

Lincoln Memorial University – DeBusk College of Osteopathic Medicine



Doctor of Osteopathic Medicine Program Student Handbook

**Volume 20
2025-2026**

This handbook is a supplement to the Lincoln Memorial University General Graduate Catalog, which students should consult for information on matters not covered in this document.

Contents

| | |
|---|-----------|
| Section I: Mission, Goals, and Governance | 6 |
| Mission and Purpose of Lincoln Memorial University | 6 |
| Institutional Goals | 6 |
| Mission of the Doctor of Osteopathic Medicine (DO) Program at the LMU - DeBusk College of Osteopathic Medicine (LMU-DCOM) | 6 |
| Equal Opportunity and Non-Discrimination Policy | 7 |
| Institutional Accreditation | 7 |
| Professional College Accreditation | 7 |
| Section II: Concerns and Grievances..... | 7 |
| Section III: Campus Facilities..... | 8 |
| LMU-DCOM Facilities- Overview | 8 |
| Section IV: Technology | 9 |
| Email | 9 |
| Accounts | 9 |
| Printing Services | 9 |
| Section V: Conduct and Professionalism | 9 |
| Medical Student/Patient Relationships..... | 9 |
| Medical Student/ Clinician Faculty or Staff Members | 10 |
| Medical Student/ Faculty or Staff Relationships..... | 10 |
| Medical Student Shadowing..... | 10 |
| Academic Integrity..... | 10 |
| Professional Appearance | 10 |
| Professionalism Standards in Social Media | 11 |
| Confidentiality and HIPAA Compliance..... | 11 |
| Community Standards Committee..... | 11 |
| Student Progress Committees | 12 |
| The Dean's Actions | 12 |
| Appeal Process..... | 12 |
| Appeals Board..... | 12 |
| Alcohol, Drug and other Charges or Convictions | 13 |
| Drug Screen Violations..... | 13 |
| Section VI: Academics | 14 |

| | |
|--|-----------|
| Official Academic Records | 14 |
| <i>Student Records</i> | 14 |
| <i>Right to privacy under FERPA</i> | 15 |
| Public Notice Designating Directory Information | 15 |
| Matriculation and Promotion | 16 |
| Calculation of Credit Hours | 16 |
| Attendance (OMS-I & OMS-II) | 16 |
| <i>Examination Attendance</i> | 17 |
| Attendance (OMS-III & OMS-IV) | 18 |
| Class Recordings Policy | 18 |
| Comprehensive Osteopathic Medical Licensing Examination (COMLEX)-USA | 19 |
| Grading Standards | 19 |
| Class Rank | 20 |
| Student Grievances Regarding Grades | 20 |
| Course and Faculty Evaluation..... | 20 |
| Graduation Requirements | 21 |
| Curriculum | 21 |
| <i>Pre-Clinical Curriculum</i> | 22 |
| <i>Clinical Curriculum</i> | 22 |
| Procedures for Academic Deficiencies..... | 22 |
| Academic Deficiency Outcomes – Preclinical Years (OMS-I and OMS-II) | 22 |
| Academic Deficiency Outcomes – Clinical Years (OMS-III and OMS-IV) | 22 |
| Please refer to the Clinical Rotations Manual. | 22 |
| <i>Student Progress Committees</i> | 23 |
| <i>Procedures for Academic Deficiencies</i> | 23 |
| <i>Students in the Preclinical Years (OMS-I & OMS-II)</i> | 24 |
| <i>Students in the Clinical Years (OMS-III & OMS-IV)</i> | 25 |
| Remediation Policy..... | 25 |
| Interruption in Academic Program Progression | 26 |
| <i>Recession</i> | 27 |
| <i>Suspension</i> | 27 |
| <i>Withdrawal</i> | 27 |
| <i>Dismissal</i> | 27 |
| Section VII: Research and Scholarly Activity | 28 |

| | |
|--|------------------|
| Eligibility Criteria | 28 |
| Research Requirements | 28 |
| Funding Opportunities | 28 |
| Elective Research Rotations | 28 |
| Presentations and Publications | 29 |
| Additional Resources | 29 |
| <i>Section VIII: LMU Office of Accessible Education Services</i> | <i>29</i> |
| Osteopathic Medical Students with Disabilities | 29 |
| Request for Accommodations | 30 |
| Grievance Procedure for Student with Disabilities (ADA/ Section 504 Grievance Procedure) | 30 |
| <i>Section IX: Physical Health, Mental Health, and Wellness</i> | <i>30</i> |
| Student Insurance | 30 |
| Physical Health Services | 31 |
| <i>Harrogate Location</i> | 31 |
| <i>Knoxville Location</i> | 31 |
| <i>Orange Park Location:</i> | 31 |
| Personal Medical Care while on Rotation | 32 |
| Mental Health Services: Pre-Clinical Years | 32 |
| Mental Health Services: Clinical Years | 33 |
| Documentation of Immunizations, Immunity, and Physical Health | 34 |
| <i>Required prior to matriculation:</i> | 35 |
| <i>Required prior to starting OMS-III rotations:</i> | 35 |
| <i>Section X: Financial Services</i> | <i>36</i> |
| Entrance and Exit Counseling | 36 |
| Repeating Semesters/Clinical Rotations | 37 |
| Reimbursement of Funds | 37 |
| The Return of Title IV Funds (Federal) | 37 |
| Financial Commitment Policy | 38 |
| Outstanding Balance/Collection | 38 |
| <i>Section XI: Student Resources and Services</i> | <i>38</i> |
| Student Government | 38 |
| Student Organizations | 38 |
| Registration of Medical Student Organizations | 39 |
| <i>Student Sponsored Events</i> | 39 |

| | |
|--|------------------|
| <i>Public Relations, Merchandise, and Marketing Guidelines</i> | <i>39</i> |
| <i>House System</i> | <i>40</i> |
| <i>Academic Support</i> | <i>40</i> |
| <i>Career Services</i> | <i>41</i> |
| <i>Section XII: Other LMU Campus Policies.....</i> | <i>41</i> |
| <i>Identification Badges.....</i> | <i>41</i> |
| <i>Holidays.....</i> | <i>41</i> |
| <i>Vacations</i> | <i>42</i> |
| <i>Campus Police and Security.....</i> | <i>42</i> |
| <i>LMU Annual Security & Fire Safety Report</i> | <i>42</i> |
| <i>Inclement Weather</i> | <i>43</i> |
| <i>Parking</i> | <i>43</i> |
| <i>Conflict of Interest Policy for Faculty and Students.....</i> | <i>43</i> |
| <i>Harassment, Discrimination, and Sexual Misconduct.....</i> | <i>43</i> |
| <i>Additional References</i> | <i>44</i> |
| <i>Appendix A: EXAM INSTRUCTIONS and POLICIES</i> | <i>1</i> |
| <i>Appendix B: POLICY NUMBER: 540.1 POLICY TITLE: COMLEX-USA Level 1 Eligibility Process.....</i> | <i>7</i> |
| <i>Appendix C: LMU-DCOM Policy 230.1 COMLEX-USA Level 2 Academic Progress and Eligibility Process</i> | <i>10</i> |
| <i>Appendix D: Clinical Rotations Manual 2025-2026.....</i> | <i>17</i> |
| <i>Appendix E: LMU-DCOM Policy 8.4 Research and Scholarly Activity</i> | <i>18</i> |
| <i>Appendix F: Technical Standards</i> | <i>25</i> |
| <i>Appendix G: Printing Instructions</i> | <i>29</i> |

Section I: Mission, Goals, and Governance

Mission and Purpose of Lincoln Memorial University

Lincoln Memorial University (LMU) is a comprehensive values-based learning community dedicated to providing quality educational experiences at the undergraduate, graduate, and professional levels. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life.

Click the provided link to learn more about LMU's [Heritage and Mission](#).

Institutional Goals

LMU is a private, independent, non-sectarian University with a clearly defined mission that distinguishes it from other educational institutions. While the University cherishes its heritage and rich traditions, it recognizes that dynamic growth and change are required to meet the needs of today's students. The University has identified the following institutional goals that are derived from its mission and reflect its vision for the future.

Click the provided link to learn more about LMU's [Institutional Goals](#).

Mission of the Doctor of Osteopathic Medicine (DO) Program at the LMU - DeBusk College of Osteopathic Medicine (LMU-DCOM)¹

To prepare outstanding osteopathic physicians who are committed to the premise that the cornerstone of meaningful existence is service to humanity.

The mission of LMU-DCOM is achieved by:

- Graduating Doctors of Osteopathic Medicine;
- Providing a values-based learning community as the context for teaching, research and service;
- Serving the health and wellness needs of people within both the Appalachian region and beyond;
- Focusing on enhanced access to comprehensive health care for underserved communities;
- Investing in quality academic programs supported by superior faculty and technology;
- Embracing compassionate, patient-centered care that values public service and leadership as an enduring commitment to professionalism and the highest ethical standards.
- Facilitating the growth, development, and maintenance of graduate medical education.

¹ LMU-DCOM Policy 1.1 Mission and Strategic Planning

Equal Opportunity and Non-Discrimination Policy²

LMU is an Equal Opportunity and Affirmative Action educational institution. LMU-DCOM follows the non-discrimination policy set forth by LMU and it can be found here:

[LMU Equal Opportunity, Affirmative Action, and Nondiscrimination Policy](#)

Institutional Accreditation³

Lincoln Memorial University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, educational specialist, and doctorate degrees. Lincoln Memorial University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Lincoln Memorial University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Professional College Accreditation⁴

Lincoln Memorial University-College of Osteopathic Medicine (LMU-DCOM) is accredited by the Commission on Osteopathic College Accreditation (COCA) to offer an academic program leading to the Doctor of Osteopathic Medicine (D.O.) degree. The degree is conferred by the Board of Trustees of LMU on those candidates recommended by the faculty of LMU-DCOM. COCA is the only accrediting agency for predoctoral osteopathic medical education and is recognized by the United States Department of Education (USDE).

Additional information on accreditation can be found at <http://www.aococa.org/>.

American Osteopathic Association
Commission on Osteopathic College Accreditation
142 E. Ontario Street
Chicago, IL 60611-2864
predoc@osteopathic.org
Phone: (312) 202-8124

Section II: Concerns and Grievances⁵

² LMU-DCOM Policy 1.5 Non-Discrimination

³ [LMU-DCOM Accreditation Webpage](#), Institutional Accreditation

⁴ [LMU-DCOM Accreditation Webpage](#), Statement of Accreditation

⁵ LMU-DCOM Policy 2.4 Accreditation Standard Complaints; [LMU-DCOM Accreditation Webpage](#), Confidential Complaints Regarding Accreditation Standards

We value students' voices and concerns. If a student who has a concern or grievance about another student, staff member or faculty member may fill out the "Concern Form" found [here](#). This form can be filled out anonymously and is routed directly to the appropriate Office of the Dean of Students at each campus. The form is then referred to the appropriate department for further follow-up as necessary.

If a student has a concern during the regular course of the curriculum, they should submit their concern to the Student Assessment Team in that course for inclusion in the mid or end of course report. Students who prefer to leave anonymous feedback should submit their concerns using the Anonymous Course and Faculty Feedback form linked to their class Assessment Canvas site and [here](#).

Students wishing to file a complaint related to the accreditation standards and procedures have two options:

1. The student may file a complaint in writing to the Dean of LMU-DCOM. Forms are available on the [LMU-DCOM website](#).
2. The student may file a complaint directly to the Commission on Osteopathic College Accreditation (COCA) in the AOA Office of Predoctoral Education. The complaint should be made in writing and sent to the following address:

Secretary, Commission on Osteopathic College Accreditation Division of Predoctoral Education, 142 East Ontario Street Chicago, Illinois 60611-2864 1-800-621-1773

predoc@osteopathic.org

For grievances regarding accommodations, please see the accommodations section of this handbook. For grievances regarding grades, please see the grading section of this handbook.

Students may file a complaint or grievance without fear of retaliation. Retaliation (in any form) towards students filing complaints or grievances is strictly prohibited.

Section III: Campus Facilities⁶

LMU-DCOM Facilities- Overview

LMU-DCOM has state of the art facilities supporting the DO professional degree program at three different locations across two different states. The facilities continue to grow and evolve to meet the needs of our students and the profession. The three locations at which facilities supporting the DO program are operating are as follows: 6965 Cumberland Gap Parkway, Harrogate, TN, 9737 Cogdill Road, Knoxville, TN and 335 Crossing Blvd, Orange Park, FL 32073.

For more information and details about each location and its facilities, please visit the [LMU-DCOM Locations webpage](#).

Each location has unique draws and LMU-DCOM will grow to accommodate the demand for primary care and specialty physicians to serve the needs of patients in underserved areas across the country.

⁶ LMU-DCOM Policy 4.1 Facilities

Section IV: Technology

Email

The official manner of communication between the administration, faculty, staff, and medical students is via university email. LMU-DCOM medical students are required to use and promptly read all email correspondence from LMU-DCOM and the University. Students are expected to have a standard signature that includes at minimum their name, year in school, and designated location for their official LMU-Email address.

Student Name

OMS [I-IV], [Harrogate, Knoxville, or Orange Park] Campus

Lincoln Memorial University – DeBusk College of Osteopathic Medicine

Club or SGA officer titles (if applicable)

Cell Phone Number

Accounts

Access to college computer resources is granted to all faculty, staff, and students at Lincoln Memorial University. Each medical student is assigned a user account which grants access to various university network resources and university wireless while on campus. Every student account comes with access to OneDrive with up to 50 gigabytes of shared storage with their email. It is the responsibility of the student to backup and maintain these files.

Printing Services

Student user accounts are credited with 750 pages of printing each semester from college laser printers at locations across campus. Students can add additional pages if they exceed the 750-page quota for any given semester. For a detailed explanation of how to print on campus, please see [Appendix G](#). For more detailed instructions and information services help resources visit:

<https://www.lmunet.edu/information-services/>

Please make every effort to help conserve LMU resources by not abusing this privilege. Misuse of any computer resource can result in loss of privileges.

Section V: Conduct and Professionalism⁷

Medical Student/Patient Relationships

The relationship between the medical student and patient should always remain at a professional level. The student is not to engage in relationships with any patient that is construed as unethical or illegal.

Dating and/or intimate relationships with patients is strictly prohibited. Unprofessional conduct of this type will be considered improper behavior and will be grounds for disciplinary action, including dismissal from LMU-DCOM.

⁷ LMU-DCOM Policy 5.1 Professionalism

Medical Student/ Clinician Faculty or Staff Members

A health professional providing health services, via a therapeutic relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services. Students are responsible for notifying the Office of Student Affairs of any clinical faculty or staff members with whom they have a therapeutic relationship so they can notify the appropriate departments of the conflict.

Medical Student/ Faculty or Staff Relationships

Consensual romantic or sexual relationships between faculty/staff and students are strictly prohibited. Failure to comply with this policy will result in disciplinary action up to and including dismissal of the faculty/staff involved. Students are responsible for notifying the Office of Student Affairs of any faculty or staff members with whom they have a romantic or sexual relationship.

Medical Student Shadowing

LMU-DCOM does not approve or deny shadowing experiences while students are enrolled in medical school. This is strictly a student initiative, and they should follow the process established by the facility at which the shadowing would occur. Students must provide the facility with documentation from their personal records and wear a white coat that does not have LMU identification. Students are also not permitted to wear their LMU name badge as they are not participating as part of the LMU curriculum. It is important that the student and the physician know they are not covered under any malpractice insurance in these instances.

Academic Integrity

Cheating, dishonesty, or any breach of academic integrity of any kind is prohibited. Examples of cheating on examinations or written assignments include but are not limited to possession of examination questions, the use or viewing of notes or resources (either written or electronic) during an examination or while in the exam space at any time, obtaining information during an examination from another medical student, assisting others to cheat, altering grade records, or illegally entering an office. Electronic devices such as cell phones, smart devices, and watches are not permitted during examinations as outlined in detail in the Exam Policy (See [Appendix A](#)). Bringing a cell phone or other non-permitted electronic device into the exam space will result in a penalty as described in the Exam Policy. Offering the work of another as one's own without proper acknowledgement is plagiarism. Examples of plagiarism include but are not limited to any medical student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, or other reference works, or from the themes, reports, or other writings of a fellow medical student. Plagiarism will be considered a breach of academic integrity.

