



COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

Policies, Procedures & Guidelines



LINCOLN MEMORIAL UNIVERSITY
COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK
2026–2027

This edition (July 2026) of the Handbook repeals and supersedes all previous editions; is effective on the date it is published on the University's web site; and governs all matters and proceedings, whether pending or future.

Welcome Message from the Associate Dean for Faculty and Students

Dear Students:

Whether you are a new or returning student, the Office of Student Affairs welcomes you to the Lincoln Memorial University College of Dental Medicine (LMU-CDM). For those beginning their journey with us, your decision to pursue a career in dentistry places you on a path toward a dynamic and rewarding profession dedicated to improving oral and overall health.

The dental profession offers a wide range of opportunities across clinical practice, public health, research, education, and interdisciplinary healthcare. At LMU-CDM, we have developed a comprehensive program designed to equip you with the knowledge, clinical skills, and professional values necessary to succeed in an evolving healthcare environment. By fully engaging in the academic, clinical, and service opportunities available to you, you will develop the competencies required to become a skilled and compassionate oral healthcare provider.

Your growth and success will be strengthened by your ability to communicate effectively, think critically, and commit to lifelong learning. Our goal is to expose you to diverse clinical experiences and professional pathways that will help you discover your interests, refine your skills, and prepare you for the various stages of your career.

For those new to the program, this Handbook outlines the expectations of LMU-CDM students, including professionalism, ethical conduct, and clinical responsibilities. It also provides guidance on academic standards, progression, attendance, and professional appearance. These elements are essential to your development as a trusted healthcare professional committed to patient-centered care and service to the community.

Throughout your time at LMU-CDM, collaboration with faculty, peers, and other healthcare professionals will be an integral part of your education. Embracing professionalism from the beginning of your training and maintaining it throughout your career will foster trust and respect among your patients, colleagues, and the broader healthcare community.

This Student Handbook is designed to serve as a comprehensive resource to guide you through your academic and clinical journey. It consolidates important policies, procedures, and student resources in one place. Students are responsible for becoming familiar with its contents and staying informed of any updates.

The Office of Student Affairs is committed to supporting you throughout your educational experience. We are here to assist you in navigating challenges, achieving your goals, and making the most of your time at LMU-CDM. We look forward to working with you and are dedicated to helping you succeed.

We are excited to welcome you to the LMU-CDM community!

Sincerely,

Associate Dean for Faculty and Students
Lincoln Memorial University College of Dental Medicine

COLLEGE OF DENTAL MEDICINE

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Abbreviations

Lincoln Memorial University (**LMU**)
Lincoln Memorial University-College of Dental Medicine (**LMU-CDM**)
Doctor of Medicine in Dentistry (**DMD**)
Associate of Science in Dental Hygiene (**ASDH**)
Southern Association of Colleges and Schools Commission on Colleges (**SACSCOC**)
Commission on Dental Accreditation (**CODA**)
Department of Community and Professional Engagement (**CAPE**)
Objective Structured Clinical Evaluations (**OSCEs**)
Clinical Competency Evaluations (**CCE**)
Clinical Student Progress Committee (**CSPC**)
Dental Hygiene (**DH**)
Criminal Background Check (**CBC**)
The Americans with Disabilities Act (**ADA**)
Cardiopulmonary Resuscitation (**CPR**)
The Higher Education Opportunity Act (**HEOA**)
Information Services (**IS**)
Special Credits (**SC**)
Credits by Examination (**CE**)
Family Education Rights and Privacy Act (**FERPA**)
Student Progress Committee (**SPC**)
Ethics and Honor Committee (**EHCC**)
Community Based Clinical Education (**CBCE**)
Academic Improvement Plan (**AIP**)
Advanced Education in General Dentistry (**AEGD**)
American Dental Education Association (**ADEA**)
American Board of Dental Examiners (**ADEX**)
General Practice Residency (**GPR**)

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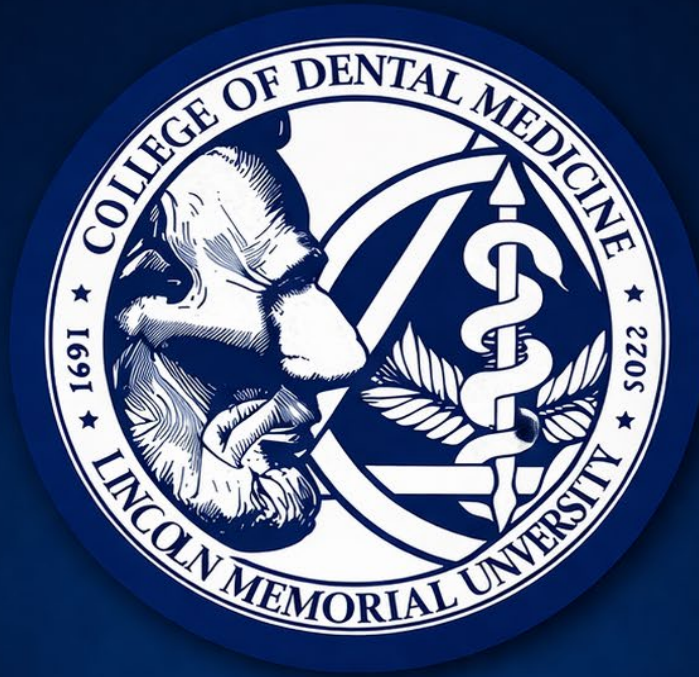
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— *Introduction & Overview* —



Introduction & Overview

Lincoln Memorial University Mission, Vision, and Goals

Mission

Lincoln Memorial University (LMU) is a values-based institution committed to providing high-quality education across undergraduate, graduate, and professional programs. Guided by principles of ethical conduct, individual responsibility, and service, LMU prepares students through rigorous academic training, critical thinking, and community engagement. The University maintains a strong commitment to improving lives at the local, regional, and global levels, with particular emphasis on serving the Appalachian region. Additional details regarding the University's mission are available at: <https://www.lmunet.edu/about-lmu/heritage-mission>

Vision

LMU strives to achieve regional distinction as a student-centered, educational, and service-oriented intellectual and cultural community defined by excellence, creativity, and diversity in its people, procedures, and programs. Additional details regarding the University's mission are available at: <https://www.lmunet.edu/institutional-effectiveness/vision-statement/>

Goals

LMU goals focus on providing inclusive educational opportunities, strengthening academic programs, supporting faculty and staff development, advancing technology, and fostering a supportive learning environment. LMU also maintains a strong commitment to community engagement, particularly in the Appalachian region, and to expand access to education through innovative and flexible program delivery. Additional details regarding the University's mission are available at: <https://www.lmunet.edu/institutional-effectiveness/institutional-goals>

Lincoln Memorial University/ College of Dental Medicine (LMU-CDM) Mission, Vision & Goals

Mission

The mission of LMU CDM is to prepare highly skilled, compassionate, and ethical oral health providers dedicated to excellence in teaching, patient care, research, and service. Our focus is on improving oral and overall health in underserved communities, which is accomplished through lifelong learning and critical thinking. Graduates leave equipped to contribute meaningfully to their profession and to society through innovation, evidence-based care, and outreach.

Vision

The vision of the LMU-CDM is to be a leader in dental education by preparing graduates who are clinically competent, ethically grounded, and trained in advanced dental implant therapy to meet the evolving oral health needs of the communities they serve. The emphasis on advanced clinical training, including dental implant therapy, reflects the institution's mission to address workforce needs and oral health disparities in underserved and rural communities. This vision supports the institutional mission by providing contemporary dental education through curriculum innovation and advanced technology; delivering integrated, patient

centered, and evidence-based clinical education; and preparing graduates capable of meeting current and future oral health care needs.

Goals

To fulfill the mission of the Doctor of Medicine in Dentistry and Dental Hygiene programs, faculty and students engage in a comprehensive and active educational process that integrates diverse learning experiences, scholarly activity, and community service. This collaborative environment supports the development of competent, ethical, and patient-centered healthcare professionals. The curriculum is intentionally designed to ensure that students engage with the following core domains:

- Teaching Excellence
- Research
- Patient-Centered Care
- Service

Doctor of Medicine in Dentistry (DMD) Degree

The Doctor of Medicine in Dentistry (DMD) degree is conferred by Lincoln Memorial University upon successful completion of all academic, preclinical, and clinical requirements of the program. The DMD degree represents the educational qualification required for eligibility to pursue licensure as a dentist in the United States.

Students should be aware that the awarding of the DMD degree alone does not grant the authority to practice dentistry. Licensure requirements are determined by individual state dental boards and may include successful completion of national and regional examinations, as well as compliance with all applicable regulatory requirements. Students are responsible for understanding the licensure requirements in the state in which they intend to practice.

Associate of Science in Dental Hygiene (ASDH) Degree

The Associate of Science in Dental Hygiene (ASDH) degree is conferred by Lincoln Memorial University upon successful completion of all academic, preclinical, and clinical requirements of the Dental Hygiene program. The ASDH degree represents the educational qualification required for eligibility to pursue licensure as a dental hygienist in the United States.

Students should be aware that the awarding of the ASDH degree alone does not grant the authority to practice dental hygiene. Licensure requirements are determined by individual state dental boards and may include successful completion of national and regional examinations, as well as compliance with all applicable regulatory requirements. Students are responsible for understanding the licensure requirements in the state in which they intend to practice.

Dental Practice

The practice of dentistry has evolved significantly over recent decades, expanding beyond the traditional focus on treatment of dental disease to encompass comprehensive, patient-centered care and integration with overall health. Modern dental professionals serve as essential members of the healthcare team, contributing to the prevention, diagnosis, and management of oral and systemic conditions.

Contemporary dental practice includes:

- Comprehensive patient assessment and diagnosis
- Preventive and restorative care
- Periodontal and endodontic treatment
- Oral surgical procedures within the scope of general practice
- Management of pain and anxiety
- Use of advanced diagnostic technologies and digital dentistry
- Collaboration with other healthcare professionals in the management of systemic health conditions

Dentists are increasingly involved in the identification of oral manifestations of systemic disease and play a critical role in promoting overall health and wellness. Interprofessional collaboration allows dental providers to contribute to improved patient outcomes, reduction of healthcare disparities, and enhancement of quality of care. Advances in technology, materials, and evidence-based practice continue to shape the profession, requiring dentists to engage in lifelong learning and maintain competency in emerging techniques and standards of care.

Regulatory Framework and Scope of Practice

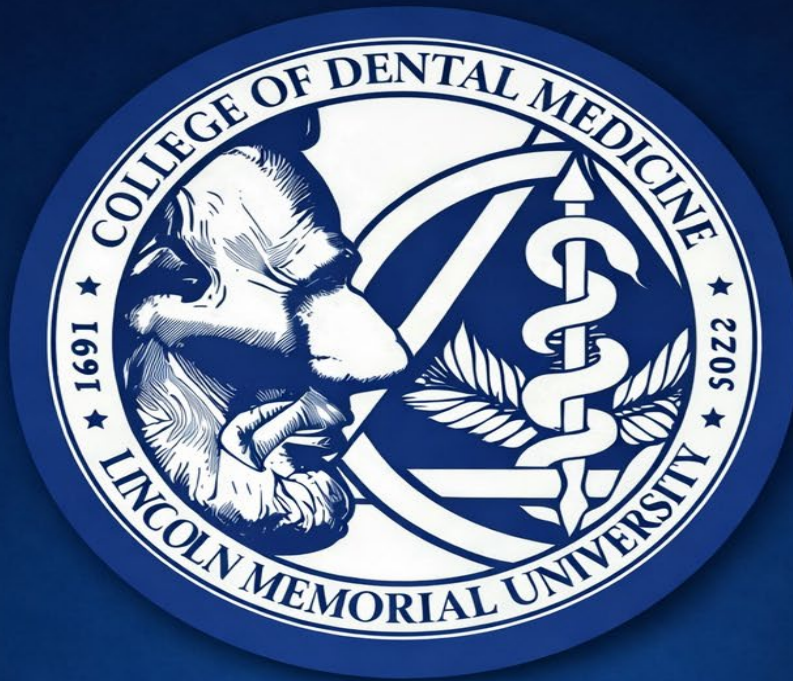
The role of the dentist is defined and regulated by the Tennessee Dental Practice Act (T.C.A. § 63-5-101 to § 63-5-204), which establishes the legal scope of practice for dental professionals within the state. Licensed dentists are recognized as primary providers of oral healthcare and are authorized to diagnose, prevent, and treat conditions affecting the teeth, oral cavity, and associated structures.

Under Tennessee law, dentists may supervise and delegate specific procedures to dental hygienists and dental assistants in accordance with established supervision requirements. However, procedures requiring professional judgment, including diagnosis, treatment planning, and surgical procedures, remain the responsibility of the licensed dentist.

Dental students enrolled in accredited educational programs, such as LMU-CDM, are permitted to perform clinical procedures under the supervision of licensed faculty as part of their training. This structure ensures that students develop clinical competency while maintaining patient safety and adherence to regulatory standards.

The Tennessee Dental Practice Act emphasizes professional accountability, patient safety, and compliance with established standards of care, supporting the dentist's role as a healthcare provider within an integrated healthcare system.

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— *Programmatic Accreditation* —



Programmatic Accreditation

University Regional Accreditation

Lincoln Memorial University (LMU) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, specialist, and doctoral degrees.

Questions regarding the accreditation of LMU may be directed at:
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
1866 Southern Lane
Decatur, GA 30033-4097
Phone: (404) 679-4500
Website: <https://www.sacscoc.org>

Professional College Accreditation

The Lincoln Memorial University, College of Dental Medicine (LMU-CDM) is accredited by the Commission on Dental Accreditation (CODA), a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation can be contacted at:
Commission on Dental Accreditation (CODA)
American Dental Association
211 East Chicago Avenue
Chicago, IL 60611
Phone: (312) 440-4653
Website: <https://coda.ada.org>

The Doctor of Medicine in Dentistry (DMD) program at LMU-CDM has been granted accreditation status, indicating that the program meets or exceeds CODA standards for dental education.

CODA Third-Party Comment Process

The United States Department of Education requires accrediting agencies, including CODA, to provide an opportunity for third-party comment regarding programs undergoing accreditation review. All comments must relate to CODA accreditation standards or policies. Individuals, including students, may submit a formal complaint regarding CODA standards or program compliance using the following link: <https://coda.ada.org/policies-and-guidelines/file-a-complaint>

Complaints should clearly identify the standard, policy, or procedure in question and include supporting rationale and documentation.

Complaints Related to Accreditation Standards

CODA recommends that students who have concerns regarding CODA accreditation standards to first submit the complaint to the College of Dentistry Dean and Chief Academic

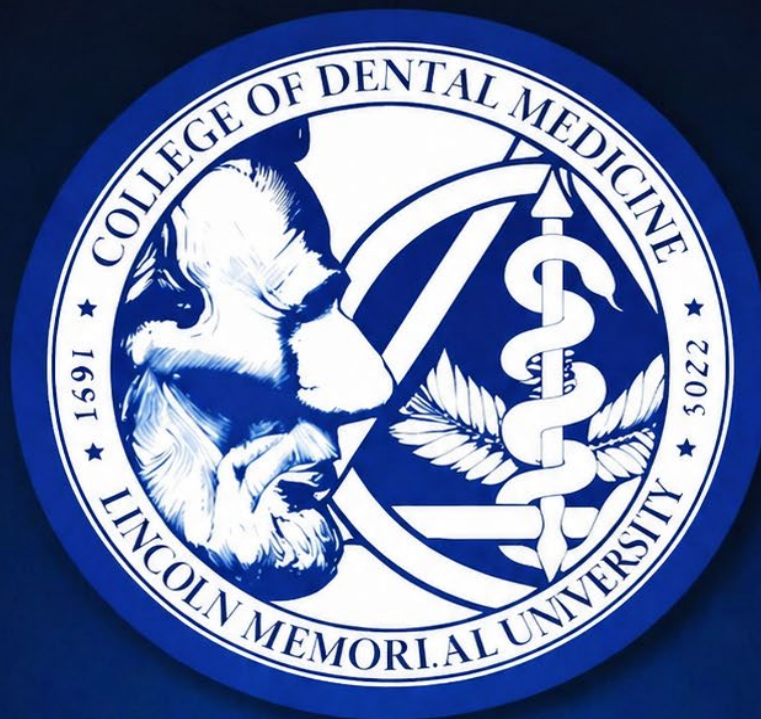
Officer for review and determination by the College of Dentistry administration. The decision will be transmitted to the student in writing. If the student thinks that he/she did not receive due process, then the student may contact CODA. In addition, if the student perceives a serious problem with a standard, then he/she may bypass the College of Dentistry Dean and contact CODA directly: <https://coda.ada.org/policies-and-guidelines/file-a-complaint>



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Student Grievances



Student Grievance Policy and Procedures

Every student has the right to file a grievance if they believe that a faculty member, administrator, or another student has acted in a manner inconsistent with College or University policies. LMU-CDM is committed to a fair, objective, and respectful process for resolving student concerns. Students are encouraged to follow the process below.

1. **Informal Resolution:** Students should first discuss the concern directly with the involved party. Every reasonable effort should be made to resolve the issue at this level.
2. **Formal Grievance:** If the issue is not resolved, the student must submit a formal grievance to the Associate Dean of Students and Faculty.
 - a. Grievances must be submitted within 30 calendar days of the incident
 - b. Submit grievances via email with relevant details or supporting documentation.
3. **Review Process:**
 - a. The Associate Dean for Faculty and Students will
 - i. Determine whether the grievance warrants investigation
 - ii. Review relevant information
 - iii. Provide updates to the student as appropriate
4. **Resolution:** A written decision will be communicated to the student following review.

Any individual submitting a frivolous or malicious grievance will be referred to the Ethics and Honor Code Committee (EHCC) for disciplinary action. This includes, but is not limited to, making unfounded or unsubstantiated accusations against instructors, staff, or fellow students without sufficient evidence.

Overview of Title IX and Discrimination Grievances

Concerns related to discrimination, harassment, or misconduct are taken seriously and addressed in accordance with institutional policy and federal regulations. Title IX prohibits discrimination based on sex in educational programs and activities and includes protections against sexual harassment, sexual misconduct, and related retaliation.

Students who believe they have experienced or witnessed discrimination or harassment based on sex, gender, race, ethnicity, disability, or other protected characteristics are encouraged to report their concerns through the appropriate grievance process. Submitting a grievance ensures that the concern is reviewed promptly, documented appropriately, and addressed in a fair and equitable manner.

Title IX Grievances

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

discrimination. Appropriate disciplinary action, up to and including, suspension, expulsion, termination from employment or being banned from LMU properties, will be taken against individuals who violate this policy.

To make a report of sexual harassment or inquire about accommodations regarding Title IX, students may contact the Title IX Coordinator at the contact information below or use the Title IX Incident Report Form, available at www.lmunet.edu/titleix. A report by a mandatory reporter is not a formal complaint and will not start an official investigation.

Rebekah Webb, M.Ed., Title IX Coordinator & Institutional Compliance Officer

Phone: 423-869-6315

Email: titleix@lmunet.edu or Rebekah.webb@lmunet.edu

Harrogate Office: Cumberland Gap Offices #3 (Next-door to the Lincoln's Closet)

609 Colwyn St., Cumberland Gap, TN 37724

Knoxville Office: Duncan School of Law #249

601 W. Summit Hill Drive, Knoxville, TN 37902

Sexual Harassment Policy

Please refer to the LMU Title IX & Institutional Compliance for additional details and how to report a Title IX Incident: <https://www.lmunet.edu/office-of-institutional-compliance/report-an-incident>

Discrimination Grievances

In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other applicable laws, Lincoln Memorial University does not discriminate in its admissions, programs, and activities on the basis of age, color, creed, disability, ethnic/national origin, sex, gender, military status, pregnancy, race, religion, sexual orientation, and genetic information.

The Institutional Compliance Office oversees the University's compliance with federal law and handles all complaints of discrimination. This form may be used to file a complaint of discrimination or harassment with the Lincoln Memorial University Office of Institutional. For more information, please click on this link:

<https://www.emailmeform.com/builder/form/1gcCW3eme5659s1T2n>

Polices, Procedures & Guidelines

Organization and Administration of the College of Dental Medicine

Location of the College

The Lincoln Memorial University, College of Dental Medicine (LMU-CDM) is located within the Lincoln Memorial University (LMU) Tower in Knoxville, Tennessee. The facility provides a modern, integrated educational environment that supports both didactic and clinical training. The LMU Tower houses classrooms, simulation laboratories, clinical operatories, research facilities, and student support services, allowing for a comprehensive and centralized learning experience. The College's location also facilitates access to community-based clinical sites and regional healthcare networks, supporting its mission to serve the surrounding communities. For additional information regarding the College and its facilities, please visit: <https://www.lmunet.edu/college-of-dental-medicine/>

LMU-CDM provides additional clinical and academic resources to support student education. The Morristown Community Clinic, a 10-chair LMU-owned satellite facility, serves as a clinical rotation site for D4 students and allows for completion of clinical competency evaluations under the same standards as the LMU Tower Clinic.

College of Dental Medicine Faculty Departments

The LMU-CDM faculty is comprised of educators, clinicians, and researchers across biomedical, preclinical, and clinical disciplines. Faculty members are engaged in teaching, patient care, research, and service, contributing to an integrated and competency-based curriculum. The College is administered through a structured leadership framework that supports academic programs, clinical operations, research initiatives, and student development. This framework ensures alignment with institutional goals and accreditation standards. There are currently four academic departments in the College. They are the Biomedical Sciences, the Oral Health Sciences, the Clinical Sciences, and Community and Professional Engagement Departments. The LMU Dental Hygiene Program is also located in the College of Dental Medicine. A brief biography of each College faculty member is available on the LMU-CDM website <https://www.lmunet.edu/college-of-dental-medicine/faculty-and-staff/cdm-faculty>

Department of Biomedical Sciences

The Department of Biomedical Sciences provides foundational instruction in areas such as physiology, biochemistry, microbiology, pharmacology, anatomy, and related disciplines. The department emphasizes the integration of basic sciences with clinical application and supports evidence-based learning throughout the curriculum.

Department of Oral Health Sciences

The Department of Oral Health Sciences focuses on the development of foundational clinical skills through simulation-based education and early clinical exposure. Instruction includes operative techniques, dental materials, and preclinical skill development.

