses as those students in the clinical medicine track. During the second year, medical educational track students will participate in five higher education courses focused on Physician Assistant education and document educational residency activities.

**DMS 910 Adult Learning Principles** (3 credit hours)

Learning is in every component of the human experience. Understanding how adults learn and apply expertise to practical everyday situations provides the student opportunities to broaden understandings regarding the capacity of the human mind, what motivates learning and empowers others. This course introduces student to the theory and practice of adult education emphasizing those theories, models, and principles applied to the workplace and other adult learning venues. Students will explore adult learning in different contexts and become acquainted with relevant issues as well as the philosophies and methodologies utilized within adult education.

**DMS 911 Perspective and Strategies in Teaching and Learning** (3 credit hours)

The focus of this course is on examining the symbiotic relationship between teaching and learning (instructor-student) in the framework of higher education programs. The instructor and students will introduce and model various research-based strategies and learning and instruction theories regarding their nature and use. Students will also explore issues surrounding the effective use of different instructional strategies in teacher-student interactions.

**DMS 913 Trends and Issues in Educational Technology** (3 credit hours)

In this course, students will explore the evolution of educational technology and conduct a researched exploration into the related needs of today's educators. This will result in a repository of resources for educating and assisting teachers in the instructional and administrative uses of technology. Course activities will enable students to design and develop learning activities and assessments, engage in professional growth (including leadership skills), and develop an understanding how using these tools can help them improve the management and understanding of instructional systems and processes.

**DMS 912 Group Methods and Processes** (3 credit hours)

This course focuses on communication skills for upper-level education leaders. Students will explore group dynamics, communication within groups, controversy and creativity, managing

conflict, and team development. Students will apply course concepts through self-analysis, teamwork, case studies, action research projects, and simulations. Other course concepts will include group goals, social interdependence and trust, power, decision-making, and diversity.

**DMS 914 Organizational Assessment and Evaluation** (3 credit hours)

The content of this course focuses on the processes associated with different models and approaches to program evaluation, problem identification and formulation, and the factors that impact assessment and evaluation in organizations. Considerations will include analytical procedures associated with developing and maintaining learning organizations with the goal of establishing sustained quality improvement based on data acquisition, analysis, and distribution among stakeholders. Students will research, discuss, and describe how to implement standards and methods associated with managing quality within social organizations and will compare and contrast those with equivalent approaches in manufacturing systems.

**Educational Residency 925, 926, 927** (7 credit hours) The residency experience is designed to advance the student's knowledge in implementing a rigorous and relevant curriculum. The student will demonstrate competency development in medical knowledge; teaching skills; curriculum planning and improvement; interpersonal and communication skills; professionalism; and academic administration.

**CREDIT HOURS**

15 Lecture hours = 1.0 Credit hour

24 Lab Hours = 1.0 Credit hour

Each semester of the clinical residency = 5 credit hours

Each course taught throughout the course of a single semester. Parts of the clinical residency will begin at the initiation of the program. However, credit hours will only be assigned during the second phase (year) of the program.

## Clinical Medicine Curriculum

<b>Year One</b>	<b>Semester 1</b>	<ul style="list-style-type: none"> <li>- DMS 804: Advanced Clinical &amp; Diagnostic Anatomy (4 Cr.)</li> <li>- DMS 806: Advanced Clinical Biochemistry &amp; Pharmacology (2 Cr.)</li> <li>- DMS 807: Advanced Clinical Medicine I (3 Cr.) (Pulmonology, Neurology, and Nephrology)</li> </ul> <p style="text-align: right;"><i>Total credit hours: 9</i></p>
	<b>Semester 2</b>	<ul style="list-style-type: none"> <li>- DMS 805: Advanced Clinical Immunology (2 Cr.) (Rheumatology and Allergy)</li> <li>- DMS 808: Advance Clinical Medicine II (3 Cr.) (Cardiology, Gastroenterology, and Psychiatry)</li> <li>- DMS 810: Point of Care Ultrasonography (4 Cr.)</li> </ul> <p style="text-align: right;"><i>Total credit hours: 9</i></p>
	<b>Semester 3</b>	<ul style="list-style-type: none"> <li>- DMS 800: Research Design &amp; Writing for the Health Professional (3 Cr.)</li> <li>- DMS 809: Advanced Clinical Medicine III (3 Cr.) (Endocrinology, Hematology, and Infectious Diseases)</li> </ul> <p style="text-align: right;"><i>Total credit hours: 6</i></p>
<b>Year Two</b>	<b>Semester 4</b>	<ul style="list-style-type: none"> <li>- DMS 930: Clinical Application in Primary Care I (3 Cr.)</li> <li>- DMS 940: Clinical Residency I (5 Cr.)</li> </ul> <p style="text-align: right;"><i>Total credit hours: 8</i></p>
	<b>Semester 5</b>	<ul style="list-style-type: none"> <li>- DMS 931: Clinical Application in Primary Care II (2 Cr.)</li> <li>- DMS 941: Clinical Residency II (5 Cr.)</li> <li>- DMS 889: Scholarship in the Practice of Medicine I (1 Cr.)</li> </ul> <p style="text-align: right;"><i>Total credit hours: 8</i></p>
	<b>Semester 6</b>	<ul style="list-style-type: none"> <li>- DMS 932: Clinical Application in Primary Care III (2 Cr.)</li> <li>- DMS 942: Clinical Residency III (5 Cr.)</li> <li>- DMS 900: Scholarship in the Practice of Medicine II (2 Cr.)</li> <li>- DMS 904: Summative Workshop (1 Cr.)</li> </ul> <p style="text-align: right;"><i>Total credit hours: 10</i></p>
<b>Total Credit Hours: 50</b>		



