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# STUDENT HANDBOOK

**LMU**

College of Veterinary Medicine  
LINCOLN MEMORIAL UNIVERSITY

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August 2021  
Volume VIII

This handbook is designed to serve as a guide to the rules, policies, and services of the College of Veterinary Medicine; therefore, it is not intended to establish a contract and the University reserves the right to amend, modify, or change regulations, policies, and financial charges stated in this handbook throughout the year. In such a case, the University will make reasonable efforts to notify the University community of any changes in policies and regulations in a timely manner. Notification shall be made via MyLMU, the University website, or to University issued e-mail accounts as deemed appropriate. Any rules, regulations, policies, procedures, or other representations made herein may be interpreted and applied by the College of Veterinary Medicine to promote fairness and academic excellence, based on the circumstances of each individual situation.

This handbook represents a program of the current curricula, educational plans, offerings, and requirements of the College of Veterinary Medicine. The College reserves the right to change any provisions, offerings, tuition, fees, or requirements at any time within the student's period of study at the medical school.

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## **VETERINARIAN'S OATH**

Being admitted to the profession of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health and welfare, the prevention and relief of animal suffering, the conservation of animal resources, the promotion of public health, and the advancement of medical knowledge. I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.

## **VETERINARY STUDENT'S OATH**

Being admitted as a student of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health and welfare, the prevention and relief of animal suffering, the conservation of animal resources, the promotion of public health, and the advancement of medical knowledge. I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.

## **STUDENT ETHICS AND HONOR CODE**

Establishing and maintaining the highest concepts of honor and personal integrity during veterinary medical school are critical to our training as veterinarians. It is our responsibility to actively support these standards throughout our tenure at Lincoln Memorial University – College of Veterinary Medicine (LMU-CVM) and it is reasonable to expect our fellow students to do the same.

These standards include respect for patients, faculty, staff, fellow students, hospital personnel, community, self, proper documentation, laws, policies regulations and academic standards. I hereby accept the LMU-CVM Student Ethics and 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 GOVERNANCE

## BOARD OF TRUSTEES

Lincoln Memorial University is a private, non-profit institution controlled by a self-perpetuating Board of Trustees. Board members are elected on the basis of commitment to the programs and purposes of LMU. Board members receive no remuneration from but work on behalf of the University. The Board establishes the broad guidelines of philosophy and institutional purpose and names the President to carry out their guidelines.

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

Roger A. Ball – Tazewell, TN  
Arthur (Art) D. Brill - Martinsville, IN  
Gary J. Burchett - Harrogate, TN  
Jerry E. Burnette - Knoxville, TN  
Sherrie Nevils Claiborne\* - Harrogate, TN  
George L. Day - Harrogate, TN  
Autry O.V. (Pete) DeBusk - Knoxville, TN  
Brian C. DeBusk - Knoxville, TN  
Frederick S. Fields - San Francisco, CA  
Robert W. Finley - Lockport, IL  
Richard A. Gillespie - Knoxville, TN  
Charles W. Holland - Knoxville, TN

James A. Jordan - Lauderdale By The Sea, FL  
Terry L. Lee - Harrogate, TN  
Sam A. Mars, III - Harrogate, TN  
Timothy B. Matthews - Knoxville, TN  
Alan C. Neely - New Tazewell, TN  
Dorothy G. Neely - Tazewell, TN  
Todd E. Pillion - Abingdon, VA  
Carroll E. Rose – Tazewell, TN  
James Jay Shoffner - Middlesboro, KY  
E. Steven (Steve) Ward - Knoxville, TN  
Jerry W. Zillion - Germantown, MD

\* Alumni Representative

## OFFICERS OF THE UNIVERSITY

Clayton Hess, EdD - President of the University  
Christina Graham, MBA, MAC, CPA - Vice President for Finance and Administration  
Jody Goins, EdD - Vice President and Dean for Enrollment and Student Affairs  
Brian Kessler, DO - Vice President and Dean, DeBusk College of Osteopathic Medicine  
Mary Anne Modrcin, PhD, CNS, RN - Vice President and Dean, Caylor School of Nursing  
Mark Moran, DMS, PA-C - Vice President and Dean, School of Medical Sciences  
Robert Stubblefield, PhD - Vice President for Academic Affairs  
Matthew Lyon, JD - Vice President and Dean, Duncan School of Law  
Cynthia Whitt, MEd - Vice President for University Advancement  
Travis Wright, PhD - Vice President for Academic Services and Institutional Effectiveness

## LMU-COLLEGE OF VETERINARY MEDICINE ADMINISTRATION

Stacy Anderson, DVM, MVSc, PhD, DACVS-LA - Dean of LMU-CVM (Dean)  
Randall Evans, DVM - Associate Dean of Career Services & Professional Development (ADCPD)  
Julie Hunt, DVM, MS – Associate Dean of Clinical Sciences (ADCS)  
Christopher Kelly, DVM - Medical Director, DeBusk Veterinary Teaching Center  
Mitchell Moses, DVM, MBA - Associate Dean of Clinical Relations & Outreach (ADCRO)  
William Muir, DVM, PhD, DACVAA, DACVECC – Associate Dean of Basic Sciences & Research (ADBSR)  
Donald Noah, DVM, MPH, DACVPM – Assistant Dean of One Health  
Bess J. Pierce, DVM, DABVP, DACVIM, DACVSMR – Associate Dean for Student Affairs and Admissions (ADSAA)  
Ashley Russell, MBA – Executive Director of Operations

## MISSION STATEMENTS

### LMU MISSION STATEMENT

The mission and purpose of Lincoln Memorial University, as approved by the board of trustees on November 11, 2017 is available through the LMU website (<https://www.lmunet.edu/about-lmu/heritage-mission.php>).

### LMU-CVM MISSION STATEMENT

The mission of LMU-CVM is to prepare veterinarians who are committed to the premise that the cornerstone of meaningful existence is service to attain optimal health for people, animals, and our environment. The mission of the LMU-CVM is achieved by:

- Graduating Doctors of Veterinary Medicine;
- Providing a values-based learning community as the context for teaching, research, and service;
- Serving the health and wellness needs of people, animals, and the environment within both the Appalachian region and beyond with an emphasis on the One Health approach;
- Focusing on comprehensive veterinary health care in companion animal, equine health, production animal health, and public health/comparative biomedical sciences;
- Investing in quality undergraduate and graduate academic programs supported by superior faculty and technology;
- Embracing compassionate veterinary care that values diversity, public service, and leadership as an enduring commitment to the professionalism and the highest ethical standards.

## CAMPUS FACILITIES AND DEPARTMENTS

The 1000-acre LMU campus -- its grounds, its buildings, its equipment, and its human resources -- is one of the most strikingly beautiful and functional in the country. Located in a rural setting just 55 miles north of Knoxville, Tennessee, the campus is a visual treat under dynamic, experienced administrative leadership and a committed, well-prepared faculty. LMU has an atmosphere of openness and concern for the needs of each individual and sets a premium on creating the best conditions for learning.

### LMU-CVM FACILITIES

The LMU-CVM primarily operates from two locations, the College of Veterinary Medicine Building, located on the main campus in Harrogate, TN, and the DeBusk Veterinary Teaching Center, located in nearby Ewing, VA. Normal operating hours across both campuses are Monday through Friday, 8:00 am to 4:30 pm. Students should always have their student ID/swipe card visible above the waist. All veterinary students, faculty, and staff vehicles must be registered with the University Office of Student Services during the completion of academic registration.

#### College of Veterinary Medicine Building (CVM)

Located on LMU's main campus in Harrogate, TN, the CVM building includes two large lecture halls each of which seats over 250 per hall and can be combined to accommodate over 500 people. The building also has 24 state-of-the-art communications laboratories, the most of any CVM in the U.S., simulation laboratories, basic and clinical sciences classrooms, numerous study rooms, student break areas, faculty offices, student and academic services offices, clinical relations and outreach offices and the deans' suite. The building includes numerous smaller spaces, designed with the flexibility to accommodate small group/active learning, wellness activities, and student club events. The building provides research space on the third floor, including a home for the Center for Animal and Human Health in Appalachia (CAHA) and Center for Innovation in Veterinary Education and Technology (CIVET) that will serve as a focal point for faculty and student research collaboration aimed to elevate veterinary medicine in Appalachia and beyond. The CVM building is available to faculty, staff and students during normal business hours or anytime through ID/Swipe access. After normal business hours or 6:00 pm, students will need their ID/Swipe card to enter and remain in the building. No guests are allowed in the building. The CVM building can be reached at 423.869.6600.

#### DeBusk Veterinary Teaching Center (DVTC)

The DVTC, located in Ewing, VA, includes 100,000 square feet of facilities designed for teaching veterinary sciences, specifically designed for education, research, and service in veterinary medicine. It is used for large animal (food animal and equine) and small animal (canine, feline, exotics) core clinical skills instruction, including safe animal handling. The DVTC can be reached at 423.869.6535. The DVTC Handbook offers guidance on the policies and procedures of this facility.

## LMU AND LMU-CVM DEPARTMENTS

Lincoln Memorial University and LMU-College of Veterinary Medicine seek to provide students with resources needed to excel. All LMU and LMU-CVM resources are available to LMU-CVM students. Listed are the departments that may be most useful for students.

### LMU DEPARTMENTS

A comprehensive list of resources available from LMU to students is available through LMU's website at <https://www.lmunet.edu/student-life/index.php>.

#### Information Services

The office of information services is available by phone (423.869.7411), email ([helpdesk@lmunet.edu](mailto:helpdesk@lmunet.edu)), or by visiting their offices. More information about information services is available on their website at <https://www.lmunet.edu/information-services/index.php>.

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

#### Office of Accessible Education Services

Lincoln Memorial University, in compliance with the ADA act, is committed to providing accessible education services to students. The Office of Accessible Education Services may be reached at 423.869.6587. More information about the office may be found online at <https://www.lmunet.edu/student-life/accessible-education-services.php>

#### Counseling Services Office

LMU Counseling Services are available in Duke Hall to help students with personal, career, and academic concerns that affect academic success and quality of life. Students may directly contact LMU Counseling Services at 423.869.6277. All meetings are confidential. Referral to local counseling and assistance resources is available upon request by the student. For more information, go to LMU Counseling Services website at <https://www.lmunet.edu/counseling/index.php>.

#### WellConnect

As a supplement to LMU Counseling Services, WellConnect is offered as a resource to students. This is an online service that provides service to support the needs of students in a number of areas, including mental health counseling, wellness services, financial/legal support and referrals, and more. WellConnect resources are available 24/7 through phone (866.640.4777), mobile app, or web ([WellConnectForYou.com](http://WellConnectForYou.com)). The school code is LMU-STU.

## Library Resources

The Lon and Elizabeth Parr Reed Medical and Allied Health Library located on the second floor of the Carnegie Vincent Library houses the medical print and electronic journals, books, and manuscripts for students, faculty, and other health professionals of the University and LMU-CVM. A small collection of reference materials is available at the DVTC. To reach the Library, please call 423.869.7079 or visit the Library's website at <https://library.lmunet.edu/library>.

## Campus Police and Security

*Campus Police and Security may be reached at 423-869-6911.*

Lincoln Memorial University has an on-campus police force that provides supervision for the entire campus in conjunction with LMU standards and policies and State of Tennessee certification requirements. The LMU Campus Police and Security Team is professionally trained and licensed by the State of Tennessee. Security is administered and monitored through the LMU Office of Student Services. At least one police officer is on duty seven days per week, 24 hours per day to secure campus facilities, protect and assist campus medical students, personnel, visitors and to monitor traffic regulations. The DVTC campus in Virginia also has a 24 hour per day licensed security presence and maintains constant communications with the Harrogate campus. *The Campus Police and Security Office is located in the Tex Turner Arena.* All students, faculty, staff, and visitors are encouraged to report criminal activity and any other safety concern as soon as safely possible. Upon request, reports can be submitted through a "voluntary confidential reporting process."

Campus Police and Security provides numerous services to the LMU community, including, but not limited, to vehicle patrols, foot patrols, door locks and unlocks, escort service after hours, camera monitoring, and dispatching for both emergency and non-emergency situations. For more information regarding LMU's Campus Police and Security, please visit <https://www.lmunet.edu/campus-police-and-security/>.

LMU utilizes LiveSafe to notify university members in the event of an emergency. All LMU students are encouraged to enroll in the LiveSafe Emergency Alert System. For further information regarding LiveSafe, refer to <https://www.lmunet.edu/campus-police-and-security/livesafe.php>.

In accordance with Public Chapter 317, "College and University Security Information Act," enacted July 1, 1989, in the state of Tennessee, LMU submits monthly crime statistics to the Tennessee Bureau of Investigation (TBI). Specific policies and procedures are available upon request from the Campus Police and Security Department. In the event of an emergency or any other security need, look for an officer, call a police officer at (423) 526-6526 (dial in your phone number), or phone the Security Office at (423) 869-6911. Warnings (crime, emergencies, or weather-related) particular to the University community are coordinated through all or a combination of the following: LMU Police, the Office of the President, the Office of Student Services, and the LMU Health and Safety Committee (12/18/03).

Crime Statistics at LMU for the past calendar years are listed in the general student handbook in accordance with The Clery Act, 20 U.S.C. §1092 and 34 CFR 668.46(b)(1) & 34 CFR 668.46(c)(1)-(2).

## Financial Aid Office

The Office of Financial Aid is responsible for providing qualified students the appropriate documentation and counseling to secure financial assistance in the form of loans, scholarships, and grants. The Office of Financial Aid can be reached at 800-325-0900, extension 6336.

## CVM OFFICE OF STUDENT SERVICES AND ADMISSIONS

The Office of Student Services and Admissions (OSSA), overseen by the Associate Dean for Student Affairs and Admissions (ADSAA), is responsible for all admissions procedures, providing academic support, and assisting veterinary students to find academic, professional and personal resources needed to promote student success. In addition, the OSSA is a center for campus life and oversees all student activities, student government functions, student clubs, the student representative program and all other non-academic student-life issues.

The OSSA is committed to creating an environment that is conducive to learning so that all students reach their full academic potential. It works closely with various college and university committees to create an environment that facilitates student learning. The OSSA has an open-door policy and students are encouraged to come by the Office in CVM Room 313 at any time of the day to ask questions, bring up concerns, or to simply stop in and say hello. The Lincoln Memorial University Office of Student Services will provide students with information on parking, meal plans, housing, events, etc. in cooperation with the CVM OSSA.

[OSSA@lmunet.edu](mailto:OSSA@lmunet.edu) will be the official email address for any general Student Services questions and absence requests.

### ADMISSIONS POLICIES

#### Minimum Academic Requirements for Admission

- At least 43 semester or 65 quarter units from a regionally accredited college or university. (If a student intends to practice in the state of New York, they require at least 60 semester units.)
- Minimum overall 2.8 GPA or higher in all coursework as calculated by VMCAS. Students not meeting these criteria, with a GPA of <2.8, who have demonstrated a commitment to academic excellence in the last 2 years of study or most recent 60 semester hours may be considered on a case-by-case basis.

#### Pre-Requisite Coursework for Admission

In order to fulfill the prerequisite, the coursework must meet the following criteria:

- Courses must be completed at a regionally accredited college or university
- Courses must be completed with a grade of a “C-” or higher. Final grades for all prerequisite courses must be verified by LMU-CVM.
- Courses for all science prerequisites must have been completed within the last 10 years of application. Science prerequisites include: Biology, Genetics, Biochemistry, Advanced Science Electives, Organic Chemistry, General Chemistry and Physics.

#### In Progress or Planned Courses

Prerequisite courses can be “in progress” or “planned” at the time you submit your application; however, official transcripts reflecting successful completion of those prerequisites must be submitted to LMU by the published deadlines.

#### Advanced Placement (AP) Credits

AP credits will be accepted for prerequisite courses if they appear on an official college transcript with the subject and number of credits received and are equivalent to the appropriate college-level

coursework. A generic listing of “AP credit” or “transfer credit” without the specific subject and number of credits will not be accepted.

<b>MINIMUM ACADEMIC REQUIREMENTS FOR ADMISSION</b>			
<b>LMU-CVM Prerequisite</b>	<b>Semester Units</b>	<b>Quarter Units</b>	<b>Notes</b>
Biology	8	12	General biology series; lecture & lab
Genetics	3	4	Lecture; Animal Breeding or Reproduction courses must be approved on a case-by-case basis.
Biochemistry	3	4	Lecture
Advanced Science Electives	8	12	Lecture. Courses must be 300 level or higher. Examples may include Anatomy, Cell Biology, Immunology, Microbiology, Molecular Biology, Physiology or Virology, depending on your school’s course numbering.
Organic Chemistry	6	9	Lecture & Lab
General Chemistry	6	12	Lecture & Lab
Physics	3	4	Lecture (Algebra or calculus-based acceptable)
English	3	4	
Social Sciences	3	4	Potential courses include, but are not limited to: Anthropology, Economics, Geography, Philosophy, Political Science or Sociology. Also included: Ethics, Critical Thinking, Cultural Diversity, Social Responsibility, One Health, & Human-Animal Bond.
Minimum	43	65	

### Graduate Record Exam (GRE)

Applicants are not required to take the GRE.

### Veterinary Experience

Applicants must demonstrate experience and knowledge of the veterinary profession. There is not a minimum number of hours applicants must complete. However, time spent actively participating in the profession is beneficial.

### CASPer

LMU-CVM requires applicants to complete the CASPer exam. CASPer is an online assessment that effectively screens applicants for non-academic, soft skills, such as empathy, professionalism, self-awareness and ethics via situational judgement questions. The 60-90 minute assessment consists of twelve scenario-based prompts that

will allow our program to gain a more in-depth and developed vision of your non-academic attributes. More information regarding CASPer can be found at <https://takecasper.com>.

## MATRICULATION POLICIES

### CRIMINAL RECORD REPORT

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

### VACCINATION REQUIREMENTS

1. Students matriculating to LMU-CVM must provide proof of vaccination prior to starting at LMU-CVM (August 1 of their first year).
  - a. Required vaccines include rabies, tuberculosis (PPD), Tdap, and MMR.
  - b. Students must sign an LMU-CVM Vaccination Waiver if they do not want to receive vaccinations; otherwise, students will not be allowed to start the LMU-CVM program.
  - c. Students not providing proof of rabies vaccination or a completed waiver prior to the start of the first year will NOT be able to participate in live animal labs, which will lead to course failure where live animal handling is required.
2. Based on CDC guidelines of testing titers every 2 years, students will need to provide proof of a protective rabies titer prior to the student beginning their third year (August 1). Submission of documentation of titer will take place via the student's Castle Branch account.
  - a. Students must have a recently signed (within 2 years) the LMU-CVM Vaccination Waiver on file if they do not want to receive immunizations.
  - b. Failure to provide proof of a protective titer or waiver will result in the student NOT being able to participate in live animal experiences and may result in final grade repercussions, potentially leading to course failure.

### STUDENT HEALTH INSURANCE

Veterinary students must have basic health insurance coverage. Proof of coverage shall be uploaded annually to Castle Branch before the first day of Fall semester for years 1-3 and before the start of Clinical Year for year 4. Students who do not have up-to-date health insurance will not be allowed to participate in any activity that involves patient contact. This may result in the student not being able to fulfill the requirements of certain courses and activities, which could have a detrimental effect on the student's progress.

### ACCIDENT/INCIDENT PROCEDURES

In the event of an accident/incident, you must fill out an Accident/Incident Report Form, which is located at Accident/Incident Report under the [LMU-CVM Students Team Site](#). For accidents that occur on Clinical Rotations, please see the Fourth Year Clinical Guidebook and contact the Associate Dean of Clinical Relations and Outreach.

## TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS POLICY

Lincoln Memorial University-College of Veterinary Medicine (LMU-CVM) recognizes the Doctor of Veterinary Medicine (D.V.M.) degree as a broad degree requiring that the holder has acquired general knowledge and skills and shows an ability to apply these in a reasonably independent and autonomous manner in all fields of veterinary medicine. To earn a D.V.M. degree, a student must complete the clinical component, which involves direct care of actual patients as well as communication with clients, colleagues, and veterinary medical professionals.

In accordance with the American Veterinary Medical Association Council on Education (AVMA COE), outcomes of the LMU-CVM program must be measured, analyzed, and considered to improve the program. Student achievement during the pre-clinical and clinical curriculum and after graduation must be included in outcome assessment. New graduates must have the basic scientific knowledge, skills, and values to independently provide entry-level health care at the time of graduation. The AVMA COE requires that graduating students will have attained the following competencies:

1. Comprehensive patient diagnosis (problem-solving skills), appropriate use of clinical laboratory testing, and record management
2. Comprehensive treatment planning, including patient referral when indicated
3. Anesthesia and pain management, patient welfare
4. Basic surgery skills, experience, and case management
5. Basic medicine skills, experience and case management
6. Emergency and intensive care case management
7. Health promotion, disease prevention/biosecurity, zoonosis, and food safety
8. Client communications and ethical conduct
9. Critical analysis of new information and research findings relevant to veterinary medicine.

The LMU-CVM has established technical standards and essential functions required to complete the DVM degree which provide a framework to balance several competing interests including (1) the rights of candidates; (2) the safety of candidates, their colleagues, and veterinary patients; (3) the significant clinical and professional skills training component of the LMU-CVM curricula; (4) the requirements imposed upon the LMU-CVM for accreditation by the AVMA-COE; and (5) the conditions for licensure of LMU-CVM graduates. For purposes of this policy, the term Candidate refers to candidates for admission, enrolled students who are candidates for promotion and graduation, and visiting students.

## TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS

The technical standards and essential functions established by the faculty require that all candidates possess the physical, cognitive, and behavioral abilities necessary to complete all required aspects of the curriculum and are, therefore, requirements for admission, promotion, and graduation. Although these technical standards and essential functions serve to delineate the necessary minimum physical and mental abilities of all candidates, they are not intended to deter any candidate for whom reasonable accommodation will allow completion of the D.V.M. curriculum. LMU-CVM does not discriminate on the basis of disability and will make reasonable academic accommodations to facilitate enrollment and participation of qualified individuals with disabilities so long as those accommodations do not 1) fundamentally alter the educational program, 2) pose a direct threat to the student, patients, or others, or 3) otherwise create an undue hardship on the LMU-CVM.

All candidates for admission will be considered without regard to their disability status. All candidates receiving a letter of acceptance to LMU-CVM will receive a copy of the Technical Standards & Essential Functions policy. Admission to LMU-CVM is conditioned upon a candidate's ability to perform the essential functions with or without accommodation and meet the technical standards. Candidates are required to acknowledge their understanding of the Technical Standards & Essential Functions policy and certify their ability to perform the essential functions with or without reasonable accommodation to meet the LMU-CVM technical standards. The Acknowledgement and Certification Form must be returned with the Acceptance of Admissions form and deposit.

Candidates must be able to meet the following technical standards and perform all of the following essential functions with or without accommodation:

### Observational Skills Standard

Candidates must be able to observe and participate actively in lectures, laboratories, and demonstrations, in the pre-clinical and clinical curriculum. In the clinical skills courses and during the clinical year, candidates must be able to assess, monitor, and treat patients based on observation both close at hand and at a distance.

Essential functions required to meet this technical standard include, but are not limited to:

- Observe gross anatomic and pathological specimens.
- Perform diagnostic microscopy.
- Observe changes in physical appearance in patients as part of clinical examination.
- Recognize alteration in patients' condition based on body language.
- Obtain vital physical information from a patient through auscultation, palpation, olfactory differentiation, manipulation.
- Use of vision, somatic sensation, and hearing, including distinguishing the origin of sound from multiple patients in an area or observing signs of distress or aggression.

### Communication Skills Standard

Candidates must be able to speak understandably and to hear sufficiently in order to obtain and disseminate information from and to clients, colleagues, and veterinary medical professionals.

Essential functions required to meet this technical standard include, but are not limited to:

- Ability to communicate effectively, efficiently, and sensitively either naturally or through an assistive device utilizing verbal, non-verbal, and written communication.
- Ability to communicate during surgical procedures in loud environments while participants are wearing surgical masks. The primary language of instruction will be English.

### Motor Skills Standard

Candidates must possess sufficient physical strength and coordination to perform daily veterinary functions. In addition, candidates must be able to demonstrate large/gross motor skills needed to perform various daily functions.

Essential functions required to meet this technical standard include, but are not limited to:

- Fine motor tasks, such as diagnostic microscopy, surgical and anatomical instrument handling, palpation of pulses, tendons, bones, and lesions, and patient restraint

- Gross motor tasks, such as movement from danger when handling a patient in variable settings to include confined areas or outdoor pastures; standing for a minimum for two (2) hours, and safe restraint of patients ranging from less than 1-kg to more than 800-kg.
- Physical ability to routinely lift objects and/or animals weighing up to 10-kg to a height of 1 meter.
- Physical ability to occasionally lift objects and/or animals weighing 20-kg to a height of 1 meter.
- Physical ability to carry objects and/or animals weighing 20-kg for a distance of at least 2 meters.

### Intellectual-Conceptual, Integrative and Quantitative Abilities Standard

Problem solving is a critical skill required of veterinary medical professionals. Candidates must be able to comprehend three dimensional relationships and understand the spatial relationships of structures.

Essential functions required to meet this technical standard include, but are not limited to:

- Independently and accurately calculate algebraic equations in a timely manner,
- Reason, analyze, and synthesize information and significant findings from a history, physical examination, or lab data obtained from patients, clients and colleagues in order to provide a reasoned diagnosis.
- Recall and retain information in settings where reference materials are unavailable

### Behavior and Social Attributes Standard

Candidates must possess emotional health and maturity needed for full utilization of intellectual abilities and good judgment as it relates to patient diagnosis and care.

Essential functions required to meet this technical standard include, but are not limited to:

- Develop relationships which are mature, sensitive, and effective through interactions with clients, colleagues, and veterinary medical professionals.
- Tolerate strenuous workloads under physically and/or mentally stressful conditions and adapt to changing environments and situations.
- Function in the above manner for continuous periods of time longer than eight (8) hours.
- Manage a high case load with multitasking.
- Make timely decisions during emergency situations.
- Maintain collegial behavior in all official academic, extracurricular, and social functions of the LMU-CVM.
- Contribute to a positive work and study atmosphere by reinforcing and promoting a non-threatening cultural environment.

Candidates who may need accommodations to perform essential functions and meet the technical standards are responsible for contacting the Lincoln Memorial University Office of Accessible Education Services (423.869.6587) to request accommodations. The Office of Accessible Education Services and LMU-CVM will engage in an interactive process with the candidate to identify reasonable accommodations that may allow the candidate to complete all required aspects of the curriculum in accordance with LMU's Accessible Education Services Accommodations Policy and Procedure.

Candidates who are unable to perform an essential function with or without accommodation or are unable to meet a technical standard as determined by LMU-CVM will have their admission rescinded or will be administratively withdrawn from the D.V.M. program. Candidates will be notified in writing of the rescission of admission or administrative withdrawal.

## Appeal Procedure:

Only candidates who have been administratively withdrawn may request an appeal. Candidates requesting an appeal may seek an independent medical evaluation by a qualified professional of the Candidate's choice to assess the Candidate's ability to perform the essential function(s) and/or meet the technical standard(s) in question. The evaluation would be at the student's expense.

To request an appeal, Candidates must submit their request to appeal in writing that must include the basis of the appeal, the essential function(s) and/or technical standard(s) in question, and a request for a hearing. The request to appeal must be submitted to the Dean of LMU-CVM within five (5) working days of the notification of administrative withdrawal. Incomplete or late requests will not be accepted.

The appeals board shall be chaired by either the Associate Dean for Student Affairs and Admissions or the Associate Dean of Clinical Sciences. The Chair shall serve as a non-voting member of the board, except in the event of a tie vote. The voting members of the board shall include a veterinary student who is of equal or greater academic rank as the Candidate; a faculty member whose academic/professional discipline which best encompasses the technical standards and essential functions in question; and a representative from each of the following committees: Admissions Committee; Outcomes and Assessment Committee; Student Progress Committee; and Curriculum Committee.

The membership of the appeals board cannot include any individual who was involved in the decision to administratively withdraw the Candidate. In the event of a conflict involving a member of the appeals board, the member must be recused, and a new member appointed by the Chair. In the event of a conflict involving the Chair, the Chair must be recused, and a new Chair appointed by the LMU-CVM Dean.

A hearing shall be conducted within ten (10) working days of receipt of the request to appeal. At the hearing, the members of the appeals board, the Candidate, a designated representative of LMU-CVM, and a designated representative from the Office of Accessible Education Services shall be present. The Candidate may bring a non-attorney advisor to the hearing, but the advisor is prohibited from participating in the hearing. The Chair shall preside over the hearing. The appeals board will allow and consider relevant testimony and documentary evidence, including an independent medical evaluation from a qualified professional, from the Candidate, the designated representative of LMU-CVM, and the designated representative of the Office of Accessible Education Services. The Candidate may be requested to perform the essential function(s) and/or technical standard(s) in question during the hearing. The hearing will be recorded, and the recording will be kept on file for one (1) year.

Upon conclusion of the hearing, the appeals board will deliberate in a closed session and vote to either affirm or overturn the decision to administratively withdraw the Candidate. A decision must be made by majority vote. In the event of a tie, the Chair will serve as the tiebreaker. The decision will be communicated in writing to the Candidate. The decision of the appeals board is final, and there is no further right of appeal.

Any questions regarding this policy should be directed to the Associate Dean for Student Affairs and Admissions.

Lincoln Memorial University-College of Veterinary Medicine would like to acknowledge the following institutions, whose technical standards policies were reviewed or considered in drafting this policy:

College of Veterinary Medicine, Iowa State University  
College of Veterinary Medicine, North Carolina State University  
College of Veterinary Medicine, The Ohio State University  
College of Veterinary Medicine, Kansas State University  
University of Minnesota Medical School  
Tufts University Medical School  
University of Wisconsin Medical School  
Mayo Medical School  
UNC Medical School, Physical Therapy Program

## ACCESSIBLE EDUCATION SERVICES, ACCOMODATIONS POLICY, & PROCEDURES

LMU is committed to providing accessible educational support services to enable students with disabilities to participate in, and benefit from, all University programs and activities. Every effort is made to reasonably accommodate the needs of a student with a disability. It is important for students to understand that it is the student's responsibility to request accessibility services at a post-secondary institution, and timely requests for services are imperative for the best possible outcomes in seeking and receiving reasonable accommodations. Our mission is to work with you as a team to remove barriers that may hinder your ability to fully participate in the academic experience at Lincoln Memorial University.