Department of Clinical Sciences

The Department of Clinical Sciences is responsible for clinical education, patient care delivery, and competency assessment. Faculty supervise student clinicians and ensure the delivery of comprehensive, patient-centered care across all clinical disciplines.

Department of Community and Professional Engagement

The Department of Community and Professional Engagement (CAPE) supports community-based education, outreach initiatives, and professional development through the study of behavioral science, ethics, jurisprudence, risk management and practice management. The department promotes service-learning and prepares students to address oral health disparities within diverse populations.

Dental Hygiene Program

The Dental Hygiene program is an integral component of LMU-CDM and focuses on preparing students to provide preventive and therapeutic oral healthcare services. The program emphasizes patient-centered care, interprofessional collaboration, and community engagement.

LMU-CDM Administrative Leadership, Faculty and Staff Contact Information

Find LMU-CDM contacts at the LMU-CDM website below:

Leadership

<https://www.lmunet.edu/college-of-dental-medicine/faculty-and-staff/cdm-leadership>

Faculty

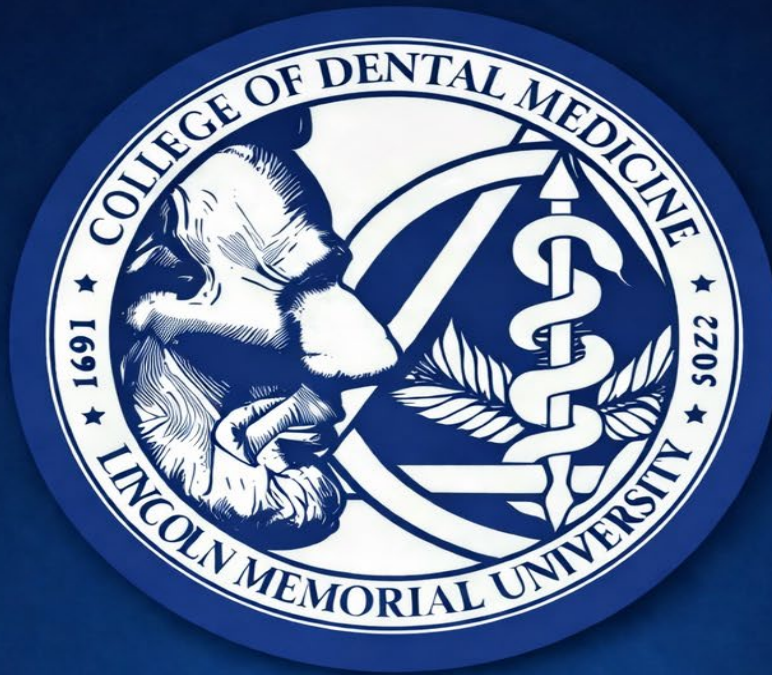
<https://www.lmunet.edu/college-of-dental-medicine/faculty-and-staff/cdm-faculty>

Staff

<https://www.lmunet.edu/college-of-dental-medicine/faculty-and-staff/staff>

Security

<https://www.lmunet.edu/college-of-dental-medicine/faculty-and-staff/security>



COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

— *LMU-CDM Curriculum* —



LMU-CDM Curriculum

Doctor of Medicine in Dentistry Program

The Doctor of Medicine in Dentistry (DMD) program at Lincoln Memorial University, College of Dental Medicine (LMU-CDM) is a full-time, continuous 46-month program completed over eleven consecutive semesters. The curriculum includes approximately 273-305 credit hours and prepares graduates for entry into independent practice as competent, ethical, and patient-centered general dentists.

The program is competency-based and aligned with LMU-CDM institutional competencies. It follows an integrated curriculum model in which foundational knowledge is introduced early, reinforced progressively, and applied in increasingly complex clinical settings. Didactic, simulation, laboratory, and clinical experiences are coordinated to support student development and readiness for practice.

Curriculum Structure

D1 (Year 1): Focus on foundational biomedical sciences (e.g., anatomy, physiology, biochemistry, microbiology, and pharmacology) with early introduction to oral health sciences, simulation, ethics, professionalism, and communication skills.

D2 (Year 2): Emphasis on pathophysiology, disease processes, and advanced preclinical skills across dental disciplines. Students integrate biomedical knowledge with clinical concepts through case-based and simulation learning.

D3 (Year 3): Transition to direct patient care under faculty supervision. Students develop skills in diagnosis, treatment planning, and comprehensive general dentistry, supported by clinical rotations and seminars.

D4 (Year 4): Focus on advanced clinical care, complex case management, community-based dental education, and preparation for licensure and independent practice.

Clinical Education

Clinical exposure begins in the preclinical years and progresses to full patient care in D3 and D4 years. Students are evaluated through ongoing faculty feedback, Objective Structured Clinical Evaluations (OSCEs), and twelve summative Clinical Competency Evaluations (CCE) to ensure readiness for practice.

Community-Based Clinical Education Program

Central to the D4 Clinical Curriculum is the Community Based Clinical Education (CBCE) program rotations. Beginning in the D4 year, students may participate in community-based clinical rotations. The number, frequency, and extent of the rotations in which the student will participate will be determined by the Clinical Student Progress Committee (CSPC)* and their Clinical Lead Faculty (for more information about CSPC, please refer to the clinical manual). Participation will be based on clinical progress toward competencies and professional development. Restrictions or delays of participation will be determined on a case-by-case

basis. Students will participate in rotation blocks of four (4) weeks in length. Students are required to return to the LMU Clinic after each rotation block to complete all required competency assessments and participate in the comprehensive care of their family of patients. All students will be required to return to the LMU Clinic for participation in Seminar Weeks, ADEX Mock Board Preparation, and the ADEX Clinical Board Exams.

Assessment at the CBCE rotation sites is strictly formative and does not include competency completion. Procedures completed at the CBCE sites will count toward a student's total Relative Value Units (RVU) count. Students will be evaluated according to the same rubrics employed at the LMU Clinic for their daily session assessment. In addition, an end of rotation assessment will be completed by the CBCE Preceptor. A CBCE Preceptor is an experienced dentist approved by LMU-CDM who provides structured guidance to LMU-CDM dental students in a clinical setting.

All assessments conducted by CBCE Preceptors will be considered in determining successful completion of a rotation, student progress, and eligibility to participate in future rotations. Students are required to participate in all rotations to which they are matched and approved to participate. Students who are clinically eligible to participate in the CBCE Program should expect to be matched with at least two external rotations during their D4/fourth year.

All policies, procedures, assessment forms, and requirements for successful completion of CBCE rotations can be found in the CBCE Student Policy Manual, which will be available to students early in their D4 year. This manual will refer to the Clinical Student Progress Committee (CSPC)*, whose purpose is to evaluate D3 and D4 clinical progress, professional and personal conduct, and make recommendations to the Student Progress Committee (SPC) regarding student standing, promotion, or graduation, as well as CBCE student performance.

* The purpose of the Clinical Student Progress Committee (CSPC) is to evaluate D3 and D4 students' clinical progress, professional and personal conduct, and make recommendations to the SPC regarding student standing, promotion, or graduation. The Student Progress Committee (SPC) will make all final recommendations regarding student performance and will send those recommendations to the Dean. The full description of the CSPC can be found in the 2025-2026 LMU-CDM Clinic Manual.

LMU Competencies for the General Dentist

Upon graduation, LMU-CDM students must demonstrate competency in applying biomedical knowledge, assessing patients, formulating diagnoses, creating evidence-based treatment plans, communicating effectively, managing pain and anxiety, responding to emergencies, and delivering comprehensive dental care within the scope expected of an entry-level general dentist. The College of Dental Medicine has established an institutionally defined set of competencies that serve as the foundation for student learning and assessment. All graduating students are expected to achieve these competencies, as outlined below.

1. Graduates **must** be competent in applying biomedical science principles to understand the structure, function, and interrelationships of body systems, the orofacial complex, and abnormal biological processes as they relate to patient care, treatment planning and interprofessional collaboration for complex systemic cases.
2. Graduates **must** be competent in patient assessment, diagnosis, treatment planning, prognosis, obtaining informed consent, and making appropriate referrals.

3. Graduates **must** be competent in managing a diverse patient population and have the empathy and communications skills to function successfully in a multicultural community such as Eastern Tennessee where active outreach initiatives are essential.
4. Graduates **must** be competent in the control of pain and anxiety, clinical pharmacology, and management of related problems, including prescribing practices and management of substance use disorders.
5. Graduates **must** be competent in the identification, prevention, and immediate management of pain associated with acute dental and medical emergencies. Examples include trauma, severe infections, and uncontrolled bleeding.
6. Graduates **must** be competent in detection, diagnosis, risk assessment, prevention, and management of dental caries.
7. Graduates **must** be competent in the diagnosis and management of periodontal disorders.
8. Graduates **must** be competent in the diagnosis and restoration of defective teeth to form, function, and esthetics.
9. Graduates **must** be competent in the financially sensitive replacement of teeth including fixed, removable, and dental implant-based prosthodontic therapies, while demonstrating sound communication practices with laboratory personnel.
10. Graduates **must** be competent in the prevention, diagnosis, and management of pulpal and periradicular diseases.
11. Graduates **must** be competent in diagnosing oral diseases, developing evidence-based treatment plans with a focus on early detection and prevention, and recognizing when specialist referral is needed.
12. Graduates **must** be competent in collecting and assessing diagnostic information to plan for and perform uncomplicated oral surgical procedures, manage common post-operative complications, and recognize when specialty referral is needed.
13. Graduates **must** be competent in providing comprehensive dental care to pediatric patients, including the use of appropriate behavior management techniques, and to recognize when specialist referral is needed.
14. Graduates **must** be competent in recognizing and diagnosing malocclusion and space management needs.
15. Graduates **must** be competent in applying ethical principles, legal standards, behavioral science fundamentals, and practice management principles.
16. Graduates **must** be competent in providing evidence-based patient care in which they assess, critically evaluate, and communicate scientific and lay literature, incorporating efficacious procedures with consideration of patient needs and preferences.
17. Graduates **must** be competent in recognizing the importance of lifelong learning, self-assessment, and interprofessional collaboration to maintain competency and continuously improve their skills.

Curriculum Digest

2029-2030 Curriculum Digest - LMU College of Dental Medicine

2029-2030 Clock and Credit Hours - Year 1

Course	Code	D1, Fall Semester	Credit Hours
TBD	BMS	Introduction to Physiology and Integument	3
DMDSYS 711	BMS	Molecular Fundamentals of Medicine I	6
TBD	BMS	Nervous System	5
DMD 700	OHS	Oral Histology	0.5
DMD 701	OHS	Foundations of Modern Oral Healthcare I	1.5
DMD 704	OHS	Head and Neck Anatomy	4
TBD	OHS	Dental Morphology	3
TBD	OHS	Operative I	4
TBD	OHS	Radiology I	3
DMD 703	CPE	Community Outreach/Service Learning I	0.5
Total			30.5

Course	Code	D1, Spring Semester	Credit Hours
DMDSYS 712	BMS	Molecular Fundamentals of Medicine II	6
TBD	BMS	Musculoskeletal System	5
TBD	BMS	Cardiovascular System	5
TBD	OHS	Operative II	6
TBD	OHS	Periodontics	4
DMD 706	OHS	Foundations of Modern Oral Healthcare II	1.5
DMD 708	CPE	Community Outreach/Service Learning II	0.5
Total			28

2029-2030 Clock and Credit Hours - Year 1 (continued)

Course	Code	D1, Summer Semester	Credit Hours
TBD	OHS	Occlusion	3
TBD	OHS	Operative III	4
TBD	OHS	Oral Diagnosis	3
DMD 710	CPE	Community Outreach/ Service Learning III	0.5
DMD 711	CS	Evidence-Based Dentistry I	0.5
DMD 712	CPE	Interprofessional Education: Roles, Responsibilities, and Teamwork	1
DMD 713	CS	Elective Research Experience	3*
Total			12/15*
CDM 1 Total Credit Hours			70.5/73.5*

* Where noted this number reflects the Credit Hours for those students who elect DMD 713.

2029-2030 Clock and Credit Hours - Year 2

Course	Code	D2, Fall Semester	Credit Hours
TBD	BMS	Renal System	5
TBD	BMS	Respiratory System	5
DMD 714	OHS	Oral Pathology	3
TBD	OHS	Endodontics I	5
TBD	OHS	Fixed Prosthodontics I	5
TBD	OHS	Removable Prosthodontics I	5
DMD 716	CPE	Community Outreach/Service Learning IV	0.5
DMD 717	CS	Evidence-Based Dentistry II	0.5
Total			29

2029-2030 Clock and Credit Hours - Year 2 (continued)

Course	Code	D2, Spring Semester	Credit Hours
TBD	BMS	Gastrointestinal System	5
TBD	BMS	Endocrinology System	5
DMD 718	OHS	Foundations of Modern Oral Healthcare III	2
TBD	OHS	Endodontics II	4
TBD	OHS	Fixed Prosthodontics II	4
TBD	OHS	Pediatric Dentistry & Orthodontic Sciences	2
TBD	OHS	Radiology II	1
TBD	OHS	Removable Prosthodontics II	4
DMD 721	CPE	Community Outreach/Service Learning V	0.5
Total			27.5

Course	Code	D2, Summer Semester	Credit Hours
DMD 722	CS	Treatment of Patients with Special Needs	2
DMD 723	OHS	Pain Management, Anxiety Control, and Medical Emergencies	3
TBD	OHS	Advanced Operative	4
TBD	OHS	Oral Diagnosis and Treatment Planning	2
TBD	OHS	Oral Surgery	3
TBD	OHS	Radiology III	1
DMD 725	CPE	Community Outreach/Service Learning VI	0.5
DMD 727	CPE	Behavioral Science I	1
DMD 728	CS	Comprehensive Patient Care I	1
DMD 754	CS	Elective Research Experience	3*
Total			17.5/20.5*
CDM III Total Credit Hours			74/77*

* Where noted this number reflects the Credit Hours for those students who elect DMD 754.

2029-2030 Clock and Credit Hours - Year 3

Course	Code	D3, Fall Semester	Credit Hours
DMD 726	CPE	Ethics, Jurisprudence, and Risk Management	1.5
DMD 730	CS	Comprehensive Patient Care with Case Studies II	12
DMD 732	CPE	Community Outreach/Service Learning VII	0.5
DMD 733	CS	Comprehensive General Dentistry Seminar I	4
DMD 752	CPE	Practice Management Fundamentals I	1
Total			19

Course	Code	D3, Spring Semester	Credit Hours
DMD 731	CPE	Behavioral Science II	1
DMD 735	CS	Comprehensive Patient Care with Case Studies III	12
DMD 736	CPE	Community Outreach/Service Learning VIII	0.5
DMD 737	CS	Comprehensive General Dentistry Seminar II	4
TBD	CS	Patient Care Outcomes & Review	1
Total			18.5

Course	Code	D3, Summer Semester	Credit Hours
DMD 739	CS	Comprehensive Patient Care with Case Studies IV	9
DMD 740	CPE	Community Outreach/Service Learning IX	0.5
DMD 741	CPE	Behavioral Science III	1
DMD 742	CS	Comprehensive General Dentistry Seminar III	3
TBD	CS	Advanced Oral Pathology	1
DMD 755	CS	Elective Research Experience	3*
Total			14.5/17.5*
CDM III Total Credit Hours			52/55*

* Where noted this number reflects the Credit Hours for those students who elect DMD 755.

2029-2030 Clock and Credit Hours - Year 4

Course	Code	D4, Fall Semester	Credit Hours
DMD 744	CS	Comprehensive Patient Care with Case Studies V	12
DMD 745	CPE	Community Outreach/Service Learning X	0.5
DMD 746	OHS	Advanced Topics in Comprehensive General Dentistry I	3.5
DMD 753	CPE	Practice Management Fundamentals II	1
Total			17

Course	Code	D4, Spring Semester	Credit Hours
DMD 748	CS	Comprehensive Patient Care with Case Studies VI	12
DMD 750	OHS	Advanced Topics in Comprehensive General Dentistry II	4
TBD	CS	Senior Portfolio with Final Patient Outcomes	1
Total			17
CDM IV Total Credit Hours			34
CDM Total Credit Hours			230.5*/239.5*

* Where noted this number reflects the Credit Hours for those students who took elected courses.

2028-2029 Curriculum Digest - LMU College of Dental Medicine

Class of 2028-2029 Curriculum Digest Year 1

Course #	I, Fall Semester	Credit Hours
DMDSYS 701	Medical Gross Anatomy	5.5
DMDSYS 711	Molecular Fundamentals of Medicine I	6.0
DMDSYS 714	Medical Histology	3.5
DMD 700	Oral Histology	0.5
DMD 701	Foundations of Modern Oral Healthcare I	1.0
DMD 702	Oral Health Science with Case Studies I	10.0
DMD 703	Community Outreach/Service Learning I – Health Promotion	0.5
TOTAL		27.0

Class of 2028-2029 Curriculum Digest Year 1 (continued)

Course #	I, Spring Semester	Credit Hours
DMDSYS 712	Molecular Fundamentals of Medicine II	7.0
DMDSYS 715	Medical Neuroanatomy	3.5
DMDSYS 716	Medical Physiology	7.5
DMDSYS 717	Medical Basic Pharmacology	4.0
DMD 704	Head and Neck Anatomy	4.0
DMD 705	Oral Health Science with Case Studies II	10.0
DMD 706	Foundations of Modern Oral Healthcare II	1.0
DMD 708	Community Outreach/Service Learning II	0.5
	TOTAL	37.5

Course #	I, Summer Semester	Credit Hours
DMD 709	Oral Health Science with Case Studies, III	10.0
DMD 710	Community Outreach/Service Learning, III – Health Promotion	0.5
DMD 711	Evidence-Based Dentistry, I	0.5
DMD 712	Interprofessional Education, II – Roles and Responsibilities	1.0
DMD 713	Elective Research Experience	10.0*
	TOTAL	12/22*
	CDM I Total Credit Hours	76.5/86.5*

* This number reflects the required Lab Hours and Credit Hours for those students who elect to take the 'Elective Research.'

Class of 2028-2029 Curriculum Digest Year 2

Course #	II, Fall Semester	Credit Hours
DMDSYS 724	Musculoskeletal	4.0
DMDSYS 751	Heme and Lymph	3.0
DMDSYS 753	Cardiovascular	5.5
DMDSYS 755	Renal	2.5
DMDSYS 757	Respiratory	3.0
DMD 714	Oral Pathology	3.0
DMD 715	Oral Health Science with Case Studies, IV	12.0
DMD 716	Community Outreach/ Service Learning, IV	0.5
DMD 717	Evidence-Based Dentistry, II	0.5
	TOTAL	34.0

Course #	II, Spring Semester	Credit Hours
DMDSYS 762	Reproductive / GU	5.0
DMDYS 760	Endocrine	3.0
DMDSYS 764	Gastrointestinal	3.0
DMDSYS 768	Integument	2.0
DMD 718	Foundations of Modern Oral Healthcare III	2.0
DMD 719	Oral Health Science with Case Studies, V	13.0
DMD 721	Community Outreach/ Service Learning, V	0.5
	TOTAL	28.5

Polices, Procedures & Guidelines

Class of 2028-2029 Curriculum Digest Year 2 (continued)

Course #	II, Summer Semester	Credit Hours
DMD 722	Treatment of Patients with Special Needs	2.0
DMD 723	Pain Management, Anxiety Control, and Medical Emergencies	3.0
DMD 724	Oral Health Science with Case Studies, VI	7.0
DMD 725	Community Outreach/Service Learning, VI	0.5
DMD 727	Behavioral Science, I	0.5
DMD 728	Comprehensive Patient Care I: Introduction to Clinic	1.0
DMD 754	Elective Research Experience	3.0*
	TOTAL	14.0/24.0*
	CDM II Total Credit Hours	76.5/86.5*

* This number reflects the required Lab Hours and Credit Hours for those students who elect to take the 'Elective Research.'

Class of 2028-2029 Curriculum Digest Year 3

Course #	III, Fall Semester	Credit Hours
DMD 726	Ethics and Jurisprudence	1.5
DMD 730	Comprehensive Patient Care with Case Studies, II	14.0
DMD 732	Community Outreach/Service Learning, VII	0.5
DMD 733	Comprehensive General Dentistry, Seminar I	4.0
DMD 752	Practice Management Fundamentals I	1.0
	TOTAL	21.0

Course #	III, Spring Semester	Credit Hours
DMD 731	Behavioral Science II	1.0
DMD 735	Comprehensive Patient Care with Case Studies, III	14.0
DMD 736	Community Outreach/Service Learning, VIII	0.5
DMD 737	Comprehensive General Dentistry, Seminar II	4.0
DMD 738	Patient Care Outcomes and Review	1.0
	TOTAL	20.5

Class of 2028-2029 Curriculum Digest Year 3 (continued)

Course #	III, Summer Semester	Credit Hours
DMD 739	Comprehensive Patient Care with Case Studies, IV	8.0
DMD 740	Community Outreach/Service Learning IX	0.5
DMD 741	Behavioral Science III	0.5
DMD 742	Comprehensive General Dentistry, Seminar III	3.0
DMD 743	Advanced Oral Pathology	1.0
DMD 755	Elective Research Experience	10.0*
	TOTAL	13.0
	CDM III Total Credit Hours Class	54.5/64.5*

* This number reflects the required Lab Hours and Credit Hours for those students who elect to take the 'Elective Research.'

Class of 2028-2029 Curriculum Digest Year 4

Course #	IV, Fall Semester	Credit Hours
DMD 744	Comprehensive Patient Care with Case Studies, V	12.0
DMD 745	Community Outreach/Service Learning, X	0.5
DMD 746	Advanced Topics in Comprehensive General Dentistry, I	3.5
DMD753	Practice Management Fundamentals II	1.0
	TOTAL	17.0

Course #	IV, Spring Semester	Credit Hours
DMD 748	Comprehensive Patient Care with Case Studies, VI	12.0
DMD 749	Community Outreach/Service Learning, XI	0.5
DMD 750	Advanced Topics in Comprehensive General Dentistry, II	4.0
DMD 751	Senior Portfolio with Final Patient Outcomes	1.0
	TOTAL	17.5
	CDM IV Total Credit Hours	34.5
	DMD Program Total Credit Hours	242/272

* This number reflects the required Lab Hours and Credit Hours for those students who elect to take the 'Elective Research.'

