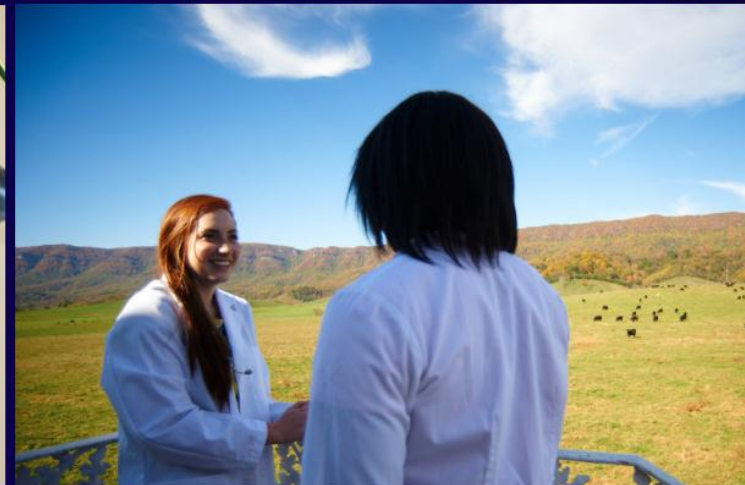


STUDENT HANDBOOK

2014-2015



LMU

LINCOLN MEMORIAL
UNIVERSITY

COLLEGE OF
VETERINARY
MEDICINE

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GENERAL INFORMATION

1.1 INTRODUCTION

This handbook is published for the purpose of providing students in the Lincoln Memorial University College of Veterinary Medicine (CVM) information about policies and procedures that will govern their participation in the Doctor of Veterinary Medicine program. Effective January 1, 2014, the terms of this Student Handbook are binding upon all students enrolled at CVM, including students on leave of absence from the University and students who are visiting at other sites for clinical education. In addition, students in Clinical Studies are expected and required to comply with all policies and procedures at the practice or institution they attend.

1.2 INTERPRETATION AND MODIFICATION

The Dean or the Dean's designee has final authority to determine how the policies and procedures in this Student Handbook are interpreted and applied.

Lincoln Memorial University reserves the right to change its policies and procedures, course offerings, degree requirements, and other material contained in this handbook or its catalog at any time. Such changes will generally be announced prior to their effective dates. Changes may be disseminated by email, by posting on the campus website or by letters from the Dean mailed to students in Clinical Studies. Changes generally become effective on the first day of the semester following their announcement, unless otherwise stated when the change is announced.

1.3 NON-DISCRIMINATION AND EQUAL OPPORTUNITY

It is CVM's policy to provide an environment free of unlawful harassment or discrimination based upon race, creed, color, religion, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, or any other category protected by applicable law. CVM complies with all applicable laws regarding discrimination, harassment, retaliation, and equal opportunity.

1.4 STUDENT GOVERNMENT

The student body elects class representatives, committee members, and officers for the Student Government Association (SGA). SGA is active in coordinating athletic events, sponsoring and arranging the social activities on campus, and bringing student issues to the attention of the Administration. Students who are officers in SGA are considered leaders and role models for the student body. Candidates for SGA offices must be in good academic standing with a cumulative grade point average (GPA) of 3.0 or higher prior to election. The Associate Dean for Admissions and Student Affairs (or, in his/her absence, the Associate Dean of Academic Affairs), advises SGA along with faculty advisor(s) from the CVM faculty chosen by SGA. SGA entertains and addresses most matters related to student activities. Academic and non-academic issues that exceed its authority are brought to the attention of the Dean's Council through the Associate Dean of Student Services and Admissions and the Associate Dean of Academic Affairs. Students are required to pay an activities fee, which is collected with other student fees and used for SGA activities. SGA has responsibility for expenditure of student activity fees collected at registration with two important caveats. First, the Director of Finance has approval and auditing authority over SGA funds. Second, SGA funds shall not be used to purchase alcohol.

As mandated by Standard 6 of the AVMA's Council on Education accreditation standards, any student may bring forth any suggestions, comments, and complaints about CVM at any time. They may do this through their elected SGA representatives or in an anonymous fashion. Anonymous suggestions can be made by leaving a sealed envelope in the Associate Dean of Student Services and Admissions' mailbox or by inserting a note in the locked box located outside of the entrance to CVM's offices on the third floor of the MANS building.

CVM's mission and function are purely academic. It is not organized, staffed or equipped to promote, run or oversee student events that fall outside these boundaries. CVM fulfills an administrative function with respect to SGA activities by collecting fees from students, which are remitted to SGA in order to fund certain legitimate activities. CVM remits these fees to SGA on the express condition that they are to be used only for activities relating to student government or academic pursuits.

Students are advised that CVM assumes no responsibility whatsoever in connection with SGA or other events sponsored by students, student organizations, or outside organizations. It does not provide oversight, security, or transportation for said events. In particular, CVM disclaims all responsibility for any alcohol served or consumed at any such events, or the consequences of these actions. All matters relating to the event are the responsibility of the individuals attending.

1.5 CAMPUS SECURITY

The University is committed to promoting the security of its students. The cooperation of students, faculty, and staff is essential to a safe campus. Every member of the campus community is encouraged to report any possible crime, suspicious activity or emergency on campus to the security department, **(423) 526-7911**, whose duty it is to maintain order and regulate safety.

In accordance with U.S. Department of Education requirements, information about security and safety practices, as well as campus crime statistics are published annually. This information is distributed to current students and may be obtained by anyone else upon request.

A mass notification emergency warning system (e2Campus) is in place to communicate to the campus community simultaneously by landline and mobile phone, text messaging, and email in the event of an emergency. It is the responsibility of each student to keep his or her contact information, including the student's emergency contact person, current. Students may update their personal information at any time at <http://www.lmunet.edu/curstudents/emergency/>.

1.6 PROFESSIONAL & TECHNICAL STANDARDS

Introduction

The LMU Board of Trustees confers a Doctor of Veterinary Medicine degree only after a student has mastered the body of knowledge and skills that comprises the veterinary curriculum to the satisfaction of the faculty. The faculty expects each veterinary student to demonstrate proficiency in the use and understanding of principles and facts related to the basic sciences and in the application of these principles to the practice of clinical medicine. There are certain professional qualities and technical skills that students must possess and/or refine to accomplish these things.

These essential qualities include: ethical, attitudinal, and behavioral attributes, stamina, intellectual (cognitive, integrative, and quantitative abilities) capacity, communication skills, and the visual,

auditory, tactile acuity and motor skills necessary to function as a health care professional. The following guidelines are meant to familiarize students with the expectations of the faculty, as well as some of the inherent demands of our veterinary curriculum. Judgments about whether a student has failed to meet any of these standards will be made in the context of the procedures outlined in this Student Handbook. Students must be able to meet these standards with or without a reasonable accommodation. Students wishing to request accommodations due to disability should contact the ADA Coordinator, at jason.kishpaugh@LMU.net.

1.7 PROFESSIONAL STANDARDS

1.6.1 ETHICAL, ATTITUDINAL, AND BEHAVIORAL REQUIREMENTS

Desirable characteristics of veterinary students are based not only on academic achievement, but also on non-academic factors that serve to ensure that they have the behavioral and social attributes necessary to contribute positively to the veterinary profession. CVM students are required to have those character traits, attitudes, and values that will result in beneficent and ethical veterinary care. This includes, but is not limited to, the following:

- Because the medical profession is governed by ethical principles and by laws, a veterinary student must have the capacity to understand, learn, and abide by relevant and applicable values and laws. Examples of breaches of veterinary medical ethics include, but are not limited to:
 - cheating, plagiarism, or other forms of academic dishonesty;
 - submitting fraudulent medical records or certificates;
 - willfully withholding medical treatments ordered by a clinician;
 - betraying a client confidence; or
 - animal cruelty, whether through acts of commission or omission.
- A veterinary student must be able to relate to instructors, classmates, staff, clients and their animals with honesty, compassion, empathy, integrity and dedication.
- A veterinary student must not allow considerations of religion, disability, ethnicity, gender, sexual orientation, politics or social standing to preclude productive and constructive relationships with instructors, staff, classmates, or clients;
- A veterinary student must not allow considerations of breed or species to influence relationships with his/her patients or teaching animals. For example, a student must never intentionally withhold medical care from a feline patient out of a dislike or distrust of cats.
- A veterinary student must be able to understand and use the authority, special privileges, and trust inherent in the veterinary student-client relationship for the benefit of both the client and the patient, and avoid behaviors that constitute misuse of this power.
- A veterinary student must never compromise care of an animal that has been left in his or her care or is his or her responsibility, regardless of whether this care conflicts with personal schedules or activities.

- A veterinary student must never engage in educational activities while under the influence of alcohol or illegal or illicit drugs or substances. In addition, a student should not engage in patient care duties while impaired in any manner by any substance (e.g., a student shall not engage in patient care duties while taking a prescribed drug known to have adverse side effects until the student knows that he or she is not susceptible to such side effects).
- A veterinary student must never perform any action that might be construed as the practice of veterinary medicine, except as permitted under the laws of the applicable jurisdiction in which the student may function in the role of providing animal health care under the direction of a licensed veterinarian. It is the veterinary student's responsibility to know and understand the applicable laws and regulations pertaining to the practice of veterinary medicine.
- A veterinary student must be able to fully utilize his/her intellectual ability, to exercise good judgment, to complete patient care responsibilities promptly and properly and to relate to patients, patients' owners, faculty, administrators, staff and colleagues with courtesy, compassion, maturity and respect for their dignity.
- A veterinary student must demonstrate maturity, including the ability to adapt to local culture, the ability to exercise good judgment and tolerance and acceptance of social, cultural and/or political differences.
- A veterinary student must be able to work collaboratively and flexibly as a professional team member.
- A veterinary student must behave in a professional manner in spite of stressful work demands, changing environments and/or clinical uncertainties.
- A veterinary student must have the capacity to modify behavior in response to constructive criticism.
- A veterinary student must be open to examining personal attitudes, perceptions and stereotypes that may negatively impact patient care or interpersonal relationships.
- A veterinary student must possess an intrinsic desire for excellence and be motivated to become an effective veterinarian.

1.8 EVALUATION AND ENFORCEMENT OF STANDARDS

- A student's professional conduct may be assessed and addressed by the Associate Dean of Academic Affairs at any time during a student's tenure at CVM or at a clinical site. On a more routine basis, the conduct of each student in the Doctor of Veterinary Medicine ("DVM") program will be evaluated during the 10th week of each semester to determine whether each student has satisfactorily met the CVM Professional Standards. The Associate Dean will schedule meetings with all first semester course coordinators, all second semester course coordinators, and so on through the sixth semester of the curriculum. In these meetings, the professional conduct of students in the respective semesters will be carefully considered. Given the potential overlap between conduct and depth of learning, students' academic performance may be discussed as well. Over the course of these meetings, faculty

will make recommendations to the Associate Dean of Academic Affairs about possible actions to be taken.

- Possible actions may include, but are not limited to the following: (a) a written acknowledgement of exemplary professional conduct, (b) an oral reprimand, (c) a written warning, which may appear in the academic file of the student and which may include requirements for the student to complete in order to continue his/her education with CVM (e.g., psychological evaluation, counseling, rehabilitation), or (d) dismissal from CVM, which dismissal shall be reflected in the student's permanent academic file.
- Students who have not conducted themselves in an exemplary fashion or those who have not met the CVM Professional Standards will be scheduled to meet with the Associate Dean of Academic Affairs as soon as possible. In the meeting, the praise or concerns of the faculty will be delivered and an appropriate action taken.

1.9 TECHNICAL STANDARDS

1.8.1 STAMINA

- The study and ongoing practice of veterinary medicine often involves taxing workloads and stressful situations. A veterinary student must have the physical and emotional stamina to maintain a high level of function in the face of challenging working conditions.
- A veterinary student must be able to lift objects or animals weighing up to 25 kg, to a height of one meter and carry that object or animal for a distance of two meters. Application: placing a dog on an examination table, lifting and carrying a bag containing drugs and equipment from an ambulatory service vehicle, restraining small and large animal patients.
- A veterinary student must have sufficient endurance to maintain a standing or kneeling posture for 10 minutes. Application: physical examination of and surgical procedures on patients.
- A veterinary student must have adequate coordinated movement and strength to restrain large animals and to be able to move rapidly out of the way of danger. Application: examination and treatment of large animals.

1.8.2 INTELLECTUAL CAPACITY

- A veterinary student must possess a range of intellectual skills that allows him/her to master the broad and complex body of knowledge that comprises a medical education at a level deemed to be appropriate by the faculty. These skills include the ability:
 - to comprehend dimensional and spatial relationships of structure;
 - to perform scientific measurements and calculations; and
 - to develop reasoning, problem solving and decision-making skills appropriate to the practice of veterinary medicine.

