

**LINCOLN MEMORIAL UNIVERSITY**

**SCHOOL OF MEDICAL SCIENCES**



**DOCTOR OF MEDICAL SCIENCE  
STUDENT HANDBOOK**

*Effective April 1, 2019*

*Revised August 19, 2025*

This handbook is designed to serve as a guide to the rules, policies, and services of the University; therefore, it is not intended to establish a contract and the University reserves the right to amend, modify, or change regulations, policies, and financial charges stated in this handbook throughout the year. In such a case, the University will make reasonable efforts to notify the University community, in a timely manner, of any changes in policies and regulations. Notification shall be made via MyLMU, the University website, or to University issued e-mail accounts as deemed appropriate.

## TABLE OF CONTENTS

### SECTION I: LINCOLN MEMORIAL UNIVERSITY

#### Table of Contents

LINCOLN MEMORIAL UNIVERSITY SCHOOL OF MEDICAL SCIENCES.....	1
MISSION AND PURPOSE.....	7
INSTITUTIONAL GOALS.....	7
ADMINISTRATION, FACULTY, AND STAFF .....	7
NON-DISCRIMINATION POLICY .....	7
SCHOOL OF MEDICAL SCIENCES MISSION.....	7
DOCTOR OF MEDICAL SCIENCE MISSION .....	7
UNIVERSITY FACILITIES AND RESOURCES .....	7
Lincoln Memorial University Campus .....	7
The Abraham Lincoln Library and Museum .....	7
The J. Frank White Academy .....	7
Elizabeth D. Chinnock Chapel .....	7
The Student Center .....	8
Carnegie-Vincent Library.....	8
The Frank “Tex” Turner Arena.....	8
Merchandise and LMU-DMS Logo Policy .....	8
CAMPUS AMENITIES .....	8
Computing Services .....	9
ACADEMIC RECRUITMENT, ADMISSIONS, AND ENROLLMENT POLICY .....	9
GUARANTEED PROFESSIONAL ADMISSIONS PATHWAY POLICY .....	12
ATTENDANCE POLICY .....	13
LATE ASSIGNMENT POLICY.....	14
EMPLOYMENT ACTIVITIES POLICY .....	15
Physician Supervision .....	15
External Evaluations.....	16
Patient Confidentiality.....	16
EXAMINATIONS POLICY .....	16
PRE AND POST-CURRICULUM EXAM POLICY .....	16
GRADUATION POLICY.....	17
ALPHA CHI ELIGIBILITY POLICY .....	18

<b>STUDENT EVALUATION, FEEDBACK, ACADEMIC ADVISING, AND RETENTION POLICY ...</b>	<b>18</b>
<b>STUDENT PROGRESSION AND DECELERATION POLICY .....</b>	<b>21</b>
<b>PATHWAYS CLUB POLICY.....</b>	<b>25</b>
<b>PROFESSIONALISM .....</b>	<b>26</b>
Honor and Integrity .....	27
Respect .....	27
Responsibility and Accountability .....	27
Excellence .....	28
Academic Integrity .....	28
Cheating .....	28
Plagiarism.....	28
<b>DISCUSSION BOARD AND VIDEO CONFERENCING.....</b>	<b>29</b>
Discussion Board Etiquette.....	29
Video Conference Etiquette .....	29
Faculty and Staff Modeling Professional Behavior.....	31
Procedure for Reporting Issues of Professional Misconduct .....	31
<b>STUDENT PROGRESS COMMITTEE.....</b>	<b>31</b>
Committee Procedures.....	31
SPC Academic Guidelines:.....	32
SPC Professionalism Guidelines: .....	32
Appeals Process .....	32
Remediation Policy .....	32
Repeat policy.....	33
Dismissal and Withdrawal .....	33
Probation.....	33
<b>DISCIPLINARY PROCEDURES.....</b>	<b>33</b>
Initial Investigation by the Academic Director .....	33
<b>STUDENT GRIEVANCES .....</b>	<b>34</b>
Grade Reconsideration .....	34
Academic Due Process – Final Grade Reconsideration.....	34
Student Grievances Regarding the Program, Medical School or University .....	34
<b>LEAVE OF ABSENCE .....</b>	<b>34</b>
<b>POLICIES.....</b>	<b>35</b>
Conflict of Interest Policy for Faculty and Students.....	35
Professional Appearance .....	35
Video and Audio Recording .....	36
Identification Badges.....	36
E-Mail Accounts .....	36
Health Requirements.....	36
Holidays.....	37
Vacations.....	37
Inclement Weather .....	37
Security.....	37

<b>Public Relations and Marketing Guidelines.....</b>	<b>38</b>
<b>TECHNOLOGICAL REQUIREMENTS .....</b>	<b>39</b>
<b>Minimum System Requirements.....</b>	<b>39</b>
<b>LINCOLN MEMORIAL UNIVERSITY BEHAVIOR POLICIES.....</b>	<b>40</b>
<b>General Policy Guidelines .....</b>	<b>40</b>
<b>Smoke-Free Campus Policy .....</b>	<b>42</b>
<b>Alcohol and Other Drugs .....</b>	<b>42</b>
<b>Eating and Drinking in Classrooms .....</b>	<b>45</b>
<b>CODE OF STUDENT CONDUCT.....</b>	<b>45</b>
<b>ACADEMIC ENVIRONMENT .....</b>	<b>47</b>
<b>Academic Freedom .....</b>	<b>47</b>
<b>Medical Student/Patient Relationships .....</b>	<b>47</b>
<b>SEXUAL AND OTHER DISCRIMINATORY HARASSMENT.....</b>	<b>47</b>
<b>Sexual harassment.....</b>	<b>47</b>
<b>Other Discriminatory Harassment .....</b>	<b>48</b>
<b>Hazing .....</b>	<b>48</b>
<b>Complaint and Reporting Procedure .....</b>	<b>49</b>
<b>SEX OFFENSE PREVENTION PROGRAMS AND PROCEDURES .....</b>	<b>50</b>
<b>Education and Information.....</b>	<b>50</b>
<b>Reporting Offenses .....</b>	<b>50</b>
<b>Procedures.....</b>	<b>50</b>
<b>STUDENTS WITH DISABILITIES.....</b>	<b>50</b>
<b>Doctor of Medical Science Students with Disabilities .....</b>	<b>50</b>
<b>Request for Accommodations.....</b>	<b>51</b>
<b>Grievance Procedure for Student with Disabilities .....</b>	<b>51</b>
<b>APPENDIX A.....</b>	<b>51</b>
<b>ACKNOWLEDGEMENT of RECEIPT of DMS STUDENT HANDBOOK and CATALOG .....</b>	<b>55</b>
<b>STUDENT MODEL RELEASE.....</b>	<b>56</b>
<b>REQUEST FOR LEAVE OF ABSENCE.....</b>	<b>58</b>
<b>APPLICATION FOR RE-ENROLLMENT.....</b>	<b>59</b>
<b>Academic Advising Form .....</b>	<b>60</b>
<b>In Progress (IP) Grade Agreement Form .....</b>	<b>62</b>
Student Acknowledgement.....	63
Student Acknowledgement.....	65



## **MISSION AND PURPOSE**

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

## **INSTITUTIONAL GOALS**

Lincoln Memorial University Institutional Goals can be found at [Institutional Goals](#).

## **ADMINISTRATION, FACULTY, AND STAFF**

Lincoln Memorial University Administration and Staff listing can be found at [LMU President's Office | Leadership & Administration](#)

## **NON-DISCRIMINATION POLICY**

Lincoln Memorial University Equal Opportunity, Affirmative Action, and Nondiscrimination Policy can be found at [Equal Opportunity, Affirmative Action, and Nondiscrimination Policy](#)

## **SCHOOL OF MEDICAL SCIENCES MISSION**

Lincoln Memorial University School of Medical Sciences Mission can be found at [LMU School of Medical Sciences | Explore Our Programs](#)

## **DOCTOR OF MEDICAL SCIENCE MISSION**

Lincoln Memorial University Doctor of Medical Science Mission can be found at [DMS Mission & Goals | LMU School of Medical Sciences Vision](#)

## **UNIVERSITY FACILITIES AND RESOURCES**

### **Lincoln Memorial University Campus**

The 1,000-acre LMU campus -- its grounds, its buildings, its equipment, and its human resources -- is one of the most strikingly beautiful and functional in the country. Located in a rural setting just 55 miles north of Knoxville, Tennessee, the campus is a visual treat under dynamic, experienced administrative leadership and a committed, well-prepared faculty. LMU has an atmosphere of openness and concern for the needs of each and sets a premium on creating the best conditions for learning. The LMU campus has the following facilities:

### **The Abraham Lincoln Library and Museum**

Constructed in 1977, The Abraham Lincoln Museum is a two-story, concrete and brick structure with a basement area for storage and mechanical equipment. The building houses the University's Lincoln Collection in the main galleries on the first and second floors and a collection of rare books in a first-floor rare books room. A 150-seat auditorium provided for classes, visiting lecturers, and films. A reading room with 30,000 volumes added in 1996.

### **The 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 used for small services and personal meditation. It has a seating capacity of sixty-five.

### **The Student Center**

The original structure was built in 1967 and received extensive renovation in 1995. The center 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.

### **Carnegie-Vincent Library**

Over the past century, the library, nestled against the Cumberland Mountains, has established a scholarly collection of more than 200,000 volumes of books, journals, and multimedia materials. The library now boasts of thousands of electronic scholarly journals, hundreds of digital reference sources, and over forty thousand electronic books.

One of the primary focus areas of the library is in teaching students how to use our collections. The library's staff of eight includes five professional librarians, all of whom provide bibliographic instruction. We maintain a dynamic website designed to teach patrons to navigate our collection. Faculty, as well as students, can conduct scholarly research at our library. When you combine the quality of the library collection with its truly personalized, attentive and friendly service, you will discover why so many patrons refer to the Carnegie-Vincent Library as the scholarly hub of Lincoln Memorial University.

The Lon and Elizabeth Parr Reed Medical and Allied Health Library located on the second floor of the Carnegie-Vincent Library houses the medical print and electronic journals, books, and manuscripts for medical students, faculty, and other health professional students of the University and SMS.

### **The 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.

### **Merchandise and LMU-DMS Logo Policy**

All LMU-DMS student organizations must have approval from the Director of Outreach and Alumni Relations for the School of Medical Sciences and the Associate Director of Marketing and Public Relations for the university before producing organizational merchandise or distributing information to the campus community or the public at large or both. This policy is to ensure that all appropriate procedures and style guidelines are followed by student organizations. Any SMS-DMS student organization that produces merchandise which violates this policy may have the merchandise confiscated and will have to replace the merchandise at the organization's expense.

## **CAMPUS AMENITIES**

### **Bookstore**

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 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. The main buy-back of textbooks takes place at the end of each semester; however, the



Bookstore will buy back textbooks throughout the semester at wholesale prices. (*See University Handbook for further detail on bookstore purchases and refunds.*)

### **The Lon and Elizabeth Parr Reed Medical and Allied Health Library**

The Lon and Elizabeth Parr Reed Medical is housed within the Carnegie-Vincent Library and maintains a website (<http://library.lmunet.edu/medlib/>) that provides students and faculty with access to medical literature. The Carnegie-Vincent Library and the Reed Health Science Library provide students with access to 158 database both on-campus and off-campus. Tutorials on how to access the library resources are available within the DMS student organization shell. To view the library tutorials, login to MyLMU/blackboard.

### **Computing Services**

The official manner of communication from the administration and faculty to students is via e-mail. The DMS students are required to use and read all e-mail correspondences from DMS faculty and staff and the University. Access to college computer resources granted to all faculty, staff, and students of Lincoln Memorial University

Each student is assigned a user account which grants the student access to the university network resources as well as the Internet. Every student account comes with a home directory for storing files. This space is limited to 5-10 megabytes depending on course requirements. It is the responsibility of the student to backup and maintains these files.

## **ACADEMIC RECRUITMENT, ADMISSIONS, AND ENROLLMENT POLICY**

### **PURPOSE**

To define, publish, and ensure consistent application of the recruitment, admission, and enrollment practices for the Lincoln Memorial University-School of Medical Sciences Doctor of Medical Science (DMS) program, ensuring they are readily available to the public and in alignment with program policies, institutional practices, and accreditation standards.

### **POLICY STATEMENT**

The DMS program is committed to transparent and consistent recruitment, admissions, and enrollment practices.

Recruitment:

The DMS program actively engages with prospective students and the public to promote awareness of the program and its goals.

Faculty and staff regularly meet with professional organizations and academic institutions to share information about the program and encourage applications.

Recruitment efforts also include targeted outreach to Lincoln Memorial University's PA programs, participation in local, regional, and national conferences, and ongoing digital marketing campaigns.

The program also has a Guaranteed Professional Admission Pathway available to current LMU physician assistant students.

Admissions:

The DMS Admissions Committee oversees the admissions process, ensuring that all applicants are evaluated fairly and consistently. The DMS program follows a rolling admissions cycle. As a result, applicants who submit their application materials earlier have a higher likelihood of securing admission.

Transfer Policy: The DMS program will collect and evaluate all transcripts and apply course credit if deemed appropriate. A student can request a maximum of nine (9) transfer credits.

## DEFINITIONS

**Rolling admissions cycle:** A continuous application review process where candidates are evaluated as applications are received, rather than after a fixed deadline.

**Application Materials:** The set of required documents submitted by applicants to be considered for admission to provide a comprehensive evaluation of the applicant's academic, professional, and personal qualifications. Required materials include application submitted online via the official website, official transcripts from all previously attended institutions, DMS Applicant Recommendation Forms, personal statement, Curriculum Vitae, professional licensure relevant to the DMS program, and National Commission on Certification of Physician Assistants (NCCPA) Certification or equivalent. A combined Test of English as a Foreign Language (TOEFL) and Test of Spoken English (TSE) is required for international applicants whose native language is not English, to demonstrate proficiency.

**Admission criteria:** The established qualifications and standards that applicants must meet to be considered for acceptance into the program. These criteria ensure that candidates possess the necessary academic background, professional certification, and potential for success in a rigorous doctoral-level curriculum. Meeting these criteria does not guarantee admission but establishes the minimum eligibility requirements. The admissions criteria include:

A graduate of an ARC-PA accredited program or international equivalent;

Current physician assistant certification (NCCPA or other); or unencumbered licensure as a physician assistant in the U.S.A. or international jurisdiction within nine (9) months post matriculation;

Demonstrated potential for success in an advanced rigorous doctoral-level program (e.g., GPA & extracurricular activities);

No history of self-reported negative legal, administrative, or licensure action related to the practice of medicine or medical education;

An applicant whose native language is not English needs to submit scores from the combined TOEFL and TSE examination unless the applicant is a graduate of a U.S. college or university. The minimum required score for the IBT (Internet Based Testing) is 79 and a minimum score of 26 is required for the speaking component.