## Medical Education Curriculum

Year One	Semester 1	<ul style="list-style-type: none"> <li>- DMS 804: Advanced Clinical &amp; Diagnostic Anatomy (4 Cr.)</li> <li>- DMS 806: Advanced Clinical Biochemistry &amp; Pharmacology (2 Cr.)</li> <li>- DMS 807: Advanced Clinical Medicine I (3 Cr.) (Neurology, Pulmonology, and Nephrology)</li> </ul> <p style="text-align: right;"><i>Total credit hours: 9</i></p>
	Semester 2	<ul style="list-style-type: none"> <li>- DMS 805: Advanced Clinical Immunology (2 Cr.) (Rheumatology and Allergy)</li> <li>- DMS 808: Advance Clinical Medicine II (3 Cr.) (Cardiology, Gastroenterology, and Psychiatry)</li> <li>- DMS 810: Point of Care Ultrasonography (4 Cr.)</li> </ul> <p style="text-align: right;"><i>Total credit hours: 9</i></p>
	Semester 3	<ul style="list-style-type: none"> <li>- DMS 800: Research Design &amp; Writing for the Health Professional (3 Cr.)</li> <li>- DMS 809: Advanced Clinical Medicine III (3 Cr.) (Endocrinology, Hematology, and Infectious Diseases)</li> </ul> <p style="text-align: right;"><i>Total credit hours: 6</i></p>
Year Two	Semester 4	<ul style="list-style-type: none"> <li>- DMS 910: Adult Learning Principles (3 Cr.)</li> <li>- DMS 911: Perspectives and Strategies in Teaching and Learning (3 Cr.)</li> <li>- DMS 925: Educational Residency I (3 Cr.)</li> </ul> <p style="text-align: right;"><i>Total credit hours: 9</i></p>
	Semester 5	<ul style="list-style-type: none"> <li>- DMS 913: Trends and Issues in Educational Technology &amp; Learning (3)</li> <li>- DMS 912: Group Methods and Processes (3 Cr.)</li> <li>- DMS 926: Educational Residency II (2 Cr.)</li> <li>- DMS 889: Scholarship in the Practice of Medicine I (1 Cr.)</li> </ul> <p style="text-align: right;"><i>Total credit hours: 9</i></p>
	Semester 6	<ul style="list-style-type: none"> <li>- DMS 914: Organizational Assessment and Evaluation (3 Cr.)</li> <li>- DMS 927: Educational Residency III (2 Cr.)</li> <li>- DMS 900: Scholarship in the Practice of Medicine II (2 Cr.)</li> <li>- DMS 904: Summative Workshop (1 Cr.)</li> </ul> <p style="text-align: right;"><i>Total credit hours: 8</i></p>
<b>Total Credit Hours: 50</b>		

**DMS Academic Calendar  
2016 - 2017**

***FALL 2016***

Final Registration before classes begin	August 11
Fall term	August 22 – December 11
Last day to drop course without “WD”	September 13
Last day to drop course without “F”	October 21
Early Registration begins	October 24
Thanksgiving holiday (no classes)	November 23-25
<b>Residency</b>	<b>December 1-3</b>
Final exams	December 5-11

***SPRING 2017***

Final Registration before classes begin	January 6
Spring term	January 9 – April 30
Last day to drop course without “WD”	February 9
Last day to drop course without “F”	March 17
Early Registration begins	April 4
<b>Residency</b>	<b>April 20-23</b>
Spring Break	April 10-14
Final exams	April 24-30

***SUMMER 2017***

Summer term	May 1 – August 20
Memorial Day (no classes)	May 29
Independence Day (no classes)	July 4
Final exams	August 14-20

### ATTENDANCE POLICY

Students are responsible for all the material presented both electronically and on campus. Attendance will be specifically monitored with online interactives and on-campus labs and other activities. Students must be present for the required campus residency components. Additionally, students must maintain a full-time, or pre-approved clinical schedule if participating in the clinical medicine track.

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

### EXAMINATIONS POLICY

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

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

Exams for students with excused absences will be made up at the earliest opportunity in which the student and the course director are able to reschedule the exam. Make-up exams will cover the same content, but may differ in structure. If final course grades are submitted to the registrar prior to the date of the make-up exam, the students will receive a grade of “Incomplete” (I). Once the student takes the make-up exam, their final course grade will be calculated and submitted to the registrar. At that point, the “Incomplete” grade will be changed to the grade the student achieved in the course.

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

### ACADEMIC STATUS (GRADING)

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

#### Grades

For both preclinical and clinical courses, within seven working days after the final course/system/rotation exam the course/system/rotation director submits a final grade report. The grade report includes the percentage grade achieved in the class and a letter grade – either A, B, C or F. Pluses and minuses are not used. At the end of every semester, the students will receive an unofficial copy of their transcript. The GPA on the transcript is calculated based on the letter grades (A, B, C, or F) for each course. Percentage grades are not reported on the transcripts.

