

**LINCOLN MEMORIAL
UNIVERSITY- DEBUSK COLLEGE
OF OSTEOPATHIC MEDICINE**



**DOCTOR OF OSTEOPATHIC MEDICINE
PROGRAM
STUDENT HANDBOOK**

**Volume 18
2023-2024**

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Section I: Mission, Goals, Governance, and Diversity, Equity, and Inclusion

Mission and Purpose of Lincoln Memorial University

Lincoln Memorial University is a comprehensive values-based learning community dedicated to providing quality educational experiences at the undergraduate, graduate, and professional levels. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

While primarily committed to teaching, the University supports research and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational, service, and research opportunities available to students, Lincoln Memorial University seeks to improve life for the students it serves. While serving students from throughout the state, nation, and many other countries, the University retains a commitment to enrich the lives of people and communities in the Appalachian region.

Revised July 6, 2017; approved by Board of Trustees, November 10, 2017

Institutional Goals

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

1. Make educational opportunities available to all persons without reference to social status. The University seeks to strengthen student recruitment and retention by fostering an academic and social environment that facilitates success and rewards achievement.
2. Maintain fiscal integrity in all University activities, programs, and operations through efforts to increase endowment and financial standing.
3. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards and produce

graduates with relevant career skills to compete in an ever-changing, increasingly global society.

4. Advance Cumberland Gap, Appalachia, and other communities through public service and outreach activities in continuing education, healthcare, leadership development, recreation and the fine and performing arts.
5. Serve as a critical educational, cultural, and recreational center for the area and develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind, and spirit.
6. Attract and retain a diverse and highly qualified faculty and staff, committed to teaching, research and service.
7. Commit resources to support the Institution's primary role of teaching, and, as appropriate, research and service.
8. Support faculty and staff development programs with priority for allocation of resources determined by institutional needs.
9. Improve technological resources for faculty, staff, and students in all academic programs regardless of where or how programs are delivered.
10. Develop and implement academic programs in response to anticipated or demonstrated educational needs, and continuously evaluate and improve the effectiveness of current programs.
11. Provide a caring and nurturing environment where students, faculty, and staff with varied talents, experiences, and aspirations come together to form a diverse community that encourages students to grow intellectually and personally to meet their academic and career goals.
12. Provide quality educational opportunities through selected degree programs for students who live and/or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

Revised: July 11, 2019

Mission of the LMU-DeBusk College of Osteopathic Medicine¹

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

The mission of LMU-DCOM is achieved by:

- Graduating Doctors of Osteopathic Medicine;
- Providing a values-based learning community as the context for teaching, research and service;
- Serving the health and wellness needs of people within both the Appalachian region and beyond;
- Focusing on enhanced access to comprehensive health care for underserved communities;
- Investing in quality academic programs supported by superior faculty and technology;

¹ LMU-DCOM Policy 1.1 Mission and Strategic Planning

- Embracing compassionate, patient-centered care that values diversity, public service, and leadership as an enduring commitment to professionalism and the highest ethical standards.
- Facilitating the growth, development, and maintenance of graduate medical education.

Approved by LMU Board of Trustees on May 3, 2019

Equal Opportunity, Affirmative Action, and Non-Discrimination Policy²

LMU-DCOM follows the non-discrimination policy set forth by Lincoln Memorial University found here: <https://www.lmunet.edu/office-of-institutional-compliance/equal-opportunity-affirmative-action-and-nondiscrimination-policy>

Lincoln Memorial University is an Equal Opportunity and Affirmative Action educational institution. In support of its Mission Statement, LMU is committed to equal opportunity in recruitment, admission, and retention for all students and in recruitment, hiring, training, promotion, and retention for all employees. In furtherance of this commitment, Lincoln Memorial University prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, military status, sexual orientation, marital parental status, gender, gender identity, gender expression, and genetic information in all University programs and activities. Lincoln Memorial University prohibits retaliation against any individual for 1) filing, or encouraging someone to file, a complaint of discrimination; 2) participating in an investigation of discrimination; or 3) opposing discrimination. "Retaliation" includes any adverse action or act of revenge against an individual for filing or encouraging someone to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination. The Office of Institutional Compliance investigates allegations of prohibited discrimination, harassment, and retaliation involving members of the LMU community.

This policy is widely disseminated in University publications, including the employee handbook and all LMU student catalogs and handbooks. All members of the University community bear responsibility for compliance with this policy. Compliance is monitored and reported annually through the offices of the Executive Vice President for Academic Affairs; the Executive Vice President for Administration; the Assistant Vice President for Academic and Student Support Service; the Office of Human Resources; and the Institutional Compliance Office.

This policy is in compliance with federal and state law, including the provisions of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Vietnam Era Veterans Readjustment Act of 1974 as amended by the Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act, as amended, the Genetic Information Nondiscrimination Act

² LMU-DCOM Policy 1.5 Non-Discrimination

of 2008, and the Tennessee Human Rights Act.

LMU-DCOM Diversity Statement³

LMU-DCOM recognizes that fostering diversity among its students, faculty, staff, and administration is essential to prepare outstanding health professionals and educators. Only by reflecting, embracing, and nurturing the varied traits, values, and interests of the people across Appalachia and beyond can LMU-DCOM effectively train physicians to provide quality and compassionate health care for all.

Diversity, equity, and inclusion are important concepts that govern how LMU-DCOM operates. Diversity involves embracing a wide range of varied backgrounds, identities, characteristics, experiences, and perspectives. Equity involves fairness and justice in access, treatment, and opportunity. Inclusion involves intentional, active participation and contribution by everyone. LMU-DCOM values and supports a community that is diverse in race, ethnicity, culture, sexual orientation, sexual identity, gender identity and expression, socioeconomic status, language, national origin, religious affiliation, spiritual practice, mental and physical ability/disability, physical characteristics, veteran status, political ideology, age and any other status protected by law in the recruitment and admission of students, recruitment and employment of employees, and in the operation of all its programs, activities, and services.