Accessible educational support services are administered by the Office of Accessible Education Services. To learn more about the Office of Accessible Education Services, visit online at <https://www.lmunet.edu/student-life/accessible-education-services.php>. Any issues related to accessibility, the Americans with Disabilities Act ("ADA"), or Section 504 of the Rehabilitation Act of 1973 ("Section 504") should be directed to:

Dr. Daniel Graves

Lincoln Memorial University  
6965 Cumberland Gap Parkway  
Harrogate, TN 37752

Office Location: Duke Hall 304

Phone: 423.869.6587

[daniel.graves@LMU.net](mailto:daniel.graves@LMU.net)

### Procedure to Request an Accommodation:

The following procedure must be followed in order for any student with a disability to be considered for accommodations through Lincoln Memorial University:

1. Accommodations must be requested by the student **EACH** semester for years 1-3 and before the start of Clinical Year blocks 1 and 6 in year 4. To request an accommodation, the student must submit a Student Request for Accommodations Form and the required medical documentation to the Office of Accessible Education Services by the following deadlines: **September 1 (Fall semester); February 1 (Spring semester); June 1 (Summer semester)**. Accommodation requests will be considered after the deadline only if the disability first presents itself after the corresponding deadline; but, in any event, no fewer than fourteen (14) days preceding the requested effective date of the accommodation.
2. Upon receipt of a student's request for accommodations, the Director of Accessible Education Services will contact the student to discuss specific accommodation needs and request any additional information necessary to make a determination on the student's request.
3. If accommodations are approved, a Student Accessibility Form listing the accommodations for that semester will be provided to the student. The student must have each course director for that semester review and sign the Student Accessibility Form. If the determination includes testing accommodations, then the Student Accessibility Form must also be signed by the Director of Outcomes and Assessment. The student must then forward the signed form to the Associate Dean for Student Affairs and Admissions for final approval and signature. The ADSAA will return the signed form to the Director of Accessible Education Services and provide a copy to the student for their records and reference.

4. Accommodations will not be provided until the Director of Accessible Education Services has received the Student Accessibility Form signed by the ADSAA. Accommodations are not retroactive, so it is extremely important that students process the Student Accessibility Form as soon as possible.
5. If accommodations are denied, the student may appeal the decision by following the grievance procedure listed below.

*\*\*Accommodations remain in effect only for the academic semester in which the accommodations are granted. There are no automatic renewals of accommodations. Students must request accommodations for each semester by following the procedure outlined above.\*\**

### Documentation Requirements

Students requesting accommodations or services from LMU because of a disability are required to submit sufficient documentation to determine eligibility for those accommodations or services in accordance with Section 504 and the ADA. A diagnosis of a disability does not necessarily qualify a student for academic accommodations under the law. To establish that a student is covered under Section 504 and the ADA, the documentation must indicate that the disability substantially limits a major life activity. If academic or classroom-based adjustments and/or accommodations are requested, learning must be one of the major life activities affected. Students requesting services for the manifestations of multiple disabilities must provide supporting documentation for all such disabilities.

LMU will determine eligibility for and appropriateness of requested services on a case-by-case basis based on the adequacy and completeness of the documentation submitted. **If the documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation, the University has the discretion to require additional documentation. Any costs incurred in obtaining additional documentation shall be incurred by the student.** In general, it is not acceptable for such documentation to include a diagnosis or testing performed by a member of the student's family or by a member of the LMU Office of Mental Health Counseling. Evidence that a student has received prior accommodations, either at LMU or another institution, is not considered adequate or complete documentation.

LMU will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. LMU reserves the right to request a reassessment of the student's disability when questions arise regarding previous assessment, provision of services or accommodations, or when the student requests additional services or accommodations above and beyond what has been previously provided to the student.

The following documentation requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a disability, the impact on the individual's educational performance, and the need for academic accommodations for purposes of the ADA and Section 504. Students are encouraged to provide these documentation requirements to their medical professional to ensure that all requirements are met and to facilitate a timely response to the student's request for accommodation.

1. A Qualified Professional Must Conduct the Evaluation - Students must provide diagnostic documentation from a licensed clinical professional (e.g., medical doctor, psychologist, neurophysiologist, education diagnostician, etc.) who specializes in a field consistent with the diagnosis and who is familiar with the student's medical history and functional implications of the impairments. The documentation must be provided on the professional's letterhead or official

medical record and include the professional's full name, license number, certifications, the facility at which the professional practices, the date, and signature of the professional. The professional should not be a member of the student's family or a member of the LMU Office of Mental Health Counseling.

2. Documentation Must be Current - Reasonable accommodations are based on the current impact of the disability on the student's daily life activities and/or academic performance. In most cases this means that a diagnostic evaluation should be age-appropriate, relevant to the student's learning environment, and show the student's current level of functioning. If documentation does not address the student's current level of functioning, a re-evaluation may be required.
3. Documentation Must Include a Specific Diagnosis - The report must include a clear and direct statement that a disability does or does not exist. Terms such as "learning difficulty," "appears," "suggests," or "probable" do not support a conclusive diagnosis.
4. Documentation Must be Comprehensive - The documentation must include a summary containing relevant historical information, instructional interventions, related services, and age of initial diagnosis. Documentation relative to a learning disability, ADD/ADHD, or psychological disability must also include objective data regarding aptitude, achievement, and information processing, as indicated in the Student Request for Accommodation Form. Documentation relative to dining service accommodations must include specific dietary restrictions and/or food allergies for which an accommodation is being sought.
5. Recommendations for Accommodations - The documentation must include specific recommendations for accommodation(s). A prior history of an accommodation, without a demonstration of a current need, does not in and of itself warrant the provision of that accommodation. Each accommodation recommended by an evaluator should include a medical-based rationale. The evaluation should support the recommendations with specific test results or clinical observations. If an accommodation is not clearly identified in the diagnostic report, LMU has the right to seek clarification and/or additional information from the student's physician.

### Temporary Accommodations

In the event that a student has a temporary disabling condition, the student may request temporary accommodations utilizing the process and documentation requirements set forth above. Temporary accommodations remain in effect until the student's medical professional has indicated the accommodations are no longer necessary or the end of the academic semester, whichever comes first. If the temporary disabling condition persists into the following semester, the student must again request accommodations following the procedure set forth above.

If a student requires a temporary parking pass because of a temporary disabling condition, the student may request a Temporary Disabled Permit through Lincoln Memorial University's Campus Police and Security or online at <https://www.emailmeform.com/builder/form/F040Pokb2bH7r1>. All students requesting a Temporary Disabled Permit must also complete the application for a temporary parking placard through the State of Tennessee.

### Requirements for the Pregnant, Lactating, or Temporarily Disabled Student in the College of Veterinary Medicine

The practice of veterinary medicine has great potential for human injury, and the potential for injury increases when a person is pregnant, lactating, or temporarily disabled. The greatest hazards exist while working directly with animal patients, which may result in serious injury to any person or unborn child involved. Additional hazards exist when an individual or fetus is exposed to formalin, toxic drugs, abortifacients, infectious agents, inhalation anesthetics, radiation, and other agents. Pregnant, lactating,

or temporarily disabled students must complete the following requirements in order to continue participation in CVM curriculum and activities.

If you are pregnant, lactating, or suffering from a temporary disability, it is your responsibility to:

1. Immediately notify the Associate Dean for Student Affairs and Admissions of your pregnancy, lactation, or temporary disability status.
2. Contact your treating physician immediately to obtain recommendations for a plan to minimize your exposure to hazards possibly associated with your participation in CVM curriculum and activities.
3. Provide the Associate Dean for Student Affairs and Admissions with a signed statement from your treating physician that defines permitted limits of exposure to possible hazards during your pregnancy, period of lactation, or period of temporary disability.
4. The Associate Dean for Student Affairs and Admissions will decide, in consultation with the Office of Accessible Education Services, whether the treating physician's recommendations can be accommodated without fundamental program changes and while meeting essential academic requirements of the DVM program.
5. Students are required to provide updated physician recommendations for each semester or clinical rotation during which the student is pregnant, lactating, or temporarily disabled.

#### Available Options for Students

1. Continuation as a regular student with no schedule and assignment changes, upon written approval of the treating physician, with student being aware of possible hazards encountered and willing to assume any risks involved.
2. Continuation as a regular student with some schedule and assignment changes. This option may not delay or only slightly delay the time of graduation. This option may not be without risks. It is dependent upon:
  - a. Making changes in an individual's schedule of clinical assignments prepared in advance for an entire calendar year.
  - b. Willingness of classmates to exchange scheduled assignments prepared with the pregnant, lactating, or temporarily disabled student.
  - c. Certification by an attending physician of any constraints and of the individual's physical ability to continue full participation in aspects of the educational program. The student should consult with a financial aid advisor as to the implications of a reduced class hour load.
3. The student may consider a leave of absence until fully able to participate in clinical activities. This option minimizes risks and maximizes the learning of the student upon a healthy return to the program. This option can be planned with the office of the Associate Dean for Student Affairs and Admissions and may delay graduation. The student should consult with a financial aid advisor as to the implications of a leave of absence. The student must supply a written approval

It is recognized that the pregnant, lactating, or temporarily disabled student has rights and the responsibility for decisions concerning her/his condition and behavior based on the student's treating physician's subsequent assessment of circumstances.

A pregnant, lactating, or temporarily disabled student should expect due consideration from everyone associated with her/him, whatever the decision may be.

At the same time, the student is expected to complete each and every requirement of the veterinary curriculum by a schedule or plan that can be implemented without a fundamental change to the program, while meeting essential academic functions, and by which the risks are deemed assumable by that student and the treating physician.

A faculty member may refuse to allow a pregnant, lactating, or temporarily disabled student to be actively involved in any activity whenever that faculty member considers the potential for accidents or exposure to hazards are too high and the student has not been cleared by her/his treating physician.

Copies of all documents pertaining to a pregnant, lactating, or temporarily disabled student's assignment shall be maintained in the student's file.

#### **Accommodations In The Clinical Setting**

The affiliate organizations, such as hospitals, that administer the clinical and practical portion of the LMU-CVM curriculum, expect our students to perform their duties in a timely manner as such ability is a critical and essential part of the LMU-CVM curriculum and of the practice of veterinary medicine in general. Therefore, extra time will generally not be an approved accommodation for students in clinical scenarios, including rotations and the clinical performance exam. Similarly, the use of trained intermediaries will generally not be an approved accommodation in clinical situations.

#### **ADA/Section 504 Grievance Procedure**

For all grievances concerning disability-related matters including, but not limited to, a request for accommodation, the provision of accommodations, or access to facilities, students should access the Student Complaint Process. For more information about requesting an accommodation or LMU's policy on accessible education services, please visit <https://www.lmunet.edu/student-life/accessible-education-services.php>.

## TUITION AND FEES

### Office of Financial Aid

For LMU's institutional policies regarding the reimbursement of funds, return of Title IV funds, financial commitment and outstanding balance/collection, as well as Cost of Attendance Budgets, please review the information available on the Student Financial Services website for detailed information (<https://www.lmunet.edu/student-financial-services/index.php>).

### Veterans Benefits and Transition Act of 2018

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 form 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.

## TRANSFER STUDENT POLICY

LMU-CVM only accepts transfer students from AVMA COE accredited colleges.

### Transfer Applicant Requirements

In order to be considered for a transfer to LMU-CVM, applicants must:

- Be actively enrolled in and taking classes at an AVMA COE accredited college of veterinary medicine at the time of application and transfer.
- Have a minimum of a 3.0 overall GPA in veterinary school.
- Meet all LMU-CVM prerequisite coursework.
- Completed coursework from current CVM must be similar to LMU-CVM curriculum prior to the time of transfer. (Prior to starting your transfer application, we highly recommend emailing us to verify that the coursework you have completed is similar enough to the LMU-CVM curriculum to transfer. In your email, please include a list of courses you have completed and/or are currently taking and the semester into which the transfer is requested.)

Transfer students are required to take all scheduled courses at LMU starting the first semester they are enrolled. Transfer students are not eligible to opt out of any scheduled courses.

### Required Transfer Application Materials

The following materials are required to be considered for a transfer:

- A letter of intent to transfer that includes:
  - a well-written explanation of the student's reason(s) for requesting a transfer;
  - an indication of the semester and year of the curriculum into which the transfer is requested.
- A current curriculum vitae or resume.
- A letter of character and academic reference (including class rank and overall GPA) from the Associate Dean of the College of Veterinary Medicine from which the student desires the transfer.\*\*
- Three letters of reference from former instructors who are members of the faculty of the College of Veterinary Medicine from which the student wishes to transfer.\*\*
- Official transcripts from all colleges/universities attended.\*\*
- Official GRE (Graduate Record Examination) scores (LMU-CVM code is 7576)\*\*

\*\*Transcripts, letters of recommendation and GRE scores sent by the student will not count as official. They must come directly from the source to be considered official.

Transfer Materials can be mailed to:

Lincoln Memorial University  
College of Veterinary Medicine  
Office of Student Services and Admissions  
6965 Cumberland Gap Parkway  
Harrogate, TN 37752  
or emailed to: [veterinaryadmissions@lmunet.edu](mailto:veterinaryadmissions@lmunet.edu)

## Transfer Application Deadline

Applications for Spring Semester are due by November 1. Applications for Fall Semester are due by April 1. Only complete applications will be considered.

## Approval of Transfer Request

All completed transfer applications will be reviewed by the LMU-CVM Admissions Committee. Under most circumstances, the decision will be based upon the following factors:

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

Transfer applicants will be notified by LMU if their request to transfer is approved.

## NAME CHANGE

The best time to change your name officially with LMU is BETWEEN semesters. Your name is an important identifier and when it is changed, there are many steps that need to be addressed so your courses are not disrupted. When a student has a change of name (e.g. marries and changes a last name), they must complete the following steps:

1. Notify the LMU Registrar's Office
2. Notify the CVM Director of Admissions
  - a. They update rosters, eValue account, and laboratory groups.
3. For Years 1-3: Notify the CVM Director of Outcomes and Assessment
  - a. They update all of your previous records to match your new records
  - b. They also verify your identity with outside sources (e.g. ICVA)
4. For Year 4: Notify the Director of Clinical Rotations
  - a. They update your name with the rotation sites where you will be placed
5. Notify the Directors of Small Animal and Large Animal Clinical Skills
  - a. They assist in updating your TurningPoint account that is necessary for course assessments.

## INTERRUPTION IN ACADEMIC PROGRAM PROGRESSION

Progression in a student's academic program can be interrupted for various reasons, resulting in gaps within the scheduled curriculum. These interruptions can consist of different formats including a leave of absence, a recession, withdrawal, or dismissal. It is important to note that regardless of the reason behind the interruption, *students must complete the CVM curriculum within the 6-year term from the initial CVM Program start date*. The process of each interruption, including the detailing of necessary action steps, are detailed below. All students who are leaving the program for any length of time must complete a Withdrawal, Recession, Dismissal or Leave of Absence Form. This document can be obtained by contacting the Administrative Assistant to the LMU-CVM Associate Dean for Student Affairs and Admissions. This form will provide acknowledgement from the following offices/departments in the order as listed:

- LMU-CVM Office of Admissions
- LMU-CVM Student Services Office
- LMU Financial Aid Office
  - A meeting with the Financial Aid Office will include discussion regarding how the leave will affect their financial aid eligibility.
- LMU-CVM Associate Dean for Student Affairs and Admissions
- LMU Cashier's Office
  - The official date of the Leave of Absence will be the date of receipt of the student's official request. Any tuition refunds or outstanding balances will be based on this date.

Once all required signatures have been obtained, the Withdrawal, Recession, Dismissal or Leave of Absence Form must be submitted to the Registrar's Office. If submitted by an LMU-CVM representative for a student who is not physically present on campus, a copy of the completed form will be sent to the student after it has been officially filed with the University Registrar.

If a student withdraws or is dismissed from the program, the LMU Security Office will also be notified. The student will forfeit their LMU-CVM student identification card to LMU Security prior to leaving campus.

## LEAVE OF ABSENCE

Any absence request greater than 5 business days requires permission from the Dean and may require a student to take a leave of absence. A leave of absence may be granted from LMU-CVM for one of the following reasons: 1) a medical, personal, or family emergency; 2) a financial emergency; 3) maternity; 4) a call to active military service; or 5) pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized teaching facility. The student must meet with the Associate Dean for Student Affairs and Admissions to discuss the reasons for the leave. The official Withdrawal, Recession, Dismissal or Leave of Absence Form will be provided to the student during this meeting. The Associate Dean for Student Affairs and Admissions will recommend a student to the Dean for a Leave of Absence. If appropriate, the Dean will grant a Leave of Absence for the student. *Only students who are in good academic standing with LMU-CVM will be granted a Leave of Absence* (See At-Risk Identification and Academic Probation).

LMU-CVM will notify the student in writing about the decision regarding the Leave of Absence and any requirements about the student's return to campus. Leave of Absences are granted for a maximum of one year. Before a student's Leave of Absence may begin, he or she must go through LMU-CVM's prescribed check-out procedure that includes completion of the Withdrawal, Recession, Dismissal or Leave of Absence Form (See Interruption in Academic Program Progression).

Students seeking to return from a Leave of Absence must ensure that all approved terms and conditions of the leave are submitted in writing before reinstatement will be granted. The submission of this paperwork is the responsibility of the student and must be submitted to the LMU-CVM by the preceding June 30<sup>th</sup> for fall semester and October 31<sup>st</sup> for spring semester of the academic year in which the student wishes to be readmitted. The written request should be directed to the Director of Student Services and Admissions and the Associate Dean for Student Affairs and Admissions.

Students granted a Medical Leave of Absence must have a licensed physician or mental health professional certify in writing that the student's physical and/or mental health is sufficient to continue in the academic program. This letter must be approved by the Associate Dean for Student Affairs and Admissions before the student will be allowed to return to LMU-CVM.

### DISRUPTION OF PROGRAM DUE TO RECESSION

A student who has been recessed is removed from their current academic cohort and allowed to re-enroll as a member of the cohort one graduation year behind. (e.g. from Class of 2021 to Class of 2022). Students who are recessed will be required to repeat the entire academic year and pass all courses in both semesters, in order to maintain their knowledge and skills for further progression in the curriculum (See Recessed Student Policy). Upon being recessed, students must complete the Withdrawal, Recession, Dismissal or Leave of Absence Form (See Interruption in Academic Program Progression).

### DISMISSAL OR WITHDRAWAL

The LMU-CVM reserves the right to dismiss any student at any time prior to graduation. Circumstances warranting such action may be of an academic, ethic, legal, or professional nature. It is imperative that any student who is dismissed or withdraws from the LMU-CVM complete the Withdrawal, Recession, Dismissal or Leave of Absence Form. Failure to complete the complete the Withdrawal, Recession, Dismissal or Leave of Absence Form will result in the LMU-CVM withholding all records pertaining to the student's attendance. When the student completes all prescribed obligations, the LMU-CVM will release the student's academic records upon request through the Office of the Dean.

If the student is withdrawing, he or she must supply the Dean with a letter of resignation and the Dean will inform the Associate Dean for Student Affairs and Admissions. If the student is being dismissed, the Dean will inform the Associate Dean for Student Affairs and Admissions of the dismissal. Upon notification of the student leaving the program, the Office of Student Services and Admissions will produce a memorandum stating the change in the student's status to be distributed to all LMU-CVM offices and to LMU-CVM course directors.

### ACADEMIC ADVISING

At the beginning of Year 1, veterinary students are assigned an academic advisor for their first year. The Office of Student Services and Admissions is responsible for making these assignments. Primary goals for advisors include establishing rapport and trust with advisees, discussing roles and expectations of advisor/advisee, evaluating and assisting advisee with his/her adjustment to vet school, and discussing advisee's future plans, aspirations, and preferences. Advisors should contact and/or meet with their advisees throughout the semester to ensure they are aware of resources available (academic counseling, mental health counseling, tutoring, etc.). Advisors work closely with the Associate Dean for Student Affairs and Admissions to identify students who need additional help or accountability. The Associate Dean for Student Affairs and Admissions provides advisors with Advisee Reports consisting of current course averages and comments throughout the semester (mid-term and pre-final, more if the student is on Academic Probation) such that advisors can monitor advisees' progress.

In the remaining three years of the program, students will be able to establish a mentoring relationship with a faculty member of their choosing so long as the faculty member agrees to be a “career advisor.” Students deemed at risk or on any form of probation will be assigned an academic advisor for an academic year.

## CVM OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs (OAA), overseen by the Dean, Associate Dean of Clinical Sciences(ADCS), and Associate Dean of Basic Sciences and Research (ADBRS), is responsible for the development and management of curriculum, managing student progress through the curriculum to include management of students' academic records, reviewing and developing strategic plans for outcomes and assessment, support accreditation efforts, supporting faculty recruitment, development, and scholarship, and supporting all initiatives of the college. It also oversees the Center for Innovation in Veterinary Education and Technology that directly supports the Office of Academic Affairs initiatives through faculty and curriculum development. The OAA is committed to creating a quality academic experience to produce competent, confident, day-one ready graduates. It works closely with various college and university committees to create an environment that facilitates student learning.

LMU-CVM is a student-centric institution - the input and opinion of students is important. The OAA works closely with student leaders to continuously improve the LMU-CVM program. Any student who feels that they have a question or request that has not been addressed regarding progress through the program or curriculum should see the Dean.

### UNIVERSITY REGIONAL ACCREDITATION

Lincoln Memorial University is accredited by the **Southern Association of Colleges and Schools Commission on Colleges** to award associate, baccalaureate, masters, specialist, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lincoln Memorial University.

### PROFESSIONAL COLLEGE ACCREDITATION

LMU-CVM was granted full accreditation status from the American Veterinary Medical Association Council on Education (AVMA COE) on January 7, 2019.

The accreditation standards are available at: [AVMA Accreditation Standards \(https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Colleges/Pages/coe-process.aspx\)](https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Colleges/Pages/coe-process.aspx)

### ACCREDITATION GRIEVANCES

Students wishing to file a complaint related to the accreditation standards and procedures should make these complaints in writing using the survey available to them online at:

[https://lmu.co1.qualtrics.com/jfe/form/SV\\_egLkHrSs1AjP7mJ](https://lmu.co1.qualtrics.com/jfe/form/SV_egLkHrSs1AjP7mJ) or directly to the Dean.

### STUDENT ACADEMIC RECORD & LETTERS OF GOOD STANDING

Student grades are recorded, stored, and secured with the Lincoln Memorial University Registrar. For further information about obtaining official transcripts, please call the Registrar's office at 423-869-6292.

Current semester grade, class rank, and grade point average are managed and stored electronically by the Director of Outcomes and Assessment. All other student academic records will be maintained in the Office of the Dean. Requests from students to have their academic record released must be made in writing via email to the Dean. LMU-CVM students wishing to review their academic record must make an appointment with the Dean.

Students may request a letter of good standing from the Dean's office via the Executive Assistant to the Dean. Academic status is based on the grades last recorded with the registrar. LMU-CVM records grades with the registrar at the completion of each semester and final semester grades are used to determine academic standing.

Verification of enrollment will only be made for educational reasons. For instance, verifications will not be made to employers or landlords. In this case, the students should use letters of acceptance, transcripts, or receipts of payment.

#### STUDENT RIGHT TO PRIVACY OF EDUCATION RECORDS

The University complies with the provisions of the Family Education Rights and Privacy Act (FERPA), 1974, as amended. This law maintains that the institution will provide for the confidentiality of veterinary student education records. Please see the LMU Student Handbook for more details by visiting online at <https://www.lmunet.edu/student-life/Handbook%2020-21.2.pdf>.

Students can access their student information by using the Web Advisor account. Each student is given a PIN number to access the following information; schedule, transcript, financial records and financial aid. This information will remain confidential as long as students secure their PIN numbers.

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

#### PROMOTION AND MATRICULATION

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

#### GRADUATION REQUIREMENTS

A veterinary student who has fulfilled all the academic requirements may be granted the degree Doctor of Veterinary Medicine provided the student:

1. Has complied with all the curricular requirements of LMU-CVM;
2. Has successfully completed all coursework requirements in no more than six academic years;
3. Attends, in person, the ceremony at which time the degree is conferred (this requirement may be waived by the Dean for extenuating circumstances);
4. Has demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of veterinary medicine;
5. Has fulfilled all legal and financial obligations to LMU-CVM.

#### POSTHUMOUS DEGREE

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

## CURRICULUM

The LMU-CVM curriculum is a full-time four academic-year program leading to the degree of Doctor of Veterinary Medicine (DVM). The curriculum will stress the interdependence of the biological, clinical, behavioral and social sciences. Throughout the curriculum, emphasis will be placed on the diagnosis, prevention, and treatment of the diseases of animals. The curriculum uses live animals, clinical immersion, and collaboration with other academic programs. Practical clinical skills, including diagnostic, medical and surgical procedures, will be taught from the beginning, reinforced throughout the curriculum as part of the Clinical Skills courses. Professional skills, including communication with clients, and collaboration with other health professionals and paraprofessionals will be taught as part of the One Health initiative and the Professional Life Skills courses.

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

### Attendance

The LMU-CVM requires students to attend all laboratories, small group sessions, and clinical activities as scheduled. Attendance policies are outlined in courses that include these sessions. Lecture attendance is at the discretion of the Course Director.

If a student must miss a mandatory session, students must notify the Associate Dean for Student Affairs and Admissions by submitting the student absence form and the Course Director via email. Requests for excused absences must be submitted prior to an absence, but if emergency or unforeseeable issues arise, students may inform the Associate Dean for Student Affairs and Admissions as soon as by email. The Excused Absence Request Form is available in Blackboard in the Organization tab in the CVM Dean of Student Success page or through this link

[https://lmunet.blackboard.com/webapps/blackboard/content/listContent.jsp?course\\_id=17690\\_1&content\\_id=727751\\_1&mode=reset](https://lmunet.blackboard.com/webapps/blackboard/content/listContent.jsp?course_id=17690_1&content_id=727751_1&mode=reset).

### Calculation of Credit Hours

Calculation of credit hours is based on the following formula: Fifteen lecture hours and a minimum of two hours out of class student work per week for approximately fifteen weeks equals one credit hour, thirty laboratory hours equals one credit hour, and four weeks of rotation equals four credit hours.

1.0 Credit hour = 15 Lecture or Seminar Hours and a minimum of two hours out of class student work per week for approximately fifteen weeks

1.0 Credit hour = 30 Lab Hours

### Pre-Clinical Curriculum

The first three years of the DVM program will provide the student with a solid understanding of the basic sciences that form the foundation for veterinary practice. This introduction will occur within the philosophy of "clinical immersion", i.e., the early emphasis on practical application of scientific knowledge to real-life veterinary problems. This approach will help students to develop problem-solving skills and prepare them for entry into the challenging field of veterinary practice.

A pre-clinical academic year consists of two semesters:

Academic Year 1 (AY 1): Semesters 1 & 2

Academic Year 2 (AY 2): Semesters 3 & 4

Academic Year 3 (AY 3): Semesters 5 & 6

## Pre-Clinical Coursework Waivers

Selected basic pre-clinical science courses may be waived by prior completion of comparable coursework, as determined by the Associate Dean of Basic Sciences and Research in consultation with the Course Director. The waiver policy is primarily designed for incoming students who have received a graduate degree in a field that the course they are requesting the waiver for encompasses. The Associate Dean of Basic Sciences and Research may waive the course entirely or require the student to successfully pass a comprehensive examination covering the course material. For each course waived, a waiver petition/form must be completed, with the appropriate signatures, and filed with the Office of Student Services and Admissions prior to the start of the class. The signed waiver form becomes a part of the academic record at LMU-CVM and serves as a record of the student's completion of those course requirements. The student will receive credit for the course but will not receive a letter grade. The class will not be figured into the student's GPA. Students receiving a waiver will not be eligible for official class rank. The granting of a waiver will not reduce a student's tuition. Students who are granted a waiver are strongly encouraged to use their waived course time and expertise to serve as tutors for their classmates. Clinical rotations may not be waived.

## Course Descriptions & Course Catalog

A summary listing of all course descriptions and credit hours is located on the LMU-CVM Web Site at <https://www.lmunet.edu/college-of-veterinary-medicine/academics/course-descriptions.php> and is available in Appendix A.

## Curriculum Digest

The LMU-CVM Curriculum Digest can be accessed from the LMU-CVM <https://www.lmunet.edu/college-of-veterinary-medicine/academics/curriculum-digest.php> and is available in Appendix B.

## Pre-Clinical Electives

Students are eligible to enroll in Pre-Clinical semester electives so long as they are in good academic standing and are not either deemed at risk or on any form of probation.

- There is no minimum number of elective credit hours that students must take.
- Students may take up to 3 elective credits per semester.
- Students who fail any course (including other electives) *will not* be eligible for electives in the following semester.
- Failure of an elective will not count towards the overall number of failures during an academic year. There is no remediation for a failed elective.
- A lottery and or a separate merit-based application will be held for electives with maximum enrollment limitations. Students who are chosen or not chosen will be notified prior to the close of elective selections so that they may participate in other electives.
- A student may request, from the Dean, permission to drop an elective course if less than 25% of the course has been completed. Students must complete an Elective Drop/Add Form to request this change, available in the LMU-CVM Office of Academic Affairs. No record of the dropped course will appear on their transcript.
- Elective course grades affect the GPA and class rank *only if the elective is failed*. Electives with passing grades have no effect on the GPA or class rank.

## ASSESSMENT OF STUDENT LEARNING

Assessment of student learning at LMU-CVM occurs throughout the curriculum in a variety of ways. Some courses use written (computer-based) exams, which consist of multiple choice, fill-in-the-blank, or

short answer questions. Other courses use quizzes through the Blackboard program. Some faculty use Turning Point (clickers) during a lecture or lab to gather knowledge of student learning, while others may rely on projects, posters, papers, or group activities to assess what the students know. The Anatomy Practical exams and the Clinical Skills OSCEs are two examples of hands-on observation of student knowledge and skills and are part of the assessment of student learning. Course Directors have the freedom to create their own means of assessment, using any of these or other methods or any combination of them. Each course syllabus outlines exactly how a student will be graded in each course and explains the type of assessment that will be used.

### CVM Examination Services

LMU-CVM has a dedicated staff for administering assessments, Examination Services (ES). The examination process is overseen by the Director of Outcomes Assessment and is directly supervised by the Exam Service Specialists (ESS). The ESS coordinate with faculty to develop examinations in ExamSoft, support students during examinations, schedule and administer examination accommodations, and proctor examinations. For didactic courses, examinations are administered in a computer-based block exam format where up to four subjects are tested in one examination. Examinations are usually administered on Mondays for years 1-3 with exceptions being published in the CVM Class Schedule Calendar for each year.

*Students MUST comply with device requirements as published by Exam Services no later than July 1 of the start of an academic year.* The device requirements will be located in the CVM Dean of Student Success Blackboard Organization Page:

[https://lmunet.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content\\_id=8259971&course\\_id=176901](https://lmunet.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id=8259971&course_id=176901). Students are responsible for bringing a compatible electronic device to every block exam. Students may use either a laptop computer (MacOS or Windows) or an approved tablet (i.e. iPad) for testing. The Examplify© program should be downloaded onto any device the student expects to use for testing. An external mouse or Apple pencil is optional. All testing devices must have a privacy screen in place for the duration of the exam. Every exam given at the LMU-CVM falls under the Exam Honor Code.