### **Course and Faculty Evaluation**

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

### **Progression**

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

## **STUDENT PROGRESS COMMITTEE**

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

At the end of each grading period, the committee reviews the academic progress of all students. Students passing all components will progress to the next semester. Students assigned either an "F" or "I" in a course will have one of the following recommendations by the committee: 1) prescribe a remediation process for the student, 2) to require the student to remediate an entire course, 3) to dismiss the student based on outlined criteria below, or 4) to otherwise alter the student's course of study. The Committee's recommendations are forwarded to the Assistant Dean of the DMS program.

### **Committee Procedures**

At the end of every grading period, once the SPC chairperson is given the final course grades he/she sets the meeting date, provides an agenda to the members, informs the students of the meeting, and convenes the meeting. The meeting will be held as soon as possible following submission of the final course grades. Minutes recorded and kept by a recording secretary. All matters submitted for a vote, with a simple majority ruling. The chair will be a non-voting member except in the instance of a tie.

The committee, or a portion of the committee, will meet with each student who has an academic deficiency. The goal of this meeting is to gain insight into why the student is having difficulty so that the committee can work with the student to redress the deficiencies. Other than the student, the recording secretary, and the committee members no one else will be present at the meeting.

In addition to students who failed a course, the Committee may also interview students who have: consistently received negative comments on clinical evaluations or are accused of unethical behavior, such as dishonesty, theft, DUI, and violation of patient confidentiality.

**Students in Phase 1 (year) of the program**

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

1. The student to be recessed
2. The student to repeat the course
3. The student placed on academic probation

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

1. The student to be dismissed from the program
2. The student to be recessed
3. The student repeat failed course(s)
4. The student placed on academic probation

For students who fail three or more courses the SPC may recommend the following:

1. The student must repeat the entire academic year.
2. The student dismissed from the program.

**Students in Phase 2 (year) of the program**

Students who fail one or more semesters of the clinical residency will appear before the SPC committee. The SPC may recommend one or more of the following:

1. The student repeats the residency semester(s)
2. The student to be placed on academic probation
3. The student to be dismissed from the program.

Students who fail one or more track courses or electives will appear before the SPC committee. The SPC may recommend one or more of the following:

1. The student repeats the residency semester(s)
2. The student to be placed on academic probation
3. The student to be dismissed from the program.

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

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

**The Dean's Actions**

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

**Appeal Process**

A student wishing to appeal the SPC decision must submit a letter to the Dean of Students within five working days of receiving notification of that decision. The student's status will remain unchanged until the appeal process is finalized. The Dean of Students will review the appeal letter and determine if the assembly of the appeals committee is warranted. The appeal process is designed to ensure that students are given due process and that the SPC committee has not deviated from the established guidelines. An appeal will not be granted as a second hearing or continued the effort to change the program's mind.

**Appeals Board**

The Appeals Board will be composed of a DMS faculty member specifically, and two DCOM faculty members. The Appeals Board will review all written information pertaining to the case. The job of the Appeals Board is to determine if DMS policies and procedures relating to the case were followed or that no gross misapplication of fact occurred. They will meet with the student but not with witnesses or complainants. The decision of the board will be forwarded in writing by the chair to the Dean who will forward it to the student by certified mail to his or her last official address or hand delivered with receipt. All decisions of the Appeals Board will be final and binding. No further option for appeal will be considered.

**Remediation Policy**

Course directors may choose to provide remediation as deemed appropriate for the course and the student and as outlined in the syllabus. However, once a final grade is posted, no course grades can be altered using remediation, assignment submission, or another process.

**Repeat policy**

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

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

**Dismissal and Withdrawal**

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

1. If the student is withdrawing, he or she must supply the DMS Office of Admission and Student Advancement with a letter of resignation.
2. If the student is being dismissed, Assistant Dean or the Chairperson of the Student Progress Committee should inform the Office of Admission and Student Advancement of the dismissal as soon as possible and communicate with the student who is being dismissed that a check-out is in order.
3. As soon as the Office of Admissions and Student Advancement is formally notified of the student leaving school, it will produce a memorandum stating the change in the student's status to all appropriate offices and professors. Before leaving campus, the student needs to undergo an exit interview with:
  - Admissions and Student Advancement Office;
  - Financial Services Office;
  - Security;
  - Library
4. When the student completes all of these obligations, the institution will then release student records upon the proper request. Dismissal and check-out forms are available in the DMS Office of Admissions and Student Advancement.

### **Probation**

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

## **DISCIPLINARY PROCEDURES**

### **Initial Investigation by the Chair of the Student Progress Committee**

When a report alleging student misconduct comes to the Office of Admission and Student Services, the student is immediately notified of the allegations. If the student does not respond within twenty-four hours, he or she may be immediately suspended. The Dean of Students will conduct an initial investigation by taking written and oral statements from the complainant (the person making the allegations) and any witnesses. The student who is charged with the misconduct will be given a summary of the allegations and the names of the complainant and witnesses. The student will also be given a chance to present his or her case to the Dean of Students. Once all sides have been heard, the Dean of Students will make a determination about the allegations. If the student is found to be at fault, the Dean of Students will outline an appropriate remediation. In cases of major ethical violations, the Dean of Students may choose to send the matter directly to the SPC.