2026-2027 Curriculum Digest - LMU College of Dental Medicine

2026-2027 Curriculum Digest Year 1

Course #	I, Fall Semester	Credit Hours
DMDSYS 701	Medical Gross Anatomy	5.5
DMDSYS 711	Molecular Fundamentals of Medicine I	6.0
DMDSYS 714	Medical Histology	3.5
DMD 700	Oral Histology	0.5
DMD 701	Foundations of Modern Oral Healthcare I	1.0
DMD 702	Oral Health Science with Case Studies I	10.0
DMD 703	Community Outreach/Service Learning I – Health Promotion	0.5
	TOTAL	27.0

Course #	I, Spring Semester	Credit Hours
DMDSYS 712	Molecular Fundamentals of Medicine II	7.0
DMDSYS 715	Medical Neuroanatomy	3.5
DMDSYS 716	Medical Physiology	7.5
DMDSYS 717	Medical Basic Pharmacology	4.0
DMD 704	Head and Neck Anatomy	4.0
DMD 705	Oral Health Science with Case Studies II	10.0
DMD 706	Foundations of Modern Oral Healthcare II	1.0
DMD 708	Community Outreach/Service Learning II	0.5
	TOTAL	37.5

2026-2027 Curriculum Digest Year 1 (continued)

Course #	I, Summer Semester	Credit Hours
DMD 709	Oral Health Science with Case Studies, III	10.0
DMD 710	Community Outreach/Service Learning, III – Health Promotion	0.5
DMD 711	Evidence-Based Dentistry, I	0.5
DMD 712	Interprofessional Education, II – Roles and Responsibilities	1.0
DMD 713	Elective Research Experience	10.0
	TOTAL	12/22*
	CDM I Total Credit Hours	76.5/86.5*

* This number reflects the required Lab Hours and Credit Hours for those students who elect to take the 'Elective Research Experience' course.

2026-2027 Curriculum Digest Year 2

Course #	II, Fall Semester	Credit Hours
DMDSYS 724	Musculoskeletal	4.0
DMDSYS 751	Heme and Lymph	3.0
DMDSYS 753	Cardiovascular	5.5
DMDSYS 755	Renal	2.5
DMDSYS 757	Respiratory	3.0
DMD 714	Oral Pathology	3.0
DMD 715	Oral Health Science with Case Studies, IV	12.0
DMD 716	Community Outreach/Service Learning, IV	0.5
DMD 717	Evidence-Based Dentistry, II	0.5
	TOTAL	34.0

2026-2027 Curriculum Digest Year 2 (continued)

Course #	II, Spring Semester	Credit Hours
DMDSYS 762	Reproductive / GU	5.0
DMDYS 760	Endocrine	3.0
DMDSYS 764	Gastrointestinal	3.0
DMDSYS 768	Integument	2.0
DMD 718	Foundations of Modern Oral Healthcare III	2.0
DMD 719	Oral Health Science with Case Studies, V	13.0
DMD 721	Community Outreach/Service Learning, V	0.5
	TOTAL	28.5

Course #	II, Summer Semester	Credit Hours
DMD 722	Treatment of Patients with Special Needs	2.0
DMD 723	Pain Management, Anxiety Control, and Medical Emergencies	3.0
DMD 724	Oral Health Science with Case Studies, VI	7.0
DMD 725	Community Outreach/Service Learning, VI	0.5
DMD 727	Behavioral Science, I	0.5
DMD 728	Comprehensive Patient Care, I	1.0
DMD 754	Elective Research Experience	10.0*
	TOTAL	14.0/24.0*
	CDM II Total Credit Hours	76.5/86.5*

* This number reflects the required Lab Hours and Credit Hours for those students who elect to take the 'Elective Research Experience' course.

2026-2027 Curriculum Digest Year 3

Course #	III, Fall Semester	Credit Hours
DMD 726	Ethics and Jurisprudence	1.5
DMD 730	Comprehensive Patient Care with Case Studies, II	14.0
DMD 732	Community Outreach/Service Learning, VII	0.5
DMD 733	Comprehensive General Dentistry, Seminar I	4.0
DMD 734	Patient Care Review I	1.0
DMD 752	Practice Management Fundamentals I	1.0
	TOTAL	22.0

2026-2027 Curriculum Digest Year 3 (continued)

Course #	III, Spring Semester	Credit Hours
DMD 731	Behavioral Science II	1.0
DMD 735	Comprehensive Patient Care with Case Studies, III	14.0
DMD 736	Community Outreach/Service Learning, VIII	0.5
DMD 737	Comprehensive General Dentistry, Seminar II	4.0
DMD 738	Patient Care Review II	1.0
	TOTAL	20.5

Course #	III, Summer Semester	Credit Hours
DMD 739	Comprehensive Patient Care with Case Studies, IV	8.0
DMD 740	Community Outreach/Service Learning IX	0.5
DMD 741	Behavioral Science III	0.5
DMD 742	Comprehensive General Dentistry, Seminar III	3.0
DMD 743	Patient Care Review III	1.0
DMD 755	Elective Research Experience	10.0*
	TOTAL	13.0/23.0*
	CDM III Total Credit Hours	55.5/65.5*

* This number reflects the required Lab Hours and Credit Hours for those students who elect to take the 'Elective Research Experience' course.

2026-2027 Curriculum Digest Year 4

Course #	IV, Fall Semester	Credit Hours
DMD 744	Comprehensive Patient Care with Case Studies, V	12.0
DMD 745	Community Outreach/Service Learning, X	0.5
DMD 746	Advanced Topics in Comprehensive General Dentistry, I	3.5
DMD 747	Patient Care Review IV	1.0
DMD753	Practice Management Fundamentals II	1.0
	TOTAL	18.0

Course #	IV, Spring Semester	Credit Hours
DMD 748	Comprehensive Patient Care with Case Studies, VI	12.0
DMD 749	Community Outreach/Service Learning, XI	0.5
DMD 750	Advanced Topics in Comprehensive General Dentistry, II	4.0
DMD 751	Patient Care Review V	1.0
	TOTAL	17.5
	CDM IV Total Credit Hours	35.5
	DMD Program Total Credit Hours	244/274*

* This number reflects the required Lab Hours and Credit Hours for those students who elect to take the 'Elective Research Experience' course.

STUDENT HANDBOOK

Policies, Procedures & Guidelines

Dental Hygiene Program

The Dental Hygiene (DH) program at Lincoln Memorial University, College of Dental Medicine (LMU-CDM) is a full-time, continuous, competency-based program completed over five consecutive semesters, including summer, following prerequisite coursework. The curriculum includes approximately 65.4 credit hours of integrated didactic, simulation, laboratory, and clinical education, with 41 credit hours completed during the first year (fall, spring, and summer semesters) and 24.4 credit hours completed during the second year.

The program follows an integrated curriculum model in which foundational knowledge is introduced early, reinforced progressively, and applied in increasingly complex clinical settings. Educational experiences are coordinated to support student development, competency attainment, and readiness for licensure and professional practice.

The program prepares graduates for entry into professional practice as competent, ethical, and patient-centered registered dental hygienists committed to delivering high-quality oral health care.

Curriculum Structure

DH1 (Year 1): Students begin with biomedical sciences and foundational dental hygiene concepts, including infection control, radiology, oral anatomy, pathology, pharmacology, and periodontology, while being introduced to clinical procedures through simulation and laboratory experiences. They progressively develop basic instrumentation and patient assessment skills, transitioning into supervised patient care by mid spring of the first year. During this early clinical phase, students apply their knowledge in practice by performing medical history reviews, vital sign assessments, radiographic exposure and interpretation, preventive procedures such as prophylaxis and fluoride application, oral hygiene instruction, and introductory periodontal instrumentation and treatment planning, with continued emphasis on infection control, professionalism, and patient communication.

DH2 (Year 2): Students advance to more complex patient care while demonstrating increasing independence in clinical decision-making. They integrate prior knowledge into comprehensive patient management, including periodontal therapy and case-based care, while refining advanced instrumentation skills across diverse patient populations. This stage emphasizes the continued development of critical thinking, time management, and patient-centered care as students prepare for clinical competency and professional practice.

Polices, Procedures & Guidelines

Dental Hygiene Curriculum Digest

2026-2027 LMU-CDM Dental Hygiene Program Curriculum Digest – with Prerequisites

Associate of Science in Dental Hygiene Prerequisites	
Course	Credit Hours
BIOL 261 & 261L – Human Anatomy & Physiology	4.0
BIOL 230 & 230L – Microbiology	4.0
CHEM 100 & CHEM 100L – Introduction to Chemistry	4.0
ENGL 101 – Composition	3.0
COMM 200 – Speech Communication	3.0
PSYC 100 – Introduction to Psychology	3.0
SOCI 100 – Introduction to Sociology	3.0
MATH 105 – College Mathematics	3.0
Ethics / Fine Arts / Humanities / History	3.0
Total Prerequisite Course Hours	30

DH-1, Fall – 16 Weeks

Course #	DH-1 Fall	Credit Hours
DH 200	Clinic Theory I – Lecture and Lab	5.2
DH 201	Embryology, Histology, and Dental Anatomy - Lecture	3.0
DH 202	Head and Neck Anatomy – Lecture	2.0
DH 203	Dental Radiology – Lecture and Lab	3.0
ISYS 100	Computer Literacy	2
	Total	15.2

DH-1, Spring – 16 Weeks

Course #	DH-1 Spring	Credit Hours
DH 250	Clinic Theory II – Lecture and Practice	5.8
DH 251	General and Oral Pathology – Lecture	2.0
DH 252	Periodontology – Lecture	2.0
DH 253	Pharmacology – Lecture	2.0
DH 302	Treatment of Patients with Special Needs – Lecture	3.0
LNCN 100	Lincoln's Life and Legacy	1.0
	Total	15.8

DH-1, Summer – 10 Weeks

Course #	DH-2 Summer	Credit Hours
DH 254	Pain Management and Anxiety Control & Medical Emergencies – Lecture and Lab	4.0
DH 300	Clinic Theory III – Lecture and Practice	6.0
DH 301	Dental Materials – Lecture and Lab	3.0
	Total	13.0

DH-2, Fall – 16 Weeks

Course #	DH-2 Fall	Credit Hours
DH 350	Clinic Theory IV – Lecture and Practice	6.4
DH 351	Community Outreach and Service Learning – Lecture and Lab	3.0
DH 352	Ethics, Jurisprudence, and Practice Management – Lecture	3.0
Total		12.4

DH-2, Spring – 16 Weeks

Course #	DH-2 Spring	Credit Hours
DH 360	Clinic Theory V – Lecture and Practice	9.0
DH 361	Dental Hygiene Board Review	3.0
ENGL 102	Composition II	3.0
Total		12.0

Clinical and Community-Based Education Model

Clinical education is introduced early and increases in complexity throughout the program. Students are evaluated through multiple assessment methods, including patient care performance, clinical competencies, professionalism, and treatment outcomes.

In addition to on-campus clinical experiences at the LMU Tower and Community Care Clinic, students participate in community-based clinical rotations to enhance access to care and broaden clinical exposure.

LMU Competencies for The Dental Hygienist

Where applicable to dental hygiene education and collaboration, LMU recognizes core domains in critical thinking, professionalism, communication, health promotion, practice management, informatics, and patient care. These domains emphasize ethical care, evidence-based practice, interprofessional collaboration, and effective management of oral health promotion across diverse populations.

Competency 1: Critical Thinking

- 1.1: Evaluation and integration of emerging trends in health care as appropriate.
- 1.2: Utilize critical thinking and problem-solving skills.
- 1.3: Evaluate and integrate best research outcomes with clinical expertise and patient values for evidence-based practice

Competency 2: Professionalism

- 2.1: Apply ethical and legal standards in the provision of dental care.

- 2.2: Practice within one's scope of competence and consult with or refer to professional colleagues when indicated.

Competency 3: Communication and Interpersonal Skills

- 3.1: Apply appropriate interpersonal and communication skills.
- 3.2: Apply psychosocial and behavioral principles in patient-centered healthcare.
- 3.3: Communicate effectively with individuals from diverse populations.

Competency 4: Health Promotions

- 4.1: Provide prevention, intervention, and educational strategies.
- 4.2: Participate with dental team members and other healthcare professionals in the management and health promotion of all patients.
- 4.3: Recognize and appreciate the need to contribute to the improvement of oral health beyond those served in the traditional practice setting.

Competency 5: Practice Management and Informatics

- 5.1: Evaluate and apply contemporary and emerging information including clinical and practice management technology resources.
- 5.2: Evaluate and manage current models of oral health care management and delivery.
- 5.3: Apply principles of risk management, including informed consent and appropriate record-keeping in patient care.
- 5.4: Demonstrate effective business, financial management, and human resource skills.
- 5.5: Apply quality assurance, assessment, and improvement concepts.
- 5.6: Comply with local, state, and federal regulations including OSHA and HIPAA.
- 5.7: Develop a catastrophe preparedness plan for the dental practice.

Competency 6: Patient Care

A: Assessment, Dental hygiene diagnosis, and Treatment Planning

- 6.1: Manage the oral health care of the infant, child, adolescent, and adult as well as the unique needs of women, geriatric, and management of patients with special needs.
- 6.2: Prevent, identify, and manage trauma, oral diseases, and other disorders.
- 6.3: Obtain and interpret patient/medical data, including a thorough intra/extraoral examination, and use these findings to accurately assess and manage all patients.
- 6.4: Select, obtain, and interpret diagnostic images for the individual patient.
- 6.5: Recognize the manifestations of systemic disease and how the disease and its management may affect the delivery of dental care.
- 6.6: Utilize universal infection control guidelines for all clinical procedures.

B: Establish and Maintain Oral Health

- 6.7: Prevent, diagnose, and manage pain and anxiety in the dental patient.
- 6.8: Prevent, diagnose, and manage periodontal disease.
- 6.9: Prevent, recognize, and manage medical and dental emergencies.
- 6.10: Recognize and manage patient abuse and/or neglect.
- 6.11: Recognize and manage substance abuse.
Evaluate the outcomes of dental hygiene care.



COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

— *LMU-CDM Admissions* —



LMU-CDM ADMISSIONS

The Lincoln Memorial University, College of Dental Medicine (LMU-CDM) Admissions and Student Services, located on the 1st Floor, is responsible for admissions, recruitment, retention, securing financial services, student records, tracking outcomes data, providing academic support, and counseling dental hygiene and dental students. In addition, the Office is a center of campus life and oversees all student activities, student government functions, student clubs, the student ambassador program, and all other non-academic student-life issues. The Office is committed to creating an environment that is conducive to learning so that all LMU-CDM students fully reach their academic and personal potential. The Office works closely with various College and University committees to create an environment that facilitates student learning. The Office has an open-door policy, and students are welcome to come in at any time, although appointments are recommended.

The Lincoln Memorial University (LMU) Office of Student Services will provide students with information on parking, campus events, and security, etc., in cooperation with the LMU-CDM.

Documentation of Immunizations, Immunity, and Physical Health

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

Yearly Requirements

Students are required to submit proof of health insurance, and complete a urine drug screen, influenza vaccine, and PPD test yearly. Students must complete these requirements by April of each academic year or otherwise directed by the Associate Dean for Faculty and Students.

Documents that must be completed prior to matriculation include:

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

It is expected that this documentation will be provided by the matriculating student to the Admissions Office, along with other required admissions documents, by May 15 of the matriculating year, unless extenuating circumstances exist. Any student not making a good faith effort to complete their immunization record by this time will not be permitted to register.

During the second semester of the first, second, and third year, students must provide an updated PPD and urine drug screen as a CDM requirement. Any student not providing evidence of updated PPD and urine drug screen by April 15 will not be authorized to participate in any dental or dental hygiene preclinic or clinic setting until completed. Any associated costs are the responsibility of the student. A positive drug test will result in a referral to the SPC.

Immunizations Required Prior to Matriculation

Checklist of Requirements Prior to Matriculation	
Requirements:	Details:
Proof of Tdap and Polio vaccine	• Proof of vaccination required
Meningococcal vaccine	• Proof of vaccination required
Measles, Mumps, and Rubella (MMR) immunity	• Qualitative or quantitative antibody titers for MMR • If any of the three components show insufficient immunity, a booster and recheck of titer 6 weeks later will be required
Varicella immunity	• Qualitative or quantitative antibody titers for varicella • History of infection is not considered proof of immunity • If antibody titer is negative, booster vaccination and recheck of titer 6 weeks later is required
Hepatitis B immunity	• Proof of completion of 3 injection series (takes 7 months to complete) or HEPLISAV-B two injection series (takes one month to complete) • Qualitative or quantitative antibody titers showing immunity to Hepatitis B, ideally drawn 6-12 weeks after completion of 3 injection series • If antibody titers are negative 6-12 weeks following completion of Hepatitis B series, a second series of 3 injections needs to be completed, with antibody titers drawn 6-12 weeks following completion • If antibody titers are negative following second series of 3 injections (per protocol), and proof of completion of two full series of vaccinations is provided, student will be considered a “non- responder” to Hepatitis B immunization
Tuberculosis screening	• If prior history of tuberculosis, BCG vaccination, or positive PPD, must provide negative chest x-ray and/or QuantiFERON-TB Gold test within 6 months of starting rotations
Urine drug screen	• (10-panel testing) negative except for prescribed medication

Immunizations Required Prior to Starting Clinical Patient Care:

Before beginning clinical patient care, students must demonstrate continued compliance with the following:

Checklist of Requirements Prior to Clinical Practice Care	
Requirements:	Details:
Measles, Mumps, and Rubella (MMR) immunity	- Qualitative or quantitative antibody titers for MMR - If any of the three components show insufficient immunity, a booster and recheck of titer 6 weeks later will be required
Varicella immunity	- Qualitative or quantitative antibody titers for varicella - History of infection is not considered proof of immunity - If antibody titer is negative, booster vaccination and recheck of titer 6 weeks later is required
Hepatitis B immunity	- Proof of completion of 3 injection series (takes 7 months to complete) or HEPLISAV-B two injection series (takes one month to complete) - Qualitative or quantitative antibody titers showing immunity to Hepatitis B, ideally drawn 6-12 weeks after completion of 3 injection series - If antibody titers are negative 6-12 weeks following completion of Hepatitis B series, a second series of 3 injections needs to be completed, with antibody titers drawn 6-12 weeks following completion - If antibody titers are negative following second series of 3 injections (per protocol), and proof of completion of two full series of vaccinations is provided, student will be considered a “non-responder” to Hepatitis B immunization
Tuberculosis screening	If prior history of tuberculosis, BCG vaccination, or positive PPD, must provide negative chest x-ray and/or QuantiFERON-TB Gold test within 6 months of starting rotations
Urine drug screen	(10-panel testing) negative except for prescribed medication

Note: Though proof of Hepatitis B immunity is not required until the start of rotations, if you have completed the Hepatitis B vaccination series, it is advisable to provide proof of immunity prior to matriculation. If students choose to not be vaccinated for Hepatitis B or from vaccinations for religious purposes, then the Hepatitis B Information form or Religious Exemption from Vaccinations must be filled out and submitted to the Associate Dean for Faculty and Students.

Criminal Background Check Policy

Students enrolled in the LMU-CDM must comply with all University policies regarding criminal background checks, as outlined in the University catalog. All students are required to complete a Criminal Background Check (CBC) prior to participating in clinical and community-based educational activities. Additional background checks may be required annually or as mandated by affiliated clinical sites. Completion of required background checks is mandatory for participation in clinical education. Any associated costs are the responsibility of the student. Failure to comply with background check requirements may result in ineligibility to participate in clinical activities and may impact academic progression. All costs associated with background checks are the responsibility of the student.

Student Conduct and Support

Students are encouraged to seek guidance regarding academic integrity, professionalism, or student conduct concerns through the Office of Student Affairs. For questions, concerns, or assistance, students should contact the Office of Student Affairs Lincoln Memorial University College of Dental Medicine. Students may contact the Associate Dean of Students and Faculty Affairs for guidance, forms (e.g., excused absence, grade appeal, grievance), and support services.

Equal Opportunity, Affirmative Action & Non-Discrimination-Policy

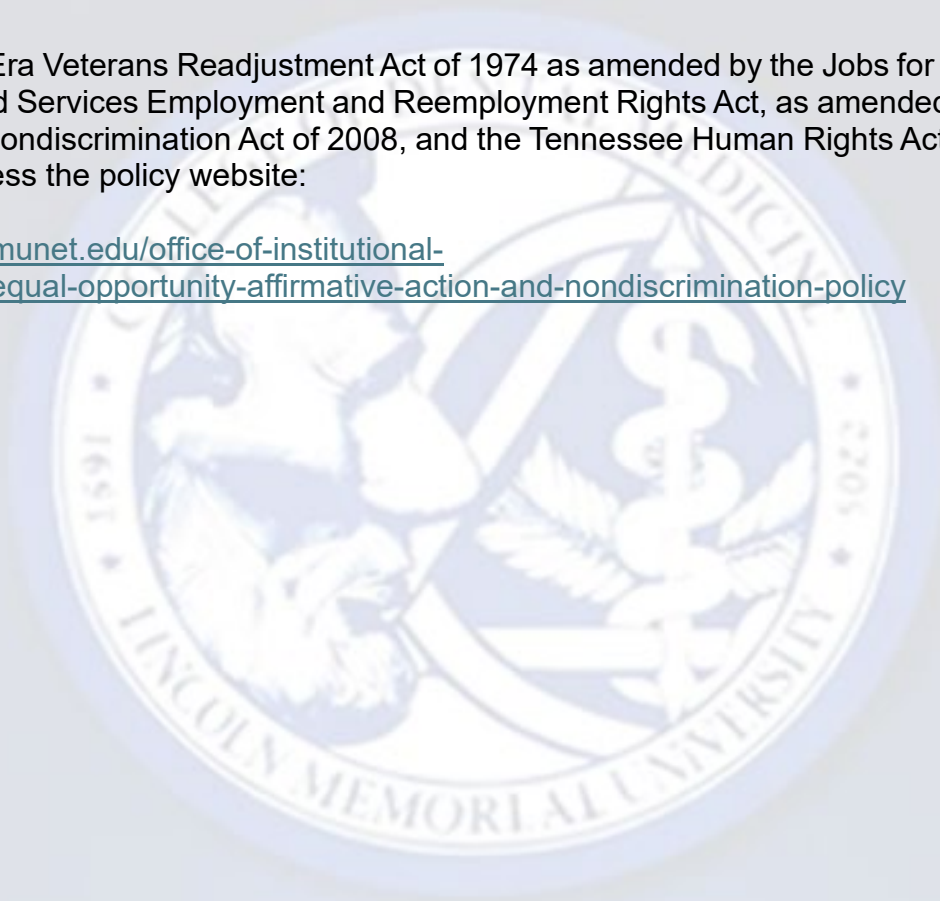
LMU is an Equal Opportunity Educational Institution. In support of its Mission Statement, LMU is committed to equal opportunity in recruitment, admission, and retention for all students and equal opportunity in recruitment, hiring, training, promotion, and retention for all employees. In furtherance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

This policy is widely disseminated in University publications, including the LMU Employee Handbook and all LMU student catalogs and handbooks. All members of the University community bear responsibility for compliance with this policy. Compliance is monitored and reported annually through the offices of the Office of Institutional Compliance, the Department of Human Resources, and LMU Campus Police and Security.