We acknowledge the strengths and weaknesses of our history and are continually trying to cultivate a community that values diversity, challenges discrimination and injustices, and addresses disparities and inequities.

LMU-DCOM is committed to providing equal access to educational and employment opportunities. We strive to maintain an environment that is safe, civil, respectful, humane, and free of all forms of harassment and discrimination. LMU-DCOM pledges to train highly educated, culturally sensitive professionals who mirror the diverse populations they serve.

Approved by LMU-DCOM Dean's Council May 4, 2022

Institutional Accreditation⁴

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

³ LMU-DCOM Policy 5.2 Diversity Statement

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

Professional College Accreditation⁵

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

The most recent accreditation review and site visit took place August 2022. The COCA granted LMU-DCOM Accreditation with Exceptional Outcome on December 9, 2022. LMU-DCOM was found to be in compliance with all standards and all elements were met. For schools with this status, accreditation will be granted for ten years. Monitoring is conducted through submission of the COCA annual report and the mid-cycle report that is due in year five.

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

American Osteopathic Association
Commission on Osteopathic College Accreditation
142 E. Ontario Street
Chicago, IL 60611-2864
predoc@osteopathic.org

Phone: (312) 202-8124

Section II: Concerns and Grievances⁶

We value students' voices and concerns. If a student has a concern or grievance about another student, staff member or faculty member they may fill out the "Concern Form" found at:

https://cm.maxient.com/reportingform.php?LincolnMemorialUniv&layout_id=101.

This form can be filled out anonymously and is routed directly to the Office of the Dean of Students. The form is then referred to the appropriate department for further follow-up as necessary.

If a student has a concern during the regular course of the curriculum, then they can submit their concern to the Student Assessment Team in that course for inclusion in the mid or end of course report.

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

1. The student may file a complaint in writing to the Dean of LMU-DCOM. Forms are available on the LMU-DCOM website. <https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/do/about/accreditation>
2. The student may file a complaint directly to the Commission on Osteopathic College Accreditation (COCA) in the AOA Office of Predoctoral Education. The complaint should be made in writing and sent to the following address:

⁵ [LMU-DCOM Accreditation Webpage](#), Statement of Accreditation

⁶ [LMU-DCOM Policy 2.4 Accreditation Standard Complaints](#); [LMU-DCOM Accreditation Webpage](#), Confidential Complaints Regarding Accreditation Standards

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

1-800-621-1773

predoc@osteopathic.org

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

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

Section III: Campus Facilities⁷

LMU-DCOM Facilities- Overview

LMU-DCOM currently offers two locations for its Doctor of Osteopathic Medicine (DO) professional degree program: 6965 Cumberland Gap Parkway, Harrogate, TN and 9737 Cogdill Road, Knoxville, TN.

The distance between LMU-Harrogate, parent campus and LMU-Knoxville, LMU-DCOM's additional location, is 68.4 miles within the state of Tennessee where Lincoln Memorial University has state approval to provide all its current (and planned) higher educational programs. Each location has unique draws and LMU-DCOM will grow to accommodate the demands of the primary care physicians in the state of Tennessee, Appalachia and beyond.

LMU-DCOM Facilities- Harrogate

LMU-DCOM Building

LMU-DCOM buildings were designed to accommodate a traditional lecture-based systems curriculum. The classrooms and laboratories utilize clinical instructional methods that incorporate state-of-the-art technology. Large lecture halls were designed to accommodate classes for traditional lecture-base experiences or divided into small groups for team-based learning experiences. The current teaching facilities include lecture halls, standardized patient suites, simulation centers, learning labs, and classrooms as well as student activity and administrative/faculty office space. The site plan meets or exceeds all local and state building requirements.

The majority of the first- and second-year curriculum are delivered in the lecture halls with tiered seating and well-equipped with audiovisual technology and wireless internet access. All the lecture halls are designed to allow team learning and teaching with interactive group discussions.

The lecture halls have wireless networks with redundant hard wiring, set up for distance technology, course capture, state-of-the-art audio and video and multiple large screens at the front of the room with supporting monitors for enhanced viewing. Available equipment for instructor use includes computer

⁷ LMU-DCOM Policy 4.1 Facilities

displays for a mix of DVD, video, and state-of-the-art HD projectors. Each student space within the lecture halls has data, interactive response, and electrical connections; all chairs are adjustable for ergonomically correct seating. Restrooms and wide hallways for circulation are adjacent to the classrooms.

The following spaces on the Harrogate campus are dedicated to the DO program in the LMU-DCOM building:

First Floor:

- 224 seat (4 for disabled seating) auditorium and (1) 247 seat auditorium (3,744 square feet each)
- (15) small conference rooms with seating for 12
- (1) Up to 40 seats, multi-purpose classroom
- (26) Faculty/Staff Offices

Second Floor:

- Osteopathic Principles and Practice Lab (44 exam tables; 4,200 square feet)
- Anatomy Lab (1 pod with 8 anatomic donor tables)
- (10) Clinic Exam Rooms
- (28) Faculty/Staff Offices
- Microscope room
- Zebra Fish Lab

Third Floor:

- (5) Simulation labs – (4) for daily use and (1) back-up
- 40 seat small classroom o (1) 60 seat small classroom
- (37) Faculty/Staff Offices

The first-floor auditoria (101 and 102) located in the LMU-DCOM Building are primarily designated for second-year osteopathic medical students with a current capacity seating of 224 and 247, respectively. The combined 101 and 102 classrooms have a capacity of 471 total seats. Although a wall separates the two classrooms, a door next to the podium between the auditoria allows the faculty to move from one auditorium to the next when both classrooms are used. The presentation can be electronically connected so that audio and presentation slides are shared simultaneously in real-time with both classes.