- A veterinary student's reasoning abilities must be sufficiently sophisticated to analyze and synthesize information from a wide variety of sources. He/she must be able to learn effectively through a variety of modalities including, but not limited to:
 - class room instruction;
 - small group discussion and interactive assignments, including participation in medical rounds, and goal-directed activities;
 - individual study of materials;
 - preparation and presentation of written and oral reports;
 - ability to learn independently from reading/printed material; and
 - use of computer technology.

1.8.3 COMMUNICATION SKILLS

- Throughout the curriculum, a veterinary student will be expected to communicate effectively and sensitively in English and in a timely fashion, utilizing verbal, non-verbal, and written communication skills with instructors, staff, and peers.
- During the clinical year, a veterinary student must also learn to communicate with clients. Communication with a client often begins with the gathering and writing of a useful medical history. Students must be able to formulate and ask clients cogent questions, perceptively interpret their answers, and record these responses accurately in a clear and concise medical record. In addition, they must be able to comprehend and interpret written materials, such as laboratory reports, pharmacological prescriptions, medical notices and research articles.
- A veterinary student must also possess sufficient observational skills to assess signs exhibited by patients and the emotional state of owners.
- A veterinary student must also possess the ability to communicate fluently and effectively in written and spoken English.

1.8.4 VISUAL, AUDITORY, TACTILE, AND MOTOR COMPETENCY

- Veterinary students must have sufficient motor skills to carry out, in an autonomous manner, all necessary procedures involved in the learning of basic and clinical sciences, as well as those required in the hospital and clinical environment. Specifically:
 - A veterinary student must possess sufficient visual, auditory, tactile, and motor abilities to allow him/her to gather data or information from written material, including medical illustrations and graphic materials, from oral presentations, from demonstrations and experiments, from observations of clinical procedures performed by others, from computerized representations of physiologic phenomena, and from observations made during a basic physical examination and/or more specialized (e.g. orthopedic and neurological) examinations of a patient. In terms of a visual standard, a student must be able to discern changes in position at distances ranging from 30-45 centimeters to 15-20 meters.
 - A veterinary student must also be capable of eliciting and perceiving normal findings or signs of disease as manifested through the physical examination.

Examples of findings that must be perceived and interpreted include, but are not limited to, the sounds emitted by the heart, intestines, and lungs; assessing the pliability and turgor of the skin; recognizing subtle changes in the hair coat; feeling the difference between a bony tumor, a cyst, and a lymph node; evaluating the integrity and range of motion of musculoskeletal structures (bones, muscles, joints) of all the domestic animal species; and evaluating the consistency and/or distention of various intra-abdominal structures (for example, liver, spleen, intestines, kidneys, and reproductive organs), which must be accomplished through a combination of visualization and external and/or internal palpation.

- A veterinary student must be able to distinguish subtle shades of black, white and gray as these pertain to the five radiographic densities in films of the chest, abdomen, and extremities. In order to interpret test results, such as bacterial hemolysis on an agar plate or an ECG tracing, a student must also be able to resolve black and white patterns of less than 0.5 mm of separation.
- In order to detect subtle tissue swelling or the presence of a reaction to skin testing for allergies, a veterinary student must have sufficient depth perception to allow detection of a 0.5 cm elevation that is no more than 1 cm in diameter on a slightly curved and irregular surface.
- A veterinary student must possess sufficient color discrimination to detect changes in color of an animal's mucous membranes or coat.
- A veterinary student must have sufficient hearing to be able to perceive the human voice without lip reading and to perceive sounds while percussing or auscultating with a stethoscope.
- The veterinary student must be able to perceive the origin of sounds, such as the movement of large animals in a stall or the monitoring of multiple patients in an intensive care unit.
- A veterinary student must be able to differentiate between four round semisolid objects with diameters of 0.5, 1.0, 1.5 and 2.0 cm and to judge the shape and consistency of objects when the arm is extended and the eyes are closed. Application: assisting in surgery, palpating lymph nodes or follicles, palpating the trachea to determine proper endotracheal tube size.
- A veterinary student must be able to make legible written notes, within the margins and spaces provided on medical forms, while communicating with other individuals by speech, either in person or by telephone.
- A veterinary student must be able to grasp, manipulate, and employ surgical instruments, like scalpels, clamps, and retractors, or other specialized instruments, such as ophthalmoscopes.
- A veterinary student must be able to hold, manipulate or tie lightweight materials such as surgical sponges, small gauge catheters, and fine suture material.
- A veterinary student must be able to manipulate tissues and employ devices in order to perform entry-level procedures; examples are venipuncture,

vascular and urinary catheter placement, rectal palpation, and expressing anal sacs.

- In terms of allergies or fears, a veterinary student must be able to have sustained contact with multiple species of animals and their environments, including chemicals such as formalin that may be present in such environments. During such contact, the student must be able to carry out routine medical care and required laboratory exercises.

Students requiring an accommodation to perform any of these essential requirements must contact the ADA Coordinator. During the clinical year, CVM students need to contact an appropriate representative at a clinical site to request accommodations. Requests for accommodations will be considered on a case by case basis. Please refer to Section 1.9 of this Student Handbook for additional information.

1.9 ACCOMMODATIONS OF STUDENTS WITH DISABILITIES

As part of its dedication to making educational opportunities available to a diverse range of students, CVM is committed to ensuring that qualified students with disabilities are afforded reasonable accommodations.

The process outlined below pertains to requests for accommodations relating to the preclinical curriculum. Students are advised that accommodations granted by CVM during the pre-clinical phase of the curriculum may not be available during the clinical training phase of the curriculum. For more information about accommodations during the clinical year, please refer to Clinical Year Student Handbook.

Students also are advised that accommodations may not be available at facilities outside of the CVM campus, including but not limited to housing and other public establishments such as restaurants.

1.9.1 When to Submit a Request for Accommodations

For recently-admitted students, requests for accommodation should be made as soon as reasonably possible after admission and preferably within thirty (30) days of acceptance to CVM. For existing CVM students, the student should make a request as soon as reasonably possible and, to the extent possible, at least thirty (30) days prior to the start of the semester in which an accommodation is requested. Requests submitted during the course of a pre-clinical semester must be submitted as soon as practicable under the circumstances and CVM will make all reasonable efforts to review such requests in a timely manner but cannot ensure the disposition of any such requests prior to any specific examination or phase of the curriculum.

Students are advised that requests for accommodation are not automatically granted and cannot always be immediately enacted. It is the responsibility of the student seeking an accommodation to submit a timely request to the ADA Coordinator with such supporting documentation (procured solely by the student) as may be required. While CVM attempts to respond to requests quickly and efficiently, the processing of requests is an interactive one that is not

within CVM's sole control. To a large extent, the process relies upon the response, including provision of relevant documents, from the student and/or the student's physician. Certain requests for accommodation may require that CVM procure assistive technology or other resources, which may not be readily available. Accordingly, students are encouraged to give CVM as much advanced notice as possible of the student's request for an accommodation. Requests that are not submitted in a timely manner or requests not accompanied by sufficient supporting documentation may impede CVM's ability to process those requests and ability to award the requested accommodation.

1.9.2 How does one submit a request?

Requests for accommodation should be made to the ADA Coordinator. The ADA Coordinator is available to assist students with this process and may be contacted as follows:

Jason Kishpaugh
Counselor/ADA Coordinator
Jason.kishpaugh@lmunet.edu
(423) 869-6401 ext. 6401

CVM and the ADA Coordinator keep all accommodation requests confidential except to the extent necessary to consider the request and to implement any approved accommodations.

1.9.3 How are requests processed?

The ADA Coordinator is responsible for receiving and making a preliminary determination as to the sufficiency of a request. Requests are reviewed to determine whether they are supported by adequate and appropriate documentation. The ADA Coordinator will engage in an interactive process with students requesting accommodations, which process may include, but is not limited to, an interview, consultation with appropriate professionals, and/or request for additional supporting documentation. After careful review, the ADA Coordinator will make a recommendation to the Accommodations Committee. The decision of the Accommodations Committee will be communicated to the student by the ADA Coordinator.

Where additional resources, such as psychological testing, are required to evaluate a requested accommodation and such resources are not readily available, CVM reserves the right to grant an accommodation to a student on an interim basis to grant the student sufficient time to obtain supporting documentation for his/her request. The decision to grant an interim accommodation is within CVM's sole discretion. Students are advised that, if an interim accommodation is granted, such interim accommodation ordinarily will not extend beyond the current semester. Students granted an interim accommodation will be expected to make arrangements for, and procure, whatever additional testing or supporting documentation is required to evaluate the request at their earliest opportunity and, in any event, no later than the start of the following semester.

Any accommodation granted will be reasonable and appropriate to the circumstances, allowing equal opportunity for qualified students with disabilities, and will not infringe on the essential requirements of, or fundamentally alter, the medical education program of CVM.

1.9.4 Appealing the denial of a requested accommodation.

Students who believe they have been denied a reasonable accommodation or who otherwise believe they have been unlawfully discriminated against based on a disability, may file a formal complaint with LMU pursuant to the policy set forth in Section 1.3.

1.10 MENTAL WELL-BEING

The mental and emotional stability of students is a primary concern of CVM. If CVM has reason to believe that a student is suffering from serious mental or emotional distress, or if a student has attempted or threatened to harm him/herself or others, the student will be encouraged to take a medical leave of absence in order to receive appropriate treatment. The student will be allowed to return to campus after CVM has received medical and/or psychological documentation that the student has satisfactorily participated in all recommended treatments, assesses that the student no longer poses a risk of harm to self or others, states that the student is capable of engaging fully in the academic program, and supports without reservation the student's return to campus.

The LMU counselor is available to provide support and assistance to CVM students in maximizing their success while at CVM. He can be reached at:

Jason Kishpaugh
Counselor/ADA Coordinator
Jason.kishpaugh@lmu.edu
(423) 869-6401 ext. 6401

Counseling is confidential and services include individual and group counseling for personal as well as academic concerns. Office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday.

1.11 INFORMATION TECHNOLOGY POLICIES

University-provided technology resources – including, but not limited to, computers (e.g., desktop and portable computers, servers, networks, printers, software, and data storage media), email, and Internet use (collectively, technology resources), are available for exclusive use of authorized, registered students, faculty, and staff (“users”). To better serve the needs of users and emulate a corporate computing environment, the following policies are enforced by the help desk and Information Services (“IS”) staff. Users must familiarize themselves with and abide by the following policies:

1.11.1. Network and Workstation Security is Strictly Enforced

Users have no expectation of privacy in connection with use of the University's technology resources, including creation, entry, receipt, storage, access, viewing, or transmission of data. The University, through the IS staff, may search, monitor, inspect, intercept, review, and/or access all data created,

entered, received, stored, accessed, viewed, or transmitted on or through the University's technology resources, or other University-provided technology to maintain system integrity and to ensure users are using the system responsibly.

IS staff may also implement workstation management software, allowing them to monitor for or prevent users from attempting to change settings or circumvent workstation security.

Users may not attempt to alter workstation settings including, but not limited to, network configuration, Windows® registry, virus checker settings, or any other setting that might compromise security or performance of the University computer system. IT staff may implement workstation security software to monitor for, and/or prevent users from making, inappropriate changes to their workstations.

Any attempt by a user to breach workstation or network security, or to tamper with University technology resources, will result in loss of computer access. Depending upon the gravity of the breach, other sanctions may apply. Downloading material relating to hacking or malicious code creation will be considered an attempt to breach network security.

Further disciplinary action may be pursued as described below in Section 1.11.5.

1.11.2 Guidelines for use of the University's technology resources

- The privacy of other users must be respected.
- Users are instructed to keep their login and password information confidential. Users are responsible for all activities conducted under their user login and password, whether intentional or unintentional, on the University's technology resources. If a student suspects that someone has gained unauthorized access to his/her user login and password or otherwise accessed his/her account in an unauthorized manner, the student should inform IS staff immediately.
- Students will not use the University's technology resources to intentionally or unintentionally violate any local, state, federal, or international civil or criminal law. This includes, but is not limited to:
 - Making statements or transmitting data that is threatening, malicious, tortuous, defamatory, libelous, vulgar, obscene, or invasive of another's privacy.
 - Violating copyright, trademark, patent or any other intellectual property laws. This would include transmitting, posting, or copying another user's work without express consent of the intellectual property owner.
 - Running or participating in lotteries, raffles, betting, gambling for anything of value, and participating or facilitating in the distribution of unlawful materials.
 - To gain unauthorized access to other computers or databases not in the public domain.

