

# LINCOLN MEMORIAL UNIVERSITY SCHOOL OF MEDICAL SCIENCES



Doctor of Medical Science Program  
Online  
Student Handbook  
2026-2027

## **Handbook Purpose and Scope**

This handbook is designed to serve as a guide to the rules, policies, and services of the LMU- SMS-DMS Program; therefore, it is not intended to establish a contract and the LMU- SMS- DMS Program reserves the right to amend, modify, or change regulations, policies, and financial charges stated in the handbook throughout the year. In such a case, the LMU-SMS- DMS Program will make reasonable efforts to notify its Students, in a timely manner, of any changes in policies and regulations. Notification shall be made via the student's LMU- issued email account.

# TABLE OF CONTENTS

<b>PART I: GENERAL UNIVERSITY AND PROGRAM INFORMATION</b> .....	<b>6</b>
Welcome to the LMU-SMS DMS Program - .....	7
Lincoln Memorial University Overview .....	8
Heritage .....	8
Mission and Goals [A1002] .....	8
Equal Opportunity and Non-Discrimination Policy [A4001(k)] .....	8
School of Medical Sciences Overview .....	8
Mission [A1002] .....	8
Accreditation .....	8
Institutional Accreditation [A1001, D1001(e)] .....	8
LMU-SMS - DMS Program Overview .....	8
Mission [A1002, A4003(b)] .....	8
Purpose [A4003(b)] .....	8
Program Goals and Outcomes [A4003(b,f)] .....	8
Graduate Competencies [A4003(f)] .....	9
Administration, Faculty, and Staff .....	10
Lincoln Memorial University (LMU) .....	10
School of Medical Sciences (SMS) Administration .....	10
DMS Program Administration, Faculty, and Staff [A4003(d), D1001(e)] .....	11
Program Information and Resources .....	11
<b>PART II: ADMISSIONS AND ENROLLMENT</b> .....	<b>12</b>
Admissions Process [A4001(a)] .....	13
Special Opportunities for LMU Physician Assistant (PA) Students [A4004(a)] .....	13
Guaranteed Professional Admissions (GPA) Pathway .....	13
DMS Pathways Club .....	13
<b>PART III: LMU-SMS- DMS PROGRAM STUDENT POLICIES AND PROCEDURES</b> .....	<b>14</b>
LMU STUDENT POLICIES AND PROCEDURES [A4001(c,k)] .....	15
LMU-SMS- DMS Program STUDENT POLICIES AND PROCEDURES [A4001(a-k), A4003(i)] .....	15
Academic Advising [A4001(d,e)] .....	15
Course Policies and Expectations [A4001(f,j)] .....	15
Evaluation, Grading, and Remediation .....	19
Progression, Deceleration, and Graduation [A4001(b,d,e,f), B2001(c)] .....	20
Leave of Absence, Withdrawal, & Dismissal .....	20
<b>PART IV: STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT</b> .....	<b>21</b>
Student Rights & Responsibilities [A4001(j)] .....	22

Student Rights .....	22
Student Responsibilities .....	22
Professionalism & Conduct Standards [A4001(j)] .....	22
Academic Integrity & Honor Code.....	22
Confidentiality (HIPAA).....	22
Family Educational Rights and Privacy Act (FERPA).....	22
Digital & Social Media Etiquette .....	22
Audio and Video Recording.....	23
Professional Appearance.....	23
Conflict of Interest Policy .....	23
University Conduct & Community Standards [A4001(j)] .....	23
Sexual Misconduct, Harassment, and Title IX [A4001(k)] .....	23
Tobacco, Alcohol, & Other Drugs.....	24
Official University Identification Cards .....	24
Logo Use & University Representation.....	24
<b>PART V: ADDRESSING CONCERNS, CONDUCT, AND APPEALS .....</b>	<b>25</b>
Pathways for Addressing Concerns [A4001(i)].....	26
Student Initiated Grievances.....	26
Formal Academic Grievances [A4001(i)].....	26
Formal Non-Academic Grievances [A4001(i)].....	26
Special Reporting Channels (Mistreatment & Title IX) .....	26
Mistreatment [A4001(k)] .....	26
Discrimination, Harassment, Sexual Misconduct (Title IX) [A4001(k)] .....	26
Program Initiated Conduct Review [A4001(i,j)] .....	27
Review of Professional Conduct .....	27
The Student Progress Committee (SPC) Process .....	27
Appeals Process .....	27
Appeals of Student Progress Committee (SPC) Decisions [A4001(i)] .....	27
Selected LMU-SMS Policies.....	27
<b>PART VI: UNIVERSITY RESOURCES .....</b>	<b>27</b>
Academic Support.....	28
SMS Director of Student Success (DSS) [A2004(a), A4001(e)] .....	28
Accessible Education Services [A2004(c)].....	28
Library and Research Services [A2003(f), A2004(a)].....	28
Research Support [A2003(c)].....	28
Center for Teaching and Learning Excellence (CTLE) [A2003(b,d,e), A2004(a)] .....	29
Financial Services and Student Accounts.....	29

Financial Aid Services [A2004(b), A4001(c)] .....	29
Tuition and Fees [A4003(h)] .....	29
Delinquent Accounts and Penalties [A4001(c)] .....	29
Payment Policies [A4003(i)] .....	29
Support for Students Using VA Benefits .....	30
Health, Wellness, and Safety .....	30
Counseling and Mental Health Support [A2004(a)] .....	30
Campus Safety & Security .....	30
Technology Support Services .....	31
Information Services (IS) [A2003(b), A2004(a), A2005] .....	31
University Accounts and Portal Access [A2003(b), A2004(a)] .....	31
Career Services [A2004(a)] .....	31
University Facilities & Other Services .....	31
Dining Services .....	31
University Buildings .....	32
<b>PART VII: ACADEMIC &amp; PROFESSIONAL HONORS .....</b>	<b>33</b>
DMS Student Awards .....	34
Purpose .....	34
Award Categories .....	34
Procedure .....	34
Alpha Chi National Honor Society .....	34
Purpose .....	34
Eligibility Criteria .....	34
Procedure .....	35
Military Honors .....	35
Purpose .....	35
Eligibility Criteria .....	35
Procedure .....	35
<b>PART VIII: APPENDICES .....</b>	<b>36</b>
Appendix A – Handbook Acknowledgement .....	37
Appendix B – Student Code of Conduct .....	38
Appendix C – Student Model Release Form .....	38
Appendix D – Media Release Form .....	40
Appendix E – Key Contacts & Quick Reference Guide .....	41
Appendix F – Definitions .....	41

**PART I: GENERAL UNIVERSITY AND PROGRAM  
INFORMATION**

## Welcome to the LMU-SMS DMS Program -

Dear Doctor of Medical Science Student,

On behalf of the Lincoln Memorial University – School of Medical Sciences (LMU-SMS) Doctor of Medical Science (DMS) Program, I extend a sincere welcome as you embark on this rigorous academic journey. We are proud that you have chosen LMU-SMS to advance your knowledge, leadership skills, and scholarly contributions to the medical profession.

This Student Handbook serves as an essential guide to the policies, procedures, rules, and expectations that govern your participation in the DMS Program. It is designed to ensure clarity and transparency in program operations, reflecting our commitment to maintaining the highest standards of doctoral education and adherence to institutional and professional accreditation requirements.

We require you to thoroughly familiarize yourself with the contents herein, as your understanding and adherence to these policies—including those addressing academic progression, professional conduct, and due process—is fundamental to your success. Please note that this handbook is intended as a guide and does not establish a contract, and the LMU-SMS DMS Program reserves the right to amend or modify policies with timely notification.

The policies outlined reflect the comprehensive professional standards we expect of leaders in clinical practice and medical education. By upholding the standards of professionalism, integrity, and ethical behavior outlined in these pages, you not only ensure your own progression but also reflect positively on the credibility of the entire physician assistant profession.

We look forward to supporting you throughout your pursuit of the Doctor of Medical Science degree. We encourage you to utilize the resources listed in this handbook and to engage actively with the faculty and staff dedicated to your academic achievement.

*Warmly,*

*Daniel Anderson*

Daniel Anderson, DMSc, PA-C  
Assistant Dean and Program Director  
LMU-SMS-DMS Program

## Lincoln Memorial University Overview

### Heritage

Lincoln Memorial University grew out of love and respect for Abraham Lincoln and today honors his name, values, and spirit. As the legend goes, in 1863 Lincoln suggested to General O. O. Howard, a Union Army officer, that when the Civil War ended he hoped General Howard would organize a great university for the people of this area.

### Mission and Goals [A1002]

The Lincoln Memorial University Mission and Purpose can be found at [Heritage and Mission](#) and Institutional Goals at [Institutional Goals](#).

### Equal Opportunity and Non-Discrimination Policy [A4001(k)]

Lincoln Memorial University is an Equal Opportunity educational institution. In support of its Mission Statement, LMU is committed to equal opportunity in recruitment, admission, and retention for all students and equal opportunity in recruitment, hiring, training, promotion, and retention for all employees. The Lincoln Memorial University Equal Opportunity and Nondiscrimination Policy can be found at [Equal Opportunity and Nondiscrimination Policy](#).

## School of Medical Sciences Overview

### Mission [A1002]

The Lincoln Memorial University School of Medical Sciences vision is to change the face of health care, the Mission can be found at [LMU School of Medical Sciences](#).

## Accreditation

### Institutional Accreditation [A1001, D1001(e)]

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](http://www.sacscoc.org)).