All issues regarding academic integrity will be considered by the appropriate Student Progress Committee (SPC) and recommendations made to the Dean. The appropriate SPC will evaluate each situation individually with recommendations(s) made based on the preponderance of the evidence.

Professional Appearance

All LMU-DCOM students are expected to be dressed appropriately with awareness to

personal hygiene, cleanliness, and professionalism.

Students who come to campus dressed inappropriately will be asked to leave the campus, change clothes, and return in appropriate attire. Any absence from class, any mandatory activity, or an exam will be considered an unexcused absence.

When representing LMU-DCOM in any type of public forum, such as a conference or certain on-campus events, the dress code is, at least, business casual. At some public forums a higher standard is expected.

Courses and/or content with a laboratory component such as Osteopathic Principles and Practice (OPP), Anatomy, and Clinical skills (e.g., EPC) require that students dress as directed for these courses. When scrubs are appropriate, Anatomy scrubs should be black in color and in all other instances the scrubs should be blue (any shade). The syllabus for each course will explain appropriate attire for these courses.

Professionalism Standards in Social Media

While there may be value in the use of social networking sites the University also recognizes that this technology imposes additional standards for professional behavior. When using social media sites, do not post any information or photographs regarding an anatomical education donor or patient; do not post photos of surgical cases or encounters of any kind with anatomical education donors or patients; do not discuss personal characteristics; do not discuss hospital/clinic procedures. When in doubt, err on the side of caution with anything that will be posted to a public space and/or social media network. Violation of social media standards will result in referral to the Community Standards Committee or the appropriate Student Progress Committee with a result of recommendations up to and including dismissal from LMU-DCOM.

Confidentiality and HIPAA Compliance

Health care providers, including medical students, have a professional obligation to maintain the confidentiality of patient information. The Health Insurance Portability and Accountability Act (HIPAA) imposes additional obligations of nondisclosure.

Community Standards Committee

The Community Standards Committee (CSC) is designed to promote optimal student professionalism in both classroom and clinical settings. The CSC is comprised of the Deans of Students from all campuses and other relevant LMU-DCOM administration, faculty and/or staff as deemed necessary by the specific circumstance and as requested by the Deans of Students. The goal of the CSC is to ensure that students engage in professional learning opportunities while gaining mentorship from LMU-DCOM administration. Students may be referred to the CSC for conduct and professionalism violations. Violations of academic integrity will not be considered by the CSC and will be immediately referred to the appropriate Student Progress Committee (SPC). A student's failure to comply with any recommendations put forth by the CSC will result in referral to the appropriate SPC.

When a student is referred to the CSC, they will be required to discuss the reported violation with the committee. They will then be required to complete the criteria specified by the CSC. Given that circumstances surrounding professionalism

violations are unique to each student's situation, the conditions and required criteria will be provided to the student in writing. As a part of their recommendations, the CSC may place the student on Professionalism Warning. Upon completion of the individually specified criteria, the student will be removed from Professionalism Warning. Further professionalism violations or failure to comply with Professionalism Warning conditions will result in referral to the appropriate SPC.

Student Progress Committees

The purpose of the Student Progress Committees (SPC) is to ensure that every graduate of LMU-DCOM has the skills, knowledge, and judgment to assume the responsibilities of an osteopathic physician. The Committees will monitor student progress and ensure that all students meet the academic and professional requirements necessary for advancement in the curriculum and timely graduation. The Committees, appointed by the Dean of LMU-DCOM, are composed of selected faculty members and Assistant/Associate Deans of LMU-DCOM. The detailed structure of the Student Progress Committees is outlined in [Section VI: Academics](#), of this handbook.

Any student who demonstrates failure to uphold LMU-DCOM's professionalism or conduct standards will be subject to disciplinary actions. The student may be referred to the Community Standards Committee or directly to the appropriate Student Progress Committee. The student's entire academic and professional record can be examined during the meeting.

For students who are required to appear before any SPC for evaluation of conduct, academic integrity, or professionalism violations, the appropriate SPC may recommend the following to the Dean:

1. Referral to the CSC
2. Professionalism Warning or Professionalism Probation
3. Suspension from LMU-DCOM
4. Dismissal from LMU-DCOM

The Dean's Actions

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

Appeal Process

A student wishing to appeal the LMU-DCOM Student Progress Committee policies and procedure must submit a letter to the LMU DCOM Dean's designee within five (5) working days of receiving notification of that decision. Upon receipt, the LMU-DCOM Dean's designee will submit the letter to the Appeals Board for review. The student's status will remain unchanged until the appeal process is finalized. Appeals may only be made in reference to the SPC and/or the LMU-DCOM Dean following LMU-DCOM policies and procedures; no other grounds for appeal will be accepted.

Appeals Board

The Appeals Board is composed of an LMU-DCOM Associate/Assistant Dean, LMU-

DCOM faculty member, and the LMU Executive Vice President for Academic Affairs. Appeals may only be made in reference to the SPC and/or the LMU-DCOM Dean following LMU-DCOM policies and procedures; no other grounds for appeal will be accepted. The Appeals Board will review all written information pertaining to the case. The job of the Appeals Board is to determine if LMU-DCOM policies and procedures relating to the case were followed and that no gross misapplication of fact(s) occurred. They may meet with the student but not with witnesses or other complainants. The decision of the Appeals Board will be forwarded in writing by the chair to the LMU-DCOM Dean, who will forward it to the student by certified mail to his or her last official address or hand-delivered with receipt. All decisions of the Appeals Board will be final and binding. No further option for appeal will be considered.

Alcohol, Drug and other Charges or Convictions

Students who are charged by law enforcement for on-campus or off-campus alcohol, drug, or other violations must inform the Associate Dean of Student Affairs within 48 hours of the event occurring. The Associate Dean of Student Affairs will work with the student to make sure that the student's health and welfare are of primary importance. During any legal proceedings, the student must keep the Associate Dean of Student Affairs informed of the status and disposition of the case. During any legal proceedings related to drug or alcohol abuse, the student may be placed on a Leave of Absence until the case is resolved. The Associate Dean of Student Affairs will also keep the appropriate SPC Chair informed of this information as well as the Office of Clinical Affairs, as appropriate. Following the court's decision the student will meet with the appropriate SPC, who will make a recommendation to the LMU-DCOM Dean about the appropriate course of action.

Any student with an untreated alcohol or other substance abuse issue is, by definition, unfit to continue in a patient care capacity and will be removed from all activities including patient care until appropriate evaluations have been completed and any necessary treatment plans are in place.

Following the court's decision, and after meeting with the student, the appropriate SPC may recommend that the student is dismissed from medical school, or that the student enters substance abuse counseling for later re-evaluation by the committee. Following a prescribed course of treatment, the student will report to the Associate Dean of Student Affairs for further evaluation regarding ability to continue as a medical student. The student may be required to reappear before the appropriate SPC at any time during or after treatment is complete.

Drug Screen Violations

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

All students with positive drug screens will be referred to the appropriate Student Progress Committee. The appropriate SPC will also follow up with the student after their initial assessment. The Office of Student Affairs will follow the progress and treatment (if any) of the student until the student graduates DCOM.

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

Section VI: Academics⁸

Official Academic Records⁹

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

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

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

The student may obtain or have forwarded to designated parties' copies of his/her academic transcript by submitting a written request to the LMU Office of the Registrar. The University cannot transmit any transcripts electronically (FAX). The cost of each official paper transcript is \$10.00. Official digital copies may be requested from the website located [here](#) at a cost of \$6.75 each. The student's account with the Finance Office must be paid in full, and Perkins student loans must be in a current non-defaulted status prior to the release of any official grades or academic transcripts.

Student Records

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

⁸ LMU-DCOM Policy 500.1 Academic Standards

⁹ LMU-DCOM Policy 9.4 Secure Student Recordkeeping

appointment.

Right to privacy under FERPA

Right to privacy under FERPA

The University complies with the provisions of the Family Education Rights and Privacy Act (FERPA), 1974, as amended. Please access the Annual Notification of Rights under FERPA and forms at the link below:

[Annual Notification of Rights under FERPA and Forms](#)

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

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

Medical students can access their "medical student information" by using the Web Advisor account. Each medical student is given a secure personal identification number to access the following information: schedule, transcript, financial records, and financial aid. Lincoln Memorial University maintains a list of all persons, except other college officials, who have received a copy of the medical student's education record..

Public Notice Designating Directory Information

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

educational agency or institution attended.

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

Matriculation and Promotion

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

Calculation of Credit Hours

Calculation of credit hours is based on the following formula: One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately 15 weeks equals one credit hour, two hours of laboratory instruction for approximately 15 weeks equals one credit hour, and a minimum of 40 contact hours for 4 weeks (160 hours total) during clinical rotations equals 8 credit hours.

OMS I and II

1.0 Credit Hour = 15 Lecture or Seminar Hours

1.0 Credit Hour= 30 Lab Hours S/U = Satisfactory/Unsatisfactory

OMS III and IV

1 month = 8.0 Credit Hours

Note: Consistent with federal policy, “hour” within this policy refers to a 50 minute unit.

Attendance (OMS-I & OMS-II)

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

Attendance is mandatory for the following:

- Lectures designated as ***mandatory*** on the course calendar
- Basic Science Laboratories
- Clinical Skills Laboratories
- Team-Based and Case-Based Learning Exercises
- Written and Practical Examinations

Students who are on Academic Warning as defined in this handbook must attend lectures in person for **all courses**. Attendance for those students will be monitored through the Office of Student Affairs. Students will be removed from mandatory attendance once they have been removed from Academic Warning as defined in this handbook. Students must also follow all attendance procedures as specified by all individual course Syllabi.

A student may request an excused absence from a mandatory event, other than

written examinations (see Examination section below and [Appendix A](#)). All student requests for an excused absence must be made in writing to the Assistant/Associate Dean of Students at their respective location. If granted written approval for the absence by the Dean of Students at the student's respective campus location or their designee, it is the student's responsibility to communicate and coordinate a make-up session for all activities other than examinations. Examinations will be rescheduled as outlined in the Attendance for Examination section below and in [Appendix A](#). Some activities and points, for example in-class quizzes/assessments, may not be able to be made up even with an excused absence.

Excused Absences may only be approved for the following reasons:

- Medical necessity: illness of the student or member of the immediate family (spouse, parent, grandparent, child, or sibling)
- Death of an immediate family member
- Other qualifying absences (e.g., religious reasons, non-medical emergencies) as approved by the Office of Student Affairs or the Assistant/Associate Dean of Students at each campus.

Students must provide acceptable documentation to the Office of Student Affairs for any excused absence. Acceptability of documentation will be determined by the Dean of Students on each campus or their designee.

LMU-DCOM reserves the right to require students to attend any meeting or activity on campus, in-person, as needed.

Examination Attendance

Students must follow the examination instructions outlined on the LMU-DCOM Examination Instructions and Policy. (See [Appendix A](#)). Failure to follow examination policies and procedures may result in referral to the CSC or appropriate SPC for professionalism deficiencies as outlined in Section V of this handbook.

All students are permitted one absence each semester without approval from any written exam, with the exception of the final basic medical sciences exam and the final clinical sciences exam of all courses. The first written exam absence of any semester for any reason will be counted as a permitted absence. This absence will be considered as excused. The permitted absence only applies to absence from the written examination. The permitted absence may not be used for any practical/lab examinations. Any written exam missed must still be completed within seven (7) calendar days of the original exam date on a date to be determined by LMU-DCOM.

Due to the amount of material presented within each examination block, students cannot make-up more than one block exam per semester, unless approved by the Office of Student Affairs based on extenuating circumstances. If a student misses two block exams per semester for any reason, the student will be referred to the appropriate SPC for review of their academic progress. The appropriate SPC may recommend the following:

- Academic Warning
- Academic Probation

- Recess and repeat the entire academic year
- Dismissal from LMU-DCOM
- Referral to Office of Student Affairs for consideration of Leave of Absence
 - (Leave of Absence will only be granted for circumstances outlined in the Leave of Absence section of this handbook)

Students will not receive credit for any unexcused absences from examinations. Any unexcused absences will result in a student meeting with their respective Assistant/Associate Dean of Students who will review each situation individually to determine if the absence will be considered excused or unexcused. If the absence is unexcused the student will have a zero assigned for that exam. If the absence is determined to be excused, then the student may take the exam without penalty on the LMU-DCOM assigned make-up date.

Failure to follow examination policies and procedures may result in referral to the Community Standards Committee or Student Progress Committee for professionalism deficiencies.

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

Attendance (OMS-III & OMS-IV)

Refer to the Clinical Rotations Manual for all policies and procedures regarding attendance for third- and fourth-year rotations and exams.

To access the manual please use the link located below:

[LMU-DCOM Clinical Rotations Manual Webpage](#)

Class Recordings Policy

Class recordings are distributed for the exclusive use of students in the LMU-DCOM class that was recorded. Student access to and use of class recordings are conditioned on agreement with the terms and conditions set out below. Any student who does not agree to them is prohibited from accessing or making any use of such recordings.

Any student accessing class recordings (1) acknowledges LMU's intellectual property rights in recorded lectures and class materials and that distribution of any part of the recordings violates the LMU-DCOM Copyright Policy; (2) recognizes the privacy rights of fellow students who speak in class; (3) accepts that distributing, posting, or uploading either partial or entire class recordings to students or any other third party not authorized to receive them or to those outside LMU-DCOM is a professionalism violation; and (4) agrees that recordings are to be accessed and used only as directed by the faculty member(s) teaching the course.

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

Comprehensive Osteopathic Medical Licensing Examination (COMLEX)-USA

Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE):

COMSAE is a self- assessment examination for osteopathic students and residents to gauge the base of their knowledge and ability as they prepare to take a COMLEX-USA cognitive examination. Each COMSAE examination consists of 200 questions that are in a format and structure like COMLEX-USA cognitive examinations. Scoring and reporting are also similar. Students will be required to take ***at least one*** school-organized COMSAE during the Spring semester of the OMS-II year. Based on a student's COMSAE score and other academic criteria, LMU-DCOM will determine eligibility for students to take the COMLEX Level 1 prior to beginning OMS-III clinical rotations.

Students must take and pass COMLEX Level 1 within 1 year following the completion of the OMS-II curriculum.

COMLEX-USA: The COMLEX-USA series, administered by the National Board of Osteopathic Medical Examiners (NBOME), is an examination sequence with three levels. While all examination Levels have the same two-dimensional content structure, the depth and emphasis of each Level parallels the educational experiences of the candidate. This progressive nature of the COMLEX-USA examinations ensures consistency and continuity of the measurement objectives of the osteopathic medical licensing examinations (www.nbome.org).

All LMU-DCOM medical students are required to take and pass COMLEX Level 1, Level 2-CE, and the Clinical Skills Workshop prior to graduation. Examination dates will be provided. Students are responsible for all fees associated with all COMLEX exams. A student who fails any COMLEX Level exam (either 1 or 2-CE) will be required to present before the appropriate SPC.

Comprehensive Osteopathic Medical Achievement Test (COMAT): The NBOME's COMAT Series include seven core clinical disciplines: Family Medicine, Internal Medicine, Obstetrics/Gynecology, Osteopathic Principles and Practice, Pediatrics, Psychiatry, and Surgery. Please refer to Clinical Rotations Manual for details regarding policies regarding COMAT examinations during clinical rotations.