*Candidates are encouraged to continue practicing clinically as a PA or actively teaching in graduate medical education while enrolled in the program, though this is not required.*

*Medical Education Major applicants without 2 years of full-time academic experience are recommended to start the program in the Fall semester; however, it is not required.*

**Norm-referenced interview scoring system:** Applicants are evaluated using standardized rubrics and ranked relative to other candidates.

**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.

**Waitlist:** A list of qualified applicants who may be offered admission if a seat becomes available in the program.

**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.

**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.

## AUDIENCE

This policy applies to prospective students, current students, faculty, and administrative staff involved in the DMS program.

## COMPLIANCE

If students fail to complete the required onboarding documents prior to the assigned deadline, admission into the program may be revoked.

Compliance with this policy ensures adherence to accreditation standards and institutional guidelines, thereby promoting fairness and transparency in the admissions process. Compliance is reviewed annually by the DMS Admissions Committee.

## **ROLES AND RESPONSIBILITIES**

**Program Director:** The DMS Program Director is the Responsible University Officer for revising and updating this policy.

**DMS Admissions Committee:** A faculty-led committee responsible for overseeing the review of applications, conducting interviews, and making admission decisions based on the program's established criteria and program policies. The Admissions Committee makes judgment on any special admissions considerations.

**DMS Admissions Coordinator:** Responsible for screening and reviewing applications, coordinating interviews, managing applicant communications, and assisting with onboarding.

## **PROCEDURES**

**Application Submission:** Prospective students submit applications through the DMS admissions website by the specified deadline. All application materials are submitted online via the official website.

**Application Review:** All applications are initially screened and scored by the DMS Admissions Coordinator using a standardized rubric to determine who is offered an interview. If the number of applicants exceeds the current enrollment capacity, applicants in the Guaranteed Professional Admissions Pathway, followed by applicants with the highest scores, will be interviewed first.

Any uncertainties regarding an applicant's eligibility will be referred to the DMS Admissions Committee for final determination.

**Interview Process:** Qualified applicants meet with at least two DMS faculty/staff members for a structured interview. Candidates are scored using standardized rubrics, and scores are averaged. Interviewers provide qualitative feedback, and norm-referenced scoring is used to rank applicants. Interviewers submit admission recommendations to the DMS Admissions Committee for review and decision. In the case of any disagreement or tie, the Admissions Committee Chair makes the final admissions decision. If the number of interviewees exceeds the current enrollment capacity, applicants in the Guaranteed Professional Admissions Pathway will be accepted first.

**Admission Decision:** Applicants are notified of admission decisions via the e-mail address provided on their application. The candidate will either be offered a seat, placed on a wait list, or declined a seat. Decisions are typically communicated within two (2) weeks following the completion of the interview process. Admissions ranking is not shared with the candidates. Applicants who are not admitted may be offered a place on a waitlist or encouraged to reapply in the following semester.

**Enrollment:** All accepted students must complete onboarding (seat fee and enrollment package provided by the Admissions Coordinator) within thirty (30) days of acceptance or by the first day of class, whichever comes first. If the onboarding and enrollment requirements are not completed by the deadline, then the candidate may be asked to reapply.

**Academic Planning:** All enrolled students will meet with the Admissions Coordinator prior to matriculation to determine course schedule and to create a Student Advising Worksheet.

For all course(s) in which applicants request transfer credit, applicants must submit official transcripts and course syllabi from the institution where the original course(s) were taught. The DMS Program Director will evaluate these materials to determine if the course(s) have similar content and competencies in order to award transfer credit.

## **CONTACT INFORMATION**

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

## DOCUMENT HISTORY

Effective Date: April 17<sup>th</sup>, 2025

Revised: July 22<sup>nd</sup>, 2025

# GUARANTEED PROFESSIONAL ADMISSIONS PATHWAY POLICY

## PURPOSE

The purpose of the Guaranteed Professional Admissions (GPA) pathway policy is to streamline the transition of Lincoln Memorial University (LMU) Physician Assistant (PA) students in LMU Master of Medical Science (MMS) programs into the LMU Doctor of Medical Science (DMS) program.

## POLICY STATEMENT

Eligible students who participate in the GPA pathway and fulfill all published DMS admission requirements will receive conditional acceptance into the DMS program.

Benefits of student participation in the GPA pathway include:

- membership in the DMS Pathways Club

- mentorship by DMS program faculty

- professional development opportunities

- opportunity to collaborate with DMS program faculty while enrolled in PA school to build upon master's-level scholarly work in preparation for the doctoral project

## DEFINITIONS

**GPA Pathway:** An admissions pathway for eligible LMU MMS students to gain guaranteed entry into the DMS program.

**DMS Pathways Club:** A professional organization within LMU that connects MMS students with DMS faculty to provide academic and professional mentorship, as well as professional development opportunities.

**Commitment Letter:** A formal acknowledgment of a student's intent to pursue the DMS program as part of the GPA pathway.

## AUDIENCE

This policy applies to current LMU MMS students interested in pursuing the DMS degree, LMU MMS program faculty involved in academic advising and mentorship, and DMS faculty and administrators overseeing the program.

## COMPLIANCE

Eligibility requirements for the GPA pathway are as follows:

- Apply within the first calendar year of the MMS program.

- Sign a commitment letter acknowledging intent to pursue the DMS program as part of the GPA pathway.

- Complete all DMS admission's requirements prior to enrollment.

- Maintain the required academic and professional standards, as outlined in the DMS program's student handbook.

*To maintain eligibility for guaranteed admission into the DMS program, students must meet the expectations of the GPA pathway. Those who do not may be withdrawn.*

## ROLES AND RESPONSIBILITIES

The Doctor of Medical Science Program Director is the Responsible University Officer for revising and updating this policy.

## PROCEDURES

### **Application & Conditional Acceptance:**

Apply to the GPA pathway within the first calendar year of PA school.

Accepted students sign a commitment letter and are paired with a DMS faculty mentor.

MMS students must apply to the DMS program and complete all admission requirements.

### **Participation in DMS Pathways Club & Mentorship:**

GPA pathway students are strongly encouraged to attend at least one DMS Pathways Club meeting per semester.

If students elect to work on their DMS scholarly project as part of the GPA pathway, DMS faculty mentors will engage with students, beginning in their clinical year, for mentoring on the project.

### **CONTACT INFORMATION**

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

### **DOCUMENT HISTORY**

Effective Date: May 8<sup>th</sup>, 2025

Revised: July 1<sup>st</sup>, 2025

## **ATTENDANCE POLICY**

### **PURPOSE**

DMS faculty believe there is significant benefit to attendance and active participation in all program activities. Engaged learners and active participation in the classroom build a collaborative spirit and positive learning environment. This Attendance policy is necessary to ensure students are present and engaged for these required program activities.

### **POLICY STATEMENT**

**Attendance is required and will be monitored for all synchronous course components (e.g., video conferencing sessions, medical conference, scholarly work presentations, etc.).** Credit for attendance is dependent on verification of both video and audio components, as well as observed engagement. Further, students are responsible for all course materials presented both synchronously and asynchronously, regardless of attendance.

In the event a student is unable to attend a synchronous activity, they must contact the Course Director, Curriculum Coordinator, and Program Director at least 24 hours before the scheduled activity and provide notification of, and the reason for, their absence. If an emergency occurs or the student experiences connectivity issues within 24 hours of the scheduled activity, students must contact the Course Director, Curriculum Coordinator, and Program Director within 24 hours of the absence. The Program Director will determine if the absence is considered excused or unexcused.

#### ***Video conferencing (Zoom) attendance***

- Video conferencing sessions are a virtual classroom; all students should dress appropriately, and their location should be professional (e.g., professional static background with limited noise disturbances).
- Excused absences
  - Points associated with an excused video-conferencing absence will be excused in the Canvas gradebook. No make-up assignments are permitted.

- Only one (1) excused absence is permitted in the Clinical Modules (DMS 820/821/822/823/824/825/826/828/829). Any further absences will be considered unexcused.
- Only three (3) excused absences are permitted in the Clinical Application courses (DMS 930/930I/930E). Any further absences will be considered unexcused.
- Unexcused absences
  - Students will receive 0 points for unexcused video-conferencing absences. No make-up assignments are permitted.

### ***Medical Conference I (DMS 812) attendance***

- Students have the option to attend the course on-campus or virtually.
- Regardless of how the student attends the course, the student must be present and engaged for the full duration of the course.
- Due to the condensed one-week format of this course, absences are generally not permitted. We do recognize that exceptions may be necessary. If you anticipate missing a class, please contact the program director to discuss the situation and explore potential accommodation.

## **DEFINITIONS**

*Excused Absences:* An excused absence is an absence due to personal emergency or incapacitating illness of a student or their dependent or immediate family. Individuals outside of these categories will be considered on a case-by-case basis. Students must make every reasonable attempt to schedule routine appointments outside of synchronous class time. Extenuating circumstances will be considered at the discretion of the Program Director.

*Unexcused Absences:* Any absence not meeting the criteria for an excused absence as detailed above shall be considered an unexcused absence.

## **AUDIENCE**

This policy applies to all Doctor of Medical Science students.

## **COMPLIANCE**

An excess of one (1) unexcused absence during a course will result in the reduction of the final course grade by one (1) full letter grade and referral to the Student Progress Committee.

## **ROLES AND RESPONSIBILITIES**

The Doctor of Medical Science Program Director is the Responsible University Officer for revising and updating this policy.

## **CONTACT INFORMATION**

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

## **DOCUMENT HISTORY**

Effective Date: January 2025

## **LATE ASSIGNMENT POLICY**

### **PURPOSE**

This Late Assignment policy is intended to promote responsible time management among Doctor of Medical Science students.

## **POLICY STATEMENT**

It is highly recommended that you start assignments early to avoid unforeseen circumstances that might prevent timely submission. Due dates for all assignments are clearly indicated in the course learning management system (e.g., Canvas). Timely completion of assignments demonstrates your commitment to the course and allows for effective feedback.

## **DEFINITIONS**

*Valid reasons for late submissions include (but are not limited to):*

Loss of a family member/death

Accident or serious illness

Emergency situations requiring immediate attention

*Invalid reasons for late submissions include (but are not limited to):*

Scheduling conflicts (e.g., vacations)

Forgetting about the assignment

Not receiving assignment notification

Limited internet access

Technical difficulties

## **AUDIENCE**

This policy applies to all Doctor of Medical Science students.

## **COMPLIANCE**

Assignments submitted after the designated due date will receive a grade of 0 unless you have communicated a valid reason for the lateness to the Course Director(s). The Course Director(s) will work with you to determine an appropriate course of action.

## **ROLES AND RESPONSIBILITIES**

The Doctor of Medical Science Program Director is the Responsible University Officer for revising and updating this policy.

## **CONTACT INFORMATION**

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

## **DOCUMENT HISTORY**

Effective Date: January 2025

## **EMPLOYMENT ACTIVITIES POLICY**

Students are preferred, but not required to be actively engaged in patient care or medical education activities while enrolled in the DMS program, unless otherwise approved prior to admission.

### **Physician Supervision**

Neither a supervising/collaborating physician nor the physician assistant student is an employee of LMU\*. At no time does the University, SMS, or DMS program assume patient care relationship, responsibility or liability in regard to the student practice. At no time will the University, SMS, or DMS program place any requirements on the student that are inconsistent with the student's licensure(s) or certification(s).

\*LMU faculty participating in the program fall under LMU employment and practice policy.

## **External Evaluations**

As part of the clinical residency course, the course director evaluates the student's performance in the 6 core medical competencies. As part of this process, the student agrees to be evaluated by their supervisor utilizing an evaluation rubric made available to the student. This evaluation is for academic purposes only and is not intended to serve as an employment evaluation for the student or have any impact on the student's employment.

## **Patient Confidentiality**

All students are assumed to be up to date on Health Information Portability and Accountability Act (HIPAA) training. The training is available through SMS for those requiring updated training. LMU does not assume any patient relationships. Any clinical discussions with faculty or student peers should be in accordance with HIPAA guidelines. LMU's interactive teaching platform is considered both FERPA and HIPAA compliant.

## **EXAMINATIONS POLICY**

Throughout the curriculum, examinations will be administered to the students. Students are required to comply with all examination policies and procedures, including maintaining, updating, and utilizing the appropriate technological software and exam security measures. Students not in compliance with the policies will not be allowed to take the examination until compliance is reached and the course director gives permission for the student to proceed.

Requests for excused absences for exams or quizzes must be made in writing to the course director. At that point, the course director will decide if the absence is *excused* or *unexcused*. If the absence is unexcused the student receives no points (0) on that exam.

Exams or quizzes for students with excused absences will be made up at the earliest opportunity in which the student and the course director are able to reschedule the exam. If final course grades are submitted to the registrar prior to the date of the make-up exam, the student will receive a grade of "In Progress" (IP). Once the student takes the make-up exam, the final course grade will be calculated and submitted to the registrar. At that point, the "In Progress" grade will be changed to the grade the student achieved in the course.

Students missing two or more exams or quizzes should consider a leave of absence until the student is better able to adhere to the curricular schedule.

## **PRE AND POST-CURRICULUM EXAM POLICY**

### **PURPOSE**

The Doctor of Medical Science program utilizes pre and post-curriculum exams within the Clinical Major to assess student baseline knowledge, track individual growth, and evaluate the overall effectiveness of the program.

### **POLICY STATEMENT**

#### **Pre-Curriculum Examination**

All clinical major students entering the program must complete a pre-curriculum exam within the first **three weeks** of matriculation.

This exam will focus on understanding a student's foundational knowledge relevant to the program curriculum. This information will be used by adaptive learning software to identify areas where students may benefit from additional support. The software will provide students with personalized resources that can help students build their understanding.

These exams are not considered a graded component of any course; however, students are required to complete the exams according to the timelines indicated below.

#### **Post-Curriculum Examination**



All clinical major students must complete a post-curriculum exam within **one week** of completing the nine clinical modules.

This exam assesses student growth and benchmarks their knowledge against family medicine physicians studying for their board exams.