This policy is in compliance with federal and state law, including the provisions of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246,

the Vietnam Era Veterans Readjustment Act of 1974 as amended by the Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act, as amended, the Genetic Information Nondiscrimination Act of 2008, and the Tennessee Human Rights Act. Use the link below to access the policy website:

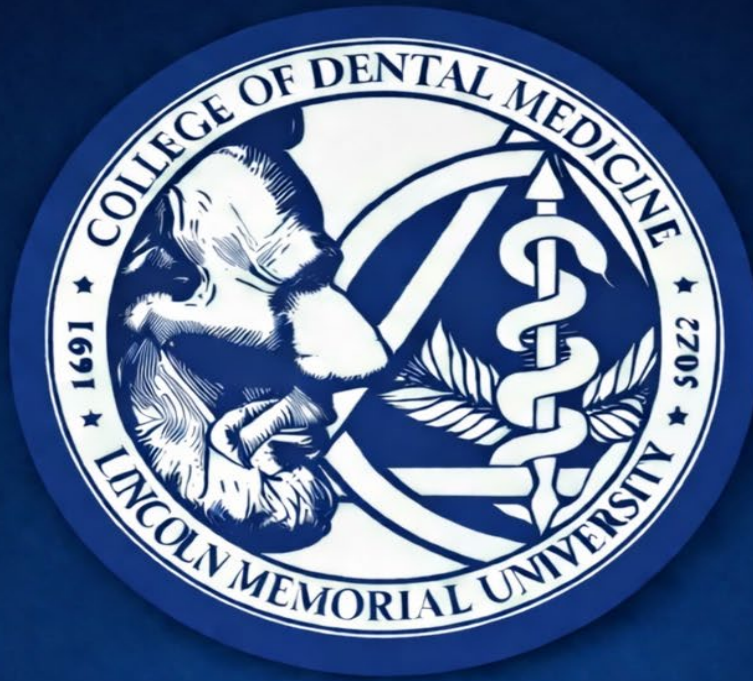
<https://www.lmunet.edu/office-of-institutional-compliance/equal-opportunity-affirmative-action-and-nondiscrimination-policy>



COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

Policies, Procedures & Guidelines



COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

— TECHNICAL STANDARDS —
FOR ADMISSION, RETENTION, & GRADUATION



Technical Standards for Admission, Retention & Graduation

Lincoln Memorial University, College of Dental Medicine (LMU-CDM) admits qualified applicants in full compliance with the Americans with Disabilities Act (ADA) and is committed to ensuring equal access to education. As a CODA-accredited institution, the College maintains full authority over admissions, curriculum design, student evaluation, and the awarding of degrees. Candidates must demonstrate the ability to meet essential program requirements, with or without reasonable accommodation, to be admitted, retained, and graduate. To earn the Doctor of Dental Medicine (DMD) degree, students must possess the following core competencies:

Observation

Students must be able to:

- Utilize vision and other sensory modalities to observe demonstrations, laboratory activities, and clinical procedures
- Accurately assess patient conditions through visual and clinical examination
- Recognize verbal and non-verbal patient cues in both simulated and clinical settings

Communication

Students must demonstrate the ability to:

- Communicate effectively in spoken and written English
- Interact professionally with patients, faculty, staff, and peers
- Obtain and document patient information accurately
- Respond appropriately to verbal, non-verbal, and written communication in academic and clinical environments

Sensory and Motor Skills

Students must possess sufficient motor and sensory function to:

- Perform dental procedures requiring fine motor coordination and manual dexterity
- Conduct physical examinations and diagnostic procedures
- Utilize clinical instruments, simulation equipment, and digital technologies
- Provide basic emergency care, including Cardiopulmonary Resuscitation (CPR)

Intellectual and Cognitive Abilities

Students must be able to:

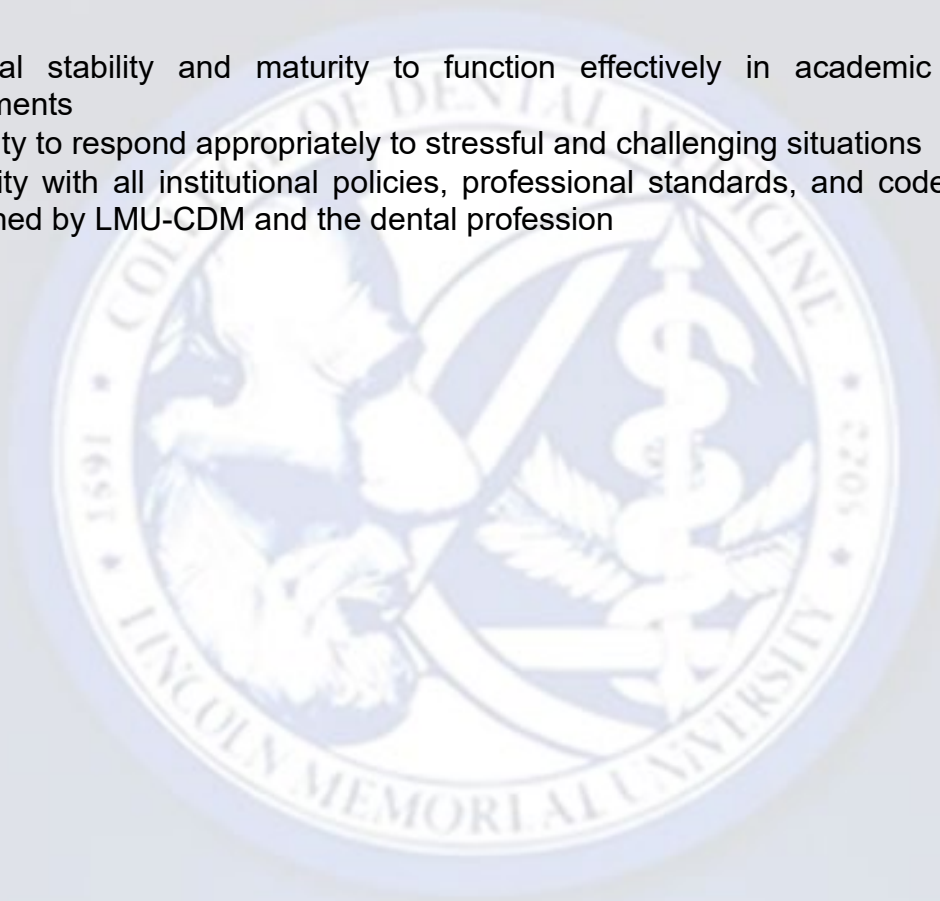
- Measure, calculate, analyze, and interpret data
- Apply critical thinking and problem-solving skills in clinical decision-making
- Integrate and synthesize information from multiple sources
- Evaluate their own performance and implement strategies for improvement

Professionalism and Ethical Conduct

Students must demonstrate:

- Respect for individuals of diverse backgrounds, cultures, and values
- Adherence to ethical principles, patient confidentiality, and professional standards

- Emotional stability and maturity to function effectively in academic and clinical environments
- The ability to respond appropriately to stressful and challenging situations
- Complicity with all institutional policies, professional standards, and codes of conduct established by LMU-CDM and the dental profession



COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

Policies, Procedures & Guidelines



COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

— *Student Services, Support,
and Compliance Policies* —



Student Services, Support, and Compliance Policies

Academic Advising

Upon matriculation, each student is assigned a faculty advisor by the Associate Dean for Faculty and Students. Faculty advisors play a key role in supporting student success by monitoring academic progress, providing guidance, and assisting students in adjusting to the demands of dental and dental hygiene education. Students in good academic standing are encouraged to meet with their advisor as needed and are expected to seek guidance proactively when necessary. Students on academic probation are required to meet with their advisor more frequently to support their academic improvement. It is the responsibility of the student to schedule and attend advising meetings.

Academic Support

Lincoln Memorial University, College of Dental Medicine (LMU-CDM) offers academic support services designed to enhance learning and promote the success of all students. Academic support includes, but is not limited to, one-on-one individual consultations and large or small group presentations. Areas of support include study skills, time management, stress management and wellness, test anxiety, test-taking strategies, and board preparation.

Students may self-refer or be referred to academic support by any faculty or staff member, including their advisor. When appropriate, students may also be referred to the institution's counseling services for additional support related to academic performance, stress, or other factors impacting their success. Students should contact the CDM counselor, Amy Flores, at amy.flores@lmunet.edu to schedule an appointment.

Mental Health Counseling

Students have access to confidential mental health counseling and care. The staff of the Lincoln Memorial University (LMU) Office of Mental Health Counseling help current students overcome the personal, career, and academic concerns that often stand in the way of them reaching their full potential. The office operates as the primary mental health service for undergraduate, graduate, and professional students enrolled at the University. Counselors provide free, short-term treatment typically lasting between five to eight sessions per semester; however, treatment may extend beyond eight sessions when appropriate.

Counseling provides an opportunity for students to explore their unique problems, difficulties, and concerns with a licensed mental health professional in a safe and confidential environment. In addition, the office offers crisis intervention and psychoeducation/training for the campus community. In the event that students require long-term counseling or treatment needs exceeding the scope of our practice, the counselors will work with students to find appropriate off-campus treatment options. Students who secure services in the community are responsible for paying for those services. Most community providers accept insurance. Some have a sliding scale fee schedule for students who do not have insurance that covers mental health services. Information regarding counseling services is found on the following website: <https://www.lmunet.edu/counseling/>

After hours calls to the LMU Office of Mental Health Counseling are forwarded to a call center staffed with professional mental health counselors. This service is available after-hours during

weekdays, any time during weekends, holidays, and when the campus is closed for inclement weather.

A main mental health services phone number is given to all students which is accessible anywhere where students have phone services, 1-423-869-6277.

- During normal business hours (8:00am-4:30pm, Monday-Friday), this number will reach the main campus in Harrogate where the mental health counselors either on the Harrogate campus or Knoxville location will be notified.
- The counselors will assess the situation to make certain that all emergent situations are handled appropriately either with a call to 911 or referral to inpatient psychological services. If the situation is not an emergency, the counselor will schedule an appointment with the student for a follow-up. After hours, the same main number will be forwarded to a call center where a licensed professional counselor will support students. The call center counselor will triage each call to determine if it is an emergency or if it requires a later appointment.
- If a student is off campus, the on-campus counselor or call center counselor will direct the student to the nearest licensed professional in their area.
- All encounters are confidentially documented with procedures for follow-up.

Empathia provides students with a confidential assistance program. Empathia delivers comprehensive services to support the well-being needs of students. The services provide students with a team of professional staff, and a specialist can be reached by telephone 24/7, including holidays and weekends.

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

Diagnostic, Preventive, and Therapeutic Health Services

All students must have health insurance prior to matriculation through graduation and are responsible for costs associated with medical services rendered. Students who seek dental care may do so with any facility of their choosing based on their needs and health insurance coverage.

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

Holidays

Official LMU Holidays (offices closed/no classes): In addition to the mid-semester break which varies from year to year; LMU-CDM is closed on the following days: Labor Day, Thanksgiving Day and the Day following Thanksgiving, December week of administrative closing; January 1 observed holiday; Dr. Martin Luther King, Jr. Day, Good Friday, Memorial Day, and the Fourth of July.

Breaks Between Semesters

Breaks between semester dates for dental hygiene and dental students can be found in their respective Academic Calendars. Students should check their calendar before making any arrangements for time off, including but not limited to booking flights or scheduling nonemergent appointments. Booking flights or scheduling nonemergent appointments during already scheduled hours will be considered an unexcused absence. Failure to uphold this recommendation may result in the students receiving a zero on any prescheduled exam or assignment.

Inclement Weather

Campus closure due to inclement weather is announced on local radio and TV stations and posted on the LMU website. LMU-CDM will also make official announcements via the University email system. It is the student's responsibility to stay abreast of weather conditions and notifications. Students who are scheduled for didactic courses during inclement weather should expect to be present for the courses remotely via Zoom.

Parking

The University provides parking facilities for faculty, staff, students, and patients. Students can park in any student labeled lot. The LMU Tower is reserved for faculty, staff, and patients affiliated with LMU. Current student lots can be found on the CDM-LMU website: <https://www.lmunet.edu/college-of-dental-medicine/about/student-health-and-wellness>.

All LMU-CDM students, faculty, and staff vehicles must be registered with the University Office of Student Services during academic registration. Vehicle registration covers one academic year, ending on the last day of the summer session. Parking tags are issued upon registration and indicate status as student or faculty/staff. Tags must be visible on the front windshield. Parking tags are transferable to other vehicles. If a student loses their parking tag, it can be replaced at no cost.

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

Building Hours

All LMU-CDM students can access the LMU Tower building with their LMU ID Badge: Except holidays and other administrative closings, students can access the CDM 24/7 with the exception of laboratory, preclinical or clinical spaces, which are closed between 11 p.m.-6 a.m.

When entering the building, students must use their ID Badge to enter and remain in the building. If a student enters the building after 5 pm, they must sign in with security. If students choose to bring guests into the building who are not affiliated with LMU, the guest must sign a Hold Harmless Agreement upon entry with LMU-CDM Tower Security [phone number: 1-865-585-4355]

ID Badge must be worn and visible at all times. If a student forgets their badge, they must present ID such as a valid Driver's license and sign in with LMU Tower security.

Campus Police and Security

The LMU Tower campus has an on-campus police force that supervises the campus. The LMU Campus Police and Security Team is professionally trained and licensed by the State of Tennessee. Security is administered and monitored through the LMU Office of Student Services. At least one police officer is on duty seven days per week, 24 hours per day to secure campus facilities, protect and assist campus students, personnel, visitors, and to monitor traffic regulations. All LMU-CDM students, faculty, staff, and visitors are encouraged to report criminal activity and any other safety concerns as soon as safely possible. Upon request, reports can be submitted through a "voluntary confidential reporting process."

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

LMU uses the LiveSafe emergency notification system to alert University members in an emergency. To download the LiveSafe App: 1) visit the Google Play or App Store and search for "LiveSafe" 2) Download the app, register with your LMU email, and complete your profile 3) Search for "Lincoln Memorial University" as your school. In an emergency or other security need, look for an officer or phone the LMU-CDM Tower Security Office at 1-865-585-4344 or the Associate Dean for Faculty and Students at 1-865- 370-2127.

LMU Annual Security & Fire Safety Report

The LMU Annual Security & Fire Safety Report (ASFSR) will be published online by October 1st of each year and can be found at: <https://www.lmunet.edu/campus-police-and-security/documents/ASR21.pdf> The LMU ASFSR contains three previous years of crime statistics, campus policies and procedures, including alcohol, drugs, weapons, sexual violence, and law enforcement authority, etc. This publication is required to be in compliance with the Clery Act and the Higher Education Opportunity Act (HEOA).

To request a paper copy, contact the Clery Act Compliance Coordinator at 1-423-869-6301 or in person at: Tex Turner Arena, 330 Mars/DeBusk Parkway, Harrogate, TN 37752.

LMU Office of Accessible Education Services

LMU does not discriminate based on disability for admission or access to its facilities, programs, and services. LMU is committed to providing accessible educational support services that enable students with disabilities to fully participate in and benefit from all University programs and activities. Every effort is made to accommodate the needs of students with disabilities. As LMU campus buildings are remodeled, care is taken to ensure sufficient access for persons with disabilities. In addition to longstanding accommodations, students in

need of temporary accommodations can also contact accessible services. Policies and procedures for requesting accommodations are outlined on the LMU website. For more information about requesting accommodations or LMU's policy on accessible education services, please visit [LMU Accessible Education Services] at the LMU webpage (<https://www.lmunet.edu/student-life/accessible-education-services.php>).

LMU-CDM is committed to ensuring that otherwise qualified students with disabilities equally enjoy the benefits of a dental and dental hygiene professional education. Upon written request by a student with a disability, the University will make every reasonable accommodation to enable the student to meet the standards if such accommodation does not unreasonably interfere with or substantially alter the LMU-CDM curriculum or interfere with the rights of other students or with the student's ability to adequately care for the patient. Occasional quizzes are administered in class; extra time will not be granted for these quizzes for students with disabilities. Quizzes and exams must be taken on site at the Tower during the designated times, unless prior permission is granted by the Course Director. Sharing access credentials, including passwords, is strictly prohibited.

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

Request for Accommodations

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

1. For each semester accommodation is requested, the student must submit a request for accommodation to the LMU Office of Accessible Education Services and the required documentation (see Documentation Guidelines below). <https://www.lmunet.edu/student-life/accessible-education-services/>
2. The Office of Accessible Education Services Director, **Jason Davis**, will discuss with the student arrangements for reasonable accommodations the student should be prepared to discuss specific accommodations needs. jason.davis@LMU.net
3. If accommodations are approved, a Student Accommodation Form will be prepared by the Director listing the accommodations. The form is sent to the Associate Dean for Academic Affairs for review and approval.
4. If a student is not satisfied with the decision of the Office of Accessible Education Services, the student may file an appeal with the Accommodations Grievance Committee (see Grievance Procedure below).

Grievance Procedure for Students with Disabilities

If a student is not satisfied with the accommodations granted by the LMU Office of Accessible Education Services, they have 30 days to file an appeal (Grievance Appeal Request) in writing to the Office of Accessible Education Services at <https://www.lmunet.edu/student->

[life/accessible-education-services/](#). All grievances concerning any aspect of the services or accommodations provided to a student with a disability or related to any issue related to Section 504 or the ADA, should be taken to the Grievance Committee.

The standing members of the LMU-CDM Accommodations Grievance Committee will be appointed by the Dean and Chief Academic Officer of LMU-CDM. If there is a conflict between a standing member and the student filing the appeal, the standing member may be replaced by another faculty member appointed by the Dean. If the student has new or additional documentation relating to the candidate's disability, the candidate may submit this material to the Grievance Committee. The appeal's purpose is to look at the material originally presented to the Office of Accessible Education Services. If the student has material or documentation that elaborates on the original request, they may present this material to the Grievance Committee. The Committee will conduct a thorough review of the appeal. The Grievance Committee will make their recommendation to the Dean and Chief Academic Officers of LMU-CDM within ten working days after meeting with the student. The decision of the Grievance Committee is final.

Library Resources

Carnegie Vincent Library

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

The Dr. Lon and Elizabeth Parr Reed Health Sciences Library

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

LMU-CDM Tower Library

The LMU CDM Tower library, located on the 4th floor, houses a dental collection and is supported by a member of the LMU library staff.



COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

— *Student Organizations* —



Student Organizations

Student Ambassador Program

Student Ambassadors are selected by the Office of the Dean to represent Lincoln Memorial University College of Dental Medicine (LMU-CDM). Their primary role will be to assist with recruiting efforts. Students are eligible to apply to become ambassadors beginning midway through their first semester at LMU-CDM. Students can fill out an application form available in the Office of the Dean. On the days when potential students are brought in for their interviews, the student representatives will provide tours, take potential students to lunch, and talk to potential students about student life at LMU-CDM. Representatives may also assist with on-campus and off-campus recruiting events and other similar functions. Students are not allowed to provide tours to family members or friends on the weekends.

Student Organizations

The LMU-CDM Student Government Association (SGA) is the official voice for students. LMU-CDM SGA is open to all students at LMU-CDM and welcomes proposals and participation from the entire student body. SGA is responsible for disbursing funds for student activities, acting as the liaison for the student body, promoting dental medicine and dental hygiene procedures, supporting club and classroom activities, and working to improve the quality of life for all LMU-CDM students. Students serving as SGA officers, club presidents, student ambassadors, LMU-CDM representatives at national meetings, or in any similar position must maintain at least a 70% average in their coursework. For the purposes of this requirement, the average will be calculated using the actual percentage grades achieved in each course/system.

An officer whose grade average falls below 70% or is placed on academic or professional probation must resign their leadership position. LMU-CDM students are encouraged to develop, organize, and participate in student associations and government organizations; however, students may not hold more than one elected position at the same time.

Elections for offices are held each fall for the following year. The LMU-CDM Office of the Dean is responsible for providing support for these associations or organizations. Every student organization is required to have a faculty advisor.

Registration of Dental and Dental Hygiene Student Organizations

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

Registration of a student organization results from compliance with the criteria and conditions stated below, and it does not directly or indirectly imply the approval of the organization or its activities by LMU-CDM. Organizations must secure registration forms from the Office of Admissions and Student Services annually as well as the securing of an LMU-CDM advisor.

Dental and dental hygiene students will advance only after having met the academic, financial, and professional requirements of LMU-CDM for each academic year. All students enrolled in the Doctor of Medicine in Dentistry (DMD) or dental hygiene programs are considered full-time students. Students may not engage in employment or other activities that conflict with scheduled LMU hours, including didactic, laboratory, clinical, or other required academic activities. Employment during LMU hours is strictly prohibited.

Students are responsible for ensuring that any outside commitments do not interfere with attendance, academic performance, clinical responsibilities, or professional obligations. Failure to comply with this policy may result in referral to the appropriate academic or professional review process.