Once the Dean of Students makes a determination about the incident and the student accepts the findings, then he or she will sign a statement acknowledging acceptance of the findings and agreement to abide by the remediation. If the student is not satisfied with the findings, then the student has the option of having the case heard by the SPC.

If the student poses a threat to the college community, the Dean may temporarily suspend the student from attending classes until the issue is resolved.

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

If the student does not accept the findings of the Dean of Students, then a written appeal must be made to the Assistant Dean of the DMS program within three working days following receipt of the findings from the Dean of Students. The appeal should include a summary of the events in question and reasons why the student believes the initial findings were unfair. The Assistant Dean will then determine if an appeals committee is warranted.

### **Student Progress Committee Hearing**

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

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



## CLINICAL RESIDENCY

### **Training Hours**

No set training hours mandated by the DMS program. Students are expected to maintain their pre-approved clinical residency exposure as determined by the student and their employer/supervising physician. **The DMS student does not fall undergraduate medical education restrictions or guidelines.**

### **Physician Supervision**

The DMS student is an employed physician assistant licensed by the board of medicine within their state of employment. The DMS curriculum works in collaboration with the student's supervising physician. The supervising physician maintains all patient care autonomy and authority in the student's clinical environment. Neither the supervising physician nor the physician assistant student is an employee of LMU\*. At no time does the University, DCOM, or DMS program assume patient care relationship, responsibility or liability. At no time will the University, DCOM, or DMS program place any requirements on the student that are inconsistent with the student's licensure(s) or certification(s).

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

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

At the end of each clinical residency semester, the designated supervising physician completes an evaluation on the student's performance as it relates to knowledge, skills, and performance. These assessments cover the core competencies, Medical Knowledge, Patient Care, Professionalism, Interpersonal and Communications Skills, Practice-Based Learning and Improvement, and Systems-Based Practice. The final grade is given by full-time faculty serving as coordinator of the residency and based on the following three components:

1. The supervising physician's evaluation of the student's clinical performance
2. The supervising physician's evaluation of the student's professionalism or non-cognitive factors

The students must successfully pass both components to receive a passing grade for the rotation. More information on the specifics of grading for clinical rotations is available in the clinical residency syllabus.

### **Student Clinical Residency Evaluation**

At the end of each clinical residency semester, students are required to submit an experience evaluation form as provided by the Program. The evaluation will include information about the learning environment, accommodations, and training opportunities at the site and more. Honest and succinct feedback is requested as information collected over time is used for program improvement.

### **Patient Confidentiality**

All students must be up-to-date on Health Information Portability and Accountability Act (HIPAA) training. The training is available through DCOM for those requiring updated training. LMU does not assume any patient relationships.

Any clinical discussions with faculty or student peers should be in accordance with HIPAA guidelines. LMU's interactive teaching platform is considered both FERPA and HIPAA compliant.

## ACADEMIC INFORMATION

### Official Academic Records

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

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

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

To receive due consideration, any challenge regarding the accuracy of a student's academic record must be submitted in writing by that student to the Registrar within one year of the term in question.

The student may obtain or have forwarded to designated parties copies of his/her academic transcript by submitting a written request to the Office of the Registrar. The University cannot transmit any transcripts electronically (FAX). The cost of each transcript is \$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 before the release of any official grades or academic transcripts.

### Promotion and Matriculation

DMS students will advance only after having met the academic, financial, and professional requirements of LMU for the academic year.

## STUDENT GRIEVANCES REGARDING GRADES

### Exam Grade Reconsideration

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

### Academic Due Process – Final Grade Reconsideration

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

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

A grievance concerning another student made in written format to the Dean of Students. All parties in receipt of a student grievance should respond as soon as possible but should take no longer than five working days following receipt of the grievance.

### **Leave of Absence**

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

The student must meet with the Assistant Dean to discuss the reasons for the leave. Following that meeting, the student must then submit a written request for a Leave of Absence. The Assistant Dean will then notify the student in writing about the decision regarding the leave and any requirements about the student's return to campus. Leave of Absences is granted for one year. A student may petition the Assistant Dean to extend the leave for an additional year.

Before a student's leave of absence can begin, he or she must go through LMU-DCOM's prescribed check out procedure. The student must also meet with the Office of Financial Services to discuss how the leave will affect their financial aid eligibility. The official date of the Leave of Absence will be the date of receipt of the student's official request. Any tuition refunds or outstanding balances will be based on this date. Forms for this check out are available from the Office of Admissions and Student Advancement.

Students seeking to return from a leave of absence must ensure that all approved terms and conditions of the leave 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 Dean of the DMS program.

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

### **Graduation Requirements**

A DMS student who has fulfilled all the academic requirements may be granted the degree Doctor of Medical Science provided the student:

1. Has complied with all the curricular, legal and financial requirements of LMU-DCOM;
2. Has successfully completed all coursework requirements in no more than four years;
3. Attends, in person, the ceremony at which time the degree is conferred;
4. Has demonstrated the ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of medicine.

Students whose graduation date is delayed will be allowed to walk across the stage with the next graduating cohort.