- Users of the University's technology resources should abide by the same principles of fairness, decency, and respect that would be expected in any other school or business environment.
- Users are forbidden from using the University's technology resources in any way that may be reasonably construed to violate the University's policies, including its no-harassment policies. This prohibition includes, but is not limited to, sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets, and using abusive and offensive language.
- Computer technology resources may not be used to transmit junk mail, SPAM, pyramid schemes of any kind, or chain letters.
- Users must minimize the possibility of transmitting viruses or programs harmful to another user's data or equipment by using an appropriate virus checker.
- Users may not install, store, or download software programs or hardware on University computers. Any unauthorized software or hardware modifications will be removed.
- Off-campus websites and email accounts created or accessed over the University computer network are subject to these policies and regulations.
- It is strictly prohibited to comment or act on behalf of the university over the Internet without authorization.
- It is strictly prohibited to connect devices (such as switches, routers, hubs, computer systems, and wireless access points) that are not approved by the central campus or institutional IS organization to the network
- It is strictly prohibited to use without authorization any device or application that consumes a disproportionate amount of network bandwidth.
- It is strictly prohibited to misrepresent one's identity with actions such as IP address "spoofing," email address falsification, or social engineering.
- It is strictly prohibited to physically damage or vandalize IS resources, or use IS resources to damage other university resources or systems.

1.11.3 User accounts are available for academic purposes only

All technology resources are intended for educational use and may not be used for commercial or other unauthorized purposes. Use of University technology resources – including computers, network facilities, application software, network disk space, and the Internet – are available for the purpose of coursework and support only. Communication using technology resources is available for users only.

Students are issued an account when they appear on the official class roster. All accounts are for the exclusive use of the person to which they are assigned and may not be “loaned” to anyone. Other types of accounts may be applied for by completing an Account Request form at the Help Desk. A Help Desk assistant will check the user’s ID and sign the form indicating the ID was confirmed. All users are given their own space on the network hard drive for storing course-related material and assignments. They may also receive access to specific software packages based on the judgment of the network administrator.

The University reserves the right to withdraw access to facilities or the network from any user and all rights to any material stored in files and will remove any harmful, unlawful, abusive, or objectionable material.

The University does not guarantee functioning of the system will be error-free or uninterrupted. In addition, students are responsible for backing up all their electronic files. The University is not responsible for student files.

1.11.4 Food and beverages are not permitted in labs

Food particles and liquids easily damage computer equipment, making systems unavailable and raising costs to users. For example, soda and coffee damage the printed electrical traces of a keyboard on contact, and food crumbs clog mice and keyboards. Therefore, food and beverages are prohibited in computer labs.

Please keep the following in mind:

- Drinking is allowed in all classrooms (except those noted below) provided the drink is in a closed-lid container. No open cups, glasses, or soda cans allowed. Plastic bottles are permitted.
- In computer labs and in the library, only bottled water in a closed “sip top” clear plastic water bottle is allowed.
- No eating is allowed in the library, computer laboratories, biohazard areas (anatomy/necropsy laboratory, clinics, surgery, multipurpose laboratories, diagnostic and research laboratories), or break-out rooms.
- No drinking is allowed in the following areas: anatomy/necropsy laboratory, clinics, surgery, diagnostic and research laboratory.
- It is incumbent upon each student to clean up after him/herself and not leave any trash behind.

1.11.5 Violations of these policies may result in accounts being disabled and further disciplinary action deemed appropriate.

Access to and use of the University’s technology resources is a privilege, not a right. Users who do not comply with these policies are subject to denial of access to University technology resources and to disciplinary action. The University may amend, revise, or depart from this policy at any time, without prior notice.

Users who have their accounts disabled should contact the Help Desk to find out who to contact to regain computer access. Minor violations may be resolved by the IS staff.

Major violations will be referred to the Student Services Office for further action under the Student Handbook, as described below. (Other portions of the Student Handbook may also apply, depending on the nature of the violation.)

1.11.6 Unauthorized Distribution of Copyrighted Materials

The University strives to provide access to varied materials, services, and equipment for students, faculty, and staff and does not knowingly condone policies or practices that constitute an infringement of federal copyright law.

Transmitting or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students to Student Handbook violations, civil, and criminal liabilities. Students who violate federal copyright law do so at their own risk.

Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

The University maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, and staff. The University is required by federal law to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. The University takes steps to detect and punish users who illegally distribute copyrighted materials. The University reserves the right to suspend or terminate network access to any campus user who violates this policy and network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions does not protect members of the campus community from any legal action by external entities.

1.11.7 Social Media Communications – Best practices

With the rise of new media and next-generation communications tools, the way in which the University communicates internally and externally continues to evolve. While this creates new opportunities for communications and collaboration, it also creates new responsibilities for everyone. The University recognizes its population is very diverse and that students, staff, and faculty may work or take classes in different locations. Staying connected with one's peers can be beneficial both academically and socially, and greatly contribute to student success. That connection may be in person, by email, phone, or instant messaging, or through social networks on the Internet that include but are not limited to Facebook and Twitter.

The University's intent of having a presence in the social media sphere is to facilitate connections between its audiences that participate in relational communication and to enable rapid response messaging in these emerging platforms; however, as this is a new platform for the University, it must ensure that all postings and usage adhere to University policies and, approved content protects the integrity of the University, and maintains the trust of its key

constituents. As such, the University retains the sole right to approve and publish all web pages containing information about its educational programs, services, activities on its behalf, student body, recognized student organizations, and body of alumni.

1.11.8 Student Club/Group Web Pages

Student groups or individual student web pages on any social media platform, such as Twitter, YouTube, Facebook, forums, or blogs are not under the University's control. Therefore, they may not be used to promote, voice an opinion of, or recruit for the University in any way. Students must adhere to the Student Handbook when they engage in social media and mention the University. What applies as appropriate conduct on-campus or during the clinical year (within the entire veterinary curriculum) or in online course shells also applies to conduct on social media platforms, whether a student is enrolled, on a leave of absence, or on university break.

The University's intellectual property, including its trademarks, copyrights, logos, and brands, is the exclusive property of the University. It is not to appear on individual or student group web pages or be used by individuals to promote themselves or their ideas and activities without prior written approval.

Student groups that utilize any the University intellectual property on their social media pages without prior written approval will be required to remove them immediately.

1.11.9 Your Responsibilities

It is important that all students understand their responsibilities when using social media. Please remember that you can have no reasonable expectation of privacy in material that you choose to place online or enter or send through resources provided by the University. Recognize that you are responsible for anything you write or present online, and you may be subject to legal or Student Handbook proceedings by the University and/or others (i.e., other students, employees, and third parties) based on what you write or present online.

Responsible behavior is expected of all University students when they participate in or partake of social media or blogging. Students' communications, regardless of format, must abide by the Student Handbook. It is not the goal of the University to actively monitor all student communications; however, should the University become aware of inappropriate behavior that may violate the Student Handbook, the behavior may be investigated and addressed per the University's disciplinary procedures outlined in the Student Handbook. Such behavior includes, but is not limited to, posting or communication of content that is obscene, defamatory, threatening, infringing of intellectual property rights, or otherwise illegal, inappropriate, or injurious. Please be advised that usage of any electronic piece of equipment (laptops, tablets, smart phones, etc.) in the classroom other than for class related use is prohibited. In addition, a student may not take or post client/patient photos or engage in on-line discussions of same. A student found in violation of these policies may be subject to disciplinary action.

1) First Violation (for more details, see section 1.11.6)

- The first time a report of distributing or downloading copyrighted files, for example, is received, the person who was using the computer at the given time is notified by the IS Department or its designee of the violation via an email sent to their campus email address. The user must respond within two business days.
- If the user does not respond within two business days, network access is suspended (the user's network connection is disabled) immediately and until the situation is resolved. Email and other accounts are not disabled. The user is required to submit a signed certification that states that the user understands copyright issues and the ramifications of a subsequent offense or to demonstrate that the notification was unwarranted. Network access will be restored no sooner than two business days after receipt of the certification page. The IS Department or its designee will send notifications via email of violations to the appropriate Vice President, Dean, supervisor, sponsor and/or other appropriate personnel. Users who receive notifications of copyright violations are strongly encouraged to review the educational materials located at the campus website: <http://www.lmunet.edu>
- If the user feels the warning is erroneous, he/she must show evidence to the IS Department or its designee that the file(s) was used legally or was not copyrighted. Notifications of all violations will be maintained by the IS Department. If any notification is shown to be unwarranted, no record of the violation notification is retained.

2) Second Violation

- If a second notification of a violation is received, network access shall be suspended immediately. The user is again informed of the violation by email from the IS Department or its designee. Network access is not restored, if at all, until the case is ruled on or reviewed and decided by the Associate Dean for Academic Affairs (or designee). The Associate Dean for Academic Affairs (or designee) can impose whatever sanctions, including termination of network access, probation, suspension, or expulsion as deemed appropriate.

The existence and imposition of sanctions does not protect members of the campus community from any legal action by external entities.

1.11.10 Alternatives to Illegal Downloading

Illegal downloads hurt artists and deter the incentive to create. U.S. laws protect the rights of individuals regarding their own works. Below are lists of sites that offer free or inexpensive products that you can use without violating copyright law.

1) Free and Legal

Clipart:

- <http://www.coolSPChive.com/>
- <http://www.mediabuilder.com/>
- <http://www.barrysclipart.com/>
- <http://www.aaacart.com/>
- <http://www.gifart.com/>
- <http://www.allfree-clipart.com/>
- <http://www.ckinfo.com/>
- <http://www.freegraphics.com/>
- <http://www.iband.com/>
- <http://www.clipartconnection.com>
- <http://www.free-graphics.com/>
- <http://www.clipsahoy.com/>

Fonts:

- <http://www.blambot.com>
- <http://www.fonts.com>
- <http://www.fontshop.com/index.cfm>
- <http://free.fonts.freeservers.com/>
- <http://www.larabiefonts.com/>
- <http://www.fontfreak.com>
- <http://www.acidfonts.com/>
- <http://www.007fonts.com/>
- <http://www.fontfile.com/>
- <http://www.fontsnthings.com/>
- <http://www.abstractfonts.com/fonts/>
- <http://www.fontparadise.com/>
- <http://fonts.tom7.com/>
- <http://www.fontgarden.com/>

Photos:

- <http://www.freefoto.com/>
- <http://www.istockphoto.com/>
- <http://www.photospin.com/>
- <http://www.sxc.hu/>
- <http://www.imageafter.com/>

Music:

- <http://music.download.com/>
- <http://www.epitonic.com/>
- <http://www.betterpropaganda.com/>

Radio Stations:

- <http://www accuradio.com/>

2) Not Free, But Legal

Movies:

- <http://www.movielink.com/>
- <http://www.cinemanow.com/>
- <http://www.movieflix.com/>

Music:

- <http://www.iTunes.com/>
- <http://www.MusicMatch.com/>
- <http://www.rhapsody.com/>
- <http://www.napster.com/>
- <http://music.msn.com/>
- <http://music.yahoo.com/unlimited/>
- <http://www.connect.com/>
- <http://www.buymusic.com/>
- <http://www.emusic.com/>

ACADEMIC INFORMATION

2.1 THE CURRICULUM

The degree of Doctor of Veterinary Medicine is awarded upon successful completion of the preclinical curriculum and the clinical curriculum.

The pre-clinical curriculum consists of 125 semester credit hours of specific courses in the basic sciences as stated in the Academic Catalog or as revised from time to time.

The clinical curriculum consists of three semesters of clinical studies. Clinical studies are with approved practices and institutions.

2.2 ATTENDANCE

Individual instructors will determine the requirements and consequences for attendance, which will be described, in writing, at the beginning of each course in course syllabi.

CVM is non-sectarian and does not close for the religious holidays of any specific denomination or group. Students who miss classes or laboratories for any reason will be responsible for the content of all missed course work. Examinations that are scheduled to occur on religious holidays will not be rescheduled.

Attending examinations and other **required exercises** (as specified in the course syllabus at the beginning of a course) is mandatory, except when the following circumstances exist to justify an absence:

- Attendance at the annual SCAVMA Symposium, AVMA Student Legislative Fly In, or required SCAVMA or NAVC delegate activities (requires submitting a *Request to be Absent Form*, available in the Office of Student Services, at least six weeks in advance).
- Attendance at a national event, such as the Veterinary Leadership Experience (VLE), for which a student has been selected to represent the University.
- When a student is the presenting author of a CVM faculty-mentored project at a scientific meeting (requires submitting a Request to be Absent Form, available in the Office of Student Services, at least six weeks in advance).

- A medical or family emergency arises. Students who may be absent due to a medical or family emergency must notify, and seek the approval of, the Associate Dean of Academic Affairs. Students with emergencies should call the Associate Dean of Academic Affairs [(423) 869-6903] or the Associate Dean of Student Services and Admissions [(423) 869-6841] as soon as possible; preferably well before the onset of classes. The Associate Dean of Academic Affairs will decide whether the situation warrants a preliminary excused absence. The phoned request for an excused absence must be followed by written documentation, such as a death certificate or a medical report, immediately upon the student's return to campus. If it is a medical report it must contain specific information regarding the student's illness and medical treatment.
- Military or legal obligations, such as subpoena or jury duty (requires notification of the Associate Dean of Academic Affairs in advance).

The responsibility for granting excused absences does not lie with individual faculty members. Excused absences will ultimately be granted only if the Associate Dean of Academic Affairs is satisfied with submitted documentation and notification.