COLLEGE OF DENTAL MEDICINE

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COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

— *Students Financial Services and* —
Resources



Students Financial Services and Resources

Annual Registration

Once student organizations receive official recognition, the organizations must retain Lincoln Memorial University (LMU-CDM) support through the following criteria:

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

Student Sponsored Events

Any on-campus or off-campus event conducted by either a student club or the SGA must be approved via an event form 30 days in advance. This includes, but is not limited to, all talks, seminars, exhibits, fundraisers, workshops, and courses. Event forms are available at: https://lincolnmemorialuniversity.formstack.com/forms/event_request_form

Merchandise and LMU-CDM Logo Policy

All LMU-CDM student organizations seeking to develop merchandise must obtain prior approval from the Director of Career Services before producing any organizational items. The procedures to be followed in gaining approval for, and purchasing, logo merchandise can be found here.

This is to ensure that all appropriate procedures and style guidelines are followed by student organizations. Any LMU-CDM student organization that produces merchandise which violates this policy may have the merchandise confiscated and will have to replace the merchandise at the organization's own expense. Please see the following link for further information <https://www.lmunet.edu/college-of-dental-medicine/about/student-life>.

Financial Services

The LMU Student Financial Services Office provides and communicates information on financial aid and student accounts. In addition to student billing and collections, this office helps students apply for and receive student loans, grants, scholarships, and other types of financial aid. More information can be found at: <https://www.lmunet.edu/student-financial-services/financial-aid/>.

Repeating Semesters

In some instances, as approved by the Student Progress Committee (SPC) and Dean, Doctor of Medicine in Dentistry (DMD) students may have to repeat one or more semesters of coursework. For each semester that must be repeated, students will be charged half of the

current semester's tuition and student fees. When a student fails to complete their fourth year graduation requirements and is allowed to extend their time at the LMU-CDM, repeat part of a semester, or require one or more semesters to graduate, as required by the Clinical Student Progress Committee (CSPC) and Dean, they will be charged as follows: 1) from the end of the Spring Semester to June 30, students will be able to remain at the CDM in order to remediate any (I) Incomplete courses with no additional fees or financial aid; 2) if the remediation for the (I) Incomplete course(s) results in a final grade of 'F' the student will be allowed to re-enroll in the failed course(s) the following Fall Semester when the tuition will be half of the current semester's tuition and student fees. All LMU rules and regulations will continue to apply to students who are extending their time or repeating semesters. If students fail their required CBCE rotation, a \$2500 repeat fee will apply.

Student Withdrawal: Reimbursement of Funds

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

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 Federal Direct Loans. The policy states that up to the 60% point in each semester a pro-rata schedule will be used to determine how much Title IV aid the student has earned. For example, if the student has attended 31% of the enrollment period, the student has earned 31% of his/her Title IV aid and 69% of the aid must be returned to the federal government. After the 60% point in the semester, the student has earned 100% of the aid for which the student was eligible. Additional information on the return of Title IV funds may be obtained from the Office of Student Financial Services.

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

Financial Commitment Policy

For value received, the student will be responsible to pay to the order of Lincoln Memorial University, Harrogate, TN for the total of all costs incurred for their education while attending LMU, for all times of attendance. Interest (1.5%) will accrue at the end of each month on all outstanding balances, except for balances due from approved third parties. The student will also be responsible for paying attorney fees (if applicable) and all other costs of collection in the event the account is placed in the hands of an attorney or an outside collection agency.

Graduating students must pay any outstanding account balance three weeks prior to graduation if paying by personal check. If paying by cashier's check, cash, money order or VISA/ MASTERCARD/ DISCOVER/ AMERICAN EXPRESS, payment can be made up to the date of graduation rehearsal. Accounts must be paid in full before a student may participate in the graduation ceremony or receive a diploma.

Outstanding Balance/Collection

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

Veterans

Veterans In accordance with the Veterans Benefits and Transition Act of 2018, Section 367(e) of title 38 (Public Law 115-407), a student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation & Employment, or Chapter 33, Post 9/11 GI Bill® *benefits shall be permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a Certificate of Eligibility can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs website- eBenefits, or a VAF 28-1905 form for

Chapter 31) and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following receipt of the Certificate of Eligibility.

The University shall not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require the student to borrow additional funds, in order to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33. Beginning with the terms starting after December 17, 2021, students using their Post 9/11 GI Bill will be required to verify their enrollment at the end of each month.

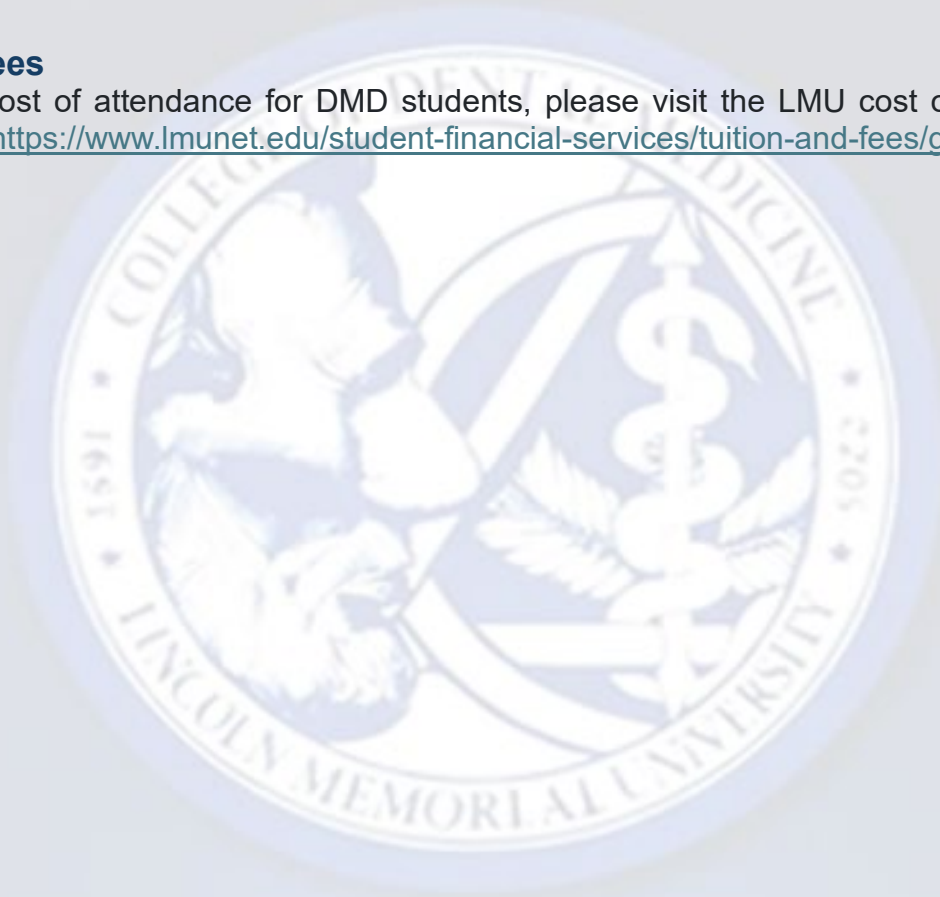
Students receiving the Montgomery GI Bill will not be impacted by this change. They are already required to verify their enrollment. After December 17, 2021, all impacted students with a US mobile phone number on file with the VA will receive an opt-in text as their next enrollment period approaches.

Students who do not have a mobile phone number on file will not be able to use text verify. They will be automatically enrolled into email verification.

* GI Bill is a registered trademark of the US Department of Veteran Affairs.

Tuition & Fees

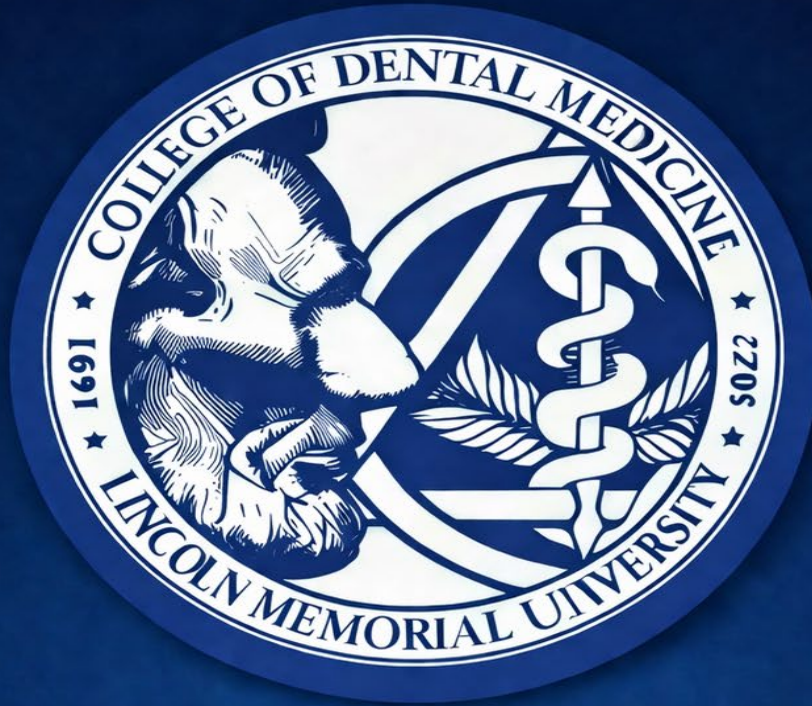
For the full cost of attendance for DMD students, please visit the LMU cost of attendance website: <https://www.lmunet.edu/student-financial-services/tuition-and-fees/graduate-and-professional>



COLLEGE OF DENTAL MEDICINE

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COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

— *Student Accountability* —
and Professionalism



Student Accountability and Professionalism

Overview of Student Conduct and Professionalism

Dentistry and dental hygiene are trusted professions that require the highest standards of integrity, ethical behavior, and professionalism. As students of the Lincoln Memorial University College of Dental Medicine (LMU-CDM), individuals are expected to embody these principles at all times, both on and off campus.

Students are expected to conduct themselves in a manner consistent with the responsibilities of a healthcare professional and to uphold the values of respect, integrity, accountability, and professionalism. These expectations are essential to maintaining a safe, respectful, and effective learning and patient care environment.

All students must comply with the University's policies, including the Academic Honor Code and Code of Student Conduct, as outlined in the University Catalog. Students are expected to represent themselves, LMU-CDM, and the dental profession with professionalism, including appropriate behavior, communication, and attire.

Professional Courtesy

Upon matriculation, students assume the role of future healthcare professionals and are expected to demonstrate professional behavior in all interactions with classmates, faculty, staff, administrators, patients, and other healthcare professionals. Professional communication, whether verbal, written, electronic, or non-verbal, must be respectful, clear, and appropriate at all times. This includes communication during all classes, via email, text messages, learning platforms, and other digital tools.

- Students are expected to demonstrate professional courtesy by:
- Communicating promptly and respectfully
- Notifying appropriate individuals of absences, delays, or conflicts
- Maintaining accountability for academic and clinical responsibilities

In the event of illness, emergency, or inability to meet an academic or clinical obligation, students must provide timely notification to affected faculty and the Office of Student Affairs. Reasonable notice is expected, typically within 24 hours, in accordance with the Excused Absence Policy. Failure to provide appropriate notice may result in denial of an excused absence.

Student Email and Communication Responsibility

LMU-CDM utilizes official University email and learning management systems (e.g., Canvas, ExamSoft) as primary modes of communication. Students are responsible for remaining informed of all academic and institutional communications.

Students are required to:

- Check their official Lincoln Memorial University (LMU) email account daily
- Review all announcements, course materials, and communication in Canvas in a timely manner

- Respond to communication from faculty, staff, and administrators as appropriate
- Designate their class year in all email correspondence.

If a student experiences difficulty accessing their email account, they must contact University Information Services (IS) immediately to resolve the issue. Failure to access or respond to official communications does not exempt students from compliance with institutional policies, deadlines, or academic requirements. Maintaining awareness of communication is a core component of student professionalism and accountability.

All faculty, staff, and students of LMU have access to computer resources. Each student is assigned a user account that grants access to the University network resources and Wi-Fi. Every student account comes with a home directory for storing files. This space is limited to 5-10 megabytes depending on course requirements. It is the responsibility of the student to back up and maintain the files.

Professionalism in Remote Learning Environments

In certain circumstances, such as inclement weather, lectures will be conducted remotely. Students are expected to maintain the same standards of professionalism in remote and virtual learning environments as in in-person academic and clinical settings. Remote class sessions are considered formal educational activities and require appropriate conduct.

Students are expected to:

- Minimize distractions and participate in a setting conducive to learning
- Dress in accordance with the LMU-CDM Professional Attire Policy
- Maintain professional behavior and engagement throughout the session
- Keep their cameras on and operational during all video conferencing sessions unless otherwise approved by the course director or instructor

Students must not attend remote sessions:

- From a moving vehicle
- From environments that are unsafe or not conducive to learning

Failure to comply with remote professionalism expectations may result in referral to the Office of Student Affairs and/or the Office of Academic Affairs.

E-Professionalism and Social Media Policy & Guidelines

Digital communication and social media platforms, including but not limited to email, blogs, websites, and platforms such as Instagram®, Facebook®, LinkedIn®, Snapchat®, and other online networks, are considered extensions of professional identity. Students enrolled at LMU-CDM are expected to demonstrate professionalism in all online and electronic environments, consistent with expectations in academic, clinical, and community settings. LMU-CDM Dental and Dental Hygiene students must adhere to the LMU Social Media Policy as described [here](#).

Students are expected to:

- Exercise sound judgment and professionalism in all online communication
- Demonstrate respect toward peers, faculty, staff, patients, and the public

- Protect patient confidentiality and comply with HIPAA and institutional policies
- Maintain a professional digital presence consistent with the standards of the dental profession

Students must not engage in conduct that is:

- Malicious, threatening, or harassing
- Obscene or inappropriate
- Misleading or damaging to the reputation of individuals, LMU-CDM, or the profession

Unprofessional online behavior may result in:

- Referral to the appropriate University disciplinary body
- Additional academic or professional consequences

Students who record in laboratory or clinical settings must avoid capturing images, audio, or video of other students, faculty, or staff without prior consent. Any recording originating from LMU-CDM facilities that is intended for posting on social media or public platforms requires prior approval from the Associate Dean for Faculty and Students. Failure to comply with this policy may result in disciplinary action.

Reporting and Guidance

Students who have questions, concerns, or require guidance regarding professionalism, academic integrity, or student conduct should contact the office of Associate Dean for Faculty and Students. The Office provides support, clarification of policies, and assistance in addressing concerns.

Harassment, Discrimination, and Sexual Misconduct

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

LMU is committed to providing an environment free of all forms of discrimination, including gender or sex-based discrimination. With the exception of guidance counselors in session, all LMU employees are Mandatory Reporters; this means that if you inform any LMU employee of a situation that may involve sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence, dating violence, or any other form of prohibited gender or sex-based discrimination, the employee is required to report the information to the Title IX Coordinator. If you would like to speak with an individual who does not have this obligation, confidential counseling is available to students free of charge through the LMU Office of Mental Health Counseling, Duke Hall 202. For more information, call 1-423-869-6277.

Professional Appearance

All students of LMU-CDM must maintain appropriate attire, personal hygiene, and cleanliness, reflecting a professional demeanor. It is imperative that students exercise sound judgment when selecting their attire for various educational activities. Ensuring patients' comfort is paramount; therefore, students must avoid any behavior or appearance that may cause discomfort to patients.

Dress Code Enforcement

Students who come to LMU-CDM dressed unprofessionally will be asked to leave, change into appropriate attire, and return. Absence from classes or exams due to inappropriate attire will be considered an unexcused absence. The dress code is enforced when in the LMU-Tower. If a LMU-CDM sanctioned event requires different attire, students may wear appropriate clothing that is not revealing. The following attire guidelines are to be adhered to by all students while on campus and any LMU-CDM associated sites:

1. **Clean, Wrinkle-Free Scrubs:** All students must wear clean, wrinkle-free scrubs while on campus. Maintaining scrubs professionally is essential to uphold the standards of cleanliness and hygiene expected in a healthcare environment. Clean scrubs should also be worn by D4 Student Doctors while treating patients during their external CBCE rotations. Some practices may provide Student Doctors with other 'office-conforming' attire which should be worn instead of scrubs.
2. **Scrub Jacket or White Coat:** In addition to scrubs, students are required to wear a scrub jacket or white coat when needed. This enhances professionalism and clearly distinguishes healthcare team members within the campus environment.
3. **Optional T-shirt Under Scrub Top:** A short or long-sleeved T-shirt may be worn underneath the scrub top for additional comfort. However, it should be plain and devoid of any logos or graphics that may detract from the professional appearance.
4. **Footwear:** Waterproof, closed-toe shoes, with low/no heels must be clean, well-maintained, and free from scuffs or visible wear and tear. Crocs with holes and Uggs are not acceptable.
5. **Campus-Wide Requirement:** The above-listed attire shall be worn by all individuals on campus, including during the day, evenings, and weekends. Consistency in attire contributes to the overall professionalism and cohesion of the campus community. This includes all offsite clinic locations.
6. **Prohibited Attire:** Logo T-shirts with inappropriate or political messages/graphics are prohibited on campus.
7. **Fingernails should be hygienic and appropriately trimmed.**
8. **Headphones or earbuds are prohibited during lectures.**

These attire guidelines are implemented to maintain a professional environment conducive to learning, patient care, and collaboration within the campus community.

When representing LMU-CDM in any type of public forum, such as a conference or certain on-campus events, the dress code is business casual or business professional. Students must display correct judgments and match the appropriate clothing with the event. Failure to do so

may result in the student being disallowed from attending the event and representing LMUCDM.

The syllabus for each laboratory course will explain in more detail the appropriate attire. Students on clinical services are required to wear clean scrubs. Refer to the clinic manual for specific attire.

In addition, the use of jewelry and accessories must be minimal and cannot interfere with clinical procedures or patient care. Hair must be neatly styled and secured away from the face and clinical workspaces to maintain hygiene and prevent contamination. Facial hair must be well-groomed and trimmed to comply with infection control guidelines. If wearing a beard or mustache, students must ensure that it is neatly trimmed and maintained.

Inappropriate Attire

The following items are examples of inappropriate dress code during normal LMU-CDM hours.

- Tube tops
- Tank tops
- Body Shirts
- Flip-flops
- Excessive body piercing
- Cutoff shorts
- Jeans or scrubs with holes
- Excessively tight scrubs

Student Identification Badges

All students are issued an official LMU-CDM identification (ID) badge at no cost upon matriculation. A fee of \$15.00 will be charged for the replacement of a lost ID badge. Students are expected to retain their ID badge for the duration of their enrollment at LMU-CDM.

All registered students must carry their ID badge at all times while on campus and present it upon request by authorized University personnel, including faculty, staff, Resident Assistants, Resident Directors, and Campus Police & Security. The ID badge serves multiple purposes, including identification, access to LMU-CDM facilities, library privileges, and admission to campus activities. It may also be used as a form of identification within the surrounding community.

Students are responsible for ensuring that their ID badge is validated each semester through the Office of Admissions and Student Services. Failure to present a valid ID badge upon request by LMU personnel may result in a potential fine of \$25.00.

All LMU-CDM students are required to wear their University ID badge visibly above the waist at all times while on campus or in any LMU facility. Students requesting access to campus facilities after hours or on weekends must present their LMU ID badge to Campus Police & Security for identity verification. If a student does not have their LMU ID badge, they may be required to present a government-issued photo ID, such as a driver's license. Failure to provide appropriate identification may result in denial of access to campus facilities.

General Conduct Policy Guidelines

As an enrolled student at LMU, all students must abide by the University Code of Conduct found in the Railsplitter Community Standards Guide: <https://handbook.lmunet.edu/scope-of-the-code-of-conduct>

Student Honor Code of LMU-CDM

"We, as students at Lincoln Memorial University, College of Dental Medicine, believe there is a need to support and cultivate the high ethical standards of honor associated with the dental hygiene and dental community. This Honor Code intends to make explicit minimum standards to which we, as a community, will hold our colleagues and ourselves accountable. Personal and academic integrity are the foundation of the Code, with particular focus on respectful communication among peers. We are aware that integrity, accountability, mutual respect, and trust are essential to the dental hygiene and dental profession, and we will actively support and work to achieve these ideals throughout our professional career. The environment that we create is critical to this endeavor. As members of our community, we realize that our actions affect those around us and the quality of the community. This Code should supplement, but not supplant, our personal, religious, moral, and ethical beliefs, nor is this Code meant to supersede any policies, regulations, codes, statutes, or laws that exist within the Lincoln Memorial University, Tennessee state, or federal jurisdiction."

The Pledge

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

LMU Code of Student Conduct

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

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

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

Student/Patient Relationships

The relationship between the LMU-CDM student and patient should always remain at a professional level. The student is not to engage in relationships with patients that are construed as unethical or illegal. Dating and intimate relationships with patients is not permissible. Allegations of unprofessional conduct may be considered improper behavior and may be grounds for disciplinary action, including dismissal from LMU-CDM. Students are not permitted

to provide dental treatment to any patients, family, or friends without direct supervision from a Tennessee Licensed LMU faculty member.

Student/Clinician Faculty Members

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

Student Statements of Respect

The following Statements of Respect outline the professional standards and ethical principles expected of dental students as they engage in clinical care, academic responsibilities, and interactions within the broader community. They serve as a foundation for fostering trust, accountability, and integrity while promoting respectful relationships with patients, colleagues, and oneself.

Students must adhere to the following Statements of Respect:

Respect for Patients

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

Respect for Faculty, Staff, Colleagues, Hospital Personnel, and Community

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

Respect for Self

We realize that a diversity of personal beliefs serves to enrich dental hygiene and the dental profession. Therefore, we encourage the upholding of personal ethics, beliefs, and morals in

both daily conduct and our practice of this Code. Understanding conflicts may exist that interfere with our personal beliefs; we are encouraged to be proactive in communicating these situations.

Respect for Proper Documentation

The written dental record is vital for communication between healthcare providers and for effective patient care. It is also a legal document and accessible for patient review. Therefore, it is crucial to maintain the integrity of patient care by accurately reporting all pertinent information within our direct knowledge. Written medical documents, including electronic correspondence related to patients and their care, must be legible, truthful, complete, and accurate to the best of our abilities. To avoid accidentally breaching confidentiality, patient care discussions should not occur in communal areas. Relevant medical or personal information about patients should only be shared with healthcare professionals directly involved in their care or for educational purposes. Any communication of patient information during educational presentations must exclude identifying details and have the attending physician's permission.