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

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

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

### **Student Consultation**

The DMS program maintains an open-door policy with regard to the students. All faculty, advisors, and administrators are available for advice and counsel. The input and opinion of the student are important. There will be regular meetings with the faculty advisor; however, the student may meet with his/her advisor on an ad hoc basis as needed. Appointments recommended, but, not required. DMS faculty are available via web conference, telephone or e-mail. Appointments can be made by e-mail or with the faculty administrative assistant. Any student who feels that they have a question or request that has not been addressed should see the Office of Admissions and Student Advancement.

### *Posthumous Degree*

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

## **POLICIES**

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

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

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

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

### **Professional Appearance**

All DMS students are expected to be dressed appropriately at all times with awareness to personal hygiene, cleanliness, and especially a professional demeanor.

Students need to demonstrate that they have the proper judgment about what attire to wear for a given educational activity. Patients should feel comfortable in a student's presence. A student who makes a patient feel uncomfortable is not showing good judgment in this area.

1. Students who come to school dressed unprofessionally will be asked to leave the campus, change clothes and return in appropriate attire. Any absence from class or an exam because of

the student's lack of judgment will be considered an unexcused absence. The dress code enforced between the hours of 7:30 am– 4:30 pm on Monday through Friday.

2. While not an exhaustive list, tube tops, hooded sweatshirts, tank tops, t-shirts, flip-flops, excessive body piercing, cutoff shorts and jeans with holes in them are examples of inappropriate dress during normal school hours. When representing DCOM-DMS in any public forum, such as a conference or certain on-campus events, the dress code is, at the very least, business casual. At some public forums, a higher standard is expected. Again, the student must display correct judgment and match the appropriate clothing with the event.
3. Courses with a laboratory component such as Anatomy and Point of care ultrasound will require that students dress as directed for these courses. The syllabus for each course will explain in more detail the appropriate attire.

### **Video and Audio Recording**

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

### **Identification Badges**

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

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

### **E-Mail Accounts**

All students will be given an LMU e-mail address. LMU e-mail is the official means for DMS representatives to communicate with students thus it is the student's responsibility to check e-mail accounts on a regular basis. Information Technology department will make a presentation available in the student's organizational shell in BlackBoard about the rules and policies of using the LMU e-mail account.

***Health Requirements***

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

**Acquired Immunodeficiency Syndrome (AIDS)**

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

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

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

### **Holidays**

Official LMU Holidays (Offices closed/no classes): In addition to the mid-semester break which varies from year to year; DCOM is closed on the following days: Labor Day, Thanksgiving Day and the Day following Thanksgiving, December 23-30; January 2; Good Friday, Memorial Day, Fourth of July.

### **Vacations**

Vacation dates published in the Academic Calendar.

### **Inclement Weather**

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

### **Security**

Lincoln Memorial University has an on-campus police force which provides supervision for the entire campus in conjunction with LMU standards and policies and State of Tennessee certification requirements. Security is administered and monitored by the LMU Office of Student Services. At least one security officer is on duty seven days per week, 24 hours per day to secure campus facilities, protect and assist campus students, personnel, visitors and to monitor traffic regulations.

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

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

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

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

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

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

Subsequent references should be “LMU-DCOM.” *Please note the dash in the full formal name and the full formal acronym.* Please use the full proper name and acronym. If space constraints are an issue, the first reference may be shortened to “LMU-DeBusk College of Osteopathic Medicine.” When referring to the school for an internal audience (i.e., the LMU campus community), the reference can be “DeBusk College of Osteopathic Medicine (DCOM).”

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

All media contact requires prior approval from the Office of Marketing and Public Relations. If you are contacted to provide comment to any media outlet, refer the inquiry to the Associate Director of Marketing and Public Relations for follow-up.

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

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

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

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

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



## TECHNOLOGICAL REQUIREMENTS

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

### Minimum System Requirements

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

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

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

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

## Welcome To The IS Help Desk

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**Having some trouble?**

**Start here:**

[Submit a Work Order](#)



**Check the network status**

**Here:**

[Network Status](#)



**Have other questions?**

[Support Documentation](#)

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### How To Contact Us:

**Phone:**

Campus Extension 7411  
423.869.7411  
800.325.0900

**Email:**

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

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### Our Hours:

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

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

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

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

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

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

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

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

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Here are some of our self-service links:

[General Information](#) - Start here.

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

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

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

[Webadvisor](#) - Help with Webadvisor.

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

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

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

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

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

## PROFESSIONAL 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 current most popular examples are Facebook, MySpace, and Twitter. Blogs are also a form of social media that provide commentary or serve as an on-line personal diary.

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

The following guidelines that pertain specifically to social media:

1. **Confidentiality and HIPAA Compliance:** Health care providers have a professional obligation to maintain the confidentiality of patient information. The Health Insurance Portability and Accountability Act (HIPAA) imposes additional obligations of non-disclosure. Some students do not realize that posting information about nameless patients is still a violation of the confidentiality obligation and may be an HIPAA violation. Therefore, when using social networking sites, do not post any information regarding a patient; do not post photos of surgical cases; do not discuss personal characteristics; do not discuss hospital/clinic procedures.
2. **Anatomy Lab:** The dissection lab is made possible through the generosity of individuals who have donated their bodies to further medical studies. Out of respect for body donors and their families, students are not to discuss or disclose any information pertaining to the cadaver or to describe dissection stages, outside of the anatomy lab. The honor of learning the art of anatomy from donated bodies calls for the highest levels of respect both inside and outside the lab. Anatomy faculty members provide appropriate training on standards of behavior during the lab sessions. It is the student's responsibility to carry this training forward and demonstrate appropriate respect for cadavers in all aspects of academic and professional life. Cameras are strictly prohibited in the anatomy lab. Cell phones should not be used in the lab either.
3. **Digital Footprint:** While quick and far-reaching, social media are also fairly permanent. Although you may think you have deleted an inappropriate post, it is probably archived in someone's file. The American Medical Student Association advises students: "If you would be embarrassed if your Dean read your statements, then you are better off not posting them."
4. **Impact:** Prospective employers, residency directors, and future patients surf social networking sites to check out your background, interests, and professional standards. Don't post inappropriate photos that provide unflattering references. And choose your friends wisely. Remove any unprofessional postings to your wall as soon as possible.

