

**POLICY NUMBER: DCOM 9.5**

**POLICY TITLE: ACADEMIC COUNSELING**

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**I. PURPOSE**

To provide academic counseling to assist LMU-DeBusk College of Osteopathic Medicine (LMU-DCOM) students in study skills, learning styles, learning resources, and other skills for academic success.

**II. POLICY STATEMENT**

In accordance with the Commission on Osteopathic College Accreditation (COCA) Element 9.5, it is the policy of LMU-DCOM to provide academic counseling to assist its students in study skills, learning styles, learning resources, and other skills for academic success.

**III. DEFINITIONS**

**COMSAE:** Comprehensive Osteopathic Medical Self-Assessment Examination

**COMAT:** Comprehensive Osteopathic Medical Achievement Test

**COMLEX-USA:** Comprehensive Osteopathic Medical Examination

**OMS-I:** Refers to Osteopathic Medical Student(s) in their first academic year.

**OMS-II:** Refers to Osteopathic Medical Student(s) in their second academic year.

**IV. AUDIENCE**

This policy applies to all stakeholders (faculty, staff, students, administration, and community members) interested in learning more about or participating in the provision of academic counseling to LMU-DCOM students.

**V. COMPLIANCE**

**COCA Standard 9, Element 5:**

“A COM must provide academic counseling to assist all students in study skills, learning styles, learning resources, and other assistance for academic success.”

**VI. ROLES AND RESPONSIBILITIES**

**LMU-DCOM Office of Admissions and Student Services:** LMU-DCOM Office of Admissions and Student Services is responsible for ensuring student access to academic counseling resources and other related services.

**Responsible Office:** Academic Support Services

**Responsible University Officer:** Assistant/ Associate Dean(s) of Student Services; Director(s) of Academic Support

**Policy Oversight Committee:** LMU-DCOM Policy Process Committee

**VII. STANDARDS**

N/A

## **VIII. PROCEDURE**

Academic counseling consists of workshops, academic presentations, one-on-one meetings, and electronic communication for all LMU-DCOM students. The Director of Academic Support at each location also coordinates peer tutoring and academic advising for LMU-DCOM students. Academic counseling and academic advising are provided to LMU-DCOM students across all four years of the curriculum. Peer tutoring is provided to OMS-Is and -IIs. All students have the option of in-person or online one-on-one meetings throughout their four years.

Students can be referred to the Director of Academic Support by their academic advisor, instructors, and/or other faculty/staff members. They may also be asked or required by the Director of Academic Support to come in for a meeting based on academic, professional, or social concerns. Students may make appointments by phone or email with the Director of Academic Support for the respective site, Harrogate, or Knoxville. Appointments can cover a broad range of topics such as, but not limited to, time management, study skills, test-taking, COMLEX-USA preparation, class attendance, academic performance social or adjustment concerns, professionalism, or stress/anxiety management. Students may meet as often as they see fit, with the schedule determined by the student and the appropriate Director of Academic Support. Follow-up appointments can be made at any time. Student Services also accommodates drop-in appointments as they are able.

Students who are most at-risk based on COMSAE, COMLEX-USA, and COMAT results, recessed/remediation status, or by referral by the Assistant/Associate Dean of Students or Director of Academic Support may schedule meetings with the Learning Specialist for more direct one-on-one assistance. These meetings can be held in person or virtually.

The Director of Academic Support at each location monitors exam/course grades throughout the semester for OMS-Is and -IIs at their location. Students who are failing exams or show a pattern of decline throughout the semester are contacted and encouraged or required to meet to discuss strategies for improvement in the future.

Throughout the academic year, academic workshops and presentations are provided to LMU-DCOM students on topics such as active study strategies, time management, study groups, using practice questions, test-taking, mental health, COMLEX-USA preparation, and more.

## **IX. CONTACT INFORMATION**

For more information regarding this policy, please contact the Office of Admissions and Student Services at LMU-DCOM at 423-869-6910 or 865-338-5676.

## **X. DOCUMENT HISTORY**

Approved by LMU-DCOM Dean's Council:	4/6/22
Approved by LMU Office of General Counsel:	4/14/22
Approved by LMU-DCOM Dean's Council:	5/11/22

*(Editorial changes only)*

## **XI. FORMS**

LMU-DCOM Student Handbook

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

LMU-DCOM Student Services Web page; Academic Support

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