#### **AUDIENCE**

This policy applies to all Doctor of Medical Science students.

#### **COMPLIANCE**

Failure to complete the pre-curriculum exam will result in a referral to the Student Progress Committee (SPC). Please refer to the SPC section of the student handbook for further details.

Completion of the post-curriculum exam is a graduation requirement. Failure to complete the post-curriculum exam will result in referral to the SPC and may prevent students from receiving their graduation diploma.

#### **ROLES AND RESPONSIBILITIES**

The Doctor of Medical Science Program Director is the Responsible University Officer for revising and updating this policy.

#### **CONTACT INFORMATION**

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

#### **DOCUMENT HISTORY**

Effective Date: January 2025

## **GRADUATION POLICY**

#### **PURPOSE**

This Graduation policy is necessary for the proper planning of all Doctor of Medical Science graduation activities.

#### **POLICY STATEMENT**

The DMS program encourages students to attend the program's commencement ceremony and any program-planned graduation activities when possible. Due to the planning involved for these ceremonies and activities, students must make their final decision whether they plan to attend within the first month of the semester in which they are graduating.

#### **AUDIENCE**

This policy applies to all Doctor of Medical Science students.

#### **ROLES AND RESPONSIBILITIES**

The Doctor of Medical Science Program Director is the Responsible University Officer for revising and updating this policy.

#### **CONTACT INFORMATION**

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

#### **DOCUMENT HISTORY**

Effective Date: January 2025

## **ALPHA CHI ELIGIBILITY POLICY**

### **PURPOSE**

Alpha Chi is a national honor society who invites the top 10% of undergraduate and graduate students to join their society. This Alpha Chi Eligibility policy outlines the requirements graduate students in the Lincoln Memorial University Doctor of Medical Science (LMU DMS) program must meet to be eligible for invitation.

### **POLICY STATEMENT**

Students must achieve both academic excellence and be of “good reputation and character” as determined by their educational program to receive an invitation to join Alpha Chi. If students meet these requirements, the program will report them as eligible for invitation.

### **DEFINITIONS**

*Academic excellence requirements for graduate students:*

Be enrolled as a graduate student

Have a minimum of 15 graduate credit hours earned at this institution

Be ranked in the top 10% of classes

*Good reputation and character requirements for LMU DMS students:*

Exhibit professionalism in all interactions with faculty, staff, and peers, to include maintaining appropriate etiquette in emails, discussion boards, and Zoom meetings.

Have not been referred to the Student Progress Committee for any reason.

Have no unexcused absences throughout the duration of the program.

Have no more than two (2) excused absences throughout the duration of the program.

If a student misses multiple days for a single life event, that will only be counted as one (1) excused absence.

Have no late assignments throughout the duration of the program.

Exceptions may be granted in cases of family emergencies or natural disasters.

### **AUDIENCE**

This policy applies to all LMU DMS students.

### **COMPLIANCE**

Students who do not meet the above academic excellence and good reputation and character requirements will not be considered eligible to join the Alpha Chi National honor society.

### **ROLES AND RESPONSIBILITIES**

The LMU DMS Program Director is the Responsible University Officer for revising and updating this policy.

### **CONTACT INFORMATION**

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

### **DOCUMENT HISTORY**

Effective Date: January 2025

## **STUDENT EVALUATION, FEEDBACK, ACADEMIC ADVISING, AND**

## **RETENTION POLICY**

### **PURPOSE**

To outline how the program evaluates learner performance, provides feedback, conducts academic advising, and supports student retention. This policy also details the procedures of the Lincoln Memorial University

(LMU) - School of Medical Sciences (SMS) Doctor of Medical Science (DMS) program Student Progress Committee (SPC), including potential actions the committee may take.

## **POLICY STATEMENT**

The DMS program is committed to fostering student success by providing a supportive academic environment that promotes retention and degree completion. This includes transparent evaluation processes, a commitment to timely and constructive feedback on submitted work, and formal academic advising. The program also monitors and evaluates students' academic and professional progress informally during individual advisor-advisee meetings and at regularly scheduled SPC meetings, which occur at the mid-point (week 7) of each semester. During these meetings, faculty discuss their advisees to highlight any potential issues of concern. If any student meets criteria for individual referral to the SPC, a formal process will occur as outlined below.

## **DEFINITIONS**

### **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. Rubrics for each course assignment are available in the Canvas Learning Management System to help students understand assignment expectations.

### **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. In some cases, professionalism is explicitly assessed as a graded component within assignment rubrics. More broadly, professional behavior is expected at all times and is continuously monitored by program faculty and staff.

### **Feedback**

- Course-specific feedback may be provided by principal faculty, adjunct faculty, or the Program Director and may be individualized, directed to small groups, or shared with the entire class. Feedback on scholarly work is given by each student's assigned advisor, offering tailored guidance throughout the project. In matters related to conduct or professionalism, any DMS faculty or staff member may provide feedback as appropriate.

### **Academic advising**

- Each student is assigned a principal faculty member or the Program Director as their academic advisor during the first semester of the program. Students typically remain with the same advisor throughout their enrollment; however, reassignments may occur due to unforeseen circumstances. Academic advisors provide guidance on scholarly projects, monitor academic and professional progress, and communicate any concerns to the SPC during regularly scheduled meetings. Students are required to check in with their advisor at least once per semester via email, phone, or videoconferencing. More frequent meetings may be required if academic or professionalism concerns arise.

### **Student Progress Committee**

- Any DMS faculty or staff member may recommend a student for referral to the SPC. The SPC will make the final determination on whether to act upon such recommendations.

- Students may be referred to the SPC for any of the following reasons:
  - o Being identified as “at risk” according to the DMS Student Progression and Deceleration Policy
  - o Experiencing non-academic hardships that may impact academic performance
  - o Faculty concerns regarding academic performance in any course
  - o Lack of improvement despite individualized feedback
  - o Failure to meet academic advising requirements
  - o Failure to uphold the program’s conduct or professionalism standards
  - o Other matters deemed necessary by the DMS Program Director
- During meetings, the SPC may recommend one or more of the following actions:
  - o Professional or academic remediation
  - o Professional or academic mentorship
  - o Development of individualized study plans
  - o Reflection on causes of academic or professionalism deficiencies
  - o Academic deceleration, which involves creation of a revised Student Advising Worksheet
  - o Placement on academic probation
  - o Dismissal from the program
  - o Other actions deemed appropriate by the DMS Program Director

## **AUDIENCE**

This policy applies to all LMU DMS students.

## **COMPLIANCE**

Students who fail to comply with the recommendations of the SPC will be subject to dismissal from the program.

## **ROLES AND RESPONSIBILITIES**

The LMU DMS Program Director is the Responsible University Officer for revising and updating this policy.

## **PROCEDURES**

### Evaluation and feedback

- Students will receive evaluation and feedback on all academic assessments as soon as possible, but no later than 14 calendar days after the original assessment due date. For assessments submitted after the due date, feedback will be provided within 14 calendar days of the late submission. This policy does not imply acceptance of late submissions, which is subject to the DMS Late Assignment Policy.

### Academic advising

- A summary of each synchronous academic advising meeting (e.g., phone or videoconference) will be documented on the [Academic Advising Form](#), signed by both the academic advisor and the student, and maintained in the student’s file.

### Student Progress Committee

- Formal SPC meetings for individual students are convened as needed by the SPC Chair.
- Students will be notified of a referral to the SPC and the reason for the referral via their university-assigned email and certified mail sent to the address on file with the program. Students will be asked to acknowledge receipt of the referral, and a read receipt will be requested for the email notification.

- The committee is composed of SMS faculty and staff. All proceedings are confidential. In accordance with FERPA regulations, only the student and committee members may attend SPC meetings.
- Meetings are scheduled during regular university business hours. Students may be asked to attend an SPC meeting. While student attendance is strongly encouraged when requested by the committee, the program understands that scheduling conflicts may arise.
- Students who attend an SPC meeting will be given the opportunity to provide a statement and answer questions from the committee.
- The committee may review all aspects of a student's academic and professional performance. Prior academic failures, probation status, or professional misconduct may be considered when making final determinations.
- Meeting minutes are recorded and maintained by the program. All matters submitted for a vote will be decided by a simple majority. The SPC Chair serves as a non-voting member, except in the case of a tie.
- Within three (3) working days, the committee's recommendation will be forwarded to the SMS Dean. Students will be notified of the outcome via their university-assigned email and certified mail within seven (7) calendar days of the committee's decision. Students will again be asked to acknowledge receipt, and a read receipt will be requested for the notification email.
- Appeals
  - o Any SMS student called to an SPC meeting and has a summary action or judgment placed on them for academic and/or professional reasons has the right to appeal that decision.
  - o After a student has received official documentation of an SPC decision, a student may begin the appeals process by contacting the SMS Associate Dean of Academic Affairs (ADAA) by email.
  - o If a student appeals the SPC decision, they must submit a professional, succinct letter for the appeal to the SMS ADAA, or the SMS Associate Dean if the former is unavailable, within five (5) business days of receiving written notification of the SPC decision.
  - o For more detailed information, please see the School of Medical Sciences Student Appeals Policy.

## **CONTACT INFORMATION**

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

## **DOCUMENT REVIEW**

Effective Date: August 12<sup>th</sup>, 2025

# **STUDENT PROGRESSION AND DECELERATION POLICY**

## **PURPOSE**

To define the criteria for progression through the Lincoln Memorial University (LMU) -School of Medical Sciences (SMS) Doctor of Medical Science (DMS) program, including minimum course passing standards, degree completion requirements and timelines, and the factors used to identify students at risk for not progressing as planned. This policy also outlines the formal processes for academic deceleration for students who are unable to maintain the standard pace of study.

## **POLICY STATEMENT**

Each student will receive a Student Advising Worksheet prior to matriculation to guide their academic planning and progression. Students who do not successfully complete a course or otherwise require a

modification to their original plan of study will be provided with a revised Student Advising Worksheet in consultation with the DMS Admissions Coordinator. This revised worksheet serves as the student's formal deceleration plan. Ultimately, students are responsible for effective planning, progression, and completion of all requirements for the DMS degree.

## DEFINITIONS

### Course completion:

- To successfully complete each course, students must meet both of the following criteria:
  - o Earn a final grade of 70 (C) or higher.
    - Final course grades are recorded by the registrar as follows:
      - A = 90 – 100
      - B = 80 – 89
      - C = 70 – 79
      - F = < 70
    - Individual assignment grades and final course grades will not be rounded. The final numerical score calculated in the learning management system is the official score used to determine the final letter grade submitted to the registrar.
  - o Have no substantial incomplete coursework.
- Temporary Grades:
  - o 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).
    - In Progress (IP) Grade
      - A temporary grade assigned exclusively for the scholarly project courses (DMS 800, 889, and 900)
    - Incomplete (I) Grade
      - A temporary grade assigned for non-scholarly project courses

### 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.

### Deceleration:

- An officially recognized adjustment to a student's original program of study that extends the time required for degree completion. Deceleration is a structured process designed to support student success and may result from course failure, the assignment of temporary grades, or an approved modified academic plan.

### Program completion (degree requirements):

- To successfully complete the DMS program, students must satisfy all of the following requirements within four (4) calendar years of initial enrollment:
  - o Complete all courses specified in the approved program of study.
  - o Complete a doctoral scholarly project (as outlined in the DMS 800, 889, and 900 course sequence).
  - o Maintain a cumulative Grade Point Average (GPA) of at least 2.0 (C) across all coursework.

- Ensure payment of all tuition and fees.
- Have no outstanding financial obligations (e.g., parking tickets, transcript fees) to the University.
- Demonstrate the ethical, personal, and professional qualities necessary for the continued study and practice of medicine and/or medical education.
- Complete an Academic Evaluation Form.

“At risk” students:

- Students will be considered “at risk” if they meet any of the following criteria:
  - Submit any assignment more than two (2) weeks after the original due date
  - Score below 70% on more than two (2) assignments in any course
  - Have two (2) or more unexcused absences in any semester
  - Achieve a final course grade below 80% in any course
  - Obtain a cumulative GPA below 3.00
  - Report any self-identified barriers to academic performance
  - Enter the third calendar year of program completion
  - Meet other conditions as deemed appropriate by the DMS Program Director

## **AUDIENCE**

This policy applies to all LMU DMS students.

## **COMPLIANCE**

Students who are at risk of not meeting, or who fail to meet course or program completion requirements will be referred to the SPC to determine the most appropriate course of action. Please refer to the DMS Student Evaluation, Feedback, Academic Advising, and Retention Policy for additional details.

Students who do not fulfill all graduation requirements within four (4) calendar years of initial enrollment will not be eligible for graduation and must reapply to the program. If readmitted, the student will be required to repeat all prior coursework.

## **ROLES AND RESPONSIBILITIES**

The LMU DMS Program Director is the Responsible University Officer for revising and updating this policy.

## **PROCEDURES**

### **Course Failure and Repetition**

- Repeating a course constitutes a mandatory academic deceleration. The student must work with the DMS Admissions Coordinator to formalize a decelerated progression plan via a revised Student Advising Worksheet. The new Student Advising Worksheet becomes official once signed by the DMS Program Director.

### **Management of Temporary Grades**

- A student who is unable to complete a substantial amount of coursework due to verifiable, extenuating circumstances may request a temporary grade of In Progress (IP) or Incomplete (I) from the course director.
  - In Progress (IP) Grade Procedures (scholarly project courses only):

- The student and their Academic Advisor must complete and sign an [In Progress Agreement Form](#). This agreement will formalize the student's proposed timeline for revising and/or completing the work, which must not exceed the one-year deadline.
  - A student receiving an IP grade in either DMS 800 or DMS 889 must complete outstanding coursework before progressing to the next course in the series.
  - A student's graduation timeline may be delayed due to receiving an IP grade. This delay is considered a formal deceleration of the students' plan. The student must work with the DMS Program Admissions Coordinator to create a revised Student Advising Worksheet reflecting the updated expected graduation date.
  - A student has a maximum of one (1) calendar year from the end of the term in which the IP grade was assigned to complete the outstanding coursework.
  - Once the work is completed, the IP grade will be replaced by the final calculated grade.
  - If the work is not completed by the deadline, the IP grade will automatically become a failing (F) grade.
- Incomplete (I) Grade Procedures (non-scholarly project courses only):
    - A student must formally request an Incomplete (I) grade from the Course Director before the end of the term. To be eligible, the student must be in good academic standing in the course at the time of request. The request must also be due to verifiable, extenuating circumstances that will/may result in the student having substantial incomplete coursework.
    - If the Course Director approves the request, the student and Course Director will complete and sign an [Incomplete Grade Agreement Form](#). This form will specify all outstanding coursework and establish a final submission deadline.
    - The student must complete all outstanding coursework no later than six (6) weeks after the end of the term in which the 'I' grade was assigned.
    - Upon timely submission of the completed work, the Course Director will calculate the final course grade and submit a Change of Grade Form to the registrar. The 'I' will be replaced with the final earned grade.
    - If the work is not completed by the established deadline (six weeks after the end of the term), the 'I' grade will be replaced with a final calculated grade based on all work submitted for the course.