## BEHAVIOR POLICIES

### General Policy Guidelines

1. The University does not accept responsibility for loss of personal property due to theft, fire or vandalism. Students are encouraged to research and purchase renter's insurance. Students should also be aware if their property is covered under their parents' or guardians' homeowner's policy. All students are encouraged by the Office of Safety and Security to properly secure their property while on campus.
2. All students are required to acquire an LMU Student ID Card. All students are required to have a valid form of photo ID on them at all times while on campus (including LMU ID and license). If a faculty member, staff member, security officer, Resident Director or Resident Assistant asks a student to present an ID, the student must present identification immediately. Failing to provide, or refusal to provide requested identification can result in disciplinary action, including a \$25.00 fine.
3. Students under the age of 21 may not possess, consume, sell, use or be in the presence of alcoholic beverages on campus grounds, in University buildings or at University activities (see "Policy on Alcohol and Other Drugs"). No student may be in possession of nonprescription narcotics or any illegal substances.
4. Use of any tobacco product is prohibited in all University buildings.
5. Penalties related to violations of alcohol and narcotic prohibition can result in disciplinary actions including suspension or expulsion from the University (see "Policy on Alcohol and Other Drugs").
6. All types of guns, ammunition, explosives (including firecrackers and other fireworks and other flammable materials) or any other potentially dangerous weapons or paraphernalia, concealed or visible (including bladed items over three inches long), or potentially dangerous and unauthorized recreational equipment (such as archery equipment or paintball guns) are prohibited on campus, and are finable offences. A fine of \$500.00 (possible arrest) will result from the discharge of firearms at any time on LMU property. The potentially dangerous weapons will be removed from LMU property. Anyone wishing to temporarily store weapons on campus must apply for such arrangements for storage with the Chief of Security before these items are brought on campus property. Hunting is not permitted on the campus or surrounding parklands or farmlands owned by the University.
7. Any form of abuse of any person or property on the campus will result in immediate action including payment of damages, fines, and possible removal from campus housing and/or suspension. Abuse / Harassment / Intimidation / Stalking / Vandalism of any person or property on campus will result in immediate action including but not limited to prosecution by local authorities, payment of damages, fines, possible removal from campus housing, suspension, or expulsion. Sexual Harassment is addressed within "Sexual Harassment Policy." Definitions: "Harassment," according to Tennessee Code Annotated (TCA) 39-170308, occurs when someone "Threatens, by telephone or in writing, to take action known to be unlawful...and knowingly annoys or alarms the recipient," or "Place...telephone calls

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

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

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

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

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

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

### **Alcohol and Other Drugs**

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

## CONDUCT AND PROFESSIONALISM

### **Academic Integrity**

It is the aim of the faculty of the DMS program to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his/her work that he/she has not honestly performed is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible suspension. Students will be required to sign an honor code at orientation.

### **Cheating**

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

### **Plagiarism**

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

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

## CODE OF STUDENT CONDUCT

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

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

Routine administrative regulations are enforceable by responsible University administrative units, i.e., LMU Finance Office, Office of Security, Director of Housing, Dean of Students, Resident Directors, and Resident Assistants. University officials reserve the right to bring a charge against any student through the Dean of Students with due process observed. Any student who presents a clear and present danger to other members of the university community or who impedes the academic process will be subject to appropriate administrative action up to and including suspension on an

interim basis pending a hearing by the appropriate judicial system, which may result in a permanent suspension. Parents and/or legal guardians financially responsible for their LMU student will not necessarily be notified of any violations of the Code of Student Conduct.

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

1. to enjoy and promote the freedom of an open and unprejudiced, full campus life experience without regard to race, national origin, creed, culture, gender, age, sexual orientation, or religion;
2. to attend classes and receive proper instruction in courses while completing assignments to the best of one's abilities and resources;
3. to use facilities, buildings and grounds as designated for student use while being cognizant of and abiding by the policies of LMU and the laws of Claiborne County, the State of Tennessee and the United States of America;
4. to have access to one's financial, academic and/or disciplinary files while being cognizant of one's financial, academic and disciplinary status with the university;
5. to register early for the next academic term by meeting one's financial obligations to the university by paying tuition, fees and assessed fines in a timely manner;
6. to receive a catalog at the beginning of one's enrollment to better one's understanding of the university and of academic programs;
7. to participate in the structured evaluation of instructors each year by honestly completing evaluations during the designated times;
8. to interact with faculty and administrators by seeking their advice when needed and responding to them when called upon to do so;
9. to expect the campus and its facilities to be maintained to promote cleanliness and safety while using the campus in such a way to promote cleanliness and safety;
10. to receive a Student Handbook each academic year to better one's understanding of the rules and regulations of LMU;
11. to drive and park on the campus by registering one's vehicle and understanding traffic policies;