Grading Standards

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

For pre-clinical courses, within seven working days after the final course/system exam (as applicable), the course/system director submits a final grade report. For clinical courses, within thirty working days after the final assignment submission/successful completion of COMAT exam and receipt of preceptor evaluation (as applicable), the rotation director submits a final grade report. The grade report includes the percentage grade achieved in the class and a letter grade - either A, B, C or F. At the end of every semester, students will receive an unofficial copy of their transcript. The

GPA on the transcript is calculated based on the letter grades (A, B, C, or F) for each course. A = 90- 100%, B = 80-89%, C = 70-79%, F < 70%. Percentage grades are not reported on the transcripts; however, they are used in class rank calculation. For example, a percentage score of 87% in a course would appear as a B on the transcript, and the multiplier used to calculate the GPA would be 3.0. However, for determining class rank the actual percentage grade of 87% would be used.

Likewise, a grade of 81% percent would be recorded as a B on the transcript, 3.0 would be the multiplier used in the GPA calculation, and 81% would be used for calculating class rank.

Class Rank

Class rank is determined at the end of the first two academic years. Class rankings will be reported in the fall semester for the previous year's coursework. To treat all students fairly, the rank order will be based on students who went through a similar program.

Therefore, students who complete approved and equivalent coursework prior to matriculating with LMU-DCOM (e.g., LMU Master's students) will not be given a class rank designation. Likewise, students who remediate or retake coursework during medical school will not be included in class rank.

Student Grievances Regarding Grades

Academic Due Process - Exam Grade or Final Grade Reconsideration: if a student has a grievance about an exam or a final course grade, the student must discuss the matter with the course/system director within 24 hours of the grade being posted.

Appeal of the exam or final course grade policies or procedures must be addressed to the Assistant/Associate Dean of Students within 24 hours of the grade being posted. If the letter meets "good cause" for the purpose of appeal, the Office of Student Affairs will arrange a meeting with the student, the appropriate Dean(s) (Preclinical or Clinical), and the course director. Within five working days the student will be notified in writing of the decision.

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

Course and Faculty Evaluation

Student feedback is essential to ensure the highest level of academic effectiveness. To assess its courses and faculty, LMU-DCOM utilizes student assessment teams.

Students are randomly assigned and may serve once or twice during didactic years. Students may be asked to volunteer for a third assessment team, if needed.

Assessment teams are official LMU-DCOM committees that prepare and present assessment reports on an assigned course and the faculty teaching within that course. Students are expected to participate using the highest level of professionalism and courtesy. Students serving as SGA President or Vice President are excused from

Assessment Team officer roles but are still required to be participating members of their assigned assessment team(s). Attendance at all assessment team meetings is mandatory and failure to attend will result in referral to the Assistant/Associate Dean(s) of Basic Medical Sciences and the Assistant/Associate Dean(s) of Students. Students who are struggling academically or have other extenuating circumstances may petition to be excused from an assessment team. Students who fully participate in their assessment teams will receive a special commendation on their MSPE.

Graduation Requirements

A medical student who has fulfilled all the academic requirements may be granted the degree Doctor of Osteopathic Medicine, provided the medical student has:

- Complied with all the curricular, legal, and financial requirements of LMU-DCOM;
- Successfully completed all coursework requirements in no more than six years**;
- Taken and passed COMLEX-USA Level 1 and Level 2-CE administered by the National Board of Osteopathic Medical Examiners (NBOME) in no more than three (3) attempts per examination**;
- Taken and passed the LMU-DCOM administered Clinical Skills Workshop (CSW);
- Successfully completed all required interprofessional education activities;
- Successfully met all Fourth Friday Didactic requirements;
- Successfully completed all required Graduation surveys;
- Demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine.

*Please refer to LMU-DCOM Policy 440.1 (for Conferral of Degrees).

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

Students whose graduation date is delayed will be allowed to participate in commencement with their incoming class if they have received a passing score on COMLEX Level 1 and Level 2-CE by May 1st of their graduating year (as outlined in Policy 540.1 and 230.1) and will complete their rotations and all other graduation requirements before July 1st of the same year. Exceptions will only be granted at the discretion of the Dean of LMU-DCOM. The Faculty Assembly will ratify the list of graduates prior to graduation.

Curriculum

LMU-DCOM's curriculum is a four-year, full-time academic and clinical program leading to granting the degree of Doctor of Osteopathic Medicine (DO). The curriculum will stress the interdependence of the biological, clinical, behavioral, and social sciences. The emphasis will be on educating physicians for primary care medicine, employing the distinctive osteopathic principles for the maintenance of health and treatment of disease.

A physician must be skilled in problem solving and demonstrate expertise in diagnosis.

To achieve this goal, LMU-DCOM's curriculum will emphasize the integration of the basic and clinical sciences in medical practice. The curriculum will be divided into a pre-clinical phase and a clinical phase.

Pre-Clinical Curriculum

The first and second years of osteopathic medical school will introduce the student to the fundamental scientific concepts as they apply to the study of medicine. Exposure to clinical medicine with an emphasis on osteopathic principles and practice is woven throughout the curriculum. The first year of the curriculum focuses on basic medical science disciplines including anatomy, histology, biochemistry, molecular and cellular biology, genetics, immunology, microbiology, physiology, and pharmacology. The second-year curriculum is organized by organ systems, with integration of the basic sciences, pathology, clinical medicine, and osteopathic principles and techniques. The first-year curriculum focuses on normal structure and function as they pertain to the maintenance of health. The second-year curriculum focuses on the pathophysiology of disease and when normal system goes awry.

Clinical Curriculum

Students must meet the eligibility requirements for clinical rotations as described in the [Clinical Rotations Manual](#). The clinical curriculum (OMS- III and OMS-IV years) will consist of mostly hospital and office-based training. All clinical adjunct faculty and clinical preceptors are approved by LMU-DCOM based on the credentialing processes. The clinical curricula will reflect the mission of the college through planning and evaluation in the Curriculum Committee and the input, review, and approval of the Dean's Council. Students must follow the policies and procedures outlined in the Clinical Rotations Manual for clinical rotations.

Procedures for Academic Deficiencies

Academic Deficiency Outcomes – Preclinical Years (OMS-I and OMS-II)

Any student who has a written exam average of less than 70% for any course after completion of the first two block exams of any semester will be placed on Academic Warning until their written exam average for all individual courses is 70% or greater for two consecutive block exams. Any student who misses two or more scheduled block exams for any reason may be placed on Academic Warning if recommended by any SPC and approved by the Dean of LMU-DCOM.

Academic Deficiency Outcomes – Clinical Years (OMS-III and OMS-IV)

Please refer to the [Clinical Rotations Manual](#).

Academic Deficiency Outcomes – All Years

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

Students on academic probation may not:

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

**Students not meeting these criteria will be considered on a case-by-case basis to participate in research upon review by the Assistant/Associate Dean of Research and the Office of the Dean of Student Affairs.*

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

Student Progress Committees

The purpose of SPCs is to ensure that every graduate of LMU-DCOM has the skills, knowledge, and judgment to assume the responsibilities of an osteopathic physician. The SPCs monitor student progress and ensure that all students meet the academic and professional requirements necessary for advancement in the curriculum and graduation. The role of the SPCs is not to approve all students for promotion into the next academic year, that is the job of the Faculty Assembly. The SPCs, appointed by the Dean of LMU-DCOM, are composed of faculty members and deans with the requisite skill and knowledge necessary for each committee. All SPCs make recommendations to the Dean of LMU-DCOM who makes the final decision.

There are three specific SPCs for LMU-DCOM, each one assigned to provide recommendations for specific groups of students. The three SPCs are as follows:

- SPC – I: This committee addresses academic and professionalism issues for students from the date of matriculation into LMU-DCOM through the completion of their OMS-I curriculum.
- SPC – II: This committee addresses academic and professionalism issues for students from the beginning of their OMS-II year - through the completion of their OMS-II curriculum including achievement of any required benchmarks for COMLEX Level I and failures of COMLEX Level I.
- SPC-III: This committee addresses academic and professionalism issues for students including achievement of board readiness benchmarks for, COMLEX level II-CE and failures of COMLEX Level II-CE, COMATS, and all other curricular activities from the beginning of their OMS- III year through graduation from DCOM.

Procedures for Academic Deficiencies

In the preclinical (OMS-I and OMS-II) years, after final course grades are posted by the registrar, students who have failed a course will be notified via email. A designee of the LMU-DCOM Dean will schedule a Student Progress Committee (SPC) meeting

date and will inform students of the meeting via the University issued email address at least three (3) calendar days prior to the start of the meeting, provide an agenda to the members, and convene the meeting. Minutes will be kept by a recording secretary. All proceedings are confidential. The meetings are closed to anyone not in the University community. All matters are submitted to a vote, with a simple majority ruling. The chair will be a non-voting member except in the instance of a tie.

Each SPC will review students with academic deficiencies (e.g., multiple course failures, COMSAE performance deficiencies, COMLEX failures) and/or professionalism concerns. Students with one course failure and no professionalism concerns may be granted remediation without in person review from the committee. All other students are required to meet with the committee. The committee's responsibility is to meet with the student and to discuss academic deficiencies and/or any professionalism concerns. It is not within the Committee's purview to delve into issues relating to how individual grades were assigned. All matters pertaining to how a grade was assigned must be resolved before the SPC meeting with the student. In the interest of due process, if a student is in the midst of filing a grade appeal or intends to file a grade appeal, the meeting will be put on hold until the issue pertaining to the grade is resolved. If the student intends on filing a grade appeal, it is the student's responsibility to make the designee of the LMU-DCOM Dean aware of their intent so that the meeting can be put on hold.

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

The Dean's actions, Appeal process and Appeals board are described above in [Section V](#) of this handbook.

Students in the Preclinical Years (OMS-I & OMS-II)

Students failing one course in a given academic year with no professionalism concerns or prior course failures may be granted remediation without in person review from the appropriate SPC.

For students who fail one or more courses in a given academic year and having professionalism concerns, the SPC may recommend one or more of the following:

1. Completion of remediation as directed by the LMU-DCOM Course Director.
2. Required action(s) to mitigate professionalism concerns.
3. Recess and repeat the entire academic year.
4. Dismissal from LMU-DCOM.

For students who fail two (2) to three (3) courses in a given academic year, the SPC may recommend one of the following:

1. Completion of remediation as directed by the LMU-DCOM Course Director(s).
2. Recess and repeat the entire academic year.
3. Dismissal from LMU-DCOM.

For students who fail four (4) or more courses in a given academic year, the SPC may

recommend one of the following:

1. Recess and repeat the entire academic year.
2. Dismissal from LMU-DCOM.

For students who fail two (2) or more courses across both the OMS-I and OMS-II years, the SPC may recommend one of the following:

1. The student must complete remediation as directed by the LMU-DCOM Course Director(s).
2. The student must repeat all or a portion of an academic year.
3. The student will be dismissed from LMU-DCOM.

*Note: failures are cumulative across all semesters and years in the program.

Students in the Clinical Years (OMS-III & OMS-IV)

COMSAE/COMLEX Requirements

All LMU-DCOM medical students are required to take and pass COMLEX-USA Level 1 and Level 2 -CE to graduate. LMU-DCOM assesses the readiness of an individual student to pursue COMLEX-USA testing by utilizing a variety of data points including, but not limited to, a score on a benchmark COMSAE (Comprehensive Osteopathic Medical Self-Assessment Examination). Please refer to Policies 540.1 and 230.1 (Attached as Appendices [B](#) & [C](#)) for specifics regarding required benchmarks and timing of COMSAE and COMLEX examinations. Students who do not meet benchmarks for taking any COMLEX-USA exam or who fail any COMLEX-USA exam may be referred to the appropriate SPC as outlined in Policies 540.1 and 230.1

Other Academic Requirements

All students in their clinical years must pass all COMAT examinations as outlined in the Clinical Rotations Handbook. Inability to pass COMAT examinations as outlined in the Clinical Rotations Handbook may result in referral to the appropriate SPC for evaluation of appropriate academic progression through the clinical curriculum.

Remediation Policy

When a student is granted permission to remediate a course, a Course Director will contact the student to discuss the remediation process. The student is required to follow the schedule and structure of remediation review activities set forth by the course director(s) as part of the remediation process and preparation for the remediation assessment. The dates of remediation examinations will be communicated to remediating students from the course director, exam services and/or the Office of Academic Affairs. Official Fall and Spring semester remediation review activities to prepare for the remediation exam(s) begin the day after all courses of the semester end.

For the preclinical years, written remediation examinations will consist of a maximum of 120 Multiple Choice questions (~ 3 per lecture hour). Should the exam exceed 120 MCQs, it will be divided into two examinations, each requiring a 70% passing score. If a student fails one of the remediation course components, they will fail the remediation. OMS-I remediation exams will cover material from the entire course.

OMS-II remediation exams will cover material from exams failed within the course. OMS-III and IV remediation exams and activities will be as outlined in the Clinical Rotations Manual

If remediation is successful, the student will be assigned a letter grade of "C" and a numeric grade of 70%. Remediation grading is completely independent of grades achieved during the course. A failure with subsequent successful remediation of the course will be reported on the student's transcript as "F/ C." Under no circumstances will any other grade than F/ C with a numeric score of 70% be reported. This grade will be used for GPA calculations. Failure of remediation is considered a failure of another course and will result in a referral to the appropriate SPC.

When a student repeats a rotation during the OMS-III and OMS-IV clinical years, the highest grade the student may earn is a "C" (70%). Students repeating a rotation may be required to do so during their vacation month. Remediation grades, repeated courses during OMS-I and OMS-II years, and repeated rotations will all be noted on the student's transcript and their MSPE.

Interruption in Academic Program Progression

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

Leave of Absence

A leave of absence may be granted from LMU-DCOM for one of the following reasons:

1. **Medical Leave**

- Medical leave is defined as a student developing a medical condition that will temporarily not allow them to continue their studies

2. **Personal Leave**

- Personal leave is defined as a student experiencing a sudden and unexpected event that will temporarily not allow them to continue their studies (i.e., military deployment)

3. **Maternity/Paternity Leave**

4. **Recessed Professional Leave**

- Recessed Professional Leave is defined as a student being **placed** on leave absence when they have not achieved the academic benchmarks required to progress in the curriculum. A student may not request to be placed on Recessed Professional Leave.

5. **Scholarly Leave**

- Scholarly Leave is defined as a student taking a leave of absence to participate in research or to act in a role with LMU-DCOM as an OPP scholar or Anatomy Scholar.

Only the Associate Dean of Student Affairs, Assistant/Associate Deans of Students or the LMU-DCOM Dean can grant a leave of absence. All forms of leave of absence may require the student to provide documentation to support their

request for leave. For a student to request a leave of absence, the student must submit a written request and meet with the Director of Students and Academic Advancement to discuss the reasons for the leave. LMU-DCOM will then notify the student in writing about the decision regarding the leave and any requirements about the student's return to campus. Leave of absence is granted for up to one year.

Before a student's leave of absence can begin, they must go through LMU-DCOM's prescribed checkout procedure as directed by the Director of Students and Academic Advancement.

Students seeking to return from a leave of absence must ensure that all approved terms and conditions of the leave have been met and are submitted in writing before reinstatement will be granted. The submission of this paperwork is the responsibility of the student and must be submitted in writing to the Director of Students and Academic Advancement.

Recession

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

Suspension

If any SPC deems the actions of a student suspendable, they may recommend to the Dean that a student be suspended from LMU-DCOM. Suspension is a temporary removal of a student from their enrollment status at LMU. During the suspension period, the student is barred from attending classes, accessing University facilities, participating in university activities, and living in university housing. Only the Dean of LMU-DCOM can reinstate a student once suspended.

Withdrawal

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

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

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

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

- The grade earned for all completed courses
- F for any course in progress

Dismissal

LMU-DCOM reserves the right to dismiss any medical student at any time prior to

graduation. Circumstances warranting such action may be of an academic, legal, or professional nature. Any student dismissed from LMU-DCOM will meet with the LMU-DCOM Dean and the Associate Dean of Student Affairs. They will also be required to communicate with the LMU Student Financial Services Office.

Section VII: Research and Scholarly Activity¹⁰

LMU-DCOM supports student-driven research and scholarly activity in accordance with Policy 8.4 (attached to this handbook as [Appendix E](#)). Students are encouraged to engage in a wide range of scholarly activity opportunities, including:

- Basic science research
- Clinical research
- Case studies
- Educational research
- Community-based research
- Collaborative projects
- Clinical trials
- Translational research

This policy (8.4) applies to all research and scholarly activity, whether conducted internally at LMU-DCOM or externally through partnerships with other institutions.