2.3 STUDENT SURVEYS FOR OUTCOME ASSESSMENT

CVM students are expected to complete evaluations and respond to surveys. All veterinary schools/colleges accredited by the AVMA Council on Education must conduct thorough and periodic evaluations of their programs. Collecting and evaluating survey data is a part of CVM's commitment to continually improve the quality of the educational program and student services. It is the student's (semesters 1-9) professional responsibility to provide truthful assessment and feedback. The information is used to guide the faculty and CVM leadership in meeting the University's mission. The survey instruments and frequency of assessment are developed by the faculty and/or CVM leadership team and are approved by the Dean.

2.4 ACADEMIC SUPPORT FOR STUDENTS

2.4.1 Teaching assistants

CVM provides academic support in the way of teaching assistants for selected classes. The intent is to provide assistance to all students in those classes. Lincoln Memorial University will pay a stipend at the end of each semester to teaching assistants who have been engaged by written contract.

Students with a cumulative Grade Point Average of 3.0 or higher and a grade of B or higher in the course they wish to assist are eligible for Teaching Assistant nomination. Teaching Assistants should be able to deliver information using a variety of methods in large or small groups and in classroom and laboratory settings. Although Teaching Assistants make every effort to be of assistance to students during the scheduled sessions, students are ultimately responsible for the material as presented by the professor.

2.4.2 Tutoring

Students who want individual assistance beyond what is available through the CVM Teaching Assistant Program may acquire tutors at their own expense. A list of eligible tutors is available in the Student Service's Office upon request. Students with a cumulative Grade Point Average of 3.0 or higher are eligible to have their names listed on the CVM tutor list. Applications are available in the Student Service's Office.

2.5 EXAMINATION POLICY

- 2.5.1 Each course instructor determines the format of quizzes, examinations and assignments.
- 2.5.2 All courses included in the calculation of a grade point average have a final examination. That examination may cover new material, but it also has a significant cumulative component covering the entire semester's material.
- 2.5.3 All examinations are proctored and are given on University premises. Class sizes of sixty or more students may have two or more proctors present. The Associate Dean for Academic Affairs or the Dean may permit examination of a student in a different location, such as a hospital room, in an extreme case.
- 2.5.4 Students are not permitted to enter any examination more than 20 minutes after the examination begins. Students are not permitted to leave before 20 minutes after the onset of the examination unless all students are present.
- 2.5.5 Students leaving the room during an examination for any reason are not allowed to return.
- 2.5.6 No questions are allowed during examinations, except in those cases where identification of a structure (e.g., by pin placement at a station in an Anatomy Lab Exam, pointer placement on a projected image or microscope slide in Histology, Pathology, etc.) requires clarification.
- 2.5.7 All semester progress examinations, except laboratory examinations, begin ten (10) minutes before the first class for that semester and end sharply ten (10) minutes before the next class. No additional time is allowed between classes.
- 2.5.8 Progress examinations, including midterm, are given according to the examination schedule, which is posted at the beginning of the semester. Changes are made only upon written approval of the Associate Dean of Academic Affairs.
- 2.5.9 No examinations are given the last week of scheduled classes (Week 15) except for final laboratory examinations.
- 2.5.10 Final examinations for all courses with three or more credit hours are given during the Finals Week (Week 15). It may cover new material, but it must have a significant cumulative (entire semester's material) component. These exams may last up to three hours.
- 2.5.11 Final course grades are available to students three days after the end of the semester.
- 2.5.12 Students missing examinations receive a grade of "F" unless the Associate Dean of Academic Affairs has excused the absence in writing. The Associate Dean of Academic Affairs may consider serious illness, non-elective hospitalization and death in the immediate family as valid reasons for an absence. A request for an excused absence from an examination must be submitted in writing to the Associate Dean of Academic Affairs immediately upon return to campus along with documentation such as a death certificate or a medical report. If it is a medical report it must contain specific information regarding the student's illness and medical treatment. The documentation must be documented within 24 hours of the course examination time or onset of symptoms. An

excused absence from an examination will be granted only if the Associate Dean of Academic Affairs is satisfied with the documentation submitted.

- 2.5.13 Make-up examinations for excused absences are different from the regular examinations and are not given before the regularly scheduled examination. Progress make-up examinations are given within one week after students return from their leave. As feasible, the exams should be given in the order in which they were originally scheduled. Scheduling of all make-up exams should be done through the Associate Dean for Academic Affairs. Make-up final examinations are typically given by the end of the last week of the semester break or, if approved by the Associate Dean for Academic Affairs, no later than the first week of the following semester. A student with an excused absence who misses a final exam will not be allowed to take any other subsequently scheduled exam during final exam week (Week 15). The Office of Associate Dean for Academic Affairs will send a schedule with the date and time for the make-up final examination(s) prior to the scheduled make-up exams. Each course instructor determines the format and content of a make-up examination.
- 2.5.14 Unless approved by the instructor, the following items are not permitted at the seating area while taking an exam:
- Personal Digital Assistants (e.g. Palm Pilots)
 - Calculators
 - Watches with alarms, computer, or memory capability
 - Paging devices
 - Cellular telephones
 - Recording devices
 - Filming devices
 - Head phones
 - Radios
 - Reference materials (books, notes, papers, etc.)
 - Backpacks, briefcases, brimmed hats or sun glasses
- 2.5.15 When the time allotted for an exam has elapsed, students will not be permitted to answer any further questions. Students are responsible for their own time management during an exam. If a student fails to complete the exam on time, they will be graded only on the answers completed at that time.
- 2.5.17 For examinations held in an Examination Center, students will be assigned a seat for each examination. These assignments are on a per exam basis and a new seat will be assigned for each exam. Students who fail to sit in their assigned seat may fail their exam.
- 2.5.18 Students are required to be courteous to Examination Center personnel. Rudeness, and/or verbal abuse may result in disciplinary action.
- 2.5.19 Students are not permitted to bring writing material or electronic devices to an examination review held in the examination center unless given explicit instructions by a course instructor that it is permitted. Students can only attend review sessions in the examination center if they:
- Are enrolled in the course, for that semester.
 - Have taken the exam being reviewed.

2.6 AUDITING CLASSES

Any student repeating a semester but not enrolled in a particular course may audit lectures, within their semester, on a space available basis, in accordance with the following rules:

- Students wishing to audit lectures must obtain the course coordinator's consent.
- Laboratory sessions and other non-didactic teaching sessions (small group work, clinical rotations, etc.) may not be audited.
- All students must abide by appropriate classroom behavior, as described in Section 11 and course syllabus.
- Students may only attend core courses within their repeating semester.
- If limited space is available, priority of seating will be given to regularly enrolled students.
- Auditing students may not participate in Turning Point™ clicker questions, quizzes, or examinations for the course.
- In case of conflicts, regularly enrolled students will have priority for instructor office hours and/or TA sessions, related to the specific course.

The disregard of these guidelines may result in withdrawal of permission to audit a course by the Associate Dean for Academic Affairs.

2.7 ELECTIVE POLICY

2.7.1 All elective courses are graded as Satisfactory (S) or Unsatisfactory (U). A grade of "S" or "U" will appear on the student's transcript but will not be calculated in the GPA. A student who receives an unsatisfactory grade will not be required to repeat the elective course or the semester.

2.7.2 If a student withdraws from an elective course, nothing will appear on their transcript.

3. GRADING SYSTEM

Numerical scores are rounded to the nearest whole number and are recorded by the Registrar as letter grades as follows:

A =	Excellent	90% or higher
B+ =	Very good	87 to 89%
B =	Good	80 to 86%
C+ =	Average	77 to 79%
C =	Passing	70 to 76%
F =	Failing	Below 70%

The Registrar records the following letter grades for courses that have not been completed:

I =	Incomplete
R =	Repeated
WP =	Withdrawal Passing
WF =	Withdrawal Failing
W =	Withdrawal Prior to Examination

3.1 Grade Point Average Calculation

The grade point average is calculated by multiplying the following value for each letter grade by the number of credit hours for that course:

A =	4.0
B+ =	3.33
B =	3.0
C+ =	2.33
C =	2.0
F =	0.0

The grade point average includes both the original grade and the new grade in a repeated course.

The grade point average does not include grades in pass-fail courses or grades of “I,” “W,” “WP” or “WF.”

The grade point average is used to determine academic promotion and probation.

3.2 GRADING POLICY

- 3.2.1 At the beginning of each course, faculty members give students, in writing, a brief summary of how grades for the course are determined, detailing the weight assigned to each quiz, examination, or assignment. Once this information has been distributed, the faculty is not permitted to alter the requirements of the course or the manner in which grades are determined without express written permission of the Associate Dean for Academic Affairs or Dean. If approved, the amended grading policy will be distributed to students.
- 3.2.2 Grading is based upon performance on the required course work. Individual extra work assignments to boost grades are not permitted.
- 3.2.3 Grade corrections for progress exams, as a result of numerical or technical error, must be made within 10 class days of taking the exam. Grade corrections that involve throwing out questions should be made such that no student is penalized (i.e., all students are equally rewarded).
- 3.2.4 Faculty members have the responsibility to provide CVM with a timely individual evaluation of the work of each student in their classes. The results of progress examinations during the semester are made available to students within seven calendar days.
- 3.2.5 Final course grades are submitted to the Associate Dean for Academic Affairs or the Campus Registrar within 36 hours after a final examination in the course is given. Final course grades are approved by the Associate Dean for Academic Affairs and made available to students no later than three days after the end of the semester.
- 3.2.6 Students are evaluated on the basis of the following criteria to the extent applicable to each course:
- Classroom and laboratory examinations
 - Completion of assignments

- Class and laboratory attendance
- Academic and professional honesty
- Professional and Technical Standards

- 3.2.7 Faculty members provide the Registrar with a numerical and letter grade for each student in their classes based on the above criteria.
- 3.2.8 Ability to meet the Professional and Technical Standards (with or without reasonable accommodation) is considered in the evaluation for grades. In addition to factoring into a student's grade, objectionable conduct may be referred to the appropriate committees for disciplinary action.
- 3.2.9 Students with a Grade Point Average of 4.0 will be named on the Dean's List and students with a Grade Point Average of 3.5 or higher will be named on the Honor's List.
- 3.2.10 Some courses may be pass-fail where students receive a final grade of Pass ("P" for scores of 70% or higher) or Fail ("F" for scores below 70%) for these courses.
- 3.2.11 At the end of each semester, the scholastic record of each student is reviewed and as a result, the student is promoted, placed on academic warning/probation, or dismissed.

3.3 GRADE APPEAL

The purpose of a grade appeal is to correct an error in the final grade for a course.

3.3.1 Reasons for an Appeal

An appeal will not result in the change of a grade unless the student submits convincing evidence that one or more of these reasons exist:

- The faculty member has substantially varied from the process of calculating the grade that is described in the course outline.
- The grade is a result of unlawful discrimination on the basis of race, color, national origin, gender, disability, or other similar improper considerations other than academic performance.

3.3.2 Procedure for an Appeal

A grade appeal for a final grade must be submitted in writing to the Associate Dean of Academic Affairs by 4:00 pm on the last Thursday of the semester break following the issuance of the grade being appealed. The student will be notified via email by noon on Tuesday of the first week of the semester of an appointment to meet with the Associate Dean of Academic Affairs and a faculty representative on Wednesday of the first week of the semester to learn the decision of his/her appeal.

4 **ACADEMIC STANDARDS**

The Student Progress Committee (SPC) is a faculty committee that implements the policies set forth in this Student Handbook. All academic matters, including grading policies and academic standing of students, are within the purview of the SPC. The SPC is advisory to the Dean. The decision of the Dean or his/her designee on academic matters is final.

The Student Progress Committee consists of faculty members and its functions are to:

- maintain the level of academic performance according to the academic policies and procedures of CVM.
- ensure that grades submitted are determined in a fair and equitable manner.
- evaluate and make recommendations on appeals of dismissal.

4.1 DEFINITIONS OF ACADEMIC TERMS

4.1.1 Promotion: To advance to the next level in the student's academic program.

4.1.2 Academic Probation: A finite period (e.g. the following semester) after an academic appeal has been granted, wherein a student must improve his/her academic performance as specifically required or be subject to dismissal.

4.1.3 Academic Warning: Except with respect to first semester students, a finite period (e.g. the following semester) after a student fails one course wherein a student must improve his/her academic performance as specifically required or be subject to dismissal. With respect to first semester students, Academic Warning means a finite period (e.g., the following semester) after he/she fails one or two courses wherein the student must improve his/her academic performance or be subject to dismissal.

4.1.4 Dismissal: The discharge of a student from CVM.

4.1.5 Suspension: A period during which a student will not be allowed to enroll in classes and may have to satisfy special requirements prior to returning to his/her academic program.

4.1.6 Good Standing: Students maintain good standing by complying with all academic policies and procedures and remaining current in financial obligations. CVM reserves the right to withhold services, transcripts, grades, and certifications from students who are not in good standing.