## LMU-SMS - DMS Program Overview

### Mission [A1002, A4003(b)]

The mission of the Lincoln Memorial University-School of Medical Sciences, Doctor of Medical Science program is to equip qualified clinicians and medical educators with evidence-based, advanced knowledge and skills to meet the needs of primary care, to develop leaders in the medical profession, and to promote scholarship, mentorship, and discipline-specific expertise.

### Purpose [A4003(b)]

The DMS program equips graduates to contribute to clinical practice, medical education, leadership, and scholarship, supporting the advancement of patient care and health professions education through informed leadership, collaboration, and lifelong learning.

### Program Goals and Outcomes [A4003(b,f)]

The DMS program seeks to achieve this mission by focusing on these goals:

1. Attract & retain faculty who are experts in their field to teach in the program.

2. Cultivate a culture of faculty and graduates who model the highest standards of professionalism, mentorship, and moral values.
3. Employ effective and accessible technologies to enhance teaching and learning in the online environment.
4. Equip graduates to demonstrate advanced disciplinary knowledge and critical inquiry to advance professional practice and scholarship within their respective clinical or educational domains.
5. Prepare graduates to serve as leaders in both clinical and academic settings.

Program outcomes, in relation to the above goals, are published on the program's website as soon as data is available.

The Lincoln Memorial University – School of Medical Science, Doctor of Medical Science program has established the following program outcomes to meet their mission and goals for each major:

### **Clinical Medicine Major Program Outcomes**

1. Ensure DMS courses are taught by faculty with documented professional degrees and direct professional experience in the subject matter.
2. Cultivate a culture of professionalism by providing faculty advising and consistently evaluating professional conduct of students and faculty.
3. Integrate effective and accessible instructional technologies into all courses by regularly evaluating tools, training faculty, and incorporating student feedback.
4. Deliver a rigorous evidence-based curriculum that integrates advanced medical knowledge with critical inquiry through case-based learning and faculty-mentored scholarly projects.
5. Integrate leadership principles and skills development across the curriculum to prepare graduates for leadership roles in healthcare settings.

### **Medical Education Major Program Outcomes**

1. Ensure courses are taught by faculty possessing documented professional degrees and direct professional experience in medical education and the subject matter.
2. Cultivate a culture of academic professionalism by providing faculty advising and consistently evaluating the professional conduct of students and faculty.
3. Integrate effective and accessible instructional technologies into all courses by regularly evaluating tools, training faculty, and incorporating student feedback.
4. Apply educational theory and curriculum design principles in the development of evidence-based learning activities and demonstrate critical inquiry by producing assessments and scholarly projects that reflect rigorous analysis.
5. Integrate leadership principles and skills development within the curriculum to prepare graduates for leadership roles in academic settings.

### **Graduate Competencies [A4003(f)]**

Upon completion of the Lincoln Memorial University – School of Medical Science, Doctor of Medical Science program, graduates will meet the following student learning outcomes:

#### **Clinical Medicine Major Student Learning Outcomes**

1. Students will utilize principles of sonography and advanced imaging to interpret findings relevant to clinical practice.
2. Students will demonstrate the ability to discriminate key information from complex medical topics and specialized medical cases, leading to a deeper understanding of clinical presentation, diagnosis, management

and treatment options, and preventative measures.

3. Students will produce a complete scholarly project and demonstrate scholarly oral and written communication skills.
4. The students will evaluate advanced medical practices and scholarly and educational resources and reflect on these through reflective writing and interactive discussion on professional issues.
5. Through effective communication, students will utilize distant learning technologies and collaborations with healthcare professionals to promote patient care, and the profession and address risk management issues.
6. The students will demonstrate the attributes of a professional to include respect, integrity, professional appearance, ongoing self-assessment, and being a patient advocate.
7. Formulate strategies for solving problems and leading change within clinical practice by applying strategic leadership principles and a comprehensive understanding of relevant theories, policies, and legal frameworks.

### **Medical Education Major Student Learning Outcomes**

1. Analyze connections between the internal and external environment and the design, structure, and operations of the program.
2. Explain the roles and relationships of faculty, administrators, and students in program operations, culture, and improvement efforts.
3. Formulate strategies for solving problems and leading change in PA education that are informed by relevant leadership, organizational, and educational theory.
4. Evaluate the alignment of PA curriculum with learning theory, design principles, and the internal and external environment.
5. Use learning and communication theory to provide feedback and mentoring to students and colleagues.
6. Compose learning objectives and design instruction that promotes student achievement of the objectives through use of research-based methods and technology.
7. Design assessment tools that incorporate measurement theory and align with learning objectives, instruction, and the purpose of the assessment.
8. Formulate a plan to evaluate a set of program goals by selecting appropriate measures, analyzing data, and presenting results.
9. Determine the study design, data analysis techniques, and important results of educational research studies.
10. Communicate medical education concepts and research using oral and written methods that incorporate media and language appropriate for the intended audience.

## **Administration, Faculty, and Staff**

### **Lincoln Memorial University (LMU)**

LMU is led by a group of passionate leaders dedicated to the success of every person in the LMU community. Information about the administration can be found at [LMU Administration](#). Information about faculty and staff can be found at [LMU Undergraduate Catalog](#).

### **School of Medical Sciences (SMS) Administration**

#### **Dean**

Paula Miksa, DMS, PA-C

#### **Associate Dean of Academic Affairs**

Paul Miller, Ph.D

#### **Associate Dean of Clinical Affairs**

Michael Stephens, DMS, PA-C

## **DMS Program Administration, Faculty, and Staff [A4003(d), D1001(e)]**

### **Assistant Dean and Program Director**

Daniel Anderson, DMSc, PA-C

### **Faculty**

Elizabeth Brownlee, DMS, PA-C

Megan Fox, DMSc, PA-C

Aisha Hussein, DMS, PA-C

### **Instructional Faculty**

James B. Crum, D.O.

David Escalante, M.D.

J. Rod Gimbel, M.D.

Jason Green, D.O.

Kelly Jaan, DMS, PA-C

Sirisha Jasti, MD

Dana Noelle Johnson, PharmD

Jahanian Kambiz, M.D.

Andrea Anderson, MPH, PA-C

Barbara A. Slusher, MSW, PA-C, DFAAPA

Urath Suresh, M.D.

Hiediliza Tan, M.D.

Philip A Waller, M.D

Noor Yono, M.D.

### **Staff**

Charla Shelton, Admissions Coordinator

Monika Slowinski, B.Ed., B.S., Curriculum Coordinator

## **Program Information and Resources**

The DMS program makes the following information readily available to their students. For complete and current details, please visit the program website:

- [Program Effectiveness in Meeting Goals \[A4003\(c\)\]](#)
- [Total Cost of Attendance \[A4003\(h\)\]](#)
- [Curriculum and Credit Hours \[A4003\(e,g\)\]](#): detailed information can also be found in the DMS Academic Catalog
- [Financial Policies \[A4003\(i\)\]](#): detailed information can also be found in the DMS Academic Catalog

## **PART II: ADMISSIONS AND ENROLLMENT**

Admission to the Doctor of Medical Science program is a competitive process designed to identify clinical and academic leaders. All applicants are evaluated on the academic aptitude, professional maturity, and personal qualities necessary for advanced practice. This foundation of excellence is the standard for both admission and for ongoing professional conduct within the program.

## **Admissions Process [A4001(a)]**

### **[Official Policy – DMS: Academic Recruitment, Admissions, and Enrollment Policy](#)**

For detailed information regarding the program's admission philosophy, admission criteria [A4004(b,d)], admission procedure [A4005], and opportunities for transfer credits [A4004(c), B1003], please see the DMS Academic Recruitment, Admissions, and Enrollment Policy, which can be found on the program's [Selected Program Policies Webpage](#) or in the DMS Academic Catalog, accessible here: [Welcome Current and Prospective Students](#).

## **Special Opportunities for LMU Physician Assistant (PA) Students [A4004(a)]**

To streamline the transition from the master's-level PA programs to the doctorate, the program offers two distinct opportunities for current LMU-SMS PA students.

### **Guaranteed Professional Admissions (GPA) Pathway**

#### **[Official Policy – DMS: Guaranteed Professional Admissions Pathway Policy](#)**

This pathway provides a direct route into the DMS program for LMU-SMS PA students. The purpose is to offer early mentorship and conditional, guaranteed acceptance into the DMS program upon successful completion of the student's PA program and all DMS admission requirements.

#### **Benefits**

The student will be paired with a DMS faculty mentor, gain professional development opportunities, and can begin collaborating on their doctoral project while still in PA school.

#### **Process**

The student must apply for the GPA pathway within their first calendar year of PA school and sign a commitment letter. Students in this pathway receive priority consideration during the DMS interview and acceptance process.

### **DMS Pathways Club**

#### **[Official Policy – DMS: Pathways Club Policy](#)**

This professional organization is open to all current LMU-SMS PA students, whether they are in the GPA pathway or just exploring their options. The purpose is to cultivate leadership, professional growth, and awareness of the value of doctoral education within the PA profession.

#### **Benefits**

The club provides networking events and professional development activities that connect students with DMS faculty and peers.

#### **Process**

To participate, a student must be a current LMU-SMS PA student in good standing and attend at least one club event per calendar year. A student can sign up using the official club form.

## **PART III: LMU-SMS- DMS PROGRAM STUDENT POLICIES AND PROCEDURES**

This section outlines the key academic policies, expectations, and processes students navigate during their time in the Doctor of Medical Science (DMS) program. It covers everything from advising and course requirements to grading, progression, and graduation.