Eligibility Criteria

To participate in research at LMU-DCOM, students must:

- Be enrolled at LMU-DCOM (not on leave of absence) and have completed at least one semester
- Maintain a cumulative GPA of 3.0 or higher
- Not be on academic or professionalism probation

Research Requirements

All student research must be supervised by a qualified mentor holding a terminal degree (e.g., faculty member, preceptor, or resident). Students are required to:

- Submit the LMU-DCOM Scholarly Activity/Research Form with appropriate approvals
- Complete CITI Program training relevant to the research area
- Complete the General Lab Safety course (for laboratory-based projects)
- Complete IRB (for human subjects' research or exemption for case studies)

Funding Opportunities

Students may apply for competitive funding awards, including:

- Basic Science/Clinical Research Scholar Award – for projects during the academic year
- DeBusk Summer Research Scholar Award – for research during the OMS-I summer break
- Additional awards funded by DCOM alumni and supporters

Elective Research Rotations

¹⁰ LMU-DCOM Policy 8.4 Research and Scholarly Activity

Clinical students (OMS-III and OMS-IV) may participate in elective research rotations with prior approval. OMS-III students may complete one 4-week research rotation. OMS-IV students may complete up to two 4-week rotations, unless a rotation was already completed in the OMS-III year.

Presentations and Publications

Students wishing to present or publish their research must:

- Submit a Request for Approval of Presentation Submission or Publication Approval form
- Ensure all research protocols, forms, and training requirements have been met
- Seek approval before submitting abstracts, manuscripts, or attending conferences

Additional Resources

Students can find detailed information, required forms, and application procedures at:

- [Scholarly Activity and Research](#) Webpage
- [Scholarly Activity and Research Forms and Applications](#) Webpage
- DCOM Research Canvas page

Section VIII: LMU Office of Accessible Education Services

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

Osteopathic Medical Students with Disabilities

LMU-DCOM is committed to ensuring that otherwise qualified disabled students equally enjoy the benefits of an osteopathic professional education. Upon written request by a student with a disability, the University will make every reasonable accommodation to enable the student to meet the standards as long as such accommodation does not unreasonably interfere with or substantially alter the LMU-DCOM curriculum or interfere with the rights of other students or with the student's ability to adequately care for the patient. Occasional quizzes are administered in class; extra time will not be granted for these quizzes for students with disabilities.

The affiliate organizations, such as hospitals, that administer the clinical and practical portion of the LMU-DCOM curriculum, expect our students to perform their duties in a timely manner as such ability is a critical and essential part of the LMU-DCOM

curriculum and of the practice of medicine in general. Therefore, extra time will generally not be granted to students in clinical scenarios including rotations and the clinical performance exam. Similarly, the use of trained intermediaries will generally not be approved in clinical situations. LMU will make a determination regarding whether or not to grant an accommodation based on the individual circumstances. All students are required to meet and attest to the Technical Standards for osteopathic medical students (Attached as [Appendix F](#))

Request for Accommodations

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.

For each semester an accommodation is requested, the student must submit a request for accommodations to the LMU Office of Accessible Education Services and the required documentation by September 1 (fall semester) and February 1 (spring semester).

Students requesting accommodations should familiarize themselves with the Office of Accessible Education: <https://www.lmunet.edu/student-life/accessible-education-services/>

Grievance Procedure for Student with Disabilities (ADA/ Section 504 Grievance Procedure)

Students wishing to file a grievance concerning disability-related matters including but not limited to, determinations of a request for accommodations, the provision of accommodations, or access to LMU facilities should review the Accessible Education Services Accommodations Policy and Procedure and fill out the Accessible Education Services Formal Grievance. These documents can be found on the Accessible Education Services web page: <https://www.lmunet.edu/student-life/accessible-education-services/>

Section IX: Physical Health, Mental Health, and Wellness¹¹

Student Insurance

LMU requires D.O. students to carry personal health insurance. The LMU student injury and sickness insurance plan will be administered by United Healthcare Student Resources for the 2025-2026 academic year. If students are currently covered by comparable health insurance through the end of the 2025 – 2026 academic year, they may be able to waive automatic enrollment in the plan.

Medical students must have basic health insurance coverage during OMS-I through OMS-IV years.

¹¹ LMU-DCOM Policy 9.9 Physical Health Services; LMU-DCOM Policy 9.8 Mental Health Services

The clinical sites where the students will be completing the OMS-III and –IV rotations require all staff and students to have health insurance. Students who do not have up-to-date health insurance will not be allowed to participate in any activity that involves patient contact. This may result in the student not being able to fulfill the requirements of certain courses and activities, which could have a detrimental effect on the student's progress.

Yearly Requirements: Students are required to submit a waiver if they would like to opt out of the LMU student injury and sickness insurance plan.

Students are required to complete a urine drug screen and influenza vaccine yearly in their CastleBranch© account.

Physical Health Services

LMU-DCOM students have access to diagnostic, preventive, and therapeutic health services, accessible in all locations where students receive education from LMU-DCOM. All students are required to have health insurance prior to matriculation through graduation and are responsible for costs associated with services rendered.

Students who seek medical attention, including emergency medical attention may do so with any facility of their choosing based on their needs and health insurance coverage.

Harrogate Location

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

Knoxville Location

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

Summit Medical Group – Internal Medicine Associates 7744 Conner Road Powell, TN 37849

865-546-9751

<https://www.imasummit.com/>

Orange Park Location:

Avecina Medical PA in Orange Park, FL is available to serve the health care needs of students located at DCOM at Orange Park. Additional locations in the greater Jacksonville area may be found at the website located [here](#) as well. No appointment is necessary; however, you may choose to make one by visiting the link [here](#).

Avecina Medical PA

2020 Kingsley, Suite 1
Orange Park, FL 32073

Call for an Appointment: 904-458-4013

<https://avecina.com/>

***After Hours:**

Urgent Care Cure

<https://www.urgentcarecure.com/>

10870 US-1, STE 104
Ponte Vedra, FL 32081

Personal Medical Care while on Rotation

If a student becomes ill or has an emergency health issue during their rotation, the training facility will render care but is not responsible for the cost of such care. Students are financially responsible for any medical care they receive at a training site.

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

Mental Health Services: Pre-Clinical Years

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

Counseling provides an opportunity for students to explore their unique problems, difficulties, and concerns with a licensed mental health professional in a safe and confidential environment. In addition, the office offers crisis intervention and psychoeducational training for the campus community.

If students require long-term counseling or treatment needs exceeding the scope of LMU's practice, the counselors will work with the individual to find appropriate off-campus treatment options. Students who secure services in the community are responsible for paying for those services. Most community providers accept insurance. Some have a sliding scale fee schedule for those who do not have insurance that covers mental health services. Information regarding counseling services is found on the following website: <https://www.lmunet.edu/counseling/services-provided>

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

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

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

All encounters are confidentially documented with procedures for follow-up.

Mental Health Services: Clinical Years

StudentLife by Empathia has partnered with Lincoln Memorial University to offer 24/7, expanded mental health and daily life services. StudentLife acts as an extension to your onsite resources by providing students with expert assistance and practical resources for addressing mental health concerns, substance abuse, personal problems, balancing school and other obligations and many other issues. Faculty and staff also have access to a 24/7 consultation service that can assist with addressing student performance and wellbeing, as well as crisis situations. StudentLife is free and confidential support with a focus on addressing barriers to academic success. Mental health support is available in such areas as:

- Stress, depression and personal problems
- Balancing school and personal needs
- Relationship concerns
- Alcohol or drug dependency
- Managing anger or other negative emotions

Resources for daily life are available in such areas as:

- Financial consultation and resources to set up a budget, establish good credit, learn more about student loan options, planning for managing debt, etc.
- Legal consultation with an attorney either over the phone or face-to-face for consumer law, traffic citations, fender benders, landlord-tenant issues, etc.
- Finding volunteer opportunities
- Finding housing options and resources
- Locating transportation options
- Problem-solving for addressing food insecurities
- Identifying childcare resources and guidance
- Finding service providers after a move
- ...and much more

Faculty and staff can contact StudentLife for consultation and support in addressing such student- related concerns as:

- Talking to a student about class performance
- A student's personal problem

- Suspected drug or alcohol use impacting grades
- Interpersonal conflicts affecting class participation
- Establishing clear, attainable expectations
- Addressing crisis situations, such as a violent incident, death of a student or a natural disaster

Documentation of Immunizations, Immunity, and Physical Health

Matriculating students are required to set up an account with an LMU-DCOM contracted vendor who monitors, approves, and manages all required health forms and substantiating documentation. Applicants accepted for admission are required to submit medical history, physical examination, TB testing, and proof of immunity forms that have been completed, reviewed, and signed by a licensed health care provider (DO, MD, PA-C, NP) prior to matriculation. Students without the required immunizations and proof of immunity will not be permitted to actively participate in patient care activities until the requirements have been completed and authorized by a healthcare provider. Medical students must have basic health insurance coverage. The clinical sites where the students will be completing the third- and fourth-year rotations require all staff and students to have health insurance. Students who do not have up-to-date health insurance will not be allowed to participate in any activity that involves patient contact. This may result in the student not being able to fulfill the requirements of certain courses and activities, which could have a detrimental effect on the student's progress.

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

LMU-DCOM, in conjunction with requirements of hospitals accredited by a CMS deemed accrediting body requires the following immunizations and proof of immunity, for which substantiating documentation must be provided, as described below.

Documents that must be completed prior to matriculation include:

- LMU-DCOM Pre-matriculation Medical History completed and signed by the student and reviewed/signed by a licensed healthcare provider.
- LMU-DCOM Pre-matriculation Physical Exam Form, completed and signed by a licensed healthcare provider.
- Substantiating documentation (copies of laboratory results, immunization records, chart records of immunizations, etc.) must be submitted for the required immunizations.
- Records Release Form signed by the student authorizing LMU-DCOM to release health related information to affiliated training sites where the student will be rotating.

It is expected that all documentation be provided by the matriculating student to the

LMU-DCOM Admissions Office, along with other required admissions documents by May 15th of the matriculating year, unless extenuating circumstances exist. The expense of immunizations is understood by LMU- DCOM, and necessity for booster vaccinations has been considered with the expectation that all files will be complete no later than the end of the first semester following matriculation. Any student not making a good faith effort to complete their immunization record by this time will not be permitted to register for second semester.

During the Spring semester of the first, second, and third years, students will be expected to provide a urine drug screen as a requirement for beginning clinical rotations. Any student not providing evidence of a urine drug screen and all other Castlebranch® requirements by April 15th will not be authorized to begin OMSIII/IV rotations until completed.

Required prior to matriculation:

- Proof of Tdap within last 10 years, over 10 years will require a booster
- Proof of Hepatitis B vaccine
- Proof of measles, mumps, and rubella vaccines OR Proof of immunity against measles, mumps, and rubella via qualitative or quantitative titers
- Proof of varicella vaccine OR Proof of immunity against varicella via qualitative or quantitative titers
- Urine drug screen (14 panel testing) negative except for prescribed substances (Yearly Requirement)

Required prior to starting OMS-III rotations:

- Proof of immunity against measles, mumps, and rubella, if not provided at matriculation
 - MMR 2 doses **or** Measles (2 doses), Mumps (2 doses) and Rubella (1 dose)
 - Qualitative or quantitative antibody titers for MMR
 - If any of the three components show insufficient immunity, a booster and recheck of titer six weeks later will be required
- Proof of immunity against varicella, if not provided at matriculation
 - Varicella (Chicken Pox) 2 doses
 - Qualitative or quantitative antibody titers for varicella
 - History of infection is not considered proof of immunity
 - If antibody titer is negative, booster vaccination and recheck of titer six weeks later is required
- Proof of immunity against hepatitis B, if not provided at matriculation
 - Proof of completion of three injection series (takes seven months to complete) AND Qualitative or quantitative antibody titers showing immunity to Hepatitis B, ideally drawn 6-12 weeks after completion of three injection series
 - If antibody titers are negative 6-12 weeks following completion of Hepatitis B series, a second series of three injections needs to be

completed, with antibody titers drawn 6-12 weeks following completion

- If antibody titers are negative following second series of three injections (per protocol), and proof of completion of two full series of vaccinations is provided, student will be considered a “non-responder” to Hepatitis B immunization
- Negative screening for tuberculosis within six months of starting rotations
 - If prior history of tuberculosis, BCG vaccination, or positive PPD, must provide negative chest x-ray and/or QuantiFERON-TB Gold test within six months of starting rotations
- Urine drug screen (14 panel testing) negative except for prescribed medication

Note: Though proof of Hepatitis B immunity is not required until the start of rotations, if you have completed the Hepatitis B vaccination series, it is advisable to provide proof of immunity prior to matriculation.

Most rotation sites will require proof of COVID and/or other vaccinations. Students will upload vaccination documentation to E*Value. Students who are unable to comply with a training site’s vaccination requirement(s), due to declining the vaccine or inability to obtain a valid exemption accepted by the training site, may not be able to complete clinical rotations.

Section X: Financial Services¹²

The LMU Graduate and Professional Student Financial Services Office is responsible for providing qualified students with the appropriate documentation and counseling to secure financial assistance. More information can be found at:

<https://www.lmunet.edu/student-financial-services/> including cost of attendance and how to apply.

Entrance and Exit Counseling

Every student who accepts a loan from the Federal Direct Student Loan Program is required to complete online Master Promissory Note(s), Federal Entrance, and Exit Loan Counseling.

Federal Entrance Counseling helps students understand the terms and conditions of their loans, as well as their rights and responsibilities. During this process, students will learn what a loan is, how interest works, the options for repayment, and ways to avoid delinquency and default. This counseling must be completed before a Federal Student Loan can be disbursed to the student’s account. While it is typically done before the student begins their first semester, it can also be completed later if a student decides to accept a Federal Direct Student Loan at a later stage in their college enrollment.

Additionally, students must complete Federal Exit Counseling when they leave school, graduate, or drop below half-time enrollment. The purpose of Federal Exit Counseling is to ensure students are aware of their loan obligations and are prepared for repayment. During this counseling, students will learn about their federal student loan

¹² LMU-DCOM Policy 9.7 Financial Aid and Debt Counseling

payments and receive guidance on a repayment strategy that best aligns with their future plans and goals.

Inceptia distributes annual debt letters for all LMU students. These individualized debt letters are distributed annually to all Medical School students by the end of June. These individualized debt letters include the total amount borrowed, projected debt level, possible monthly payments, etc. Student Loan Professor provides individualized online and in-person exit counseling. This counseling includes a summary of all debt and strategies for repayment. Tax preparation, career planning, etc., are discussed in relation to selecting the appropriate re-payment plan. Most of this counseling takes place for graduating 4th years before graduation week.

LMU and Student Loan Professor staff use a team approach to Financial Literacy webinars and presentations. Financial Literacy presentations are given to applicants during interview days. LMU staff also provide Financial Literacy presentations to enrolled students during welcome and orientation. In addition, Student Loan Professor staff provide online Financial Literacy webinars to 2nd and 3rd year students during the academic year. LMU Student Financial Services have a team of experienced counselors that are available during office hours and by appointment for individual sessions.

Repeating Semesters/Clinical Rotations

In some instances, as approved by the Student Progress Committee and Dean, students may have to repeat a year of coursework. For a semester in which they did not fail any coursework they will be charged \$5,000/semester. For a semester in which they had failed coursework, they will be charged \$10,000/semester. Additionally, for any student who must repeat clinical rotations, a fee of \$2,500 will be applied for each rotation.