4.1.7 Satisfactory Academic Progress (SAP): Federal regulations require every postsecondary institution receiving Title IV federal funds to have an academic progress policy that is used to determine eligibility for and continued receipt of federal funds. The receipt of financial aid is a privilege that carries both rights and responsibilities for the student. The Satisfactory Academic Progress (SAP) policy has three components:

- The student must maintain a certain grade point average or a comparative qualitative measurement against a norm.
- The student must complete a certain percentage of all coursework attempted.

- The student has a maximum timeframe with which to complete the program.

Title IV federal funds affected by this policy at LMU-CVM include the Federal Direct Unsubsidized Stafford loan and Federal Direct Plus Loan Programs.

A review of students' SAP will be conducted at the end of each semester of instruction and at the end of clinical training. Failure to meet any component of SAP will result in a student being placed on financial aid probation during the next semester of enrollment. Students on financial aid probation are eligible to receive Title IV funds. Such students will receive notification of their unsatisfactory progress and an outline of what they must do to maintain eligibility. If the student does not meet SAP by the end of the probationary semester, the student will be suspended from Title IV eligibility and must meet SAP standards in order to regain eligibility for Title IV funds.

In order to maintain SAP for Title IV eligibility, a student must meet the following requirements:

- Students enrolled in their first two semesters must pass a minimum of 50% of coursework
- All students enrolled past the second semester must pass a minimum of 66.67% of coursework.
- Students failing to meet the 50% or 66.67% limits may submit an appeal to Pat Peace, Director of Financial Services, LMU-DCOM Financial Services Office (pat.peace@lmunet.edu).
- Students must have earned a cumulative GPA of at least 2.0 by the end of the sixth semester. Students not meeting this criterion will be not be allowed to advance into their clinical training.
- Students must complete the pre-clinical program in no more than 8 semesters of instruction or 12 semesters of instruction including clinical training.

For students on Title IV financial aid, it is highly recommended they periodically see a Financial Aid representative to address any questions regarding their academic progress and financial aid implications.

4.1.7.1 Reimbursement of funds: According to institutional policy, the LMU Finance Office will calculate a refund of tuition for any student who withdraws within established refund periods. Refunds will be based on the following schedule:

- If a student withdraws during the first week of the semester, 75% of tuition dollars will be refunded
- If a student withdraws during the second week of the semester, 50% of tuition dollars will be refunded
- If a student withdraws during the third week of the semester, 25% of tuition dollars will be refunded
- Students who withdraw after three weeks will not receive any refund.

4.1.7.2 The return of Title IV funds (federal): The Higher Education Amendments of 1998 regulate how colleges and universities handle Title IV funds when a recipient withdraws from school. This policy is separate from the university's refund of institutional charges. The return of Title IV funds includes Pell Grants, Federal Supplemental Educational Opportunity Grants, PLUS/GRAD PLUS Loans, Perkins Loans, and Stafford Loans. The policy states that, up through the 60% point in each semester, a pro-rata schedule will be used to

determine how much Title IV aid the student has earned. For example, if the student has attended 31% of the enrollment period, the student has earned 31% of his/her Title IV aid and 69% of the aid must be returned to the federal government. After the 60% point in the semester, the student has earned 100% of the aid for which the student was eligible. Additional information about the return of Title IV funds may be obtained from the Office of Admissions and Student Advancement.

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

- 4.1.7.3 In addition to financial aid implications, satisfactory academic progress is evaluated by the CVM at the conclusion of each semester (or annually for the clinical year program). Any student receiving a grade below "C," or a 2.0 for a single semester GPA, will be reviewed by the SPC. The SPC will evaluate any such student's academic performance and make such recommendations to the Dean as it deems appropriate within the guidelines stated below.
- 4.1.7.4 Pre-clinical students failing for the first time with one "F," or with one "WF" grade will be notified of their Academic Warning and Financial Aid warning status. Students on Academic Warning may continue their education without having to go through the appeal process. The Academic Warning status will be removed upon satisfactory completion of the repeated semester with passing grades in all subjects. If a student on Academic Warning fails (receives an "F") or withdraws while failing (receives a "WF"), that student is subject to dismissal. The student may appeal his/her dismissal pursuant to Section 7 of this Handbook.
- 4.1.7.5 With the exception of students enrolled in Semester 1, students receiving more than one grade of "F" or "WF" in any single semester are subject to dismissal. Students enrolled in Semester 1 receiving more than two grades of "F" or "WF" are subject to dismissal as well. A dismissed student may appeal his/her dismissal pursuant to Section 7 of this Handbook.
- 4.1.7.6 Students must pass all courses while on Academic Warning or Academic Probation. A student who receives a grade of "F" or "WF" while on Academic Warning or Academic Probation is subject to dismissal.
- 4.1.7.7 No course or semester may be repeated more than once. Students will not be allowed to enroll in a course they have repeated and failed.

5 ACADEMIC WARNING AND PROBATION

- 5.1 Warning or Probationary status of students will be determined by the Associate Dean of Academic Affairs based on the student's academic performance.
- 5.2 Students will be placed on Academic Warning for the next semester for which they are registered if they are required to repeat one course from a previous semester and/or their cumulative GPA is below the required minimum of 2.0.

- 5.3 Students will be placed on Academic Probation for the next semester for which they are registered if they have successfully appealed a dismissal after failing two or more courses (three or more for first semester) in a previous semester and/or their cumulative GPA is below the required minimum of 2.0.
- 5.4 Students will be removed from academic warning or probation if, at the end of the semester on warning/probation, they pass all courses and their cumulative GPA is 2.0 or higher.
- 5.5 Academic Warning and Probation have important financial aid consequences, which are explained in the CVM publication “Financial Services Handbook” (available at http://www.lmunet.edu/dcom/pdfs/financial_aid_handbook.pdf).
- 5.6 Students must clear any academic deficiency and have a cumulative GPA of 2.0 or higher by the end of the pre-clinical curriculum or they will not advance to their clinical training.
- 5.7 Academic Progress Standards for Clinical Students:
- The CVM Assistant Dean for Clinical Relations will be notified of a student’s failure of a rotation. If the student wishes to appeal a failing evaluation, the student may do so through the Assistant Dean for Clinical Relations. The student may be allowed to repeat the rotation on academic probation.
 - The CVM Dean may dismiss a student from CVM during the clinical year if the student is not making satisfactory academic progress breaches professional conduct or ethical standards or other reasons deemed appropriate by the CVM dean.

5.8 Financial Aid Eligibility When Repeating Coursework

Veterinary students who fail any courses will be subject to the Student Academic Progress Policy listed above. Students who must repeat a course have the option to also retake any or all coursework from the same semester. Please be advised that a student enrolled less than full-time (9 credits) will be subject to a prorated tuition schedule based on their course load. In the repeating term, students taking 9.0 credits or more are full-time for enrollment, 4.5 to 8.5 credits are considered half-time for enrollment, and students taking 1-4.0 credits are considered less than half-time for enrollment. Students attending less than half-time will not be eligible for Title IV financial aid. Students are encouraged to contact their student finance representative to review their aid options when repeating any coursework.

6 DISMISSAL

- 6.1 Students may be dismissed from the University for failure to maintain satisfactory academic progress, violation of the Code of Conduct, not meeting the Professional Standards and/or disruptive or unprofessional behavior. Dismissed students generally are not considered for readmission.
- 6.2 Events which may result in dismissal include but are not limited to:

- 6.2.1 Except for students enrolled in 1st Semester, receiving two or more “F’s” in a semester.
- 6.2.2 Except for students enrolled in 1st Semester, receiving two “WF’s” in a semester.
- 6.2.3 Receiving an “F” or a “WF” in a course being repeated for any reason, including but not limited to receipt of a prior “F” in that course or voluntary repetition of that course.
- 6.2.4 Failure to satisfy the conditions of Academic Warning or remaining subject to Academic Warning more than three semesters.
- 6.2.5 Failure to complete the pre-clinical curriculum in a maximum of eight semesters (i.e., cannot repeat more than two times), the clinical curriculum in the normal time allowed by the Clinical Affiliates, or the program within 11 semesters of instruction.
- 6.2.6 Dismissal from a Clinical Affiliate for academic or non-academic reasons.

7 APPEAL OF DISMISSAL

7.1 APPEAL OF DISMISSAL OF PRE-CLINICAL STUDENTS.

- 7.1.1 Pre-clinical students who wish to appeal a dismissal shall submit a letter of appeal (and appropriate documentation as may be required by the SPC) to the Associate Dean for Academic Affairs by 4:00 pm on the last Thursday of the semester break following the semester results which are the subject of the appeal. The appeal letter should state:
 - How the student views his/her level of preparation for the course prior to the start of the class.
 - Any extenuating circumstances which contributed to the student’s dismissal.
 - If reinstated, the student’s plan(s) for improving his/her academic outcomes.

7.1.2 The CVM Associate Dean of Academic Affairs will notify the student by email by Tuesday evening of the first week of the new term following a dismissal or grade appeal to set a time for the delivery of the SPC’s decision for the following day. The next day, on Wednesday of the first week of the new term, the student will meet with the Associate Dean of Academic Affairs and a Faculty Representative to deliver the SPC’s decision on his/her appeal. A student wishing to meet with the Dean or designee regarding the SPC decision may make an appointment for Thursday of the first week of classes. The Dean’s (or designee’s) decision is final and not subject to any appeal.

7.1.3 A dismissed student may not reapply for admission.

7.2 APPEAL OF DISMISSAL OF CLINICAL STUDENTS.

7.2.1 The CVM Dean (or the designee) will review the Clinical Affiliate’s failing evaluation, the student’s appeal, and the Assistant Dean of Clinical Relation’s

assessment. The CVM Dean (or designee) may elect to dismiss the student from the CVM program. The CVM Dean (or designee) may re-admit a student. The student is subject to being readmitted on Probation, which may include stipulations which will be outlined in writing and provided to the student.

- 7.2.3 The CVM Dean's (or the designee's) decision for dismissal is final. A dismissed student may not reapply for admission.

8 GRADUATION AND HONORS

Students who have passed all pre-clinical courses, and who have a cumulative GPA of 2.0 or greater, and who have satisfactorily completed and passed all of their final year in the clinical program are eligible for the degree of Doctor of Veterinary Medicine (DVM) from CVM.

Honors will be conferred as follows:

- Cumulative pre-clinical GPA of 3.8 or above receives graduation with Highest Honors.
- Cumulative pre-clinical GPA between 3.6 and 3.79 receives graduation with High Honors.
- Cumulative pre-clinical GPA between 3.5 and 3.59 receives graduation with Honors.

Honors conferred will be noted upon the diploma and in the commencement program.

9 REGISTRATION AND OTHER REGISTRAR SERVICES

9.1 REGISTRATION OF NEW PRE-CLINICAL STUDENTS

New students must register in person on campus during orientation. No unregistered student will be admitted to classes. Students arriving after orientation will not be permitted to check-in for the semester, and any financial aid disbursements received by CVM will be returned to the lender.

A new student's enrollment is contingent upon submission of all documentation required for admission. Any missing documentation that is specified in the offer of admission must be submitted to the CVM Registrar by the end of the first semester. If the documentation is not received within that time, the student will be subject to administrative withdrawal and may lose the privilege to register for a subsequent semester.

Each year, CVM gives careful consideration to possible tuition and fees increases and alerts students of any increases prior to the September semester. At the time of registration, tuition and fees must be paid in full, unless Patricia Peace, the Director of Student Finance, grants an exception based on one of the following:

9.1.1 COURSE ADD/DROP POLICY FOR REPEATING STUDENTS

- 9.1.1.1 Students who are repeating a failed course are permitted to add an additional course they have previously passed from the repeating semester's curriculum until 4 pm on Friday of the first week of the semester. In order to add a course, the student must complete the Add/Drop form and obtain the appropriate signatures. The Office of the Registrar will not process any Add/Drop forms without the signature of the Financial Aid office to ensure advisement regarding the financial implications of adding a course. The Add/Drop form is available in the Office of the Campus Registrar.
- 9.1.1.2 Students who are repeating a semester are permitted to drop a course they have previously passed from the repeating semester's curriculum until 4 pm on Friday of the second week of the semester. Students are not allowed to drop the failed course without withdrawing from all courses for the semester. In order to drop a course, the student must complete the Add/Drop form and obtain appropriate signatures. The Office of the Registrar will not process any Add/Drop forms without the signature of the Financial Aid Office to ensure advisement regarding the financial implications of dropping a course. The Add/Drop form is available in the Office of the Campus Registrar.

9.2 REGISTRATION OF CONTINUING PRE-CLINICAL STUDENTS

Continuing students must register online using the LMU PATHWAY web self-service tool. Students who do not register by the prescribed deadline determined by the Office of the Registrar are subject to administrative withdrawal. In addition, students must check-in in person on the campus on the first day of classes for the semester. Students must present the official CVM student identification card to ensure proper identification. A charge of \$25.00 is imposed for issuance of a duplicate identification card. Check-in is permitted until 4:00 p.m. on Tuesday of the first week of the semester, but students checking in after the first day of class are subject to a late fee of \$100 unless the Dean or his/her designee grants an exception. Students arriving after the check-in period, which ends at 4:00 p.m. on Tuesday of the first week of the semester, will not be permitted to check-in for the semester, will be subject to administrative withdrawal, and any financial aid disbursements received by CVM will be returned to the lender.