## **LMU STUDENT POLICIES AND PROCEDURES [A4001(c,k)]**

All LMU-SMS Students must comply with LMU student policies and procedures published in the LMU Railsplitter Community Standards Guide which can be accessed electronically at <https://handbook.lmunet.edu/>

## **LMU-SMS- DMS Program STUDENT POLICIES AND PROCEDURES [A4001(a-k), A4003(i)]**

Program policies and procedures apply to all students, faculty, and staff, whether on campus or off campus. Where program policies and procedures exceed LMU student policies and procedures and create enhanced or additional obligations for the LMU-SMS student, program policies and procedures shall apply. Policies and procedures published in this handbook are reviewed annually. Students may access this handbook electronically on the program's website. The Program Director provides matriculating students with an overview of program policies and procedures during orientation in the first semester. Changes to program policies and/or procedures are communicated with students via LMU-issued student email accounts. These changes are also published in the handbook.

### **Academic Advising [A4001(d,e)]**

#### **[Official Policy – DMS: Student Evaluation, Feedback, Academic Advising, and Retention Policy](#)**

For detailed information regarding academic advising [A4001(d,e)] and the role of the academic advisor [B2001(c)], please see the DMS Student Evaluation, Feedback, Academic Advising, and Retention Policy, which can be found on the program's [Selected Program Policies Webpage](#) or in the DMS Academic Catalog, accessible here: [Welcome Current and Prospective Students](#).

### **Course Policies and Expectations [A4001(f,j)]**

#### **The Syllabus: A Course Contract [B1004]**

Each Doctor of Medical Science (DMS) course is governed by a detailed syllabus, which serves as the primary academic guide and a contract for the course. To ensure transparency and consistency, every syllabus will define the official course description, faculty contact information, a clear outline of topics, and the specific Course Learning Outcomes (CLOs) and Instructional Learning Objectives (ILOs) that learners are expected to master. Furthermore, the syllabus provides detailed descriptions of all learner assessments and a comprehensive grading plan outlining how the final grade is calculated.

Students are responsible for adhering to the syllabus, which functions as an extension of the DMS Student Handbook and other official university publications. While the syllabus details course-specific expectations, all students remain bound by the overarching academic, progression, professional, and conduct policies of the DMS program and Lincoln Memorial University. In any instance of conflict, the official program and university policies published in the DMS Student Handbook, [DMS Catalog](#), and [LMU Railsplitter Community Standards Guide](#) will always supersede course-level policies

#### **Attendance**

#### **[Official Policy – DMS: Attendance Policy](#)**

For detailed information regarding attendance, please see the DMS Attendance Policy, which can be found on the program's [Selected Program Policies Webpage](#) or in the DMS Academic Catalog, accessible here: [Welcome Current and Prospective Students](#).

#### **Academic Calendar and University Closures**

The official [DMS Academic Calendar](#) can be found online. The calendar includes all term start/end

dates, synchronous dates for the DMS 812 Medical Conference, and scheduled student breaks (e.g., Fall break and Spring break).

The LMU-SMS DMS offices are closed during official LMU Holidays which include Labor Day, Thanksgiving Day and the Day following Thanksgiving, Christmas Eve and Christmas, New Years, Good Friday, Memorial Day, and the Fourth of July.

In the event of inclement weather or other temporary campus closures, the university's instructional continuity policy applies. While instruction will continue, students are required to check their LMU email for specific information from faculty regarding potential assignments or any alternate instructional activities. Official announcements for campus closures are sent via LMU email and direct text messaging for those students that have opted in.

## **Managing Professional Practice with Doctoral Studies**

### **[Official Policy – DMS: Learners Rights & Responsibilities Policy](#)**

The DMS program is designed to accommodate practicing PAs. The application of doctoral concepts in a professional setting is encouraged. However, employment is not a requirement for admission or continuation in the program.

All learners, regardless of employment status, are responsible for managing their time and professional commitments to meet all academic requirements. Professional work commitments do not excuse failure to meet academic deadlines or participate in required activities, though flexibility may be granted according to the [DMS Late Assignment Policy](#) when appropriate communication occurs.

#### **Institutional Role and Professional Boundaries**

As a licensed PA enrolled in a doctoral program, it is essential to clarify the boundary between the student's academic studies and separate professional practice.

- **No Employment Relationship:** Enrollment at LMU does not create an employment relationship for the student or their supervising/collaborating physician.
- **No University Liability:** The university does not have a patient-care relationship with the student's patients and assumes no responsibility or legal liability for their clinical practice.
- **Respect for Licensure:** The program will not place any requirements on the student that are inconsistent with their professional PA licensure or certification.

*LMU faculty participating in the program fall under LMU-SMS faculty guidelines.*

## **Late Assignments**

### **[Official Policy – DMS: Late Assignment Policy](#)**

Meeting deadlines is a professional expectation. Due dates are clearly marked in the learning management system. Assignments submitted late will receive a grade of zero (0) unless the student has communicated a valid reason to the Course Director in advance.

- Valid reasons include but are not limited to: loss of a family member, accident or serious illness, or emergency situations requiring immediate attention.
- Invalid reasons include, but are not limited to, scheduling conflicts (e.g., vacations), forgetting, not receiving assignment notification, limited internet access, or technical difficulties.

The Course Director will work with the student if a valid reason exists.

## **Digital Conduct**

## **Official Policy – DMS: Learner Rights and Responsibilities Policy**

Professional communication is expected in all program interactions, including discussion boards, video conferences, and emails. The purpose of online discussion boards and video conferencing is to promote a forum for communication, a stimulus for reflection, and an environment to build knowledge. Student contributions must be explicit, topic-focused, objective, clear, and concise.

### **Discussion Board Etiquette**

Students must adhere to the following guidelines:

- Keep all postings brief and relevant to course content.
- Write in complete sentences to be clear in expressing content and meaning. Be cognizant of grammar and spelling.
- Stimulate and contribute to the topic related conversation.
- Respect the time, efforts, and privacy of others.
- Encourage and support each member to do the best work possible.
- Be clear and objective with questions.
- Share personal experiences judiciously and only as relevant to the topic.
- Be accurate in your information, do not guess.
- Disagree with a clear, concise, and objective statement – support your perspective with logic and data.
- Do not argue.
- Do not post irrelevant comments and/or opinion.
- Do not challenge or attack other group members or instructors.
- Do not use defamatory, profane, threatening, or offensive language.
- Do not use the discussion board as a forum for complaints.
- Do not use the discussion board for marketing, advertising, or solicitation.
- Minimize the use of all caps, repetitive punctuation, italics, or other means of emphasis.
- Do not write anything angrily or sarcastically.
- Do not use slang, unclear acronyms, or abbreviations.
- Do not use information from any source without proper citation / credit given.

### **Video Conferencing Etiquette**

Students must be considerate and respectful to classmates and instructors by:

- Remaining on topic and cognizant of content contribution such that it is beneficial to the group.
- Being succinct to avoid excessive time utilization or monopolization.
- Reserving unique needs, issues, or concerns to personal communication pathways with the instructor (such as email, phone call, etc.).
- Avoiding argumentation; disagree in a clear, concise, and objective manner.
- Refraining from defamatory, profane, threatening, or offensive language or gestures.
- Keeping the microphone muted when not speaking.
- Turning off additional electronics that might distract oneself or others.
- Joining the meeting on time.
- Showing attentiveness, the web camera must be on.
- Conducting oneself as if in a traditional professional classroom.
- Attire should be business casual
- Camera background should be non-distracting and appropriate. (Examples of inappropriate settings or distractions include, but are not limited to: bathrooms, restaurants, busy or loud public settings, children, pets, beds, or while personally driving)

### **Respect for Intellectual Property and Program Materials**

Students are responsible for respecting the intellectual property of the university, faculty, and their peers. To protect the integrity of the learning environment, it is expressly prohibited for students to make audio or video

recordings of any learning or assessment activities, including lectures or synchronous video conferences. Furthermore, students may not copy or distribute any program materials, such as lecture slides, assignments, or recordings, without prior written permission from the Program Director.

### **Email Policy and Etiquette**

Students must use their LMU email for all official communication. They must check it frequently, as important, time-sensitive information will be sent there. Students must also respond professionally and avoid inappropriate content. Anyone receiving inappropriate emails should immediately contact the University Helpdesk. Some examples of inappropriate emails include, but are not limited to:

- Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate.
- Sending bulk e-mails that do not relate to university business or student activities
- Sending unauthorized exchange of proprietary information or any other privileged, confidential sensitive information.
- Creation and exchange of information in violation of any laws, including copyright laws or University policies.
- Known transmission of a message containing a computer virus.
- Misrepresentation of the identity of the sender of an e-mail.
- Use or attempt to use the accounts of others without their permission.

### **Technology Requirements**

The DMS program is delivered primarily by electronic means. Students are required to have reliable access to a personal computer, software, and an internet connection that meet the following minimum requirements.

These standards ensure students can successfully access all learning materials, resources, learning management systems, and participate in required synchronous and asynchronous activities.

#### **Required Hardware & Peripherals**

A personal computer (desktop or laptop) is required for all students. Mobile devices (tablets, smartphones) are considered supplemental and are not sufficient for completing all required coursework.