Attendance for lectures is not mandatory, but various activities such as Team-Based Learning, Osteopathic Principle and Practice (OPP) labs, Essentials of Patient Care (EPC) labs, practical exams, and Objective Structured Clinical Exams (OSCEs) are all mandatory. Anatomy, OPP, and EPC labs are broken into sections to allow for small groupings of students.

The current clinical exam center consists of 10 rooms used for case presentations, standardized patient encounters, OSCEs, and male/female exams. Six (6) high fidelity simulation labs are also available in the LMU-DCOM building. Priority of scheduling for both the clinical exam rooms and simulation labs are given to the DO program. All requests for the DO program curricular needs have been met and no activity has been denied.

The Hamilton Math and Science Building

First Floor:

- 400 seat auditorium (436+ seats) (6,232 square feet)

- Microscopy suite
- [Other learning spaces in this building are also available for request and schedule including the (2) 105+ seat auditoria across the hall from the 400-seat auditorium]

Fourth Floor:

- Anatomy Suite (4 pods with 7-8 anatomic donor tables; 4,864 square feet)
- Research and tissue culture lab spaces (4,650 square feet)
- Faculty and Staff Offices (8)
- Anatomy/OPP Fellows Office
- Eighteen (18) additional small conference rooms/study rooms

College of Veterinary Medicine Building (CVM-DCOM Designated Space)

The CVM building, where the medical school occupies additional faculty, staff, and student space, includes an additional twenty-four (24) clinic exam rooms and four (4) additional simulation labs. A total of two (2) debrief rooms and additional adjacent rooms that may be expanded for debriefing needs depending on the activity are also available for engaging students after encounters. The LMU-DCOM designated spaces are in addition to the already existing ten (10) clinical exam rooms and six (6) simulation labs located in the LMU-DCOM building. Formative and summative clinical examinations take place primarily in these spaces for OMS-I's and OMS-II's to accommodate the large class size. The multi-station OSCE component of the Clinical Skills Workshops (CSWs), a 2-day refresher of EPC and OPP for OMS-III's (graduation requirement), are also held here. The total count for both spaces will be thirty-four (34) clinical exam rooms and (8) simulation labs. All simulation (SIM) labs and clinical exam rooms are operated by DO program faculty and staff. Priority scheduling has always been and will remain, the LMU-DCOM DO program. The existing ten (10) exam rooms along with the six (6) SIM labs in the LMU-DCOM building remain intact and functional to allow for scheduling options for all health sciences programs.

The auditoria with a seating capacity of over 500 can be split into two 250+ spaces or one 500+ seat space. This auditorium will be available for the DO program to reserve as needed.

Research Facilities

The Dean of LMU-DCOM has oversight and control of the research needs of LMU-DCOM. LMU-DCOM occupies approximately 1,550 sq. ft. of research space within the research lab not including the microscopy square footage, which includes bench space for up to 20 researchers. There are currently nine (9) LMU-DCOM faculty members conducting bench research, leaving available bench space for eleven (11) more researchers. Students asking to participate in research have been given the opportunity if approved with faculty agreement to mentor the student.

LMU-DCOM at LMU-Knoxville Facilities

LMU-DCOM at LMU-Knoxville is situated on 37 acres in a growing residential and business district west of downtown Knoxville, TN. The facility brings together medical students, faculty, staff, and administration in a state-of-the-art teaching and learning environment. The additional location includes four lecture halls, a clinical exam center and simulation center, skills lab, learning labs, and classrooms as well as student activity and administrative office space. The interior functionality of

the facility is suitable for the requirements of the additional location for the College of Osteopathic Medicine. The site plan meets or exceeds all local and state building requirements. The design fits comfortably with the architectural character that defines Lincoln Memorial University yet provides a foundation for an LMU Health Sciences Campus in Knoxville

The Knoxville location consists of two existing buildings separated by a large parking area. The main academic building for the expanded Doctor of Osteopathic Medicine program is over 110,000 square feet and supports the academic and clinical skills training of osteopathic medical students with two auditoria (a 321 seat and a 360 seat), twenty-six mock clinical exam rooms, two pod gross anatomy labs, eight high fidelity simulation labs and a classroom with 46 osteopathic manipulation tables. The oversight of facilities/operations at LMU-DCOM Knoxville (DCOM-K) is provided by DCOM-K leadership. DCOM-K will work with other LMU programs that also utilize portions of the facility to assure adequate access to accommodate the DCOM-K class size.

The modern anatomy lab allows faculty to train students in small group dissection teams. Adjacent to the anatomy lab is an anatomy preparation area plus a large walk-in refrigerated cooler capable of holding seventy anatomic donors.

The facility is equipped with the latest in classroom and lecture design and technology. The Knoxville building has been designed to accommodate a lecture-based systems curriculum complemented by clinical cases. This innovative curriculum will be taught in a team learning environment.

The Knoxville facility has comparable academic and instructional spaces as described below:

First Floor:

- Anatomy lab with 38 total tables (21 on one side and 17 on the other)
- Prep lab and morgue
- Dining Hall
- Medical Library with 12 individual study carrels and 10 group tables seating up to 4 students each.
- Multipurpose conference room
- (26) clinical exam rooms with 2 debrief rooms
- (36) Faculty/Staff Offices

Second Floor:

- (1) 321 seat auditoria and (1) 360 seat auditoria
- (17) small group/study rooms with various seating and 1 large study room with 23 individual study carrels
- 2 Student Break Rooms
- OPP lab with 43 OMT tables
- Simulation Suite with 8 simulation rooms with 2 debrief rooms
- Clinical Skills Lab
- (22) Faculty/Staff Offices

A building adjacent to the main facility accommodates the bench research needs of hired faculty. Square footage of 3,500. The research space will include the following:

- (22) bench tables
- (1) Microscope room
- (1) Zebra Fish Lab

- (1) Tissue Culture Room with hoods
- Common equipment room
- Shared office space for research faculty/staff/students
- Flexible Multipurpose space
- Shared space for functional/applied research in PT/OT building (250 sq. feet)

Section IV: Technology

Email

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

Accounts

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

Printing Services

Student user accounts are credited with 750 pages of printing each semester from college laser printers at locations across campus. Students can add additional pages if they exceed the 750-page quota for any given semester. For a detailed explanation of how to print on campus, please see Appendix A. For more detailed instructions and information services help resources visit: <https://www.lmunet.edu/information-services/i-need-help-with/index.php>

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

Section V: Conduct and Professionalism⁸

Medical Student/Patient Relationships

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

⁸ LMU-DCOM Policy 5.1 Professionalism

Medical Student/ Clinician Faculty or Staff Members

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

Medical Student Shadowing

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

Academic Integrity

It is the aim of the faculty of LMU-DCOM to foster a spirit of complete honesty and a high standard of integrity. The attempt of any medical student to present work as their own that they have not honestly performed is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible dismissal.

Cheating or dishonesty of any kind is prohibited. Examples of cheating on examinations or written assignments include but are not limited to unauthorized possession of examination questions, the use of unauthorized notes (either written or electronic) during an examination, obtaining information during an examination from another medical student, assisting others to cheat, altering grade records, or illegally entering an office. Cell phones, smart phones, and smart watches are not permitted during examinations. A student who is found to have a cell phone or smart device in the vicinity of the exam space or on their person during an examination will receive a zero for that examination and will be subject to dismissal. Offering the work of another as one's own without proper acknowledgement is plagiarism; therefore, any medical student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, or other reference works, or from the themes, reports, or other writings of a fellow medical student has committed plagiarism. Medical students should become familiar with any standing policies differing from these general expectations as per their academic department and/or school.

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

Professional Appearance

All LMU-DCOM students are expected to be dressed appropriately with awareness to personal hygiene, cleanliness, and especially a professional demeanor. Students need to demonstrate that they have the proper judgment about what attire to wear for a given activity. The standard is 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.

Students who come to campus dressed inappropriately will be asked to leave the campus, change clothes, and return in appropriate attire. Any absence from class or an exam because of the student's lack of judgment will be considered an unexcused absence.

When representing LMU-DCOM in any type of public forum, such as a conference or certain on-campus events, the dress code is, at least, business casual. At some public forums a higher standard is expected. Again, the student must display correct judgment and match the appropriate clothing with the event.

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

Professionalism Standards in Social Media

Social media is a term that describes the various web-based networking sites that students use to communicate and connect. The most popular examples are Facebook, GroupMe, Instagram, Snapchat, TikTok, and Twitter. Blogs are also a form of social media that provide commentary or serve as a personal online diary. LMU-DCOM 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, the University also recognizes that this technology imposes additional standards for professional behavior upon medical and health professions students. Violation of professionalism in social media can result in referral to the Community Standards Committee or Student Progress Committee with a result of recommendations up to and including dismissal.

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. The 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:

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) imposes additional obligations of nondisclosure. Some students do 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.

Anatomy Lab: The dissection lab is made possible through the

generosity of individuals who have donated their bodies to further medical studies. Out of respect for anatomic donors and their families, students are not to discuss or disclose any information pertaining to the donor, or to describe dissection stages, outside of the anatomy lab. The honor of learning the art of anatomy from donated bodies calls for the highest levels of respect both inside and outside the lab. Anatomy faculty members provide appropriate training on standards of behavior during the lab sessions. It is the student's responsibility to carry this training forward and demonstrate appropriate respect for donors in all aspects of academic and professional life. Cameras and cell phones are strictly prohibited in the anatomy lab. The LMU-DCOM anatomy lab is off-limits to non-DCOM personnel, including family and friends of LMU-DCOM students.

Digital Footprint: While quick and far-reaching, social media are also permanent. Although you may think you have deleted an inappropriate post, it is probably 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."

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

Committee Procedures for Professionalism Deficiencies

Community Standards Committee

The Community Standards Committee is designed to promote optimal student professionalism in-and-out of the classroom. The Committee is comprised of the Assistant Dean of Students, Associate Dean of Students, and other relevant LMU- DCOM administration as deemed necessary by the specific circumstance. The goal of the Committee is to ensure that students can engage in professional learning opportunities while gaining mentorship from LMU-DCOM administration. A student's failure to comply with the Community Standards Committee will result in a referral back to the Student Progress Committee.

When a student is referred to the Community Standards Committee, they will be required to discuss the violation with the committee. They will then be required to complete the criteria specified by the Committee. Given that circumstances surrounding professionalism violations are unique to the each student's situation, the conditions and required criteria will be provided to the student in writing at the beginning of the warning period. Upon completion of specified criteria, the student will be removed from Professionalism Warning. Further professionalism violations or failure to comply with Professionalism Warning conditions may result in referral to the Student Progress Committee (SPC).

At any time, a grievance or concern regarding another student can be made to the Assistant/Associate

Dean of Students. All parties in receipt of a student grievance will respond as soon as possible but should take no longer than five (5) working days following receipt of the grievance. The Assistant/Associate Dean of Students and/or Community Standards Committee shall determine the appropriate course of action to address the grievance.

Student Progress Committee

The purpose of the Student Progress Committee (SPC) is to ensure that every graduate of LMU-DCOM has the skills, knowledge, and judgment to assume the responsibilities of an osteopathic doctor. The Committee will monitor student progress and ensure that all students meet the academic and professional requirements necessary for advancement in the curriculum and graduation. The role of the Committee is not to approve all students for promotion into the next academic year, that is the job of the Faculty Assembly. The Committee, appointed by the Dean of LMU-DCOM, is composed of faculty members and the Assistant/Associate Deans of LMU-DCOM (non-voting, *ex-officio* members).