For any further information on exams or assessments, contact the CVM Director of Outcomes and Assessment. For issues with the Examplify© software, contact the ExamSoft© ESS or you may call ExamSoft directly at 866.429.8889 for 24-hr support. For computer or technical issues (including LMU internet access), contact the LMU IS department (Information Services) at 423.869.7411.

### Block Examination Policy and Procedures

Administration of block exams is the responsibility of the Exam Services Specialists (ESS). The ESS will be in the room during the in-person exam, as will exam proctors. Exams are generally administered in CVM100 and CVM101 on the Harrogate campus of LMU-CVM or SA100 on the DVTC campus. However, online examinations may be administered in certain circumstances. The dress code for exams is relaxed casual, within the limits of professionalism. Students may not have a watch of any kind (including smart watches), cell phone, or other digital communication device, hats, hoodies, large coats, food, or any kind of papers during an exam. All drinks must be in a clear, unlabeled container with a lid. Students may use foam, uncorded earplugs. Bluetooth headphones/earbuds are not permitted. All personal belongings should be left in a car or locker or, in case of online testing, not located in the testing area.

#### Days Before the Exam

The exam files will be posted to Examplify© before the exam day, usually on the Friday prior to a Monday exam block. Students will receive a notice to download the exams to their testing device. All exams must be downloaded onto the laptop or tablet prior to the

day of the exam. It is recommended that you turn off and restart your testing device the evening prior an exam, to verify your computer is updated and to prevent exam day issues.

### Exam Day Prior to the Exam

For in-person exams, the exam prep time is scheduled for 15 minutes prior to the start time for the block exam. The doors for the exam will open at that time, and students should digitally log in to the exam room using their official LMU ID card. A seating chart will be posted on the walls of the room and students will find their assigned seat for each exam. All students must be in the exam room and logged in prior to 5 minutes before the exam begins. For example, if the exam is to begin at 8:15, students must be logged in by 8:10:00 am, or they will be considered late to the exam. The ESS needs the final five minutes prior to start time to complete the preparations for the exam, verify all students are in their places, and ensure all testing devices are working properly.

The following items are permitted in the testing area: laptop or tablet (*required*), privacy screen (*required*), power cord, pen/pencil, wireless mouse/Apple pencil (optional), earplugs (no cords), and a drink in a clear unlabeled container (no food). Bags, purses, backpacks, laptop cases, heavy coats, and other personal belongings, such as watches and cell phones, must be left in students' vehicles or lockers. *Be sure any electronics aside from laptop or tablet are off.*

For online exams, the exam prep time is scheduled for 15 minutes prior to the start time for the block exam. The testing device must be turned on and connected to the internet at this time. The exams must have been downloaded to the testing device the day prior, and students will use this time to make sure the testing area is free of any suspicious materials, such as books, notes, and other electronic devices. There should be no watches, cell phones, other electronic devices, or other people in the testing room. The desk or table where the exam is being taken should have one sheet of blank paper with only the password written on it. Students must take care of any personal needs prior to the exam start time.

### During the Exam

For in-person, when it is time to begin, the password for each exam will be displayed on the screens at the front of the testing rooms and scratch paper will be passed out to every student. Upon receiving scratch paper, students should immediately write their name and seat number on the paper. Once the exams have begun, there is to be no talking or other distractions. If a student has an issue with the exam or a device (i.e., technical problems accessing the test or uploading answers) the student should raise their hand, and an ESS will come assist you with your issue. Sometimes this may require contacting the software company to troubleshoot problems. In this case, the student may be asked to bring their computer to the back of the exam room so not to distract other students.

Students will not be excused from the exam room until all exams are complete. Restroom breaks will only be allowed for an emergency. After completing all exams in that block and uploading the exams, the student will bring the testing device to a proctor to verify the exam files have uploaded successfully and collect scratch paper. Students must then leave the exam room. *Students must exit the building following examinations.*

For online exams, when it is time to begin, passwords for each exam will be sent via email to the students' LMU email accounts. Upon receiving the password, students may write the password(s) on the scratch paper for reference. Once the exams have begun, the first

question is a prompt to do a security sweep. The camera of the testing device must sweep the room 360° to show the area where the exam is being taken to include: the wall and ceiling above the testing area, the floor around the testing area, and the full desk or table where the testing is being done. After the sweep, the student must show the single piece of scratch paper for that exam, front and back, full sheet, showing no writing other than the password. Time has been added into the exam time to allow for this security sweep and not take away any testing time. When the security sweep is complete, the student will use the “Monitoring” button at the top of the screen to see the angle at which the camera is viewing the test taker. The full head and shoulders should be visible and well-lit during the exam. At the end of the exam, the final question is a prompt to show the scratch paper. This should be done prior to leaving the exam, showing the full page, front and back.

If a student has any technical issues when beginning the exam (i.e. trouble accessing the test), the student must contact Exam Services immediately via email to troubleshoot the issue. For any issues that arise during the test (i.e. power outage), the student should tell the camera what is happening so that the issue may be documented for the exam proctors.

When all exams for the block are complete, it is the student’s responsibility to ensure that all answer files and video monitoring files are completely uploaded immediately after testing. The testing device should remain turned on and connected to the internet until the files have finished uploading.

#### After the Exam

When students complete each exam, they have the opportunity to review answers and see the questions missed in each exam. However, this score may not be final. After the exams are completed, statistics are performed on the individual questions in each exam. The ESS sends the reports to the faculty, who can review each question and how the question performed on the exam. If a question performed poorly, the faculty has the option to keep the question, change the answer for the question, or delete the question. Faculty hand-grade any responses to short answer or fill-in-the-blank questions (FITB) to accept any additional answers. Once the faculty has made any changes and completed any hand-grading, the scores are sent to the faculty for final approval. The approved scores are posted to Blackboard. Most exams are posted within 48 hours, but if there are FITB or short answer questions, it could be up to 5 working days before the exam is graded and scores are approved. For essay questions, faculty will have up to 7 working days to submit exam scores.

#### Exam Penalties

There are multiple issues that could cause a lowering of scores in an exam block beyond answering questions incorrectly.

*For in-person exams:*

1. A student is considered late to an exam if entering the room less than 5 minutes prior to the exam start time. For example, if an exam is scheduled to start at 8:15, the student must log in prior to 8:10:00. As an example, if the log shows the student came in at 8:10:42, the student is late, and the scores on the exams that day will be reduced by 2%. If a student arrives at an exam after any other student has already completed the block and exited, the late student will need to schedule and take make-up exams and is subject to the 2% reduction.

2. Students are required to bring certain items to each exam. If a student does not have required items, the student will receive a warning the first time, then 2% off that day's exams the second time. If a student comes to an exam a third time without required items, the scores on exams that day will be reduced by 2% and the student will be referred to the Dean. If a student fails to bring a privacy screen, the student will be moved to the last row of the testing room. The penalties listed will still apply.
3. Students are always required to have official LMU ID card with them during exams, visible above the waist. The ID is scanned by the wall unit in CVM 100 and CVM 101 for attendance purposes or a phone scanner in other locations. If a student does not have their LMU ID, they should report to one of the ESS and sign-in on paper with his or her LMU ID number. A student may sign-in to an exam one time each semester without their LMU ID, using a driver's license or other official ID. If the student reports to an exam for a second time without a working ID, the scores on the exams that day will be reduced by 2%. If it happens a third time, the student will be referred to the Associate Dean of Student Affairs and Admissions. Not logging in at all and not signing in with an ESS is considered an automatic infraction and scores will be reduced by 2%.
4. Students are always to display honesty and integrity, as is fitting for professional veterinarians. Professional behavior and language are always expected. While not an exhaustive list, excessive looking around during an exam, looking at another student's screen, excessively looking in the student's lap, or moving hands in and out of pockets can be construed as suspicious behavior. Sharing information on an exam or other assessment to a student who has not yet taken it is considered dishonest. Any student suspected to have engaged in academic dishonesty or violating any exam requirement will be referred to the Associate Dean for Student Affairs and Admissions. If the suspicion is warranted, the student may have consequences varying from a lowering of exam scores to completely discounting the exams as zeroes in that exam block to dismissal from the program.

*For online exams:*

1. A student is considered late to an exam and will have exam scores reduced by 2% if they have not downloaded the exam prior to exam day, if they do not log in within 5 minutes of the exam start time, or if they start an exam more than 5 minutes past the posted start time. If there are technical difficulties, the student should immediately email the ESS for instructions to avoid the 2% penalty.
2. A clean sheet of scratch paper must be shown in its entirety at the start and end of every exam, even if it is not used. If the paper is not shown, full page, front and back, the scores on the exam will be reduced by 2%.
3. A room sweep must show a 360° room view, the ceiling, floor, and desk/table area. The sweep should be slow enough for the proctor to identify objects on walls and desks. An incomplete or missing room sweep will result in a 2% deduction in scores, as well as a flag for possible security breach.

4. Monitoring visibility and sound are vital for exam security. If the full head and shoulders are not visible, if the student leaves the sight of the camera with no explanation, if there are unexplained noises such as talking during an exam, or any other suspicious activity occurs, the student's exam will be flagged for further investigation. Any suspicious behavior could lead to the student having to meet with the Director of Outcomes Assessment or the Assistant Dean for Student Affairs and Admissions and may result in an Ethics and Honor Code Violation.

### Practical Examinations and Objective Structured Clinical Examinations (OSCEs)

Select courses have practical examinations (Anatomy and Histology) or OSCEs (Clinical Skill and Professional Life Skills) that are administered separately from block examinations. These examinations are scheduled on the CVM Class Schedule for each semester. Please consult your class syllabus and Blackboard for more details with regard to the structure of these examinations.

### VEA

During the third year of instruction, students will take the Veterinary Educational Assessment (VEA). This exam is designed for two purposes: 1) to give the school an overview of their curriculum and how well students are learning the five basic science areas tested (Anatomy, Physiology, Microbiology, Pharmacology, and Pathology); and 2) to give students a snapshot of where they are strong in background knowledge and where they could use some further studies. VEA scores do not affect a student's ranking or GPA, but are used as part of a system to identify students weak in specific areas for which they may need additional academic assistance and to adjust the school's curriculum as needed to provide a strong base in these sciences.

### NAVLE

During the fourth year, students will take the North American Veterinary Licensing Exam (NAVLE®). NAVLE® covers a variety of species, all bodily systems, and the professional behavior and expectations of a licensed veterinarian. Passing this exam is required in most states and provinces for a veterinarian to legally practice on live animals. It is a LMU-CVM goal that all students pass the NAVLE® prior to graduation. LMU-CVM students are required to take the examination during the fall window as part of CVM776 NAVLE Block course. NAVLE preparation support includes the purchase by LMU-CVM of one of the commercially-available NAVLE preparation programs (e.g., VetPrep or Zuku Review) for each student, graded progression through the chosen NAVLE preparation program in the NAVLE Block CVM 776 course, and access to various additional study materials in the NAVLE Block CVM 776 Blackboard site.

### Academic Grades, Rankings, Failures, Honors

Students receive two sets of grades for each course. For the official LMU transcript, grades of A, B, C, or F are used. The College of Veterinary Medicine does not assign + or - to grades. If a student fails a course and remediation is successful, the student will be assigned the letter grade of "F/C" and a 2.0 on their transcript. Students who receive an incomplete ("I") must complete the coursework to receive a grade in the course within 180 days. Failure to complete the coursework within the prescribed time may result in the "I" changing to an "F."

The official LMU transcript will reflect a GPA based on a 4.0 scale, as follows:

A = 4  
B = 3  
C = 2  
F = 0

Within the College of Veterinary Medicine, students earn an actual percentage in each course, as outlined in each syllabus. For reporting the 100% scale to the 4.0 scale, grades are rounded. (e.g. 79.4 = C, 79.6 = B).

On the 100% scale, the grades are assigned as follows:

A = 90 to 100  
B = 80 to 89  
C = 70 to 79  
Fail = below 70%

### Class Rank Calculation

Class rank is calculated by the Director of Outcomes and Assessment based on the 100% scale, using actual percentages earned in each course. The course average is multiplied by the credit hours of the course, then the total is divided by the credit hours taken each semester. In this way, a student with a B at 86% ranks higher than a student with a B at 82%. Ranking average is carried out to as many decimals as is necessary. If two students have identical averages, they will both hold the same rank in the class, and the next student will hold a rank below the next number (e.g. 34<sup>th</sup>, 34<sup>th</sup>, 36<sup>th</sup>).

### Remediation Grade Process

If a student fails a course and is allowed to remediate the course, the student will work with the course director to complete the remediation prior to the next fall term. If the student passes remediation, the transcript will show F/C with an earned grade of C. The original failing percentage is still used in the ranking GPA. If a student does not pass a remediated course, they may be recessed or dismissed (see Procedures for Academic Deficiencies). A fee is assessed for remediation of a course. Please note that all remediation grades, repeated courses, and repeated rotations will be displayed on the student's transcript.

### Recessed Grade Process

For a recessed student repeating the semester, the percentages earned in all repeated courses (second attempt) are used for ranking. If a student does not pass a previously passed course during a repeated semester, they may be required to remediate the course or may be dismissed (see Procedures for Academic Deficiencies). A fee is assessed for repetition of a semester. Please note that all remediation grades, repeated courses, and repeated rotations will be displayed on the student's transcript.

### Elective Grade Process

Electives are graded as pass/fail, so if a student takes an elective and passes, it does not affect the GPA. However, if a student takes an elective and fails, there is no remediation. The failed elective course will affect the GPA, as the credit points will be added to the total possible, with no earned points added to the earned total. (e.g. If a student earns 1520/1700 points, but takes and fails an elective, the ranking GPA will then be 1520/1800.) This affects both the 4.0 transcript GPA and the 100% ranking GPA. There is no fee for electives in the DVM program.

## Graduation Honors Calculation

Graduation honors are based on the 4.0 GPA reflected on the LMU transcript. For the College of Veterinary Medicine, academic honors are as follows:

3.50 and above: Cum Laude

3.70 and above: Magna Cum Laude

3.90 and above: Summa Cum Laude

There is no rounding for graduation honors. A student with a 3.698 will graduate cum laude. The Valedictorian of the graduating class will be that student with the highest-ranking GPA. The Salutatorian will be the student ranked next in the class. The honors of Valedictorian and Salutatorian are reserved for those DVM students who complete all of their required coursework while registered as a DVM student in the LMU College of Veterinary Medicine, graduating with the class in which they originally enrolled. Students who have transferred credits into the program (including Anatomy from a master's program) or have been recessed are not eligible to be the Valedictorian or Salutatorian.

## Student Grievances Regarding Grades

### Examination Score Reconsideration

Students who question an examination score have until noon on the 7th calendar day after the score is posted to request an examination score reconsideration to the course director via email. Examination scores will not be reconsidered after the 7-day period.

### Academic Due Process – Final Grade Reconsideration

If a student has a grievance about a course grade, the student should first discuss the matter with the course director. Beginning on the day final grades are published, students have seven calendar days to dispute their grades. Any questions or disputes past this point must be addressed to the Associate Dean for Student Affairs and Admissions.

## Course and Faculty Evaluation

Student feedback is essential to ensure the highest level of academic effectiveness. At the end of each semester, students are provided evaluation forms/surveys for the purpose of collecting feedback on courses and teaching faculty. Data from these evaluations is kept confidential and anonymous and is used for faculty and course development purposes. All comments are to be constructive and professional. No punitive action is made to students completing the evaluations.

## Clinical Curriculum

The Office of Clinical Relations and Outreach (CRO) consists of an experienced educational team that includes the Associate Dean of Clinical Relations and Outreach, Lead Veterinarians, Clinical Support Staff, Hub Coordinators and Clinical Course Directors to ensure the effective and efficient oversight of the program and attainment of educational goals. Additional responsibilities of the Office of Clinical Relations and Outreach includes the recruitment and execution of affiliation agreements with clinical sites, development of educational standards, and assignment of students to clinical affiliate rotations. Through student clinical course evaluations, student self-assessments, student portfolio review, student site evaluations and site visits data are collected on CVM student performance and experiences. Please see the Clinical Courses Student Guidebook for more information regarding the intricacies of the Clinical Year.

# MANAGEMENT OF ACADEMIC DEFICIENCIES

## AT-RISK IDENTIFICATION

### Early Intervention for Students with Academic Difficulty

Any student whose performance is below 75% during a semester in one or more courses will be placed on an at-risk student list and required to follow specific procedures designed to help improve the student's performance.

To address the needs and requirements of these students:

1. Students will be required to meet with their academic advisor and/or the Associate Dean for Student Affairs and Admissions to review their plans on improved performance.
2. The student will be provided the contacts for the available course tutors and may schedule tutoring sessions as desired.
3. The student will be counseled to meet with an approved learning specialist to review successful study practices and behavior that can contribute to academic success.

Each meeting will be documented. These procedures will be in place for the remainder of the applicable semester, regardless of future performance in the semester's course work. All attendance data will be provided to the Student Progress Committee as part of its evaluation of the student's performance should a student be required to come before the committee.

## ACADEMIC PROBATION

Academic probation encompasses the following situations:

1. Any student who is recessed will be automatically placed on academic probation for their first semester they return.
2. Any student whose academic performance remains at or below 75% while on probation, will remain on probation for the subsequent semester(s).
3. Students on academic probation will be assigned an academic advisor for the duration of their academic probation.
4. Any student who fails a course will be automatically placed on academic probation for the next semester and may appear before the Student Progress Committee.
5. Any student with an overall average at or below 75% or an average at or below 75% in two or more classes from the previous semester is considered 'at risk' and placed on academic probation for the next semester.

Requirements for a student on academic probation are:

1. Mandatory meeting with the course director of the course failed, so that arrangements may be made to complete remediation.
2. Mandatory initial meeting with an advisor and/or the Associate Dean for Student Affairs and Admissions to create a success plan for academics, to be on file with the ADSAA.
3. Student will be required to meet at the discretion of the Associate Dean for Student Affairs and Admissions on a regularly scheduled basis to review the policy and procedures of the academic intervention. Student will be notified if this is required.
4. To take advantage of the opportunities offered through counselors, tutors, and other programs.
5. Not hold any office in a student organization, nor attend local or national meetings that interfere with class attendance or exam preparation (studying) while on probation.

Each activity for a student on probation or at risk will be documented. These requirements are in place for the remainder of the applicable term, or until the Student Progress Committee or Associate Dean for Student Affairs and Admissions is satisfied the student is making satisfactory academic progress.

#### Outline of faculty/staff responsibilities for at-risk students and students on academic probation

##### Course Directors

After each examination, course directors will be available to discuss a plan for success, including, but not limited to, pairing with other students, utilizing additional resources, or participating in individual sessions. If needed, recommends student to tutors for study sessions. This will be coordinated in conjunction with the office of the Associate Dean for Student Affairs and Admissions. All communications with individual students will be documented.

##### Director of Outcomes and Assessment

After each examination, the Director of Outcomes and Assessment identifies students who have failed an exam or whose academic performance is less than 75% in any course and sends an updated grade book to the ADSAA and Dean. Provides regular overall student performance information to the Student Progress Committee and the Associate Dean for Student Affairs and Admissions, and the Dean. Provides any information on student grades to advisors as requested.

##### Associate Dean for Student Affairs and Admissions

For at-risk students, the ADSAA coordinates the effort to support the student. The ADSAA will ensure that the student is assigned an academic advisor and has open lines of communication between the student, the advisor and the ADSAA; that the student is referred to academic counseling services; and that the student is referred for accommodations if necessary.

##### Outcomes and Assessment Committee (OAC)

The OAC reviews student grades as part of their overall program assessment. They also make decisions where student performance impacts curriculum. For example, the OAC holistically evaluates students' preparedness for entering clinical rotations. After evaluation, the OAC may, as part of their clinical year curriculum, require additional coursework prior to a student entering clinical rotations.

## PROCEDURES FOR ACADEMIC DEFICIENCIES

### Student Progress Committee

The purpose of the Student Progress Committee (SPC) is to ensure that every graduate of LMU-CVM has the skills, knowledge, and judgment to assume the responsibilities of a veterinarian. The SPC will monitor student progress both academically and professionally and ensure that all students meet the requirements necessary for graduation. The SPC is comprised of faculty with an Ex-officio member appointed by the Dean from LMU-CVM's administration.

At the end of every grading period (semester), the SPC Chair and Dean-appointed Administrator are given the final course grades. For students who have failed to progress sufficiently, the SPC Chair will schedule a meeting on the last Friday of the semester. Minutes will be kept by a recording secretary. All matters are submitted to a vote, with a simple majority ruling. The Chair will be a non-voting member unless there is a tie vote.

In addition to students who failed a course, the committee may also request to meet with students who consistently score below 75% for final course grades, consistently receive negative comments on clinical rotations, or students with any other academic or professionalism issues. Students purported to have exhibited or performed unethical and/or unprofessional behavior may also be referred to the SPC (See Professional Conduct).

Each student who has an academic deficiency will be granted the opportunity to meet with members of the SPC. The goal of this meeting is to gain insight into why the student is having difficulty so that the SPC can make an informed recommendation to the Dean of LMU-CVM. *The student should come prepared to explain their situation and proposed steps or actions to correct their situation.* The individuals allowed to attend these meetings are the student with one (1) "Procedural Advocate," the Committee members (SPC/PCC), and a recording secretary. The Committee may choose to invite individuals who have additional information that is pertinent to the reason the student must appear before the SPC. Within five (5) working days, the committee's recommendation will be forwarded in writing to the Dean of LMU-CVM. The following are prohibited in all Committee meetings unless otherwise authorized in writing by the Associate Dean for Student Affairs and Admissions: (1) electronic recording of the meeting, except for official minutes; (2) legal counsel; and (3) uninvited individuals.

### Procedural Advocates

It has been recognized that the potential for additional concern and stress may be caused by a student's requirement to respond to inquiries from the ADSAA, SPC, and/or the PCC. The role of a "Procedural Advocate" (PA) has been developed to alleviate some of these negative possibilities and to provide the student support. A student may request a PA to assist them through the SPC process.

The PA will *not be allowed to act* as an attorney or agent for the student during SPC meetings. The role of the PA is limited to assisting, advising, and supporting the student during the SPC process and meetings. The overall role of a PA is to ensure that the student understands the SPC process by reviewing the procedural information with the student prior to SPC meetings. The PA will also ensure that the student understands the outcome and options they may have as a result of an SPC decision.

All PA will be trained by the office of the ADSAA and other university resources to ensure adequate knowledge of the SPC process. The PA may be a trained 3<sup>rd</sup> year CVM student or LMU-CVM faculty or staff. While it is recommended that the student take advantage of the PA's assistance, it is not required. In order to allow a PA to assist a student, the student must sign and submit a CVM disciplinary FERPA Authorization for Release of Information Form which can be found at

<https://www.lmunet.edu/registrar/ferpa/forms.php>. The student may discontinue the assistance of a PA at any time.

*The PA is allowed to assist students in both academic and Ethics and Honor Code matters.* They are not allowed to speak on behalf of the student at any point and may only address the Committee for clarification of procedural or administrative points. Additionally, PAs are also not allowed to appear at an SPC meeting in lieu of a student.

### OUTCOME FOR STUDENT FAILURES IN THE PRECLINICAL YEARS 1- 3 (AY1-3)

For students failing one or more courses during semesters 1 through 6, the SPC shall recommend to the Dean of LMU-CVM one of the following actions:

1. Student has one failure within an academic year – Students with a single failure will either be allowed to remediate the deficiency under the supervision of the course director OR be recessed.
2. Student has two failures within an academic year – Students with two failures will be recessed. However, students may be allowed to remediate if there is sufficient history of progression in the curriculum as determined by the Student Progress Committee and the Dean of LMU-CVM.
3. Student has three failures within an academic year - Students with three failures will be dismissed from the program. However, students with a total of 3 failures may be allowed to recess if there is sufficient history of progression in the curriculum as determined by the Student Progress Committee and the Dean of LMU-CVM.
4. Student has four or more failures within an academic year – Students with four or more failures will be dismissed from the program.
5. Five or more cumulative failures within the preclinical semesters of the curriculum will result in dismissal. Electives do not count toward this total.
6. The second failure of a previously failed course will result in dismissal.
7. A semester may only be repeated once unless the Student Progress Committee and the Dean of LMU-CVM have determined that the student has made significant academic progress.
8. Failure of remediation will result in the student being recessed unless this constitutes the fifth cumulative failure, which results in dismissal.
9. Students must complete the CVM curriculum within the 6-year term from the initial CVM Program start date.
10. The Dean of LMU-CVM reserves the right to dismiss a student at any time due to failure to progress through the curriculum or for grievous professional or ethical deficiencies.

### REMEDIATION

Remediation is designed to improve the student's understanding of the course content. Each course director has the discretion on how best to do so. There is no set format for any course's remediation. Students who successfully remediate a course will be allowed to continue in the CVM curriculum. The highest grade that may be obtained in a remediated course is a "C". The transcript of the student will reflect the remediation with the original grade recorded: F/C (rem). The timing of the remediation will occur at the course director's discretion, but generally will occur during the summer between semesters. Remediation may occur between fall and spring semesters for select courses at the discretion of the course director. Students remediating after the end of 6<sup>th</sup> semester will be required to complete remediation prior to entering clinical rotations. Students who have remediated a course will be placed on Academic Probation for the semester following remediation (*See At-Risk Identification and Probation*).

Students who fail when remediating a course will be automatically be recessed and required to repeat the academic year in which the failure occurred. Each course failed to remediate will be counted as an additional failed course in future academic decisions.

A remediation fee will be assessed to cover administrative functions (*See Tuition and Fees*).

## RECESSED STUDENT POLICY

A student who has been recessed is removed from their current academic cohort and allowed to re-enroll as a member of the cohort one graduation year behind. (e.g. from Class of 2021 to Class of 2022). Students who are recessed will be required to repeat the entire academic year and pass all courses in both semesters, in order to maintain their knowledge and skills for further progression in the curriculum.

1. Students who are recessed will restart in the odd-numbered semester of the academic year (1 through 3) in which the causative failure(s) occurred. Students who are recessed will be charged a reduced tuition fee per semester. They will also be required to pay a laboratory fee for the Clinical Skills course (*See Tuition and Fees*).
2. If a student fails a course that the student had previously passed, the student shall remediate the course. The student shall be placed on Academic Probation for the subsequent semester. If a student fails a course that the student had already passed and the student already had four cumulative failures, the student shall be dismissed.
3. Repeated failure of a previously failed course shall result in dismissal.
4. Two failures in previously passed courses shall result in dismissal.
5. Recessed students will be placed on Academic Probation for at least the first semester upon returning.
6. See Academic Grades, Rankings, Failures, Honors.
7. See Interruption in Academic Program Progression

## TRANSITIONING FROM PRECLINICAL TO CLINICAL COURSES (AY 3 TO CY)

Students who are deemed deficient during the third year (AY 3) by the Outcomes and Assessment Committee may be recommended for a clinical remediation rotation prior to starting the clinical year. Students must successfully pass all required assessments and courses prior to entering the clinical year. Failure of courses or required assessments may result in the student being recessed.

## DEFICIENCIES IN THE CLINICAL YEAR 4

Students who fail one or more rotation(s) or who have serious or egregious behavior shall meet with the Associate Dean of Clinical Relations & Outreach and the Associate Dean for Student Affairs and Admissions to discuss reasons for failure or the behavior. The first failure in the clinical year shall result in either remediation OR repetition of the rotation as determined by the Dean after consultation with the ADCRO and ADSAA. A second failure will result in a referral to the Student Progress Committee (SPC) for further action. Those students with serious or egregious professional or ethical misbehavior shall also be referred to either the Professional Conduct Committee (PCC) or the SPC. Meetings during a clinical year may occur via teleconference or in person. All failed rotations must be repeated prior to graduation.

For students who appear before the SPC, the SPC shall recommend to the Dean one of the following actions:

1. The second failure in the clinical year shall result in the repetition of the rotation or repetition of part or all of the academic year.
2. The third failure in the clinical year shall result in dismissal.
3. The second failure of a previously failed rotation will result in dismissal.

4. Failure of remediation will result in the student repeating the rotation unless this constitutes the third cumulative failure, which results in dismissal.
5. Serious and or egregious misbehavior shall result in one of the following recommendations
  - a. Remediation
  - b. Repetition of rotation(s)
  - c. Recession
  - d. Dismissal from the LMU-CVM
6. Students must complete the CVM curriculum within the 6-year term from the initial CVM Program start date.

The committee's recommendation will be forwarded to the Dean within five (5) working days. A remediation fee for rotations will be assessed to cover administrative functions (*See Tuition and Fees*).

Students may still walk with their scheduled class of graduation if they are able to complete all requirements for graduation by December 1 of the year of their originally scheduled graduation.

### THE DEAN'S ACTIONS

Upon receiving the SPC's recommendation the Dean of LMU-CVM will review and subsequently affirm, amend, or reverse the recommendation within five (5) working days and notify the student in writing of the decision. In addition, the SPC Chair and the Associated Dean for Student Affairs and Admissions will receive copies of the written notification within the same time frame. Course Directors will be notified as needed by the SPC Chair for courses requiring remediation.

### APPEAL PROCESS FOR RECESSION OR DISMISSAL

A student wishing to appeal the Dean's decision must submit a letter to the Student Appeals Committee via the Office of Academic Affairs within 5 working days of receiving notification of that decision. The student's status will remain unchanged until the appeal process is finalized.

### STUDENT APPEALS COMMITTEE

The Student Appeals Committee will be composed of three (3) individuals: two (2) will be CVM Faculty members assigned by the Dean, with one serving as Chair, and the third will be the LMU Vice President for Academic Affairs or others as designated by the Dean. The Appeals Committee will review all written information pertaining to the case. The job of the Appeals Committee is to determine if the LMU-CVM policies and procedures relating to the case were followed and that no gross misapplication of fact occurred. They will meet with the student, but not with witnesses or complainants. The decision of the committee will be forwarded in writing by the chair to the Dean who will forward it to the student by certified mail to their last official address or hand delivery with return receipt. All decisions of the Appeals Committee will be final and binding. No further option for appeal will be considered by LMU-CVM.

## CONDUCT AND PROFESSIONALISM POLICIES

### LMU CODE OF STUDENT CONDUCT

Please refer to the LMU student handbook. You may access this handbook <https://www.lmunet.edu/student-life/handbooks.php>.