- 9.2.1 A student who is unable to check-in on campus during the registration period because of a personal emergency (i.e., serious illness) must notify the Campus Registrar in writing before the check-in period ends. Fax communication is acceptable, and faxes may be sent to 423-869-6387. The Dean (or designee) may grant permission to register late upon receipt of valid documentation, outlining the situation. A late fee of \$100 may be charged for each day.
- 9.2.2 At the time of registration and check-in, tuition and fees must be paid in full to Jill Neely, the Director of Student Accounts, without exception. If tuition and fees will be paid with a personal check, it must be received by the Director of Student Accounts at least 10 days prior to registration.

9.3 TRANSCRIPT REQUESTS

- 9.3.1 Students may request a transcript online using the LMU PATHWAY web self-service tool. Transcripts cannot be requested by telephone or email. Transcripts

are not released until all financial obligations to CVM have been met and any missing administrative documents have been received.

9.4 STUDENT LOAN DEFERMENT PROCESS

- 9.4.1 A student who has received financial aid in the form of student loans at a previously attended school may request that the lender defer the repayment obligations while the student is attending CVM. Students may print an Enrollment Verification Letter through LMU PATHWAY and submit it to their lender as proof of enrollment. Please contact the Student Finance office if you have questions.

9.5 TUITION, CREDIT AND WAIVER POLICIES

- 9.5.1 A student who is granted a leave of absence because of an emergency, will, upon returning from the leave of absence, receive credit for the portion of tuition charged during the interrupted semester toward the tuition of the repeat semester.

9.6 TUITION REFUND POLICY FOR WITHDRAWALS

- 9.6.1 A withdrawal occurs when a student's enrollment is permanently discontinued or interrupted without an authorized leave of absence in accordance with the policies and procedures in this Student Handbook. The effective date of withdrawal is normally the date a withdrawal form is submitted to the Director of Student Accounts.
- 9.6.2 Although a leave of absence may be authorized in limited circumstances, failure to return to school from a leave of absence on the date specified is considered a withdrawal as of the last academically related event or the determined withdraw date. Any leave of absence must be requested and approved in advance, may not exceed 180 days, and may not be granted within 12 months of a previous leave of absence. An interruption of enrollment status that does not qualify as a leave of absence is considered a withdrawal as of the last date of academically related activity.
- 9.6.3 CVM's tuition and refund policies in the event of withdrawal are consistent with U.S. federal student financial aid regulations and are based on the period attended:
- If a new student withdraws prior to the start of the first semester, no tuition charges are due; however, the student's acceptance deposit is not refunded.
 - If a continuing student withdraws prior to the start of a semester, no tuition charges are due for that semester
 - If a student withdraws during the first 60 percent of a semester, tuition charges are directly prorated based on the portion of the semester that has elapsed. As semesters are normally 15 weeks in length, tuition is prorated for withdrawals during weeks 1 through 9.

- If a student withdraws after the first 60 percent of a semester- that is, after completing week 9- the full tuition charges remain due.
- For withdrawal during the first 60 percent of a semester, student loan entitlement is recalculated, and CVM and the student are each proportionally responsible for returning “unearned” Stafford loan funds to lenders. In addition to the lender returns required by U.S. federal regulations, CVM also returns any remaining credit balance to lenders, decreasing the student’s loan debt for that semester.

9.7 TRANSFER STUDENTS

9.7.1 Students seeking to transfer into the Doctor of Veterinary Medicine (DVM) program in the College of Veterinary Medicine at Lincoln Memorial University must:

- Submit a letter of intent to transfer to the CVM Associate Dean of Student Services and Admissions that includes: a) a well-written explanation of the student's reason(s) for requesting a transfer; b) an indication of the semester and year of the curriculum into which the transfer is requested
- Provide a letter of character and academic reference (including class rank and overall GPA) from the Associate Dean of the College of Veterinary Medicine from which the student desires the transfer
- Provide up to three letters of reference from former instructors who are members of the faculty of the College of Veterinary Medicine from which the student wishes to transfer
- Provide official copies of all academic transcripts
- Provide official GRE (Graduate Record Examination) scores
- Provide proof of completion of all prerequisite coursework required by the LMUCVM
- Provide an up-to-date curriculum vitae
- Finally, contact the CVM Admissions office to request online access in order to submit a LMUCVM supplemental application.

9.7.2 Approval of Transfer Request

The Associate Dean of Student Services and Admissions and/or the Dean of the Veterinary College [with a recommendation from a member or members of the Admissions Committee] will decide whether to approve or deny a request to transfer. Under most circumstances, the decision will be based upon the following factors:

- The existence of an appropriate vacancy
- The approval of the transfer from the sending school
- The student's reason(s) for requesting transfer
- The student’s academic performance
- The level of support communicated in the letters of reference
- The satisfaction of all CVM curricular requirements.

Interested applicants should contact the CVM Admissions Office before applying.

9.8 ABSENCE FROM PROGRAM

The curriculum of CVM is designed to be a series of integrated, consecutively scheduled learning experiences. Interruptions of the educational program are academically undesirable and are of concern to veterinary medical licensure boards. They also can affect financial aid eligibility and loan repayment status. Emergency absences are granted only under extraordinary and well-documented circumstances.

Pre-clinical students are advised to consult the Associate Dean for Academic Affairs or Dean about the academic impact of any interruption of their studies. Clinical students must contact the Assistant Dean of Clinical Relations about any interruption of their clinical year curriculum. Any student receiving student loans must also contact the Financial Aid Office. Additional information about financial consequences is provided in the Financial Aid Office's publication Financial Planning Guide.

The only authorized absences are the emergency absence and the academic leave of absence, as described in this Student Handbook.

During the clinical training year, students must also abide by the policies and procedures of the institutions they are attending.

All students returning from an authorized absence must report to the Campus Registrar or Dean and must pursue the curriculum then in effect. They are subject to all policies that are in force at that time and must pay the current tuition and fees. Similarly, students who defer their enrollment or are readmitted or reinstated after any period of absence are also subject to all policies, tuition, and fees then in effect.

9.9 EMERGENCY ABSENCES

Students may have unavoidable, non-academic reasons for interrupting their enrollment during a semester. With the approval of the Associate Dean of Academic Affairs or Associate Dean for Admissions and Student Affairs, a pre-clinical student may be temporarily excused from classes during a semester due to documented emergency circumstances, such as severe illness, major injury to the student, or a similar emergency or death in the student's immediate family. Clinical students need to seek the approval of the Assistant Dean of Clinical Relations for an emergency absence. An emergency absence is authorized only when a student intends to and can return within two weeks to complete all coursework for that semester.

A student who is unable to return from an emergency absence within two weeks must request an academic leave of absence (see ALOA below) for the entire remainder of the semester. Failure to request an ALOA will result in administrative withdrawal, and the student must re-apply for admission.

When an emergency absence is extended into an ALOA, course grades of "I" (Incomplete) will be recorded if the student has passing grades in all courses. If the student returns at the beginning of the next available semester and repeats all

interrupted coursework, the “I” grades are changed to the grades earned in the subsequent semester. If the student does not repeat the courses during the next available semester, the “I” grades are changed to “WF” or “WP” grades. If the student has a failing grade in one or more courses, course grades of “WP” or “WF” will be recorded and the student must apply for readmission as outlined in Section 10. The interrupted semester is not counted when determining time limits for satisfactory academic progress when the student returns the following semester. In the case of an ALOA following an emergency absence, the student may be eligible for tuition waiver (see Section 9.6). It is highly recommended that students seek the counsel of the University Financial Aid office to learn of the implications of an ALOA on their financial aid status before seeking an ALOA.

9.9.1 VACATIONS

During the clinical training program, students are provided with up to 4 weeks of vacation time. See Clinical Courses student handbook for details.

9.9.2 ACADEMIC LEAVE OF ABSENCE (ALOA)

A pre-clinical student who needs a longer break between semesters for personal reasons may request an academic leave of absence as outlined below. An ALOA will generally be granted for only one semester, and the student must return in the next available semester.

9.9.2.1 An ALOA must be requested by submitting a completed Academic Leave of Absence form (available at andrea.ramsey@lmunet.edu), stating specific reasons and an intent-to-return date, and it must be approved by the Associate Dean of Academic Affairs or the Dean. An ALOA is not valid until it is fully processed and recorded by the CVM Student Services office and the student has received a confirmation copy. Forms may be faxed to the CVM Student Services office at fax number 423-869-6393, and the office may fax confirmations.

9.9.2.2 During the pre-clinical program, an ALOA may begin following an emergency leave or upon completion of a semester and may last through the following semester. The student must then return at the beginning of the next semester. The ALOA may be renewed, prior to expiration, for an additional semester, based on the circumstances of the request.

9.9.2.3 A student who does not return from an ALOA at the specified time will be administratively withdrawn, effective at the start of the ALOA period. This may affect financial aid obligations, as described in the Financial Planning Guide.

9.9.2.4 During the clinical program, an ALOA (academic and/or medical) must be requested in writing by contacting the Assistant Dean for Clinical Relations and completing an ALOA form (available at andrea.ramsey@lmunet.edu), stating specific reasons and an intent-to-return date. This form must be approved by the Assistant Dean for Clinical Relations.

9.9.3 UNAUTHORIZED LEAVES

A student who takes an unauthorized leave during a semester or a scheduled period of clinical training will be administratively withdrawn (see Section 10), in addition to receiving failing grades.

Students wishing to return to school after an unauthorized leave must apply for readmission. The past performance of these students will be reviewed by the Student Progress Committee (SPC) to determine whether they can be readmitted and, if so, under what conditions, including academic standing. Students who take an unauthorized leave should not assume that their application for readmission will be granted.

10 WITHDRAWALS AND DEFERRALS

Students who have withdrawn, have been administratively withdrawn, or have gone on an academic leave of absence and wish to return to school must apply for readmission or reinstatement by the end of week 12 of the preceding semester in which they wish to resume their studies. Students can only return to the semester they have not successfully completed. Such readmission or reinstatement must be approved by the SPC and is not guaranteed.

The SPC generally reviews the readmission applications during week 13 each semester (a grade of “WF” will be considered as a grade of “F” by the SPC). Readmitted students will be subject to all academic policies and tuition and fees in effect at the time of reinstatement. Students who were failing one or more courses at the time of withdrawal will be on academic probation if they are readmitted.

These students may also lose financial aid eligibility if they are still on academic probation in succeeding semesters.

Although a leave of absence may be authorized in limited circumstances, failure to return to school at the scheduled end of a leave of absence is considered a withdrawal as of the last date of academically related activity. Any leave of absence must be requested and approved in advance, may not exceed 180 days, and may not be granted within 12 months of a previous leave of absence. An interruption of enrollment status that does not qualify as a leave of absence is considered a withdrawal as of the last date of academically related activity.

10.1 STUDENT WITHDRAWALS

Students may not withdraw from a single course during a semester, except for a previously passed course taken during a repeating semester. They must withdraw completely from the school. Pre-clinical students may begin the withdrawal process by obtaining a withdrawal form from the Registrar’s Office, and appropriate clearances from the Library, Financial Aid Office, and the Dean. Such students will receive “W,” “WP,” or “WF” on their transcripts depending on whether they were passing or failing a course at the time of their withdrawal, as described in the “Grading System” section of this Student Handbook. If a student intends to return, he/she must indicate the date on which he/she intends to return on the withdrawal form, and then must reapply through the Admissions Office. The withdrawal form will not be accepted until the return date is specified.

Tuition refunds and financial aid returns, if any, will be determined based on the withdrawal date or the last day of academically related activity.

Students who withdraw after successfully completing the semester and who return after no more than two semesters will be permitted to advance to the next semester. If such students return after more than two semesters, the SPC will determine their placement in the curriculum.

CVM students during the clinical year may not withdraw without the consent of the Assistant Dean for Clinical Relations and the affiliate school they are attending. The request must be made in writing. The request for withdrawal will be considered on an individual basis. Students will be given written permission, if obtained by the CVM. A leave of absence will not be valid until the student received written notification that it has been approved.

10.2 ADMINISTRATIVE WITHDRAWALS

The University Registrar enters an administrative withdrawal in the student's record when the student does any of the following:

- fails to register online by the prescribed deadlines determined by the Office of the Registrar.
- fails to check-in on the prescribed deadlines determined by the Office of the Registrar.
- leaves school after one semester ends and does not return the following semester, without applying for and receiving an approved leave of absence.
- does not return at the time specified for the end of an approved leave of absence.
- fails to attend classes in week 1 of a semester.
- is administratively withdrawn under special circumstances by the Dean.