## CONTACT INFORMATION

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

## DOCUMENT HISTORY

Effective Date: August 12<sup>th</sup>, 2025



# PATHWAYS CLUB POLICY

## PURPOSE

The purpose of this policy is to establish the mission, goals, and eligibility requirements for the Lincoln Memorial University - School of Medical Sciences (LMU-SMS) Doctor of Medical Science (DMS) Pathways Club.

## POLICY STATEMENT

The DMS Pathways Club provides structured opportunities for LMU-SMS physician assistant (PA) students in LMU-SMS Master of Medical Science (MMS) programs to engage with DMS faculty and peers across LMU campuses and virtually for professional development and networking activities. The DMS Pathways Club is open to all current LMU-SMS PA students who meet participation criteria outlined below.

### Mission:

The mission of the DMS Pathways Club is to cultivate leadership, professional growth, and advocacy among LMU-SMS PA students, while fostering awareness of the value and impact of doctoral-level education within the PA profession. Through exposure to the DMS program, networking, and professional development opportunities, the DMS Pathways Club empowers students to engage in lifelong learning, advance the PA profession, and prepare for roles as leaders, educators, and advocates in healthcare.

### Goals:

The goals of the DMS Pathways Club are to:

- Provide early exposure to doctoral-level education pathways for LMU-SMS PA students.
- Offer broad understanding of professional activities and leadership opportunities for PAs
- Promote scholarly activity and leadership skills development
- Create a network of students, alumni, and faculty committed to advancing PA education and professional practice.

### Eligibility Requirements:

- Members must be currently enrolled in an LMU-SMS PA program.
- Attend a minimum of one (1) DMS Pathways Club event per calendar year to maintain active membership status.
- Demonstrate professional behavior consistent with DMS student policies during club activities.

\*Students in the Guaranteed Professional Admissions (GPA) Pathway are strongly encouraged to participate in the DMS Pathways Club.

## AUDIENCE

This policy applies to current LMU-SMS PA students interested in pursuing the DMS degree, and DMS program faculty involved in club development and leadership.

## COMPLIANCE

Students who do not meet or maintain eligibility requirements are not permitted participate in the DMS Pathways Club.

## ROLES AND RESPONSIBILITIES

The DMS Admissions Committee Chair is responsible for overseeing club operations, maintaining membership

records, scheduling events, and ensuring policy compliance.

## **PROCEDURES**

To join the DMS Pathways Club, interested students must sign up via [the official club sign-up form](#). Upon confirmation, students will be added to the club membership roster and receive event schedules and communications.

## **CONTACT INFORMATION**

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

## **DOCUMENT HISTORY**

Effective Date: August 12<sup>th</sup>, 2025

## **PROFESSIONALISM**

The School of Medical Sciences (SMS) seeks to preserve an upstanding reputation and produce graduates that reflect well on the university and its mission. An important aspect of that mission is to produce graduates of high moral and ethical standards, and highly professional individuals. An important aspect of professional educational curriculum is the development of professional behaviors and role identity. Evidence shows that unprofessional behavior exhibited during training is a predictor of future problems with state regulatory boards and the need for disciplinary action (Papadakis, Hodgson, Teherani, and Kohatsu, 2004). Since this behavior presents a potential danger to the provision of good patient care and compromises the credibility of the profession, professional conduct shares equal importance to content knowledge and manual skills. The LMU-SMS DMS Program faculty and staff consider breeches of professional conduct as important academic deficiencies (adapted from PA Policy, 2016).

A candidate for the Doctor of Medical Science (DMS) degree, the Faculty and Administration of the DMS Program must uphold the ethical, honor and professional codes of conduct from the following:

1. The Graduate School of the Lincoln Memorial University-School of Medical Sciences (LMU-SMS);
2. The LMU-SMS DMS Program;
3. The code of professional conduct from the health/medical profession or scientific discipline of which the individual candidate, faculty or administrator is a member;
4. The behaviors proscribed by the Licensing Board of the State that governs the license of the candidate, faculty member or administrator (as appropriate)

Professionalism is one of the six core competencies of medical education that are to be modeled by health care practitioners and students.

The National Board of Medical Examiners (NBME) has identified behaviors consistent with professional behavior. A list of those behaviors, with some program edits appears below. Each member of the DMS Program should strive to model these behaviors to ensure quality patient care and growth of the profession. As a mechanism to assist students in the acquisition of these professional skills, DMS Program staff and faculty have established a monitoring system to identify unprofessional behaviors in both the didactic and clinical phases of the DMS Program. Students identified as exhibiting unprofessional behaviors will be provided with remediation opportunities. Students found in violation of the codes of conduct outlined by these professional standards will be referred to the Student Progress Committee (SPC) with the possibility of being placed on professional probation or dismissed from the LMU-SMS DMS Program.

## **Professional Characteristics**

### **Altruism**

- Helps colleagues and team members
- Takes on extra work to help the team whenever appropriate
- Serves as knowledge or skill resource to others
- Advocates for policies, practices and procedures that will benefit patients
- Endures inconvenience to accommodate patient's needs

### **Honor and Integrity**

- Admits errors and takes steps to prevent reoccurrence
- Deals with confidential information appropriately
- Does not misuse resources
- Attributes ideas and contributions appropriately for other's work
- Upholds ethical standards in research and scholarly activity
- Requests help when needed
- Assumes personal responsibility for mistakes

### **Caring and compassion**

- Treats the patient as an individual, considers lifestyle, beliefs and support systems
- Shows compassion to patients and maintains appropriate boundaries in professional relationships
- Responds to patients' needs in an appropriate way
- Optimizes patient comfort and privacy when conducting history, physical examination, and procedures

### **Respect**

- Respects institutional staff and representatives; respects faculty and colleagues during teaching sessions
- Adheres to local dress code
- Participates constructively as a team member
- Adheres to institutional and departmental policies and procedures
- Displays respect for all patients even under difficult circumstances
- Discusses all grievances with the classmates, faculty, staff, and preceptors with that individual or supervisor if necessary, only and does not gossip or slander that individual.
- Discusses classmates, faculty, preceptors, and patients without inappropriate labels or comments.
- Adheres to Discussion Board Etiquette
- Adheres to Video Conferencing Etiquette

### **Responsibility and Accountability**

- Presents self in an appropriate manner to patients and colleagues
- Completes assignments and tasks in a timely manner
- Responds promptly when emailed, called, or paged
- Intervenes when unprofessional behavior presents a clear and present danger
- Uses resources effectively
- Responds appropriately to an impaired colleague
- Reacts to other's lapses in conduct and performance
- Makes valuable contributions to class, rounds, and group interactions

- Elicits patients' understanding to ensure accurate communication of information
- Facilitates conflict resolution
- Remains flexible to changing circumstances and unanticipated changes
- Balances responsibilities to the patient and personal needs
- Provides constructive feedback
- Demonstrates poise, self-control, and dignity when responding to frustration or perceived injustice
- Advocates for the continued improvement of patient care through medical education and training of all health care clinicians and care givers

### **Excellence**

- Has internal focus and direction, sets goals to achieve excellence
- Takes initiative in organizing, participating, and collaborating with peer groups and faculty
- Maintains composure under difficult situations
- Inspires confidence in patients by proper preparation for clinical tasks and procedures

While these are guidelines for professional behaviors, there can never be a line item for all potentially unprofessional behaviors. Rather, this document is designed to paint a picture of professionalism and serve as a guide for professional mentoring. Every perception of unprofessional behavior requires the interactive human component that cannot be captured in line-item policies. Students, faculty, and staff must adhere to the historical and personal professional characteristics.

*Adapted from Behaviors Reflecting Professionalism National Board of Medical Examiners*

<https://www2.nbme.org/APB/Schools/APB/join.asp>

*Adapted from LMU-SMS PA Program*

### **Academic Integrity**

It is the aim of the faculty of the DMS program to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his/her work that he/she has not honestly performed is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible suspension. Students will be required to sign an honor code at orientation.

### **Cheating**

Dishonesty of any kind on examinations or written assignments, unauthorized possession of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another student, assisting others to cheat, altering grade records, or illegally entering an office are instances of cheating.

### **Plagiarism**

Offering the work of another as one's own without proper acknowledgement is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, or other reference works, or from the theses, reports, or other writings of a fellow student has committed plagiarism. Students should become familiar with any standing policies differing from these general expectations as per their academic department and / or school.

**Honor Code:** 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.

## **DISCUSSION BOARD AND VIDEO CONFERENCING**

The purpose of online course discussion board and video conferencing is to promote:

1. A forum for students to communicate, collaborate, and exchange ideas;
2. A stimulus for personal reflection on course content;
3. An environment to learn and build personal knowledge and understanding.

Student contribution to the discussion board and video conferencing is to be explicit, topic focused, and beneficial to all participants. Communication needs to be objective, clear, and concise.

Following are guidelines for posting to discussion boards for Lincoln Memorial University-Doctor of Medical Science (LMU-DMS) program. Additionally, these guidelines are appropriate for communication with students, instructors, faculty, administrators, and staff when using LMU e-mail.

### **Discussion Board Etiquette**

- 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 Conference Etiquette**

Following are guidelines for communication during video conferencing session for Lincoln Memorial University-Doctor of Medical Science (LMU-DMS) program.

Be considerate and respectful to your 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, web camera **must** be on.
- Conducting oneself as if in a traditional professional classroom. Attire should be business casual and the 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)

## Social Media

Students are required at all times to maintain high standards of conduct. This requirement extends to the use of social media (a term that encompasses numerous forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content). Some examples of social media include, but are not limited to: Facebook, Twitter, YouTube, Instagram, Flickr, SnapChat, Linked-In, Google+ and Blogs.

The School of Medical Sciences recognizes the major advantages of social networking sites. Not only do they connect students quickly and widely, but they also provide valuable exchanges of information and the ability to comment, to critique and to carry on dialogue. However, SMS also recognizes that this technology imposes additional standards for professional behavior upon medical and health professions students. A study reported in the Journal of the American Medical Association (September 23/30, 2009; 302: 1309-1315) found that 60 percent of U.S. medical school deans reported incidents in which students

had posted unprofessional content online. Unprofessional postings included profanity, discriminatory statements, alcohol abuse, sexually suggestive material, and a few incidents in which patient confidentiality was violated.

The following guidelines that pertain specifically to social media:

1. **Confidentiality and HIPAA Compliance:** Health care providers have a professional obligation to maintain the confidentiality of patient information. The Health Insurance Portability and Accountability Act (HIPAA) impose additional obligations of non-disclosure. Some students may not realize that posting information about nameless patients is still a violation of the confidentiality obligation and may be a HIPAA violation. Therefore, when using social networking sites, do not post any information regarding a patient; do not post photos of surgical cases; do not discuss personal characteristics; do not discuss hospital/clinic procedures.
2. **Digital Footprint:** While quick and far-reaching, social media is also fairly permanent. Although you may think you have deleted an inappropriate post, it may have already been archived in someone's file. The American Medical Student Association advises students: "If you would be embarrassed if your Dean read your statements, then you are better off not posting them."
3. **Impact:** Prospective employers, residency directors, and future patients surf social networking sites to check out your background, interests, and professional standards. Don't post inappropriate photos that provide unflattering references. It is also important to be diligent in regard to what contacts your account (s) is/are linked to through social media. Remove any unprofessional postings as soon as possible.

**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.**

*For a more complete list of Unacceptable Behaviors that result in breaches of unprofessionalism, please see*

## ***Appendix A.***

### **Faculty and Staff Modeling Professional Behavior**

Recognizing that everyone needs to model professionalism, the DMS Program faculty and staff will hold each other accountable for modeling professional behaviors. Any individual (faculty, staff, or student) who believes another person has engaged in unprofessional or inappropriate conduct must raise that concern with the individual before addressing it with the individual's supervisor. If that discussion fails to generate a satisfactory result, the individual should follow the "chain of command" until there is final resolution to the concern. All individuals involved in the grievance should be consulted to obtain accurate and complete histories from all relevant parties. Gossip and slander constitute unprofessional behavior and are not to be tolerated within the DMS program.

### **Procedure for Reporting Issues of Professional Misconduct**

Individuals who wish to report any breach of professional conduct should first speak to the alleged offender about the breach with the intent to resolve the complaint on an informal basis. If, however, circumstances do not allow this to take place or that the aggrieved individual thinks that direct conversation would exacerbate the situation, then the incident should be reported directly to the student's advisor or course director. This individual will act as an Ombudsman to attempt to adjudicate the situation. Should this be unsuccessful, the allegation shall be forwarded to Student Progress Committee, which is advisory to the Dean. In the event of extenuating circumstances as described below, it may be referred directly to the Dean.

Students wishing to report a breach of professional conduct should have the following information available:

1. Your Name
2. Email
3. Date and Time of Report
4. Date and Time of Incident
5. Witness(es)
6. Location Information
7. Description of concern/incident (please be as detailed as possible)
8. What do you hope will be the outcome of this report?

### **STUDENT PROGRESS COMMITTEE**

The purpose of the Student Progress Committee (SPC) is to ensure that every graduate of the DMS program has achieved the competencies set forth by the program. The committee will monitor student progress and ensure that all students meet the requirements necessary for graduation. The committee is composed of SMS faculty members and administration.

### **Committee Procedures**

1. Meetings will be held as called by the SPC chairperson.
2. All proceedings are confidential. Due to FERPA regulations, only students and committee members are allowed to attend SPC meetings.
3. Students assigned an "F" in a course will be adjudicated by the committee based on SPC guidelines found below.
4. Students identified with possible deficiencies in the professionalism competency will be reviewed by the committee based on the SPC guidelines found below.
  1. Deficiency in the professionalism competency includes but is not limited to: consistent

negative feedback on classroom or clinical evaluations, significant episode of unprofessional behavior or the accusation of unethical/unprofessional behavior such as dishonesty, theft, DUI, and violation of patient confidentiality. Please see the professionalism policy, located in this handbook.