## LMU-CVM STUDENT ETHICS & HONOR CODE

*Establishing and maintaining the highest concepts of honor and personal integrity during veterinary medical school is critical to our training as veterinarians. It is our responsibility to actively support these standards; and it is reasonable to expect our fellow students to do the same.*

*These standards include respect for patients, faculty, staff, fellow students, hospital personnel, community, self, proper documentation, laws, policies regulations and academic standards. I hereby accept the LMU-CVM Student Ethics and 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.*

## ETHICAL, ATTITUDINAL, AND BEHAVIORAL REQUIREMENTS FOR STUDENTS OF VETERINARY MEDICINE

In addition to all LMU required behavior, the LMU-CVM firmly believes that as a part of the veterinary profession and as a professional veterinary education program, that we must hold ourselves to a high standard to meet and exceed our core values. Desirable characteristics of veterinary students are based not only on academic achievement, but also on non-academic factors that serve to ensure that students have the behavioral and social attributes necessary to contribute positively to the veterinary profession. LMU-CVM students possess the necessary character traits, attitudes, and values that will result in beneficent and ethical veterinary care. This includes, but is not limited to, the following:

1. A veterinary student must never perform any action that might be construed as the practice of veterinary medicine, except as permitted under the laws of the applicable jurisdiction in which the student may function in the role of providing animal health care under the direction of a licensed veterinarian. It is the veterinary student's responsibility to know and understand the applicable laws and regulations pertaining to the practice of veterinary medicine.
2. A veterinary student must be able to relate to instructors, classmates, staff, clients and their animals with honesty, compassion, empathy, integrity and dedication.
3. A veterinary student must not allow considerations of religion, disability, ethnicity, gender, sexual orientation, politics or social standing to preclude productive and constructive relationships with instructors, staff, classmates, or clients;
4. A veterinary student must not allow considerations of breed or species to influence relationships with his/her patients or teaching animals. For example, a student must never intentionally withhold medical care from a feline patient out of a dislike or distrust of cats.
5. A veterinary student must be able to understand and use the authority, special privileges, and trust inherent in the veterinary student-client relationship for the benefit of both the client and the patient and avoid behaviors that constitute misuse of this power.
6. A veterinary student must never compromise care of an animal that has been left in his or her care or is his or her responsibility, regardless of whether this care conflicts with personal schedules or activities.
7. Any LMU-CVM recognized student organization that organizes or sponsors a sanctioned off-campus event where alcohol is served, used, or sold must use a third-party vendor, such as a hotel or restaurant, to serve the alcohol. The third-party vendor must have a cash bar with individual students paying for their own alcohol. Monetary transactions will be between the individual

students and the third party; *there will be no monetary transaction between the LMU student organization and the third-party vendor.* Student association funds will not be used to pay for alcohol; likewise, members of the club will not participate in serving the alcohol. Any student organization that violates this rule will be sanctioned.

8. A veterinary student must be able to fully utilize his/her intellectual ability, to exercise good judgment, to complete patient care responsibilities promptly and properly and to relate to patients, patients' owners, faculty, administrators, staff and colleagues with courtesy, compassion, maturity and respect for their dignity.
9. A veterinary student must demonstrate maturity, including the ability to adapt to local culture, the ability to exercise good judgment and tolerance and acceptance of social, cultural and/or political differences.
10. A veterinary student must be able to work collaboratively and flexibly as a professional team member.
11. A veterinary student must behave in a professional manner despite stressful work demands, changing environments and/or clinical uncertainties.
12. A veterinary student must have the capacity to modify behavior in response to constructive criticism.
13. A veterinary student must be open to examining personal attitudes, perceptions and stereotypes that may negatively impact patient care or interpersonal relationships.
14. A veterinary student must possess an intrinsic desire for excellence and be motivated to become an effective veterinarian.
15. Because the medical profession is governed by ethical principles and by-laws, a veterinary student must have the capacity to understand, learn, and abide by relevant and applicable values and laws. Examples of breaches of veterinary medical ethics include, but are not limited to: cheating, plagiarism, or other forms of academic dishonesty; submitting fraudulent medical records or certificates; willfully withholding medical treatments ordered by a clinician; betraying a client's confidence; or animal cruelty, whether through acts of commission or omission.

## PROFESSIONAL CONDUCT

Establishing and maintaining the highest concepts of honor and personal integrity during veterinary medical school are critical to training veterinarians. It is responsibility of the student to actively support these standards and it is reasonable to expect that colleagues will do the same. Behavior and speech should demonstrate the respect for the diversity of colleagues. One must avoid disparaging remarks or actions with regard to a person's race, age, gender, disability, national origin, position, religion, or sexual orientation. Students will strive to create an environment that fosters mutual learning, dialogue, and respect while avoiding verbal, written or physical contact that could create a hostile or intimidating environment. Since a person's actions continuously reflect one's intentions, students will adhere to the standards of Professional Conduct when within, representing, or in any way impacting the community, including behaviors in off-campus settings or at non-LMU events where other LMU students are participating or present.

## Respect for Patients

Students will take the utmost care to ensure patients are kept safe and treated humanely while under their care. The importance that our patients have in our client's lives is understood; and students will work diligently to practice understanding and sensitivity as it relates to the pet owner. Students will treat our patients with dignity and offer treatment regardless of finances or personal biases. It is a student's duty to provide an accurate diagnosis and to professionally present their findings to the owner with an ethical and clear plan of action. The care and well-being of the patients will always be at the forefront of the decision-making process. Students will always maintain patient and client confidentiality.

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

Students will exhibit respect for faculty, staff, colleagues, and other members of the veterinary health care team. This respect will be demonstrated by professional conduct in mannerism, conversation, and relationships. Students will refer to faculty and staff by their appropriate title, such as "Doctor Smith," or "Mrs. Jones," unless otherwise directed. Students will strive to understand the role and responsibility as well as importance of their peers, colleagues, and team members. Students will make every effort to maintain an even disposition, display a judicious use of others' time, and handle private information maturely. They will 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.

During clinical year, comments relative to concerns about the adequacy of animal care, accuracy of diagnosis and appropriateness of therapy are *never* allowed in the presence or hearing distance of the owner/client. These conversations should be conducted in a professional manner directly with the clinician at an appropriate time and location away from the client. Students may wish to converse with their Clinical Course Mentor concerning any treatment plans offered by the clinical affiliate staff. Students should not disagree with treatment plans proposed by the clinicians at the clinical site. Students are to observe in the exam room in the presence of the supervising doctors unless invited to participate.

## Respect for Self

A diversity of personal beliefs serves to enrich the veterinary medical profession. Therefore, students are encouraged to uphold personal ethics, beliefs and morals in both daily conduct and in the practice of this Code. Understanding conflicts may exist that interfere with personal beliefs, students are encouraged to be proactive with communicating these situations.

## Respect for Proper Documentation

The written medical record is important in communication between the animal care team and effective patient care; it is also a legal document and available for review. The medical record is the property of the individual clinical affiliate and is *confidential*. As such, it is crucial that students maintain the integrity of patients' medical care through accurate reporting of all pertinent information about which students have direct knowledge. Written medical documents, including electronic correspondence pertaining to patients and their care must be legible, truthful, complete and accurate to the best of a student's knowledge and abilities. To avoid an accidental breach of confidentiality, students will not discuss or share patient information with anyone except those directly related to the case. Appropriate medical and/or personal information about patients/clients should only be shared with other veterinary professionals directly involved or for educational purposes.

## 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.

## Substance Abuse

Substance abuse will not be tolerated by any student while enrolled at LMU. Students are not to attend a class, laboratory, or a clinical rotation when under the effects of alcohol or drugs. Students found abusing alcohol or drugs will face disciplinary action up to and including dismissal. Students needing professional help with alcohol or drugs should contact LMU counseling services.

The LMU-CVM and its affiliate clinical sites are committed to maintaining a drug-free environment in compliance with applicable laws. The unlawful possession, use, distribution, sale or manufacture of controlled substances is prohibited on the university campus, its facilities, or any clinical site. Violation of this policy may result in the appropriate disciplinary action up to and including dismissal.

## ACADEMIC STANDARDS

Students are responsible for ethical conduct and integrity in all scholastic and clinical work. As future veterinary health care professionals, we students recognize that we are obligated to develop our veterinary knowledge and skills to the best of our ability, realizing that the health of the patient is dependent upon our competence. We will work together as a team to utilize all available resources.

### Academic Integrity

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

### Cheating

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

### Plagiarism

Offering the work of another as one's own without proper acknowledgment is plagiarism; therefore, any veterinary 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 veterinary student has committed plagiarism. In addition, submitting someone else's work as one's own or submitting one's work for multiple courses is considered plagiarism or self-plagiarism, respectively.

## Stealing

Students will not take temporary or permanent possession of LMU-CVM or clinical affiliate property without the organization's express written permission. This includes, but is not limited to, hospital surgical attire, books, food, etc. Cell phones and pagers should be turned off or turned to vibrate in clinical and laboratory settings unless prior permission has been obtained from the clinical affiliate.

## Examinations

As students:

1. We must demonstrate honor and integrity during examinations.
2. We understand that examinations are meant to reflect our individual achievement. Cheating during examinations is unethical and is defined as doing any of the following without authorization:
  - a. Looking at the answers written by another student during an examination.
  - b. Communicating with another student about topics that might help to answer a question during an examination. This communication includes receiving information regarding test answers, questions, or other specific test content from any student who has already taken the examination or supplying same to any student who has not already taken the examination.
  - c. Referring to notes or textual matter during an examination.
  - d. Violating any other policy of examinations.
3. During examinations, students have an obligation to maintain a non-disruptive atmosphere.
4. We will take care not to communicate specific information regarding an examination to a classmate who has not yet completed that examination during that academic year.

## Other Academic Work

1. In deference to the scientists, researchers, and clinicians who have shared their knowledge and experience for the betterment of our learning, we have a responsibility to not disclose the work of others without their expressed permission, nor to cite their work without giving proper credit.
2. During the pre-clinical and clinical education, we will be provided with material that includes clinical cases that will aid in the clinical immersion learning process. We will protect and preserve the confidentiality of these resources so that they may be used by future peers and classmates.

## PROFESSIONAL APPEARANCE

All LMU-CVM students are expected to be dressed appropriately at all times with particular attention given to personal hygiene, cleanliness, safety and especially professional demeanor.

Students need to demonstrate that they have the proper judgment about attire to wear for a given educational activity. Clients should feel comfortable in a student's presence. A student who makes a client, simulated client, or visitor feel uncomfortable is not showing good judgment in this critical area.

Students are provided with an LMU-CVM nametag in addition to the LMU student ID badge. The name tag is to be worn for all Clinical Skills and Professional Life Skills lab sessions. Exceptions may be made for sessions where the badge may become a safety hazard, as determined by the Lab Leader.

Students who come to school dressed unprofessionally will be asked to leave campus, change clothes, and return in appropriate attire. Any absence from class or an exam because of the student's lack of judgment will be considered an unexcused absence. The dress code is enforced between the hours of 7:30 am–4:30 pm on Monday through Friday or as specifically requested by the Office of Student Services and Admission via the ADSAA.

Students are expected to follow professional, casual dress guidelines for on-campus activities, including, but not limited to, attendance of class. Students should be prepared to dress slightly more professional for other activities, such as guest speakers, conferences, and special events like the White Coat Ceremony. Students will be notified ahead of time of events that require attire other than professional casual.

### Professional Casual Dress Code Guidelines and Examples While On CVM Campuses

Professional casual is neat and should look appropriate in a professional college. Avoid inappropriately tight or baggy clothing; professional casual is classic rather than trendy. Everything should be clean, wrinkle-free, well-fitted, and not show excessive wear.

**Pants:** Men: Khakis or slacks are acceptable. Women: Khakis or slacks, skirts, or dresses. Both: Jeans will be permitted if they fit properly. Faded jeans or jeans that have holes or tears in them are not permitted. Leggings may be worn under a skirt or dress. If you are wearing a skirt or dress, it must be no shorter than three finger-widths above your knee. The style of dress or skirt must be appropriate for class (e.g., no formal wear).

**Shirts/Sweaters:** Men: Button-up shirts, polo shirts, sweaters, turtleneck shirts are acceptable. Women: Tailored shirts, blouses, sweaters and polo shirts are acceptable. Sweaters are acceptable; but low-cut necklines are never appropriate. Polo/golf shirts for both men and women are acceptable. Fleece or quarter-zip outerwear are acceptable provided the under-layer garments meet dress code standards.

**Shoes and socks:** Men: Appropriate shoes or boots should be worn. No flip flops or athletic shoes should be worn. Socks should be worn at all times. Women: Appropriate shoes or boots should be worn. Dress sandals (not flip flops) may be worn in appropriate weather. Nylons, if worn, must be a solid, neutral color (e.g., black, tan, nude, or grey).

**Belts:** Belts should be worn as needed.

**Watches, jewelry and other accessories:** Watches, jewelry and other accessories should not be excessive or distracting. Accessories must be easily removeable when they create a hygiene or safety hazard.

**Undergarments:** Appropriate undergarments must be worn and not be visible through clothing.

**Hair:** Hair must be kept neat and clean, long hair may be required to be controlled as to not create a safety or hygiene hazard (e.g. blocking vision, getting caught in moving equipment, coming into contact with preserved specimens, etc.).

**Hats:** Ball caps and visors are not to be worn indoors at any CVM facilities. They may be permitted at the instructors' discretion for outdoor learning, labs, and functions. Cowboy/Western style hats if worn must be removed in classrooms and laboratories.

**For Men: Ties:** Ties are not necessary for classes. Students will be informed of events where more professional dress is required, such as guest speakers or special events. **Facial hair:** If worn, facial hair should be well-groomed.

**For Women: Cosmetics:** If worn, makeup should be professional.

**ITEMS THAT ARE NOT PERMITTED:** While not an exhaustive list, tube tops, sweatshirts, hoodies, tank tops, short or long-sleeve t-shirts, athletic shorts, flip-flops, excessive body piercing, cut-off shorts, tennis shoes, and jeans with holes in them are considered to be examples of inappropriate dress and therefore unacceptable. Revealing, excessively tight or baggy clothes are not appropriate.

**CLINICAL ROTATIONS:** Students on clinical rotations are required to wear appropriate dress as indicated by the rotation site. A clean white jacket and coveralls should be available at a minimum.

**LABORATORY COURSES:** Courses with a laboratory component, such as Veterinary Anatomy, Clinical Skills, and Professional Life Skills, will require that students dress as directed for these courses. Please see below.

Required <u>Attire</u> for Clinical Skills Laboratories					
Location	Clinical Skills Lab	Small animal prep room	Small animal surgery	Equine stables & Equine teaching center	Bovine teaching center
<b>Foot wear</b>	Closed-toe shoes	Clean closed-toe shoes	Dedicated clean closed-toe shoes or shoe covers	Closed-toed shoes, leather or rubber, NOT athletic shoes	Rubber boots that extend at least mid-calf
<b>Clothing</b>	Professional clothing or scrubs	Professional clothing or scrubs	Clean "surgery" green scrubs put on at hospital	Scrubs, nice jeans, khakis, polo shirt*	Scrubs, nice jeans, khakis, polo shirt*
<b>Outer Attire</b>	Lab coat	Lab coat	Hat and mask	Optional coveralls	Coveralls – must be removed after lab prior to leaving the DVTC

\*This clothing may get dirty

Required <u>Equipment</u> for Clinical Skills Laboratories					
All labs	Small Animal Physical Exam & procedures	Food Animal Physical Exam & procedures	Equine Physical Exam & procedures	Small Animal Surgery	Small Animal Anesthesia

Pen, clicker	Pen, clicker, stethoscope, thermometer, pen light	Pen, clicker, stethoscope, thermometer, pen light	Pen, clicker, stethoscope, thermometer, pen light	Pen, clicker, stethoscope, thermometer, pen light	Pen, clicker, stethoscope, thermometer, pen light, clipboard, calculator, bandage scissors, hemostats
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### Relaxed Dress Code Guidance

Under certain circumstances, as determined by the LMU-CVM administration, a relaxed dress policy may be allowed for special times or functions. The dress policies DO NOT change for labs or class/function attendance (unless included in the special event) as described in the Student Handbook - this only applies to pre-determined time periods or special events. The guidelines are as follows:

1. You may wear clean, comfortable clothing in good condition to include jeans, sweatpants, leggings, tasteful t-shirts, sweatshirts, and tennis shoes/athletic shoes for taking the exams or for the special event. In the case of exams, we expect that you will be going home to recuperate - if you have additional classes or functions following exams, or are returning later in the day for functions, you need to be back in fully professional attire as described in the handbook under Professional Appearance. If the relaxed dress code applies for a special event (e.g., Halloween, Sweats for Pets, etc), then you will be expected to be in professional attire for any labs, meetings or official functions.
2. No crass, lewd or innuendo sayings on visible attire. Keep it respectful (would you want your grandmother or future employer to see you in it?)! You will be asked to cover up or leave if you violate this one.
3. Be conscientious in your selection of attire so that future classes may continue to enjoy this relaxed policy.

### Professional Appearance During Clinical Year

Personal appearance and dress for students in the health professions is important in establishing respect and credibility in the doctor-client relationship. The public expects that doctors be neatly dressed and properly groomed. Students participating in the LMU-CVM clinical year program are expected to uphold these standards at all times when on and off rotations. In general, students will dress in the manner prescribed by the clinic in which they are working. Students may be asked to cover tattoos and remove piercings and jewelry. A clean white clinic coat or clean coveralls displaying the LMU-CVM logo and name badge are required to be available at all times by all students when in a clinical environment

Required equipment varies by clinical course and may include: thermometer, bandage scissors, suture scissors, calculator, stethoscope, pen light, pen and small notebook, hoof pick, postmortem gloves, postmortem scissor, postmortem forceps, watch with a second hand, hemostats, reflex hammer, lab coat, scrubs, coveralls, and washable rubber footwear. It is the students' responsibility to find out what equipment is required during their clinical affiliate orientation or, even better, prior to the start of the rotation, by contacting the clinical affiliate.

Special protective clothing must be worn in designated areas as specified by clinical site personnel. In working with livestock, mixed animal, equine, or in a diagnostic lab and pathology rotation, coveralls are required unless the clinical affiliate requires alternative dress. Washable rubber footwear is required for mixed and large animal rotations. Student equipment and apparel must be kept clean to reduce the chance of spreading infectious agents. Students will not wear protective clothing, smocks, lab coats, overalls or coveralls, in public places away from the CVM or clinical sites. These clothing items are to be worn only while engaged in educational, research, and/or service activities directly related to veterinary medicine. Students will be required to change coveralls several times during the day to avoid contamination between farms. In some cases, clinical sites may require scrubs or other protective attire. This attire may be provided by the clinical site, in which case it will remain the clinical site property. Specific dress code for clinical affiliate sites may be found on E\*Value™. When in doubt, contact the clinical affiliate regarding the dress code.

Students will be assigned radiology badges that are to be used and worn at all clinical sites. These badges will need to be monitored via the internet to monitor student radiation exposure levels periodically throughout the year. More information on Radiation Safety and documentation on radiology badges is provided in the Orientation section on [Blackboard](#) at [https://lmunet.blackboard.com/webapps/blackboard/content/listContent.jsp?course\\_id=9682\\_1&content\\_id=340323\\_1&mode=reset](https://lmunet.blackboard.com/webapps/blackboard/content/listContent.jsp?course_id=9682_1&content_id=340323_1&mode=reset). The cost of replacement of lost badges is the responsibility of the student. Failure for students to provide regular monitoring of their radiation exposure as required, may result in the student being removed from clinical rotations.

## ELECTRONIC MAIL POLICY

All LMU students in the LMU-CVM program shall utilize their LMU.net.edu e-mail address for communication within the college. All official communications to students will be sent to this e-mail address. It is the student's responsibility to check their LMU email account on a *daily* basis. During clinical year, students will use their LMU.net.edu account when submitting assignments or submit items as outlined through E\*Value™. Failure to check and respond to your email may result in missing important information and may result in receiving incomplete or failing grades for a course.

## PROFESSIONALISM STANDARDS IN SOCIAL MEDIA

Social media is a term that describes any of the various applications and web-based networking sites that students use to communicate and connect in a private or public venue. The most popular examples are GroupMe, Facebook, Instagram, Snapchat, and Twitter, but other applications are applicable.

LMU-CVM recognizes the major advantages of social networking sites. Not only do they connect students quickly and widely, they also provide valuable exchanges of information and the ability to comment, to critique and to carry on dialogue. However, the University also recognizes that social networking imposes additional standards for professional behavior upon medical and veterinary students. LMU-CVM values individual expression and supports peer-to-peer communications. Your thoughts on any social media should be framed in professional, mature and reflective discussions and interactions. Unprofessional postings include profanity, discriminatory statements, personally directed abuse of any individual, alcohol/substance abuse, sexually suggestive material and violations of patient/client confidentiality. Additionally, posting of material relating to any veterinarian, staff, client, or patient at a clinical site is strictly forbidden without explicit written permission. Signed media release forms should be submitted to the Director of Alumni Engagement and External Affairs.

While quick and far-reaching, social media posts are also fairly permanent. Although you may think you have deleted an inappropriate post, it is probably archived in someone's file. As a rule of thumb, if you would be embarrassed if your Dean read your statements, then you are better off not posting them.

Prospective employers, residency directors, and future clients surf social networking sites to check out your background, interests, and professional standards. Do not post inappropriate photos that provide unflattering references. Choose your friends wisely. Remove any unprofessional postings as soon as possible.

*No photos, videos or digital recording of LMU-CVM animals should ever be posted on social media. Cameras and cell phones are strictly prohibited in the anatomy and clinical skills labs unless specifically approved by the LMU-CVM. Failure to follow this policy will be considered a violation of the Ethics and Honor Code.*

## PHOTO POLICY

Photography or any use of recording devices (e.g., film or digital cameras, camera phones, sound recorders) is strictly prohibited in animal use areas, unless specifically approved by the LMU-CVM. This includes any and all animals or patients at or owned by LMU-CVM. Failure to follow this policy will be considered a violation of the Ethics and Honor Code.

### Exceptions:

1. When performed by government inspectors (e.g. USDA Veterinary Medical Officer).
2. When required by personnel authorized by the Institutional Officer assist in clinical diagnosis of disease.
3. When the Institutional Officer has requested to document conditions of the animal facilities.

## ACADEMIC ENVIRONMENT

The University considers both the in-class and the out-of-class learning spaces to be equally important. Thus, in both cases, we strive to create environments conducive to optimal learning. Cell phones are to be turned off at all times while classes are in session so as not to interrupt the flow of instruction and learning. Laptops should judiciously be used only for course materials while classes are in session. Additionally, children are not to be brought to class without special permission from the ADSAA. Students who violate this policy may be asked to leave.

## EATING AND DRINKING IN CLASSROOMS

To maintain a safe and clean environment, no eating or drinking will be permitted in any classroom, laboratory or auditorium. *Exceptions may be made at the discretion of administration.*

## ACADEMIC FREEDOM

College and University students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens within the University mission enjoy; and as members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administration officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus. (Adapted from the 1992 American Association of University Professor's statement on Student Rights and Freedom).

## SEXUAL AND OTHER DISCRIMINATORY HARASSMENT

See LMU Student Handbook (<https://www.lmunet.edu/student-life/handbooks.php>) for explanation surrounding sexual and other discriminatory harassment.

### COMPLAINT AND REPORTING PROCEDURE

Students have the responsibility to bring any form of harassment or hazing that they experience or observe from any person to the immediate attention of LMU. They need not complain first to the offending person. All complaints or reports should be directed either to the LMU-CVM Dean, LMU-CVM Associate Dean for Student Affairs and Admissions, or to the LMU Vice President for Enrollment Management and Student Services. A prompt, thorough, and fair investigation will be conducted based on the individual's statement of what has occurred. In an effort to protect the individual who reports or complains of harassment, to encourage prompt reporting, and to protect the accused's interests during the pending investigation, access to information related to the investigation will be maintained on a strict "need to know" basis and all individuals involved in an investigation will be instructed not to discuss the matters in question outside of the investigation. LMU will retain confidential documentation of all allegations and investigations and will take appropriate corrective action to remedy all violations of this policy.

Investigations will normally include conferring with the parties involved and any named or apparent witnesses. Signed statements from the parties and witnesses will usually be requested, though complainants are not required to make a written complaint. All complainants and witnesses will be protected from coercion, intimidation, retaliation, interference or discrimination for raising a bona fide complaint or properly assisting in an investigation. If the investigation reveals that the complaint is valid, prompt and appropriate corrective action designed to stop the harassment immediately and to prevent its recurrence will be taken.

Retaliation against any complaining individual, any witness, or anyone involved in a complaint is strictly prohibited. LMU will follow up any complaint or investigation, as appropriate, to ensure that no retaliation occurs. Students should *immediately* report any perceived retaliation to the LMU-CVM Dean, LMU-CVM Associate Dean for Student Affairs and Admissions, or to the LMU Vice President for Enrollment Management and Student Services. The University will not tolerate retaliation and will take prompt and immediate steps to eliminate it. Whether a particular act or incident produces discriminatory employment or academic effect or amounts to harassment, or whether it otherwise violates this policy, requires a factual determination based on all the facts and circumstances. Given the nature of this type of discrimination, the University recognizes that false accusations of sexual or other discriminatory harassment can have serious effects on innocent individuals. Therefore, if after investigating any complaint or report, it determines the complaint or report is not bona fide and was made in bad faith or for an improper purpose, or that an individual has provided false information regarding a complaint or investigation, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

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

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

# STUDENT ETHICS & HONOR CODE VIOLATIONS AND ACCOUNTABILITY

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

## VIOLATIONS OF THE ETHICS AND HONOR CODE

The LMU-CVM chapter of SAVMA and the SGA officers of the LMU-CVM appoint students to address violations of the Ethics and Honor Code through the Professional Conduct Committee (PCC). The PCC serves as the student government's representatives and promotes professional self-governance. The PCC works with the offices of the ADSAA and the SPC to aid in upholding LMU-CVM's high standards of professional behavior. All SPC/PCC meetings with students are private and confidential, including, but not limited to, the names of participants and witnesses, proceedings, discussions and deliberations, minutes, and recommendations. The following are prohibited in all PCC meetings unless otherwise authorized in writing by the ADSAA: (1) electronic recording of the meeting, except for official minutes; (2) legal counsel; and (3) all other individuals not part of the PCC process or not invited to attend the meeting. The SAVMA Executive Board Liaison to the PCC will serve as the Chair. The Chair is a non-voting member that will only vote in the result of a tie.

### Self-Reflection and Self-Reporting

If there is concern that a student's academic or social conduct represents a violation of the Honor Code, the student is obligated to self-report their behavior by contacting the ADSAA. The PCC may consider the self-reporting of a student's violation as a mitigating factor for determining a recommendation.

### Peer Reporting

If there is concern that a peer's academic or social conduct is in violation of the Honor Code, it should be privately communicated to that individual. It is sometimes difficult to challenge the behavior of a peer, therefore reporting directly to the ADSAA is also permissible. It is the responsibility as a student in a professional program to, in good faith, address the suspected violation *only* directly with the individual or report suspected violations to the ADSAA. The failure to properly address the suspected violations could also be considered a violation of the Honor Code.

As communicating a concern or grievance is often a matter between two individuals or parties, discretion will be exercised and privacy respected when initiating a dialogue to address a concern or grievance. It is essential that respectful communication is maintained during any interchange. During the initial meeting, each party will attempt to achieve mutual understanding. If the parties realize that there has been no violation, the matter is dropped. If the parties realize that there has been a violation of the Code, the student thought to be in violation is obligated to report their behavior by contacting a member of the Professional Conduct Committee (PCC) or the ADSAA within an agreed-upon time frame.

### Inability to Reach an Understanding

In the event that a mutual understanding is not reached during the initial conversation between students, the student thought to be in violation is obligated to report the grievance and the matter will be brought to the ADSAA. The ADSAA shall offer mediation to the parties. If either party declines mediation or a resolution is not reached, then the matter will be referred to the PCC to investigate further. If the student thought to be in violation has neglected to report their actions, the confronting student must contact a member of the PCC or the ADSAA.

In the rare cases where the confronting party believes that their personal safety may be threatened, they may ask a member of the PCC or the ADSAA to initiate or assist in the dialogue.

## REPORTING PROCEDURE FOR ETHICAL AND HONOR CODE VIOLATIONS

A case of a suspected violation or an unresolved situation may be brought to the PCC or ADSAA through self-reporting or by the observer of a violation, at which point the case proceeds to an investigation and, potentially, a subsequent hearing for resolution. Reporting violations should be accomplished by submitting the appropriate Ethics and Honor Code Violation form available at [https://lmunet.blackboard.com/webapps/blackboard/content/listContent.jsp?course\\_id=17690\\_1&content\\_id=717968\\_1&mode=reset](https://lmunet.blackboard.com/webapps/blackboard/content/listContent.jsp?course_id=17690_1&content_id=717968_1&mode=reset). After submission of a signed complaint, the involved parties will be notified within 5 working days of Misconduct Allegation and informed of a preliminary meeting date with the ADSAA, time, and location. If the complaint is *anonymous and unsigned*, an investigation of the allegations shall be conducted by the PCC by the ADSAA. Based on the findings of the investigation, further action may be taken by the ADSAA through a preliminary meeting. If the preliminary investigation determines that *no violation occurred*, the matter is considered resolved. Records will be placed in a confidential file and destroyed upon the student's graduation.

Grievances of a personal nature that violate the Ethics and Honor Code, may be addressed through mediation facilitated by the ADSAA between the two parties. If mediation does not reach a resolution through the ADSAA, the process will progress as outlined below.

Paper records are to be kept at each level of the process. The Chair will appoint a member to maintain all documentation. All paperwork will be kept on file that is maintained jointly by the ADSAA.

### Preliminary Meeting

The preliminary meeting will be informational and investigative in nature. The ADSAA will discuss with the student, the accusations, and the student's options. The student's options are as follows:

1. If the student accepts responsibility for any/all violation(s), the ADSAA will decide if the matter will be resolved by the ADSAA or if the student will be referred to the SPC for resolution. The student has two (2) working days to notify the ADSAA of their decision to accept or not accept responsibility for any/all violation(s).
2. If the student does not accept responsibility for any/all violation(s), the matter will be referred to the PCC for investigation. This investigation is not a determination of guilt, but rather the gathering of additional information to determine if there is enough to substantiate the violation.

A student will have 24 hours to select one of the options. After an option is selected, the ADSAA will have five (5) working days to inform either the SPC or PCC of the violation(s).

### Resolution procedures

The student will be provided with an opportunity to meet with the chosen committee (SPC or PCC, *See below*). The goal of the meeting is to gain insight into why the violation occurred and allow the student an opportunity to discuss their actions. This meeting will allow the SPC or PCC to make an informed recommendation for sanction up to, and including, dismissal to the Dean. *The student should come prepared to explain their situation and what they would do to correct their situation.* Other than the student, Procedural Advisor, the recording secretary, necessary individuals invited by the committee, and the committee members. No other individuals will be present at the meeting.

If the student *accepts* responsibility and the ADSAA elects to send the case forward, the SPC will hold a meeting within five (5) working days of notification. The SPC shall then deliberate and make a

recommendation for sanction in writing to the Dean of LMU-CVM within five (5) working days for the final decision. The student will be notified of the LMU-CVM Dean's decision within five (5) working days of receipt of the Committee's recommendation for sanctions.

If the student in question *does not* accept responsibility, after a preliminary investigation with findings supporting the occurrence of any/all violation(s) by the PCC; the student may elect to go before the SPC or the PCC for resolution.