Respect for Laws, Policies and Regulations

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

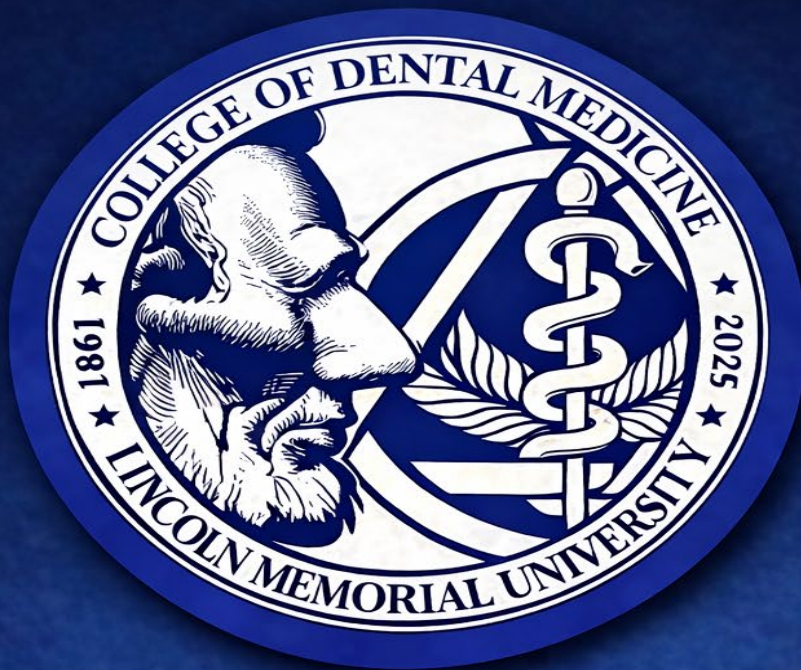
Role of the Faculty

In cases of suspected code violations, members of the faculty are required to report the incident to the Ethics and Honor Code Committee.

COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

Policies, Procedures & Guidelines



COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

— *Academic Policies* —



Academic Policies

Official Academic Records

The Lincoln Memorial University (LMU) Office of the Registrar houses official academic records. Permanent academic records may contain the following:

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

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

The student may obtain or have forwarded to designated parties' copies of his/her academic transcript by submitting a request using the following link: <https://www.lmunet.edu/registrar/transcript-requests.php>. The student may choose to request an electronic or printed transcript. The cost of an electronic transcript is \$6.75; the cost of a printed transcript is \$10.00. The University cannot transmit any transcripts electronically (FAX).

Family Educational Rights and Privacy Act (FERPA)

The program complies with the provisions of the Family Educational Rights and Privacy Act (FERPA), 1974, as amended. This law maintains that the program will provide for the confidentiality of student education records. Identifiable information from a student's educational record will only be accessible to program faculty, staff, and other LMU employees with a legitimate educational need for the information. Student grades are recorded, stored, and secured with the LMU Registrar. All other student educational records are maintained by the Program. Please see <https://www.lmunet.edu/registrar/ferpa/index.php> for detailed information regarding FERPA and the list of disclosures that LMU may make without student consent in accordance with FERPA.

Attendance and Absence Policy

It is the student's professional responsibility to attend and to be on time for all scheduled lectures, clinics, laboratories, seminars, case presentations, small-group sessions, rotations, and scheduled faculty appointments. Attendance is considered a measure of a student's professional conduct. If an absence is determined to be excused by the Associate Dean for Faculty and Students, the student may be eligible to make up the quiz, examination, clinical case, or assignment. However, this is not always possible. Course directors may deem certain types of assignments that are not eligible for makeup. This will be outlined in the course syllabus and will be verbalized in class.

Excused absences **may** be granted by the Associate Dean for Faculty and Students for the following reasons:

- **Medical necessity:** illness of the student or immediate family member (Mild symptoms including but not limited to headache, migraine and dysmenorrhea are not considered excused absences unless a document from a medical professional is provided).
- **Death in the family:** the passing of an immediate family member (Parent(s), Sibling(s), Grandparent(s), and Significant Other).
- **Professional activities:** Professional meetings and research conferences upon approval from the Associate Dean for Faculty and Students.
- **Externships (D3/D4)** must be preauthorized by the Associate Dean for Faculty and Students.
- **Special circumstances/other:** including vehicle accidents, court appearances, participation in immediate family weddings [Parent(s), Sibling(s) and Grandparent(s)], approved religious observances, and other qualifying absences as approved by the Associate Dean for Faculty and Students.
- All other absences are considered unexcused.

Students who are aware of an upcoming absence must notify the Associate Dean for Faculty and Students in advance and complete the required leave of absence form linked here: https://lmu.co1.qualtrics.com/jfe/form/SV_cZy1N8SxG2wtDx4. For unexpected absences, students must notify the Associate Dean for Faculty and Students within 24 hours of the student's return to campus. Failure to follow the 24-hour protocol will result in the absence being considered unexcused. For additional details, refer to the LMU University Leave of Absence Policy. <https://cdmcatalog.lmunet.edu/attendance-absences>

All requests for excused absences must be supported by appropriate documentation. Acceptable documentation may include, but is not limited to, a physician's note or medical certificate, obituary or funeral notice, court or jury duty documentation, conference registration or program materials, official University or professional correspondence, and emergency or incident reports. Failure to provide complete and appropriate documentation may result in denial of the request.

Approval of an excused absence does not guarantee the opportunity to make up missed work. The format and availability of make-up assignments, quizzes, exam clinical cases or assessments are at the discretion of the course director, as outlined in the course syllabus. Students are required to communicate with the course director or exam coordinator within 24 hours of returning to campus to arrange any approved make-up session, and all make-up work must be completed within five (5) working days of the student's return. If a student has an excused absence, they will be required to make up the cumulative final exam within two (2) working days in order to fulfill registrar grade submission deadlines. The make-up will be administered on a day when the University is open, during LMU-CDM hours.

LMU-CDM Policy on Student Use of Telehealth

LMU-CDM recognizes telehealth as a valuable modality to enhance patient access to care and support student clinical education. All telehealth encounters must meet the same standards of professionalism, documentation, and clinical relevance as in-person visits.

Guidelines for Telehealth Encounters:

- Telehealth visits must be clinically appropriate, necessary, and aligned with patient care needs.
- All encounters must be accurately documented in the electronic health record (EHR) in accordance with institutional policies.
- Encounters must demonstrate meaningful clinical engagement, including assessment, patient education, treatment planning, or follow-up care.

Repetitive Encounters and Clinical Credit

To ensure equitable clinical experiences and integrity in clinical education:

- Repeated telehealth encounters with the same patient for the same condition, without clear clinical progression or new findings, may not be counted toward clinical requirements.
- Multiple visits must demonstrate distinct clinical value, such as:
 - New assessment findings
 - Changes in treatment plan
 - Documented follow-up with measurable outcomes
- Encounters deemed duplicative, excessive, or lacking clinical necessity may be subject to review and exclusion from clinical credit.

Oversight and Accountability

- Course Directors and clinical faculty will monitor telehealth utilization patterns to ensure appropriate educational value and compliance.
- Concerns regarding excessive or inappropriate telehealth encounters may be referred to the Student Progress Committee (SPC) for review.
- Students are expected to adhere to ethical standards and professional responsibility in all patient interactions, including telehealth.

Institutional Expectations

LMU-CDM is committed to ensuring that all clinical experiences, whether in-person or virtual, support the development of competent, ethical, and patient-centered practitioners. Telehealth should enhance, not substitute, the breadth and quality of required clinical training.

LMU Leave of Absence (LOA) Policy

LMU-CDM recognizes that, under exceptional circumstances, a student may require a temporary interruption in their academic progression. A Leave of Absence (LOA) may be granted to support student well-being while ensuring adherence to academic standards and program continuity.

Categories of Leave

1. Medical Leave

Medical leave is granted when a student develops a health condition that temporarily precludes participation in academic, preclinical, or clinical activities. Appropriate medical documentation is required.

2. Personal Leave

Personal leave is granted in response to significant, unforeseen life events that substantially impair a student's ability to continue in the program (e.g., military deployment or other extraordinary circumstances).

3. Maternity/Paternity Leave

Maternity or paternity leave is granted to support students during childbirth, adoption, or early childcare responsibilities.

4. Scholarly Leave

Scholarly leave is granted to students participating in approved academic, research, or institutional scholarly activities under LMU-CDM sponsorship.

Approval and Process

A Leave of Absence may be granted only with approval from the Associate Dean for Faculty and Students. To request a Leave of Absence, the student must:

- Submit a formal written request detailing the reason for the leave
- Meet with the Director of Students and Academic Advancement
- Provide supporting documentation, as applicable

Following review, LMU-CDM will provide the student with written notification of the decision, including any conditions required for return to the program. In addition, the Associate Dean for Faculty and Students will formally notify the appropriate Course Director(s) and the Student Progress Committee (SPC) of any approved Leave of Absence to ensure appropriate academic tracking, continuity, and compliance with institutional policies.

Duration of Leave

A Leave of Absence may be granted for a period of up to one (1) year. Extensions beyond one year are not guaranteed and are subject to institutional review and approval.

Pre-Leave Requirements

Prior to the commencement of the leave, the student must complete all required institutional checkout procedures, as directed by the Associate Dean for Faculty and Students. This may include, but is not limited to:

- Return of institutional property
- Completion of required documentation
- Coordination with academic and clinical departments

Return from Leave

Reinstatement following a Leave of Absence is contingent upon the student's fulfillment of all conditions specified at the time the leave was granted. To be considered for reinstatement, the student must:

- Submit all required documentation in writing to the Associate Dean for Faculty and Students.
- Demonstrate compliance with all terms and conditions of the leave.
- Meet any additional academic, clinical, or health-related requirements deemed necessary by LMU-CDM.

Failure to meet these requirements may result in a delay or denial of reinstatement.

CDM Examination Rules

Students must follow the examination instructions outlined in their course syllabi on Canvas. Examination accommodation is available for Students with documented disabilities or special needs. See “Request for Accommodation” for more information. Students must adhere to the following rules during the administration of regularly scheduled and make-up examinations that are on-campus or remote:

General Expectations

- Students are responsible for knowing the date, time, and location of all examinations and must arrive on time.
- Seating assignments may be enforced for major assessments.
- No questions pertaining to content will be addressed during an examination.
- Students may submit notes or concerns to the instructor using approved methods (e.g., via comments in ExamSoft).
- Students must use a screen protector.
- Quizzes and exams must be taken on site at the Tower during the designated times, unless prior permission is granted by the course director. Sharing access credentials, including passwords, is strictly prohibited.

Academic Integrity and Conduct

- Students must not communicate or interact with any individual during an examination, including:
 - Talking
 - Passing notes
 - Text messaging or electronic communication
 - Gestures or Hand signals
- Students may not access or retain any unauthorized materials unless explicitly permitted by the instructor.

Cheating

Dishonesty of any kind on examinations or written assignments, unauthorized possession of examination questions (including but not limited to, taking pictures, screenshot or recording of the exam, etc), the use of unauthorized notes (either written or electronic) during an examination, obtaining information during an examination from another dental hygiene and dental student, assisting others to cheat, altering grade records, or illegally entering an office are instances of cheating. Cell phones, smartphones, and smartwatches are not permitted during examinations. A student found to have a cell phone or smart device on their person during an examination will receive a zero for that examination and will be subject to dismissal.

Plagiarism

Offering the work of another as one's own without proper acknowledgment is plagiarism; therefore, any dental hygiene and dental student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, or other reference works, or from the themes, reports, or other writings of a fellow dental hygiene and dental student has committed plagiarism. CDM students should become familiar with any standing

policies differing from these general expectations as per their academic department and/or school.

Dress and Appearance

- Hats must be removed during examinations.
- Hoods may not be worn over the head during testing.

Personal Belongings and Devices

- All personal belongings must be stored in the lockers or in your vehicle.
- All communication devices must be turned off and placed face down next to the laptop.
- Watches of any kind are not permitted.

Food, Drink, and Medical Items

- Food is not permitted during examinations.
- Water is permitted only in a label-free container.
- Food and drink are not permitted in laboratory or clinical examinations.
- Medications and medical devices must be disclosed to the proctor and may be subject to inspection.

Breaks and Leaving the Exam Room

- Restroom breaks may be permitted at the discretion of the instructor or proctor.
- Students must secure their exam before leaving (e.g., enable “Hide Exam” if applicable).
- Use of phones, computers, or communication devices during breaks is strictly prohibited.
- Exam time will continue during unscheduled breaks.

Completion and Re-entry

- Students who leave the exam room after completing the exam may not return until all Students have finished.

Attendance and Tardiness

- Students arriving more than 15 minutes late, or after another student has left the exam room (whichever occurs first), will not be admitted.
- A score of zero will be assigned if the tardiness/absence is not excused.
- Late arrivals will not receive additional time and must complete the exam within the remaining time.
- Repeated tardiness may result in referral to the Ethics and Honor Code Committee.

Missed Examinations

- Students who miss an exam due to an unexcused absence will receive a grade of zero.
- In cases of illness or emergency:
 - Students must notify the Associate Dean for Faculty and Students prior to the exam when possible.
 - Documentation must be submitted within 24 hours.
 - Approval is required for any make-up or alternate assessment (refer to Attendance and Absence Policy).

Scheduling and Make-Up Policy

- Requests to change the scheduled date or time of an examination will not be approved, except under approved institutional policies.
- Additional course-specific policies (e.g., OSCEs) may apply and are outlined in course syllabi.

Violations

- Failure to follow examination rules may result in:
 - A grade of zero on the assessment
 - Referral for disciplinary action under the Academic Honor Code
 - Review by the University Ethics and Honor Code Committee

Make-Up Policy and Examination Guidelines

Approval of an excused absence does not guarantee the opportunity to make up missed work. The format, timing, and availability of make-up assignments, practical, quizzes, examinations, clinical cases, or other assessments are determined solely at the discretion of the course director. All make-up assessments must be administered on a day when the University is open and must occur during regular LMU-CDM hours.

Students are expected to adhere to the following requirements:

- **Communication Requirement:** Students must contact the course director or exam coordinator within 24 hours of returning to campus to request and schedule any approved make-up session. Failure to communicate within this timeframe results in forfeiture of the opportunity to complete the make-up assessment.
- **Completion Timeline:** All approved make-up work must be completed within five (5) working days of the student's return to campus except for the cumulative exams. Cumulative final exam dates are prescheduled and cannot be administered early. If a student has an excused absence, they will be required to make up the cumulative final exam within two (2) working days in order to fulfill registrar grade submission deadlines. Failure to complete the make-up cumulative final exam within the two (2) working days will result in a score of zero.
- **Faculty Discretion:** The course director retains full authority to determine whether a make-up assessment is permitted, as well as the format (written, practical, oral, or alternative assessment method).
- **Attendance at Scheduled Make-Up:** Students are required to attend the make-up assessment at the scheduled date and time. Failure to appear for the scheduled make-up, including additional or repeated absences, may result in a score of zero for that assessment.
- **Professional Responsibility:** Students are responsible for ensuring timely communication, adherence to deadlines, and completion of all requirements associated with make-up assessments. Failure to comply with these expectations may result in academic consequences.
- **Block exam make-up:** Due to the amount of material presented within each examination block, students may only make up two (2) block exam per semester, unless approved by the Associate Dean for Faculty and Students based on extenuating circumstances. If a student must miss three (3) or more exam blocks per semester, the student will be advised to pursue a different course of action, such as a leave of absence or withdrawal.

Incomplete Grades:

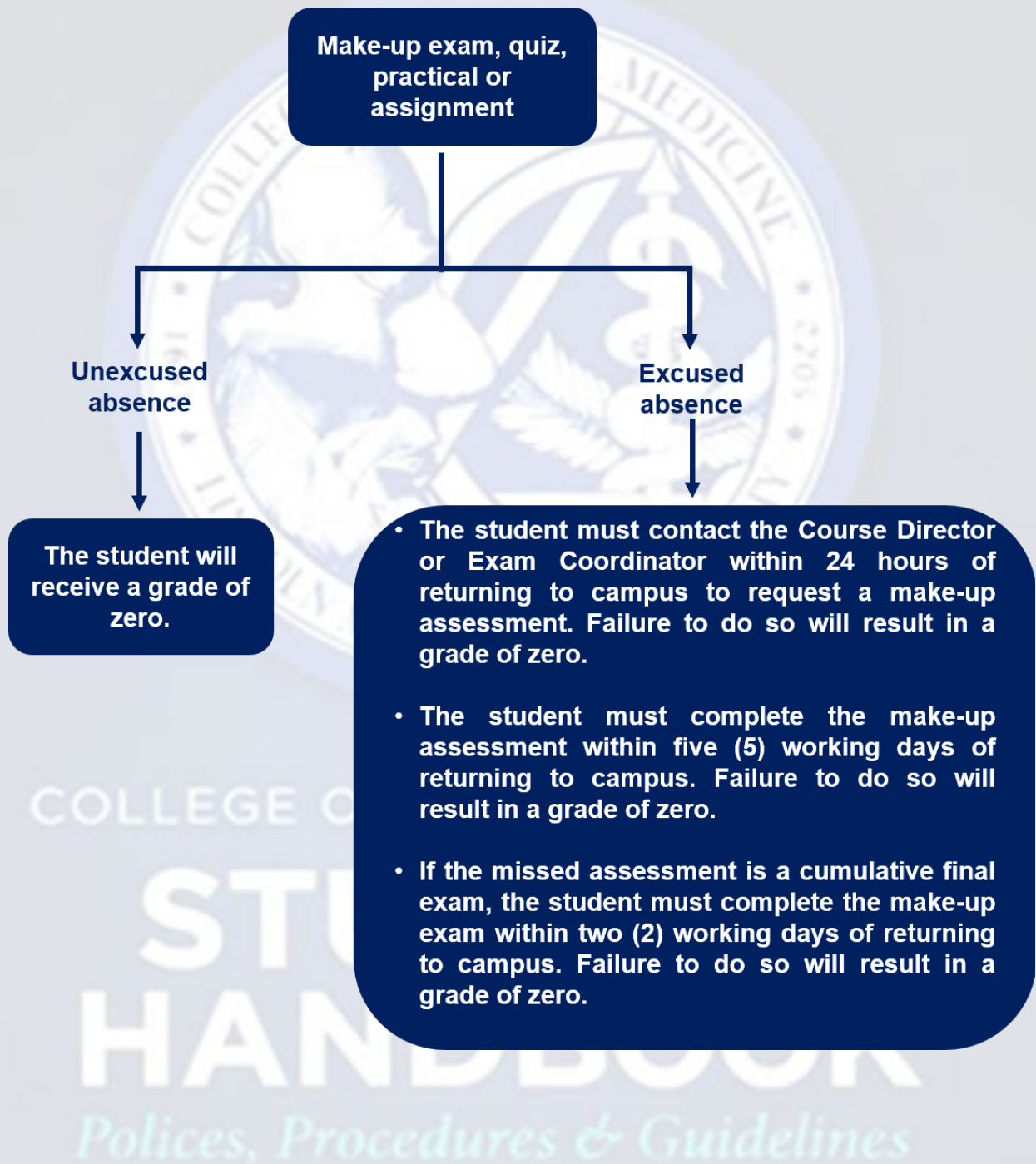
There are two ways an Incomplete grade can be awarded and resolved:

- A Course Director can award an Incomplete grade when the student has not finished all assignments or practicals by the time the grades must be submitted to the Registrar. Such situations must be resolved during a student break or within the first five days of the following semester. If not completed, within five days of the next semester, the student is awarded an F and will be immediately referred to the SPC by their Course Director. The only exception to this process is at the end of the D4 Spring Semester when students are given until June 30 to finish all their clinical responsibilities or receive a Grade of F after which the student must re-enroll in DMD 748 in the following Fall Semester.
- A student who must leave a course, a preclinical lab or clinic rotation or miss an assignment, quiz or exam or make-up quiz or make-up exam due to illness or a personal emergency may be granted an "incomplete" by the Dean for Faculty and Students. If the student does not complete the work by the deadline set up by the SPC and/or course director, the incomplete will convert to a Fail and will be reviewed by SPC. In specific situations, usually health related, the Incomplete grade may be superseded by a Leave of Absence (LOA).

COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

Policies, Procedures & Guidelines



Remediation Policy

Definition and Scope

Remediation is defined as the process by which a student addresses and corrects an academic deficiency identified during or at the completion of a course. This policy applies to academic performance only and does not apply to failures resulting from academic dishonesty, professionalism violations, or other breaches of University or College policies.

Academic Standing and Referral

Students are expected to successfully complete all courses with a minimum passing grade and maintain satisfactory academic standing. At LMU-CDM, the minimum passing score for didactic courses is 70%. Passing requirements for preclinical laboratory courses are defined within each course syllabus, and clinical competency evaluation standards are outlined in the Clinical Education Manual. Any student who fails a course will be placed on Academic Probation and referred by the course director to the Student Progress Committee (SPC), or to the Clinical Student Progress Committee (CSPC) for clinical matters. The appropriate committee will review the student's academic performance and determine eligibility for remediation or other academic actions.

Eligibility for Remediation

Eligibility for remediation is determined by the SPC or CSPC in accordance with LMU-CDM policies. Students must be in good academic and professional standing, with no violations of institutional policies, to be considered for remediation. Remediation is not guaranteed and is granted at the discretion of the SPC or CSPC. For additional information, refer to the SPC section of this handbook and the CSPC in the clinical manual. A Student can only fail one course in a given academic year.

Remediation Process

If remediation is approved, the student must:

1. Develop a Remediation Plan:

- Meet with the Course Director and Department Chair to develop a formal remediation plan.

2. SPC Approval:

- The remediation plan, including all requirements and timelines, must be formally reviewed and approved by the SPC or CSPC prior to implementation.

3. Completion Requirements:

- For didactics, remediation includes comprehensive cumulative examinations
- For practical assessments, remediation plans are usually developed on a case-by-case basis by the Course Director in collaboration with the Department Chair.

4. Performance Standard:

- Successful remediation requires achieving a minimum score of 70% or greater on all required remediation components. Failure of any component will result in failure of the remediation.
- Students are permitted to repeat a failed course once.
- Failure of a repeated course may result in dismissal from the program.