All students who are administratively withdrawn will be reported as withdrawn effective the last day they attended classes. The date of withdrawal must be reported to the U.S. Department of Education if these students had student Title IV loans.

10.3 DEFERRALS

Prior to the start of classes in the pre-clinical program, students admitted to a specific semester may request to defer their admission to a subsequent year. Those who do not begin enrollment on the deferred date are considered to have deactivated their applications and must re-apply for admission. Applications for deferrals must be made to the Associate Dean of Academic Affairs. Students deferring to a future semester must meet all the requirements in effect for that year.

Once a student has registered on campus, that student may ask the Dean to approve deferral of enrollment to the following year. The request must be submitted prior to the end of Week 1 of the semester.

Unless a deferral has been requested, students who are admitted for a given semester but fail to appear on campus and register for that semester are considered to have deactivated their applications and must re-apply for admission.

11 CODE OF CONDUCT

11.1 PURPOSE

CVM strongly supports the rights of each student to study and work in a quiet, respectful, and nonviolent atmosphere that is conducive to the pursuit and acquisition of knowledge. Each member of the CVM community is expected to assume responsibility for creating an environment conducive to fulfilling such a goal.

The Dean of CVM and the Dean's designee reserve the right to initiate and enforce policies and procedures intended to enhance this philosophy and which they judge necessary to preserve the educational goals and mission of CVM. Students and their guests are required to comply with those policies and procedures. By applying to and/or accepting admission, enrolling and/or attending classes, or availing themselves of any CVM services, CVM students voluntarily indicate their decision to behave within the norms set forth by the University. Any person not willing to live within these norms should expect disciplinary action by the University.

11.2 PHILOSOPHY

CVM specializes in the training of veterinarians. CVM student conduct policy is based on academic and social rights and responsibilities. One of the objectives of higher education and a professional school is to help students achieve self-reliance and desirable and acceptable habits.

At CVM, the student's academic and social freedoms are largely unrestricted until his/her behavior begins to interfere with the freedom and rights of other individuals in the campus community. However, responsibility does not simply end where the regulations begin. It is also the student's responsibility, as a member of the CVM community, to work to improve the conditions for learning on the campus.

A function of CVM is to facilitate the learning and development of persons within the University community. This purpose carries with it the responsibility to regulate conduct and behavior so that the achievement of educational and other goals is not impeded, obstructed or threatened. Student conduct that evidences good intentions, mature considerations for reasonable and foreseeable consequences, and respect for others will support the standards of the CVM community.

While CVM is concerned with individual conduct, student organizations as groups are expected to adhere to all applicable institutional policies and

procedures as well. Officers of organizations are responsible for assuring compliance and, if appropriate, for representation when disciplinary proceedings are initiated.

The CVM standards of conduct for students shall apply to conduct that occurs on CVM premises, at CVM sponsored activities, and to off-campus conduct that affects the CVM community and/or the pursuit of its objectives. The CVM standards of conduct for students shall also apply to conduct that occurs while the student is pursuing their studies in the clinical year. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. CVM has sole discretion to determine what conduct occurring off campus adversely impacts CVM and/or the pursuit of its objectives.

Some examples of acts of misconduct that are unacceptable and therefore subject to disciplinary action include, but are not limited to, the following:

- 11.2.1 Academic Misconduct: Receipt or transmission of unauthorized aid on assignments or examinations, plagiarism, use of examination materials, or other forms of dishonesty in academic affairs. A student has an obligation to exhibit honesty in carrying out his/her academic assignments. A faculty member may consider academic misconduct in assigning a grade for an examination or assignment. A student also may be subject to a disciplinary proceeding by the SPC.
- 11.2.2 Accessory: Aiding, abetting, inciting, or cooperating with another person in the commission of a violation of CVM regulations, policies, the Honor Code, or this Code of Conduct.
- 11.2.3 Alcohol Policy: Unauthorized consumption of alcoholic beverages by students on campus is not permitted (see Alcohol Policy below).
- 11.2.4 Controlled Substances/Drugs: Possession, manufacture, sale, or distribution of illegal drugs, diversion of controlled substances, or use of controlled substances without a prescription is prohibited.
- 11.2.5 Deception, Fraud and Misuses of Documents: Furnishing false information to CVM, including, but not limited to, representing oneself as another in person or in writing, knowingly supplying false or misleading information to CVM officials, or falsifying, tampering with, altering, forging, or misusing any CVM record or official document.
- 11.2.6 Failure to Comply with Requests: Failure to follow the oral or written instructions regarding CVM policies by any properly identified CVM official whom the Dean has vested with the authority to give such instruction, or knowingly interfering with students, faculty, or staff acting in the performance of their assigned duties.
- 11.2.7 Failure to comply with judicial or administrative sanctions.
- 11.2.8 Weapons/Explosives/Fireworks - Unauthorized possession or use: Possession, use or distribution: fireworks of any type, rifles, shotguns, pistols, air rifles,

pellet guns, ammunition, slingshots, knives when threatened or used as a weapon, cutlasses, and explosives of any kind in any CVM buildings or property or clinical sites are not permitted.

- 11.2.9 Fire Safety: Fire safety is of utmost importance on campus. Following are examples of misconduct subject to discipline.
- 11.2.9.1 Recklessly, negligently, or knowingly setting any materials on fire.
- 11.2.9.2 Causing a false fire alarm.
- 11.2.9.3 Creating a fire hazard or endangering the safety of persons or property by improper use or possession of hazardous/flammable substances.
- 11.2.9.4 Misuse of, or tampering with, fire prevention, control, or detection equipment.
- 11.2.10 Harassment and Abuse: No person will psychologically, physically or sexually harass, coerce, intimidate, assault or recklessly endanger any other person. CVM does not tolerate any form of sexual assault, rape, or sexual harassment. Students are encouraged to pursue action through both the campus disciplinary system and local law enforcement agencies in such situations.
- 11.2.11 Gambling: Gambling is not permitted on Campus.
- 11.2.12 Inappropriate Behavior: Students are expected to behave in a mature, responsible manner, respecting the rights and privileges of all other members of the CVM community. An act on or off campus, which is morally shameful, or jeopardizes the integrity of CVM or the profession, or is detrimental to CVM or any member of the CVM community is prohibited.
- 11.2.13 Hazing: Students are not permitted to commit the act of hazing by initiating or disciplining another person with horseplay, practical jokes, tricks, or painful or humiliating ordeals. The members of every recognized student organization shall review this rule annually.
- 11.2.14 Misuse of Property/Vandalism: CVM and vendor property is to be respected and used in a responsible manner. The following behaviors are inappropriate on campus:
- Unauthorized removal, alteration, possession, or use of property.
 - Unauthorized entry into or onto any property
 - Damage, destruction or defacement of property.
 - Unauthorized use, possession or duplication of keys.
- 11.2.15 Motor Vehicle Use: Students must obey traffic and parking rules on campus.
- 11.2.16 CVM Property: Students may not use the name or funds of CVM for parties, events, or travel off-campus unless authorized in advance by the Dean or the Dean's designee.

- 11.2.17 Student Organizations: Students must comply with CVM policies concerning the registration of campus activities, student organizations, and the use of CVM or clinical facilities.
- 11.2.18 Technology and Intellectual Property: No student shall violate the law or CVM policies in the use of technology, computer or electronic resources, copyrighted works, or other intellectual property.
- 11.2.19 Disruption: Students' expressions may not interfere with the rights of others or disrupt CVM's activities. Prohibited behavior includes but is not limited to: Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other CVM activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on CVM premises or affects the University community through any means including use of telephone, computer, or some other medium.

11.3 HONOR CODE

It is the student's responsibility to understand the Honor Code. Ignorance of its content does not constitute an excuse. A violation of the Honor Code is considered a violation of the Code of Conduct. Specific violations are as follows:

- Any acts of academic dishonesty pertaining to any quiz, examination or assignment.
- Giving or receiving aid during examinations or assignments. It shall be the responsibility of each student to determine whether it is permissible to obtain assistance with assigned work.
- Engaging in any facet of human medicine or surgery or performing veterinary medical or surgical tasks without direct supervision and/or approval of a faculty veterinarian.
- Falsifying clinic records, or neglecting or abusing any animal.
- Stealing, damaging, defacing, or, without authority, diverting for one's own use any property of CVM, or someone else's personal property.
- Intentionally supplying false information to a faculty member, a CVM committee member, or member of the administration.
- Violation of another student's right to privacy by divulging information regarding Disciplinary Board proceedings.
- Failure to report known acts of academic or professional dishonesty.
- Committing unprofessional conduct as defined in the American Veterinary Medical Association Code of Ethics.
<https://www.avma.org/KB/Policies/Pages/Principles-of-Veterinary-Medical-Ethics-of-the-AVMA.aspx>

11.4 DISCIPLINARY PROCESS

A student disciplinary action is initiated upon receipt of an oral or written complaint from any member of CVM by the Associate Dean for Student Services and Admissions, the Associate Dean of Academic Affairs, the Assistant Dean for Clinical Relations, or the Dean of the CVM. One or more of these administrators, in conjunction with the Conduct Board Administrator (see Section 11.4.3), will weigh the gravity of the alleged breach of conduct and decide how best to handle the allegation and be guided by, when appropriate, the CVM Formal Complaint Policy (see Section 12.2).

11.4.1 INFORMAL RESOLUTION

Infractions may be dealt with through informal resolution methods such as mediation and restorative justice by agreement of all involved parties. Mediation will not be used to resolve sexual assault complaints.

11.4.2 THE CVM CONDUCT BOARD

The CVM Conduct Board may consist of the Assistant Dean for Clinical Relations, the Associate Dean, the Associate Dean for Student Services and Admissions, an *ad hoc* faculty member, and a student representative. The Associate Dean for Academic Affairs (or designee) will serve as the Conduct Board Administrator.

11.4.3. CONDUCT BOARD PROCEDURES

The Conduct Board Administrator will schedule a meeting of the CVM Conduct Board when a written complaint of a Code of Conduct violation, deemed grave enough to be considered by the Conduct Board, is received (see section 12.2 on filing a Formal Complaint). At least three days prior to the scheduled meeting, the student(s) charged with committing the violation will receive a letter from the Conduct Board Administrator stating:

- the provisions of the Code of Conduct which he or she charged with violating,
- the nature of the evidence submitted to and considered by the Conduct Board,
- the name of witness(es) who will testify and a reminder regarding CVM's intolerance for retaliation of any kind against individuals based on their cooperation in the conduct board process,
- the date/location/time of the Conduct Board meeting.

The charged student(s) may invite a classmate or faculty member to serve as an advisor for the proceeding. The charged student will have the opportunity to respond to the charges and to offer evidence and witnesses. The proceedings will be conducted with simplicity, fairness, and confidentiality. The meetings will not be restricted by rules of substantive or procedural law. If the charged

student(s) or witness(es) fails to appear at the hearing, the Conduct Board will consider the case and render a decision at the scheduled time.

The Conduct Board shall examine all relevant facts and circumstances presented, weigh the credibility of any statements from the charged student, the complainant, and any witnesses, and shall, using a standard of “more likely than not,” determine whether the charged student has committed misconduct pursuant to the Student Code of Conduct. The Conduct Board Administrator will inform the charged student and the complainant of the Conduct Board’s decision in writing in a timely manner. In addition, the Dean will be informed of the Conduct Board decision. Student(s) who have been found in violation of the Code of Conduct by the Conduct Board may appeal to the Dean (see Section 11.5).

11.4.3.1 Interim Suspension

A student may be suspended on a temporary basis prior to an informal resolution or hearing. This immediate suspension and loss of student rights and privileges may be imposed if:

- there is an indication that a student’s misconduct will be repeated or continued;
- there is indication that safety for the CVM community (or any of its members) may be compromised without immediate action;
- suspension is necessary for CVM or its affiliates to carry on its functions effectively and efficiently. A student so removed from the campus or clinical premises shall not re-enter until authorized by CVM in writing.

Where subjected to interim suspension, a student will be entitled to a review by the Dean or a delegate of a concisely written appeal limited in scope to whether the interim suspension should remain in effect until the time of disciplinary action. An interim suspension should not conclude until after a final disciplinary determination has been made.

Interim suspension may impact the student’s transcript. The designation for missed time on a student transcript will be determined in consultation with the Office of the Registrar on a case by case basis following any formal determination reached by informal resolution or hearing.

11.4.4 SANCTIONS APPROPRIATE FOR VIOLATIONS

Sanctions imposed by the Conduct Board following a hearing or by an administrator as part of an informal resolution may include one or more of the following:

11.4.4.1 Official warning – a written censure regarding the misconduct, which indicates that further violations could result in more severe disciplinary action.

11.4.4.2 Financial restitution to the appropriate party(ies).

11.4.4.3 Work sanctions for up to one semester.

11.4.4.4 Loss of privileges associated with the offense such as use of CVM facilities, visitation, attendance at CVM functions, etc.