1. The following are administrative sanctions that may be imposed: (1) a warning, (2) probation, (3) suspension, (4) dismissal, (5) grade sanctions, including but not limited to grade reduction, failure of course or assignment(6) and any other administrative sanction deemed necessary and proper. All disciplinary sanctions are to be based on the nature of the specific behavior and the degree of the violation.
2. The following are developmental sanctions that may be imposed in lieu of or in addition to an administrative sanction: (1) an educational activity, (2) loss of restriction or privilege, (3) mandatory education and training in diversity, empathy, anger management, resiliency, or topic related to the student's violation, and (4) and any other developmental sanction deemed necessary and proper. Successful completion of developmental sanctions within the specified period of time will be required to continue enrollment at LMU-CVM.

### Probation

The specified period of time for probation is determined by the nature of the specific behavior and the degree of the violation. In addition to the imposed sanctions, the following shall always be included with the sanction of probation:

- a. Student will be required to meet with the ADSAA on a regularly scheduled basis, at its discretion, to review compliance with the policy and procedures of the Ethics and Honor Code.
- b. To take advantage of opportunities offered through counselors, tutors, and other programs for development.
- c. Not hold any office in a student organization, nor attend local or national meetings that interfere with class attendance or exam preparation (studying) while on probation.

### Suspension

Suspension is defined as the immediate removal from the student's class due to violations pertaining to the Ethics and Honor Code. This immediate removal is coupled with recessation to a new class as previously described for Academic Violations. A Suspension may include additional administrative and developmental sanctions that shall be applied based on the nature of the violation. Unless specified, successful completion of all of the imposed sanctions will be required before the student is allowed to return to the LMU-CVM program.

## SPC or PCC Guidance for Resolution

Once the committee has been presented with all material, and the student has been given the opportunity to speak on their own behalf and present information in support of their position, the committee must then make a recommendation. The discussion will be held in a private conference with only the members (voting and non-voting, including a recording secretary) in attendance. The voting members of the committee will make their recommendation with the understanding that only *a preponderance of evidence is required for action to be taken to reach a recommendation*. The committee should base their recommendation based on the following:

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

After an initial recommendation is reached, based on a majority of votes, the committee may adjourn for one working day to allow for individual and private reflection. The committee will then reconvene and either reaffirm its position or reach a new recommendation (again only requiring a majority of votes) on an alternative recommendation.

## Forwarding of Recommendations of Resolution

All recommendations by the SPC or PCC will be delivered to the Dean in writing within five (5) working days.

The SPC will forward their recommendation to the LMU-CVM Dean for the final decision.

The PCC will forward their recommendation to the Associate Dean for Student Affairs and Admissions who affirms, recommends an alternative, or refers to the SPC for further consideration before rendering the recommendation to the LMU-CVM Dean within five (5) working days.

The Dean of LMU-CVM will have five (5) working days upon receiving the recommendation for resolution to make the final decision. Decisions are reported *in writing* to the student, with copies sent to the Chairs of the PCC and SPC, and ADSAA.

## Right to Appeal

A student wishing to appeal the LMU-CVM Dean's decision must submit a letter to the Student Appeals Committee within five (5) working days of receiving notification of that decision. The student status will remain unchanged until the appeals process is finalized.

The job of the Appeals Committee is to determine if the LMU-CVM policies and procedures relating to the case were followed and that no gross misapplication of fact occurred. They will meet with the student, but not with witnesses or complainants. The decision of the committee will be forwarded in writing by the chair to the Dean of LMU-CVM. The Dean of LMU-CVM will forward it to the student by certified mail to their last official address or hand-delivered with return receipt. All decisions of the Appeals Committee will be final and binding. No further option for appeal will be considered.

The Student Appeals Committee has five (5) working days to finalize the case.

### Membership of the Professional Conduct Committee

*1<sup>st</sup> – 3<sup>rd</sup> year PCC members vs 4<sup>th</sup> year PCC members*

- 1<sup>st</sup> – 4<sup>th</sup>-year students sit on the committee: 3 representative students from each class SAVMA PCC liaison chairperson, with a total of 13 members and 12 voting members on the committee.
- 1<sup>st</sup> – 3<sup>rd</sup>-year students will preside over all instances brought to the PCC, 4<sup>th</sup> year students will preside only for instances that involve 4<sup>th</sup> year students.

### *Appointment Process*

- Students will be appointed to the PCC as outlined by the SGA and SAVMA guidelines.
- Once students have been appointed to the PCC as 2<sup>nd</sup>-years, they will remain on the PCC for the rest of their student matriculation.
- SGA and SAVMA bylaws reflect that if a member is asked to be removed from the PCC during their time on the committee, that another representative will have to be appointed on a case by case basis.

### *Quorum*

- A quorum of 2/3 of the PCC is required to be present at any of its meetings to make the proceedings of that meeting valid.
- Instances that involve 1<sup>st</sup> – 3<sup>rd</sup>-year students will be reviewed by 1<sup>st</sup> – 3<sup>rd</sup>-year PCC members and a quorum of 2/3 is required (6 out of 9 members).
- Instances that involve 4<sup>th</sup>-year students will be reviewed by 1<sup>st</sup> – 4<sup>th</sup>-year PCC members and a quorum of 2/3 is required (9 of 12 members).
- If the PCC is asked to review an instance during the fall semester BEFORE 1<sup>st</sup>-year PCC members have been appointed, then 2/3 quorum would be 6 out of 9 voting members.
- If PCC member(s) are asked to recuse themselves, then the quorum would still be 2/3 of the voting members but the SAVMA Executive Board PCC Liaison could be asked to fill in as a voting member to complete the quorum.
- If the PCC is unable to reach a quorum of 2/3, the SAVMA Executive Board PCC Liaison can be given the authority to ask an elected member of the SAVMA Executive Board to sit on the PCC for a case as an “alternate.”

### **PCC Member Recusal**

- If a PCC member were to recuse themselves because they are a close friend, roommate, significant other, etc. to the person of interest but are not directly involved in the case being presented, they are allowed to attend the meeting and contribute to the discussion. However, the recused member would not be allowed to vote in any decisions.
- If a PCC member is recused because they are a close friend, roommate, significant other, etc. and the member is directly involved in the case being presented, they would also be recused entirely, including but not limited to the ability to attend the meeting, contribute to the discussion, or vote on any decision.

The Associate Dean for Student Affairs and Admissions is an advising member of the Professional Conduct Committee and will be made aware of all reports prior to the commencement of the proceedings.

### **Responsibilities of the Professional Conduct Committee Members**

#### **a. To the Community**

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

Committee members will also undergo appropriate training prior to their becoming active members of the Committee through meetings with the Office of Academic Affairs.

b. Within the Committee

The PCC is responsible for interpreting the Code. The Committee will consider each case individually and should be sensitive to both the community and the individual involved when making decisions.

#### Ratification of the Code

Members of the PCC may ratify this Code by a two-thirds majority vote and approval of the Associate Dean for Student Affairs and Admissions, with final approval residing with the Dean of LMU-CVM. All incoming classes will be subject to this Code and will sign the pledge during their orientation process.

#### Amending the Code

This Code may be amended through an annual proposal and voting process, as written in the student governance documents (SCAVMA and SGA). Amendments to the Code will be accepted by a three-quarters majority vote of the PCC and approval of the Dean of LMU-CVM.

#### Special Circumstances

- A. Cases involving substance abuse/mental health that do not involve an honor code infraction will be handed over to the Associate Dean for Student Affairs and Admissions without further action by either the PCC or SPC.
- B. Any situations the committee deems is outside of its purpose will be forwarded to the Associate Dean for Student Affairs and Admissions.
- C. The Associate Dean for Student Affairs and Admissions reserves the right to provide administrative oversight to any case.

## STUDENT ORGANIZATIONS

The LMU-CVM Student Government Association (SGA) is the official voice for veterinary students. The LMU-CVM SGA is open to all veterinary and graduate students at LMU-CVM and welcomes proposals and participation from the entire student body. SGA is responsible for dispersing funds for student activities; acting as the liaison for the veterinary student body; promoting veterinary medicine; supporting club and classroom activities; and working to improve the quality of life for all LMU-CVM students. Veterinary students are encouraged to develop, organize, and participate in student associations and government organizations. However, *students may not hold more than two elected position at the same time*. Elections for offices are held each spring for the following year. The LMU-CVM Office of Student Services and Admissions is responsible for providing support for these associations or organizations. Every student organization is required to have a faculty advisor. The advisor for SGA is the Associate Dean for Student Affairs and Admissions.

### REGISTRATION IN STUDENT ORGANIZATIONS

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

A student organization can be registered if the organization is in compliance with the following criteria and conditions. However, compliance of the required criteria and conditions does not directly or indirectly imply the approval of the organization or its activities by LMU-CVM. Student organizations must secure registration forms from the Office of Student Services and Admissions annually. In addition, the student organization must obtain an LMU-CVM advisor in order to take advantage of the privileges accorded to registered LMU-CVM student organizations.

### ANNUAL REGISTRATION

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

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

### STUDENT SPONSORED EVENTS

Any on-campus or off-campus event conducted by either a student club or the SGA must be approved by the ADSAA or designated representative. This includes but is not limited to all talks, seminars, exhibits,

fundraisers, workshops, and courses. The appropriate forms are available in the Office of Student Services and Admissions.

#### MERCHANDISE AND LMU-CVM LOGO POLICY

All LMU-CVM student organizations must have approval from administration before producing organizational merchandise or distributing information to the campus community and/or the public at large. Approval is required to ensure that all appropriate procedures and style guidelines are followed by student organizations. Approval forms may be obtained from and submitted to the LMU-CVM Coordinator of External Affairs. Any LMU-CVM student organization that produces merchandise in violation of this policy may have the merchandise confiscated. Any confiscated merchandise will be replaced at the organization's own expense.

#### STUDENT AMBASSADORS PROGRAM

Student Ambassadors are selected by the Office of Student Services and Admissions to represent LMU-CVM. Their primary role will be to assist with admissions and recruiting efforts. Students are eligible to be representatives starting after the middle of the first semester, at which point they can fill out an application available in the Office of Student Services and Admissions.

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. From time-to-time, the representatives will also assist with on-campus and off-campus recruiting events and other similar functions.

## OTHER CVM POLICIES

### VIDEO AND AUDIO RECORDING

It is expressly prohibited to copy and produce any audio or video recordings of LMU-CVM lectures without prior written permission from the faculty. Likewise, it is expressly prohibited to distribute such materials, including lecture materials without written permission from the course instructor. Failure to follow this policy will be considered a violation of the Ethics and Honor Code.

### HOLIDAYS

Official LMU Holidays (Offices closed/no classes): In addition to the mid-semester break, which varies from year to year, LMU-CVM is closed on the following days: Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas Day, New Year's Day, Good Friday, Memorial Day, and the Fourth of July. Please note that the clinical year is not governed by Official LMU Holidays.

### INCLEMENT WEATHER

LMU campus closure due to inclement weather is announced on local radio and TV stations and posted on the LMU website. LMU-CVM will make official announcements via university email concerning the cancellation of classes and laboratories. Closure of DVTC is determined separately from the main campus of LMU. It is the students' responsibility to stay abreast of weather conditions and notifications.

### INSTRUCTIONAL CONTINUITY IN CASE OF TEMPORARY CAMPUS CLOSURE

Students should expect scheduled instruction to continue even if class meetings are canceled due to weather, epidemic illness, or other factors. Students will be required to complete alternate instructional activities online as directed by the course instructor. Laboratories may be re-scheduled into open time slots in the semester schedule.

### PUBLIC RELATIONS AND MARKETING GUIDELINES

The full formal name of the school is Lincoln Memorial University-College of Veterinary Medicine. When referring to the Lincoln Memorial University-College of Veterinary Medicine in external communications, on first reference it should be "Lincoln Memorial University-College of Veterinary Medicine (LMU-CVM)." Subsequent references should be "LMU-CVM." *Please note the dash in the full formal name and the full formal abbreviation.* Please use the full proper name and abbreviation. If space constraints are an issue, the first reference may be shortened to "LMU-College of Veterinary Medicine." When referring to the school for an internal audience (i.e., the LMU campus community), the reference can be "College of Veterinary Medicine (CVM)."

All media contact is handled through the LMU-CVM Coordinator of External Affairs. Students and student clubs shall not submit press releases, calendar items, photographs, advertisements or other submissions to any media outlet independently. If you wish to send something to the media, please forward all the information to the LMU-CVM Coordinator of External Affairs they will submit on your behalf. All media contact requires prior approval from the Office of Marketing and Public Relations. If you are contacted to provide comment to any media outlet, refer the inquiry to the LMU-CVM Coordinator of External Affairs for follow-up.

Any student or student club activity that requires public use of the LMU-CVM name (both events and merchandise) requires the submission of the appropriate approval form. This form and the needed prior approval are handled by the LMU-CVM Coordinator of External Affairs. Student clubs are prohibited from using the LMU-CVM academic seal on any merchandise or publications. All officially sanctioned student club websites must be hosted through the LMU-CVM site.

In the case of any adverse event, the Office of Marketing and Public Relations (<https://www.lmunet.edu/news/>) is the sole point of contact between LMU-CVM and the public. In any crisis or emergency, refer all inquiries to the LMU Associate Director of Marketing and Public Relations for follow-up.

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

#### CONFLICT OF INTEREST POLICY FOR FACULTY AND STUDENTS

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

As representatives of LMU-CVM, faculty and students shall not accept industry-funded meals except those in conjunction with educational activities that comply with the American Association of Veterinary Medical Colleges (AAVMC) standards for commercial support. Industry sales representatives are not permitted to interact with LMU-CVM students except under the direct supervision of LMU-CVM faculty in a structured learning environment.

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

## OFFICIAL COLLEGE SCHEDULE AND HOLIDAYS

2021 – 2022 Academic Year *	
<b>Fall 2021</b>	
Classes Begin	August 9, 2021
Labor Day	September 1, 2021
White Coat Ceremony	September 18, 2021
Thanksgiving	November 24 - 26
NAVLE Testing	November 1 – December 31, 2021
Classes End (years 1-3)	December 17, 2021
<b>Spring 2022</b>	
Classes Begin	January 10, 2022
Spring Break	March 21 – 25, 2022
Good Friday	April 15, 2022
Classes/Clinical Year Ends (Class of 2022)	May 20, 2022
Commencement	May 21, 2022
Memorial Day	May 30, 2022
Clinical Year Begins (Class of 2023)	May 25, 2022
<b>Clinical Year* (Class of 2022)</b>	
Block 1	May 24 – June 20, 2021
Block 2	June 21 – July 18, 2021
Block 3	July 19 – August 15, 2021
Block 4	August 16 – September 12, 2021
Block 5	September 13 – October 10, 2021
Block 6	October 11 – November 7, 2021
NAVLE Window	November 8 – 28, 2021
Block 7	November 29 – December 26, 2021
Block 8	December 27 – January 23, 2022
Block 9	January 24 – February 20, 2022
Block 10	February 21 – March 20, 2022
Block 11	March 21 – April 17, 2022
Block 12	April 18 – May 15, 2022
Assessment Week	May 16 – 20, 2022

\*Clinical Year does not follow the Official College Calendar

## APPENDIX A: COURSE DESCRIPTIONS

### Year 1 – Semester 1 - Required Courses | Fall 2020

#### **CVM 710 | Veterinary Anatomy I**

(37 lecture hours + 76 lab hours = 5 credits)

A systemic and topographic study of macroscopic body structure is presented via lecture and laboratory. This course utilizes the dog and cat as the primary models for the study of general mammalian form; however, the anatomical information learned may be applied (with varying degrees of modification) to essentially all domestic mammals as well as many exotic species. A team approach is used for laboratory dissection. Clinical applications are incorporated throughout the course in alignment with the goal of contributing to the education of a practitioner.

#### **CVM 711 | Veterinary Physiology I**

(83 lecture hours = 5.5 credits)

The CVM 711 course is a detailed study of cellular, tissue, organ function and their control and integration in animals. Emphasis will be placed on cardiovascular, endocrine, nervous, muscular, respiratory, renal, digestive, and reproductive physiology. The basic physical and chemical principles that underlie physiological processes will be described.

#### **CVM 712 | Veterinary Histology**

(30 lab hours = 1 credit)

This course is a series of laboratories designed to develop the necessary skills to identify microscopic anatomy of basic cell types, tissues, organs, and organ systems. Principles learned in this course will be applied in simultaneous and subsequent courses in the CVM curriculum.

#### **CVM 714 | One Health I**

(8 lecture hours = .5 credit)

This course will focus on the aspects of One Health that relate to the individual and professional foundations of veterinary medicine. It will include the history of veterinary medicine to introduce them to their professional cultural inheritance, human animal bond, animal welfare, the role of animals in human psychosocial health, professional ethics and jurisprudence, work life balance, professional organizations and future opportunities for veterinarians.

#### **CVM 715 | Clinical Skills**

(30 lab hours = 1 credit)

Students will be taught safe handling and restraint techniques and will be introduced to the general physical examination of various domestic animal species, including small animals (dogs & cats), companion animals (horses) and production animals (cows & small ruminants). Students will also be introduced to psychomotor skills needed for surgery and other clinical procedures.

#### **CVM 717 | Applied Anatomy and Physiology**

(15 lectures = 1 credit)

This course is designed to help students develop their skills in critical thinking, communication, resource identification and evaluation, and clinical decision-making through small group management of a hypothetical veterinary case. Through case-based learning, students will revisit and apply knowledge from previous courses as well as preview the application and interpretation of content from upcoming

semesters. Students will maintain any and all appropriate medical records during the management of the case.

### **CVM 718 | Professional Skills**

(2 lecture hours + 26 lab hours = 1 credit)

Students will be introduced to professional communication skills and their importance in veterinary medicine. Students will be introduced & exposed to the Calgary Cambridge Guide for client consultation and key components to support it. Students will demonstrate these skills in simulated client interactions.

### **CVM 719 | Medical Science**

(15 lecture hours = 1 credit)

This course will provide a foundation of general medical knowledge required of a veterinarian. Subjects will include: medical terminology, medical chemistry, medical math, and medical physics.

## **Year 1 - Semester 2 - Required Courses | Spring 2021**

### **CVM 713 | Parasitology**

(43 lectures + 6 lab hours = 3 credits)

This course teaches principles of parasitology, including etiology, pathogenesis, diagnosis, treatment and control of selected parasitic diseases in animals. Students will gain knowledge of life cycle biology, transmission strategies, and natural hosts of major parasites of animals.

### **CVM 716 | Research Methods in Veterinary Medicine**

(8 lecture hours = 0.5 credit)

This course will introduce students to the methods in biomedical research. Students will gain basic understanding of literature search, critical evaluation of scientific publications, hypothesis development, experimental design, data analysis, use of animals in research, IACUC, IRB, communication of research findings (written and verbal formats), and grant writing.

### **CVM 722 | Veterinary Immunology**

(38 lecture hours = 2.5 credits)

This course presents current concepts in basic and clinical immunology with special emphasis on protective immunity against infectious diseases and the role of aberrant immune responses in disease.

### **CVM 723 | Veterinary Infectious Disease**

(60 lecture hours = 4 credits)

This course will focus on the principles of infectious diseases of animals, including etiologies, pathogenesis, diagnosis, treatments, and control strategies.

### **CVM 724 | One Health II**

(15 lecture hours = 1 credit)

This course introduces the basic concepts of epidemiology and biostatistics as applied to veterinary and One Health problems. Emphasis is placed on the principles and methods of epidemiologic investigation, epidemiologic definitions, appropriate summaries and displays of data, and the use of classical statistical approaches to describe the health of populations. Topics include the dynamic behavior of disease; usage of rates, ratios and proportions, odds ratios, and other statistical tools. Various epidemiologic study designs for investigating associations between risk factors and disease outcomes are also introduced, culminating with criteria for causal inferences. The application of these disciplines in the areas of health

services, screening, and environment policy are presented. The influence of epidemiology and biostatistics on legal and ethical issues are also discussed. Critical review of scientific literature will be examined. To the extent possible, we will draw from the Appalachian region for examination of issues.

### **CVM 725 | Clinical Skills II**

(30 lab hours = 1 credit)

Students will be taught basic ligatures and suturing techniques, phlebotomy, intramuscular injection and subcutaneous injection techniques using models and live animals. Students will perform physical examinations of canine, equine, bovine and ovine species and be introduced to the Subjective, Objective, Assessment and Plan (SOAP) format for medial record keeping.

### **CVM 726 | Animal Husbandry and Welfare**

(60 lab hours = 2 credit)

This course provides an introduction to animal husbandry, welfare and behavior in major species. The course will allow students to describe normal husbandry of multiple species and behavior and also to identify abnormal behavior.

### **CVM 727 | Applications of Infectious Diseases**

(15 lecture hours = 1 credit)

The course will build on material covered in the infectious disease and research methods course and infectious disease course. Students will systematically work through the steps of evidence based veterinary medicine (EBVM) using peer reviewed literature in the fields of bacteriology, parasitology, virology and mycology to apply information gained during the infectious disease course to answer clinical questions.

### **CVM 728 | Professional Skills II**

(2 lecture hours + 26 lab hours = 1 credit)

Students will be introduced to professional communication skills and their importance in veterinary medicine. Students will demonstrate these skills in simulated client interactions.

## **Year 2 – Semester 3 - Required Courses | Fall 2020**

### **CVM 730 | Veterinary General Pathology I**

(45 lecture hours = 3 credits)

The first half of this course will introduce the student to general pathology of all organ systems. The second half of this course covers systemic pathology of domestic animals. Students will apply knowledge from previous courses (anatomy, histology, physiology, parasitology, immunology, and infectious disease) with the new knowledge of general pathology to describe the pathogenesis of and diagnose diseases.

### **CVM 733 | Clinical Pathology**

(41 lecture hours + 8 lab hours = 3 credits)

This course explains pathophysiologic mechanisms responsible for abnormal findings in hematologic, biochemical, urinalysis and cytologic tests in health and disease of animals. Students will learn a selection of appropriate diagnostic tests for various diseases and how to interpret the results of these tests. They will learn basic principles of laboratory medicine including quality control, reference intervals, specificity, sensitivity and positive and negative predictive values.

### **CVM 734 | One Health III**

(30 lecture hours = 2 credits)

This course will introduce the concepts of distribution, diagnosis, treatment, and control of zoonotic diseases and transboundary diseases. It will draw from knowledge gained in with courses regarding infectious agents, immune system, pathophysiology, clinical pathology, and parasitology. The course will examine the One Health aspects of disease and the interrelatedness between individual and population human health, animal health, and the environment. Included will be student team literature search, critical literature analysis and presentations. Student will complete phase one of the United States Department of Agriculture Initial Accreditation Training.

### **CVM 735 | Clinical Skills III**

(45 lab hours = 1.5 credits)

Continued development of expertise in handling and interpretation of general physical examination findings in large animals (equine, bovine, small ruminants), exotics/birds and small animals. Continued progress toward mastery of psychomotor skills for surgery including catheter placement, closure of abdominal incisions, gloving techniques and clamping/ligating. Introduction of basic diagnostic techniques.

### **CVM 737 | Intro to Surgery**

(30 lecture hours = 2 credits)

This course will cover principles of surgery, including aseptic technique, fracture healing, perioperative patient care, and basic principles of surgical procedures and techniques. Application of anatomic knowledge to surgical approaches will also be included.

### **CVM 738 | Professional Skills III**

(3 lecture hours + 22 lab hours = 1credit)

Students will be introduced & exposed to additional professional communication skills and their importance in veterinary medicine. Students will be exposed to further skills in the Calgary Cambridge Guide for client consultation and key components to support it. Students will demonstrate these skills in simulated client interactions.

### **CVM 740 | Veterinary Systemic Pathology**

(45 lecture hours = 3 credits)

This course serves as a continuation of CVM 730: Veterinary Pathology I. The pathophysiology of diseases will be covered for the musculoskeletal, respiratory, CNS, integumentary, and ophthalmic systems of domestic animals.

## **Year 2 – Semester 3 - Elective Courses | Fall 2020**

### **CVM 769-M | Veterinary Disaster Medicine Elective**

(6 lecture hours + 8 lab hours = 1 credit)

This course will introduce the concepts and issues involved in veterinary disaster medicine at the local, national and international level. Case studies, table top exercises and hands-on laboratories will be used to train in basic response processes and techniques. Online Federal Emergency Management Agency (FEMA) courses will used to build background training.

## Year 2 – Semester 4 - Required Courses | Spring 2021

### **CVM 732 | Toxicology**

(20 lecture hours + 2 lab hours = 1.5 credits)

This course is an introduction to principles of toxicology in domestic animals. The student will learn basic principles of veterinary toxicology and learn how to locate toxicological information. The course will present some common toxicants of chemicals and plants (focusing on those found in North America) affecting domestic animals and to learn basic approaches to treatment of poisoned animals.

### **CVM 736 | Veterinary Nutrition**

(28 lecture hours + 4 lab hours = 2 credits)

This course is a comprehensive overview of domestic animal nutrition, including digestion and metabolism of nutrients, feedstuffs and feeding, ration formulation, and the interaction of nutrition and disease for small animals, horses and food animals. Clinical nutrition aspects will be focused upon.

### **CVM 741 | Veterinary Pharmacology**

(45 lecture hours = 3 credits)

This course covers the basic concepts of pharmacokinetics (drug absorption, distribution, metabolism and excretion) and pharmacodynamics (the action or effects of drugs on living organisms) that underlie the correct use of drugs in veterinary therapeutics. The course is designed to build a foundation of pharmacologic knowledge. Drug modes of action and physiologic effects that stem from drug actions are introduced with emphasis placed upon prototypical drugs.

### **CVM 743 | Intro to Diagnostic Imaging**

(45 lecture hours = 3 credits)

This introductory course covers methods of imaging, radiation safety measures and principles of image interpretation. Radiography and ultrasonography are emphasized, but computed tomography, magnetic resonance imaging, and nuclear scintigraphy are also discussed. Lectures on basic image interpretation include normal findings and classical imaging signs of common conditions. A working knowledge of small animal and equine anatomy and physiology is a pre-requisite for this course.

### **CVM 744 | One Health IV**

(15 lecture hours = 1 credit)

This course introduces the basic concepts of the role environmental component of One Health. This will include a broad analysis of environmental impacts of livestock production, climate change, food safety and security, emerging and transboundary diseases. These will be examined across a broad spectrum of ecosystems including air, land, fresh water, and oceans. The links between the environment, human health and animal health will be highlighted including a focus on the Appalachian region. Students will complete the USDA Emerging and Exotic Diseases of Animals for Initial Accreditation Training.

### **CVM | 745 Clinical Skills IV**

(45 lab hours = 1.5 credits)

Students will continue to develop expertise in handling and interpretation of general physical examination findings in large animals (equine, bovine, small ruminants). Students will demonstrate continued progress toward mastery of psychomotor skills for surgery including aseptic technique, anesthetic monitoring, and using a spay model.

### **CVM 746 | Introduction to Anesthesia & Analgesia I**

(30 lecture hours = 2 credits)

This course serves as an introduction to veterinary anesthesia, analgesia, and peri-operative case management. It will lay the foundation for the basic principles of anesthesia and analgesia, relying on the student to review and be familiar with basic pharmacology and physiology presented in previous semesters. This course is also a prerequisite for the Applications in Anesthesia & Analgesia course in the 5<sup>th</sup> semester of the curriculum, in which students will apply the knowledge learned in the introductory course to formulate specific anesthetic plans for various species and cases with pre-existing conditions or comorbidities.

### **CVM 747 | Surgery II – Soft Tissue**

(24 lectures hours = 1.5 credit)

This course will cover clinical conditions seen in small animals with an emphasis on surgical treatment and prognosis. It will integrate and build upon the principles of surgery and surgical diseases covered in CVM 737, applying and expanding anatomical knowledge acquired, and go beyond the genetic and developmental aspects of small animal conditions to address surgical interventions to consider when conservative and medical therapies alone are not appropriate or not producing satisfactory results. Case-based examples and exercises will be utilized throughout the course to improve students' ability to apply the information to practical clinical situations.

### **CVM 748 | Professional Skills IV**

(1 lectures + 28 lab hours = 1 credit)

Students will be introduced to professional communication skills and their importance in veterinary medicine. Students will demonstrate these skills in simulated client interactions.

### **CVM 749 | Integrated Diagnostics**

(15 lectures = 1 credit)

The emphasis of this course is directed toward the integration of basic science with clinical skills, especially the use of diagnostic imaging and clinical pathology when working through a clinical case. Students will develop their skills in critical thinking, communication, resource identification, evaluation, and clinical decision-making through small group management of a hypothetical veterinary cases. Through case-based learning, students will revisit and apply knowledge from previous courses as well as preview the application and interpretation of content from upcoming semesters.

### **CVM 764 | Veterinary Dentistry**

(15 lecture hours = 1 credit)

Diagnosis, treatment, prognosis, and prevention of dental diseases of the dog, cat, horse, and exotic pets.

## **Year 2 – Semester 4 - Elective Courses | Spring 2021**

### **CVM 769-C | Veterinary Oncology**

(15 lecture hours = 1 credit)

This course teaches principles and practice of veterinary oncology. Students will gain knowledge of the most common malignancies seen in both small and large animals, including both diagnosis and appropriate treatment options with their associated prognosis. Information will be presented in both didactic and case-based format.

### **CVM 769-D | Wildlife and Zoological Medicine**

(15 lecture hours = 1 credit)

The purpose of this “Wildlife & Zoological Medicine” course is to introduce & expose veterinary students to the diversity of this discipline of veterinary medicine. This course will expose the third-year student to species within the classes of mammalian, avian, reptilian, amphibian, and fish. Each of these taxons represented include between 6000 to 20,000 species. The representative species discussed and studied in this course will enable the veterinary student to gain a basic understanding of the unique challenges and requirements of medicine and surgery involving diverse species in ex situ locations within zoological parks and in situ within natural habitats or other environments. Likewise, the veterinary student will learn that (s)he will not only broaden one’s knowledge and skill base, but also potentially increase one’s income capacity by providing professional care for these species. This “Wildlife & Zoological” (W & Z) course will build on the knowledge & skills the sixth semester veterinary student has developed over the previous five semesters. This W & Z course will require a sound knowledge of parasitology, anatomy, physiology, general pathology, immunology, infectious diseases, and other disciplines of medicine and surgery. The veterinary student will be expected to be able to adapt and modify their skill sets and knowledge base to adapt to the unique characteristics of these species of other taxons of the vertebrate phylum.

### **CVM 769-O | Radiographic Interpretation**

(15 lecture hours = 1 credit)

This elective course covers principles and application of radiographic image interpretation using the foundation of Roentgen signs. Each case will give students the opportunity to practice the skills of basic image interpretation, including identifying normal findings as well as classical imaging findings associated with commonly encountered radiographic diagnoses. **A working knowledge of small animal and equine anatomy and physiology is a pre-requisite for this course.**

## **Year 3 - Semester 5 - Required Courses | Fall 2020**

### **CVM 750 | Small Animal Medicine I**

(60 lecture hours = 4 credits)

Diagnosis, treatment, prognosis, and prevention of non-surgical diseases of the dog and cat. Emphasis will be on diagnosis and treatment.