5. Due to the nature of the online learning program, students may or may not be involved in SPC meetings based on the purpose of the meeting and the requirements of the committee.
6. Minutes are recorded and kept by a recording secretary.
7. All matters submitted for a vote are determined by a simple majority ruling. The chair will be a non-voting member except in the instance of a tie.
8. The Committee's recommendations are forwarded to the SMS Dean.

### **SPC Academic Guidelines:**

For students who fail a course, the SPC may recommend one or more of the following:

1. The student to be recessed;
2. The student to repeat the course;
3. The student repeat the academic year;
4. The student placed on academic probation;
5. The student be dismissed from the program.

For students failing two or more courses, the SPC may recommend the following:

1. The student to be dismissed from the program.

### **SPC Professionalism Guidelines:**

For students deemed to have deficiency in the professionalism competency, the SPC may recommend one or more of the following:

1. The student undergoes professionalism remediation and mentoring;
2. The student be placed on professionalism probation;
3. The student be dismissed from the program.

During the SPC committee meeting, the committee may review all aspects of the student's academic and professional performance. Previous failures, probation, or professional misconduct can and will be considered when SPC final decisions are made. Within three working days, the committee's recommendation will be forwarded to the SMS Dean.

### **Appeals Process**

A student may appeal any decision levied against them by the Student Progress Committee (SPC). The appeals process and procedures are outlined in the School of Medical Science (SMS) Handbook and includes the required steps for filing for an appeal as well as the Appeals Committee's processes and membership. The SMS Dean aids in the facilitation of the appeals process and is available to answer questions and clarify any requirements. The decision of the Appeals Committee is considered the final decision for the SMS as there is no additional appeal mechanism after a decision has been delivered.

### **Remediation Policy**

Course directors may choose to provide remediation as deemed appropriate for the course and the student and as outlined in the syllabus. However, once a final grade is posted, no course grades can be altered using remediation, assignment submission, or another process. The student progress committee may determine a course of remediation for the student based on likelihood of academic success and circumstances surrounding the need for remediation.



### **Repeat policy**

If a student repeats a didactic course or a clinical residency, the highest grade the student may earn is a C (70%). Repeated courses/ residences will be noted on the student's transcript.

For a student who repeats an entire academic year or an entire semester, both the original grades and the new grades will be recorded on the transcript. Students who repeat a year or semester will not be included in class rank calculations.

### **Dismissal and Withdrawal**

SMS reserves the right to dismiss any DMS student at any time before graduation. Circumstances warranting such action may be of an academic, legal or professional nature. It is imperative that any student who leaves the institution for any reason goes through the check-out procedure before their dismissal, withdrawal, or Leave of Absence can be said to be final. Failure to complete this exit procedure will cause the institution to withhold all records pertaining to the student's attendance. The check-out procedure is as follows:

1. If the student is withdrawing, he or she must supply the DMS Office of Admission and Student Advancement with a formal withdrawal form.
2. If the student is being dismissed, the Program Director or the Chairperson of the Student Progress Committee should inform the Office of Admission and Student Advancement of the dismissal as soon as possible and communicate with the student who is being dismissed that a check-out is in order.
3. As soon as the Office of Admissions and Student Advancement is formally notified of the student leaving school, it will produce a memorandum stating the change in the student's status to all appropriate offices and professors. Before leaving campus, the student needs to undergo an exit interview with:
  - Admissions and Student Advancement Office;
  - Financial Services Office.
4. When the student completes all of these obligations, the institution will then release student records upon the proper request. Dismissal and check-out forms are available in the DMS Office of Admissions and Student Advancement.

### **Probation**

Probation shall be either academic probation or disciplinary probation. All students who fail a course will be placed on academic probation and will appear before the SPC or its designee at an officially convened meeting. Removal from academic probation based on satisfactory academic progress. Removal from disciplinary probation requires a meeting with the SPC and resolution of disciplinary concerns.

## **DISCIPLINARY PROCEDURES**

### **Initial Investigation by the Academic Director**

When a report alleging student misconduct comes to the office of Admissions and Student Services, the student is immediately notified of the allegations. If the student does not respond within twenty-four hours, he or she may be immediately suspended. The Associate Dean and Program Director will conduct an initial investigation by taking written and oral statements from the complainant (the person making the allegations) and any witnesses. The student who is charged with the misconduct will be given a summary of the allegations and the names of the complainant and witnesses.

The student will also be given a chance to present his or her case to the Associate Dean and Program Director. Once

all sides have been heard, the Associate Dean and Program Director will decide about the allegations. Once investigated, the Associate Dean and Program Director may choose to refer the case to the Student Progress Committee (please refer to the Student Progress Committee procedures above) or may adjudicate a decision autonomously, especially in the instance of gross or major ethical violations. The Associate Dean and Program Director may temporarily suspend the student from participating in classes until the issue is resolved. Adjudications by the Associate Dean and Program Director are considered final.

## **STUDENT GRIEVANCES**

### **Grade Reconsideration**

Once any assignment grade is entered in Blackboard gradebook, the student has five (5) working days to dispute his/her grade with the course director. The student is responsible for monitoring progress and assessing recorded (assignment) grades. The course instructor and/or the course director will review and address (or dismiss) discrepancies.

Beginning on the day final grades are published, the student has three (3) working days to dispute his/her final grade with the course director.

### **Academic Due Process – Final Grade Reconsideration**

If a student has a grievance about a course grade, and the matter has not already been referred to the SPC, the student will first discuss the matter with the course/system director. If this does not resolve the issue satisfactorily, the student may then request a grade reconsideration in writing to the Associate Dean and Program Director, who will decide within five working days. Their decision is final.

### **Student Grievances Regarding another Student**

Any grievance concerning another student, must be formally submitted (written format) to the Dean of Students. All parties in receipt of a student grievance should respond as soon as possible but should take no longer than five working days following receipt of the grievance.

### **Student Grievances Regarding the Program, Medical School or University**

Any non-academic grievance against the program or University not already specified should follow the following chain of action:

- Direct any program specific grievances to the program's Director.
- Direct any School specific grievances to the Dean of the School of Medical Sciences
- Direct any University related grievances towards the Vice President of Academic Affairs.

In each circumstance, the individual receiving the grievance will forward the grievance to the appropriate department or committee. Student should expect a response regarding the action taken on the grievance within 3 business days.

## **LEAVE OF ABSENCE**

A leave of absence may be granted from SMS-DMS for one of the following reasons: 1) a medical emergency; 2) a financial emergency; 3) maternity; 4) a call to active military service; or 5) pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized teaching facility. Only students who are in good standing with SMS-DMS can be granted a leave of absence.

The student must meet with the Program Director to discuss the reasons for the leave. Following that meeting, the

student must then submit, a request for leave form explaining the reasons for the leave, stating both the proposed start and end date of the leave, and the address at which the student can be reached during the period of the leave. The SMS Dean will review the request. The Program Director will then notify the student in writing about the decision regarding the leave and any requirements about the student's return to campus. A copy of this form may be obtained by contacting the Doctor of Medical Science, Office of Admission and Student Advancement at [dmsadmissions@lmunet.edu](mailto:dmsadmissions@lmunet.edu).

Leave of Absences may be granted for one academic year (three semesters). A student may petition the Academic Director to extend the leave for an additional year.

The student must also meet with the Office of Financial Services to discuss how the leave will affect their financial aid eligibility. The official date of the Leave of Absence will be the date of receipt of the student's official request. Any tuition refunds or outstanding balances will be based on this date.

Students seeking to return from a leave of absence must complete a formal application for re-enrollment and submit it to the Doctor of Medical Science, Office of Admission and Student Advancement at [dmsadmissions@lmunet.edu](mailto:dmsadmissions@lmunet.edu). The submission of re-enrollment application is the responsibility of the student and must be submitted at least four weeks prior to the end of the approved leave. Upon program re-entry, the student must schedule a meeting with the Program Director.

Students granted a medical leave of absence must have a licensed physician or mental healthcare provider, approved by the Dean, certify in writing that the student's physical and/or mental health is sufficient to continue in their education before they are allowed to return to the SMS-DMS program.

## **POLICIES**

### **Conflict of Interest Policy for Faculty and Students**

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

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

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

### **Professional Appearance**

All DMS students are expected to be dressed appropriately at all times with awareness to personal hygiene, cleanliness, and especially a professional demeanor. Students need to demonstrate that they have the proper judgment about what attire to wear for a given educational activity. Patients should feel comfortable in a student's presence. A student who makes a patient feel uncomfortable is not showing good judgment in this area.

1. While not an exhaustive list, tube tops, hooded sweatshirts, tank tops, t-shirts, flip-flops, excessive body piercing, cutoff shorts and jeans with holes in them are examples of inappropriate dress during normal school hours. When representing SMS-DMS in any public forum, such as a conference or certain on-campus events, the dress code is, at the very least, business casual. At some public forums, a higher standard is expected. Again, the student must display correct judgment and match the appropriate clothing with the event.

2. Courses with a laboratory component such as Anatomy and Point of care ultrasound will require that students dress as directed for these courses. The syllabus for each course will explain in more detail the appropriate attire.

### **Video and Audio Recording**

It is expressly forbidden to make audio or video recordings of any lectures by either the in-house or adjunct faculty members. Likewise, it is forbidden to distribute such material.

### **Identification Badges**

A picture identification card (ID) will be made for all students. A \$10.00 fee charged for replacing lost IDs. The card should be retained over all semesters that the student is enrolled in the DMS program. All registered students must carry their ID and surrender their ID card if asked by a staff member of the institution (including Resident Assistants, Resident Directors, and Security). All valid IDs are used for identification, to check out library books, to obtain admission to most campus activities, entrance into LMU-SMS facilities, and are useful as a form of identification in the surrounding community as well. It is the student's responsibility to have the ID validated each semester with the Office of Admissions and Student Advancement. A possible fine of \$25.00 will be assessed to any student, not in possession of his/her student I.D. upon request by LMU personnel.

All DMS students must have their University ID badge (visible) when on campus or in any LMU facility. Any student on campus after-hours or weekends requesting facility access must have an LMU ID badge to verify identity.

Campus Police & Security will need to see your LMU ID badge before you gain access to the facility. If you have forgotten your LMU ID badge, you may be asked to show a picture ID, such as a driver's license. If you can't provide an LMU ID Badge or valid Driver's License/State approved ID, access may be denied.

### **E-Mail Accounts**

All students will be given an LMU e-mail address. LMU e-mail is the official means for DMS representatives to communicate with students thus it is the student's responsibility to check e-mail accounts on a regular basis.

### **Health Requirements**

All students are responsible for their health care and health care coverage. Students in the DMS program must conform to the health requirements of the facility in which they are employed/accountable.

### **Acquired Immunodeficiency Syndrome (AIDS)**

The following guidelines, recommended by the American College Health Association, are based on facts derived from the best currently available medical knowledge about acquired immunodeficiency syndrome. The University reserves the right to revise this statement based on further advanced information on AIDS. Because Lincoln Memorial University is an educational institution, its main response to AIDS will be educational in nature. The LMU Health and Safety Committee will be responsible for disseminating the latest information on AIDS and AIDS prevention to the campus community. The Health and Safety Committee will serve as AIDS information and review committee to evaluate AIDS-related situations on a case- by-case basis and continue to update the AIDS policy as necessary.

1. There is no medical justification for restricting the access of persons with AIDS, AIDS Related Complex (ARC), or a positive HIV antibody test to campus facilities or activities.
2. Most students, faculty, or staff who has AIDS, ARC, or a positive HIV antibody test will not have restricted access to facilities or activities.
3. Consideration of existence of AIDS, ARC, or a positive HIV antibody test will not be part of the initial admission decision to the institution.

4. Consideration of existence of AIDS, ARC, or a positive HIV antibody test will not be part of the decision regarding residence hall assignment except in the following situation: Immunocompromised students may require special (separate) housing accommodation for their protection, and this will be provided when such housing is available and only with the permission and consent of the student involved. Although a good faith attempt will be made to provide such accommodations, the institution is under no obligation to create such an accommodation when one is not readily available.
5. Students, faculty, or staff are encouraged to inform campus authorities (i.e. students inform the Vice President for Enrollment Management and Student Services; faculty/staff inform the Vice President for Academic Affairs and Provost) if they have AIDS, ARC, or a positive HIV antibody test so the university can meet the needs of the individual. All medical information must be handled by Lincoln Memorial University authorities in a strictly confidential manner.
6. No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or parents, without the expressed written permission of the individual. No recording of AIDS-related information will be entered in university records without the individual's consent.
7. An effort will be made by the Health and Safety Committee and other University personnel to provide educational measures whereby the Lincoln Memorial University population at large may learn the facts about AIDS and AIDS prevention.
8. While the above guidelines should prove applicable in almost all AIDS-related cases, Lincoln Memorial University reserves the right to apply or disregard these guidelines on a case-by-case basis.

### **Holidays**

Official LMU Holidays (Offices closed/no classes): In addition to the mid-semester break, which varies from year to year, SMS is closed on the following days: Labor Day, Thanksgiving Day, and the Day following Thanksgiving, December 20-30; January 1; Good Friday, Memorial Day, Fourth of July.

### **Vacations**

Vacation dates published in the Academic Calendar.

### **Inclement Weather**

Campus closure due to incremental weather is announced on local radio and TV stations and posted on the LMU website.

### **Security**

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

All emergencies, including fire, hazardous materials spills, police emergencies or any condition that threatens imminent harm to people must be reported to 911 or LMU Office of Security at 423-869-6338 or 423-526-7911.

Health and Safety Procedures for the LMU community are available at <https://www.lmunet.edu/campus-police-and-security/index.php>

In accordance with Public Chapter 317, "College and University Security Information Act," enacted July 1, 1989, in the state of Tennessee, LMU submits monthly crime statistics to the Tennessee Bureau of Investigation (TBI). Specific policies and procedures are available upon request from the Dean of Students Office. In the event of an emergency or any other security need, look for an officer, call a security officer at (423) 526-6526 (dial in your phone number), phone the Security Office at 869-6338, or phone the Dean of Students at (423) 869-6433, Monday through Friday 8:00 a.m. to 4:30 PM. Warnings (crime, emergencies, or weather-related) particular to the University community are coordinated through all or a combination of the following: LMU Security, the Office of the President, the Office of Student Services, and the LMU Health and Safety Committee (12/18/03). Resident Directors should be contacted Saturday and Sunday and after 4:30 p.m. Monday through Friday (see "Residence Halls" for RD telephone numbers).