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

For students who are required to appear before SPC for evaluation of professionalism violations, SPC may recommend the following:

1. Referral to the Community Standards Committee
2. Professionalism Probation
3. Dismissal from LMU-DCOM

Professionalism Deficiency Outcomes

When a student is referred to the Community Standards Committee, they will be required to discuss the violation with the committee. They will then be required to complete criteria specified by the Committee. Given that circumstances surrounding professionalism violations are unique to each student's situation, the conditions of the required criteria will be provided to the student in writing at the beginning of the warning period.

Upon completion of specified criteria, the student will be removed from Professionalism Warning. Further professionalism violations or failure to comply with Professionalism Warning conditions may result in being placed on Professionalism Probation or dismissal from LMU-DCOM.

Under Professionalism Probation, students are required to complete criteria specified by the Assistant/Associate Dean of Students, Senior Associate Dean, and/or the LMU-DCOM Dean. The student will remain on Professionalism Probation until they graduate from LMU-DCOM.

LMU-DCOM is required to include any and all instances of professionalism violation(s) on the

student's Medical Student Performance Evaluation (MSPE) which will become part of the student's residency application.

Alcohol, Drug and other Charges or Convictions

Students who are charged by law enforcement for on-campus or off-campus alcohol, drug, or other violations must inform the Assistant/Associate Dean of Students immediately. The Assistant/Associate Dean of Students will work with the student to make sure that the student's health and welfare are of primary importance. During the legal proceedings, the student must keep the Assistant/Associate Dean of Students informed of the status and disposition of the case. The Assistant/Associate Dean of Students will also keep the Student Progress Committee Chair informed of this information. Following the court's decision and keeping in mind that no two cases are the same, the student will meet with the Student Progress Committee, who will make a recommendation to the LMU-DCOM Dean about the appropriate course of action. Students must recognize that a student with an untreated alcohol or other substance abuse issue is, by definition, unfit to continue in a patient care capacity. During any legal proceedings related to drug or alcohol abuse, the student may be placed on a leave while the case moves through the courts.

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

Drug Screen Violations

The practice of medicine requires the physician to demonstrate integrity and good judgment. The use of controlled substances that are not prescribed by a licensed physician or the use of illegal substances violates good judgement. Physician impairment is a serious concern of licensing boards due to the potential harm it poses to patients. The inability to provide a screening urine specimen that is free of these substances is, at most, concerning for student impairment and, at least, a sign of poor judgment.

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

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

Students who are recommended to participate in drug treatment/therapy must comply with all recommendations/requirements of treatment. Failure to satisfactorily complete the recommended

treatment will result in the student's immediate dismissal from LMU- DCOM.

The Dean's Actions

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

Appeal Process

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

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

Section VI: Academics⁹

Official Academic Records¹⁰

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

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

⁹ LMU-DCOM Policy 9.2 Academic Standards

¹⁰ LMU-DCOM Policy 9.4 Secure Student Recordkeeping

- Date(s) degree requirements completed, and degree conferred

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

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

Student Records

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

Right to privacy under FERPA

The University complies with the provisions of the Family Education Rights and Privacy Act (FERPA), 1974, as amended. This law maintains that the institution will provide for the confidentiality of medical student education records. No one outside the institution shall have access to, nor will LMU disclose any information from, medical students' education records without the written consent of medical students except to personnel within the institution, to officials of other institutions in which medical students seek enrollment, to persons or organizations providing medical students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of medical students or other persons. Additionally, according to 1998 Higher Education Amendments, the University is authorized by law to contact parents or guardians when medical students under the age of 21 commit serious or repeated violations directly or indirectly involving our drug and alcohol policies. All the exceptions are permitted under the Act.

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

Medical students can access their "medical student information" by using the Web Advisor account. Each medical student is given a secure personal identification number to access the following

information: schedule, transcript, financial records, and financial aid.

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

Public Notice Designating Directory Information

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

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

Matriculation and Promotion

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

Calculation of Credit Hours

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

OMS I and II

1.0 Credit Hour = 12 Lecture or Seminar Hours

1.0 Credit Hour = 24 lab Hours

S/U = Satisfactory/Unsatisfactory

OMS III and IV

1 month = 8.0 Credit Hours

S/U = Satisfactory/Unsatisfactory

Attendance

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

Attendance is mandatory for the following:

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

A student may request an excused absence from a mandatory event for personal, health-related, professional, religious, or emergency reasons. All first- and second-year student requests for an excused absence must be made in writing to the Assistant/Associate Dean of Students using the email address: DCOMDOS@LMU.net.edu. Upon written approval from the Assistant/Associate Dean of Students, it is the student's responsibility to communicate and coordinate a make-up session. All third- and fourth- year student requests for an excused absence must be made in writing to the Assistant/Associate Dean of Clinical Medicine or Assistant/Associate Dean of Clinical Affairs. Some activities and points, for example TBLs, may not be able to be made up even with an excused absence.

Examinations:

Students must follow the examination instructions outlined on the LMU-DCOM Examination Instructions and Policy – DO Students located at

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

.Recommendations can include but are not limited to losing points in the course(s), professionalism warning, professionalism probation, and dismissal from LMU-DCOM. Make-up examinations for students with excused absences will be given on a day the university is open within 10 calendar days of the original exam date. Make-up examinations will consist of multiple-choice questions and possibly subjective format questions such as essay, short-answer, or fill in the blank items.

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

Due to the amount of material presented within each examination block, students cannot make-up more than one block exam per semester, unless approved by the Assistant/Associate Dean of Students based on extenuating circumstances. If a student must miss two or more exams per semester, the student will be advised to pursue a different course of action, including a leave of absence or withdrawal.