### **CVM 751 | Theriogenology**

(30 lecture hours = 2 credits)

Integration of reproductive physiology, endocrinology, pathology, and pharmacology as they apply to the diagnosis, treatment and prevention of reproductive disorders of domestic animals. Normal estrous cycles, breeding management, pregnancy, dystocia management and parturition in domestic animal species will be covered. Breeding soundness in male and female animals, and normal pregnancy and production.

### **CVM 752 | Food Animal Production, Medicine, & Surgery I**

(45 lecture hours = 3 credits)

This course is designed to educate the veterinary student on the diagnosis, treatment, prognosis and prevention of non-surgical and surgical disease of food and fiber animals (bovine, ovine, caprine, porcine, camelid) and includes production animal medicine and emerging diseases.

### **CVM 753 | Equine Medicine & Surgery I**

(45 lecture hours = 3 credits)

Clinical conditions seen in the horse, with emphasis on clinical signs, diagnosis, medical and surgical treatment, and prognosis.

### **CVM 754 | One Health V-Global One Health**

(15 lecture hours = 1 credit)

This course will introduce the concepts of global veterinary medicine, global drivers of change, the role of AVMA, US government, the United Nations, Non-governmental organizations (NGOs), private volunteer organizations (PVOs) in One Health. The course will examine the One Health aspects of global medicine including social, political, economic, legal, religious, and other components. The course will explore current and future career opportunities in global veterinary medicine.

### **CVM 755 | Clinical Skills V**

(60 lab hours = 2 credits)

Continued development of expertise in handling and interpretation of general and specific physical examination findings in large animals (equine, bovine, small ruminants) and small animals. Continuation of anesthesia and surgical skills training with introduction of anesthesia and surgery in the live canine or feline patient.

### **CVM 758 | Professional Skills V**

(30 lab hours = 1 credit)

Students will be introduced & exposed to advanced professional communication skills and their importance in veterinary medicine. Students will be exposed to advanced skills the Calgary Cambridge Guide as well as difficult conversations for client consultation and key components to support it. Students will demonstrate these skills in simulated client interactions.

## **Year 3 – Semester 5 - Elective Courses – Fall 2020**

### **CVM 769-L | Theriogenology Elective**

(15 lecture hours + 15 lab hours = 1.5 credit)

Advanced integration of reproductive physiology, endocrinology, pathology, and pharmacology as they apply to the diagnosis, treatment and prevention of reproductive disorders of large animal species. Advanced normal and abnormal estrous cycles, breeding management, pregnancy, dystocia management, parturition, synchronization protocols, assisted reproductive techniques (embryo transfer, ovum pick-up, *in vitro* fertilization, intracytoplasmic sperm injection, etc.), and additional reproductive pharmacologic agents in large animal species will be covered. Advanced breeding soundness in male and female animals, and normal, abnormal pregnancy and production, and advanced procedures. Advanced topics will have a more in-depth view of the reproductive health and treatment of large animal species.

## **Year 3 – Semester 6 – Required Courses | Spring 2021**

### **CVM 756 | Anesthesia and Analgesia II**

(7 lecture hours = .5 credits)

This course serves as the application of the knowledge gained in the introduction to veterinary anesthesia and analgesia course. The focus will be on the peri-operative case management for a patient with co-existing disease(s). This course will require the student to learn both independently and within a group dynamic, by focused reading assignments, case studies, and a group presentation at the end of the course.

### **CVM 759 | Introduction to Clinical Year**

(7 lecture hours = .5 credits)

Course CVM 759 is designed to prepare students for their clinical year rotations in fourth year. Clinical Rotation policy, procedure, coursework, organization, expectations and how to maximize success on rotations will be explored and discussed. Instruction will consist of self-guided online modules, in-person sessions and small group discussions.

### **CVM 760 | Small Animal Medicine II**

(60 lecture hours = 4 credits)

Diagnosis, treatment, prognosis, and prevention of non-surgical diseases of the dog and cat. Emphasis will be on diagnosis and treatment.

### **CVM 761 | Avian and Exotic Animal Medicine**

(15 lecture hours = 1 credit)

The purpose of this “Avian & Exotic Animal Medicine” course is to build confidence, competence, and commitment to the species of small, “exotic” mammalian, avian, and reptilian species that are most commonly presented to clinicians in North American practices. Each of these three taxons represented include between 6000 to 8000 species. The representative species discussed and studied in this basic medicine course will enable the veterinary student to gain a basic understanding of the unique challenges and requirements of these increasingly popular, companion animals. Likewise, the veterinary student will learn that (s)he will not only broaden one’s knowledge and skill base, but also potentially increase one’s income capacity by provided professional care for these species. This “Avian & Exotics” (A&E) course will build on the knowledge & skills the sixth semester veterinary student has developed over the previous five semesters. This A & E course will require a sound knowledge of parasitology, anatomy, physiology, general pathology, immunology, infectious diseases, and other disciplines of medicine and surgery. The veterinary student will be expected to be able to adapt and modify their skill sets and knowledge base to adapt to the unique characteristics of these species of other taxons of the vertebrate phylum.

### **CVM 762 | Food Animal Production, Medicine, & Surgery II**

(45 lecture hours = 3 credits)

This course is designed to educate the veterinary student on the diagnosis, treatment, prognosis and prevention of non-surgical and surgical disease of food and fiber animals (bovine, ovine, caprine, porcine, camelid) and includes production animal medicine and emerging diseases.

### **CVM 763 | Equine Medicine & Surgery II**

(45 lecture hours = 3 credits)

This course is designed to educate the veterinary student on clinical conditions seen in the horse, with emphasis on clinical signs, diagnosis, medical, and surgical treatment, and prognosis.

### **CVM 765 | Clinical Skills VI**

(105 lab hours = 3.5 credits)

Students will be introduced to more advanced diagnostic and therapeutic procedures for small and large animals including ophthalmology procedures, ultrasonography, radiography, bandaging, semen evaluation, and epidurals using a combination of live animals, models and cadavers. Students will demonstrate continued practice with completing medical records including SOAPs, case presentations, and discharge instructions.

### **CVM 766 | Introduction to Practice Management**

(15 lecture hours = 1 credit)

In this course students will be exposed to key concepts in veterinary practice management and ownership. Students will gain insights to the operational workings in a variety of clinical settings. Students will acquire knowledge of business operations, team management and client acquisition and retention.

### **CVM 767 | Small Animal Surgery III Orthopedic**

(22 lecture hours = 1.5 credit)

This course will cover orthopedic and other clinical conditions seen in small animals with an emphasis on surgical treatment and prognosis. It will integrate and build upon the principles of surgery and surgical diseases covered in CVM 737 and 747 applying and expanding anatomical knowledge acquired, and go beyond the genetic and developmental aspects of small animal orthopedic and other clinical conditions to address surgical interventions to consider when conservative and medical therapies alone are not appropriate or not producing satisfactory results. Case-based learning will be utilized throughout the course to improve students' ability to apply the information to real-world practical clinical situations.

### **CVM 768 | Professional Skills VI**

(15 lab hours = 1 credit)

Students will be introduced to professional communication skills and their importance in veterinary medicine. Students will demonstrate these skills in simulated client interactions.

## **Year 3 – Semester 6 – Elective Courses – Spring 2021**

### **CVM 769-H | Advanced Equine Diagnostics**

(30 Lab hours = 1 Credit)

This course expands on principles introduced in the CVM 753, 763 (Equine Medicine and Surgery), CVM 715, 725, 735, 745, 755, and 765 (Clinical skills), and other courses taught in the LMU-CVM curriculum. Students will learn to use advanced diagnostic procedures and techniques commonly applied in equine medicine, surgery, and theriogenology. This course is particularly recommended for equine oriented students before the beginning of their clinical year rotation. The course is designed to allow students to become competent and confident in using several the diagnostic procedures and techniques encountered in equine practice. An emphasis will be placed on the individual student to prepare in advance for the labs, by reading assigned material and completing laboratory assignments.

### **CVM769-K | Food Animal Elective**

(30 Lab hours = 1 Credit)

This course is designed to increase expertise in certain food animal skills, expose food animal students to techniques and skills not previously taught in prior courses or labs and offers opportunity to increase their food animal problem solving and critical thinking skills. This course is primarily directed toward students that wish to specialize in food animal practice or intend for food animal practice to be most of their overall practice. Dairy, beef and small ruminants' topics and exercises will be conducted and will include at least one "outbreak" investigation.

## **Year 4 – Semesters 7 and 8 Clinical Rotation – Required Courses | Fall 2020/Spring 2021**

### **CVM 770 | Small Animal General Practice**

(4 weeks = 4 credits)

Course CVM 770 consists of supervised clinical instruction in a selected, pre-approved, high quality, small animal general practice (canine, feline, pocket pets). Students see a wide variety of medical and surgical cases and are active participants in their diagnostic and therapeutic management, to include documentation of findings and care in problem-oriented medical records and performance of clinical procedures.

### **CVM 771 a-b | Specialty Practice Clinical Rotation**

(4 weeks = 4 credits)

Course CVM 771 consists of supervised clinical instruction in a selected, high quality, specialty practice focusing on small animal species, primarily canine and feline. Instruction will take place in practices with board certified internists, radiologists, surgeons, anesthesiologists, or other specialists, and/or access to those specialists. Students are active participants in diagnostic and therapeutic management of a wide variety of cases with instructive pathophysiological learning issues requiring appropriate medical and/or surgical management in veterinary advanced care, emergency and critical care situations.

Or

### **CVM 771S | Specialty Practice Clinical Rotation “Selective”**

(4 weeks = 4 credits)

Course CVM 771S consists of supervised clinical instruction in a selected, high quality, specialty practice. Species of focus or interest can include: canine, feline, lab animal, exotic, zoological, equine and/or large animal depending on the interest and career goals of the student. Instruction will take place in practices with board certified internists, radiologists, surgeons, anesthesiologists, or other specialists, and/or access to those specialists. Students are active participants in diagnostic and therapeutic management of a wide variety of cases with instructive pathophysiological learning issues requiring appropriate medical and/or surgical management in veterinary advanced care, emergency and critical care situations.

### **CVM 772 | Small Animal Primary Care**

(4 weeks = 4 credits)

Course CVM 772 consists of supervised clinical instruction in the medical and surgical areas of a busy community shelter practice. Students will receive an introduction to all aspects of shelter operations and gain a better understanding of the challenges that animal shelters encounter. Students will learn why animals are admitted to shelters, behavior and enrichment strategies used in this environment, and how community engagement leads to successful adoptions.

### **CVM 772 | Small Animal Primary Care - Virtual**

(4 weeks = 4 credits)

Course CVM 772 consists of supervised instruction in the medical and surgical areas of a busy community shelter practice. Students will receive an introduction to all aspects of shelter operations and gain a better understanding of the challenges that animal shelters encounter. Students will learn why animals are admitted to shelters, behavior and enrichment strategies used in this environment, and how community engagement leads to successful adoptions.

Veterinarians and other subject matter experts participating in the course will discuss preventive, medical, and surgical care options for shelter animals with the students, including the review of physical examinations, develop problem lists and determine differential diagnoses on shelter animals. After discussing their findings with a veterinarian, students will then formulate diagnostic and treatment plans for their patients. Students will develop surgical skills through learning about various techniques utilized

in spay/neuter procedures. Students will gather patient history and perform animal examinations on client owned animals through simulated activities. Students may also have the opportunity to participate in discussions regarding dentistry procedures, and attend presentations by humane officers. Communication practice revolving around the care received at preventative health clinics will also be offered. Students may be required to make formal case presentations to others during the course.

The virtual CVM 772 course is composed of discussions regarding the medical and surgical care of animals, presentations, self-study, case write ups, and working with members of various shelter departments.

### **CVM 773 | Diagnostic Veterinary Medicine**

(2 weeks = 2 credits)

The CVM 773 course is a 2-week rotation during which the students will receive senior level training in diagnostic pathology and 10 ancillary diagnostic services. The ancillary diagnostic services are; bacteriology, virology, molecular biology, serology, toxicology, clinical receiving, histology, parasitology, clinical pathology, and epidemiology. The course is composed of lecture/cooperative/active /group and self- learning morning sessions. The students will spend the afternoon sessions performing postmortem examinations on the University of Kentucky Veterinary Diagnostic Laboratory (UKVDL) necropsy floor or will work on Diagnostic Case Studies and allied diagnostic services assignments. The students will also give diagnostic pathology case presentations on UKVDL case submissions and will receive clinical pathology assignments. The clinical pathology assignments are composed of cytology slides collected from case submissions and the students are asked to read the slides using microscopes and submit their diagnostic reports.

### **CVM 773 | Diagnostic Veterinary Medicine - Virtual**

(2 weeks = 2 credits)

The CVM 773 course is a 2-week rotation during which the students will receive senior level training in diagnostic pathology and 10 ancillary diagnostic services. The ancillary diagnostic services are; bacteriology, virology, molecular biology, serology, toxicology, clinical receiving, histology, parasitology, clinical pathology, and epidemiology. The course is composed of lecture/cooperative/active /group and self- learning morning sessions. The students will spend the afternoon sessions observing post mortem examinations remotely on the University of Kentucky Veterinary Diagnostic Laboratory (UKVDL) necropsy floor (with two way audio/video for Q&A) or will work on Diagnostic Case Studies and allied diagnostic services assignments. The students will deliver diagnostic pathology case presentations on case submissions and will receive clinical pathology assignments. The students read the slides that will be shared virtually, and will write and submit their diagnostic reports.

### **CVM 774 | Large Animal Rotation**

(4 weeks = 4 credits)

Students will be introduced to diagnostic and therapeutic procedures for large animals including internal medicine cases, bovine lameness, herd and flock health consultation and routine procedures, ophthalmology procedures, diagnostic imaging, equine lameness examination, reproductive technology, bandaging and wound care, dental procedures, anesthesia, and general surgical procedures using a combination of live animals, models, and cadavers. Students will demonstrate continued communications skills development including communication with owners through written discharge instructions and communication with colleagues via referral letters.

### **CVM 774-B | Large Animal Equine Alternate Rotation**

(4 weeks = 4 credits)

Students with a high interest in food animal and/or equine practice, who have demonstrated basic skills in the handling of these species, will be approved by members of LMU faculty to complete their large animal rotation at high quality clinical affiliate sites, as designated by the Clinical Relations and Outreach team, in lieu of completing their large animal rotation at the DVTC. These locations will introduce and/or reinforce diagnostic and therapeutic procedures for large animals including internal medicine, surgery, lameness evaluation, herd and flock health consultations routine procedures, diagnostic imaging, reproductive technology, bandaging and wound care, dental procedures and anesthesia. Students will continued to develop their communication skills. If this course is being completed at a Mixed Animal Practice, the student needs to construct their activities so a minimum of 80% of their cases are large animal focused.

### **CVM 774 | Large Animal Rotation - Virtual**

(4 weeks = 4 credits)

Students will be introduced to diagnostic and therapeutic procedures for large animals in a virtual environment including internal medicine cases, bovine lameness, herd and flock health consultation and routine procedures, ophthalmology procedures, diagnostic imaging, equine lameness examination, reproductive technology, bandaging and wound care, dental procedures, anesthesia, and general surgical procedures using a combination of live animals, models, and cadavers. Students will demonstrate continued communications skills development including communication with faculty through exercises demonstrating written discharge instructions and communication with colleagues via referral letters.

### **CVM 776 | NAVLE Administration (Off)**

(3 weeks = 3 credits)

Course CVM 776 is a Required Course offered in fall semester. Students will prepare and sit for the North American Veterinary Licensing Exam (NAVLE®). Students will conduct independent studies and review in order to prepare for the NAVLE®.

### **CVM 777 | Clinical Year Assessment (Spring semester only)**

(1 week = 1 credit)

Course CVM 777 is a Required Course offered in the spring semester, after rotations are completed and prior to commencement. Students will return to the LMU campus for a debriefing of their clinical year experience. Students will share clinical year experiences with other students and faculty. Topics of interest to the graduating veterinarian will be discussed and explored including: completing various surveys, financial aid separation, debt repayment methods and commencement celebration.

### **CVM 778 | Clinical Diagnostic Imaging Hosted by VetCT**

(2 weeks = 2 credits)

This course will provide a structured means for students in the clinical year of the DVM program to apply and synthesize the knowledge gained in the pre clinical training into the clinical setting. Students will use the knowledge and skills gained in the Radiology Short Course to perform radiographic interpretation during their clinical placements. **CVM 774 | Large Animal Rotation - Virtual**

(4 weeks = 4 credits)

Students will be introduced to diagnostic and therapeutic procedures for large animals in a virtual environment including internal medicine cases, bovine lameness, herd and flock health consultation and routine procedures, ophthalmology procedures, diagnostic imaging, equine lameness examination, reproductive technology, bandaging and wound care, dental procedures, anesthesia, and general surgical

procedures using a combination of live animals, models, and cadavers. Students will demonstrate continued communications skills development including communication with faculty through exercises demonstrating written discharge instructions and communication with colleagues via referral letters.

### **CVM 776 | NAVLE Administration**

(3 weeks = 3 credits)

Course CVM 776 is a Required Course offered in fall semester. Students will prepare and sit for the North American Veterinary Licensing Exam (NAVLE®). Students will conduct independent studies and review in order to prepare for the NAVLE® by completing 80% of an approved NAVLE review course; the student will receive a grade for CVM 776 based on the progression through the review course (i.e., 90% or better progression = A, 80-89% progression = B, 70-79% progression = C, and below 70% = F). Students will take the NAVLE® at the location that they applied for during the summer June-August application window. CVM776 will remain a block off clinical rotations allowing time for students to complete the NAVLE exam.

### **CVM 777 | Clinical Year Assessment (Spring semester only)**

(1 week = 1 credit)

Course CVM 777 is a Required Course offered in the spring semester, after rotations are completed and prior to commencement. Students will return to the LMU campus for a debriefing of their clinical year experience. Students will share clinical year experiences with other students and faculty. Topics of interest to the graduating veterinarian will be discussed and explored including: completing various surveys, financial aid separation, debt repayment methods and commencement celebration.

### **CVM 778 | Clinical Diagnostic Imaging Hosted by VetCT**

(2 weeks = 2 credits)

This course will provide a structured means for students in the clinical year of the DVM program to apply and synthesize the knowledge gained in the pre clinical training into the clinical setting. Students will use the knowledge and skills gained in the Radiology Short Course to perform radiographic interpretation during their clinical placements. **Pre-requisites:** Successful completion of years 1-3 of the DVM program. Understanding and familiarity with the materials covered in CVM 743 is mandatory.

## **Year 4 – Semesters 7 and 8 Clinical Rotation – Elective Courses | Fall 2020/Spring 2021**

### **CVM 775 | Mixed Animal Practice Clinical Rotation**

(4 weeks = 4 credits)

Course CVM 775 consists of supervised clinical instruction in a selected mixed animal practice (canine, feline, beef, dairy, equine, small ruminants, swine). Students are active participants in diagnostic and therapeutic management of a wide variety of cases with instructive pathophysiological learning issues requiring appropriate medical and/or surgical management in veterinary care and emergency situations.

### **CVM 780 | Elective Distributive Courses**

(4 weeks = 4 credits)

Course CVM 780 consists of supervised clinical instruction in high quality learning experiences available at institutions and practices in North America and around the world, to include specialty practices (such

as medicine, surgery, cardiology, dermatology, neurology, oncology, ophthalmology), species-specific practices, other accredited Colleges of Veterinary Medicine, zoos, and other LMU-CVM approved public and private biomedical institutions. Students are active participants in their elective rotations, participating in the wide variety of cases with instructive learning issues and situations they will be exposed to. Elective clinical rotations can either be selected from a preapproved list or a proposal can be submitted and approved through the Clinical Relations Office on E\*Value.

### **CVM 780-V | Virtual Elective Distributive Courses**

(4 weeks = 4 credits)

CVM 780v consists of supervised clinical instruction in high quality learning environments. Students are active participants in this elective rotation, with access to a wide variety of cases that have robust learning opportunities and interactive scenarios which they will be expected to work through as clinicians. Students will be exposed to a wide variety of medical and surgical cases and will be active participants in the diagnostic and therapeutic management of those cases. This will include requirements involving documentation of findings and treatment plans in problem-oriented medical records, as well as performance of clinical procedures.

The virtual CVM 780v course is composed of asynchronous and real-time discussions regarding medical, surgical, and preventive care cases, self-study, case write-ups, and current event issues, such as virtual care/telehealth.

Prerequisite: successful completion of pre-clinical course work, clinical year standing.

### **CVM 781 | Elective Externship**

(4 weeks = 4 credits)

Course CVM 781 consists of supervised clinical instruction in high quality learning experiences available at institutions and practices in North America and around the world, to include specialty practices (such as medicine, surgery, cardiology, dermatology, neurology, oncology, ophthalmology), species-specific practices, other accredited Colleges of Veterinary Medicine, zoos, and other LMU-CVM approved public and private biomedical institutions. Students are active participants in their rotations, participating in the wide variety of cases with instructive learning issues and situations they will be exposed to. Elective externship clinical rotations are submitted and approved through the Clinical Relations Office on E\*Value.

### **CVM 782-A0 | NAVLE Preparation Course**

(2 weeks = 2 credits)

This course is offered to students in the fourth year of the curriculum as an elective to assist in preparation for the North American Veterinary Licensing Examination. Course design involves a multifaceted approach to content delivery through didactic lectures, review sessions, online educational resources/testing modules, and structured self-directed study. The process will allow the student to identify individual areas for improvement and plan a selection of reviews to customize an individual study plan. The course includes testing exercises of varying difficulty, including content and environment comparable board examination simulations. Students will have access to online educational materials and learning tools provided by the VetPrep or Zuku Review NAVLE® preparation program. Course director and instructors will track individual student progress and testing outcomes through analysis of performance metrics provided by the VetPrep or Zuku Review exam service. The course combines daily lectures and classroom exercises, content/topics organized by animal species and self-directed study periods spanning 2 weeks.

### **CVM 782-B0 | Introduction to Canine Sports Medicine and Rehabilitation Elective**

(2 week = 2 credit, maximum enrollment 20)

This special-topics course will cover the basic concepts of sports medicine, athletic conditioning, physical rehabilitation and integrative treatments in canines. Students will be introduced to various therapeutic options to include acupuncture, chiropractic, laser therapy, therapeutic ultrasound, nutrition and nutraceuticals. **A working knowledge of canine anatomy and physiology as well as canine medicine and surgery is a pre-requisite for this course.**

### **CVM 782-C0 | Equine Sports Medicine Elective**

(1 week = 1.33 credit)

This special-topics course will cover the basic concepts of equine sports medicine, including exercise physiology, athletic conditioning, physical rehabilitation, advanced lameness evaluation, advanced performance evaluation, and integrative treatments. **A working knowledge of equine anatomy and physiology as well as equine medicine and surgery is a pre-requisite for this course.**

### **CVM 782-F0 | Beef Cattle Rural Practice Elective**

(1 week = 1 credits, minimum enrollment 4; maximum enrollment 8)

This course will cover material that will enable students to develop and build the beef cattle aspect of a rural practice.

Pre-requisites: food animal procedure elective

### **CVM 782-H0 | Advanced Veterinary Dentistry Elective**

(1 week = 1 credit, maximum student enrollment 20)

This elective course is a continuation of small animal dentistry and is focused on the diagnosis, treatment, and prevention of common dental conditions of canine and feline patients which are typically seen in small animal general practice.

### **CVM 782-I0 | Integrative Medicine Elective**

(1 week = 1 credit, maximum student enrollment 15)

This course is a 1 credit hour elective that will introduce fourth year veterinary students to common components of integrative medicine practice. Integrative medicine options in both small and large animals will be discussed.

### **CVM 782-J | Applied Veterinary Business Elective**

(2 weeks = 2 credits, maximum student enrollment 10)

Designed for students considering practice ownership or seeking to add value as a standout associate veterinarian, this hands-on, management-oriented externship offers a unique and valuable experience.

The externship will focus on four primary pillars:

1. Hospital Financial Statements: How to Drive Change in Revenue & Expenses
2. Leadership and Cultural Influence: The Art of Investing in People
3. Building a Successful Team through Staff Leverage and Communication
4. Client Recruitment & Retention: How to Define, Capture and Retain your Ideal Client

### **CVM 782-K | Introduction to Veterinary Academia Elective**

(1 week = 1 credit)

This course is designed to introduce fourth year veterinary students to veterinary academia. It will provide insights into the daily workings of an academic institution, opportunities for students to attend planning meetings, have conversations with and shadow various faculty and staff members, gain a better understanding of what opportunities exist in veterinary academia and how they can prepare themselves for engaging in this type of career post-graduation.

### **CVM 782-M0 | Nutritional Management of Small Animal Diseases Elective**

(1 week = 1 credit, minimum enrollment 10)

This course is an introduction to clinical nutrition that will cover recognition and management of common diseases of dogs and cats in which proper diet and nutrition play important roles.

### **CVM 783 | DVTC Small Animal Elective**

(4 weeks = 4 credits)

Students will be introduced to more advanced diagnostic and therapeutic procedures for small animals including ophthalmology procedures, diagnostic imaging, bandaging and wound care, dental procedures, anesthesia, and general surgical procedures using a combination of live animals, models, and cadavers. Students will demonstrate continued communications skills development including communication with owners through oral histories and written discharge instructions and communication with colleagues via referral letters.

### **CVM 784 | DVTC Theriogenology Elective**

(4 weeks = 4 credits)

Students will be introduced to advanced theriogenology techniques and theories including, but not limited to advanced rectal palpation, breeding management, AI, embryo flushing/handling, twin reduction methods in horses, advanced pregnancy ultrasound including fetal sexing, semen collection, semen freezing, semen shipping, advanced semen evaluation, and advanced male evaluation. Students will demonstrate continued communications skills development including communication with owners through written discharge instructions and communication with colleagues via referral letters.

# APPENDIX B: CURRICULUM DIGEST

LMU-CVM Curriculum Digest-Class of 2025					
YEAR 1	1ST Semester Courses(Fall 2021)	CREDIT	YEAR 1	2ND Semester Courses(Spring 2022)	CREDIT
CVM710	Veterinary Anatomy	5	CVM713	Parasitology	3
CVM711	Veterinary Physiology	5.5	CVM716	Research Methods in Veterinary Medicine	0.5
CVM712	Veterinary Histology	1	CVM722	Veterinary Immunology	2.5
CVM714	One Health I	0.5	CVM723	Veterinary Infectious Disease	4
CVM715	Clinical Skills I	1	CVM724	One Health II	1
CVM717	Applied Anatomy & Physiology	1	CVM725	Clinical Skills II	1
CVM718	Professional Skills I	1	CVM726	Animal Husbandry and Welfare	2
CVM719	Medical Science I	1	CVM727	Applications of Infectious Diseases	1
			CVM728	Professional Skills II	1
	<b>TOTAL:</b>	<b>16</b>		<b>TOTAL:</b>	<b>16</b>
YEAR 2	3rd Semester Courses(Fall 2022)	CREDIT	YEAR 2	4th Semester Courses(Spring 2023)	CREDIT
CVM730	Veterinary General Pathology	3	CVM708	Comparative Veterinary Anatomy	3
CVM732	Toxicology	1.5	CVM736	Veterinary Nutrition	2
CVM733	Clinical Pathology	3	CVM741	Veterinary Pharmacology	3
CVM734	One Health III	2	CVM743	Intro to Diagnostic Imaging	3
CVM735	Clinical Skills III	1.5	CVM745	Clinical Skills IV	1.5
CVM737	Surgery I - Intro/Principles	2	CVM746	Anesthesia & Analgesia I - Introduction	2
CVM738	Professional Skills III	1	CVM747	Surgery II - Soft Tissue	1.5
CVM739	Applied Pathology	1	CVM748	Professional Skills IV	1
CVM740	Veterinary Systemic Pathology	3	CVM749	Integrated Diagnostics	1
CVM769-M	Veterinary Disaster Medicine Elective	1	CVM769-C	Veterinary Oncology Elective	1
			CVM769-D	Wildlife & Zoological Medicine Elective	1
			CVM769-N	Interprofessional Teamwork in Global Health Elective	1
			CVM769-O	Radiographic Interpretation Elective	1
	<b>TOTAL:</b>	<b>18</b>		<b>TOTAL:</b>	<b>18</b>
	<b>TOTAL CORE + ELECTIVE:</b>	<b>19</b>		<b>TOTAL CORE + ELECTIVE:</b>	<b>22</b>
YEAR 3	5th Semester Courses(Fall 2023)	CREDIT	YEAR 3	6th Semester Courses(Spring 2024)	CREDIT
CVM709	Clinical Reasoning I	1	CVM754	One Health V	1
CVM744	One Health IV	1	CVM759	Introduction to Clinical Year	0.5
CVM750	Small Animal Medicine I	4	CVM760	Small Animal Medicine II	4
CVM751	Theriogenology	2	CVM761	Avian & Exotic Animal Medicine	1
CVM752	Food Animal Production, Medicine, & Surgery I	3	CVM762	Food Animal Production, Medicine, & Surgery II	3
CVM753	Equine Medicine & Surgery I	3	CVM763	Equine Medicine & Surgery II	3
CVM755	Clinical Skills V	2	CVM764	Dentistry	1
CVM756	Anesthesia & Analgesia II - Applications	0.5	CVM765	Clinical Skills VI	3.5
CVM757	Surgery III - Orthopedic	1.5	CVM766	Introduction to Practice Management	1
CVM758	Professional Skills V	1	CVM768	Professional Skills VI	1
CVM769-L	Theriogenology Elective	1.5	CVM769-H	Advanced Equine Diagnostic Procedures Elective	1
			CVM769-K	Food Animal Elective	1
			CVM769-N	Interprofessional Teamwork in Global Health	1
	<b>TOTAL:</b>	<b>19</b>		<b>TOTAL CORE:</b>	<b>19</b>
	<b>TOTAL CORE + ELECTIVE:</b>	<b>20.5</b>		<b>TOTAL CORE + ELECTIVE:</b>	<b>22</b>
YEAR 4	7th & 8th Semester Courses (Rotations will vary with Clinical Assignments) (52 weeks – 44 weeks clinical experience)				
	Fall 2024/Spring 2025				
	<b>Required Clinical Courses (32 weeks/28 credits)</b>	<b>CREDIT</b>		<b>Electives(16 weeks/16-15 credits)</b>	<b>CREDIT</b>
CVM 770 or 7	Small Animal or non-SA Specialty/Referral	4	CVM 775	Mixed Animal Practice	4
CVM 770-A/B	Small Animal General Practice	4	CVM 780 A-E	Elective Distributive Courses	4
CVM 771-A	Small Animal Specialty/Referral Practice	4	CVM 781 A-B	Elective Externships (2 weeks each)	4
CVM 771-B	Specialty/Referral Practice	4	<b>CVM 782-SIH</b>	<b>Short In-House Electives (782's offered in B1 only)</b>	
CVM 772	Small Animal Primary Care	4	CVM 782-B	Canine Sports Medicine Elective	1.33
CVM 774	Large Animal Rotation	4	CVM 782-C	Equine Sports Medicine Elective	1.33
CVM 778	Veterinary Imaging	2	CVM 782-D	Swine Production Medicine	1.33
			CVM 782-E	Poultry Health	1.33
			CVM 782-F	Rural Large Animal Veterinary Practice	1.33
			CVM 782-H	Advanced Dentistry	1.33
CVM 776	NAVLE Administration (off)	3	CVM 782-I	Integrative Medicine	1.33
CVM 777	Clinical Year Assessment *spring only	1	CVM 782-J	Vet Business Management	1.33
	Self-Directed Study - Vacation (4 weeks)	0	CVM 782-K	Introduction to Academic Veterinary Medicine	1.33
			CVM 782-M	Nutritional Management of Small Animal Diseases	1.33
			CVM 782-O	Small Ruminant & Camelid Practice	1.33
			CVM782-P	Bovine Palpation	1.33
			CVM782-Q	Advanced Small Animal Orthopedics	1.33
			CVM782-R	Large Animal Clinical Practice Preparation	1.33
			CVM782-S	Small Animal Clinical Practice Preparation	1.33
			CVM782-T	Advanced Clinical Pathology	1.33
			CVM 784	DVTC Theriogenology Elective *Spring only	4
	<b>*CVM 782 courses will be offered in Block 1 only</b>				
	<b>TOTAL Credits:</b>	<b>30</b>		<b>TOTAL Credits:</b>	<b>16-16.5</b>
	<b>Year</b>	<b>Credits</b>			
	YEAR1	32			
	YEAR 2	36 - 41			
	YEAR 3	38 - 42.5			
	YEAR 4	48 - 48.5			
	<b>Total</b>	<b>154 - 164</b>			