Crime statistics are reported to the TBI according to TBI policies for Tennessee colleges and universities. The TBI requires all Tennessee colleges and universities to report specific crimes that have been reported to and investigated by Tennessee authorities. Crime Statistics at LMU for the past calendar years are listed in the general student handbook in accordance with Regulatory Citations 34 CFR 668.46(b) (1) & 34 CFR 668.46(c) (1)-(2).

### **Public Relations and Marketing Guidelines**

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

All media contact is handled through the Office of Marketing and Public Relations. Students and student clubs should not submit press releases, calendar items, photographs, advertisements, or other submissions to any media outlet without expression permission from the Office of Marketing and Public Relations. If you wish to send something to the media, please forward all the information to the Associate Director of Marketing and Public Relations and they will submit on your behalf.

All media contact requires prior approval from the Office of Marketing and Public Relations. If you are contacted to provide comment to any media outlet, refer the inquiry to the Associate Director of Marketing and Public Relations for follow-up.

Any student or student club activity that requires the public use of the LMU-SMS name (both events and merchandise) requires approval from the Office of Marketing and Public Relations, among others. Consult the approval form, provided by the Office of Admissions and Student Advancement for more information.

Student clubs are prohibited from using the LMU-SMS academic seal on any merchandise or publications.

All officially sanctioned student club websites must be hosted through the LMU-SMS site.

In the case of any adverse event, the Office of Marketing and Public Relations is the sole point of contact between LMU-SMS and the public. In any crisis or emergency, refer all inquiries to the Associate Director of Marketing and Public Relations for follow-up.

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

## TECHNOLOGICAL REQUIREMENTS

The Doctor of Medical Science program is delivered primarily by electronic means. As such, the student will be required to have computer hardware and software that meet minimum requirements.

### Minimum System Requirements

The minimum system requirements outlined below will ensure that your personal computer or mobile device can access the various learning management systems, learning materials, resources, synchronous lectures, and asynchronous learning environments.

	Personal Computer	Mobile
Operating System	Windows (10, 8 or 7) macOS (10.9 or later) Linux (varies by distro)	Not recommended for everyday learning. iOS 12+ Android 9+
Internet	Broadband ethernet (wired or wireless) For the best experience, a wired connection is recommended. Est. 40.0Mbps+	Broadband ethernet (wireless) Est. 2.0Mbps+
	3G, 4G, LTE, 5G	
Browser	Edge 87+ Safari 13+ Firefox 78+ Chrome 87+	Safari 12+ Firefox 78+ Chrome 87+
Hardware	CPU: i3, i5, i7, i9, or M1 (+) RAM: 4GB+ RAM Drive: 100GB+ (cloud and local storage)	CPU: 1 GHz (+) RAM: 2GB+ RAM Drive: 50GB+ (cloud and local storage)
	Speakers Microphone Webcam A comfortable desk and chair wouldn't hurt either.	
Software	To ensure access to the learning environments, we recommend a computer that can adequately run the following software:	
	Blackboard	Blackboard App
	MS Office, SharePoint, OneDrive (provided to LMU students)	
	Zoom	
	Zotero and SPSS (Medical Education Cognate)	

"+" = and greater

Information Services provides assistance in ensuring that a student can access all teaching resources successfully. It is not the responsibility of IS to maintain the health and integrity of the student's devices.

To access IS services go to <https://www.lmunet.edu/information-services/index.php>

## Or Contact Us at:

### Phone:

Campus Extension 7411  
423.869.7411  
800.325.0900

### Email:

[ishelpdesk@LMU.net.edu](mailto:ishelpdesk@LMU.net.edu)

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## Our Hours:

**Phone/Walk-in Support Hours:** Monday - Friday - 8:00 AM to 4:30 PM

**Phone/Web-Based Extended Hours:** Monday - Friday - 4:30 PM to 9:30 PM

**Phone/Web-Based Weekend Hours:** Saturday - 8:00 AM to 9:30 PM, Sunday - 12:30 PM to 9:30 PM

The Help Desk strives to respond to each inquiry and each in-person visit in a timely manner. We may ask for additional information about each caller and each problem so that calls can be logged, and problems tracked to resolution. It is our goal to resolve the issue during the initial call. If this is not feasible, we strive to resolve the issue within a reasonable timeframe. Since the Help Desk strives to respond to all its customers, the time spent on each contact is necessarily limited. Certain problems may need to be researched or escalated to the next level of support in order to be resolved. The Help Desk will assign such problems to the appropriate group or individual. All calls are put into a service queue based on the priority determined.

Emergency after hour calls (System Down) will be escalated to our staff so that we can address the emergency as quickly as possible.

The Help Desk issues computers with a standard set of University approved software applications. Any software/hardware/technology not installed or configured by IS may be outside of this scope and of the Help Desk support parameters. Please note that this does not necessarily mean another software, hardware, and technology is "banned" or "not recommended." This simply signifies that the Help Desk cannot provide assistance with every technology.

## LINCOLN MEMORIAL UNIVERSITY BEHAVIOR POLICIES

### General Policy Guidelines

1. The University does not accept responsibility for loss of personal property due to theft, fire, or vandalism. Students are encouraged to research and purchase renter's insurance. Students should also be aware if their property is covered under their parents or guardians' homeowner policy. All students are encouraged by the Office of Safety and Security to properly secure their property while on campus.
2. All students are required to acquire an LMU Student ID Card. All students are required to have a valid form of photo ID on them at all times while on campus (including LMU ID and license). If a faculty member, staff member, security officer, Resident Director or Resident Assistant asks a student to present an ID, the student must present identification immediately. Failing to provide, or refusal to provide requested identification can result in disciplinary action, including a \$25.00 fine.
3. Students under the age of 21 may not possess, consume, sell, use, or be in the presence of alcoholic beverages on campus grounds, in University buildings or at University activities (see "Policy on Alcohol and Other Drugs"). No student may be in possession of nonprescription narcotics or any illegal substances.



4. Use of any tobacco product is prohibited in all University buildings.
5. Penalties related to violations of alcohol and narcotic prohibition can result in disciplinary actions including suspension or expulsion from the University (see "Policy on Alcohol and Other Drugs").
6. All types of guns, ammunition, explosives (including firecrackers and other fireworks and other flammable materials) or any other potentially dangerous weapons or paraphernalia, concealed or visible (including bladed items over three inches long), or potentially dangerous and unauthorized recreational equipment (such as archery equipment or paintball guns) are prohibited on campus, and are finable offences. A fine of \$500.00 (possible arrest) will result from the discharge of firearms at any time on LMU property. The potentially dangerous weapons will be removed from LMU property. Anyone wishing to temporarily store weapons on campus must apply for such arrangements for storage with the Chief of Security before these items are brought on campus property. Hunting is not permitted on the campus or surrounding parklands, or farmlands owned by the University.
7. Any form of abuse of any person or property on the campus will result in immediate action including payment of damages, fines, and possible removal from campus housing and/or suspension. Abuse / Harassment / Intimidation / Stalking / Vandalism of any person or property on campus will result in immediate action including but not limited to prosecution by local authorities, payment of damages, fines, possible removal from campus housing, suspension, or expulsion. Sexual Harassment is addressed within "Sexual Harassment Policy." Definitions: "Harassment," according to Tennessee Code Annotated (TCA) 39-170308, occurs when someone "Threatens, by telephone or in writing, to take action known to be unlawful...and knowingly annoys or alarms the recipient," or "Place...telephone calls anonymously, or at...hours known to be inconvenient to the victim, or in an offensively repetitious manner, or without a legitimate purpose of communication, and...Knowingly annoys or alarms the recipient." "Intimidation," occurs when someone "injures or threatens to injure or coerces another person with the intent to unlawfully intimidate another from the free exercise or enjoyment of any (lawful) right or privilege," or "damages, destroys or defaces any real or personal property of another person with the intent to unlawfully intimidate another from the free exercise or enjoyment of any right or privilege..." "Stalking," occurs when someone "intentionally and repeatedly (two or more separate occasions) follows or harasses another person in such a manner as would cause that person to be in reasonable fear of being assaulted, suffering bodily injury or death." "Vandalism," occurs when someone "knowingly causes damage to or the destruction of any real or personal property of another..." "Assault," occurs when someone "Intentionally, knowingly, or recklessly causes bodily injury to another...Intentionally or knowingly causes another to reasonably fear imminent bodily injury; or...Intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative." Students, faculty, and staff are encouraged to consult current TCA listings for more specific information on these laws and to report all incidents of these crimes immediately. Falsely reporting fires, bomb threats or other emergencies (either to LMU personnel or local 911 / police force dispatch personnel), falsely setting fire alarms and the non-emergency use of emergency equipment will result in immediate administrative action leading to a possible suspension from the University and prosecution through state and federal laws. Tampering or damaging smoke detectors are subject to a \$250.00 fine and possible suspension.
8. Unauthorized entry into another student's room, faculty or staff offices, or any other campus facility is considered a serious violation and will result in immediate disciplinary action. This includes unauthorized entry into any facility outside of regular working hours.
9. Setting off, dismantling, tampering with, or disarming "Emergency Only" residence hall exits can result in a finable offense (up to \$250.00).
10. Theft of University property or someone's personal property is against the law. Penalties may include campus sanctions as well as civil prosecution.

11. Giving false testimony to an investigating staff member or to a member of any of a judicial committee, attempting to intimidate or coerce witnesses, or seeking revenge against anyone due to their role in a disciplinary procedure will result in appropriate disciplinary action.
12. Giving false names or identification to any inquiring LMU staffperson will result in disciplinary sanctions.
13. Harassment of another person, whether physical or verbal, is not tolerated and will be stopped, including possible removal of the offender from the University (see "Sexual Harassment Policy" and other definitions of harassment).
14. Littering the campus is offensive to everyone. Anyone found littering is subject to a \$25.00 fine and will be assigned appropriate community service.
15. A student's behavior is not only a reflection of his/her choices but is also a strong reflection of the caliber of students enrolled within the University community. The University reserves the right to discipline students who commit certain off-campus violations of university policies.
16. The University reserves the right to require the withdrawal of a student due to physical or emotional reasons. The student may be considered for readmission / continued enrollment upon producing documented medical evidence satisfactory to a medical advisor selected by the University, which proves that the condition requiring withdrawal has been corrected.
17. Any student who has not completed registration properly in an appropriate amount of time or who has not paid his/her account according to arrangements made with the Finance Office and Financial Aid Office is subject to administrative withdrawal from classes. A reasonable attempt will be made to contact the student before such action is taken.
18. The falsification of university documents of any kind is prohibited.
19. The University respects an individual's right to express themselves uniquely and strongly. However, when instances of complaints regarding reported or witnessed "foul" or "offensive" language, or insinuations are filed with or by university administrators, the Office of Student Services will treat each case individually in order to address the appropriateness of the material in question and whether it contributes to or subtracts from the mission of the University.

All of the above-stated offenses may be dealt with on a case-by-case basis and according to the determinations of the seriousness of each incident may result in sanctions ranging from a simple warning to the ultimate expulsion of the student or students from the institution.

### **Smoke-Free Campus Policy**

Effective August 1, 2015, LMU is a Tobacco-Free Campus, with smoking and all other tobacco usage prohibited. This policy applies to all University buildings/grounds (including residence halls), including parking lots and cars parked on LMU properties; LMU-affiliated off-campus locations and clinics; and any buildings owned, leased or rented by LMU in all other areas. This policy applies to all faculty, staff, students, contractors, and visitors of LMU and is in effect 24 hours a day, year-round. Students must follow the smoking policies of the agencies at where practice placements are secured.

### **Alcohol and Other Drugs**

In compliance with Section 1213 of the Higher Education Act of 1965, as added by Section 22 of the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), Lincoln Memorial University offers a drug prevention program through the Office of Counseling and Lifestyle Management within the Office of Student Affairs. The program emphasizes campus policy on illicit drugs and alcohol, legal sanctions for illicit use within

Tennessee, the United States, and a description of health risks associated with the use of illicit drugs and alcohol, counseling and treatment available to the campus community, and LMU disciplinary sanctions for illicit use by the campus community.

1. Standards of conduct regarding unlawful possession, use, or distribution of illicit drugs and alcohol on LMU property or as part of any LMU activities (including off-campus activities):
  - a. Public drunkenness is not permitted on campus. Drunken persons who are violent, uncontrollable, or aggressive are subject to arrest. (Also see "Sanctions for underage drinking, possession, or intoxication")
  - b. All underage students apprehended for alcohol consumption, possession, or intoxication will be reported in numerical form to the Tennessee Bureau of Investigation (TBI) in LMU's monthly report to the agency. In addition, all students who are arrested for being intoxicated, regardless of age, will be reported numerically to the TBI.
  - c. Any SMS recognized student organization that organizes or sponsors a sanctioned off-campus event where alcohol is served, used, or sold must use a third-party vendor, such as a hotel or restaurant, to serve the alcohol. The third-party vendor must have a cash bar with individual students paying for their alcohol. Monetary transactions will be between the individual students and the third party; *there will be no monetary transaction between the LMU student organization and the third-party vendor.* Student Association funds will not be used to pay for alcohol; likewise, members of the club will not participate in serving the alcohol. Any student organization that violates this rule will be sanctioned.
  - d. Students living in graduate student housing complexes (residents are aged 21 or older) may have alcohol in their apartments. Having alcohol in their apartment does not exempt them from the "Excessive Noise Policy." Students are having a large party in an apartment which disrupts the other residents will be written up by the Residence Hall Director. Alcohol may not be consumed outside of their apartments in the common areas.
  - e. Graduate students (age 21 or older) who live in undergraduate housing may not have alcohol in their rooms.
2. Legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol: Applicable Tennessee Law for the unlawful possession or distribution of illicit drugs and alcohol: "Definition of a minor. The 'age of majority' for purposes related to alcoholic beverages in Tennessee is defined as twenty-one years of age." [Tennessee Code Annotated - 1-3-105]. "Possession or consumption by a minor: It is unlawful for persons less than twenty-one years of age to purchase, possess, consume, or transport alcoholic beverages, including beer and wine" [T.C.A. - 1-3-13(b)]. "Finally, minors may not purchase, receive or possess alcoholic beverages in a public place" [T.C.A. - 57-4-203(b) (2)]. "Sale or gift to a minor: It is a misdemeanor for any adult to furnish or buy alcoholic beverages for a minor, [T.C.A. - 39-6-929(b) and 57-5-301(d) (2)]." "Miscellaneous: It is unlawful in Tennessee "for any person to buy another, any intoxicating liquor from any persons" [T.C.A. - 39-6- 9051].