12. to receive proper notice and due process in judicial situations as designated in the judicial procedures by checking one's mail and answering all summonses;
13. to expect an environment free from any form of harassment by following the appropriate channels to report any such harassment;
14. to be represented in Student Government Association by voicing opinions and ideas to SGA members and voting in campus-wide elections;
15. to join and participate in any or all student organizations for which one qualifies for membership by joining and participating in those student organizations which correspond with one's interests and abilities;
16. to participate in intramural and other student activities and cultural events according to the policies regarding each event by watching and listening for information concerning programmed activities and attending those that correspond with one's interests and abilities;
17. to benefit from all services provided by LMU to students at no charge or at a reasonable user fee by becoming aware of and making use of services available to students as desired or needed;
18. to reside in a campus residence hall, if abiding by the policies of the hall and campus, upon availability by living on-campus if unmarried, under 21 years of age and not residing with a parent or legal guardian within a 65-mile radius of LMU;
19. to maintain and expect from all others a mature and professional bearing of citizenship in all social and academic environments on or off campus;
20. to maintain and expect from all peers a constant high aiming standard of personal academic and social integrity.

### **ACADEMIC ENVIRONMENT**

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

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

#### **Academic Freedom**

College and University students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens within the University mission enjoy; and as members of the academic community,

students are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administration officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus. (*Adapted from the 1992 American Association of University Professor's statement on Student Rights and Freedom*).

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

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

## **SEXUAL AND OTHER DISCRIMINATORY HARASSMENT**

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

### **Sexual harassment**

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

This conduct constitutes unlawful sexual harassment when:

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

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

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

Other forms of harassment can include:

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

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

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

### **Other Discriminatory Harassment**

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

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

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

### **Hazing**

All forms of hazing on the part of any individual, group of individuals or organizations are subject to civil and University disciplinary action. No initiation or other activity shall be undertaken which endangers the health and safety of an individual, or demands an individual to engage in conduct of an unbecoming or humiliating nature, or in any way detracts from an individual's academic pursuits. For purposes of this policy and University disciplinary action, LMU defines *hazing* to include any action taken or situation created, wherever it occurs, which induces mental or physical discomfort, embarrassment, harassment, or ridicule. Such actions including paddling, creation of excessive

fatigue, physical or psychological shock, wearing apparel which is conspicuous and not in good taste, public ridicule of students, buffoonery, morally degrading or humiliating games or events, work sessions which interfere with regulations or policies of LMU or the laws of the State of Tennessee. Tennessee law [T.C.A. §47-7-123] prohibits hazing and offers the following definitions: (1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and (2) "Higher education institution" means a public or private college, community college or university. (b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year.

### **Complaint and Reporting Procedure**

Students have the responsibility to bring any form of harassment or to haze that they experience or observe to the immediate attention of LMU. They need not complain first to the offending person. All complaints or reports should be directed either to the Dean of Students or the LMU Vice President for Enrollment Management and Student Services. A prompt, thorough, and fair investigation will be conducted based on the individual's statement of what has occurred. In an effort to protect the individual who reports or complains of harassment, to encourage prompt reporting, and to protect the accused's interests during the pending investigation, access to information related to the investigation will be maintained on a strict "need to know" basis and all individuals involved in an investigation will be instructed not to discuss the matters in question outside of the investigation. LMU will retain confidential documentation of all allegations and investigations and will take appropriate corrective action to remedy all violations of this policy. Investigations will normally include conferring with the parties involved and any named or apparent witnesses. Signed statements from the parties and witnesses will usually be requested, though complainants are not required to make a written complaint. All complainants and witnesses will be protected from coercion, intimidation, retaliation, interference or discrimination for raising a bona fide complaint or properly assisting in an investigation. If the investigation reveals that the complaint is valid, prompt and appropriate corrective action designed to stop the harassment immediately and to prevent its recurrence will be taken.

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

Whether a particular act or incident produces a discriminatory employment or academic effect or amounts to harassment, or whether it otherwise violates this policy, requires a factual determination based on all the facts and circumstances. Given the nature of this type of discrimination, the University recognizes that false accusations of sexual or other discriminatory harassment can have serious effects on innocent individuals. Therefore, if after investigating any complaint or report, it



determines the complaint or report is not bona fide and was made in bad faith or for an improper purpose, or that an individual has provided false information regarding a complaint or investigation, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

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

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

### **Sex Offense Prevention Programs and Procedures**

#### **Education and Information**

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

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

#### **Reporting Offenses**

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

#### **Procedures**

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

## **STUDENTS WITH DISABILITIES**

LMU does not discriminate, for the purpose of admission to LMU or access to and treatment in LMU's programs or activities, on the basis of disability. Every effort is made to accommodate the needs of the students with disabilities attending LMU. As buildings on the LMU campuses are remodeled, care is taken to assure that persons with disabilities have sufficient access to those

buildings. LMU will also provide reasonable accommodations to students with properly documented disabilities. If a student with a disability has any issue or question about his/her disability, the Americans with Disabilities Act (“ADA”) and Section 504 of the Rehabilitation Act of 1973 (Section 504) he/she should contact the LMU-DCOM Dean of Students.