LMU-CVM Curriculum Digest-Class of 2024					
YEAR 1	1 <sup>st</sup> Semester Courses Fall 2020	CREDIT	YEAR 1	2 <sup>nd</sup> Semester Courses Spring 2021	CREDIT
CVM710	Veterinary Anatomy I	5	CVM713	Parasitology	3
CVM711	Veterinary Physiology I	5.5	CVM716	Research Methods In Veterinary Medicine	0.5
CVM712	Veterinary Histology	1	CVM722	Veterinary Immunology	2.5
CVM714	One Health I	0.5	CVM723	Veterinary Infectious Disease	4
CVM715	Clinical Skills I	1	CVM724	One Health II	1
CVM717	Applied Anatomy & Physiology	1	CVM725	Clinical Skills II	1
CVM718	Professional Skills I	1	CVM726	Animal Husbandry & Welfare	2
CVM719	Medical Science	1	CVM727	Applications of Infectious Diseases	1
			CVM728	Professional Skills II	1
	<b>TOTAL:</b>	<b>16</b>		<b>TOTAL:</b>	<b>16</b>
YEAR 2	3 <sup>rd</sup> Semester Courses Fall 2021	CREDIT	YEAR 2	4 <sup>th</sup> Semester Courses Spring 2022	CREDIT
CVM730	Veterinary General Pathology	3	CVM708	Comparative Veterinary Anatomy	3
CVM732	Toxicology	1.5	CVM736	Veterinary Nutrition	2
CVM733	Clinical Pathology	3	CVM741	Veterinary Pharmacology	3
CVM734	One Health III	2	CVM743	Intro to Diagnostic Imaging	3
CVM735	Clinical Skills III	1.5	CVM745	Clinical Skills IV	1.5
CVM737	Surgery I	2	CVM746	Anesthesia & Analgesia I - Introduction	2
CVM738	Professional Skills III	1	CVM747	Surgery II	1.5
CVM739	Applied Pathology	1	CVM748	Professional Skills IV	1
CVM740	Veterinary Systemic Pathology	3	CVM749	Integrated Diagnostics	1
CVM769-M	Veterinary Disaster Medicine Elective	1	CVM769-C	Veterinary Oncology Elective	1
			CVM769-D	Wildlife & Zoological Medicine Elective	1
			CVM769-N	Interprofessional Teamwork in Global Health Elective	1
			CVM769-O	Radiographic Interpretation Elective	1
	<b>TOTAL:</b>	<b>18</b>		<b>TOTAL:</b>	<b>18</b>
	<b>TOTAL CORE + ELECTIVE:</b>	<b>19</b>		<b>TOTAL CORE + ELECTIVE:</b>	<b>22</b>
YEAR 3	5 <sup>th</sup> Semester Courses Fall 2022	CREDIT	YEAR 3	6 <sup>th</sup> Semester Courses Spring 2023	CREDIT
CVM744	One Health IV	1	CVM754	One Health V	1
CVM750	Small Animal Medicine I	4	CVM759	Introduction to Clinical Year	0.5
CVM751	Theriogenology	2	CVM760	Small Animal Medicine II	4
CVM752	Food Animal Production, Medicine, & Surgery I	3	CVM761	Avian & Exotic Animal Medicine	1
CVM753	Equine Medicine & Surgery I	3	CVM762	Food Animal Production, Medicine, & Surgery II	3
CVM755	Clinical Skills V	2	CVM763	Equine Medicine & Surgery II	3
CVM756	Anesthesia & Analgesia II - Applications	0.5	CVM765	Clinical Skills VI	3.5
CVM757	Small Animal Surgery III	1.5	CVM766	Introduction to Practice Management	1
CVM758	Professional Skills V	1	CVM768	Professional Skills VI	1
CVM764	Veterinary Dentistry	1	TBD	Clinical Reasoning II	1
TBD	Clinical Reasoning I	1	TBD	Emergency & Critical Care Elective	1
CVM769-L	Theriogenology Elective	1.5	CVM769-H	Advanced Equine Diagnostic Procedures Elective	1
			CVM769-K	Food Animal Elective	1
			CVM769-N	Interprofessional Teamwork in Global Health	1
	<b>TOTAL:</b>	<b>20</b>		<b>TOTAL:</b>	<b>19</b>
	<b>TOTAL CORE + ELECTIVE:</b>	<b>21.5</b>		<b>TOTAL CORE + ELECTIVE:</b>	<b>23</b>
YEAR 4	7th & 8th Semester Courses (Rotations will vary with Clinical Assignments) (52 weeks – 44 weeks clinical experience)				
	Fall 2023/Spring 2024				
	<b>Required Clinical Courses (32 weeks/28 credits)</b>	<b>CREDIT</b>		<b>Electives (16 weeks/16-16.5 credits)</b>	<b>CREDIT</b>
CVM770 or 771s	Small Animal or non-SA Specialty/Referral	4	CVM775	Mixed Animal Practice	4
CVM770-A/B	Small Animal General Practice	4	CVM780 A-E	Elective Distributive Courses	4
CVM771-A	Small Animal Specialty/Referral Practice	4	CVM781 A-B	Elective Externships (2 weeks each)	4
CVM771-B	Specialty/Referral Practice	4	<b>CVM 782-SIH</b>	<b>Short In-House Electives (782's offered in B1 only)</b>	
CVM772	Small Animal Primary Care	4	CVM782-B	Canine Sports Medicine Elective	1.33
CVM773	Diagnostic Veterinary Medicine	2	CVM782-C	Equine Sports Medicine Elective	1.33
CVM774	Large Animal Rotation	4	CVM782-D	Swine Production Medicine	1.33
CVM778	Veterinary Imaging	2	CVM782-E	Poultry Health	1.33
			CVM782-F	Rural Large Animal Veterinary Practice	1.33
	<b>Required Ancillary Courses (8 weeks/4 credits)</b>		CVM782-H	Advanced Dentistry	1.33
CVM776	NAVLE Administration (off)	3	CVM782-I	Integrative Medicine	1.33
CVM777	Clinical Year Assessment	1	CVM782-J	Vet Business Management	1.33
	Self-Directed Study - Vacation (4 weeks)	0	CVM782-K	Introduction to Academic Veterinary Medicine	1.33
			CVM782-M	Nutritional Management of Small Animal Diseases	1.33
			CVM782-N	Clinical Year Boot Camp	2
			CVM782-O	Small Ruminant & Camelid Practice	1.33
			CVM782-P	Bovine Palpation	1.33
			CVM782-Q	Advanced Small Animal Orthopedics	1.33
			CVM782-R	Large Animal Clinical Practice Preparation	1.33
			CVM782-S	Small Animal Clinical Practice Preparation	1.33
			CVM782-T	Advanced Clinical Pathology	1.33
	*CVM 782 courses will be offered in Block 1 only		CVM784	DVTC Theriogenology Elective *Spring only	4
	<b>TOTAL Credits:</b>	<b>32</b>		<b>TOTAL Credits:</b>	<b>16-16.5</b>

LMU-CVM Curriculum Digest Summary

Year	Credits
YEAR 1	32
YEAR 2	37-42
YEAR 3	39-44.5
YEAR 4	48-48.5
<b>Total</b>	<b>156-167</b>

LMU-CVM Curriculum Digest-Class of 2023					
YEAR 1	1 <sup>st</sup> Semester Courses Fall 2019	CREDIT	YEAR 1	2 <sup>nd</sup> Semester Courses Spring 2020	CREDIT
CVM710	Veterinary Anatomy I	5	CVM712	Veterinary Histology	1
CVM711	Veterinary Physiology I	3	CVM720	Veterinary Anatomy II	5
CVM713	Parasitology	3	CVM721	Veterinary Physiology II	3
CVM714	One Health I	0.5	CVM723	Veterinary Infectious Disease	5
CVM715	Clinical Skills I	1	CVM724	One Health II	1
CVM716	Research Methods in Veterinary Medicine	0.5	CVM725	Clinical Skills II	1
CVM718	Professional Skills I	1	CVM728	Professional Skills II	1
CVM722	Veterinary Immunology	3	CVM769-G	Remote Delivery of Clinical Case Rounds Elective	0.5
	<b>TOTAL:</b>	<b>17</b>		<b>TOTAL:</b>	<b>17</b>
				<b>TOTAL CORE + ELECTIVE:</b>	<b>17.5</b>
YEAR 2	3 <sup>rd</sup> Semester Courses Fall 2020	CREDIT	YEAR 2	4 <sup>th</sup> Semester Courses Spring 2021	CREDIT
CVM730	Veterinary General Pathology	3	CVM732	Toxicology	1.5
CVM733	Clinical Pathology	3	CVM736	Veterinary Nutrition	2
CVM734	One Health III	2	CVM741	Veterinary Pharmacology	3
CVM735	Clinical Skills III	1.5	CVM743	Intro to Diagnostic Imaging	3
CVM737	Surgery - Intro/Principles	2	CVM744	One Health IV	1
CVM738	Professional Skills III	1	CVM745	Clinical Skills IV	1.5
CVM740	Veterinary Systemic Pathology	3	CVM746	Anesthesia & Analgesia I - Introduction	2
CVM769-M	Veterinary Disaster Medicine Elective	1	CVM747	Surgery II - Soft Tissue	1.5
			CVM748	Professional Skills IV	1
			CVM749	Integrated Diagnostics	1
			CVM764	Veterinary Dentistry	1
			CVM769-C	Veterinary Oncology Elective	1
			CVM769-D	Wildlife & Zoological Medicine Elective	1
			CVM769-O	Radiographic Interpretation Elective	1
	<b>TOTAL:</b>	<b>15.5</b>		<b>TOTAL:</b>	<b>18.5</b>
	<b>TOTAL CORE + ELECTIVE:</b>	<b>16.5</b>		<b>TOTAL CORE + ELECTIVE:</b>	<b>21.5</b>
YEAR 3	5 <sup>th</sup> Semester Courses Fall 2021	CREDIT	YEAR 3	6 <sup>th</sup> Semester Courses Spring 2022	CREDIT
CVM750	Small Animal Medicine I	4	CVM759	Introduction to Clinical Year	0.5
CVM751	Therigenology	2	CVM760	Small Animal Medicine II	4
CVM752	Food Animal Production, Medicine, & Surgery I	3	CVM761	Avian & Exotic Animal Medicine	1
CVM753	Equine Medicine & Surgery I	3	CVM762	Food Animal Production, Medicine, & Surgery II	3
CVM754	One Health V	1	CVM763	Equine Medicine & Surgery II	3
CVM755	Clinical Skills V	2	CVM765	Clinical Skills V	3.5
CVM756	Anesthesia & Analgesia II - Applications	0.5	CVM766	Practice Management	1
CVM757	Surgery III - Orthopedic	1.5	CVM768	Professional Skills V	1
CVM758	Professional Skills V	1	CVM769-H	Advanced Equine Diagnostic Procedures Elective	1
CVM769-L	Therigenology Elective	1.5	CVM769-K	Food Animal Elective	1
			CVM769-N	Interprofessional Teamwork in Global Health Elective	1
	<b>TOTAL:</b>	<b>18</b>		<b>TOTAL:</b>	<b>17</b>
	<b>TOTAL CORE + ELECTIVE:</b>	<b>19.5</b>		<b>TOTAL CORE + ELECTIVE:</b>	<b>20</b>
YEAR 4	7 <sup>th</sup> & 8 <sup>th</sup> Semester Courses (Rotations will vary with Clinical Assignments) (52 weeks - 44 weeks clinical experience)				
	Fall 2022/Spring 2023				
	Required Clinical Courses (32 weeks/28 credits)	CREDIT		Electives (16 weeks/16.5 credits)	CREDIT
CVM770 or 771s	Small Animal or non-SA Specialty/Referral	4	CVM775	Mixed Animal Practice	4
CVM770-A/B	Small Animal General Practice	4	CVM780 A-E	Elective Distributive Courses	4
CVM771-A	Small Animal Specialty/Referral Practice	4	CVM781 A-B	Elective Externships (2 weeks each)	4
CVM771-B	Specialty/Referral Practice	4	<b>CVM 782-SIH</b>	<b>Short In-House Electives: (782's offered in 81 only)</b>	
CVM772	Small Animal Primary Care	4	CVM782-B	Canine Sports Medicine Elective	1.33
CVM773	Diagnostic Veterinary Medicine	2	CVM782-C	Equine Sports Medicine Elective	1.33
CVM774	Large Animal Rotation	4	CVM782-D	Swine Production Medicine	1.33
CVM778	Veterinary Imaging	2	CVM782-E	Poultry Health	1.33
			CVM782-F	Rural Large Animal Veterinary Practice	1.33
	Required Ancillary Courses (8 weeks/4 credits)		CVM782-H	Advanced Dentistry	1.33
CVM776	NA&LE Administration (off)	3	CVM782-I	Integrative Medicine	1.33
CVM777	Clinical Year Assessment	1	CVM782-J	Vet Business Management	1.33
	Self-Directed Study - Vacation (4 weeks)	0	CVM782-K	Introduction to Academic Veterinary Medicine	1.33
			CVM782-M	Nutritional Management of Small Animal Diseases	1.33
			CVM782-N	Clinical Year Boot Camp	2
			CVM782-O	Small Ruminant & Camelid Practice	1.33
			CVM782-P	Bovine Palpation	1.33
			CVM782-Q	Advanced Small Animal Orthopedics	1.33
	*CVM 782 courses will be offered in Block 1 only		CVM782-R	Large Animal Clinical Practice Preparation	1.33
			CVM782-S	Small Animal Clinical Practice Preparation	1.33
			CVM782-T	Advanced Clinical Pathology	1.33
			CVM784	DVTC Therigenology Elective *Spring only	4
	<b>TOTAL Credits:</b>	<b>32</b>		<b>TOTAL Credits:</b>	<b>16-16.5</b>

LMU-CVM Curriculum Digest Summary

Year	Credits
YEAR 1	34 - 34.5
YEAR 2	34-38
YEAR 3	36 - 39.5
YEAR 4	48-48.5
<b>Total</b>	<b>152 -162.5</b>

**LMU-CVM Curriculum Digest-Class of 2022**

YEAR 1		1 <sup>ST</sup> Semester Course-Fall 2018	CREDIT	YEAR 1		2 <sup>ND</sup> Semester Courses-Spring 2019	CREDIT
CVM710	Veterinary Anatomy I		5	CVM712	Veterinary Histology		1
CVM711	Veterinary Physiology I		3	CVM720	Veterinary Anatomy II		5
CVM713	Parasitology		3	CVM721	Veterinary Physiology II		3
CVM714	One Health I		0.5	CVM723	Veterinary Infectious Disease		5
CVM715	Clinical Skills I		1	CVM724	One Health II		1
CVM716	Research Methods in Veterinary Medicine		0.5	CVM725	Clinical Skills II		1
CVM718	Professional Skills I		1	CVM728	Professional Skills II		1
CVM722	Veterinary Immunology		3	CVM769-G	Remote Delivery of Clinical Case Rounds Elective		0.5
<b>TOTAL:</b>			<b>17</b>	<b>TOTAL:</b>			<b>17</b>
<b>TOTAL CORE + ELECTIVE:</b>			<b>17.5</b>	<b>TOTAL CORE + ELECTIVE:</b>			<b>17.5</b>
YEAR 2		3 <sup>RD</sup> Semester Courses-Fall 2019	CREDIT	YEAR 2		4 <sup>TH</sup> Semester Courses - Spring 2020	CREDIT
CVM730	Veterinary Pathology I		3	CVM740	Veterinary Pathology II		3
CVM731	Basic Pharmacology		2	CVM741	Clinical Pharmacology		2
CVM732	Toxicology		1.5	CVM743	Intro to Diagnostic Imaging		3
CVM733	Clinical Pathology		3	CVM744	One Health IV		1
CVM734	One Health III		2	CVM745	Clinical Skills IV		1
CVM735	Clinical Skills III		1.5	CVM746	Intro to Anesthesia & Analgesia		2
CVM736	Veterinary Nutrition		2	CVM747	Surgery II		1.5
CVM737	Surgery I - Introduction I - Principles		1	CVM748	Professional Skills IV		1
CVM738	Professional Skills III		1	CVM749	Integrated Diagnostics		1
CVM769-G	Remote Delivery of Clinical Case Rounds Elective		0.5	CVM764	Veterinary Dentistry		1
CVM769-M	Veterinary Disaster Medicine Elective		1	CVM757	Surgery III - Soft Tissue		1.5
				CVM769-C	Veterinary Oncology Elective		1
				CVM769-D	Wildlife & Zoological Medicine Elective		1
				CVM769-G	Remote Delivery of Clinical Case Rounds Elective		0.5
				CVM769-N	Interprofessional Teamwork in Global Health Elective		1
<b>TOTAL:</b>			<b>17</b>	<b>TOTAL:</b>			<b>18</b>
<b>TOTAL CORE + ELECTIVE:</b>			<b>18.5</b>	<b>TOTAL CORE + ELECTIVE:</b>			<b>20.5</b>
YEAR 3		5 <sup>TH</sup> Semester Courses-Fall 2020	CREDIT	YEAR 3		6 <sup>TH</sup> Semester Courses-Spring 2021	CREDIT
CVM750	Small Animal Medicine I		4	CVM756	Anesthesia & Analgesia II - Applications		0.5
CVM751	Theriogenology		2	CVM759	Introduction to Clinical Year		0.5
CVM752	Food Animal Production, Medicine, & Surgery I		3	CVM760	Small Animal Medicine II		4
CVM753	Equine Medicine & Surgery I		3	CVM761	Avian & Exotic Animal Medicine		1
CVM754	One Health V		1	CVM762	Food Animal Production, Medicine, & Surgery II		3
CVM755	Clinical Skills V		2	CVM763	Equine Medicine & Surgery II		3
CVM758	Professional Skills V		1	CVM765	Clinical Skills VI		3.5
CVM769-L	Theriogenology Elective		1.5	CVM766	Introduction to Practice Management		1
				CVM767	Surgery IV - Orthopedic		1.5
				CVM768	Professional Skills VI		1
				CVM769-H	Advanced Equine Diagnostic Procedures Elective		1
				CVM769-K	Food Animal Elective		1
<b>TOTAL:</b>			<b>16</b>	<b>TOTAL CORE:</b>			<b>19</b>
<b>TOTAL CORE + ELECTIVE:</b>			<b>17.5</b>	<b>TOTAL CORE + ELECTIVE:</b>			<b>21</b>
YEAR 4		7th & 8th Semester Courses (Rotations will vary with Clinical Assignments) (52 weeks - 44 weeks clinical experience)					
		Fall 2021 / Spring 2022					
		Required Clinical Courses (32 weeks/28 credits)	CREDIT	Electives (16 weeks/16-16.5 credits)		CREDIT	
CVM770 or 771s	Small Animal or non-SA Specialty/Referral		4	CVM775	Mixed Animal Practice	4	
CVM770-A/B	Small Animal General Practice		4	CVM780 A-E	Elective Distributive Courses	4	
CVM771-A	Small Animal Specialty/Referral Practice		4	CVM781 A-B	Elective Externships (2 weeks each)	4	
CVM771-B	Specialty/Referral Practice		4	CVM 782-SH	Short In-House Electives (782's offered in B1 only)		
CVM772	Small Animal Primary Care		4	CVM782-B	Canine Sports Medicine Elective	1.33	
CVM773	Diagnostic Veterinary Medicine		2	CVM782-C	Equine Sports Medicine Elective	1.33	
CVM774	Large Animal Rotation		4	CVM782-D	Swine Production Medicine	1.33	
CVM778	Veterinary Imaging		2	CVM782-E	Poultry Health	1.33	
				CVM782-F	Rural Large Animal Veterinary Practice	1.33	
				CVM782-H	Advanced Dentistry	1.33	
CVM776	NAVLE Administration (off)		3	CVM782-I	Integrative Medicine	1.33	
CVM777	Clinical Year Assessment		1	CVM782-J	Vet Business Management	1.33	
	Self-Directed Study - Vacation (4 weeks)		0	CVM782-K	Introduction to Academic Veterinary Medicine	1.33	
				CVM782-M	Nutritional Management of Small Animal Diseases	1.33	
				CVM782-N	Clinical Year Boot Camp	2	
				CVM782-O	Small Ruminant & Camelid Practice	1.33	
				CVM782-P	Bovine Palpation	1.33	
				CVM782-Q	Advanced Small Animal Orthopedics	1.33	
				CVM782-R	Large Animal Clinical Practice Preparation	1.33	
				CVM782-S	Small Animal Clinical Practice Preparation	1.33	
				CVM782-T	Advanced Clinical Pathology	1.33	
				CVM784	DVTC Theriogenology Elective *Spring only	4	
<b>TOTAL Credits:</b>			<b>32</b>	<b>TOTAL Credits:</b>			<b>16-16.5</b>

**LMU-CVM Curriculum Digest Summary**

Year	Credits
YEAR 1	34 - 34.5
YEAR 2	35 - 39
YEAR 3	35-38.5
YEAR 4	48-48.5
<b>Total</b>	<b>150 -161.5</b>



## APPENDIX C: CLINICAL YEAR

### OBJECTIVES FOR THE CLINICAL YEAR

The clinical courses are supervised clinical experiences designed to further your knowledge in specific areas of veterinary medicine. You will be given the opportunity to assume broader clinical responsibility under the supervision of an experienced veterinarian. Your off-site learning experiences will offer an abundance of “real-world” learning opportunities. This active, experiential learning creates a natural extension from your pre-clinical education into clinical education and, ultimately, into professional practice. Through your elective clinical courses, you will be able to further explore learning experiences consistent with your career objectives. Ultimately, the goal of the clinical year experience is to allow for development of skills to become a competent, confident veterinarian and compassionate problem solver who is prepared to bring entry-level skills to the greatest profession on earth.

All students are held to the highest professional standards regarding truthfulness in word and deed regarding academic and clinical matters throughout their education. Honesty and integrity are among the most valued traits of a veterinarian, and each student is expected to assume personal responsibility for these traits. Academic dishonesty includes cheating, plagiarism, using unauthorized resources during examination(s), and signing another person’s name to an attendance or examination document. The Student Ethics and Honor Code of the LMU-CVM is to be upheld throughout the clinical year. Failure to uphold the Student Ethics and Honor Code may result in disciplinary action up to and including dismissal.

### IMPLEMENTATION OF THE CURRICULUM

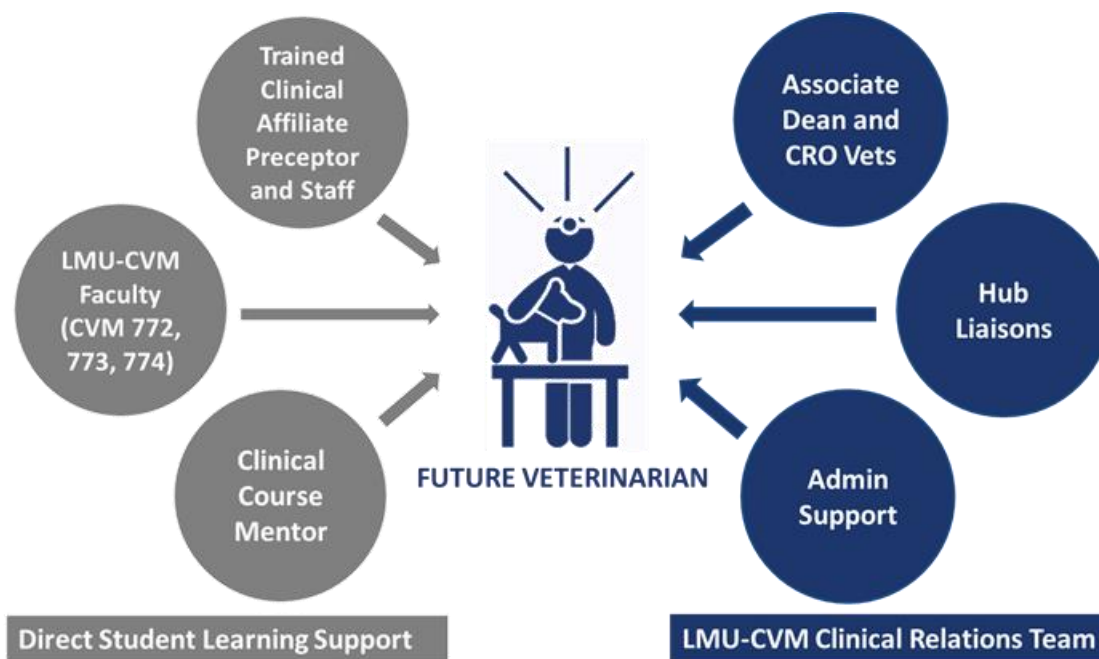
The LMU-CVM entrusts its dedicated clinical site affiliate partners to educate, train, supervise and evaluate students for excellence in veterinary practice. The clinical site affiliate preceptors will implement the curriculum in a manner that balances the learning needs of the students and the educational resources available to the site. To enhance learning, clinical site partners are encouraged to use a variety of teaching techniques, including observation, monitored participation, video and audio recordings, on-line resources, readings, individual discussions, and presentations by students, faculty, and others. Specific curricular expectations, in the form of course syllabi with learning objectives, are available to each student, and each clinical site. Course syllabi are available to students on Black Board and the LMU Team Site.

Non-clinical experiences (e.g. hospital committees, business reviews, performance development, community participation, etc.) are important for students to help them understand and appreciate the full spectrum of activities expected and opportunities available to graduate veterinarians.

Administration of the clinical curriculum is led by the Office of Clinical Relations and Outreach (CRO) and falls into three primary areas:

- i. Clinical Relations and Outreach – relationships with clinical affiliates and site training is led by the Associate Dean for Clinical Relations and the Clinical Relations and Outreach team.
- ii. Clinical Academic Program – Along with the Clinical Relations and Outreach team, course outcomes are supported by LMU-CVM faculty members that are Clinical Course Mentors (previously called Clinical Course Directors). The Clinical Course Mentors support and mentor students’ academics during the clinical year. The Hub Liaisons (previously called Hub Coordinators) regularly visit students, preceptors and staff at secondary instructional sites during core rotations. The Clinical Relations and Outreach team is involved in the oversight and management of the academic program.

- iii. Logistics – course scheduling, E\*Value™ administration, and evaluations are led by the staff of the Office of Clinical Relations and Outreach.



Students should refer to blackboard for further information describing the oversight of the clinical year.

## ASSESSMENT AND EVALUATION

All rotation specific grading practices are captured in the individual course syllabi. Please use them as references.

4<sup>th</sup>-year clinical rotations are graded on a pass-fail basis. Rotations at primary sites (where LMU faculty are the preceptors assessing the students) use a passing grade of 70%. To allow for the lack of uniformity in assessments at other clinical affiliate sites such as secondary instructional sites (SIS) and elective locations (where consistent preceptor evaluations are not possible because of the number of sites involved), the passing grade for a clinical rotation is 60%.

Skills and competencies being assessed vary, depending on the objectives of the rotation, and whether it takes place at a primary site, a SIS requiring a Capstone project, an SIS being used as an elective, etc. Please refer to the specific course syllabus for further details on the criteria used as assessment standards for a particular clinical rotation course.

## USE OF RIME SCALE AS PART OF COURSE GRADE AND CLINICAL YEAR PROGRESSION

The RIME schema is used to assess competencies in the 4<sup>th</sup>-year curriculum. It describes four cognitive levels that reflect common stages in the development of medical skills. The RIME mnemonic aids in the retention of information for the clinical preceptor and student with the letters corresponding to: R – Reporter (Beginner), I – Interpreter (Advanced Beginner), M – Manager (Competent for stage of training), and E - Educator (Proficient) (see *Blackboard* and course syllabi for more information on the RIME schema). As the student progresses through the Clinical Year, the student will gain knowledge and experience. It is therefore expected and required that their RIME scale scores mirror that progression.

In the first four (4) rotations (first third of the clinical year) the student participates in: Students shall achieve “I” level or greater in at least 50% of their measured areas by the end of the fourth rotation.

Failure to meet this benchmark shall result in the following a phone conversation (documented) with the ADCRO and Dean. The conversation will set the expectation for the student's performance to improve. An assessment of the student's needs (academic, counseling resources, etc) will also be made during this conversation.

In the second four (4) rotations (second third of the clinical year) the student participates in: Students should no longer receive any score below an "I" (No "R") rating. They shall also achieve "M" or higher in at least 50% of their measured areas by the end of their eighth rotation. Failure to meet this benchmark shall result in the following:

1. The student will come before the SPC (virtually or in-person)
2. The SPC may elect to have the student do one of the following:
  - A. Repeat one of the last three clinical rotations: 1) repeat the rotation they did most poorly on or 2) repeat the rotation at a different site.
  - B. Complete a two-week "rotation" focused on a competency that was demonstrably deficient.
  - C. Elect no ramifications based on extenuating circumstances.
3. The student must achieve an average of "M" or greater on all the measured competencies on the repeated rotation.

By the end of the 12<sup>th</sup> and final rotation, the average for all competencies across the entirety of the clinical year should be at a minimum of "M" level or greater. Failure to meet this benchmark shall result in the following:

1. The student will come before the SPC (virtually or in-person)
2. The SPC may elect to have the student do one of the following:
  - A. Repeat one of the clinical rotations: 1) repeat the rotation they did most poorly on or 2) repeat the rotation at a different site.
  - B. Complete a two-week "rotation" focused on a competency that was demonstrably deficient.
  - C. Elect no ramifications based on extenuating circumstances.
  - D. Recess to repeat the clinical year.
  - E. Dismissal from the program.
3. The student must achieve an average of "M" or greater on all the measured competencies on the repeated rotation.