Reimbursement of Funds

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

The Return of Title IV Funds (Federal)

The Higher Education Amendments of 1998 regulate how colleges and universities handle Title IV funds when a recipient withdraws from school. This policy is separate from the university's refund of institutional charges. The return of Title IV funds includes Pell Grants, Federal Supplemental Educational Opportunity Grants, PLUS/GRAD PLUS Loans, Perkins Loans and Stafford Loans. The policy states that up through the 60% point in each semester a pro- rata schedule will be used to determine how much Title IV aid the student has earned. For example, if the student has attended 31% of the enrollment period, the student has earned 31% of his/her Title IV aid and 69% of the aid must be returned to the federal government. After the 60% point in the semester, the student has earned 100% of the aid for which the

student was eligible. Additional information on the return of Title IV funds may be obtained from the LMU Office of Student Financial Services. The official date of a student's withdrawal is the date that the LMU-DCOM Office of Student Affairs receives the student's written notification of withdrawal or request for a leave of absence. The percentage of time completed in the enrollment period is determined by dividing the number of days completed by the number of days in the enrollment period. If 60% of the semester has been completed, there is no return of Title IV funds.

Financial Commitment Policy

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

Outstanding Balance/Collection

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

Section XI: Student Resources and Services

Student Government

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

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

Student Organizations

Osteopathic medical students are encouraged to develop, organize, and participate in student associations and organizations as they feel able to do so in conjunction with academic responsibilities. The LMU-DCOM SGA and LMU-DCOM Office of Student

Affairs provide support for all associations and organizations. Every organization is required to have a faculty or staff advisor.

Registration of Medical Student Organizations

To encourage a formal and organized system of student activities, LMU-DCOM requires specific processes and policies concerning the registration of student organizations.

Student organizations must be sustainable and intended to fulfill a common purpose: to provide opportunities for student interaction, to foster individual student growth and development, and to contribute to community service.

Organizations must be reviewed by the SGA staff/faculty adviser and approved by the Associate Dean of Student Affairs. Registration of a student organization results from compliance with the criteria and conditions stated below, and it does not directly or indirectly imply the approval of the organization or its activities by LMU-DCOM. Once student organizations receive official recognition, the organization must retain LMU-DCOM support through the following annually required criteria:

- Completion of End of Year Report at the end of each academic year
- Leadership and advisement of a full-time faculty or staff member
- Approval of organizational activities and events through the Office of Student Affairs
- Cooperation with LMU-DCOM Student Leadership Handbook
- Contribution to and support of the philosophy and mission of LMU
- Completion of a service project that benefits the local community

Student Sponsored Events

Any on-campus or off-campus event conducted by either a student organization or SGA must be approved by the Student Activities Coordinator or Director/Assistant Director of Student Life at their respective location. Events include, but are not limited to, guest speakers, seminars, exhibits, fundraisers, workshops, activities, and courses.

Public Relations, Merchandise, and Marketing Guidelines

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

All LMU-DCOM student organizations must have approval from the Student Activities Coordinator(s) and the Director of Marketing and Public Relations before producing organizational merchandise or distributing information to the campus community and/or the public at large. This is to ensure that all appropriate procedures and style

guidelines are followed by student organizations. Students are prohibited from using the LMU- DCOM academic seal on any merchandise or publications. All officially sanctioned student club websites must be hosted through the LMU website. Approval forms may be obtained from the Office of Student Affairs or the Director/Assistant Director of Student Life. Any LMU- DCOM student organization that produces merchandise that violates this policy may have the merchandise confiscated and will have to replace the merchandise at the organization's own expense.

All media contact requires prior approval from and is handled by the Office of Marketing and Public Relations. If you are contacted to provide contact to a media outlet, refer the inquiry to the Office of Marketing and Public Relations.

Students and student clubs should not submit press releases, calendar items, photographs, advertisements, or other submissions to any media outlet without permission from the Office of Marketing and Public Relations. If you wish to send something to the media, please forward all the information to the Student Activities Coordinator at the designated site who will then submit it to the Office of Marketing and Public Relations on your behalf. In the case of any adverse event, the Office of Marketing and Public Relations is the sole point of contact between LMU-DCOM and the public. In any crisis or emergency, refer all inquiries to the Office of Marketing and Public Relations.

House System

All DCOM students will be assigned to a 'house' when they matriculate to LMU-DCOM. The purpose of the house system is to help students make social connections and engage with faculty and staff in a smaller-scale setting. Every house has faculty mentors and OMS-II leaders. The OMS-II leaders coordinate with faculty mentors and the Office of Student Affairs and the Department of Student Life to provide programming and social events for their house to facilitate comradery within the house and allow students a break from the daily rigor of medical school. Students will have the ability to review and request faculty mentors based on shared interests (research, extracurricular, clinical, or academic specialty). Students are encouraged to engage with their selected mentor as well as other faculty members for advice and mentorship.

Academic Support¹³

LMU-DCOM academic support services include a comprehensive approach to supporting student doctors and nurturing professional and academic excellence. Our services are designed to be a one stop shop for resources, professional, and academic support. We work collaboratively with faculty and various departments to ensure student success. Offering a wide range of support services from tutoring, exam services, and access to academic learning specialists who focus on creating study plans, identifying test-taking strategies, learning styles, time management, board preparation, and individualized coaching, aiding student doctors in understanding progress and their individual academic needs. Throughout the academic year we facilitate workshops in partnership with various departments and faculty to support course progression and board preparation.

¹³ 14 LMU-DCOM Policy 9.5 Academic Counseling

Career Services¹⁴

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

Section XII: Other LMU Campus Policies

As an enrolled student of Lincoln Memorial University, all students must abide by the University Code of Conduct found in the Railsplitter Community Standards Guide: <https://handbook.lmunet.edu/>

Identification Badges

A picture identification card (ID) will be made for all students free of charge. A \$10.00 fee will be charged for replacing lost IDs. The card should be retained over all semesters that the student is enrolled at LMU-DCOM. All registered students must carry their ID and surrender their ID card if asked by a staff member of the institution (including Resident Assistants, Resident Directors, and Campus Police and Security). All valid IDs are used for identification, to check out library books, to obtain admission to most campus activities, entrance into LMU-DCOM facilities, and are useful as a form of identification in the surrounding community as well.

All LMU-DCOM students must have their University ID badge visibly above the waist when on campus or in any LMU facility. Any student on campus after-hours or on weekends requesting facility access must have an LMU ID badge to verify identity. If you have forgotten your LMU ID badge you may be asked by Campus Policy and Security to show a picture ID, such as a driver's license. If you can't provide an LMU ID Badge or valid Driver's License/State approved ID, access may be denied.

Holidays

Official LMU Holidays (Offices closed/no classes): LMU-DCOM is closed on the following days: September 1, 2025; November 26-28, 2025; December 24, 2025 -

¹⁴ LMU-DCOM Policy 9.6 Career Counseling

January 1, 2026; January 19, 2026; April 3, 2026; May 25, 2026; and July 3-4, 2026.

Vacations

Vacation dates for the first- and second-year students can be found in the Academic Calendar. Third- and fourth-year medical students will have scheduled time off based on their rotation schedule set by the Assistant/Associate Dean of Clinical Medicine or Assistant/Associate Dean of Clinical Affairs.

Campus Police and Security¹⁵

Each LMU-DCOM campus has on-campus police and/or security officers which provides supervision for the entire campus in conjunction with LMU standards and policies and State of Tennessee and/or State of Florida certification requirements. The LMU Campus Police and Security Team is professionally trained and licensed by the State of Tennessee and/or State of Florida. Security is administered and monitored under the guidance of the Chief Operating Officer of LMU-DCOM and their designees. At each campus location, at least one police or security officer is on duty seven days per week, 24 hours per day to secure campus facilities, protect and assist campus medical students, personnel, visitors and to monitor traffic regulations.

At the Harrogate Location, the Campus Police and Security Office is in the Tex Turner Arena. All medical students, faculty, staff, and visitors are encouraged to report criminal activity and any other safety concern as soon as safely possible:

<https://www.lmunet.edu/campus-police-and-security/anonymous-tip-line.php>.

At the Knoxville Location, the Security Office is located near the second-floor entrance of Building 1.

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

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

Download the LiveSafe app today:

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

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

LMU Annual Security & Fire Safety Report

The LMU Annual Security & Fire Safety Report (ASFSR) will be published online by October 1st of each year and can be found on the [LMU Campus Police and Security](#) homepage in the Campus Crime Reporting section located at the bottom of the page.

¹⁵ LMU-DCOM Policy 4.2 Safety and Security

The LMU ASFSR contains three previous years of crime statistics, campus policies and procedures, including: alcohol, drug, weapons, sexual violence, etc., and law enforcement authority. This publication is required to be in compliance with the Clery Act and the Higher Education Opportunity Act (HEOA).

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

Inclement Weather

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

Parking

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

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

Conflict of Interest Policy for Faculty and Students

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

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

Harassment, Discrimination, and Sexual Misconduct¹⁶

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

The Office of Institutional Compliance investigates allegations of prohibited discrimination, harassment, and retaliation involving members of the LMU community.

¹⁶ [LMU Title IX Policy and Procedure Webpage](#), LMU Sexual Harassment/Title IX Policy and Grievance Process

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

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

Title IX Coordinator/Institutional Compliance Officer @titleix@LMUnet.edu You may also use the online reporting form at

https://cm.maxient.com/reportingform.php?LincolnMemorialUniv&layout_id=50 -

For more information about resources available on and off campus, and to view the harassment, discrimination, and sexual misconduct policies, visit

<https://www.lmunet.edu/office-of-institutional-compliance/non-title-ix-and-other-forms-of-discrimination-procedures-and-reporting>

Other forms of discrimination can be addressed by filling out the Discrimination Complaint Form found here: <https://www.lmunet.edu/office-of-institutional-compliance/non-title-ix-and-other-forms-of-discrimination-procedures-and-reporting>.

Additional References

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

[Railsplitter Community Standards Guide](#)

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

Appendix A: EXAM INSTRUCTIONS and POLICIES

Prior to Exam Day

1. Ensure that you can open the Exemplify program on your laptop. Do not remove this program.
2. If you are experiencing internet connectivity or Exemplify software issues with your laptop, it is your responsibility to see Information Services (IS) immediately and have them resolved prior to exam day.
3. Ensure the time and date on your laptop are set to Eastern Standard Time (EST).
4. Instructions for the exam download will be sent by email within 24 hours prior to exam day. Please download the exam no later than 4 pm on the day the download is received.

NOTE: Exams are secure, encrypted, password protected, and cannot be opened until exam day.

5. Fully charge your laptop/tablet prior to exam day. Re-start your laptop the day before an exam to ensure any updates have plenty of time to install and reduce the chance of technical difficulties on exam day.
6. You can practice using Exemplify at any time prior to exam day. The practice test has the same layout, features, and menu items as a course exam. Instructions are in the Appendix (Mock Exam).
7. **Approved Devices:** It is your responsibility to ensure that you have a fully functioning and charged exam-taking device with a privacy screen.
 - a. Please review the [Minimum System Requirements](#) from ExamSoft and attend to emails updating this information throughout the year.
 - b. iPads are NOT supported by LMU for testing at this time.
 - c. It is permissible for students with non-working devices to borrow from a friend or family member. A limited number of loaner devices are available for exam-day emergencies and must be requested through Exam Services.

Exam Day

1. Arrive at least 30 minutes prior to the exam start time to allow time for traffic and parking.
2. Bring your laptop, with a privacy screen installed, and power cord, ensure that your wireless access is turned on and functioning.
3. Seat assignments will be posted outside the exam doors at least 15 minutes before the doors open.
4. Student IDs will be scanned to enter the examination room. **IDs must always be worn visibly and above the waist during the examination.** Complete lists of items permitted and not permitted in the examination room are included in the boxes below.

The following items are **permitted** in the examination room (items in bold are required):

- **Student ID**
- **Privacy screen**
- **Pencils/pens**
- Highlighting marker(s)
- Drink in closed, unlabeled containers
- Tissue
- Wireless or corded mouse
- Foam or plastic insert earplugs – no other types are permitted
- Clear zip lock bag (gallon size or smaller) for cord, pencils, and other permitted items

The following items are **NOT** permitted in the examination room. **Possession of these items after crossing the threshold into the examination room will result in a penalty.**

- Cell phone
- Watch, headphones, or wearable electronic device of **any** kind
- Jacket/coat (dress in layers if needed)
- Non-religious head coverings of **any** kind
- Drink with label attached
- Backpack
- Tote
- Laptop case
- Umbrella
- Notes or study materials of **any** kind
- Stickers on testing device

5. After entering, you will not be permitted to leave the examination room until 30 minutes after the examination has begun.
6. Students are expected to arrive, check in, find their seat, and begin the Prep process prior to 8:15:00AM/1:15:00PM. **Any student who badges in after this time will be considered late and will receive an automatic exam penalty.**
7. Once you enter the examination room, all information is considered confidential. Do not discuss the content of the exam or other information provided on exam day with other students, especially students who are not present on the exam day. Any violations could be considered a breach of confidentiality.
8. Close all computer programs and internet browsers before opening Exemplify. Close any programs running in the background (e.g., Messenger, Discord, or anti-virus software) to prevent technical difficulties with the Exemplify software. Any violations could be considered a breach of Academic Integrity.

Examination

Exam prep time (student has entered the exam room and is seated):

1. Students should leave their devices CLOSED until given the prompt by proctors.
2. Proctors will prompt students to open their devices.
3. Open Exemplify and find the downloaded exam
4. Proctors will post the password on the screens.
5. Enter the password. Read and sign the Honor code, click next and stop when you see the orange screen with the words "STOP HERE" and wait.
6. Proctors will pass out one sheet of scrap paper to each student. Print your name and password on the scrap paper, but nothing else.
7. Once you are prompted to begin, click the checkbox, and start the exam immediately. Do not write on your scrap paper before beginning the exam! **Beginning the exam prior to the prompt is considered unprofessional behavior and will result in a penalty.**

During the exam:

1. No talking is permitted between students during the exam or during restroom visits.
2. Exemplify will save your responses every 60 seconds. If your computer freezes or you have any other technical difficulties, raise your hand for a proctor. **Do not exit the exam.**
3. We encourage students to use the restroom before and after the exam to minimize distractions.
 - a) Students are required to be scanned out and back in when using the restroom and may only use restrooms designated for exam takers.
 - b) **Upon returning from a break, you are not allowed to backward navigate to items you previously viewed or answered. Backward navigation after a break is an exam violation that will result in a penalty.**

Post Exam Review:

An optional post-exam review of incorrect items only is offered immediately following the end of an exam and lasts 15 minutes.

| Post Exam Review IS | Post Exam Review IS NOT |
|---|--|
| A privilege | A means of pre-calculating an exam score |
| Designed to offer immediate feedback on missed concepts | A means to dispute individual exam questions with Course Directors, Faculty or Staff |

Exam File Upload: The exam file must be uploaded immediately after completing the exam/review, or when the allotted exam time runs out.

1. When preparing to upload your Exam File, you will see a blue screen that says, "Please Wait." The system performs a check list.
2. Following the system check list, you will see a green screen that says, "Upload in Progress." At this point, your computer NEEDS TO STAY CONNECTED TO WI-FI for the upload to complete.
3. If the upload of the answer file is initiated more than one (1) hour past the exam end time on a scheduled exam day, it will be considered null and void.

When you have completed the exam and post exam review you must:

1. Remain in your assigned seat until your answer file is submitted
2. Hand in your scrap paper
3. **Show the proctor the Exemplify screen indicating that your exam has been submitted and uploaded. Students may not leave the auditoria until their answer file is uploaded.**

After finishing the exam, we ask students to leave the common area outside of the examination room to minimize noise and distraction for students continuing to test. Once you have completed the exam, using the restrooms designated for exam takers is strictly prohibited.

Exam Accommodations:

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.

<https://www.lmunet.edu/student-life/accessible-education-services/>

Students requesting exam related accommodations must contact the LMU Office of Accessible Education Services

In-Seat Exam Violations

- **Late arrival:** Students badge in after 8:15:00AM/1:15:00PM are considered late and will receive a penalty. Students who arrive more than 15 minutes after the doors close will not be permitted into the exam and must contact the Associate Dean of Students at their campus of record.
- **Arriving without Student ID and/or Privacy Screen:** Failure to bring a Student ID or privacy screen to the testing area will result in an automatic penalty.
- **Non-permitted items in the examination room:** Crossing the threshold into the exam room in possession of any item from the non-permitted list will result in an automatic penalty.