Remediation Timeline

The timeline for completion of remediation will be determined by the SPC or CSPC on a case-by-case basis and will be clearly outlined in the approved remediation plan.

Remediation Outcomes and Grading

- Successful remediation will result in a final recorded grade of "C" (70%), regardless of the original course performance.
- The transcript will reflect a remediated course as "F/C."
- Remediation grades are independent of the original course grade.

- All remediation and repeated courses will be permanently recorded on the student's transcript.
- If the final course grades must be submitted to the registrar prior to the date of the make-up exam, the student will receive a grade of "Incomplete" (I).
- Once the Student takes the make-up exam, the final course grade will be calculated and submitted to the registrar. At that point, the "Incomplete" grade will be changed to the grade the student achieved in the course.

Failure to successfully complete remediation will result in:

- Retention of the original failing grade, and
- Referral to the SPC or CSPC for further academic action, which includes repeating the academic year, or dismissal from the program.
- Failure of a remediation attempt will be considered equivalent to failure of a second course.

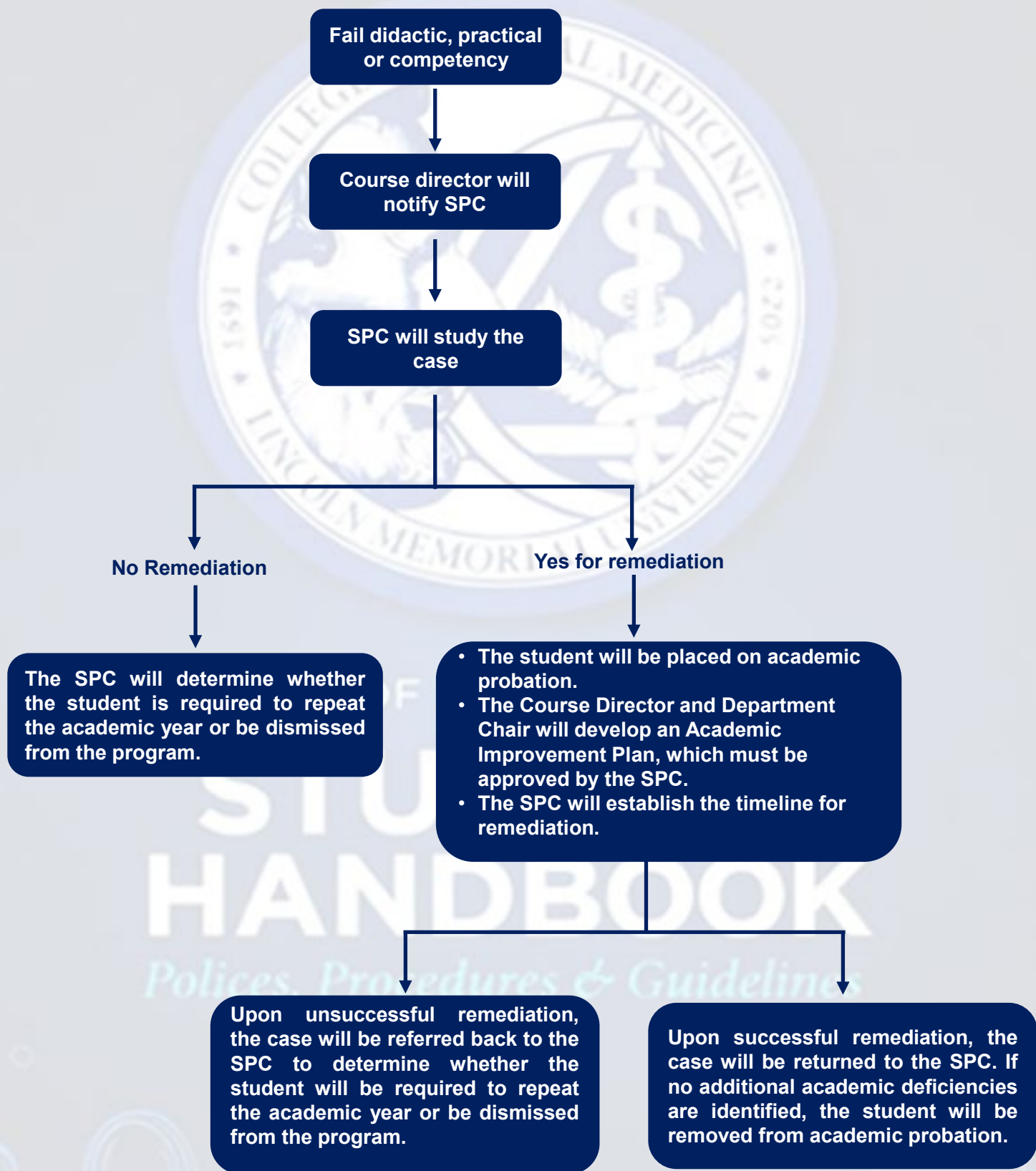
Clinical and Experiential Courses: Remediation of clinical or experiential components is subject to additional requirements and scheduling constraints. Failure in these areas may require course repetition at the next available offering and may delay academic progression or graduation. For more information, please refer to the Clinic Manual.

Dental Hygiene Program

Due to the structure and sequencing of the Dental Hygiene (DH) curriculum, remediation is not permitted. Students must achieve a minimum passing grade of 70% in all courses to progress. Failure to meet course requirements may result in a final grade of "F." Extenuating circumstances will be reviewed on a case-by-case basis by the Course Director and Dental Hygiene Program Director.

STUDENT HANDBOOK

Policies, Procedures & Guidelines



- DMD Students may fail no more than one course, practical, or competency within a given academic year.
- For DH students, remediation is not permitted.
- Failure of a remediation attempt will be considered equivalent to failure of an additional course during the same academic year.
- Failure to complete the remediation within the timeline established by the SPC will result in a failed remediation.

Grades

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

For all courses, within five (5) working days after the final course/system/rotation exam and receipt of preceptor evaluation (as applicable), the course/system/rotation director submits a final grade report. The grade report includes the percentage grade achieved in the class and a letter grade – either A, B, C or F. At the end of every semester, students will receive an unofficial copy of their transcript.

According to the LMU-CDM policy, the GPA on the transcript is calculated based on the letter grades (A, B, C, or F) for each course. A- 90-100% (4.00 Pts), B+ - 86-89%, (3.33 Pts), B- 80-85% (3.00 Pts), C+ 76-79% (2.33 Pts), C- 70-75% (2.00 Pts), and F < 70% (0.00 Pts). A Student who attains a B on the transcript would have a 3.00 used as a multiplier to calculate the GPA. Class rank or the student's overall GPA will be determined by the Office of Academic Affairs

Grade Appeal Policy

If a student has a grievance about an exam or assessment, the student should submit the grievance within twenty-four hours of the grade being posted to the course director and Department Chair. If not resolved, further questions or disputes should be forwarded to the Associate Dean for Academic Affairs and/or Associate Dean of Clinical Affairs and/or the Associate Dean for Faculty and Students within two working days of the grade being posted.

A student desiring to appeal a final course grade must send a letter explaining the facts to the SPC chair, to the Associate Dean for Academic Affairs or Associate Dean for Clinical Affairs and the Associate Dean for Faculty and Students, and the course director. The student will be notified in writing of the decision.

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

Canvas, ExamSoft and Lockdown Browser

LMU-CDM courses use Canvas as an online learning platform. Students should keep notification settings active to stay current on course updates. LMU-CDM uses Canvas/Lockdown Browser and ExamSoft testing software to administer examinations using S laptops. It is important for Students to have an updated laptop that meets College guidelines to avoid difficulties during testing. Students must have a working laptop with an internal or external webcam for test-taking compliance.

ExamSoft Examination Protocol:

1. ExamSoft Usage

ExamSoft will be utilized during the 2026–2027 academic year for all LMU-CDM Students block examinations, final examinations, and LMU-CDM written mock board examinations.

2. Exam Download Requirements

Students are responsible for downloading their examinations between 8:00 PM the evening prior to the exam and 7:00 AM on the day of the exam. *In the event of technical difficulties, support staff will be available from 7:30 AM to 8:15 AM. Students are expected to arrive early if assistance is needed.*

3. Arrival and Seating Expectations

Students must be seated and prepared for the examination with only their laptop, charger, phone, and privacy screen prior to the scheduled start time (typically 8:00 AM).

- In the case of an emergency, Students may be allowed to begin the exam up to 15 minutes after the scheduled start time (until 8:15 AM).
- Students arriving late must submit a request for an excused or unexcused absence to the Associate Dean for Faculty and Students either prior to or immediately following the examination.
- Students arriving more than 15 minutes after the start time will not be permitted to take the examination.
- Students with an excused absence may be eligible to complete a make-up examination.
- Students with an unexcused absence will receive a score of zero.

4. Personal Belongings

Backpacks, books, notes, and all other personal belongings are not permitted in the examination room. The institution is not responsible for lost or stolen items.

5. Exam Structure

- **D1 Examinations:** Organized by discipline, administered consecutively without breaks between sections.
- **D2, D3 and D4 Examinations:** Integrated examinations combining questions from multiple disciplines, consistent with mock board and national board examination formats.
- As a security measure, ExamSoft randomizes both the order of questions and answer choices.

6. Restroom Breaks

Students may take restroom breaks only with permission from a proctor. Only one Student may leave the room at a time.

7. Scratch Materials

Laminated whiteboards and dry-erase markers will be provided prior to the examination. Writing on these materials before the official start of the examination is strictly prohibited and will be considered a violation of academic integrity policies.

eMedley Assessment Software

When participating in external Community-Based Dental Education (CBCE) rotations, D4 Students will use a software product called eMedley to receive formative assessments from their clinical preceptors and to assess their overall rotation experiences. Students will also use eMedley to record the services they have delivered to their CBCE patients on a daily basis.

Computer Requirements

Incoming Students are required to have a laptop computer to access electronic information, submit assignments, and communicate with peers and faculty electronically. The choice of platform (Apple or PC) is up to the students. Students are required to use a privacy screen for their personal laptops during testing. **iPads are not permitted for testing purposes.** Cell phones must be placed on the table in front of the student with the screen facing down. Cell phone use during the exam is strictly prohibited; cell phones are allowed only for the purpose of account authorization when logging into the exam. For more detailed information about computer requirements go to: <https://www.lmunet.edu/information-services/i-need-help-with/bring-your-own-device-byod> .

Panopto Policy

Class recordings are distributed for the exclusive use of Students in the LMU-CDM class. Student access to and use of class recordings are conditioned on agreement with the terms and conditions set out below.

Any Student who does not agree to the terms and conditions of Panopto will be prohibited from accessing or making any use of such recordings. Any Student accessing class recordings (1) acknowledges the faculty members' intellectual property rights in recorded lectures and class materials and that distribution of the recordings violates the LMU-CDM Copyright Policy; (2) recognizes the privacy rights of fellow Students who speak in class; (3) accepts that distributing, posting, or uploading class recordings to Students or any other third party not authorized to receive them or to those outside LMU-CDM is a professionalism violation; and (4) agrees that recordings are to be accessed and used only as directed by the faculty member(s) teaching the course.

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

Class Rank

Class rank is determined at the end of each academic year. Class rankings will be reported in the fall semester for the previous year's coursework. The class ranking will be determined by the Office of Academic Affairs.

Course and Faculty Evaluation

The primary purpose of the course and faculty evaluation process is to provide meaningful feedback that supports continuous improvement in teaching quality and course design. Student feedback plays a critical role in helping course directors and instructors enhance instructional methods, course organization, and overall learning experiences. Written comments are particularly valuable, and Students are encouraged to provide thoughtful, specific, and constructive feedback.

All feedback must be professional, respectful, and focused on actionable suggestions for improvement. Comments should address course structure, delivery, and teaching effectiveness, rather than personal criticisms. Unprofessional or inappropriate comments will not be considered.

In addition to supporting instructional improvement, course and faculty evaluations are used by LMU-CDM leadership to inform academic and administrative decision-making. Evaluation results contribute to the assessment of courses and faculty performance and are used to improve curriculum structure, format, and delivery. Aggregated numerical ratings are analyzed at multiple levels, including course, discipline, department, College, and University, and are reviewed by Associate Deans, Department Chairs, and Course Directors.

Consistent with academic standards in higher education, faculty are evaluated for advancement based on performance in teaching, research, and service. Student evaluations of teaching are an essential component of this process and contribute directly to faculty development and institutional quality improvement.

Course evaluations are made available to Students approximately three weeks prior to the last day of classes and may be accessed through Canvas, Qualtrics, or via institutional email links. Faculty are granted access to evaluation results after final grades have been submitted.

Completion of course and faculty evaluations is mandatory for all Students. Students are required to submit evaluations for each course in which they are enrolled. Students must provide verification of evaluation submission as required by the College. Failure to complete and submit course evaluations will result in a hold on the release of final course grades for the course(s) in which the evaluation was not completed. Grades will only be released once the required evaluations have been submitted and verified.

Student Consultation

All faculty, advisors, and administrators are available for advice and Student support. The input and opinions of the dental and dental hygiene Students are important. As stated previously, there will be regular meetings with the faculty advisor; however, the student may meet with his/her advisor on an ad hoc basis. Appointments are recommended but not required.

Appointments should be scheduled via email to the faculty member or the faculty's administrative assistant. Any Student who feels that they have a question or request that has not been addressed should see the Dean or Associate Dean for Academic Affairs and/or Dean of Clinical Affairs.

Academic Progression

Students who fail one or more courses or clinical rotations in a given academic year will be reviewed by the SPC, which will determine the appropriate academic action based on overall performance.

For Students who fail one course or rotation, the SPC may recommend one of the following:

- Completion of a remediation assessment in accordance with the LMU-CDM Remediation Policy
- Repetition of the academic year

All remediation outcomes will be recorded on the student's official academic transcript.

For Students who fail two or more courses or rotations within the same academic year, the SPC may recommend one of the following:

- Repetition of the academic year
- Dismissal from LMU-CDM

All decisions are made in accordance with institutional policies and with consideration of the student's overall academic and professional performance.

Dismissal and Withdrawal

Students who withdraw or are dismissed from LMU-CDM must complete the official check-out process before separation from the program is considered final. Failure to complete required exit procedures may result in a hold on the release of academic records.

In the case of voluntary withdrawal, the student must submit a written notice of resignation to the Associate Dean for Faculty and Students. The effective date of withdrawal will be recorded on the student's official transcript.

In the case of dismissal, the Dean of LMU-CDM will notify the Associate Dean for Faculty and Students, who will provide instructions regarding the required check-out process.

Upon notification of a student's separation from the program, the Associate Dean for Faculty and Students will issue formal communication to relevant LMU-CDM offices and faculty regarding the change in Student status.

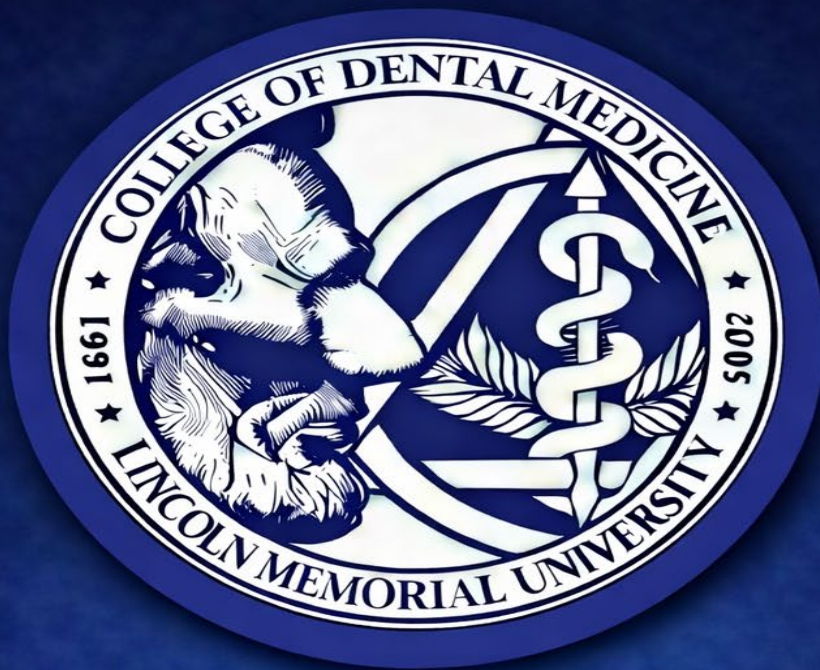
Prior to departure, the student is required to:

- Complete an exit interview with the Associate Dean for Faculty and Students
- Fulfill all financial obligations to the University
- Return all University property, including equipment, instruments, and identification materials
- Complete all clinical responsibilities, including appropriate transfer or closure of patient care, as directed by the Office of Clinical Affairs

Student records, including transcripts, will be released only after all institutional obligations have been satisfied and in accordance with University policies. The student's transcript will reflect the effective date of withdrawal or dismissal.

Student Performance and Academic Support Policy

The College is committed to the early identification and support of Students experiencing academic difficulty. Students who demonstrate challenges in examination performance or overall course standing will receive timely feedback and may be required to meet with course leadership to develop appropriate strategies for improvement. When indicated, a formal Academic Improvement Plan (AIP) may be implemented to outline required actions, expectations, and timelines for progress. Continued unsatisfactory performance may result in referral to the Dean of Academic Affairs and/or the Student Progress Committee for further review and action, in accordance with institutional academic policies.



COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

— *Student Progress Committee (SPC)* —



Student Progress Committee (SPC)

Role of SPC

- The Student Progress Committee (SPC) at Lincoln Memorial University, College of Dental Medicine (LMU-CDM) is the designated body responsible for the review, evaluation, and determination of Student academic progress and professional conduct. The SPC ensures that all Students meet the academic, clinical, and professional standards required for advancement and graduation and that each graduate demonstrates the competence, judgment, and ethical behavior necessary for the safe practice of dentistry or dental hygiene.
- The SPC operates under the authority of LMU-CDM and in accordance with institutional policies, accreditation standards, and applicable regulations. The Committee's decisions are based on a comprehensive review of the student's academic record and professional performance and are intended to uphold the integrity of the educational program and protect patient safety and public welfare.
- The SPC has the authority to review and make determinations regarding Student progression, including promotion, remediation, academic probation, leave of absence, program expansion, reprimand, suspension, dismissal, and graduation eligibility. The SPC also reviews licensure examination performance, compliance with institutional policies, and may recommend Students for honors and graduation awards.
- Each student is evaluated on an individual basis in accordance with LMU-CDM policies and standards. The SPC considers the totality of the student's academic performance and professional conduct, including course grades, clinical and competency evaluations, faculty assessments, and documented concerns. The Committee may exercise professional judgment and discretion, including consideration of mitigating circumstances. All decisions are made through a formal voting process.
- A student may be determined not to have met the requirements for progression or graduation, even if all required coursework and examinations have been completed, if the SPC identifies deficiencies in overall academic performance, clinical competence, or professional conduct. This includes concerns related to consistency of performance, ability to provide safe and effective patient care, or failure to meet institutional standards of professionalism.
- The SPC relies on official academic records and evaluations submitted by course directors, clinical faculty, and other authorized evaluators, including course grades, clinical competency assessments, and professionalism evaluations etc. The SPC does not review or adjudicate grade appeals, which are managed through the Office of Academic Affairs.
- The SPC does not investigate allegations of academic dishonesty or professional misconduct. Such investigations are conducted by the Ethics and Honor Code Committee or other designated institutional bodies. Upon completion of an investigation, confirmed findings are referred to the SPC, which determines the appropriate academic or disciplinary action.
- When reviewing any case related to a Student, the Student Progress Committee (SPC) reserves the right, at its discretion, to meet with the student and/or any relevant individuals whose input may be necessary to fully evaluate the case. The SPC may also determine that a decision can be made based on available documentation without a formal meeting.

- For Students attending any SPC meetings, the following are prohibited unless otherwise authorized, in writing, by the Dean for Faculty and Students: (1) electronic recording of the meeting; (2) invitation of legal counsel or uninvited individuals.

Composition of SPC and Voting Process

The SPC consists of 8-10 voting members from the LMU-CDM faculty, appointed by the Dean of LMU-CDM. One member serves as the Chair. A quorum is achieved when 51% of the voting members are present. Decisions are made by most of those present. The SPC Chair votes only when needed to achieve quorum, break a tie, or create a tie to allow for further discussion.

Confidentiality and Conflict of Interest

The SPC maintains strict confidentiality regarding all Student academic and professional records, deliberations, and outcomes. Confidentiality applies to all individuals involved in the SPC process, including SPC members, invited faculty, staff, witnesses, and Students participating in proceedings. Individuals outside of the LMU community are not permitted.

Information related to SPC decisions is shared only with individuals who have a legitimate educational or administrative need to know, consistent with institutional policies and the Family Educational Rights and Privacy Act (FERPA). This may include only relevant administrators, course or clinical leadership, and the student's assigned advisor or mentor, who will be informed of the outcome as appropriate.

All individuals participating in the SPC process are required to sign a confidentiality agreement prior to the start of the meeting. Faculty, staff, witnesses, or SPC members who refuse to sign the confidentiality agreement will be reported to the Dean of the College of Dental Medicine for appropriate action and will be excluded from participation in SPC proceedings. Students who fail to sign the confidentiality agreement within the required timeframe will forfeit their opportunity to appear before the SPC and may be subject to disciplinary action, up to and including dismissal from the program. Failure to comply with confidentiality requirements may result in additional administrative or disciplinary action in accordance with institutional policies.

The SPC is also committed to maintaining fairness and impartiality in all proceedings. All SPC members, including voting and ex-officio members, are required to disclose any actual or perceived conflicts of interest and must recuse themselves from participation in any case where such a conflict exists. Conflicts of interest may include personal, professional, or prior relationships with the student that could reasonably impair objective judgment.

Any individual with a conflict of interest must not participate in the review, discussion, interview, or voting related to the student and will be required to leave the meeting during those portions of the proceedings. Faculty members may provide relevant information regarding a student's performance prior to recusal when appropriate.

Students will be provided, in advance, with the names of SPC members and any potential participants involved in their case. Students are responsible for reporting any perceived conflicts of interest to the SPC Chair prior to the start of the meeting. The SPC Chair will review the concern and determine whether recusal is warranted. Failure to report a conflict within the

specified timeframe may result in the SPC proceeding without further consideration of the concern.