- Operating System: Windows 10 or 11, macOS 10.9 or later
- Processor (CPU): Intel i3 / i5 / i7 / i9, Apple M1, or equivalent/greater
- RAM: 4 GB or more
- Storage: 100 GB or more of available space (cloud or local)
- Peripherals: Webcam (internal or external), Microphone (internal or external), and Speakers or Headphones

*Note on Peripherals: A functional webcam and microphone are mandatory. The program's attendance policy requires verification of both video and audio components for participation in synchronous sessions.*

#### **Required Software**

- Microsoft Office Suite (Word, PowerPoint, Excel): This is provided free of charge to all enrolled LMU students.
- Web Browser: The latest version of Google Chrome or Mozilla Firefox.
- Zoom: The university's web conferencing software, used for mandatory synchronous sessions.
- PDF Reader: Adobe Acrobat Reader or equivalent.
- Zotero: A reference management software.
- SPSS: Required for students in the Medical Education major.

### **Internet Connection**

Students must have reliable, high-speed broadband internet access. For a stable experience during required Zoom sessions, a wired (Ethernet) connection is highly recommended. A minimum speed of 15 Mbps download / 5 Mbps upload is strongly recommended to support high-definition video and audio.

### **Mobile Devices (Supplemental Use)**

While a computer is required, mobile devices (smartphones, tablets) can be used for supplemental access. It is recommended to install: LMS Apps (e.g., Canvas App), Zoom App, and Microsoft Office Apps (OneDrive, Word, etc.)

### **Technology Support (IS Help Desk) [A2005]**

The LMU Information Services (IS) Help Desk is the primary contact for all technology-related issues, including account access, LMU email, and university-provided software.

- [LMU Information Services](#)  
Phone: 423.869.7411 (or Ext. 7411 on campus)  
Email: [helpdesk@LMU.net.edu](mailto:helpdesk@LMU.net.edu)

Please note that while the IS Help Desk supports university provided systems and software (e.g., LMU account, email, and MS Office), it is not responsible for the maintenance, repair, or integrity of a student's personal computer hardware or devices.

## **Evaluation, Grading, and Remediation**

### **Required Program Exams**

#### **[Official Policy – DMS: Pre and Post-Curriculum Exam Policy](#)**

Clinical major students must complete a pre-curriculum exam within the first three (3) weeks of starting the program to assess foundational knowledge. This helps tailor adaptive learning resources. A post-curriculum exam must be completed within one (1) week of finishing the nine (9) clinical modules to assess growth. These exams are not graded but are required; failure to complete the pre-exam leads to an SPC referral, and failure to complete the post-exam can prevent graduation.

### **How Students are Evaluated [A4001(d), B2001(a,b)]**

#### **[Official Policy – DMS: Student Evaluation, Feedback, Academic Advising, and Retention Policy](#)**

For detailed information regarding student evaluation, please see the DMS Student Evaluation, Feedback, Academic Advising, and Retention Policy, which can be found on the program's [Selected Program Policies Webpage](#) or in the DMS Academic Catalog, accessible here: [Welcome Current and Prospective Students](#).

### **Grading Scale and Passing a Course [A4001(d,f)]**

#### **[Official Policy – DMS: Student Progression and Deceleration Policy](#)**

For detailed information regarding the grading scale and requirements to successfully pass a course, please see the DMS Student Progression and Deceleration Policy, which can be found on the program's [Selected Program Policies Webpage](#) or in the DMS Academic Catalog, accessible here: [Welcome Current and Prospective Students](#).

### **Temporary Grades (In Progress & Incomplete) [A4001(b,f)]**

#### **[Official Policy – DMS: Student Progression and Deceleration Policy](#)**

For detailed information regarding temporary grades, please see the DMS Student Progression and Deceleration Policy, which can be found on the program's [Selected Program Policies Webpage](#) or in the DMS Academic Catalog,

accessible here: [Welcome Current and Prospective Students](#).

## **Remediation Policy [A4001(d), B2001(c)]**

### **[Official Policy – DMS: Remediation Policy](#)**

Remediation is a structured academic intervention allowing a student to demonstrate competency on a key assessment or course objective that was previously unmet. It is not offered for final course grades or for group work where individual competence cannot be isolated.

The remediation process is managed by the Course Director with a Remediation Plan Form and requires the student to remediate the work within ten (10) business days or no later than the end of the academic term.

The highest grade that may be recorded for successful remediated work is 70%. Only one (1) assessment per course is eligible for this grade improvement. A student may be required to remediate other key assessments to demonstrate competency, but the original grade for those assessments will remain unchanged. Failure to achieve competency through remediation may result in referral to the Student Progress Committee (SPC).

## **Progression, Deceleration, and Graduation [A4001(b,d,e,f), B2001(c)]**

### **[Official Policy – DMS: Student Progression and Deceleration Policy](#)**

For detailed information regarding academic planning, identifying “at risk” students, academic deceleration (adjusting the plan), graduation requirements and timelines, please see the DMS Student Progression and Deceleration Policy, which can be found on the program’s [Selected Program Policies Webpage](#) or in the DMS Academic Catalog, accessible here: [Welcome Current and Prospective Students](#).

## **Commencement Ceremony Attendance**

### **[Official Policy – DMS: Graduation Policy](#)**

While students are encouraged to attend commencement and any program graduation activities, they need to confirm their attendance plans within the first month of their graduating semester to aid planning.

## **Leave of Absence, Withdrawal, & Dismissal**

### **[Official Policy – SMS: Leave of Absence, Withdrawal, and Dismissal Processes and Procedures Policy](#)**

This section outlines the official procedures for taking a temporary break from studies (Leave of Absence), withdrawing from courses, or withdrawing from the program entirely (Withdrawal). It also explains the process for program-initiated student dismissal.

These procedures are critical to a student’s academic and financial standing. A change in enrollment status may have significant financial implications, students should plan on consulting with the Program Director to navigate these processes.

For detailed information regarding Leave of Absence (LOA) [A4001(g)], withdrawal [A4001(g)], and dismissal [A4001(h)], please see the SMS: Leave of Absence, Withdrawal, and Dismissal Processes and Procedures Policy, which can be found on the [School of Medical Sciences Policies Webpage](#).

## **PART IV: STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT**

This section defines student rights in the DMS program and outlines the core responsibilities and standards of conduct expected of them as developing professionals and scholars. Adherence to these standards is essential for student success and progression.

## **Student Rights & Responsibilities [A4001(j)]**

*Official Policy – DMS: Learner Rights and Responsibilities Policy*

### **Student Rights**

Students have the right to learn in a fair, respectful, and safe environment free from mistreatment, discrimination, or harassment. They are entitled to due process in disciplinary matters, timely feedback, academic advising, confidentiality of their records (per FERPA), and the right to report concerns without fear of retaliation. Matters involving discrimination or sexual misconduct are handled by the LMU Office of Institutional Compliance in accordance with university policies.

### **Student Responsibilities**

Students are expected to uphold high standards of professional conduct, including altruism, compassion, integrity, respect, and excellence. Maintaining academic integrity (including adhering to the Honor Code), respecting confidentiality (HIPAA), identifying themselves appropriately as a student, behaving professionally online, respecting university property, avoiding conflicts of interest, and reporting any arrests/formal charges within two (2) business days are key responsibilities. Students are also responsible for maintaining a professional learning environment by adhering to the program's dress code as defined in this handbook and avoiding any activities that interfere with the learning opportunities of any student.

## **Professionalism & Conduct Standards [A4001(j)]**

*Official Policy – DMS: Learner Rights and Responsibilities Policy*

### **Academic Integrity & Honor Code**

Absolute honesty is required in all academic work. Cheating, plagiarism (including improper use of AI), fabrication, abetting, or misrepresentation are serious violations. Students must abide by the Honor Code they acknowledged upon entry.

This honor code states: "I hereby attest that as a learner advancing my knowledge and skills for the purposes of patient care, I will perform all tasks, assignments, tests, and quizzes to the best of my ability. I will refrain from cheating, plagiarizing, borrowing, or stealing or otherwise submitting work that I did not autonomously author. I will uphold the highest standards of professionalism at all times."

### **Confidentiality (HIPAA)**

As healthcare professionals, students must strictly protect patient privacy according to the Health Information Portability and Accountability Act (HIPAA) regulations. They must never post or discuss protected health information about patients, classmates, faculty, or staff.

### **Family Educational Rights and Privacy Act (FERPA)**

The program complies with the provisions of the Family Educational Rights and Privacy Act (FERPA), 1974, as amended. This law maintains that the program will provide for the confidentiality of student education records. Student grades are recorded, stored, and secured with the LMU Registrar. All other student educational records are maintained by the program. Please see (<https://www.lmunet.edu/registrar/ferpa/>) for detailed information regarding FERPA and the list of disclosures that LMU may make without student consent in accordance with FERPA.

### **Digital & Social Media Etiquette**

Professional conduct extends to all online platforms. Students must refrain from posting disparaging, confidential, or unprofessional content. Degradation of faculty, staff, program policies, and/or course content will not be tolerated. Students acting in such a manner are subject to dismissal from the program. Students must maintain professional boundaries with faculty/staff on personal social media platforms. Students are reminded that online conduct

can impact future licensure and employment.

## **Audio and Video Recording**

It is expressly prohibited to make audio or video recordings of any learning or assessment activities without prior written permission from the Program Director. Likewise, it is expressly prohibited to copy and distribute any recorded, electronic, or printed learning and assessment materials without prior written permission from the Program Director. Failure to follow this policy is a violation of the Student Code of Conduct.