The following items are **NOT** permitted in the examination room.

- Cell phone
- Watch, headphones, or wearable electronic device of **any** kind
- Jacket/coat (dress in layers if needed)
- Non-religious head coverings of **any** kind
- Drink with label attached
- Backpack
- Tote
- Laptop case
- Umbrella
- Notes or study materials of **any** kind
- Stickers on testing device

- **Backward Navigation:** Backward navigating to questions answered, flagged, or left blank after returning from a restroom break.
- **Unprofessional behavior**
 - **Breach of confidentiality:** Do not discuss the content of the exam or other information provided on exam day with other students. Any breach of confidentiality is considered unprofessional conduct and a violation of academic integrity.
 - **Cheating or suspicion of cheating at any point in the exam process is considered unprofessional conduct and a violation of academic integrity**
 - Students may not obstruct any exam day process, including, but not limited to door closure, exam start, etc.
 - Unprofessional behavior towards exam proctors, Exam Services staff, or other students will not be tolerated.

For further information regarding expectations of Academic Integrity and Professional Conduct please refer to the DCOM Student Handbook.

Penalties for Violations

Exam penalties are determined based on the severity and frequency of the offense.

- **First offenses** will result in an automatic deduction of 2 percentage points from each course tested in that exam.
- **Repeated offenses or Serious offenses:** In addition to an automatic 2-percentage point deduction from each course exam, penalties assessed could include:
 - a required meeting with the Assistant/Associate Dean of Assessment, a meeting with the Assistant/Associate Dean(s) of Students, a referral to the Community Standards or Student Progress Committee if there is significant concern for professionalism or academic integrity, or a zero on the exam.
- **Backward navigation:** penalties assessed could include a 2-percentage point deduction, voiding of all backward navigated answers changed/added, or a zero on the exam. Depending on the offense, the Assistant / Associate Dean of Assessment may refer the student to the Community Standards or Student Progress Committee if there is significant concern for professionalism or academic integrity.
- **Unprofessional Behavior:** penalties assessed could include a 2-percentage point deduction from each course exam; a required meeting with the Assistant/Associate Dean(s) of Students; a referral to Community Standards or Student Progress Committee if there is significant concern for professionalism or academic integrity. Exam scores will not be immediately released for students required to meet with Community Standards or Student Progress Committees.
 - Academic Integrity concerns include, but are not limited to, Breach of Confidentiality, Cheating or suspicion of cheating.

Exam scores will not be immediately released for students required to meet with Community Standards or Student Progress Committee.

Appendix B: POLICY NUMBER: 540.1 POLICY TITLE: COMLEX-USA Level 1 Eligibility Process



POLICY NUMBER: DCOM 540.1

POLICY TITLE: COMLEX-USA Level 1 and Academic Progress

I. PURPOSE

To describe policy related to student progress in the Lincoln Memorial University-DeBusk College of Osteopathic Medicine (LMU- DCOM) curriculum; specifically, requirements for eligibility to take COMLEX-USA Level 1 and to pass COMLEX-USA Level 1.

II. POLICY STATEMENT

In accordance with the Commission on Osteopathic College Accreditation (COCA) Standard 11.4a, LMU-DCOM students must pass COMLEX-USA Level 1. Additionally, it is the policy of LMU-DCOM to establish and implement criteria for student eligibility to take COMLEX-USA Level 1 with the intent of optimizing the opportunity for students to pass COMLEX-USA Level 1 on their first attempt.

III. DEFINITIONS

COMLEX-USA– Comprehensive Osteopathic Medical Licensure Examination – United States of America.

COMLEX-USA Level 1 – “a problem- and symptom-based assessment, administered in a time-measured environment that integrates the foundational biomedical sciences with other areas of medical knowledge relevant to solving clinical problems and promoting and maintaining health during the provision of osteopathic medical care to patients” (<https://www.nbome.org/assessments/comlex-usa/comlex-usa-level-1/>).

Benchmark COMSAE (Comprehensive Osteopathic Medical Self-Assessment Examination) – A COMSAE Phase 1 examination delivered by LMU-DCOM, the score of which is utilized as part of the process to determine eligibility for students to pursue COMLEX-USA Level 1 testing.

IV. AUDIENCE

This policy applies to all stakeholders (faculty, staff, students, administration, and community members) interested in learning about eligibility requirements for students pursuing the COMLEX-USA Level 1 examination.

V. COMPLIANCE

N/A

VI. ROLES AND RESPONSIBILITIES

LMU-DCOM Office of the Dean: To monitor student pass rates on the COMLEX-USA Level 1; to oversee matriculation of all OMS-II and other students into clinical rotations.

Responsible Office: DCOM Office of the Dean; Assessment Department

Responsible University Officer: Associate Dean of Academic Affairs, Assistant/Associate Deans of Preclinical Academic Affairs/Basic Medical Science, Associate Dean of Clinical Affairs; Assistant/Associate Deans of Clinical Medicine

Policy Oversight Committee: LMU-DCOM Policy Process Committee

VII. STANDARDS

COCA Standard 11.4a:

“Prior to graduation, all students must demonstrate osteopathic medical knowledge and osteopathic clinical skills by passing the Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-USA) undergraduate examinations (Level 1 and Level 2) and meeting a national standard for osteopathic clinical skills competency.”

VIII. PROCEDURE

All LMU-DCOM medical students are required to take and pass COMLEX-USA Level 1 in order to graduate. LMU-DCOM assesses the readiness of an individual student to pursue COMLEX-USA Level 1 testing by utilizing a variety of data points including a score on a benchmark COMSAE (Comprehensive Osteopathic Medical Self-Assessment Examination).

Attaining eligibility to take COMLEX-USA Level 1:

- Students must pass all courses in the OMS-I and OMS-II curriculum to be eligible to take COMLEX-USA Level 1.
- Students must also achieve the benchmark COMSAE score (as determined annually by the Dean) to attain eligibility to take COMLEX-USA Level 1. Students eligible to take COMLEX-USA Level 1 will test within 30 days or at the first available testing date closest to 30 days from determination of eligibility.

Not attaining eligibility to take COMLEX-USA Level 1:

- Students that do not achieve the benchmark COMSAE score on their first attempt will be assigned an Academic Advisor to determine a study strategy.
- Students may not begin clinical rotations until they sit for COMLEX -USA Level 1.
- Students who do not meet eligibility requirements to take COMLEX-USA Level 1 by a designated date (as determined annually by the Dean) will be referred to the appropriate Student Progress Committee. Such students will be required to take an LMU-DCOM-approved board review course.
- Students that have not attained eligibility to take COMLEX-USA Level 1 by the end of the last NBOME testing window of the fall semester of their OMS-III year will be referred to the appropriate Student Progress Committee.

Failing COMLEX-USA Level 1:

- A student who fails their first attempt at COMLEX-USA Level 1 will meet with the Assistant/Associate Dean of Basic Medical Sciences (or designee) at their respective campus to determine when to end their current rotation and focus on additional board preparatory studying.

- The student will be assigned an Academic Advisor to determine a study strategy.
- The student may be required to take an LMU-DCOM-approved board review course.
- The student may not return to rotations until after they have passed COMLEX-USA Level 1.
- Subsequent failure(s) of COMLEX-USA-Level 1 will result in referral to SPC for each occurrence.
- Students that have not passed COMLEX-USA Level 1 by the last NBOME score release date of the fall semester of their OMS-III year will be referred to the appropriate Student Progress Committee.

A delay in achieving eligibility for and/or passing COMLEX-USA Level 1 may result in forfeiture of the student's assigned core rotations site and result in core site reassignment. The student must make up any rotations missed to progress to the OMS-IV year. This may result in a delay in graduation and/or ineligibility to participate in the students' current graduating class National Resident Matching Program (NRMP) Match cycle. Please refer to LMU-DCOM Policy 500.1 Academic Standards for specific graduation requirements.

IX. CONTACT INFORMATION

For more information regarding this policy, please contact the Assistant/Associate Dean(s) of Basic Medical Sciences at LMU-DCOM, 423-338-5721.

X. DOCUMENT HISTORY

Version S24.1

Approved by LMU-DCOM Policy Process Committee 03/04/24

Approved by LMU-DCOM Dean's Council 03/06/24

Approved by LMU Legal 04/08/2024

Version S25.1

Approved by LMU-DCOM Policy Process Committee 03/27/25

Approved by LMU-DCOM Dean's Council 05/16/25

XI. FORMS

LMU-DCOM Clinical Rotation Manual

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/documents/ClinicalRotationsManual.pdf>

LMU-DCOM Student Handbook

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/documents/DCOMStudentHandbook.pdf>

LMU-DCOM Student Outcomes webpage

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/do/student-outcomes>

Appendix C: LMU-DCOM Policy 230.1 COMLEX-USA Level 2 Academic Progress and Eligibility Process



POLICY NUMBER: DCOM 230.1

POLICY TITLE: COMLEX-USA Level 2 Academic Progress and Eligibility Process

I. PURPOSE

To establish a policy describing student progress in the Lincoln Memorial University-DeBusk College of Osteopathic Medicine (LMU- DCOM) curriculum related to 1) attaining eligibility to take COMLEX-USA Level 2 and, 2) failing COMLEX-USA Level 2.

II. POLICY STATEMENT

In accordance with the Commission on Osteopathic College Accreditation (COCA) Standard 11.4a, LMU-DCOM students must pass COMLEX-USA Level 2. Additionally, it is the policy of LMU-DCOM to establish and implement criteria for student eligibility to take COMLEX- USA Level 2 with the intent of optimizing the opportunity for students to pass COMLEX- USA Level 2.

III. DEFINITIONS

COMLEX-USA– Comprehensive Osteopathic Medical Licensure Examination – United States of America.

COMLEX-USA Level 2 – “A one-day, computer-based assessment that integrates application of knowledge in clinical and foundational biomedical sciences with other physician competencies related to the clinical care of patients and promoting health in supervised clinical settings.” <https://www.nbome.org/assessments/comlex-usa/comlex-usa-level-2-ce/>).

Benchmark COMSAE (Comprehensive Osteopathic Medical Self-Assessment Examination) – A COMSAE Phase 2 examination delivered by LMU-DCOM, the score of which is utilized as part of the process to determine eligibility for students to pursue COMLEX-USA Level 2 testing.

IV. AUDIENCE

This policy applies to all stakeholders (faculty, staff, students, administration, and community members) interested in learning about eligibility requirements for students pursuing the COMLEX-USA Level 2 examination.

V. COMPLIANCE

COCA Standard 11.4a:

“Prior to graduation, all students must demonstrate osteopathic medical knowledge and osteopathic clinical skills by passing the Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-USA) undergraduate examinations (Level 1 and Level 2) and meeting a national standard for osteopathic clinical skills competency.”

VI. ROLES AND RESPONSIBILITIES

LMU-DCOM Office of the Dean: To monitor student pass rates on the COMLEX-USA Level 2; to oversee matriculation of all OMS-III and OMS-IV clinical rotations.

Responsible Office: DCOM Office of the Dean; Assessment Department, Office of Clinical Education

Responsible University Officer: Associate Dean of Academic Affairs, Assistant/Associate Dean(s) of Preclinical Academic Affairs/Basic Medical Science, Assistant/Associate Dean(s) of Curricular Innovation, Assistant/Associate Dean(s) of Clinical Affairs; Assistant/Associate Dean(s) of Clinical Medicine

Policy Oversight Committee: LMU-DCOM Policy Process Committee

VII. STANDARDS

N/A

VIII. PROCEDURE

As per DCOM Policy 6.12 COMLEX-USA, all LMU-DCOM medical students are required to take and pass COMLEX-USA Level 2 in order to graduate. LMU-DCOM assesses the readiness of an individual student to pursue COMLEX-USA Level 2 testing by utilizing a variety of data points including a score on a Benchmark COMSAE (Comprehensive Osteopathic Medical Self-Assessment Examination) and COMAT scores.

Students must follow DCOM Policy 6.12 COMLEX-USA and the related process (as described in the Student Handbook).

COMLEX-USA Level 2-CE Eligibility Process

Student must receive formal approval from the Board Review Team prior to sitting for COMLEX-USA Level 2 CE or their score will be invalidated. Please refer to the following table for details outlining student eligibility to take COMLEX- USA Level 2.

Please refer to the following table for details outlining student eligibility to take COMLEX- USA Level 2.

| | <u>Timing</u> | <u>Outcome</u> | <u>Next Action</u> |
|---------------------|--------------------|--|-------------------------------|
| COMAT Subject Exams | Throughout OMS-III | Cumulative Average of 1st attempt > exceed benchmark score, which is evaluated and set annually. | Progress to Benchmark Exam(s) |

| | | | |
|--|---|--|--|
| COMAT Subject Exams | Throughout OMS-III | Cumulative Average of 1st attempt < benchmark score, which is evaluated and set annually. | <ul style="list-style-type: none"> Take and pass a Standard Knowledge Curriculum in addition to passing the Benchmark Exam(s) Connect with Academic Support faculty/staff as needed |
| Benchmark COMSAE Phase 2 and/or CRE (all COMSAE testing will be proctored) | April/May OMS- III | COMSAE Score >500 | Eligible to take COMLEX-USA Level 2* |
| | | COMSAE Score <500 | <ul style="list-style-type: none"> NOT eligible to take COMLEX-USA Level 2* Student meets with the Board Review Team Individual Student Success plan established, which may include completing an LMU-DCOM-approved live, on-site Board Review Program (attendance verification required) |
| High Risk Students** will be required to enroll in a DCOM Board Review month (An Elective rotation will be utilized) Subsequent Qualifying COMSAE Phase 2 (different COMSAE version; all COMSAE testing will be proctored) | 1st Rotation OMS-IV (Mid-June – Mid July) | Complete Board Review Elective**** | Take Subsequent Qualifying COMSAE Phase 2 |
| | | COMSAE <ul style="list-style-type: none"> Score > benchmark score, which is evaluated and set annually. | Eligible to take COMLEX-USA Level 2* |

| | | | |
|---|------------------------|---|---|
| High Risk Students* will be required to enroll in a DCOM structured Board Review Elective | 1st rotation of OMS-IV | COMSAE Score < benchmark score, which is evaluated and set annually. | <ul style="list-style-type: none"> • NOT eligible to take COMLEX-USA Level 2* • Meet with Board Review Team (or designee) • Individual Student Success plan updated • Student assigned additional CE Prep work for OMS-IV rotation #2 |
| Independent Study Rotation/Clinical Elective (to be determined based on risk status) | 2nd Rotation OMS-IV | <ul style="list-style-type: none"> • Meeting requirements of assigned CE prep work -and- • COMSAE (or equivalent) Score > benchmark score, which is evaluated and set annually. | <ul style="list-style-type: none"> • Eligible to take COMLEX-USA Level 2* |
| | | <ul style="list-style-type: none"> • NOT meeting requirements of CE Prep -or- • COMSAE Score < benchmark score, which is evaluated and set annually. | <ul style="list-style-type: none"> • NOT eligible to take COMLEX-USA Level 2* • Student meets with the Board Review Team • Individual Student Success plan updated • Student placed on Recessed Professional Leave of Absence (LOA) for further board preparation which may include formal commercial board preparatory course*** |

| | | | |
|---|---------------------------|--|---|
| LOA status - Individual Student Success Plan/ COMLEX prep | 3rd Rotation OMSIV and on | COMSAE (or equivalent) Score > benchmark score, which is evaluated and set annually. | Eligible to take COMLEX-USA Level 2* |
| | | COMSAE (or equivalent) Score < benchmark score, which is evaluated and set annually. | NOT eligible to take COMLEX-USA Level 2* and appropriate SPC referral for Failure to Progress |
| | | COMSAE Score < benchmark score, which is evaluated and set annually. | Referral to appropriate Student Progress Committee |
| Match Verification | | The student will be required to make up any missed rotations. This may result in a delay in graduation, resulting in ineligibility to participate in the current National Resident Matching Program (NRMP) Match cycle | |

*LMU-DCOM Board Review Team(or designee) approves student eligibility based upon predictors of student readiness which includes, but is not limited to, COMSAE (or equivalent) and COMAT scores. Students will take COMLEX within 30 days or first available testing date closest to 30 days from determination of eligibility.