Excused Absences may be approved for the following reasons:

- Medical necessity: acute illness of the student or member of the immediate family
- Death in the family: death of an immediate family member, significant other, close relative, or friend
- Special circumstances/other: includes vehicle accidents, court appearance, weddings *requiring* participation, approved religious observances, and other qualifying absences as approved by the Assistant/Associate Dean of Students

*Excused absences are not granted to allow for additional study time or make up for missed study time.

Students will not receive credit for any unexcused absences. Unexcused absences may also result in a student meeting with the Assistant/Associate Dean of Students, Community Standards Committee, and/or the Student Progress Committee. An unexcused absence from a clinical rotation may result in the immediate end to that rotation, possible failure, and/or a directive to meet with the Assistant/Associate Dean of Clinical Affairs, Assistant/Associate Dean of Clinical Education, Community Standards Committee, and/or the Student Progress Committee.

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

Mediasite Policy

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

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

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

COMLEX-USA

Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE): COMSAE is a self-assessment examination for osteopathic students and residents to gauge the base of their knowledge and ability as they prepare to take a COMLEX-USA cognitive examination. Each COMSAE examination consists of 200 questions that are in a format and structure like COMLEX-USA cognitive examinations. Scoring and reporting are also similar. Students will be required to take at least one school-organized COMSAE during the Spring semester of the OMS-II year. Based on the COMSAE score and other academic criteria, LMU-DCOM will determine eligibility for students to take the

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

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

All LMU-DCOM medical students are required to take and pass COMLEX Level 1, Level 2-CE, and the Clinical Skills Workshop prior to graduation. Examination dates will be provided to the students. Students are responsible for the fees associated with the COMLEX exams. LMU-DCOM does not pay for the COMLEX exams. A student who fails any COMLEX level exam (either 1, 2- CE) 3 times will be required to present before the Student Progress Committee.

Comprehensive Osteopathic Medical Achievement Test (COMAT): The NBOME's COMAT Series include eight core clinical disciplines: Emergency Medicine, Family Medicine, Internal Medicine, Obstetrics/Gynecology, Osteopathic Principles and Practice, Pediatrics, Psychiatry, and Surgery. Each subject examination is designed for standardized assessment in core osteopathic medical disciplines. COMAT examinations assess an osteopathic student's achievement level on those subjects, with an emphasis on clinical application. COMAT provides DCOM with readily available, nationally standardized examination modules to assess their students, including for the purposes of evaluating education across varied clinical rotation sites. Students are allowed a maximum of three COMAT attempts per discipline. Students must re-take failed COMATs within 90 days of the failed attempt.

Grades

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

For both pre-clinical and clinical courses, within approximately ten working days after the final course/system/rotation exam and receipt of preceptor evaluation (as applicable), the course/system/rotation director submits a final grade report. The grade report includes the percentage grade achieved in the class and a letter grade – either A, B, C or F. At the end of every semester, students will receive an unofficial copy of their transcript. The GPA on the transcript is calculated based on the letter grades (A, B, C, or F) for each course. A = 90- 100%, B = 80-89%, C = 70-79%, F < 70%. Percentage grades are not reported on the transcripts; however, they are used in class rank calculation. For example, a percentage score of 87% in a course would appear as a B on the transcript, and the multiplier used to calculate the GPA would be 3.0.

However, for determining class rank the actual percentage grade of 87% would be used. Likewise, a grade of 81% percent would be recorded as a B on the transcript, 3.0 would be the multiplier used in the GPA calculation, and 81% would be used for calculating class rank.

Class Rank

Class rank is determined at the end of the first two academic years. Class rankings will be reported in the fall semester for the previous year's coursework. To treat all students fairly, the rank order will be based on students who went through a similar program. Therefore, students who complete approved and equivalent coursework prior to matriculating with LMU-DCOM (e.g., LMU Master's students) will not be given a class rank designation. Likewise, students who remediate or retake coursework during medical school will not be included in class rank.

Student Grievances Regarding Grades

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

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

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

Course and Faculty Evaluation

Student feedback is essential to ensure the highest level of academic effectiveness. To assess its courses and faculty, LMU-DCOM utilizes student assessment teams. Students are randomly assigned and may serve once or twice during didactic years. Students may be asked to volunteer for a third assessment team, if needed. Assessment teams are official LMU-DCOM committees that prepare and present assessment reports on an assigned course and the faculty teaching within that course. Students are expected to participate using the highest level of professionalism and courtesy. Students serving as SGA President, 1st Vice President, and 2nd Vice President are excused from Assessment Team officer roles but are still required to be participating members of their assigned assessment team(s). Attendance to all assessment team meetings is mandatory and failure to attend will result in referral to the Assistant/Associate Dean(s) of Basic Medical Sciences and the Assistant/Associate Dean(s) of Students. Students who are struggling academically or have other extenuating circumstances may petition to be excused from an assessment team. Students who fully participate in their assessment teams will receive a special commendation on their MSPE.

Graduation Requirements

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

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

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

Students whose graduation date is delayed will be allowed to participate in commencement with their incoming class if they have received a passing score on COMLEX Level 1 and Level 2-CE, and will complete their rotations and all other graduation requirements before July 1st of the same year. Faculty Assembly will ratify the list of graduates prior to graduation.

Posthumous Degree

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

Curriculum

LMU-DCOM's curriculum is a four-year, full-time academic and clinical program leading to granting the degree of Doctor of Osteopathic Medicine (DO). The curriculum will stress the interdependence of the biological, clinical, behavioral, and social sciences.

The emphasis will be on educating physicians for primary care medicine, employing the distinctive osteopathic principles for the maintenance of health and treatment of disease.

A physician must be skilled in problem solving and demonstrate expertise in diagnosis. To achieve this goal, LMU-DCOM's curriculum will emphasize the integration of the basic and clinical sciences in medical practice. The curriculum will be divided into a pre-clinical phase and a clinical phase.