## **Professional Appearance**

All DMS learners are expected to maintain a professional appearance, personal hygiene, and professional demeanor at all times. Learners must demonstrate the proper judgment to select attire appropriate for any given educational activity. A primary consideration is that colleagues, and the public should feel comfortable in a learner's presence.

This standard applies to all program-related activities, including synchronous sessions, on-campus requirements, and any public forum where the learner is representing LMU-SMS. Below are some specific guidelines:

- **General Attire:** While not an exhaustive list, attire such as tube tops, tank tops, t-shirts with unprofessional graphics or language, flip-flops, cutoff shorts, and clothing with holes or tears is considered inappropriate for professional program activities.
- **Professional Forums:** When representing LMU-SMS at any public or professional forum, such as a conference or specific on-campus event, the minimum standard of dress is business casual. Learners are expected to use professional judgment to match the appropriate attire to the event.
- **Course-Specific Requirements:** Specific courses, particularly those with a laboratory or practical component (e.g., Point of Care Ultrasound), may have more detailed dress code requirements for safety and practical purposes. In such cases, students should follow the course syllabus.

## **Conflict of Interest Policy**

Students and faculty must avoid conflicts of interest. Students must not accept personal gifts worth more than \$10 from industry representatives. They must not act as a healthcare provider for colleagues, faculty, or staff. Industry representatives may only interact with students under direct faculty supervision in structured learning environments.

## **University Conduct & Community Standards [A4001(j)]**

LMU-SMS DMS students are expected to maintain high standards of private and public conduct both on-campus, off-campus, and at university sponsored events. Student code of conduct policies can be found in the [LMU Railsplitter Community Standards Guide](#) and also apply to LMU-SMS DMS students. Students suspected of violating the student code of conduct may be referred to the SPC for a progression and/or disciplinary action decision(s) which may include dismissal from the program.

## **Sexual Misconduct, Harassment, and Title IX [A4001(k)]**

### **Official Policy – LMU Office of Institutional Compliance**

LMU prohibits all forms of discrimination, harassment, and sexual misconduct. LMU prohibits an actual or attempted act of sexual misconduct, rape, sexual assault, sexual battery, sexual exploitation, sexual harassment, or other forms of non-consensual sexual activity. These policies protect all students, whether on campus or remote.

All LMU employees (including all program faculty and staff, except for counselors in the LMU Office of Mental Health Counseling) are Mandatory Reporters. This means that if a student discloses a situation involving sexual misconduct to an employee, that employee is required by law to report it to the Title IX Coordinator.

### **Making a Report**

Students who have experienced discrimination or sexual misconduct, or wish to discuss options, are encouraged to contact:

Title IX Coordinator & Institutional Compliance Officer

(423) 869-6315

[titleix@lmunet.edu](mailto:titleix@lmunet.edu)

## **Tobacco, Alcohol, & Other Drugs**

LMU is committed to a substance-free environment and complies with all federal, state, and local laws. The possession, consumption, use or distribution of tobacco, illicit drugs, controlled substances, and alcohol on university premises or during university-sponsored activities is prohibited, with the exception of alcohol in designated graduate residential spaces for students 21 years of age or older.

This policy applies to any in-person program requirements as well as any university-sponsored virtual events.

Students concerned about substance use are encouraged to seek confidential help from university health and counseling services. Resources are available on the official webpage at [Alcohol & Drug Resources for Students](#).

## **Official University Identification Cards**

All enrolled LMU students are required to obtain and carry an LMU ID Card on campus. The LMU ID Card will be made for all students. The card should be retained over all semesters that the student is enrolled in the DMS program. Replacement of lost or damaged cards will cost \$10.00.

The LMU ID Card should be carried and visible while on campus. It is used for identification, to check out library books, to obtain admission to most campus activities, and for entrance into LMU-SMS facilities, and serves as a form of identification in the surrounding community as well.

Campus Police & Security will need to see the LMU ID Card before a student can gain access to a campus facility. If a student has forgotten their LMU ID Card, they may be asked to show a picture ID, such as a driver's license. If identification cannot be provided, campus access may be denied.

## **Logo Use & University Representation**

The full formal name of the school is Lincoln Memorial University-School of Medical Sciences Doctor of Medical Science (LMU-SMS DMS).

Doctoral students may present research or other scholarly work at conferences or in publications. It must be noted that the LMU and LMU-SMS and DMS logos and wordmarks are the official property of the university. Use of the logos on presentation slides, research posters, or any other material requires prior approval from the program and/or LMU's Office of Marketing and Public Relations. Students may not represent themselves as official spokespersons for the University.

## **PART V: ADDRESSING CONCERNS, CONDUCT, AND APPEALS**

This section outlines the different pathways for addressing concerns, resolving conflicts, and appealing formal decisions within the Lincoln Memorial University School of Medical Sciences Doctor of Medical Science program. It is crucial for students to follow the correct procedure based on the nature of the concern.

## **Pathways for Addressing Concerns [A4001(i)]**

Whenever possible, students should first attempt to resolve concerns directly and informally with the individual(s) involved. If informal resolutions fail or are not appropriate, the student must follow the correct formal process based on the nature of their concern.

## **Student Initiated Grievances**

This pathway is for students who have specific complaints or concerns.

### **Formal Academic Grievances [A4001(i)]**

*Official Policy – DMS: Due Process, Grievance, and Appeals Policy*

These processes are for challenging an assignment grade or final course grade.

#### **Challenging an Assignment Grade**

To dispute an assignment grade, students must contact the Course Director in writing within five (5) business days of the grade being posted.

#### **Challenging a Final Course Grade**

To dispute a final course grade, the student must first discuss it with the Course Director within five (5) business days of the grade being published. If unresolved, the student may submit a formal written grievance to the Program Director, whose decision is final at the program level.

### **Formal Non-Academic Grievances [A4001(i)]**

*Official Policy – DMS: Due Process, Grievance, and Appeals Policy*

These processes are for non-academic conflicts or disagreements with program policies or for concerns with other students and/or faculty/staff.

#### **Conflicts with Peers, Faculty, or the Program/University**

After informal attempts fail, students may submit a written grievance to the Program Director. If the grievance involves the program director, the student may escalate it to the SMS Dean. Grievances against another student may be referred to the LMU Office of Institutional Compliance.

## **Special Reporting Channels (Mistreatment & Title IX)**

### **Mistreatment [A4001(k)]**

*Official Policy – SMS: Student Grievance Policy: Mistreatment*

Mistreatment includes conduct that is perceived as disrespectful, humiliating, or unfair but may not meet the legal definition of discriminatory harassment.

If a student perceives mistreatment (disrespectful, humiliating, or unfair behavior not rising to discriminatory harassment), they should follow the reporting process in the SMS Student Grievance Policy: Mistreatment.

### **Discrimination, Harassment, Sexual Misconduct (Title IX) [A4001(k)]**

*Official Policy – LMU Office of Institutional Compliance*

Discrimination and harassment involve unwelcome conduct based on a person's protected status (e.g., race, color, sex, religion, disability, etc.) and all forms of sexual misconduct.

Any grievances related to discrimination, sexual harassment, or sexual misconduct must be reported directly to the LMU Office of Institutional Compliance/Title IX Coordinator. These issues are handled exclusively under official university policies, not through program grievance procedures or the SPC.

## **Program Initiated Conduct Review [A4001(i,j)]**

This pathway is for when the program identifies a potential concern with a student's academic or professional conduct.

### **Review of Professional Conduct**

[Official Policy – DMS: Student Evaluation, Feedback, Academic Advising, and Retention Policy](#)

For detailed information regarding review of professional conduct, please see the DMS Student Evaluation, Feedback, Academic Advising, and Retention Policy, which can be found on the program's [Selected Program Policies Webpage](#) or in the DMS Academic Catalog, accessible here: [Welcome Current and Prospective Students](#).

### **The Student Progress Committee (SPC) Process**

[Official Policy – DMS: Student Evaluation, Feedback, Academic Advising, and Retention Policy](#)

For detailed information regarding the Student Progress Committee (SPC) process, please see the DMS Student Evaluation, Feedback, Academic Advising, and Retention Policy, which can be found on the program's [Selected Program Policies Webpage](#) or in the DMS Academic Catalog, accessible here: [Welcome Current and Prospective Students](#).

## **Appeals Process**

This pathway is only for students who wish to appeal a formal, written decision from the Student Progress Committee (SPC)

### **Appeals of Student Progress Committee (SPC) Decisions [A4001(i)]**

[Official Policy – SMS: Appeals Policy](#)

Only judgements or disciplinary actions originating from an SPC decision will initiate the SMS appeals process if the student submits written notification to the Associate Dean of Academic Affairs.

If a student intends to appeal a Program-level SPC decision, they should follow the process outlined in the SMS: Appeals Policy.

## **Selected LMU-SMS Policies**

[Selected LMU-SMS Policies](#)

## **PART VI: UNIVERSITY RESOURCES**

Lincoln Memorial University offers a wide variety of resources and facilities to support student success. Even though the Doctor of Medical Science program is primarily online, these resources are available to enhance a student's academic journey, well-being, and professional development. Students are encouraged to familiarize themselves with and utilize these support systems.

## Academic Support

### SMS Director of Student Success (DSS) [A2004(a), A4001(e)]

The SMS provides dedicated academic support through the SMS Director of Student Success (DSS). The SMS DSS works closely with students who are at risk of academic difficulty to promote achievement and program completion. They can help with study habits, learning strategies, and offer academic advising to help them succeed.

### Accessible Education Services [A2004(c)]

LMU is committed to providing accessible educational support and reasonable accommodations for students with disabilities, ensuring all students can participate in and benefit from university programs.