**High Risk students have 1 or more of the following risk factors:

- Scoring <400 on Benchmark COMSAE
- Cumulative average on all COMATs <95
- Additional factors, such as concerns identified with rotation performance as determined by preceptor evaluation(s) may also require a student to attend an in-person board preparatory rotation at a designated DCOM campus.

***Any student who does not reach eligibility to sit for COMLEX Level 2 by the start of the third rotation of 4th year will not be allowed to continue on Clinical Rotations. Extenuating circumstances will be evaluated on a case-by-case basis by the Board Review Team.

****Failure to keep up with or complete the required CE Prep as directed by the Board Review Team will result in referral to SPC.

A student who fails any COMLEX-USA Level exam may be referred to the appropriate Student Progress Committee. Students who fail COMLEX-USA Level 2 may be placed on Recessed Professional Leave of Absence and required to participate in exam preparation programs. Please refer to LMU-DCOM Policy 9.2 (Academic Standards) for specific graduation requirements.

Not attaining eligibility to take COMLEX-USA Level 2:

Students who do not meet eligibility requirements to take COMLEX-USA Level 2 by the start of the third rotation **time period of the OMS-IV year** will be referred to the appropriate Student Progress Committee and **will not be approved to continue clinical rotations***. Such students will be placed on Recessed Professional Leave of Absence and will be required to take an LMU-DCOM-approved board review course.

Failing COMLEX-USA Level 2:

A student who fails the COMLEX-USA Level 2 exam **will be removed from OMS-IV rotations***. Students **must attain a passing result before resuming OMS-IV rotations***.

First Level 2 Failure Protocol:

- Student will meet with the appropriate Student Progress Committee (SPC)
- Meet with Student Services Academic Support regularly as directed by Student Services.
- Failure to communicate or follow recommendations will result in referral to the appropriate Student Progress Committee (SPC). Complete an LMU-DCOM-approved standard licensure exam curriculum. (Examples below)
 - In-Person or Online CE Prep
 - Virtual Wolf Pack
 - Virtual Pass program
- Demonstrate readiness by completing a secure/proctored COMSAE and/or a COMLEX Readiness Exam (CRE)
 - COMSAE score needs to exceed benchmark score, which is evaluated and set annually.

Second Level 2 Failure Protocol

- Meet with the appropriate Student Progress Committee.
- Meet with Student Services Academic Support regularly as directed by Student Services. Failure to communicate or follow recommendations will result in referral back to the Community Standards Committee.
- Complete an **in-person** LMU-DCOM-approved board preparation course.
- Demonstrate readiness by completing a secure/proctored COMSAE and/or a CRE

- COMSAE score needs to exceed benchmark score, which is evaluated and set annually.

Failure at any time to follow the requirements will result in a referral to the SPC.

The student will be required to make up any rotations missed. This may result in a delay in graduation, resulting in ineligibility to participate in the current National Resident Matching Program (NRMP) Match cycle. Please refer to LMU-DCOM Policy 9.2 (Academic Standards) for specific graduation requirements.

The deadline to remain on target for eligibility for the NRMP Match is to achieve a passing score on COMLEX Level 2 prior to the deadline to withdraw from the NRMP Match. A student will not be allowed to participate in the NRMP Match if they do not have a passing score on COMLEX Level 2 by the deadline to withdraw from the NRMP Match.

IX. CONTACT INFORMATION

For more information regarding this policy, please contact the Assistant/Associate Dean(s) of Clinical Medicine/Affairs at LMU-DCOM, 423-869-6525.

X. DOCUMENT HISTORY

Version S24.1

Approved by LMU Office of General Counsel: 05/10/24

Version SP25.1

Approved by LMU-DCOM Policy Process Committee: 04/24/25

Approved by LMU-DCOM Dean's Council: 05/23/25

XI. FORMS

LMU-DCOM Clinical Rotation Manual <https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/documents/ClinicalRotationsManual.pdf>

LMU-DCOM Student Handbook <https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/documents/DCOMStudentHandbook.pdf>

LMU-DCOM Student Outcomes webpage

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/do/student-outcomes>

* Extenuating circumstances will be evaluated on a case-by-case basis by the Board Review Team

Appendix D: Clinical Rotations Manual 2025-2026

Please use the link located below to access the full Clinical Rotations Manual:

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/documents/ClinicalRotationsManual.pdf>

Appendix E: LMU-DCOM Policy 8.4 Research and Scholarly Activity



POLICY NUMBER: DCOM 8.4

POLICY TITLE: RESEARCH AND SCHOLARLY ACTIVITY

I. PURPOSE

To support student-driven research and scholarly activity, as well as student participation in faculty-led at the DeBusk College of Osteopathic Medicine (LMU-DCOM).

II. POLICY STATEMENT

In accordance with the Commission on Osteopathic College Accreditation (COCA) Standard 8 Element 4, LMU-DCOM is committed to fostering research and scholarly activity among students.

In an effort to reduce academic risk with increased activities, any LMU-DCOM student wishing to participate in a research/scholarly activity project must meet the following criteria:

- Must be enrolled as a student at LMU-DCOM (not on Leave of Absence).
- Must have completed at least one semester of the curriculum at LMU-DCOM.
- Must have a cumulative GPA of 3.0 or higher.
- Must not be on probation for academic or professionalism reasons.

Students not meeting these criteria may be considered on a case-by-case basis upon review by the Director of Research (designated campus), Assistant/Associate Dean of Research, and Assistant/Associate Deans of Students (designated campus).

In addition to the academic requirements listed above, LMU-DCOM has implemented policies and procedures regarding the involvement of students in research/scholarly activity projects. These policies and procedures are intended to provide valuable feedback to the students and to help ensure the success of their research projects. Links to all required forms are provided at the end of this document.

III. DEFINITIONS

Research and scholarly activity at LMU-DCOM encompasses both internal studies conducted within the institution and external collaborations with

other organizations, including basic science research, clinical research, case studies, educational research, collaborative research, community-based research, clinical trials, and translational research. All research and scholarly activity, whether internal or external, should be reported to DCOM using the appropriate scholarly activity forms.

IV. AUDIENCE

This policy applies to all stakeholders (faculty, staff, students, administrators, and community members) interested in participating in scholarly activity/research activities.

V. COMPLIANCE

COCA Standard 8 Element 4:

"A COM must publish and follow policies and procedures to support student-driven research and scholarly activity, as well as student participation in the research and scholarly activities of the faculty."

VI. ROLES AND RESPONSIBILITIES

Responsible Office: LMU-DCOM Research Department, Office of Student Services **Responsible University Officer:** Assistant/Associate Dean of Research, Assistant/Associate Dean(s) of Students, Assistant/Associate Dean of Clinical Affairs, Assistant/Associate Dean of OPP Integration, LMU-DCOM Research and Grants Committee Chair

Policy Oversight Committee: LMU-DCOM Policy Process Committee

LMU-DCOM Research and Grants Committee: To consider all matters on the initiation, prioritizing, funding, evaluation, and auditing of intramural grant applications, post-grant awards, funding opportunities, and community projects from the LMU-DCOM. These matters shall consist of, but not be limited to, faculty basic science research, clinical research, student research, drug trials, consortia projects both domestic and international, as well as community-oriented research with collaboration from members of the tri-state area.

LMU-DCOM Research Department/Officials/Support Staff: The Research Department provides comprehensive support for research activities across the LMU-DCOM, from leadership and strategic direction to operational management, grant funding, compliance oversight, and promoting student research engagement. Its structure includes an Assistant/ Associate Dean for Research, Campus Director(s) of Research, a Research Coordinator, a Director of Grants, Research Assistants/Lab Managers, and dedicated resources for facilitating faculty projects as well as student research opportunities and dissemination.

LMU Committee on Scholarly Activity (COSA): At the institutional level, LMU maintains an active Committee on Scholarly Activities (COSA) which works to "Promote, assess and enhance University-wide research; Consider University-wide research issues and recommend research policy to the Vice President of Academic Affairs". The LMU-DCOM Dean/Chief Academic Officer and/or his designated representative (e.g., Assistant/ Associate Dean of Research, Director(s) of

Research) serve on this committee as representatives of LMU-DCOM.

VII. STANDARDS

LMU-DCOM students engaging in research must:

1. Identify a qualified mentor (holding a terminal degree)
2. Submit a completed Scholarly Activity/Research Form
3. Complete CITI Program training relevant to their project
4. Complete General Lab Safety training (for lab-based research)
5. Complete IRB (for human studies or case study exemption)

VIII. PROCEDURE

Research and Scholarly Activity Approval Procedure

All students wishing to participate in a research project must first work with their faculty mentor to complete the LMU-DCOM Scholarly Activity/Research Form. Students working with mentors outside of LMU-DCOM must still complete a scholarly activity form. Students or Scholars may not serve as mentors for other students. Participation in research for OMS-I and OMS-II students requires the approval of a research mentor and the Director of Research (designated campus). Notably, students can perform research at any LMU-DCOM campus location, regardless of their campus designation. Participation in research for OMS- III and OMS-IV students requires the approval of a Research Supervisor/Sponsor, Preceptor(s) with whom the student is or be rotating, Assistant/Associate Dean of Clinical Medicine, and Assistant/Associate Dean of Research (*Please see below for further information if the research is being completed as an elective rotation*). These approvals include assurances that the time in research will not impact nor reduce clinical training hours required at clinical rotation sites. Once the proposal is reviewed, any recommendations are taken into consideration, and approval is granted by all parties required on the form.

Regulatory Committee Compliance and Approvals

The student must submit an application to the relevant regulatory committee (IACUC, IRB, IBCSC) for approval if the proposal requires such approval. All students will also need to complete the appropriate Collaborative Institutional Training Initiative (CITI Program) courses specific to their proposed research before initiating research and/or submission of proposals to any regulatory committee. Students who wish to participate in laboratory research must also complete a General Lab Safety course before initiating a research project to ensure that they comply with all laboratory safety policies and procedures. Access to the LMU Lab Safety Module is provided by the Research Director at the student's respective location. Students will also participate in lab

orientation to review policies/procedures, and upon successful completion, badge access to the lab(s) can be granted.

Internal Student Funding Opportunities

Two separate competitive scholar awards are available to support student research and provide an opportunity for LMU-DCOM students to work with experienced basic science or clinical investigators in an environment devoted to research. The goal of these scholar awards is to provide students with an experience that will produce better physicians by acquainting students with scientific methodology. The Basic Science/Clinical Research Scholar Award allows for the student to conduct research projects during the academic year for a term of either one semester or two semesters, while the DeBusk Summer Research Scholar Award is for students who would like to conduct short-term research projects over the summer break in any area of basic or clinical sciences, including any branch of the basic or clinical sciences, medical education, and health policy related areas of inquiry.

Presentation or Publication Approval Process

If a student has results from a research or scholarly activity project that he/she wishes to present at a professional or scientific meeting, a Request for Approval of Presentation Submission form should be submitted. This form provides information regarding the name of the meeting, location, dates of the meeting, and the faculty sponsor, and is reviewed by the Director of Research (designated campus) and the Assistant/Associate Dean of Research for approval. Once approval is granted, the student can submit the Student Research Travel Funds Request form to request funds to cover the cost of traveling to the meeting for their presentation. The Travel Fund Request is reviewed by the Director of Research and Assistant/Associate Dean of Research.

For publications, students must submit a Request for Publication Approval and/or Publication Funds form. This form provides information on the manuscript authors, title, targeted journal, and whether financial support for the publication is needed. For both presentation and publication requests, students must have followed procedures, specifically, completed a scholarly activity form and documented all required training and approvals from regulatory oversight committees. Failure to comply with these policies may result in denial of presentation, publication, and funding requests.

Research Elective Rotations

Research Elective Rotations Students who are in their clinical years (OMS-III & OMS-IV) may choose to do an elective research rotation. OMS-III

students who meet academic and professionalism criteria are eligible to participate in a 4-week elective research rotation. OMS-IV students meeting academic and professionalism criteria can participate in a maximum of two 4-week elective research rotations, provided they have not already done an elective research rotation in the OMS-III year. The 4 weeks may not be split. If a student has completed a 4-week elective research rotation in the OMS-III year, they can participate in a maximum of one 4-week elective research rotation in the OMS-IV year. The student must first identify a research mentor for any elective research rotation and work with this individual to complete Scholarly Activity and Research Form and Research Elective Protocol Application. The Research Supervisor/Mentor/Sponsor, Associate Dean of Clinical Affairs, Assistant/Associate Dean of Research, Associate Dean of Academic Affairs/Chief Operating Officer, and the Sr. Associate Dean/Research Elective Rotation Chair will review the application and approve. Once the proposal is reviewed and approval has been granted by all parties required on the form, the student must apply to the relevant regulatory committee (IACUC, IRB, IBCSC) for approval, complete CITI training, and Laboratory training as required and described above (see 'Regulatory Committee Compliance and Approvals').

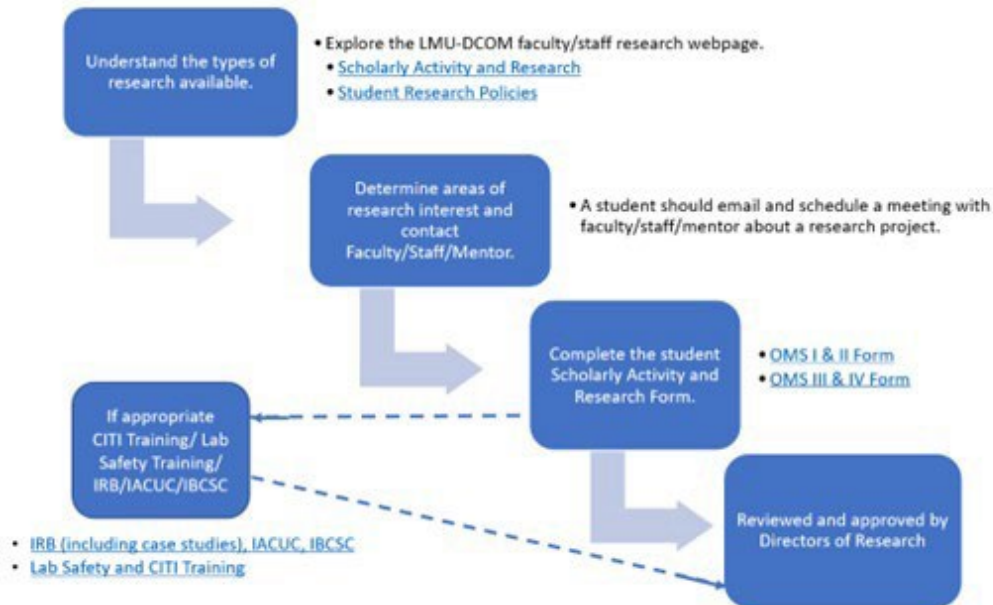
These rotations are intended to provide the student with an opportunity to engage in research activities that help to develop critical thinking skills, reinforce the scientific method, and promote critical review of the relevant literature.

Non-Compliance with Policy and Procedures

Non-compliance with policies and procedures of LMU-DCOM and/or oversight committees is considered unprofessional behavior. Students may be referred to meet with the Director(s) of Research, Assistant/Associate Dean of Research, Associate Dean of Clinical Affairs, or Assistant/Associate Deans of Students to correct issues of non-compliance. If necessary, students may be referred to the Community Standards Committee, according to the process outlined in "Committee Procedures for Professional Deficiencies" in the Student Handbook and Policy 5.1 Professionalism.

STUDENT RESEARCH FORMS AND PROCESSES CAN BE FOUND [HERE](#).