Pre-Clinical Curriculum

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

Clinical Curriculum

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

Student Progress Committee

The purpose of the Student Progress Committee (SPC) is to ensure that every graduate of LMU-DCOM has the skills, knowledge, and judgment to assume the responsibilities of an osteopathic doctor. The Committee will monitor student progress and ensure that all students meet the academic and professional requirements necessary for advancement in the curriculum and graduation. The role of the Committee is not to approve all students for promotion into the next academic year, that is the job of the Faculty Assembly. The Committee, appointed by the Dean of LMU-DCOM, is composed of faculty members and the Assistant/Associate Deans of LMU-DCOM (non- voting, ex-officio members).

Committee Procedures for Academic Deficiencies

At the end of every grading period, once final course grades have been assigned, a designee of the LMU-DCOM Dean schedules a meeting date, informs students of the meeting via the University-issued email address at least three (3) calendar days prior to the start of the meeting, provides an agenda to the members, and convenes the meeting. Minutes will be kept by a recording secretary. All proceedings are confidential. The meetings are closed to anyone not in the University community. All matters are submitted to a vote, with a simple majority ruling. The chair will be a non- voting member except in the instance of a tie.

The committee will review each student who has an academic deficiency. For students with one course failure, the committee may not require the student's physical presence at the meeting. The committee's responsibility is to meet with the student and to discuss the grades that have been assigned by the course directors. It is not within the Committee's purview to delve into issues relating to how individual grades were assigned. All matters pertaining to how a grade was assigned must be resolved before the SPC meeting with the student. In the interest of due process, if a student is in the midst of filing a grade appeal or intends to file a grade appeal, the meeting will be put on hold until the issue pertaining to the grade is resolved. If the student intends on filing a grade appeal, it is the student's responsibility to make the designee of the LMU-DCOM Dean aware of their intent so that the meeting can be put on hold.

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

Students in the Preclinical Years (1 and 2)

For students failing one course in a given academic year, the SPC may recommend one of the following:

1. The student must take the course at an approved off-campus summer program. designed for medical students (this only applies to failure of Medical Gross Anatomy).
2. The student must take a remediation exam or exams, given by the LMU-DCOM faculty.
3. The student must repeat all or a portion of the entire academic year.

For students who fail two or more courses in the same year, the SPC may recommend one of the following:

1. The student must repeat all or a portion of the entire academic year.
2. The student will be dismissed from LMU-DCOM.

For students who fail two or more courses in different academic years, the SPC may recommend one of the following:

1. The student must take a remediation exam or exams, given by the LMU-DCOM faculty.
2. The student must repeat all or a portion of the entire academic year.
3. The student will be dismissed from LMU-DCOM.

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

Students in the Clinical Years (3 and 4)

Students who fail one or more rotations will appear before the SPC for evaluation. The SPC may recommend the following:

1. Repeat the rotation.
2. Repeat all or a portion of the academic year.
3. Dismissal from LMU-DCOM.

Academic Deficiency Outcomes

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

Students on academic probation may not:

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

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

Remediation Policy

When a student is granted permission to remediate a single course failure, then it is the student's responsibility to meet with the Course Director to discuss the remediation process. The student will also be required to meet with the Director of Academic Support at their location to develop a plan of action. Successful remediation consists of achieving a final score of 70% or greater on each individual course component of an exam. If a student fails one of the remediation course components they will fail the remediation.

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

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

Interruption in Academic Program Progression

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

Leave of Absence

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

1. a medical emergency
2. a financial emergency
3. maternity
4. a call to active military service
5. pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized institution or teaching facility prior to beginning the final year of medical school with approval from the Office of the Dean of Students and the Office of Clinical Education
6. time to study for the COMLEX exam

The Assistant/Associate Dean of Students or LMU-DCOM Dean can grant a leave of absence. Leave

of absences are granted for conditions/circumstances that will impact the student's ability to complete coursework in the future.

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

Before a student's leave of absence can begin, they must go through LMU-DCOM's prescribed checkout procedure. The student must meet with the LMU Student Financial Services Office 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 ensure that all approved terms and conditions of the leave have been met and are submitted in writing before reinstatement will be granted. The submission of this paperwork is the responsibility of the student and must be submitted in writing to the Assistant/Associate Dean of Students.

Recession

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

Withdrawal

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

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

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

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

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

Dismissal

LMU-DCOM reserves the right to dismiss any medical student at any time prior to graduation. Circumstances warranting such action may be of an academic, legal, or professional nature. Any student dismissed from LMU-DCOM will meet with the LMU-

DCOM Dean and the Assistant/Associate Dean of Students. They will also be required to communicate with the LMU Student Financial Services Office.

The Dean's Actions

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

Appeal Process

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

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

Section VII: Research¹¹

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

¹¹ LMU-DCOM Policy 8.4 Research and Scholarly Activity

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

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

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

Students who are in their clinical years (OMS-III & OMS-IV) may choose to do an elective research rotation. OMS-III students meeting academic and professionalism criteria are eligible to participate in a 4-week elective research rotation. OMS-IV students meeting academic and professionalism criteria can participate in a maximum of two 4-week elective research rotations, provided they have not already done an elective research rotation in the OMS-III year. If a student has completed a 4-week elective research rotation in the OMS-III year, they can participate in a maximum of one 4-week elective research rotation in the OMS-IV year. The student must first identify a research mentor for any elective research rotation and work with this individual to complete Scholarly Activity and Research Form and Research Elective Protocol

Application. Research Supervisor/Sponsor, Assistant/Associate Dean of Clinical Medicine, Assistant Dean of Research, Associate Dean of Academic Affairs/Chief Operating Officer, and the Sr. Associate Dean/Research Elective Rotation Chair will review the application and approve. Once the proposal is reviewed, any recommendations are taken into consideration and approval is granted by all parties required on the form, the student must apply to the relevant regulatory committee (IACUC, IRB, IBCSC) for approval, if the proposal requires such approval. All students will also need to complete the appropriate Collaborative Institutional Training Initiative (CITI Program) courses specific to their proposed research prior to initiating research and/or submission of proposals to any regulatory committee. Students that wish to participate in laboratory research must also complete a General Lab Safety course prior to initiating a research project to ensure that they are in compliance with all laboratory safety policies and procedures. Access to the Lab Safety Module is provided by the Research Director at the student's respective location, students will also participate in lab orientation to review policies/procedures, and upon successful completion, badge access to the lab(s) can be granted.