#### Requesting Accommodations

Students who require accommodations must actively request them, as accommodations are not retroactive. The process is as follows:

1. **Register with the Office:** The student must register with the Office of Accessible Education Services (AES) by submitting a Student Request for Accommodation form and the required medical documentation.
2. **Review:** The AES Director will contact the student to discuss their specific needs and determine appropriate accommodations.
3. **Letter of Accommodation:** If accommodations are approved, a Letter of Accommodation is created and provided to the student and their instructors.
4. **Activation:** The letter becomes effective only after all parties have signed it and the signed copy is returned to the AES Director.

**Meet Semester Deadlines:** Accommodations must be requested each semester by the pre-set semesterly deadlines.

- **Late Requests** Accommodation requests submitted after the deadline will be considered only if the disability first presented itself after the deadline. In such cases, the request must be submitted at least fourteen (14) days before the accommodation is needed.

**Grievances and Appeals:** The Office of Accessible Education Services also has procedures to manage any grievances or appeals concerning academic accommodations.

#### Contact Information

Information and resources can be found at the official webpage at [LMU Office of Accessible Education Services](#).

### Library and Research Services [A2003(f), A2004(a)]

DMS Students have 24/7 remote access to the university's extensive digital resources essential for research, including the collections of the Carnegie-Vincent Library (CVL) & Reed Health Sciences Library (RHSL). The library system provides access to over 689,000 titles (including 414,000 e-books), 83,000 full-text journals, and 229 databases.

Professional librarians are available via phone, email, video conference, and chat to assist with research and resource utilization. Should students need physical materials, the library offers mail delivery for print books and electronic delivery of scanned articles or chapters. Materials not owned by LMU can often be obtained through Interlibrary Loan (ILL). While visiting campus, students can also explore the Abraham Lincoln Library and Museum.

For more information and to access these resources, please visit the official webpages:

- [Carnegie-Vincent Library & Reed Health Sciences Library](#)
- [LMU Interlibrary Loan \(ILL\)](#)
- [Abraham Lincoln Library and Museum](#).

### Research Support [A2003(c)]

The DMS program requires all students to complete a doctoral-level capstone project. Along with support from LMU librarians, students will be assigned an advisor during the program to support them on their projects.

All projects involving human subjects require review and approval by the LMU Institutional Review Board (IRB) before any research activities begin. The LMU IRB website provides a “Researcher’s Guide to IRB,” templates, and access to the “Sitero Mentor” submission software for IRB project submission. Program faculty and the IRB chair are available for one-on-one virtual meetings to discuss student projects. For more information related to the IRB, please visit the official webpage at [LMU IRB](#).

### **Center for Teaching and Learning Excellence (CTLE) [A2003(b,d,e), A2004(a)]**

The CTLE offers training and support for Canvas, LMU’s online learning platform, and other educational technologies used in student courses. To learn more about CTLE and what they offer, please visit the official webpage at [Center of Teaching and Learning Excellence](#).

## **Financial Services and Student Accounts**

The program is committed to ensuring every student has access to the financial resources necessary for success. The initial point of contact for any financial question is the Admissions Coordinator. This individual will assist with program-specific information or direct the student to the appropriate university personnel for specialized support.

### **Financial Aid Services [A2004(b), A4001(c)]**

The Office of Student Financial Services assists students with the entire financial aid process, from application to disbursement. Staff are available for appointments to:

- Assist with the Free Application for Federal Student Aid (FAFSA).
- Provide information on loans, scholarships, and grants.
- Help budget the cost of education through payment plans.
- Discuss the financial impact of withdrawing or decelerating.

Comprehensive details on loans, scholarships, and other financial aid opportunities can be found at the following webpage: [LMU Office of Student Financial Services: Financial Aid](#).

### **Tuition and Fees [A4003(h)]**

A complete schedule of current tuition and fees can be found at the following webpage: [LMU Tuition and Fees: Graduate and Professional Programs](#).

### **Delinquent Accounts and Penalties [A4001(c)]**

Detailed information regarding delinquent accounts and penalties can be found at the following webpage: [LMU Office of Student Financial Services: Student Accounts](#).

### **Payment Policies [A4003(i)]**

For detailed information regarding the Cancellation and Refund Policy, return of Title IV Funds (Federal), and the Financial Commitment Policy, please see the DMS Academic Catalog, accessible here: [Welcome Current and Prospective Students](#).

## Support for Students Using VA Benefits

For detailed information regarding support for students using VA benefits, please see the DMS Academic Catalog, accessible here: [Welcome Current and Prospective Students](#).

For specific questions regarding benefits, please contact:

Certifying Official - Conrad Daniels

(423) 869-6279

[William.Daniels@LMU.net.edu](mailto:William.Daniels@LMU.net.edu).

## Health, Wellness, and Safety

### Counseling and Mental Health Support [A2004(a)]

LMU is committed to student wellbeing. LMU offers free, confidential mental health services through the Office of Mental Health Counseling. Students can schedule in-person or online appointments. LMU also partners with EMPATHIA© to provide StudentLife©, an afterhours and remote telehealth counseling service offering support for mental health, financial planning, legal advice and more. There are five (5) no-cost sessions offered per issue or concern.

- For more information regarding counseling and mental health services please visit the official webpage at [LMU Counseling Services](#).
- For afterhours counseling students can call (423) 869-6277, or call/text the national crisis hotline at 988.
- For emergencies, please go to the nearest emergency department or call 911.

### Campus Safety & Security

LMU maintains a professional, 24/7 campus police force. The security office is located in the upper concourse at the Text Turner Arena. For more details about services, policies, and safety procedures, please visit the official webpage at [LMU Campus Police & Security](#). The program is responsible for ensuring the safety of program students, faculty, and staff in all locations where program instruction occurs. On-campus safety and security services include vehicle and foot patrols, door locks and unlocks, escort services after hours, camera monitoring, and dispatch for emergent and non-emergent situations. The Annual Security and Fire Safety Report, Clery Act information, Adam's Law, Suzanne's Law, crime prevention information, and instructions for reporting crimes and other emergencies are posted on LMU's website. [www.LMU.net.edu](http://www.LMU.net.edu) All students are encouraged to sign up on LMU's LiveSafe emergency notification system via their smart phone. LMU students, faculty, and staff are advised of any emergency on campus or in the immediate vicinity that threatens imminent harm to people. More detailed information on responding to emergencies, including an active shooter situation, is found on the LMU Campus Police and Security website. [www.LMU.net.edu](http://www.LMU.net.edu) Any student presented with a clear threat of imminent physical harm must leave the immediate area and call 911. Any student who feels unsafe because of the behavior of a student, faculty, staff member or campus visitor but does not perceive a clear threat of imminent physical harm must notify the Program Director and campus security immediately.

#### Emergency Contacts

For any emergency that threatens imminent harm to people or property, including fire, hazardous materials spills, medical, or police emergencies, please use one of the following contacts immediately:

- Dial 911
- LMU Campus Security Office: (423) 869-6911
- LMU LiveSafe App

#### Reporting Safety Concerns

All members of the university community are encouraged to report any criminal activity or other safety concerns to Campus Security as soon as possible. Upon request, reports can be submitted through a voluntary, confidential process.

#### Safety Alerts

To ensure the campus community is informed of any immediate or ongoing threats, the university issues safety alerts and warnings for crime, weather-related events, or other emergencies. Official notifications are sent to every student, staff, and faculty member's LMU email. Students are also strongly encouraged to opt-in to receive emergency text message alerts for the most immediate notification.

### **Crime Statistics & Compliance**

In compliance with Public Chapter 317, "College and University Security Information Act," enacted July 1, 1989, in the state of Tennessee, LMU submits monthly crime statistics to the Tennessee Bureau of Investigation (TBI). This report includes institutional policies concerning campus security as well as crime statistics from the previous three years. This information is made available to all students and the public.

### **LMU Annual Security & Fire Safety Report**

The LMU Annual Security & Fire Safety Report (ASFSR) is published by October 1<sup>st</sup> of each year and posted on the LMU website. [www.LMUnet.edu](http://www.LMUnet.edu)

The LMU ASFSR contains three previous years of crime statistics; campus policies and procedures, including alcohol, drug, 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.

## **Technology Support Services**

### **Information Services (IS) [A2003(b), A2004(a), A2005]**

For general technical help with LMU systems (MyLMU portal, email, network access, password resets), contact the IS Help Desk via phone or online work order.

- [LMU Information Services](#)  
Help Desk Phone: (423) 869-7411 or (800) 325-0900  
Help Desk Email: [helpdesk@LMUnet.edu](mailto:helpdesk@LMUnet.edu)

### **University Accounts and Portal Access [A2003(b), A2004(a)]**

Students will primarily use their LMU Email (firstname.lastname@lmunet.edu) for all official communication and to log into university systems. Students are expected to check their email regularly. The MyLMU portal supports access to student e-mail, the learning management system for their courses, and the self-service platform for their grades, schedules, financial aid, and other student services. To ensure security of information and resources, students are expected to keep their passwords secure.

Access to self-service resources may be restricted if a student has an outstanding financial balance.

## **Career Services [A2004(a)]**

Students can advance their professional goals with support from the LMU Office of Career Services. They offer one-on-one appointments for guidance on curriculum vitae (CV) development and interview preparation. To learn more about these resources, please visit the official webpage at [LMU Career Services](#).