## LEARNING OBJECTIVES FOR THE CLINICAL YEAR

1. Professional Communication
  - A. Communicate effectively with clients, colleagues, veterinary staff, referring veterinarians, stakeholders and others to plan, execute, and evaluate treatment and ensure compliance using ancillary aids if necessary.
  - B. Understand the needs and preferences of different clients.
  - C. Discuss with the client a range of options for treatment and be aware of financial implications of recommendations.
  - D. Explain the process of euthanasia and the implications/acceptance of other invasive procedures and provide compassionate care and grief management appropriate to the situation.

- E. Be able to communicate with other team members - particularly technicians, as well as other staff within the practice (treatment directives as an example).
  - F. Communicate and respond to information available to the public (internet/ pamphlets).
  - G. Communicate recent medical advances with clients.
2. Complete Medical Records
    - A. Maintain records (examination and progress reports, surgical reports, anesthesia records, treatment and diagnostic plans, drug logs, herd consultation reports, etc.) in accordance with minimum standards. Emphasize the importance of why we keep medical records (consequences of a poor health record).
    - B. Recognize the confidentiality of records and demonstrates care to protect the client's rights with respect to privacy.
  3. Animal Welfare and Occupational Health and Safety
    - A. Actively contribute to, promote the safety and protection of health and welfare of clients, coworkers, and self, and ensure human safety in animal handling, equipment use and biosafety.
    - B. Actively contribute to, and promote the welfare and wellness of the patient/herd through education (of client and general public), communication, and animal husbandry.
    - C. Use appropriate restraint required to allow performance of physical examination, diagnostic testing and treatment including physical restraint and chemical restraint.
  4. Life-Long Learning
    - A. Critically evaluate the scientific literature to be able to select diagnostic and treatment options for their patients.
    - B. Practice evidence-based medicine whenever possible.
    - C. Search or review medical records and scientific resources to retrieve information relative to patient management or case review.
    - D. Show a desire to learn new technology and systems.
    - E. Engage in self-study to improve understanding of cases and management systems to enhance the practice experience. Present this information in rounds.
    - F. Recognize the importance of conducting clinical research.
  5. Good Business Practices
    - A. Demonstrate an understanding of the business issues related to practice type, including client care, veterinary compensation, utilizing support staff, inventory management, relationships with industry, and service delivery.
  6. Professional Ethics
    - A. Work with clients, staff, patients and colleagues with professional courtesy and in accordance with privacy legislation.
    - B. Represents the veterinary profession with integrity.
    - C. Demonstrates ability to work in a team.
    - D. Adheres to regulatory guidelines of professional veterinary associations.
    - E. Implementation and understanding of the AVMA ethical standards.
  7. Therapeutics and Health Care Planning

- A. Shows ability in proper drug selection, dose selection and calculation, prescription and administration routes for treatment of common diseases and conditions for individuals and herds.
  - B. Formulate and implement a preventative health program for a variety of animal species of different ages and backgrounds and is able to provide rationale for choices.
  - C. Understands appropriate pharmaceutical storage and handling for the commonly used drugs and control drugs in practice.
  - D. Knows how to find and apply drug withdrawal times when necessary.
  - E. Advise clients in drug administration, handling and safety (potentials for drug abuse).
8. Anesthesia and Pain Management
- A. Plan, calculate correct dosing, and administer sedation, local and general anesthesia and appropriate pain management to allow safe conduct of necessary procedures.
  - B. Utilizes available pharmaceuticals to achieve appropriate analgesia in a variety of species and situations.
9. Surgical Ability
- A. Performs surgical and dental procedures commonly encountered in primary care practice utilizing sterile technique, appropriate tissue handling skill, and post-surgical care.
10. Activity/Outcome-Based Nutrition
- A. Demonstrates ability to calculate food and water requirements for a variety of species, ages, disease states and production expectations.
  - B. Understand the interaction between nutrition and health affecting productivity and animal welfare.
  - C. Makes dietary recommendations based on client and animal needs.
11. Common Disease Knowledge
- A. Demonstrates knowledge of common infectious and zoonotic diseases.
  - B. Demonstrates the ability to diagnose, treat and control common health problems including infectious and zoonotic diseases in companion animal species (includes a knowledge of reportable diseases and the appropriate steps to involve the health authorities, and appropriate diagnostics).
  - C. Demonstrates biosafety and biosecurity practices in limiting disease transmission between individuals and herds.
  - D. Recognizes regulatory issues related to public and animal health.
12. Evidence-Based Problem-solving
- A. Acquires individual or herd history, perform a physical exam noting all abnormalities, formulate a problem list noting significance of issues and owner needs.
  - B. Create a diagnostic plan and perform diagnostic tests in an orderly step-wise fashion. Integrates diagnostic findings and response to therapy with historical and clinical findings in order to confirm the diagnosis and revise the diagnostic plan.
  - C. Recognizes personal and practice limitations in providing health care and coordinate referral.

## SCHEDULING AND SITE SELECTION

Please refer to Blackboard for details on scheduling and site selection. For a listing of current Clinical Affiliates please utilize E\*Value . In general, students design their fourth year scheduled during the fall of third year. They may consult with a career advisor at this point. The list of career advisors is maintained in the Office of Student Services and Admissions. The schedules are turned into the Office of Clinical Relations and Outreach at the end of fall semester of third year for optimization. Students receive their schedules early in spring semester of third year. It is imperative that students follow the guidelines set forth by the CRO team as to how they go about contacting their clinical year sites.

Elective distributive courses must be selected with the approval of the Office of Clinical Relations and Outreach in any discipline, in any facility, which meets LMU-CVM clinical site criteria. A list of pre-approved elective distributive courses experiences is found in E\*Value™. Students are encouraged to schedule elective clinical courses in a variety of sites to further explore opportunities for graduate veterinarians, as well as to further build confidence in areas of professional interest. If an elective distributive course is not pre-approved and found in E\*Value™, the elective distributive course may be submitted by the student for approval.

## NAVLE INFORMATION – OBTAINING A LICENSE TO PRACTICE

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\*\*\* Information found on the official ICVA NAVLE website supersedes all information noted elsewhere in this document pertaining to the NAVLE®. \*\*\*

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It is the students' responsibility to familiarize themselves on what is required to register for the North American Veterinary Licensure Examination (NAVLE). **Passage of the NAVLE is required in order to obtain a veterinary license to practice veterinary medicine in North America.** The process to register, schedule, pay, and sit for the NAVLE is summarized here: <https://www.icva.net/navle/>.

In general, there can be no more than ten (10) months from the end of the testing cycle window and the expected graduation date of a senior/4<sup>th</sup> year student enrolled in an AVMA accredited veterinary program. Three states (California, Texas, and New York) only allow an eight (8) month separation between the close of testing and graduation. Regardless, utilizing the 8- or 10-month graduation window, those students scheduled to graduate from LMU-CVM in May are expected to take the NAVLE for the first time during the fall window.

Students must complete their entire NAVLE application prior to the published deadlines. LMU-CVM does not have the ability to assist students in deadline extension. It is recommended that you start working on your NAVLE and licensing application at least 2 months prior to the deadline. The deadline is usually around late July/early August to register for the fall NAVLE administration.

The LMU-CVM curriculum provides a three-week block known as the NAVLE block (CVM-776 is a 3-credit required course) for students to complete preparations and sit for the NAVLE. The requirements of the NAVLE block course include registering for the Fall administration of the NAVLE, completion of a NAVLE Self-Assessment exam through ICVA, and coursework in a NAVLE preparation program such as VetPrep® or Zuku®. Details and any other requirements for the course are listed in the CVM-776 syllabus.

It is expected that the student will register and schedule to take the NAVLE during the three-week designated NAVLE block time, so no clinical rotation time is lost due to testing. If a student is not able to sit for the examination during the Fall NAVLE block, but takes it during a clinical rotation, the student

must request a leave of absence for the date they will take the examination. The procedure to request a leave of absence is explained elsewhere in this handbook.

Some states process their professional licenses directly through the International Council for Veterinary Assessment (ICVA), while others require a reporting of the NAVLE scores to the state board for professional licensing. Depending on the state in which the student wishes to be licensed, the student may need to apply directly to the state for licensing. For those states, two applications are required in order to apply the NAVLE scores to licensing. The first application is to the ICVA to register for the NAVLE itself. The second application is to the state or state-approved licensing entity (if it is not the ICVA). For more information on individual state requirements or to apply for a license through the ICVA, visit this link: <https://www.icva.net/licensing-boards/>.

## POST GRADUATE TRAINING

Your clinical year experience may bring you an exciting career opportunity such as a position with the clinical site you are rotating through or a valuable recommendation for another veterinary position such as a clinical position, internship or residency. Treat all rotations as a potential job interview. Veterinary medicine is a small profession, and even if you do not wish to work at a clinical site you are doing a rotation at, there is a possibility that the preceptor at that location may know a veterinarian elsewhere where you are looking for a position.

Students interested in post-graduate training, such as an internship, should work with their faculty mentors to explore options. The office of the Associate Dean for Professional Development and Career Services maintains and releases information on post-graduate training opportunities.

## CURRICULUM STRUCTURE – CLINICAL YEAR

The clinical year of the LMU-CVM veterinary program includes semesters 7 and 8 of the curriculum with 44 weeks of clinical experience. These 44 weeks are comprised of 28 weeks of core rotations, and 16 weeks of elective rotations. Additionally, there are 3 weeks allotted to the NAVLE® Block and 4 weeks allotted to a Self-Directed Study block. The final week of the clinical year is Commencement Week that is held on the LMU campus prior to commencement.

Clinical courses are classified as delivering core or elective curriculum. Core curriculum courses are required and assigned by the Office of Clinical Relations and Outreach and cannot be changed by the student. Clinical year core curriculum is provided at **Primary Instructional Sites (Primary)** where LMU-CVM faculty oversee students (CVM 772, CVM 773/778 & CVM 774). In addition, clinical year core curriculum is provided at **Secondary Instructional Sites (SIS)** by trained clinical affiliate personnel with additional support and oversight by LMU-CVM employees (Hub Liaisons, Clinical Course Mentors and the Office of Clinical Relations and Outreach). SISs deliver core curriculum in small animal general practice and specialty/referral rotations (CVM 770 & CVM 771 and CVM 771S and when these sites are electives). A list of clinical affiliate locations delivering core curriculum is found in E\*Value and designated as “Primary” or “SIS” in the site title.

Clinical year elective courses total 16 weeks. Elective rotations must be either 4 weeks or 8 weeks in length (8 weeks at specialty referral practices), except for externships. Students may schedule two 2-week externships into one 4-week block. Longer rotations are possible with approval by the Office of Clinical Relations and Outreach. Students are NOT permitted to schedule more than 4 weeks at any one general practice location (CVM770). Dates for elective rotations proposed by students **must** align with the LMU-CVM clinical year calendar.

**Syllabi for clinical year courses are available on MyLMU and on Blackboard** at [https://lmunet.blackboard.com/webapps/portal/execute/tabs/tabAction?tab\\_group\\_id=21](https://lmunet.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_group_id=21).

## **SUMMARY – 52 week year**

44 weeks of evaluated clinical year experiences

4 weeks of non-credit self-directed study

3 weeks for NAVLE® test taking and self-directed study

1 week prior to commencement to provide program feedback and meet with financial advisors

## **Clinical Year Curriculum:**

### ***CORE Curriculum – all students take***

#### **Primary Instructional Sites – LMU-CVM faculty supervise students (12 weeks)**

1. CVM 772 – Small Animal Primary Care (4 weeks)
2. CVM 773 – Diagnostic Medicine (2 weeks)\*
3. CVM 774 – DVTC Rotation (4 weeks)
4. CVM 778 – Diagnostic Imaging rotation (2 weeks)\*

\*taken back-to-back with one 4-week block

*NOTE that virtual delivery versions of CVM 772, 773, and 774 may also fulfill these requirements*

#### **Secondary Instructional Sites – LMU-CVM visited and trained locations (8 weeks)**

5. CVM 770 - Small Animal General Practice (4 weeks)
6. CVM 771 – Small Animal Specialty/Referral Practice (4 weeks)

#### **Secondary Instructional Sites – LMU-CVM visited and trained locations (8 weeks)**

##### **Selective**

7. CVM 771S – Specialty Practice (4 weeks) – Small Animal, Large Animal, Equine or Other
8. CVM 770 or CVM771S (4 weeks)

#### **NAVLE® block (3 weeks)**

CVM 776 NAVLE® Administration (3 weeks)

#### **Commencement Week (1 week)**

CVM 777 Clinical Year Assessment (1 week)

## ***ELECTIVES***

### **Electives (16 Weeks)**

CVM 775E – Mixed Animal Practice (4 weeks)

CVM 780 – Student Proposed Electives (4 weeks)

CVM 781 – Student Proposed Externships (2 weeks) – maximum of 2

CVM 782 – Elective courses on LMU campus

CVM 783 – DVTC Small Animal Elective (4 weeks)

CVM 784 – DVTC Theriogenology Elective (4weeks)

Repeat of any Primary Instructional Site rotation and/or select a Secondary Instructional Site Rotation (CVM 770E, CVM771E, CVM771SE, CVM772E, CVM773E, CVM774E)

## Externships

Up to two 2-week externships may be taken in place of one four-week clinical year elective. Externships dates must align with the LMU-CVM clinical block schedule in order to be considered as a possible clinical year experience for students. The self-directed study block (vacation) may be used to align those rotations that straddle the LMU-CVM clinical calendar.

## Elective Rotation and Externship Proposal Process

Elective course sites may be proposed in any discipline, in any facility, which meets LMU-CVM clinical site criteria. A list of pre-approved elective course sites are found in E\*Value™. Students are encouraged to schedule elective clinical courses in a variety of sites to further explore career opportunities and to further build confidence in areas of professional interest. If an elective course site is not pre-approved (not found in E\*Value™), the elective course site may be submitted to the Office of Clinical Relations and Outreach (OCRO) by the student for approval. The procedure to have an elective course site approved by LMU-CVM is described elsewhere. A video on the process, and the form for submission, can both be found on the home page of E\*Value. A minimum of 30 days is required prior to scheduling for students to have an elective course site approved by the OCRO. Students should seek permission from elective course site for multiple clinical year blocks to be approved in order to increase the likelihood of the student being scheduled at the site during the scheduling process. Numerous veterinary facilities are listed on E\*Value™ that have been previously approved, but that require students to apply directly to the site. These are designated in E\*Value™ by “Student Must Apply.”

Options for elective distributive clinical courses include:

- **Elective clinical course sites** - These rotations may include experiences in zoo medicine, wildlife, oncology, nutrition, behavior, avian/exotics, cardiology, dermatology, neurology, ophthalmology, rehabilitation, theriogenology, nuclear medicine, additional core clinical courses, chiropractic, holistic, porcine, poultry, small ruminant, camelids, equine surgery, corporate practice back office, marine aquarium, fish, government roles, animal law, regulatory, public health, research, association leadership, or other subject that meets the student’s career objectives,
- **International Rotations** - Students in good standing may, with the permission of the Associate Dean of Clinical Relations and Outreach, schedule elective distributive international clinical courses for up to 8 weeks. The supervising veterinarian must be licensed and in good standing within the host country. Students are solely responsible for obtaining appropriate visa and immunizations or other requirements, including, but not limited to, veterinary liability insurance and personal health insurance. International clinical courses must be approved by the Office of Clinical Relations and Outreach at least 60 days in advance,
- **Research Elective Course**- Students will conduct scholarly research under the supervision of a faculty member. Projects may be related to the basic sciences, clinical sciences, or to an environmental health issue involving veterinary medicine. Multiple 4-week elective blocks may be scheduled for research. The course must be approved by the Associate Dean of Clinical Relations and Outreach.
- **Competitive application electives** – Students may refer to the LMU-CVM Clinical Site menu or other references for competitive opportunities through such organizations as the USDA, Smithsonian, various zoos, AVMA, and others. Approval by the Associate Dean of Clinical Relations

and Outreach is required prior to submitting applications. Because curricular requirements must be met in order to graduate, meeting curricular requirements takes precedence during the scheduling process.

## Capstone Project

A minimum of four (4) of the student's clinical year rotations take place at secondary instructional sites, each one being 4 weeks in duration. Of these, **three** rotations will require the completion of a Capstone Project.\* The Capstone topics are varied and can include subjects such as a detailed case report, an analysis of data collected on a particular set of cases, etc., (refer to the [Capstone Examples](#) list at the end of this section, as well as the specific core course syllabi, for further information). It may be verbal (such as a presentation, with or without handouts or a PowerPoint) or written. A rubric for evaluating the Capstone is available for students to review on E\*Value.

## CLINICAL YEAR ATTENDANCE GUIDELINES

**Attendance Requirements:** Attendance expectations is outlined in each course syllabi and by each individual course site. In general, attendance is mandatory for daily clinical responsibilities, including after-hours duty assignments. Students should be prepared to attend during regular clinic hours; weekend and holidays when the student has case responsibilities; as well as evening, weekend and holiday treatment assignments, emergency duty assignments; or intensive care duty assignments. Student clinical responsibilities, expectations and scheduling will be discussed with the student during orientation at the clinical affiliate site. It is the student's responsibility to understand their responsibilities, expectations and scheduling during the rotation. Failure to attend to rotation activities may result in course failure.

The start date and time for each rotation will be determined by the rotation and individual clinical affiliate.

### General Guidelines

- a. LMU-CVM maintains, and each student must recognize, that fulfillment of the academic program is the top priority in our program, and that it is your responsibility as a student to ensure you fulfill all clinical course requirements. Failure to do so may result in your inability to graduate on time.
- b. You are expected to complete a MINIMUM of 35 hours of clinical time per week, every week, for every block you complete.
- c. For discussion purposes, 6 Blocks makes up 1 Semester. That means that your 12-Block clinical year equals a total of 2 semesters (1-6 is first semester, 7-12 is second semester).
- d. One of your blocks is for your vacation/self-directed study.
- e. For any day you are not physically at your affiliate site when you are scheduled to be, you must submit an Absence Request (AR) via eValue.
- f. Besides your vacation time, you are allowed 3 Personal Days per Semester
  - a. Personal days can be used for planned events. You are expected to work in advance and complete your AR with your preceptor.
  - b. These personal days can also be used for unplanned events such as illness, in which case you submit your AR as soon as possible after the absence has occurred.

- c. You may only take 1 personal day in any given block.
- d. A Personal day does not have to be made up so long as:
  - a. It is one of the three personal days you are allowed to take that semester
  - b. You did not take any other day off during that particular block. If more than the allowed single personal day is taken in a given block, the time must be made up in hours during that rotation block.
- g. To clarify, if a student uses all 3 Personal Days in a Semester, any subsequent absences are considered unexcused, and the time taken on the rotation must be made up during that rotation.
- h. If you are submitting an Absence Request for time which must be made up at that site, you are required to include a plan showing how you will make up the time.
  - a. If the time cannot be made up in that rotation, such as for a prolonged illness or other extreme event, then the entire rotation must be repeated.

### **Planned Absence Days (For example: job interviews, conferences, NAVLE® test taking)**

- a. As described above, a maximum of ONE (1) personal absence day may be taken in a given 4-week clinical rotation block for a planned absence, for a maximum of 3 days in the first 6 rotations, and a maximum of 3 days in the last 6 rotations
- b. Planned absences will be scheduled *at least 3 weeks* before the date of the planned absence.
- c. Planned Absence days will require the approval of the clinical affiliate site representative or primary instructional site course director and the Office of Clinical Relations and Outreach. Prior to submitting the absence form, available on Blackboard to the Office of Clinical Relations and Outreach, students should discuss a make-up plan for the missed time with the clinical site representative, and outline this on the absence form. A link will then be sent to the preceptor for approval of the request.
- d. No planned absence days are allowed on the first day of a rotation.
- e. If a student must schedule to take the NAVLE® during a clinical rotation block, the student must use a planned absence day. Students are required to request a leave of absence in order to take the NAVLE® if they will be taking the NAVLE® outside of the 3-week NAVLE® Administration block. A copy of the student's Scheduling and Admissions Permit must be provided with the Absence Request Form in order for a student's request for time off to take the NAVLE ® to be considered.

### **Unplanned Absence Days (For example: illness and emergencies)**

- f. Students will use a personal absence day for unplanned events such as illness, a family emergency or a death in the family.
- b. For absences for illness that require missing 3 or more days of a rotation, medical documentation will be required. The note will need to be provided from the student's health care provider. Before restarting the program, a note from the student's health care provider must be provided stating that the student is healthy and able to participate in the LMU-CVM clinical year veterinary program.
- c. Students must provide evidence of the need for an unplanned absence after the fact.

- d. Students must complete the absence request form as soon as they know of an absence. Students must still discuss a make-up plan for the missed time with the clinical site representative, and outline this on the document, identical to what happens with a planned absence. A link will then be sent to the preceptor for approval.

### **Unexcused Absences**

- a. All absences other than absences described above are considered Unexcused Absences.
- b. The ability to make-up an unexcused absence is at the discretion of the Course Director/Preceptor and Office of Clinical Relations and Outreach.
- c. Students with Unexcused Absences will be required to meet with a member of the Clinical Relations and Outreach team. Potential outcomes for having an unexcused absence include: making up the missed work, remediation, failure of the rotation, or a combination of these outcomes, up to and including dismissal from the LMU-CVM program.

### **Make-up dates/hours for Planned and Unplanned Absences**

- a. Students must coordinate make-up dates with the clinical affiliate (secondary instructional sites or electives) or course director (primary instructional sites) to make-up any missed days/hours (if allowed). Students must notify the Office of Clinical Relations and Outreach of the planned make-up schedule on the LOA form.
- b. Any absence in excess of 3 days in a given block period (Blocks 1-6 and Blocks 7-12) must be made up. With the approval of the clinical affiliate at secondary instructional sites or electives, or the course director at the primary instructional location, the student may make-up missed time, by working extra hours during a given calendar week so as to still work a minimum of 35 hours a week in a given seven day calendar period (Sunday - Saturday). The Office of Clinical Relations and Outreach must also approve the planned make-up schedule. This should be outlined in the absence request form.

### **Miscellaneous**

- a. Any request for absences that are beyond the scope of personal absence days (Planned and Unplanned) described above is to be submitted in writing to the Office of Clinical Relations and Outreach for consideration as soon as possible.
- b. For medical appointments not exceeding 4 hours over the course of a rotation, the missed time will not require the use of a personal absence day and will not need to be made up.
- c. When more than one medical appointment is required in any one rotation block, the student should contact the Office of Clinical Relations and Outreach ([LMUCVM.ClinicalRelations@LMU.net](mailto:LMUCVM.ClinicalRelations@LMU.net)), and provide a note from the student's health care provider stating that the student is able to participate in the LMU-CVM clinical year veterinary program.
- d. Students should confirm with the clinical affiliate supervisor during their orientation that the last Friday of the rotation will be a half day.

## RISK MANAGEMENT

**Liability coverage** for clinical activity is maintained by LMU-CVM for each LMU-CVM student on approved clinical courses while the student is directly under the supervision of the assigned clinical site supervisor or designee in the U.S. and Canada. The liability coverage does not apply to any unsupervised student clinical activity or to a student's activity outside of an approved clinical course for academic credit (such as during a weekend or student self-directed study block). The liability coverage only extends to learning experiences scheduled by the Office for Clinical Relations and Outreach. Should you or your clinical affiliate request proof of coverage, please email the Office of Clinical Relations and Outreach ([LMUCVM.ClinicalRelations@LMU.net.edu](mailto:LMUCVM.ClinicalRelations@LMU.net.edu)) and put "Proof Of Liability Request) in the Subject Line to request a copy of proof of liability coverage.

Should a student wish to take part in clinical activities over a weekend or during a self-directed study block, it is recommended they apply for liability coverage through the AVMA (a student discount may be available for SAVMA members). Visit <https://www.avmaplit.com/students/> for more information.

### Student Accident Reporting

Due to the inherent dangers within the profession, injury is always a possibility and every effort must be made to minimize danger and maximize safety for self and others. Students must utilize their veterinary training to properly and humanely approach and restrain animals to avoid both personal injury and injury to personnel or patients. Students are expected to apply the principles of animal behavior learned throughout the pre-clinical curriculum to ensure the safety of themselves, others around them and their patients.

If an injury occurs during a clinical rotation, and the injury requires medical attention beyond first aid, the student should immediately obtain help from either 911 or the closest hospital/urgent care facility. Students must complete the Student Report of Accident/ Injury Form found, a downloadable copy of which can be found on the forms page on [Blackboard](#), as soon as possible. Additional forms may need to be completed.

### Change Of Address

It is important that the Office of Clinical Relations and Outreach be kept up to date on each student's current contact information. Failure to promptly report a change in name, mailing address, telephone number, or other contact information can result in failure to receive information important to the successful completion of clinical rotations. It is the responsibility of the student to supply current and timely contact information. This information must be updated by the student in the student's E\*Value™ record. It is the student's responsibility to provide LMU-CVM with the approval to contact the student's emergency contact person by signing and returning the appropriate documentation.

\*\*Any references to Blackboard in this section can be found at [www.lmunet.blackboard.com](http://www.lmunet.blackboard.com) within the course or area described.

## APPENDIX D: LMU INSTITUTIONAL REFUND POLICY

### REFUND OF INSTITUTIONAL TUITION, ROOM AND BOARD CHARGES

LMU operates with an annual budget developed through advance planning built around the institutional mission and goals, including financial obligations to faculty and others who provide necessary services essential for operation. In the event a student drops one or more classes, withdraws, or is administratively dismissed from the University for disciplinary or financial reasons after registration is completed and prior to the end of a semester of enrollment, the student's eligibility for a refund of tuition and/or room and board will be pro-rated as indicated by this refund policy. A student must complete a Change of Schedule form, obtained from the Office of the Registrar for dropping one or more classes. Any situation in which all classes are dropped is considered to be a withdrawal from the University. Any notification of withdrawal and a request of refund must be made in writing. Should the student fail to officially withdraw, all semester charges will become immediately due and payable.

The official withdrawal process begins in the Office of the Registrar. A withdrawal form must be completed and all the necessary signatures obtained. Oral requests do not constitute *official notification*. The official date of withdrawal used to compute the refund is the date that the Registrar's Office physically receives the form. Applicable institutional charges for fall and spring semesters will be refunded according to the following schedule:

#### REFUND SCHEDULE

During the first week of the semester	100%
During the second week of the semester	75%
During the third week of the semester	50%
During the fourth week of the semester	25%
After the fourth week of the semester	0%

No refund of institutional charges will be made after the fourth week of the semester.

Refund schedules pertaining to summer and mini terms are adjusted to the varying length of the terms. They appear in the *Class Schedule* published for the given term.

Room and board fees will not be refunded to any student who withdraws from campus residency but remains enrolled at LMU during the semester or term.

#### REFUND OF FINANCIAL AID

The Return of Title IV Funds (federal). Federal Regulations determine 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, Federal PLUS loans, Federal Perkins Loans and Federal Direct Stafford Loans. The policy states that up through the 60% point in each semester a pro-rata schedule will be used to determine how much Title IV aid the student has earned. For example, if the student has attended 31% of the enrollment period, the student has earned 31% of his/her Title IV aid, and 69% of the aid must be returned to the federal government. After the 60% point in the semester, the

student has earned 100% of the aid for which the student was eligible. Additional information on the return of Title IV funds may be obtained from the Financial Aid Office.

### REFUND OF HOUSING RESERVATION AND DAMAGE DEPOSIT

The housing reservation and damage deposit is refundable at the end of the student's tenure in campus housing provided no damage or loss has occurred in the student's room as indicated by a check-out sheet and keys have been returned. If a student has an outstanding account balance with the University, any refundable deposit must first be applied against the student's outstanding account. If the student's outstanding account balance exceeds the refundable deposit, the student will not be entitled to a refund of the deposit. Cancellation of housing by a resident during the semester forfeits the resident's deposit. A written request for refund must be made to the Housing Director. *Once the Request is made the process of the refund can take up to 120 days.*

### REFUND OF CREDIT BALANCE

In the event a combination of grants, scholarships and/or payments create a credit balance to the student's account, the Finance Office will refund the credit balance to the student by means of a check or by direct deposit if the student has signed up via Web Advisor. All institutional scholarships must be applied toward tuition, fees and on-campus room and board expenses. All federal, state and institutional grants are credited to the student's account first, and any scholarships are applied to the balance of the student's aid eligibility for the semester.

For further and the most up to date information, please consult the LMU Financial Aid Office (<https://www.lmunet.edu/financial-aid/graduate/index.php>).

## APPENDIX E: EQUAL OPPORTUNITY STATEMENT

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

Lincoln Memorial University reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of 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, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

All personnel and educational activities conducted by Lincoln Memorial University are subject to the equal opportunity, affirmative action, and nondiscrimination provisions of the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964, as amended by H.R. 1746; the Civil Rights Act of 1991; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended by U.S.C. Title 41, Chapter 60; the Age Discrimination Act of 1967, as amended in 1974 and 1982; Executive Order 11246 (1965), amended by Executive Order 11375 (1968); the Americans With Disabilities Act of 1990 (PL101-336), as amended, and Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1972, amended in 1974.

All members of the University community bear responsibility for compliance with the equal opportunity, affirmative action, and nondiscrimination policies disseminated through the current University publications, including, but not limited to the LMU Student Handbook (ONLINE), the Lincoln Memorial University Undergraduate Catalog, other program catalogs and handbooks, and the Lincoln Memorial University Employee Handbook. Compliance is monitored and reported annually through the offices of the Vice President for Academic Affairs, the Vice President for Academic Services and Institutional Effectiveness, the Vice President and Dean for Enrollment and Student Affairs, the Office of Institutional Compliance, and the Office of Human Resources.

## APPENDIX E: LMU-CVM DEPARTMENT DIRECTORY

Updated 12/14/2020, this section includes some key points of contact for the LMU-CVM offices and departments mentioned throughout the LMU-CVM Student Handbook. The most up to date information is available by searching the LMU directory at <https://www.lmunet.edu/directory/index.php>.

### **Office of the Dean**

Brandi Stowe, Executive Assistant to the Dean

[Brandi.Stowe@LMU.net.edu](mailto:Brandi.Stowe@LMU.net.edu)

423.869.7436

### **Office of the Student Affairs and Admissions**

#### **Office of Academic Affairs**

Laura Spickard, Administrative Assistant to CVM Associate Dean of Academic Affairs

[Laura.Spickard@LMU.net.edu](mailto:Laura.Spickard@LMU.net.edu)

423.869.6549

### **Office of Clinical Relations and Outreach**

[LMUCVM.ClinicalRelations@LMU.net.edu](mailto:LMUCVM.ClinicalRelations@LMU.net.edu)

### **Exam Services**

Patsy Butterbrodt, Director of Outcomes Assessment

[Patricia.Butterbrodt@LMU.net.edu](mailto:Patricia.Butterbrodt@LMU.net.edu)

423.869.6538