"Sale or gift to an intoxicated person: Licensed vendors and others are prohibited from selling or furnishing alcoholic beverages to 'visibly intoxicated' persons" [T.C.A. - 57-4-203(c)]. "Criminal offenses and penalties - Habitual drug offenders - Class X felonies:

1. Except as authorized by -- 39-6-401 - 39-6-419 and title 53, chapter 11, parts 3 and 4, it is unlawful for any person to manufacture, deliver, sell, or possess with intent to manufacture, deliver or sell, a controlled substance, or for two (2) or more persons to conspire to manufacture, deliver, sell, or possess with intent to manufacture, deliver or sell, a controlled substance; provided, however, that no agreement shall be deemed a conspiracy unless some act is done to effect the object thereof. Any

person who violates this subsection with respect to a controlled substance is guilty of a felony in respect to most illicit drugs.

2. It is unlawful for any person knowingly or intentionally to possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his professional practice, or except as otherwise authorized by - - 39-6-401 - 39-6-419 and title 53, chapter 11, parts 3 and 4 (d)

It shall be unlawful and shall constitute a Class X felony for a person to be engaged as a habitual drug offender. As used in this subsection, a 'habitual drug offender' is defined as one who engages in the protracted and repeated manufacturing, delivering, selling, processing with intent to manufacture, deliver, sell or conspiring with another with intent to manufacture, deliver, sell or possess with intent to manufacture, deliver or sell any controlled substance under any schedule or combination of schedules, unless a person is otherwise permitted by law to engage in one or more of the activities included herein" (T.C.A. - 39-6-417(a)(b)(d)).

"Unlawful drug paraphernalia uses and activities. 'Except when used or possessed with the intent to use by a person authorized by - - 39-6-401 - 39-6-419, 53-11-301 - 53-11-414, to dispense, prescribe, manufacture or possess a controlled substance, it is unlawful for any person to use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance in violation of this part.'" [T.C.A. - 39-6-456]. T.C.A. (1987 Cum. Supp.)

3. The scope and impact of health risks from alcohol and drug abuse are both alarming and well-documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to family, organizations, and society at large. There are physical, emotional, spiritual, social and occupational risks involved with the use of alcohol and drugs. Some of the physical health risks of drug use include, but are not limited to heart problems, infections, malnutrition, convulsions, respiratory paralysis, emphysema, high blood pressure, and possible death. Drug use can also lead to legal problems, financial hardships, and social and occupational difficulties. Some of the physical risks of using alcohol are a chronic addiction, blood disorders, brain damage, cirrhosis, hepatitis, heart problems, lung infection and stomach ulcers. Mentally, there may be increased stress, depression, contemplation of suicide, impaired thought process, memory loss, and increased incidents of psychosis. Lincoln Memorial University, therefore, conducts regular programs to educate its students, faculty, and staff that consumption and/or abuse of alcohol and other drugs may alter behavior, distort perception, impair thinking, impede judgment, and lead to physical or psychological dependence.
4. A description of alcohol and drug counseling, treatment or rehabilitation to students: Faculty, staff, students, and concerned family members may refer students for counseling to Cherokee Mental Health directly or to the Office of Admissions and Student Service. Students receiving counseling on campus as a result of alcohol, drug, or personal concerns can do so with the assurance that strict counseling confidentiality will be observed. If dismissal from the university is made, assessment and rehabilitation at the student's expense may be required for reentry to the institution.
5. Disciplinary sanctions will result from standards of conduct violations regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on LMU property or as a part of any LMU activities. Student consumption, possession, sale, distribution, or being in the presence of alcohol and other drugs on the LMU campus is prohibited. Sanctions include, but are not limited to:

- a. Sale and/or distribution to a minor: Removal from the residence hall with no refund of housing

fees and revocation of visitation privileges in any campus residence hall.

- b. Public drunkenness: Those who are violent, uncontrollable, or aggressive are subject to arrest. Other offenses subject to second offense consequences "possession or consumption" above.
- c. Alcohol served, used, or sold at campus activities on campus will result in the probation and/or suspension of the sponsoring organization. (See Student Organization Council Handbook)

Possession, consumption, sale, or use of illicit drugs is against local, state, and Federal law. Suspension and expulsion from the university and arrest will be consequences of these serious infractions.

### **Eating and Drinking in Classrooms**

To maintain a safe and clean environment, no eating, drinking or smoking will be permitted in any classroom, laboratory or auditorium. Student violators will be referred to the Associate Dean and Program Director for disciplinary action.

## **CODE OF STUDENT CONDUCT**

The principle guiding the university regulation of student conduct will be that of responsible student freedoms. Students will be given the greatest possible degree of self-determination commensurate with their conduct and the consequences of their actions, in accordance with the stated purpose of Lincoln Memorial University.

Students are required at all times to maintain high standards of private and public conduct on campus and at university-sponsored events. To lie, cheat, steal or break one's honor under any circumstances is recognized as intolerable conduct. Violation of other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary actions. Claims of ignorance of commonly accepted rules or specific regulations will not be accepted as an excuse for violations.

Routine administrative regulations are enforceable by responsible University administrative units, i.e., LMU Finance Office, Office of Security, Director of Housing, Dean of Students, Resident Directors, and Resident Assistants.

University officials reserve the right to bring a charge against any student through the Dean of Students with due process observed. Any student who presents a clear and present danger to other members of the university community or who impedes the academic process will be subject to appropriate administrative action up to and including suspension on an interim basis pending a hearing by the appropriate judicial system, which may result in a permanent suspension. Parents and/or legal guardians financially responsible for their LMU student will not necessarily be notified of any violations of the Code of Student Conduct.

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

1. to enjoy and promote the freedom of an open and unprejudiced, full campus life experience without regard to race, national origin, creed, culture, gender, age, sexual orientation, or religion;
2. to attend classes and receive proper instruction in courses while completing assignments to the best of one's abilities and resources;
3. to use facilities, buildings and grounds as designated for student use while being cognizant of and abiding by

the policies of LMU and the laws of Claiborne County, the State of Tennessee and the United States of America;

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

integrity.

## **ACADEMIC ENVIRONMENT**

The University considers both the in-class and the out of the classroom learning spaces to be equally important, therefore we strive to create in both cases environments conducive to optimal learning. The following are policies and encouragements designed to enhance and guarantee such a campus experience for our students:

Cell phones are to be turned off at all times while classes are in session so as not to interrupt the flow of instruction and learning. Additionally, children are not to be brought to class. Students who violate this policy may be asked to leave. We apologize for any inconvenience this may cause but we must respect the rights of all students to concentrate without interruption.

### **Academic Freedom**

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

### **Medical Student/Patient Relationships**

The relationship between the student and patient should always remain at a professional level. The student is not to engage in relationships with patients that is construed as unethical or illegal. Dating and intimate relationships with patients are never a consideration. Unprofessional conduct will be considered improper behavior and will be grounds for disciplinary action, including dismissal from DMS program.

## **SEXUAL AND OTHER DISCRIMINATORY HARASSMENT**

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

### **Sexual harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature.

This conduct constitutes unlawful sexual harassment when:

1. Submission to this conduct is explicitly or implicitly made a term or condition of an individual's employment or academic success;

2. Submission to or rejection of this conduct is used as the basis for employment or academic decision; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment refers to behavior that is not welcome, is personally offensive, is debilitating to morale and interferes with academic or work effectiveness. It frequently (though not necessarily) occurs as an abuse of authority where the parties are in an unequal power relationship.

Sexual harassment may take different forms. One specific form is the demand for sexual favors.

Other forms of harassment can include:

Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, implied or explicit threats, and offensive or obscene language.

Non-Verbal: Sexually suggestive objects, graffiti, cartoons, posters, calendars, writings, pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, stalking, staring and making obscene gestures.

Physical: Unwanted or unwelcome physical contact, including touching, pinching, grabbing, holding, hugging, kissing, brushing the body, assault, and rape.

While sexual harassment usually involves members of the opposite sex, it also includes "same-sex harassment," (*i.e.*, males harassing males and females harassing females).

Sexual harassment may be subtle or overt. Some behavior that is appropriate in a social setting is not appropriate in the workplace or an academic environment. Regardless of the form, it takes, verbal, non-verbal or physical, sexual harassment is inherently destructive, insulting and demeaning to the recipient and will not be tolerated at LMU.

### **Other Discriminatory Harassment**

Other Discriminatory Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, national origin, pregnancy, age, military status, disability, or other protected discriminatory factor, when such conduct (1) has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or (3) otherwise adversely affects an individual's employment or academic opportunities.

Examples of discriminatory harassing conduct include, but are not limited to, using epithets, slurs, negative stereotyping, threatening, intimidating or hostile acts or words, or showing, exhibiting or creating written or graphic material that denigrates or shows aversion or hostility toward an individual or group because of race, color, religion, national origin, pregnancy, age, military status, or disability.

**All students must avoid any action or conduct that might be viewed as discriminatory harassment (whether sexual or other). Approval of, participation in or acquiescence in conduct constituting such harassment is a violation of this policy. Note: Individuals may be disciplined for behavior which is not so severe as to independently constitute unlawful harassment, but which is nonetheless offensive.**

### **Hazing**

All forms of hazing on the part of any individual, group of individuals or organizations are subject to civil and University disciplinary action. No initiation or other activity shall be undertaken which endangers the health and safety of an individual or demands an individual to engage in conduct of an unbecoming or humiliating nature, or in any way detracts from an individual's academic pursuits.



For purposes of this policy and University disciplinary action, LMU defines *hazing* to include any action taken or situation created, wherever it occurs, which induces mental or physical discomfort, embarrassment, harassment, or ridicule. Such actions including paddling, creation of excessive fatigue, physical or psychological shock, wearing apparel, which is conspicuous and not in good taste, public ridicule of students, buffoonery, morally degrading or humiliating games or events, work sessions which interfere with regulations or policies of LMU or the laws of the State of Tennessee. Tennessee law [T.C.A. §47-7-123] prohibits hazing and offers the following definitions: (1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and (2) "Higher education institution" means a public or private college, community college or university. (b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year.

### **Complaint and Reporting Procedure**

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

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

Retaliation against any complaining individual, any witness, or anyone involved in a complaint is strictly prohibited. LMU will follow up any complaint or investigation as appropriate to ensure that no retaliation occurs. Students should *immediately* report any perceived retaliation to the SMS Dean or the LMU Vice President for Enrollment Management and Student Services. The University will not tolerate retaliation and will take prompt and immediate steps to eliminate it.

Whether a particular act or incident produces a discriminatory employment or academic effect or amounts to harassment, or whether it otherwise violates this policy, requires a factual determination based on all the facts and circumstances. Given the nature of this type of discrimination, the University recognizes that false accusations of sexual or other discriminatory harassment can have serious effects on innocent individuals. Therefore, if after investigating any complaint or report, it determines the complaint or report is not bona fide and was made in bad faith or for an improper purpose, or that an individual has provided false information regarding a complaint or investigation, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

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

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

## **SEX OFFENSE PREVENTION PROGRAMS AND PROCEDURES**

### **Education and Information**

Sex offense prevention education is part of orientation. Prevention literature and contact information for local agencies is available in the Student Services lobby and at the Tagge Center for Academic Excellence, and students are encouraged to contact Student Services counselors (Duke 202) with any additional concerns or requests for information.

Students may access the TBI's Tennessee Internet Crime Information Center's Sexual Offender Registry (for Claiborne County) at [Sex Offender Registry \(tn.gov\)](http://SexOffenderRegistry.tn.gov) For Bell County, KY: [Home Page - Kentucky Sex Offender Registry \(state.ky.us\)](http://HomePage-KentuckySexOffenderRegistry.state.ky.us). For Lee County, VA [Virginia State Police](http://VirginiaStatePolice)

### **Reporting Offenses**

Students who experience, witness or are otherwise informed that a sexual offense has occurred should, at the student's option, contact local law enforcement, a campus security officer, or university official as soon as possible (see Security Team contact information below). Prompt reporting is important in order to preserve available evidence, to obtain necessary treatment and support for the victim and to prevent further harm to others.

### **Procedures**

LMU will cooperate with lawful investigatory processes related to criminal investigations. In addition, allegations of sexual offenses brought against a student will be handled pursuant to the University's Sexual Harassment policy and procedures. The University may impose disciplinary action against a student even in the absence of a criminal report, arrest, or conviction. Sanctions may include, but are not limited to, disciplinary probation, suspension, or expulsion. The DMS Office of Admissions and Student Services may, upon request or out of concern for safety, adjust a student's academic or living situation.

## **STUDENTS WITH DISABILITIES**

LMU is committed to providing reasonable accommodations to assist students with disabilities in reaching their academic potential. If you have a disability, which may affect your performance, attendance, or grades in this course, please contact Dr. Dan Graves, Director of Accessible Education Services, to discuss your specific needs.

### **Doctor of Medical Science Students with Disabilities**

SMS is committed to ensuring that otherwise qualified disabled students equally enjoy the benefits of an advanced medical education. Upon request by a student with a disability, the University will make every reasonable accommodation to enable the student to meet the standards as long as such accommodation does not unreasonably interfere with or substantially alter the DMS curriculum or interfere with the rights of other students or with the student's ability to adequately care for the patient and is a reasonable accommodation that does not create an undue hardship on the program or University.

Students are expected to perform their duties in a timely manner as such ability is a critical and essential part of the DMS curriculum and of the practice of medicine in general.

## **Request for Accommodations**

If your disability requires an accommodation, you must register with the Office of Accessible Education Services. The Office of Accessible Education Services is responsible for coordinating classroom accommodations and other services for students with disabilities. Please note that classroom accommodations cannot be provided prior to the course instructor's receipt of an Accommodations Form, signed by you and the Director of Accessible Education Services. To register with the Office of Accessible Education Services, please contact the Director of Accessible Education Services, Dr. Dan Graves at [dan.graves@lmunet.edu](mailto:dan.graves@lmunet.edu) and/or 423.869.6531 (800-325-0900ext. 6531).