## **University Facilities & Other Services**

### **Dining Services**

While the DMS program is conducted remotely, students are welcome to visit the campus for program-related activities and will have access to dining areas on campus. The campus cafeteria is located on the 1<sup>st</sup> floor of the

Student Center. For more information regarding campus dining options, including hours of operation and daily menus, visit the official webpage at [LMU Dining Services](#).

## **University Buildings**

### **LMU Bookstore [A2004(a)]**

The LMU Bookstore, located in the Student Center, is maintained for the benefit and convenience of students. Students can purchase new or used textbooks and other materials necessary for classes in the LMU Bookstore. Also, for sale there are various novelty items as well as health and beauty aids. The bookstore hours are 8:00 AM to 4:30 PM, Monday through Friday. To access the bookstore online, visit the official webpage at [LMU Bookstore](#).

### **J. Frank White Academy**

The J. Frank White Academy, made possible through a trust established by the late J. Frank White, an attorney from Middlesboro, KY, opened in 1989. The school offers a college preparatory curriculum in grades K-12.

### **Elizabeth D. Chinnock Chapel**

Constructed in 1987, the Elizabeth D. Chinnock Chapel is a one-story, 1,800 square-foot masonry facility named for former LMU trustee Elizabeth D. Chinnock. The non-sectarian facility is used for small services and personal meditation. It has a seating capacity of sixty-five.

### **Student Center**

The original structure was built in 1967 and received extensive renovation in 1995. The center is named for O.V. (Pete) DeBusk '65, chairman of the LMU Board of Trustees. This sixty-one thousand square-foot concrete and masonry structure houses the dining hall, Lincoln Dining Room, WOW Cafe, bookstore, educational computer center, and the offices of the President of the University.

### **Frank “Tex” Turner Arena**

The B. Frank "Tex" Turner Arena has been the home of the Railsplitters and Lady Railsplitters since 1991. Since then, it has become known as one of the top basketball facilities at the Division II level. The arena replaced the Mary E. Mars Gymnasium, which had been the home of LMU basketball since 1948. The 87,000 square foot complex seats 5,009 for basketball contests, with another 1,000 portable seats available for other events. The distance from the playing floor to the roof is 40 feet, the equivalent of a two-story building. The arena is 230 feet (east to west) and 282 feet (north to south). It contains over 81,866 square feet of floor space and over 4 million cubic feet of space.

## **PART VII: ACADEMIC & PROFESSIONAL HONORS**

The Doctor of Medical Science program is committed to celebrating the exceptional achievements of its students. This section outlines the opportunities for recognition based on peer leadership, academic excellence, and military service.

## DMS Student Awards

### Purpose

Beyond individual academic performance, the strength of the program lies in its students' ability to lead, collaborate, and support one another. These awards provide a unique opportunity for students to formally recognize classmates who have made a significant positive impact on their cohort and the program experience.

### Award Categories

The following categories represent the core values the program encourages in its students. The final list of awards for each cohort is confirmed prior to the nomination period.

- **Clinical Leader Award:** Honors a student who demonstrates exemplary clinical reasoning, commitment to evidence-based practice, superior patient advocacy, and effective communication within the healthcare team.
- **Academic Leader Award:** Honors a student who makes significant contributions to the academic environment, displaying intellectual curiosity and a dedication to advancing the educational experience for their peers.
- **DMS Advocate Award:** Honors a student who serves as an outstanding ambassador for the program and the PA profession, effectively promoting the value of advanced practice providers in healthcare.
- **Class Advocate Award:** Honors a student who shows exceptional leadership in fostering a supportive, inclusive, and collaborative environment for the entire class.

### Procedure

During the final semester, the program administrative staff will initiate a confidential nomination and voting process. All students who are in good standing are invited to participate. Award recipients are announced during graduation events.

## Alpha Chi National Honor Society

### [Official Policy – DMS: Alpha Chi Eligibility Policy](#)

### Purpose

Alpha Chi is a distinguished national honor society that recognizes graduate students who have demonstrated superior academic achievement and strong character. An invitation to join Alpha Chi is a significant honor, signifying placement in the top 10% of the student's class.

### Eligibility Criteria

To be considered for an invitation from the LMU-SMS DMS chapter, students must meet rigorous criteria in two distinct areas: academic standing and professional conduct.

#### Academic Standing

- Be ranked in the top 10% of the DMS class based on cumulative GPA.
- Have successfully completed a minimum of 15 graduate credit hours at LMU.

#### Professional Conduct

In addition to academic excellence, nominees must maintain a record of good professional standing. A student may be deemed ineligible for nomination if their record includes any of the following:

- A referral to the Student Progress Committee for any reason.
- Any unexcused absences during the program.
- More than two (2) excused absences.
- Any late assignment submissions (exceptions may be granted in rare cases of documented emergencies, per program policy).

## **Procedure**

Students who meet all eligibility criteria will receive a formal invitation to join the society. Inductees are recognized with Alpha Chi honor cords to be worn at graduation and gain access to the society's national network, resources, and opportunities.

## **Military Honors**

### **Purpose**

The LMU-SMS DMS program is proud to formally recognize the profound commitment of its students who are veterans or current members of the United States Armed Forces. The program provides military honor cords to be worn at graduation as a visible symbol of its respect and gratitude for their service, sacrifice, and unwavering commitment to our nation, their comrades, their patients, and their families.

### **Eligibility Criteria**

This recognition is available to all students in good standing who are currently serving (Active Duty, Reserve, or National Guard) or have been honorably discharged from any branch of the United States Armed Forces.

### **Procedure**

Eligible students who wish to receive military honor cords should complete the following steps:

- Notify the Admissions Coordinator of their eligibility by submitting a copy of their service verification.
- Verification must be submitted at least 12 weeks prior to graduation to ensure cords are prepared in time for graduation.

## **PART VIII: APPENDICES**

These appendices contains the key contacts, key forms, agreements, and a comprehensive glossary of terms used within the handbook to ensure clarity and understanding of the program policies.

## Appendix A – Handbook Acknowledgement

### RECEIPT OF THE LMU-SMS- DMS PROGRAM STUDENT HANDBOOK AND THE LINCOLN MEMORIAL UNIVERSITY STUDENT HANDBOOK

I, \_\_\_\_\_, attended orientation for the LMU-SMS- DMS PROGRAM on \_\_\_\_\_ and \_\_\_\_\_ was advised of LMU and LMU-SMS- DMS PROGRAM policies, procedures, and regulations.

I hereby acknowledge that I have received a copy of the DMS PROGRAM Student Handbook and that I am able to access a copy of the **DMS PROGRAM** Student Handbook online. I further acknowledge that I am responsible for all the information contained within this handbook and that I will abide by the policies, procedures, and regulations set forth in this document, or subsequent versions.

I further acknowledge that I have received a copy of the Lincoln Memorial University Student Handbook, that I am able to access a copy of the Lincoln Memorial University Student Handbook online, and that I am responsible for the policies, procedures, and regulations set forth thereof. I realize that in some cases, the policies, procedures, and regulations of the LMU-SMS- DMS PROGRAM Student Handbook exceed those of the Lincoln Memorial University Student Handbook and/or create enhanced or additional obligations for LMU-SMS- DMS PROGRAM Students, such as minimum technical standards and dress code, and understand that in such cases I must comply with and shall be subject to the policies, procedures, and regulations set forth in the DMS PROGRAM Student Handbook, or subsequent versions.

I have been provided with an opportunity to ask questions regarding the contents of the DMS PROGRAM Student Handbook and should I have any further questions regarding the stated policies, procedures, and/or regulations, I understand that it is my responsibility to ask the Program Director and faculty for clarification. I understand that the program will notify all students, via LMU-issued student email accounts, of any revisions and subsequent versions of the Student Handbook and that such revisions and subsequent versions will be posted on the program's website. I understand that failure to comply with the policies, procedures, and regulations set forth in these handbooks, or subsequent versions, may result in disciplinary action, suspension, or dismissal from the LMU-SMS- DMS PROGRAM.

\_\_\_\_\_  
Student Name (print legibly)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Appendix B – Student Code of Conduct

### STUDENT CODE OF CONDUCT

I hereby acknowledge that I have read, understand, and agree to abide by the LMU-SMS- DMS PROGRAM Student Code of Conduct.

LMU-SMS DMS students are expected to maintain high standards of private and public conduct both on-campus, off-campus, and at university sponsored events. Student code of conduct policies can be found in the [LMU Railsplitter Community Standards Guide](#) and also apply to LMU-SMS DMS students.

Students suspected of violating the student code of conduct may be referred to the SPC for a progression and/or disciplinary action decision(s) which may include dismissal from the program.

---

Student Name (print legibly)

---

Student Signature

---

Date

## Appendix C – Student Model Release Form

I acknowledge that during lab practice(s), examination of students serving as patient models will occur, and I may have the opportunity to volunteer as a patient model and/or observe medical examination techniques performed on student and standardized patient models.

I acknowledge that these examinations are for the purposes of education and practice only and are not intended for research or to diagnose any health conditions. Any examination or ultrasound will not provide any assumptions, diagnosis, or medical input of any kind and is not intended to take the place of a diagnostic examination, ultrasound, or any other medical procedure(s) recommended by my physician or healthcare provider.

I acknowledge that if I am pregnant at the time of volunteering to be a patient model, I will inform the instructor prior to any examinations being conducted.

I acknowledge that while ultrasound is believed to have no harmful or adverse effect to myself or my unborn child (if applicable), further research or other information may disclose harmful or adverse effects that are currently unknown.