11.4.4.5 Conduct Probation - this sanction may require completion of requirements such as counseling. The student may receive any one, or a combination of, the following listed sanctions along with a final warning that future offenses may result in either suspension or expulsion. Denial of:

- Participation in public performances, publications, events, or activities sponsored by student campus organizations, except assignments required for course work.
- Holding an office in any student organization.
- Using a motor vehicle on campus.
- Attending or sponsoring CVM social functions.

11.4.4.6 Suspension – A set period of time up to one year during which the privilege of attending classes and/or being on campus is withdrawn. The student may be returned to good standing at the completion of the period. Suspended students may not be eligible for refund of tuition/fees.

11.4.4.7 Dismissal – Withdrawal of the privilege of attending CVM. A student who has been dismissed from the University for disciplinary reasons may not be re-admitted. A record of disciplinary action taken is placed in the student's file.

11.5 APPEALS PROCESS

Conduct Board decisions or informal resolutions may be appealed (by either the person(s) bringing the charges or the individual(s) who have been charged with a Code of Conduct violation) to the Dean.

11.5.1 An appeal must be presented in writing to the Dean within two class days after receiving the initial decision. Appeals may be based on:

- Perceived unfairness in the disciplinary process;
- New evidence; or
- Perceived excessive sanction or sanctions.

11.5.2 Upon receiving an appeal, the Dean may:

- Uphold the original result;
- Request that the original authority hold another hearing or resolution attempt, stating the reason for further action;
- Reverse the finding of misconduct;
- Change the sanction or sanctions; or
- Take any other appropriate action.

11.5.3 The Dean will render a written decision to the appealing student in a timely manner. In appropriate cases, the non-appealing party will also be notified of the result.

11.5.5 If the student is unsatisfied with the Dean's decision, the student has three working days to submit an appeal to the LMU Vice President of Academic Affairs. The Vice President will review all written information pertaining to the case to determine whether CVM policies and procedures relating to the case were followed or that no gross misapplication of fact occurred. The Vice President will meet with the student, but not with witnesses or complainants. The Vice President's decision will be forwarded to the Dean who will, in turn, forward it to the student by certified mail or have it hand-delivered with receipt. The decision of the Vice President will be final and binding. No further option for appeal will be considered.

11.6 SEXUAL HARASSMENT

Sexual harassment undermines the character and purpose of CVM and will not be tolerated. Sexual harassment includes unwelcome sexual advances, verbal or physical conduct of a sexual nature, and inappropriate sexualization of the working environment with words, materials, or behavior. It may involve women being harassed by men, men being harassed by women, or harassment between persons of the same sex. Sexual harassment is a violation of the Code of Conduct and may result in disciplinary action including dismissal.

“Sexual harassment” means unwelcome conduct, based on sex, which is so severe or pervasive that it unreasonably interferes with a person's CVM employment, academic performance, or participation in CVM programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. Sexual harassment may include, for example, unwelcome sexual advances, requests for sexual favors, and acts of sexual violence. In evaluating any complaint of sexual harassment, the perceived offensiveness of a particular expression, standing alone, is not sufficient by itself to constitute sexual harassment. The conduct in question must be objectively intimidating, hostile, or offensive and interfere with a person's right to participate equally in programs and activities of CVM. The exclusive purpose of this policy is to protect students from sex discrimination, consistent with applicable law. As stated below in section 12.2 under the CVM Formal Complaint Policy, CVM may be obligated to investigate a complaint on sexual harassment with or without the complainant's involvement. Confidentiality will be maintained to the extent possible and consistent with CVM's obligations in investigating complaints.

11.6.1 CVM Adherence to Title IX Federal Legislation

In compliance with Title IX of the Education Amendment of 1972, CVM does not discriminate on the basis of sex in programs and activities. Please contact the Title IX Coordinator regarding the implementation of this law and its related regulations, including the investigation of any alleged non-compliance with or activity prohibited by Title IX, such as sexual harassment.

Bryan Erslan
Designated Compliance Officer

12 MISCELLANEOUS POLICIES

12.1 Substance and Alcohol Abuse Policy

12.1.1 CVM, as an institution of higher education, is committed to the continued and sustained health of its employees, its students, and to the patients entrusted to CVM employee and student care. As required by law, CVM must implement a policy to prevent the unlawful possession, use, or distribution of controlled substances on or within the CVM premises, its associated facilities, and during CVM-affiliated activities.

In addition to the personal negative effects on academic performance, judgment, cognizance, physical health, and mental and emotional stability, individuals engaged in abuse pose a significant risk to the health and safety of fellow students, faculty, and patients. Substance abuse and its influences compromise CVM's commitment to excellence and education, thereby posing a threat to the mission of CVM.

In addition, addiction to drugs or alcohol may prevent graduates from obtaining licensure and/or practices in relevant professions.

12.1.2 Applicable Law: CVM is required to adopt, implement, and monitor a program to prevent the unlawful possession, distribution, or use of controlled substances and alcohol by University employees and students on University grounds or as part of its associative entities.

12.2 Prohibited Activities

12.2.1 CVM strictly prohibits:

- The unlawful manufacturing, distribution, dispensing, use, or possession of alcohol, illegal drugs, and controlled substances or the misuse of legal medications/drugs on the CVM campus or the grounds of its affiliates (i.e. clinical teaching facilities).
- Being under the influence of or misusing any substance or alcohol, while participating in activities for, or in the name of, CVM, in a manner which may result in impairment or endanger the physical, mental and/or emotional wellbeing of any person.
- Any violation of the Policy on Substance and Alcohol Abuse is considered a violation of school conduct policies and is subject to the penalties of the school and of presiding local, state, and federal jurisdictions.

12.2.2 Penalties/Sanctions

- CVM Sanctions: The CVM Code of Conduct and its procedures govern all students. Violation of policies specific to alcohol and other drugs are considered violations of the Code of Conduct. Violations include the unlawful possession,

use, manufacture, sale, or distribution of alcohol and other drugs.

- The sale, possession, distribution, or manufacture of illicit drugs may result in disciplinary proceedings. Regardless of geographic boundaries, if a student has been convicted of a drug (or alcohol) related offense in a court of law; the student is subject to CVM discipline.
- Applicable sanctions include, but are not limited to, probation, probation and referral for treatment and rehabilitation, suspension, or expulsion. CVM may refer any case to the proper local, state, and/or federal authorities for appropriate legal action. Individuals disciplined under the CVM Policy on Substance and Alcohol Abuse have the right to an appeal in accordance with applicable CVM grievance procedures.
- The sanctions imposed under the Policy on Substance and Alcohol Abuse neither diminish nor replace the penalties available under generally applicable civil or criminal laws. Violations of CVM standards may also violate federal, state, and local laws of the United States.
- CVM will facilitate substance abuse prevention through general promotion of a substance-free educational environment, by informing students of current and subsequent changes to policies on alcohol and other drugs, and through advocating an atmosphere where individuals with a problem are encouraged to seek help.
- Resources on campus and in the community available for assistance. CVM counseling and health services are confidential and available to students without charge. Students seeking assistance for a substance abuse problem will not be subject to sanctions by CVM as a result of seeking such assistance.

12.3 Professional Appearance Policy

All CVM students are expected to dress appropriately at all times with particular attention given to personal hygiene, cleanliness, and especially professional demeanor. Students need to demonstrate that they have proper judgment about what attire to wear for a given educational activity. Clients should feel comfortable in a student's presence. A student who makes a client, simulated client, or visitor feel uncomfortable is not showing good judgment in this critical area.

- Students who come to school dressed unprofessionally will be asked to leave campus, change clothes, and return in appropriate attire. Any absence from class or from an exam because of a student's lack of judgment will be considered an unexcused absence. The dress code is enforced between the hours of 7:30 am – 4:30 pm on Monday through Friday.
- While not an exhaustive list, tube tops, hooded sweatshirts, tank tops, t-shirts, flip-flops, excessive body piercing, cut-off

shorts, and jeans with holes in them are considered to be examples of inappropriate dress and therefore unacceptable. Dresses may be no more than three fingerbreadths above the knee. The use of scrubs, lab coats, coveralls, and footwear is outlined in the Protective Clothing policy. When representing CVM in any type of public forum, such as a conference or certain on-campus events (e.g. White Coat Ceremony and Transition Ceremony) the dress code is, at the very least, business casual (shirts and ties for men, dresses for women). At some public forums a higher standard of dress is expected. Again, the student must display correct judgment and match the appropriate attire to the event.

- Students on clinical rotations are expected to wear clean white laboratory coats with appropriate dress. Men are required to wear shirts with ties and slacks. Women are required to wear dresses, blouses with skirts or slacks, or equivalent. The only exceptions to these expectations are circumstances that require the wearing of protective clothing.

12.3 Protective Clothing Policy

12.3.1 Scope

- All students of the CVM who are working with animals or biological material should be familiar with the following clothing policy. Failure to comply with this policy may result in disciplinary action. Course syllabi and laboratory manuals can be sources of additional specific information for areas such as research, anatomy, and diagnostic laboratories, necropsy, and the Large Animal Teaching and Research Center.
- Appropriate footwear means any shoe that covers the entire foot up to at least the ankle. Clogs that have holes in the top are NOT acceptable lab wear.
- Protective apparel should not be worn away from campus, but rather should be changed into upon arrival and before leaving. Changing areas nearest to student lockers or anterooms should be utilized. When walking to/from a designated area or to/from another area of campus and remaining there, a clean full length white lab coat should be worn as an outer layer of protective wear over surgical scrubs to avoid cross contamination between locations.

12.3.2. Specific areas

12.3.2.1 Surgery and Anesthesia

- The protective clothing for all persons engaged in official activities in surgery and anesthesia areas are class color scrubs, disposable shoe covers, and caps. Class color scrubs provide a visual indication of how far a given student has advanced in the

veterinary curriculum. Professors of anesthesia wear a different color scrub in order to be more easily visible to students during procedures. Scrubs should be donned in appropriate locations close to the time of surgery and covered with a lab coat at all times when not in surgery.

- Any individual entering the surgery room or surgery preparation areas must also wear class color scrubs or a green gown over their clothing.

12.3.2.2 Large Animal areas including barns, paddocks, pastures, and stalls

- When working with livestock in these areas, individuals may wear either coveralls or class color scrubs.
- Rubber boots, rubber overshoes, or disposable boots are to be worn over appropriate footwear in areas where contagious diseases transmitted by feces are likely to be encountered or when working in bovine, equine, and small ruminant areas. Footwear worn in all large animal areas must be sprayed off with a hose and properly decontaminated with brush and detergent in the marked boot wash stations prior to leaving those areas.
- For the purpose of large animal anatomy palpation laboratories, students may wear a full-length white lab coat over their street clothing or class color scrubs. Students will still be required to wear rubber boots or overshoes that can be properly decontaminated.

12.3.2.3 Diagnostic Laboratories

- Lab coats are to be worn when bench work is being performed in the laboratories. Closed toed shoes are required to work in the laboratory.

12.3.2.4 Clinical Pathology, Parasitology, and Microbiology student laboratories

- Appropriate clothing is a white full-length lab coat worn over clean clothing or class color scrubs.

12.3.2.5 Anatomy Laboratory

- Individuals are required to wear a white laboratory coat, protective gloves (latex or nitrile), and appropriate footwear when handling wet specimens. Students must also wear a nametag. Changing can be done in the bathroom/changing area near the anatomy laboratory immediately before or after time spent in the anatomy laboratory.

- 12.3.2.6 Necropsy
- Coveralls or laboratory coats must be worn in all areas of the postmortem room when animals or animal tissue are being handled.
 - Coveralls and laboratory coats should be clean. If they become soiled, they must be changed for clean garments.
 - Rubber boots are required (treaded rubber sole preferred).
 - Gloves must be worn at all times.
 - Protective eye wear should be used in any situation where ocular exposure to animal fluid might occur.
 - A necropsy impervious apron should be used when processing large or medium-sized animals or when a greater exposure to biological fluids is anticipated.
 - Long hair must be confined to prevent entanglement with objects and animals.
 - Visitors must wear a postmortem room laboratory coat and disposable protective footwear covers.
- 12.3.2.7 Small Animal Clinical Skills (Schenck Center)
- Students are required to wear closed toed shoes when in the clinical skills laboratory.
 - In addition, students must wear class color scrubs when practicing aseptic surgical techniques and when participating in cadaver labs.
- 12.3.2.8 Large Animal Clinical Skills
- Students are required to wear closed toe shoes and laboratory coats or coveralls.
 - Skills laboratories involving cadaver tissue will require that students wear protective footwear such as rubber boots, overshoes, or plastic boots that may be properly decontaminated.
- 12.3.2.9 Isolation areas
- Safety glasses or proper isolation protocols must be followed as indicated in designated areas. Protective over-clothing will be provided in the anterooms of these areas.
- 123.2.10 Non-designated Areas

- Individuals in other areas of campus should dress appropriately according to the guidelines set forth by the university. Individuals should take care to change into and out of their street clothing in appropriate areas according to the above policies.



LMU

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