### **Doctor of Medical Science Students with Disabilities**

DCOM is committed to ensuring that otherwise qualified disabled students equally enjoy the benefits of an advance medical education. Upon request by a student with a disability, the University will make every reasonable accommodation to enable the student to meet the standards as long as such accommodation does not unreasonably interfere with or substantially alter the DMS curriculum or interfere with the rights of other students or with the student’s ability to adequately care for the patient, and is a reasonable accommodation that does not create an undue hardship on the program or University.

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

### **Request for Accommodations**

Any student seeking assistance in accordance with the Americans Disabilities Act (1990 as amended) should contact the ADA Coordinator, Dan Graves, with regard to required documentation and in order to make appropriate arrangements. Contact information: Grant Lee 104 [dan.graves@lmunet.edu](mailto:dan.graves@lmunet.edu) and/or 423.869.6531 (800-325-0900 ext. 6531).

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

If a student is not satisfied with the accommodations granted by the Office of Student Services they have 30 days to file an appeal in writing. All grievances concerning any aspect of the services or accommodations provided to a student with a disability, or related to any issue related to Section 504 or the ADA, should be taken to the DCOM accommodations grievance committee.

The standing members of the DCOM grievance committee will be appointed by the Dean. If there is a conflict between a standing member and the student filing the appeal, then the standing member may be replaced by another faculty member. If the student has new or additional documentation relating to the candidate’s disability, the candidate may submit this material to the appeal committee. The purpose of the appeal is to look at the material that was originally presented. If the student has material or documentation that elaborates on the original request they may present this material to the appeals committee.

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

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

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

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

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

Lincoln Memorial University  
 Cumberland Gap Parkway  
 Harrogate, TN 37752



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

## Consent to Release Educational Records (FERPA)

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

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

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

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

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

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



Lincoln Memorial University  
HARROGATE, TENNESSEE

OFFICE OF PUBLIC RELATIONS

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

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

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

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

---

Print First and Last Name

---

Hometown (City and State) Hometown Zip Code

---

Email Address

---

Signature Date

**LINCOLN MEMORIAL UNIVERSITY**  
**DEBUSK COLLEGE OF OSTEOPATHIC MEDICINE**  
**DOCTOR OF MEDICAL SCIENCE (DMS)**  
**ACKNOWLEDGEMENT OF RECEIPT OF DMS STUDENT HANDBOOK**

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

the 2016-2017 Doctor of Medical Science Student Handbook. I understand the student handbook contains important information on the Doctor of Medical Science program's policies, procedures, rules, regulations, and benefits, and it is my responsibility to familiarize myself with the contents of the student handbook. I further understand that the Doctor of Medical Science program reserves the right to modify, revoke, suspend, terminate or change any and all such rules, regulations, plans, policies, procedures and benefits, in whole or in part, at any time during my enrollment in the program. I understand any changes will result in an updated DMS student handbook being posted on: <http://www.lmunet.edu/academics/schools/debusk-college-of-osteopathic-medicine/dms>

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**UNIVERSITY ADMINISTRATION**

**Officers of the University**

James Dawson, EdD ..... President  
 Clayton Hess, Ph.D. .... Provost and Vice President for Academic Affairs  
 Brian Kessler, DO ..... Dean, DeBusk College of Osteopathic Medicine  
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**DCOM ADMINISTRATION**

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 Michael Wieting, DO ..... Senior Associate Dean of LMU-DCOM  
 Casey Bassett, Ph.D. .... Assistant Dean of Admission & Student Affairs  
 Clarence Colle, Ph.D. .... Assistant Dean of Academic Affairs/Basic Medical Science  
 Dennis Kiick, Ph.D. .... Vice President of Research  
 JooHee Kim, MPH ..... Chief Operating Officer

**DMS ADMINISTRATION**

Paul Serrell, MD ..... Assistant Dean of the Doctor of Medical Science Program

**DMS Faculty**

David Ferguson, M.D. .... Assistant Professor  
 Mary Beth Babos, Pharm. D ..... Associate Professor, Pharmacy  
 Kali Weaver, Pharm. D ..... Assistant Professor Pharmacology  
 Anita Airee, Pharm. D ..... Associate Professor of Pharmacology  
 Donna Hermey, Ph.D. .... Professor of Anatomy  
 James Crum, D.O. .... Medical Adjunct Instructional Faculty  
 Norman Walton, M.D. .... Medical Adjunct Instructional Faculty  
 Thomas Sullivan, M.D. .... Medical Adjunct Instructional Faculty  
 Richard Gibson, M.D. .... Medical Adjunct Instructional Faculty

Carol Ellis, M.D. ....	Medical Adjunct Instructional Faculty
Randall Dabbs, M.D. ....	Medical Adjunct Instructional Faculty
Jim Yates, M.D. ....	Medical Adjunct Instructional Faculty
Rebecca Bowden, Ph.D. ....	Professor of Immunology
Howard Teitelbaum, M.D., Ph.D. ....	Professor of Preventive Medicine and Public Health
Richard Grapski, M.D. ....	Medical Adjunct Instructional Faculty
Tom Doty, M.D. ....	Medical Adjunct Instructional Faculty