I further acknowledge that my participation as a student patient model shall not result in a patient-provider relationship nor shall such relationship be implied.

I acknowledge that when serving as a patient model, I must dress appropriately in loose fitting garments, removable garments, or garments that allow for examination while maintaining appropriate cover and modesty for the purpose of examination (examples include scrubs, shorts, t-shirts, sports bras). At no time will I be requested or required to expose any body parts that would be traditionally covered by a conservative fitting sports bra/swimsuit top and “running- style” shorts. Should I seek accommodation with regard to the above dress code based on cultural, traditional, or religious affiliation I must meet with the Program Director prior to the lab.

Also, I may, for any reason, choose not to volunteer as a patient model.

I release and hold harmless Lincoln Memorial University, its agents, students, and employees (all referred to as the “released parties”) from any and all claims or causes of action for injury, harm, loss, damage, or other liability alleged to have resulted from the negligence or intentional acts or omissions of the released parties associated with my participation as a student patient model.

**Incidental Findings:**

It is possible that during a learner’s course of study, incidental medical findings may be noted. These incidental findings may include previously known or previously unknown pathological findings or normal variants. These discoveries may occur during physical examination, point of care ultrasound, or laboratory sessions, among other educational settings. When an incidental finding is noted, faculty will maintain confidentiality and instruct the student to follow up with their primary care provider, student health, or emergency services, as indicated for consideration of diagnosis and management. Any student privy to a peer’s incidental finding due to engagement in the curricular activity that led to its finding must also maintain confidentiality.

Student's name (printed):

Date:

Student's signature:

## Appendix D – Media Release Form

### Media Release Form

By submitting this form, you are granting Lincoln Memorial University the right and permission to use your photo and the information provided on LMU social media channels, websites, and other publications.

By signing this form, I hereby release and discharge LMU from any and all claims and demands arising out of or in connection with the use of the photograph and information. I have provided, including any and all claims for libel or invasion of privacy. I affirm that I am 18 years or older and have the right and capacity to contract in my own name. This release shall be binding upon and my heirs and legal representatives.

<input type="text"/>	
Print First and Last Name	
<input type="text"/>	
Hometown (City and State)	Zip Code
<input type="text"/>	
Email Address	
<input type="text"/>	
Signature	Date

## Appendix E – Key Contacts & Quick Reference Guide

Use this guide to connect with the right person:

If you have a question about...	Your First Point of Contact is...
An assignment, grade, or content in a specific course	Course Director (Contact info in syllabus)
Your scholarly project or general academic progress	Your Academic Advisor
Admissions, program application, enrollment, or registration	Admissions Coordinator
Course content access, schedules, or Canvas issues	Curriculum Coordinator
A conflict with a faculty member or student	Program Director
Disability accommodations (ADA)	Office of Accessible Education Services
Financial aid, loans, or your FAFSA	Admissions Coordinator, Office of Student Financial Services
Your tuition bill or making a payment	Registrar's Office
Counseling or mental health services	Office of Mental Health Counseling
LMU email, password, or MyLMU access	IS Help Desk
A formal SPC decision Appeal	SMS Assistant/Associate Dean of Academic Affairs (ADAA)
Discrimination, harassment, or sexual misconduct	LMU Title IX Coordinator

## Appendix F – Definitions

- **Abetting:** Encouraging or assisting another student to do something wrong.
- **Academic advising:** Each student is assigned to a faculty member or the Program Director as their academic advisor during the first semester of the program. Academic advisors provide guidance on scholarly projects, monitor academic and professional progress, and communicate any concerns to the SPC during regularly scheduled meetings.
- **Academic Grievance:** A grievance related to the evaluation of a student's academic performance. This includes, but is not limited to, disputes over an assignment grade or a final course grade.
- **Academic Integrity:** A commitment to the fundamental values of honesty, trust, fairness, and responsibility in scholarship.
- **Academic Misconduct:** Any action that violates academic integrity, including but not limited to: Abetting, Cheating, and Plagiarism.
- **Academic Probation:** A formal status indicating a student has significant academic or professionalism deficits that warrant frequent and formal monitoring by the SPC.
- **Assessment:** Any graded activity used to evaluate course learning outcomes.
- **Business Day:** Monday through Friday, excluding University holidays.
- **Chain of Command:** The established hierarchy for escalating a grievance, beginning with the individual most directly involved and progressing to higher levels of administrative authority.
- **Cheating:** Acting dishonestly to gain an advantage, such as using unauthorized study materials, obtaining information from another student to complete program assessments, or altering grade records.
- **Commitment Letter:** A formal acknowledgment of a student's intent to pursue the DMS program as part of the GPA pathway.
- **Course End Date:** The last instructional day published in the official course schedule for the term.
- **Course Repetition:** The act of re-enrolling in and completing all components of a course that was previously failed. Course repetition is distinct from remediation, which applies only to individual

assessments within a course.

- **Deceleration:** An officially recognized adjustment to a student's original program of study that extends the time required for degree completion.
- **Dismissal:** A permanent, SPC-initiated discontinuation of a student's enrollment in the program. Students dismissed for professionalism deficits are not eligible to reapply to the DMS program.
- **DMS Pathways Club:** A professional organization within LMU that connects LMU-SMS PA students with DMS faculty to provide academic and professional mentorship, as well as professional development opportunities.
- **Egregious Violation:** A single act of professional misconduct that is sufficiently severe in nature to warrant immediate formal disciplinary review.
- **Enrollment:** The process by which an accepted student formally registers for the program, completes required documentation, and pays any applicable fees to secure their seat in the program.
- **Evaluation of Academic Performance:** Academic performance is evaluated through course-specific assessments including but not limited to, written assignments, recorded assignments, discussion boards, live discussions, quizzes, and both written and practical examinations, as detailed in each course syllabus.
- **Evaluation of Professionalism:** Professionalism is evaluated throughout the DMS program in all settings, including coursework and both synchronous and asynchronous interactions with faculty, staff, and fellow students.
- **Event:** Arrest, formal criminal charge, or adverse action against their professional license.
- **Excused Absences:** An excused absence is an absence due to personal emergency or incapacitating illness of a student or their dependent or immediate family. Extenuating circumstances will be considered at the discretion of the Program Director.
- **Feedback:** Course-specific feedback may be provided by principal faculty, instructional faculty, or the Program Director. Feedback on scholarly work is given by each student's assigned advisor.
- **GPA Pathway:** An admissions pathway for eligible LMU-SMS PA students to gain guaranteed entry into the DMS program.
- **Guaranteed admissions:** Guaranteed admissions is available for students who enroll in the DMS Guaranteed Professional Admissions (GPA) pathway and who meet standards outlined in the DMS Guaranteed Professional Admissions Pathway Policy.
- **In Progress ("IP") Grade:** A temporary grade assigned for the scholarly project courses (DMS 800, 889, and 900).
- **Incomplete ("I") Grade:** A temporary grade assigned for non-scholarly project courses.
- **Key Assessment:** An assessment identified in the course syllabus as essential for demonstrating achievement of course or student learning outcomes.
- **Matriculation:** The official start of the student's academic journey in the DMS program, marked by participation in coursework and fulfillment of all initial program requirements.
- **Non-Academic Grievance:** A grievance related to the application of program policies or procedures, or conflicts with other students, faculty, or staff that do not involve academic evaluation or fall under the specific definitions of mistreatment, harassment, or discrimination.
- **Non-submission:** No attempt or an insufficient submission that cannot be evaluated against the rubric.
- **Norm-referenced interview scoring system:** Applicants are evaluated using standardized rubrics and ranked relative to other candidates.
- **Passing Grade:** The minimum score for a specific assessment, as defined in the course syllabus.
- **Pattern of Behavior:** A series of separate acts of professional misconduct that when viewed collectively, indicate a significant concern regarding the student's overall professionalism.
- **Plagiarism:** Offering the work of another as one's own without proper acknowledgement, including material from artificial intelligence, books, articles, or other students.

- **Professional Misconduct:** Behavior that violates the ethical and professional standards of the program, the Railsplitter Community Standards Guide, or the healthcare profession.
- **Recurrent Behavior:** The repetition of a specific unprofessional act for which a student has received prior informal notification and counseling.
- **Remediation:** A structured academic intervention allowing a student to demonstrate competency on a key assessment or course learning outcome that was previously unmet.
- **Remediation Plan:** A written document issued by the Course Director to the student that authorizes remediation of a specific assessment and sets the terms for completion.
- **Rolling admissions cycle:** A continuous application review process where candidates are evaluated as applications are received, rather than after a fixed deadline.
- **Self-Report:** A student's professional and mandatory obligation to proactively notify the Program Director, within the timeline specified in program policy, of any arrest, formal criminal charge, or adverse action against their professional license.
- **Student Progress Committee (SPC):** A standing faculty committee that monitors student academic progress and professionalism across the program, reviews assessment and progression data, and makes determinations in matters that extend beyond the scope of an individual course.
- **Substantial Incomplete Coursework:** A condition in which a student fails to submit required assignments that, in total, accounts for 20% or more of the final course grade.
- **Temporary Grades:** In specific situations, a student who is unable to complete a substantial amount of coursework due to verifiable, extenuating circumstances may be eligible for a temporary grade. Temporary grades include either In Progress (IP) or Incomplete (I).
- **Unexcused Absences:** Any absence not meeting the criteria for an excused absence as detailed above shall be considered an unexcused absence.
- **Waitlist:** A list of qualified applicants who may be offered admission if a seat becomes available in the program.