DCOM Student Research Project Process



IX. CONTACT INFORMATION

For more information regarding this policy, please contact either the LMU-DCOM Assistant/Associate Dean of Research at 865-338-5737 or the Chief Operating Officer at 865- 338- 5693.

X. DOCUMENT HISTORY

Version F22.1

| | |
|--|------------|
| Approved by LMU-DCOM Dean's Council: | 04/06/2022 |
| Approved by LMU Office of General Counsel: | 06/03/2022 |
| Corrected Titles and Contact Information: | 09/06/2022 |

Version F23.1

| | |
|--|------------|
| Editorial Changes by Assistant Dean of Research: | 07/13/2023 |
|--|------------|

Version SP24.1

| | |
|--|------------|
| Editorial Changes by Assistant Dean of Research: | 05/17/2024 |
|--|------------|

Version SP24.2

| | |
|--|------------|
| Editorial Changes by Assistant Dean of Research: | 06/20/2024 |
|--|------------|

Version SP25.1

| | |
|--|------------|
| Editorial Changes by Assistant Dean of Research: | 04/21/2025 |
|--|------------|

XI. FORMS

Link to the LMU-DCOM Research Strategic Plan:

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/documents/dcomstrategicplan.pdf#page=28>

Link to DCOM Student Research page:

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/scholarly-activity/student-research>

Links to Student Research Forms and Awards:

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/scholarly-activity/formsapplications>

Appendix F: Technical Standards

Lincoln Memorial University-DeBusk College of Osteopathic Medicine

Technical standards are the non-academic skills and abilities necessary for the successful completion of the course of study in osteopathic medicine. The Educational Council on Osteopathic Principles has recommended the following non-academic criteria for admission and continued program participation for osteopathic medical students in programs leading to the doctor of osteopathic medical (DO) degree.

Introduction:

Lincoln Memorial University-DeBusk College of Osteopathic Medicine (LMU-DCOM) is committed to the admission and matriculation of all qualified students and does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, or disability. Regarding disabled (or physically challenged) individuals, the College will not discriminate against such individuals who are otherwise qualified, but the College will expect that minimal technical standards be met by all applicants and students as set forth herein. These standards reflect what has been determined to be reasonable expectations of osteopathic medical students and physicians in performing common and important functions, keeping in mind the safety and welfare of the patients for whom our graduates will care.

Technical Standards:

An osteopathic physician must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to perform the activities described below, candidates for the D.O. degree must be able to quickly, accurately, and consistently learn, integrate, analyze, and synthesize data. To facilitate the attainment of optimum care and safety, students at LMU-DCOM must:

1. Behave in a manner exhibiting high moral and behavioral standards reflecting the position and status of an osteopathic physician.
2. Demonstrate respect for individuals and groups with consideration to the diversity of age, gender, nationality, race, religion, sexual orientation, or disability.
3. Students of osteopathic medicine must meet minimal technical and ability standards. The practice of medicine in general and osteopathic medicine in particular, requires the ability to learn, process, and utilize a great deal of knowledge and experience. Students must have the ability to see, hear, and touch independently to optimally assess the physical, mental, and emotional status of patients. Where a deficiency occurs, it must be compensated with the aid of prosthetics to the extent that the student's functioning is equal to that of a non-impaired student. Reasonable adaptations are those that will enable the osteopathic student to function independently and when necessary in a team-like fashion with other health professionals in an unimpaired manner.

LMU-DCOM expects its applicants and students to meet certain minimum technical standards as outlined below. Every applicant and student of LMU-DCOM is expected to possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty. The holder of a doctor of osteopathic medicine degree must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. LMU-DCOM has adopted these standards with due consideration for the safety and well-being of the patients for whom its graduates will eventually care.

The specific technical standards recommended by LMU-DCOM are set forth below.

Observation & Visual Integration

Applicants and students must have sufficient visual capabilities to observe demonstrations, experiments, and laboratory exercises in the basic and clinical sciences, as well as proper evaluation and treatment integration in order to assess asymmetry, range of motion, and tissue color and texture changes.

They must be able to observe a patient accurately at varying distances and with the ability to discern non-verbal communication.

Applicants and students must have the ability to determine size and depth of an object in low light at 0.3cm.

Communication

Applicants and students should be able to speak, hear, and observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communication. They must be able to communicate effectively and sensitively with patients in English.

Communication includes not only speech but also reading and writing. Applicants and students must be able to communicate effectively and efficiently in oral and written form with all members of the health care team in English.

Motor Function

Applicants and students should have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of movements reasonably required of physicians include, but are not limited to, cardiopulmonary resuscitation (CPR), administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, the performance of obstetrical maneuvers, and osteopathic manipulative medicine. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

Sensory Skills

Applicants and students of osteopathic medicine must possess an enhanced ability to use their sensory skills. Individuals with disabilities who have significant tactile sensory or proprioceptive disabilities may require a thorough evaluation to determine if they are otherwise qualified, with or without reasonable accommodation. Such individuals may include those with significant previous burns, sensory motor deficits, cicatrix formation, and malformations of the upper extremities.

Strength and Mobility

Medical treatments, such as osteopathic manipulative medicine and cardiopulmonary resuscitation, often require upright posture with sufficient upper & lower extremity and overall body strength and mobility. Individuals with disabilities who have significant limitations in these areas may require evaluation to determine if they are otherwise qualified, with or without reasonable accommodation.

Intellectual, Conceptual, Integrative and Quantitative Abilities

Applicants and students must be able to concentrate, analyze and interpret data, and make decisions within areas in which there is a reasonable amount of visual and auditory distraction. They must perform these functions under a time limitation and do so under a reasonable amount of stress, as physicians are expected to be able to perform such duties in diverse clinical settings where others may be present and where there is a certain degree of noise. Applicants and students must be able to accurately write prescriptions, accurately perform basic mathematical functions, and accurately and quickly read charts with minimal error in areas where there may be distractions. They also must demonstrate ability to comprehend three-dimensional relationships, and to understand spatial relationships of structures.

Behavioral and Social Attributes

Applicants and students must possess the emotional health required for full utilization of their intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive and effective professional relationships with patients. Applicants and students must be able to tolerate physically taxing workloads and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the missions and educational processes.

Participation in Osteopathic Principles and Practice (OPP) Laboratory and Essentials of Patient Care (EPC) Encounters

Active participation in Osteopathic Manipulative Medicine Laboratories and Clinical Care Encounters is an admission, matriculation, and graduation requirement. During Osteopathic Manipulative Medicine laboratory and clinical care encounters, it is imperative to the educational process that the body region being examined and/or treated will need to be exposed for observation, palpation and treatment. The examination and treatment must be conducted in a respectful and professional manner.

The development of palpatory skills used for diagnosis and treatment is significant and required in osteopathic medical schools. Stedman's Medical Dictionary defines "palpation" as examination with the hands and fingers, touching, feeling or perceiving by the sense of touch. Palpation in the osteopathic educational context is the use of touch to examine the body. Palpatory skills are used in all areas of osteopathic medical practice and are especially important in the evaluation and treatment of the musculoskeletal system.

The development of palpatory skills and ability to perform osteopathic treatments are initiated in the first- and second-year labs. This learning requires active participation in all laboratory sessions where students palpate and will experience palpation by their peers and instructors of both genders to enhance the development of their own palpatory skills. Each student will palpate a variety of people with different body types to simulate the diversity of patients expected in a practice setting. Fingernails must be trimmed so as not to impair palpation or cause discomfort to the person being palpated.

The osteopathic medical profession uses a variety of treatment models through which the student will learn the art, science and skills of osteopathic manipulative treatment. Psychomotor skills are developed by repetition and reinforcement. Reading and observation, while helpful in understanding

the didactic concepts, do not develop the skills required to perform palpatory diagnosis and manipulative treatment. Each student is required to actively participate in all skill development sessions.

Dress Code in Osteopathic Principles and Practice Laboratories

The dress requirement in clinical skills training sessions is designed to promote learning by providing optimal access to diagnostic observation and palpatory experience. Wearing inappropriate clothing interferes with a partner's experience of diagnosis and treatment.

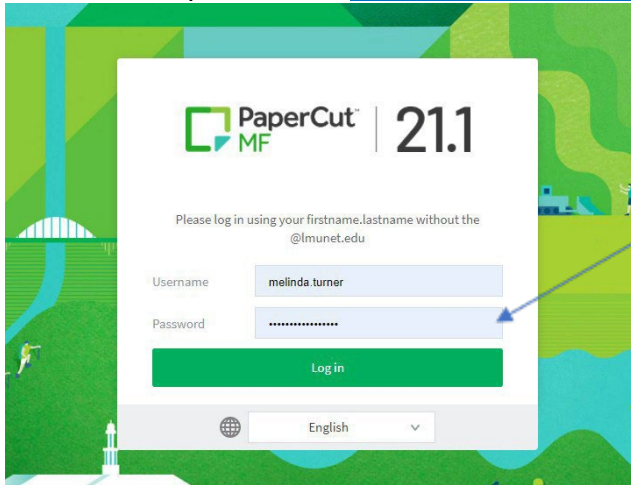
Appropriate attire must be clean and includes:

- OPP lab is a professional event. Lab attire will consist of a scrub top and bottom. This is to facilitate learning and practice of exam skills and treatment techniques while maintaining a professional atmosphere. Scrubs should be clean, without holes, and loose fitting. Jogger style scrub bottoms will not be allowed. Undergarments should be an athletic style that is not revealing of sensitive areas. For OPP lab, the scrub color should be blue to differentiate from anatomy scrubs.
- As you will be examining your colleagues, be mindful to keep fingernails clean, manicured, and trimmed to where you cannot see the nail over the fingertip. Acrylic nails are discouraged (if nail polish, use neutral color).
- When in the role of the patient, each student is expected to remove her/his shoes (no shoes are permitted on the tables).
- Hats or head coverings (other than for religious purposes) are not permitted in lab.
- Each student must be appropriately attired before class begins. Failure to be appropriately attired for class impedes the educational process and will not be tolerated.

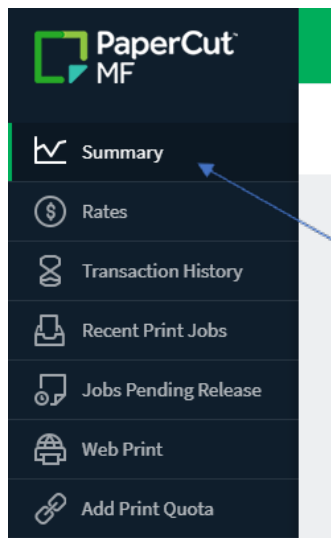
Any student with a pre-existing health problem that may preclude being examined and/or treated in a clinical skills laboratory is required to submit a written request for limitation and/or exclusion to the department chair (or designee).

Appendix G: Printing Instructions

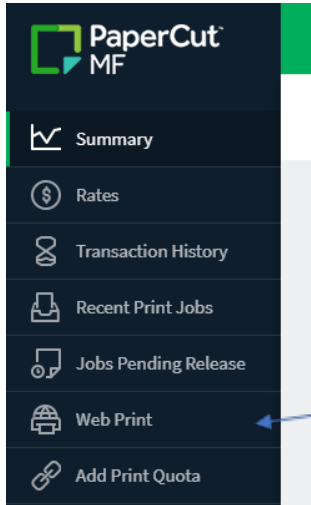
1. Access the PaperCut Link: <https://papercut.lmunet.edu/app>



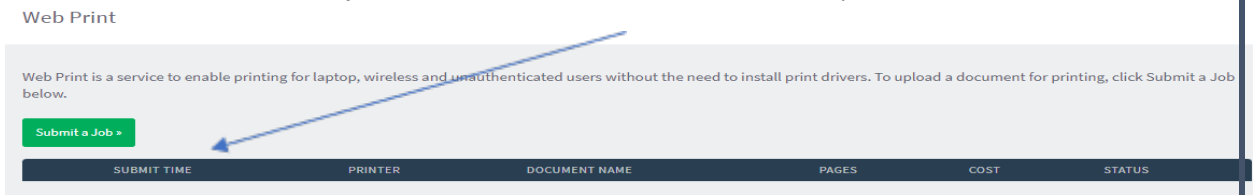
2. Sign in using your credentials (your firstname.lastname is the Username)
3. The next screen will automatically show your printing summary (students will see how much is left of their print quota from here, and/or add funds to their print quota if needed)



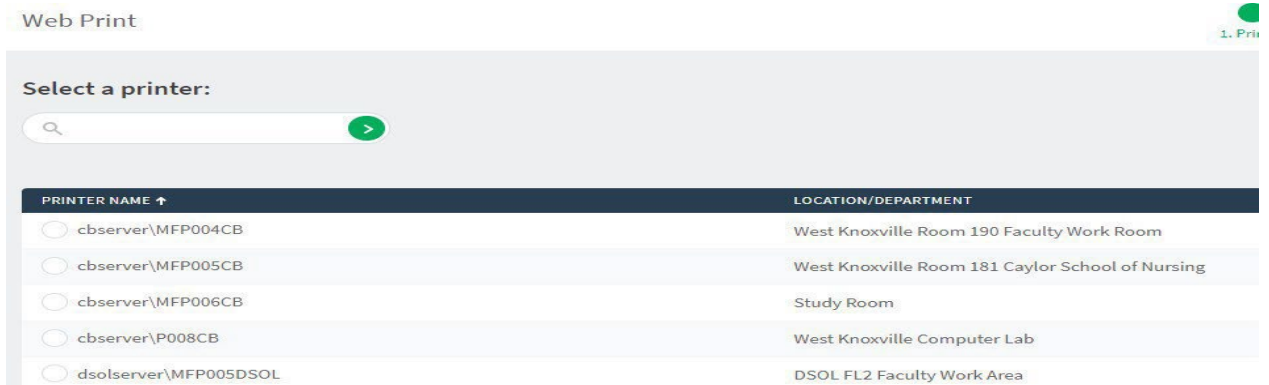
4. To access printers, click "Web Print"



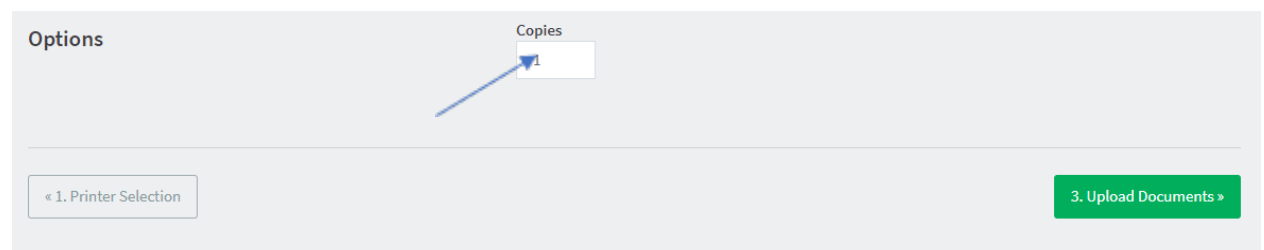
5. Click the button “Submit a Job” (Note: you will need to either have the documents stored on your computer or on an external drive.)



6. Choose the printer you want to use and click the button on the bottom of the page “Print Options and Account Selection” (Note: if you are unsure of a printer name, the location/Department is listed. Ask if still unsure)



7. Enter the number of document copies and click the button “Upload Documents” and the interface will prompt you to upload or drag files, then click the button “Upload & Complete”



Upload

Select documents to upload and print

HW 1 Submissio...

4.6 MiB

Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xslm,xlsx, xltm, xlsx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dobx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

« 2. Print Options

Upload & Complete »

8. Your print job is complete and submitted. The next page will be a verification and give you the option to submit another print job.

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

Submit a Job »

| SUBMIT TIME | PRINTER | DOCUMENT NAME | PAGES | COST | STATUS |
|--------------------------|-----------------|----------------------------|-------|--------|-------------------------------|
| Mar 21, 2022 12:27:36 PM | papercut(P008CB | 2021-2022 Class Dates.docx | 1 | \$0.10 | Finished: Queued for printing |

*Remember to practice care when printing sensitive documents and ensure the printing location is secure.