## **Grievance Procedure for Student with Disabilities**

If a student is not satisfied with the accommodations granted by the Office of Student Services, they have 30 days to file an appeal in writing. All grievances concerning any aspect of the services or accommodations provided to a student with a disability or related to any issue related to Section 504 or the ADA, should be taken to the DMS Program Director.

If the student has new or additional documentation relating to the candidate's disability, the candidate may submit this material to the SMS appeals committee. The purpose of the appeal is to look at the material that was originally presented. If the student has material or documentation that elaborates on the original request, they may present this material to the appeals committee.

The committee will conduct a thorough review of the appeal. The appeals committee will make their recommendation to the Dean within ten working days after meeting with the student. The decision of the appeal committee is final.

## **APPENDIX A**

### **(From Saint Louis University—some deletions from the original were done by HST) Examples of Unacceptable Behaviors**

#### **A. Respect for all individuals in the DMS Community**

Unacceptable behaviors include (but are not limited to):

- expressing racial, sexual, sexist, or religious slurs;
- committing racial or sexual harassment;
- using inappropriate, offensive or threatening language;
- committing physical acts of violence or threats of violence;
- not shouldering a fair share of the educational team responsibility;
- manipulating clinical schedules for one's own benefit by any means;
- showing lack of respect of other professionals, and support staff;
- failing to comply with a reasonable request or instruction from faculty, staff, or administrators;
- using computer e-mail or internet in a harassing or libelous manner.

#### **B. Appropriate handling of information, records, or examination of materials.**

Unacceptable behaviors include (but are not limited to):

- giving or receiving any information except as allowed by the course director or teaching faculty during the course of an exam;
- plagiarizing, forging, or falsifying patient records, research, scientific data, academic records, or financial aid information;

- tampering with test material, or dishonesty in connection with an examination;
- abusing computerized information or technology
- failure to complete patient care documentation accurately or in a timely manner;
- falsifying or defacing transcripts, evaluation forms, or other official documents.

**C. Proper deportment as a medical professional.**

Unacceptable behaviors include (but are not limited to)

- inducing or allowing the patient or others to believe ones' status is other than it is;
- exhibiting personal appearance that give the impression of uncleanness or carelessness;
- failing to maintain professional composure during stressful circumstances;
- using alcohol, drugs, or other substances inappropriately or excessively that would jeopardize academic performance.

**D. Respect for laws, policies, and regulations.**

Unacceptable behaviors include (but are not limited to):

- disobeying federal, state, or local laws and ordinances;
- disregarding or acting contrary to the institutional regulations and policies of the DMS program;
- refusing to provide information or testify in Professional Conduct Council proceedings.

**E. Respect for property and instructional material.**

Unacceptable behaviors include (but are not limited to):

- treating classroom equipment (ultrasound machines, computers, and other teaching hardware) in a disrespectful manner;
- defacing or destroying other instruction materials, including software;
- Mishandling, inappropriately editing, or sharing/reproducing of programmatic instructional material for purposes other than personal or class wide learning without institutional permission.

Lincoln Memorial University  
Cumberland Gap Parkway  
Harrogate, TN 37752

LINCOLN MEMORIAL  
UNIVERSITY

423-869-6201  
1-800-325-0900 ext. 6201  
Fax: 423-869-6204

## Consent to Release Educational Records (FERPA)

**Notice:** This information is being provided to you to clarify questions regarding your rights under the Federal Educational Rights and Privacy Act (FERPA). For the purposes of FERPA and this form, "educational records" include academic progress reports, other academic information (such as academic probation), disciplinary records (such as behavioral problems), financial aid, billing and account information, and physical and mental health concerns. If you are claimed as a dependent on your parents' Federal Income Tax return, your parents are entitled to the above information. If you are not a dependent of your parents, providing them this information is your choice. The purpose of this form is to provide your educational records as much protection as possible. This consent shall remain in effect during continuous enrollment at LMU. The student may revoke this consent at any time during enrollment by submitting a written request to the Dean of Students.

### Student Information:

\_\_\_\_\_ hereby request/authorize personnel at  
(Print-Student Legal Name) Student ID# (or last 4 digits of SSN)  
Lincoln Memorial University to disclose information regarding my educational records and all other records maintained by the institution except (if there are no exceptions, please leave blank):

### Person(s) to whom disclosures may be made:

Name, address, and phone number of person:	Name, address, and phone number of person:
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
{Student Signature}

\_\_\_\_\_  
(Date)

Return completed form to:  
Lincoln Memorial University-ATTN: Student Services  
6965 Cumberland Gap Parkway  
Harrogate, TN 37752



Lincoln Memorial University  
HARROGATE, TENNESSEE

## OFFICE OF PUBLIC RELATIONS

The Lincoln Memorial University Office of Public Relations seeks the right and permission to release news about your performance as a student (including but not limited to dean's list, community service activities and athletic honors) to any and all media, and for use on the internet now or in the future. The Office also seeks the right and permission to use any photographs/video taken of you for any purpose and in any and all media, and for use on the internet now or in the future. These photos/videos may be captioned with your name.

By signing this release you discharge Lincoln Memorial University from any and all claims and demands arising out of or in connection with the use of the news releases, photos and videos, including any and all claims for libel or invasion of privacy.

By signing this release you attest that you are of full age and have the right to contract in your own name.

I have read the above and fully understand the contents. This release shall be binding upon me and my heirs and legal representatives.

---

Print First and Last Name

---

Hometown (City and State)

---

Hometown Zip Code

---

Email Address

---

Signature

---

Date

**ACKNOWLEDGEMENT of RECEIPT of DMS STUDENT HANDBOOK and CATALOG**

I, \_\_\_\_\_ acknowledge receipt of a digital copy of  
(Print Name)

the Doctor of Medical Science Student Handbook and Catalog. I understand the student handbook contains important information on the Doctor of Medical Science program's policies, procedures, rules, regulations, and benefits, and it is my responsibility to familiarize myself with the contents of the student handbook. I further understand that the Doctor of Medical Science program reserves the right to modify, revoke, suspend, terminate or change any and all such rules, regulations, plans, policies, procedures and benefits, in whole or in part, at any time during my enrollment in the program. I understand any changes will result in an updated DMS student handbook and catalog being posted on: <https://www.lmunet.edu/school-of-medical-sciences/dms/students.php>

**I have read and *agree* to abide by the policies, procedures, rules, regulations established by the Doctor of Medical Science program.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **STUDENT MODEL RELEASE**

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:

**REQUEST FOR LEAVE OF ABSENCE**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip code)

Permanent Address: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip code)

Personal Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Track: \_\_\_\_\_

I am requesting a leave of absence for: \_\_\_\_\_ (#) of semester(s) (1, 2 or 3)

I expect to return for the Fall ☐ Spring ☐ Summer ☐ semester in 20\_\_ Reason

for requesting a leave of absence:

☐ Medical Emergency ☐ Financial Emergency ☐ Maternity ☐ Call to Active Military Service

☐ Academic Endeavor ☐ Please explain: \_\_\_\_\_

**I have read and agree to abide by the policies and procedures described in the handbook.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE ACTION:**

Most recent term enrolled: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_  
Semester Year

\_\_\_\_\_  
Curriculum Committee Chair's Name Curriculum Committee Chair's Signature Date

\_\_\_\_\_  
Dean's Name Dean's Signature Date

Approval for this leave is subject to the student meeting continuation standards and financial obligations at the close of the semester before the leave begins.

Send copy to Doctor of Medical Science, Office of Admission, and Student Advancement

**APPLICATION FOR RE-ENROLLMENT**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Number and Street) (City) (St.) (Zip)

Personal Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Re-enrollment request for (*choose one*) Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

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

**OFFICE ACTION:**

Academic Coordinator: ☐ **APPROVED** ☐ **DENIED** Date: \_\_\_\_\_

\_\_\_\_\_  
Academic Director Name Academic Director Signature Date

\_\_\_\_\_  
Dean's Name Dean's Signature Date

**Mail completed application to:**

Lincoln Memorial University

School of Medical Sciences

Doctor of Medical Science Program, Admission's Office

6965 Cumberland Gap Parkway

Harrogate, TN 37752

## Academic Advising Form

This form serves as an official record summarizing the discussion, recommendations, and/or action plan agreed upon by the student and their Academic Advisor during synchronous academic advising meetings (e.g., phone or video conference). A completed copy will be maintained in the student's academic file.

### Section 1: Meeting Information

<b>Student Full Name:</b>	
<b>Student ID Number:</b>	
<b>Academic Advisor</b>	
<b>Date of Meeting:</b>	
<b>Meeting Format:</b>	<input type="checkbox"/> Phone <input type="checkbox"/> Video Conference <input type="checkbox"/> In-Person

### Section 2: Purpose of Meeting

Check all that apply or provide a brief summary.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Routine Check-In          | <input type="checkbox"/> Scholarly Project      | <input type="checkbox"/> Academic Difficulty |
| <input type="checkbox"/> Student Initiated Concern | <input type="checkbox"/> Career/Post-Graduation | <input type="checkbox"/> Other               |

### Brief Summary

### Section 3: Summary of Discussion

To be completed by the Academic Advisor

#### Key Topics Discussed

#### Advisor Recommendations & Resources Provided

**Section 4: Action Plan**

#	Action Item / Task	Responsible Party	Target Completion Date
1		<input type="checkbox"/> Student <input type="checkbox"/> Advisor	
2		<input type="checkbox"/> Student <input type="checkbox"/> Advisor	
3		<input type="checkbox"/> Student <input type="checkbox"/> Advisor	
4		<input type="checkbox"/> Student <input type="checkbox"/> Advisor	
5		<input type="checkbox"/> Student <input type="checkbox"/> Advisor	

**Section 5: Acknowledgement & Signatures**

The Academic Advisor acknowledges that this form is an accurate summary of the advising meeting and/or the action plan discussed.

**Academic Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DOCUMENT HISTORY**

Effective Date: August 12<sup>th</sup>, 2025

## In Progress (IP) Grade Agreement Form

This form must be completed and signed by all parties before the end of the term in which the In-Progress (IP) grade is assigned. It formalizes the agreement between a student and their Academic Advisor regarding the plan for completing outstanding coursework. An approved copy will be filed with the DMS Program office.

### Section 1: Student & Course Information

<b>Student Full Name:</b>	
<b>Student ID Number:</b>	
<b>Course Number &amp; Title:</b>	
<b>Academic Advisor:</b>	
<b>Course Director:</b>	
<b>Semester &amp; Year:</b>	
<b>Date IP Grade Assigned:</b>	

### Section 2: Summary of Remaining Work

Please describe the work that needs to be completed or the revisions that need to be made, as well as your overall approach to completing/revising the work.

#### Summary

### Section 3: Student's Proposed Completion Timeline

#	Milestone/Task	Target Completion Date
1		
2		
3		
4		
5		
6		
7		

### Section 4: Final Completion Deadline

As per program policy, all outstanding coursework listed above must be completed and submitted to the student's Academic Advisor no later than one (1) calendar year from the end of the term in which the IP grade was assigned.

**Final Completion Deadline:** \_\_\_\_\_

### Section 5: Acknowledgement & Signatures

By signing below, all parties agree to the terms and conditions outlined in this agreement and the DMS Student Progression and

Deceleration Policy.

## Student Acknowledgement

I have read and understand the following conditions regarding my In Progress grade:

- I cannot progress to the next course in the scholarly project series until all outstanding coursework is completed and a final passing grade is assigned.
- I understand this IP grade will delay my graduation timeline and agree to meet with the DMS Admissions Coordinator to create a revised Student Advising Worksheet.
- If I fail to complete the outstanding coursework by the final deadline, the IP grade will automatically be converted to a failing (F) grade.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Academic Advisor Approval

I have reviewed this agreement and confirm that the plan and timeline outlined above are acceptable.

**Academic Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Course Director Approval

I have reviewed this agreement. Upon timely completion of the work and receipt of a final grade from the Academic Advisor. I will submit a Change of Grade Form to the registrar.

**Course Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Program Director Acknowledgement:

I acknowledge receipt and approval of this In Progress Grade Agreement.

**Program Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DOCUMENT HISTORY

Effective Date: August 12<sup>th</sup>, 2025

### **Incomplete (I) Grade Agreement Form**

This form must be completed and signed by all parties before the end of the term in which the Incomplete ("I") grade is requested. It formalizes the agreement between a student and Course Director regarding the plan for completing outstanding coursework. An approved copy will be filed with the DMS Program office.

#### **Section 1: Student & Course Information**

<b>Student Full Name:</b>	
<b>Student ID Number:</b>	
<b>Course Number &amp; Title:</b>	
<b>Course Director:</b>	
<b>Semester &amp; Year:</b>	
<b>Date of Request:</b>	

#### **Section 2: Justification for Incomplete Grade**

The student must provide a brief but clear summary of the verifiable, extenuating circumstances preventing them from completing the coursework by the end of the term. Supporting documentation may be attached if appropriate.

**Reason for Request:**



### Section 3: Student Status at Time of Request

To be completed by the Course Director to ensure transparency regarding the student's current academic standing in the course.

Percentage of coursework completed to date:	%
Current calculated grade on completed coursework:	%
Final grade if remaining coursework is not submitted (calculated with zeros for outstanding assignments):	%

### Section 4: Outstanding Coursework & Completion Plan

The Course Director must list all specific assignments, exams, or other requirements that are outstanding.

#	Outstanding Assignment	Original Due Date
1		
2		
3		
4		
5		
6		
7		

All outstanding coursework listed above must be submitted to the course director no later than:

**\*Coursework Completion Deadline:** \_\_\_\_\_

*\*Note: This date cannot be more than six (6) weeks after the official end of the term.*

### Section 5: Acknowledgement & Signatures

By signing below, all parties agree to the terms and conditions outlined in this agreement and the DMS Student Progression and Deceleration Policy.

#### Student Acknowledgement

I understand that it is my responsibility to complete the coursework listed above by the final deadline. I acknowledge that if I fail to submit the coursework by this deadline, the "I" grade will be replaced with a final grade calculated based on all work submitted for the course, which may result in a failing grade. I have read and understood the terms of this agreement.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Course Director Approval

I have reviewed this request and approve the issuance of an "I" grade as detailed above. The plan outlined above is accurate and the deadline is appropriate. Upon timely completion of the work, I will submit a Change of Grade Form to the registrar.

**Course Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Program Director Acknowledgement:

I acknowledge receipt and approval of this Incomplete Grade Agreement.

**Program Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### DOCUMENT HISTORY

Effective Date: August 12<sup>th</sup>, 2025