All confidentiality and conflict of interest procedures are implemented to ensure a fair, unbiased, and legally compliant review process that upholds the integrity of the academic program and protects Student rights.

Events Resulting in Review by the SPC

A Student may be referred to SPC for a comprehensive review of academic performance, professional conduct, and overall progression under the following circumstances:

- Failure to achieve a passing grade in a course or examination
- Failure to meet required competencies in didactic, preclinical, or clinical components
- Failure to complete required clinical competency evaluations (CCE) within established timelines
- Documented concerns regarding academic performance or professionalism
- Receipt of an incomplete grade that is not resolved within the designated timeframe
- Registrar-approved course withdrawal ("Registrar Drop") or failure to complete course requirements
- Confirmed violations of academic integrity or professionalism standards

The SPC will review the student's record and determine appropriate academic or disciplinary action. The Committee reserves the discretion to determine whether a student interview is required as part of the review process.

SPC Actions and Sanctions

When conducting a review, the SPC evaluates a student's overall academic performance, professional conduct, and documented concerns to determine appropriate actions. Decisions are made on a case-by-case basis and may include specific requirements, timelines, and expectations for future performance. Students will be notified in writing of all SPC decisions and are responsible for complying with the outlined plan.

SPC actions may include, but are not limited to:

- **Remediation with Academic Probation:** Students may be permitted to remediate a course or rotation as determined by the SPC. Remediation is accompanied by academic probation, which serves as formal notice that continued deficiencies may result in dismissal. Failure to complete or pass remediation within the assigned timeline set by SPC may result in dismissal. While on academic probation, Students must obtain prior approval from the SPC before participating in any extracurricular activities, rotations or assuming leadership roles. Additional violations during this period may result in dismissal. Students who successfully complete remediation will be automatically removed from academic probation.
- **Disciplinary Warning / Letter of Reprimand:** Issued for minor breaches of conduct; a warning serves as formal notice to correct behavior. It may include required assignments or activities and may be documented in the student's academic record.
- **Requirement for Work to be Redone:** Students may be required to repeat or correct specific academic, preclinical, or clinical work to demonstrate competency.

- **Disciplinary Probation:** Imposed for more serious or repeated professionalism concerns. The disciplinary probation **must** include specific assignments or activities for the student to complete. Additional violations during this period may result in dismissal. Students on disciplinary probation may be restricted from participating in any extracurricular activities, rotations or assuming leadership roles. The SPC conducts a vote to authorize the removal of Students from disciplinary probation, which is a prerequisite for graduation.
- **Dismissal:** A Student may be dismissed if they fail to meet academic or professional standards required for progression or graduation. Dismissal may occur at any time, with or without prior probation, particularly in cases of significant academic deficiency, repeated course failure, or serious violations of institutional policies, professionalism standards, or laws.

Alcohol and Drug Charges or Convictions

Any Student charged by law enforcement with an alcohol or drug related offense must notify the Associate Dean for Faculty and Students as soon as practicable. The Associate Dean for Faculty and Students will keep the Student Progress Committee (SPC) informed of relevant developments throughout the legal process. During the pendency of legal proceedings related to alcohol or drug violations, the student may be placed on administrative leave until the matter is resolved.

Upon resolution of the legal matter, the student will be referred to the SPC for review. The SPC will evaluate the student's circumstances, including academic standing, professional conduct, and any relevant findings, and will recommend appropriate action to the Dean of LMU-CDM. Actions may include, but are not limited to, continued enrollment with conditions, required participation in substance use evaluation and/or treatment programs, academic or disciplinary probation, or dismissal from the program.

Students with suspected or confirmed substance use concerns may be required to have a drug screen done on a regular basis and restricted from participating in clinical activities or patient care if, in the judgment of the College, such participation may pose a risk to patient safety or professional standards.

As a condition for continued enrollment and/or return to clinical activities, LMU-CDM may require a student to undergo a fitness-for-duty evaluation conducted by a qualified, independent healthcare professional approved by the College. The student may be required to authorize the release of relevant evaluation results to the institution, consistent with applicable laws and privacy regulations.

The determination of fitness-for-duty will be made by LMU-CDM based on the evaluation, recommendations of the treating or evaluating professionals, and institutional standards. The College reserves the right to impose conditions, including continued monitoring, treatment compliance, random drug screens, or restrictions on clinical participation. Failure to comply with required evaluations, treatment recommendations, or monitoring requirements may result in further academic or disciplinary action, up to and including dismissal.

Following completion of any required treatment or conditions, the SPC may conduct a follow-up review to determine whether the student has met the requirements for continued enrollment and progression in the program.

The SPC Actions

The SPC's chair, or whoever is acting on his/her behalf, will notify the LMU-CDM Dean in writing of the recommendation for any action or sanction. The Dean will review the SPC's recommendation and may affirm, amend, return the recommendation to the SPC for reconsideration, or override the recommendation in accordance with institutional policies. The final decision of the Dean will be communicated in writing to both the Student and the SPC Chair.

Appeal Process

A student who wishes to appeal a decision of the SPC must submit a written appeal to the Appeals Board within 1 business day of receiving the official decision. The appeal must include a copy of the SPC decision letter and clearly state the basis for the appeal.

During the appeal process, the student's academic status will remain unchanged. A student may progress to the next semester, if otherwise eligible, but may not advance to the next academic year until the appeal process is fully resolved. Financial aid, if applicable, may be paused during the appeal period.

Appeals submitted at the end of the summer semester must be resolved prior to the start of the next academic year and may extend into the first week of the following term. During this time, Student registration and financial aid, if applicable, may remain on hold until a final decision is rendered.

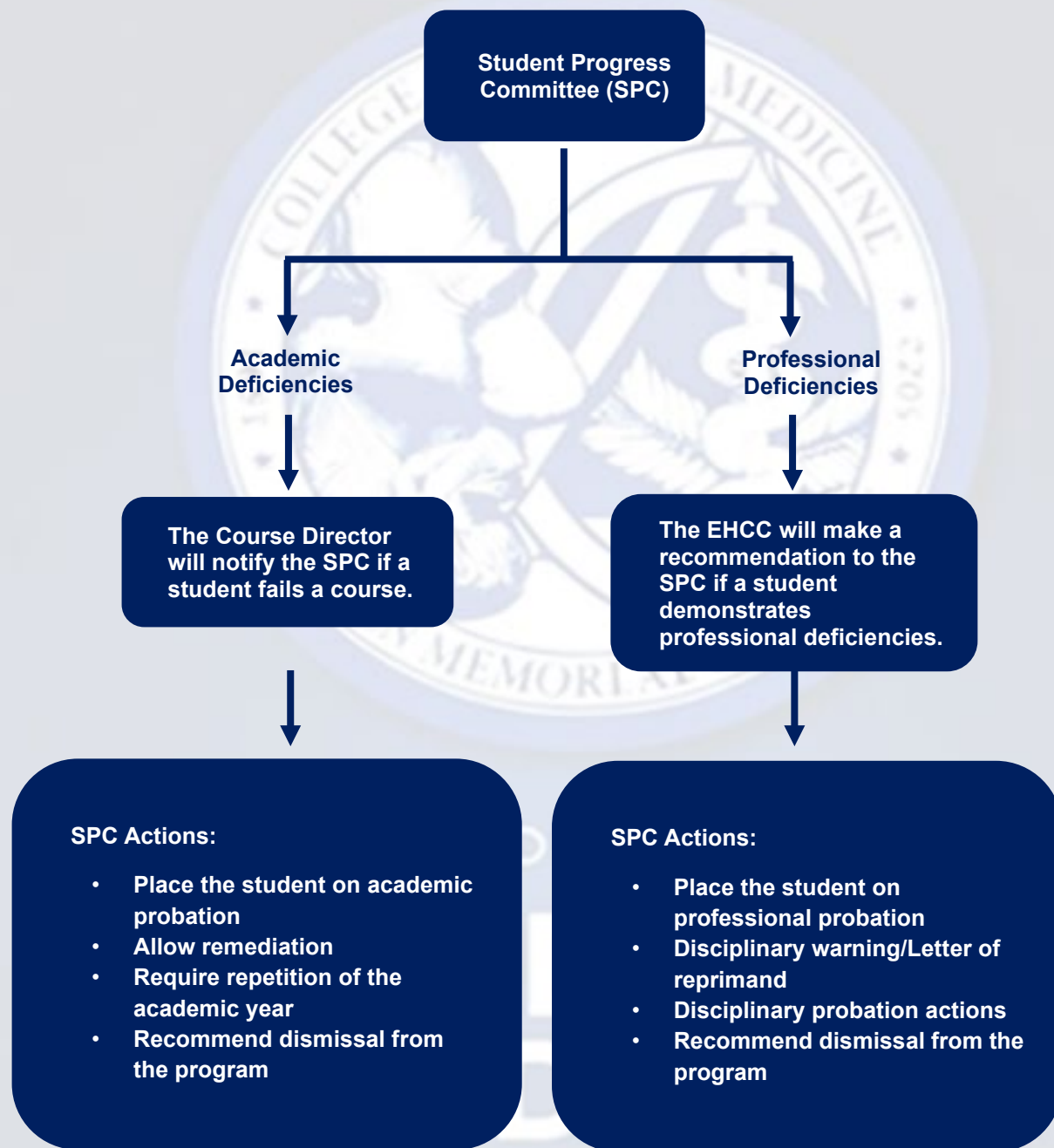
Appeals Board

The Appeals Board is composed of the Executive Vice President for Academic Affairs, the LMU-CDM Associate Dean for Academic Affairs, and the Associate Dean for Faculty and Students. The LMU-CDM Dean serves as a non-voting, ex-officio member.

The Appeals Board reviews all written materials related to the case to determine whether LMU-CDM policies and procedures were followed and whether there was a material misapplication of fact. The Board does not re-evaluate evidence or reassess the merits of the case. The Appeals Board may meet with the student as part of its review but does not meet with witnesses or other parties.

The decision of the Appeals Board will be communicated to the student in writing via institutional email, certified mail, or hand delivery with acknowledgment of receipt. The Chair of the Appeals Board will also notify the Student Progress Committee of the outcome.

All decisions of the Appeals Board are final and binding. No further appeal will be permitted.



Polices, Procedures & Guidelines

The SPC Chair submits recommendations to the Dean, who makes the final decision and notifies the student and SPC.

Students may appeal SPC decisions in writing to the Appeals Board within one (1) business day.



COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

— *Ethics and Honor Code Committee (EHCC)* —



Ethics and Honor Code Committee

Role of the Ethics and Honor Committee

- The Ethics and Honor Committee (EHCC) at Lincoln Memorial University, College of Dental Medicine (LMU-CDM) is the designated body responsible for the review, evaluation, and determination of alleged violations of academic integrity and professional conduct.
- The EHCC operates under the authority of LMU-CDM and in accordance with institutional policies, accreditation standards, and applicable regulations. The Committee's decisions are based on a thorough and impartial review of the facts and are intended to uphold the integrity of the academic environment and the ethical standards of the profession.
- The EHCC is responsible for reviewing allegations, conducting hearings, and making findings regarding violations of the Ethics and Honor Code. The Committee does not determine final academic sanctions; its findings and recommendations are forwarded to the Student Progress Committee (SPC) for appropriate action.
- When reviewing any case, the EHCC reserves the right, at its discretion, to meet with the student and/or any relevant individuals whose input may be necessary to fully evaluate the case or to render a decision based on available documents.
- For students attending any EHCC meetings, the following are prohibited unless otherwise authorized in writing by the Dean for Faculty and Students: (1) electronic recording of the meeting; (2) invitation of legal counsel or uninvited individuals.

Composition of EHCC and Voting Process

The EHCC consists of 8-10 voting members from the LMU-CDM faculty, appointed by the Dean of LMU-CDM. One member serves as the Chair. A quorum is achieved when 50% of the voting members are present. Decisions are made by most of those present. The Chair votes only when needed to achieve quorum, break a tie, or create a tie to allow for further discussion.

Confidentiality and Conflict of Interest

The EHCC maintains strict confidentiality regarding all student academic and professional records, deliberations, and outcomes. Confidentiality applies to all individuals involved in the EHCC process, including EHCC members, invited faculty, staff, witnesses, and students participating in proceedings.

All individuals participating in the EHCC process are required to sign a confidentiality agreement prior to the meeting. Faculty, staff, witnesses, or EHCC members who refuse to sign the confidentiality agreement will be reported to the Dean of the College of Dental Medicine for appropriate action and will be excluded from participation in EHCC proceedings. Students who fail to sign the confidentiality agreement within the required timeframe will forfeit their opportunity to appear before the EHCC and may be subject to disciplinary action, up to and including dismissal from the program. Failure to comply with confidentiality requirements may result in additional administrative or disciplinary action in accordance with institutional policies.

The EHCC is also committed to maintaining fairness and impartiality in all proceedings. All EHCC members, including voting and ex-officio members, are required to disclose any actual or perceived conflicts of interest and must recuse themselves from participation in any case

where such a conflict exists. Conflicts of interest may include personal, professional, or prior relationships with the student that could reasonably impair objective judgment.

Any individual with a conflict of interest must not participate in the review, discussion, interview, or voting related to the student and will be required to leave the meeting during those portions of the proceedings. Faculty members may provide relevant information regarding a student's performance prior to recusal when appropriate.

Students will be provided, in advance, with the names of EHCC members. Students are responsible for reporting any perceived conflicts of interest to the EHCC Chair prior to the meeting. The EHCC Chair will review the concern and determine whether recusal is warranted. Failure to report a conflict within the specified timeframe may result in the EHCC proceeding without further consideration of the concern.

All confidentiality and conflict of interest procedures are implemented to ensure a fair, unbiased, and legally compliant review process that upholds the integrity of the academic program and protects students' rights.

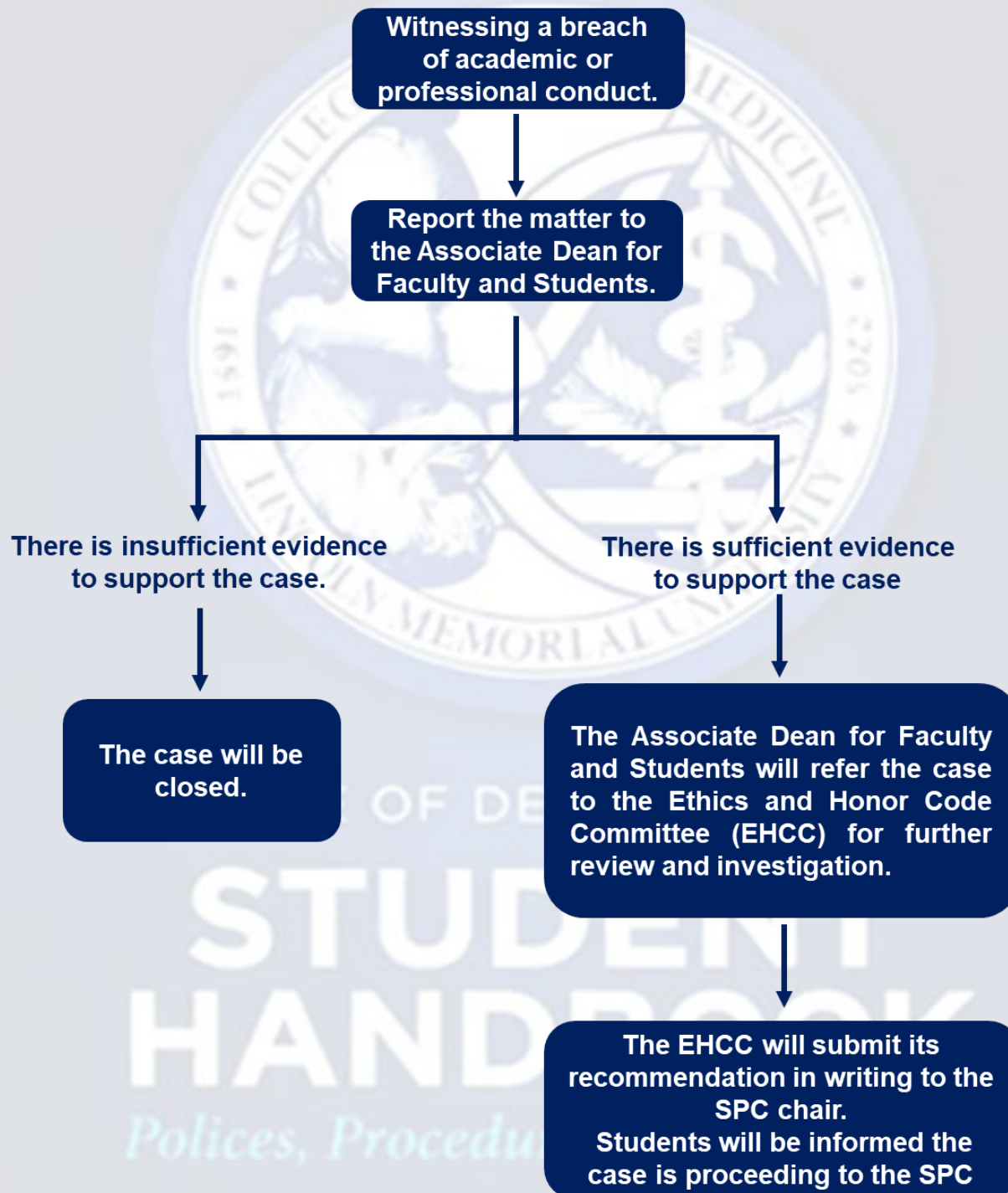
EHCC Recommendations to the SPC

Following its review and deliberation, the EHCC will make a formal recommendation and forward its findings in writing to the SPC chair, and the student will be informed that the case is proceeding to the SPC. SPC will meet for final determination of academic or disciplinary action.

In developing its recommendation, the EHCC may consider factors including, but not limited to:

- The nature, severity, and frequency of the misconduct
- Whether the conduct involved harm, risk, or threat to others
- The impact of the conduct on individuals, patients, and the LMU-CDM community
- The student's prior academic or disciplinary record
- The extent to which the student has acknowledged responsibility
- The need to uphold professional standards and maintain a safe and respectful learning environment
- Any other relevant or mitigating circumstances

Polices, Procedures & Guidelines





COLLEGE OF DENTAL MEDICINE

STUDENT HANDBOOK

— *Academic Milestones and Degree Requirements* —



Academic Milestones and Degree Requirements

White Coat Ceremony Requirements

The White Coat Ceremony is a significant milestone in the Doctor of Medicine in Dentistry (DMD) program at LMU-CDM, symbolizing a student's transition from preclinical education to direct patient care. The ceremony reflects the student's readiness and the College's commitment to professionalism, ethical responsibility, and patient-centered care. The ceremony is also a time for parents, family and friends to acknowledge and share in the achievement of this milestone. To be eligible to begin the comprehensive care of patients, students must meet the following requirements:

- **Successful Completion of Didactic Curriculum:** Students must successfully complete all required didactic coursework through the second academic year (D2) in good academic standing including any required remediation.
- **Demonstration of Clinical Readiness:** Students must demonstrate readiness for patient care by successfully completing all required preclinical laboratory competencies and simulation requirements as outlined in the curriculum.
- **Professionalism and Conduct:** Students must be in good academic and professional standing, with no unresolved disciplinary actions or professionalism concerns.
- **Institutional Compliance:** Students must be compliant with all institutional requirements, including health clearance, certifications, and administrative obligations necessary for entry into the clinical environment.

The White Coat Ceremony is typically held at the conclusion of the second academic year (D2), immediately prior to students entering the clinical phase of the program. This ceremony signifies that the student has met, or will soon meet, the academic, clinical, and professional standards required to begin supervised patient care.

Failure to meet any of the above requirements may lead to a delay in the assignment of one or more specific clinical procedures.

Graduation Requirements

An LMU-CDM Student who has fulfilled all the academic requirements may be granted the degree Doctor of Medicine in Dentistry (DMD) or Associate of Science in Dental Hygiene (ASDH) provided the student has:

1. Complied with all the curricular, legal, and financial requirements of the LMU-CDM.
2. Successfully completed all coursework requirements in no more than two years for Associate of Science in Dental Hygiene, and four years for the DMD program unless an extension is approved by the Office of Academic Affairs.
3. Demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of dental medicine and dental hygiene, as determined by the Clinical Student Progress Committee (CSPC), Student Progress Committee (SPC), and the LMU-CDM DMD or DH Faculty as appropriate.
4. For DMD students, successfully completed one Community Based Clinical Education (CBCE) Clinical Practice rotation, as described in the CBCE Student Manual and also completed any Fall or Spring rotation(s) that the Student commits to pursue after

- selection or match, and confirmed by signature, during the last twelve weeks of D3 or the first twelve weeks of D4, when subsequently authorized to do so by the CSPC.
5. Attended, in person, the ceremony at which time the degree is conferred unless an exception is approved by the Dean of the LMU-CDM.
 6. Completed an exit interview to discuss feedback and program assessment.
 7. Provided a forwarding address and contact information to the Office of Admissions and Student Services.
 8. Collected all required LMU-CDM signatures which include Financial Aid, Students Accounts, Office of Clinical Affairs, Registrar's office, Student Services, and any other necessary signatures included in the LMU-CDM Exit Protocol.

Students whose graduation date is delayed will be allowed to participate in commencement with their class and receive their diploma if they complete their one required CBCE rotation and all other graduation requirements on or before June 30 of that year.

Candidates for the DMD degree who do not meet the degree requirements on or before June 30 must register for additional courses during a subsequent semester, will receive their diploma at the next LMU graduation commencement.

ADEA Senior Survey

All fourth-year dental Students are encouraged to complete the ADEA Senior Survey as part of their graduation requirements. Administered annually by the ADEA, this national survey gathers critical data from graduating predoctoral dental Students across the United States. The survey is designed to provide insight into a wide range of topics, including students' motivations for choosing dentistry as a career, their academic and clinical educational experiences, financial obligations such as educational debt, and their immediate post-graduation plans, including private practice, advanced education programs [such as Advanced Education in General Dentistry (AEGD) or General Practice Residency (GPR)], Specialty Programs, military service, public health, or other career paths.

Each Student will receive an individualized email from ADEA containing a secure link to the survey. Students must complete the survey in full by the stated deadline and provide proof of completion to the Office of Academic Affairs, as instructed.

Posthumous Degree

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