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

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

Section VIII: LMU Office of Accessible Education Services

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

Osteopathic Medical Students with Disabilities

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

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

is a critical and essential part of the LMU-DCOM curriculum and of the practice of medicine in general. Therefore, extra time will generally not be granted to students in clinical scenarios including rotations and the clinical performance exam. Similarly, the use of trained intermediaries will generally not be approved in clinical situations. LMU will make a determination regarding whether or not to grant an accommodation based on the individual circumstances.

Request for Accommodations

LMU is committed to providing accessible educational support services to enable students with disabilities to participate in, and benefit from, all University programs and activities. Every effort is made to reasonably accommodate the needs of a student with a disability. It is important for students to understand that it is the student's responsibility to request accessibility services at a post-secondary institution, and timely requests for services are imperative for the best possible outcomes in seeking and receiving reasonable accommodations.

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

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

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

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

Section IX: Physical Health, Mental Health, and Wellness¹²

Student Insurance

Lincoln Memorial University requires Doctor of Osteopathic Medicine Students to carry personal health insurance. The Lincoln Memorial University student injury and sickness insurance plan will be administered by United Healthcare Student Resources for the 2023-2024 academic year. If students are currently covered by comparable health insurance through the end of the 2023 – 2024 academic year, they may be able to waive automatic enrollment in the plan. Medical students must have basic health insurance coverage during OMS-I through OMS-IV years.

¹² LMU-DCOM Policy 9.9 Physical Health Services; LMU-DCOM Policy 9.8 Mental Health Services;

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

Yearly Requirements: Students are required to submit a waiver if they would like to opt out of the Lincoln Memorial University student injury and sickness insurance plan. Students are required to complete a urine drug screen and influenza vaccine yearly in their CastleBranch© account.

Physical Health Services

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

Students who seek medical attention, including emergency medical attention when the LMU Student Health Center or Summit Medical Group Internal Medicine Associates offices are closed, may do so with any facility of their choosing based on their needs and health insurance coverage.

Harrogate Location

The LMU Student Health Center (LMU SHC) provides nonemergent outpatient care for all currently enrolled students. The Student Health Center is staffed by a licensed practical nurse (LPN) and a family nurse practitioner (FNP).

Students are not charged for office visits, but if lab work is deemed necessary, students are responsible for paying all associated fees. For more information visit: <https://www.lmunet.edu/student-life/student-health-center/index.php>.

Knoxville Location

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

Summit Medical Group –
Internal Medicine Associates
7744 Conner Road Powell, TN 37849
865-546-9751
<https://www.imasummit.com/>

Personal Medical Care while on Rotation

If a student becomes ill or has an emergency health issue during their rotation, the training facility will render care but is not responsible for the cost of such care.

Students are financially responsible for any medical care they receive at a training site.

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

Mental Health Services: Pre-Clinical Years

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

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

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

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

- A main mental health services phone number is given to all students which is accessible anywhere where students have phone services: **423-869-6277**
- During normal business hours (8:00am – 4:30pm, Monday – Friday), this number will reach the main campus in Harrogate where the mental health counselors either on the Harrogate campus or Knoxville location will be notified.
- The counselors will assess the situation to make certain that all emergent situations are handled appropriately either with a call to 911 or referral to inpatient psychological services. If the situation is not an emergency, the counselor will schedule an appointment with the student for a follow-up.
- During after hours, the same main number will be forwarded to a call center where a licensed professional counselor will support students.
- If a student is off campus, the on-campus counselor or call center counselor will direct the student to the nearest licensed professional in their area.
- All encounters are confidentially documented with procedures for follow-

up.

Mental Health Services: Clinical Years

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

Mental health support is available in such areas as:

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

Resources for daily life are available in such areas as:

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

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

- Talking to a student about class performance
- A student's personal problem
- Suspected drug or alcohol use impacting grades
- Interpersonal conflicts affecting class participation
- Establishing clear, attainable expectations
- Addressing crisis situations, such as a violent incident, death of a student or a natural disaster

Student Wellness

Documentation of Immunizations, Immunity, and Physical Health

Matriculating students are required to set up an account with an LMU-DCOM contracted vendor who

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

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

LMU-DCOM, in conjunction with requirements of hospitals accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and/or Healthcare Facilities Accreditation Program (HFAP) requires the following immunizations and proof of immunity, for which substantiating documentation must be provided, as described below.

Documents that must be completed prior to matriculation include:

- LMU-DCOM Pre-matriculation Medical History completed and signed by the student and reviewed/signed by a licensed healthcare provider.
- LMU-DCOM Pre-matriculation Physical Exam Form, completed and signed by a licensed healthcare provider.
- LMU-DCOM Record of Immunity Form, completed and signed by a licensed healthcare provider.
 - Substantiating documentation (copies of laboratory results, immunization records, chart records of immunizations, PPD testing form or CXR report, etc.) must accompany the Record of Immunity Form for the student's folder to be considered completed.
- Records Release Form signed by the student authorizing LMU-DCOM to release health related information to affiliated training sites where the student will be rotating.

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

During the Spring semester of the first, second, and third years, students will be expected to provide a urine drug screen as a requirement for beginning clinical

rotations. Any student not providing evidence of aurine drug screen and all other Castlebranch® requirements by April 15th will not be authorized to begin OMSIII/IV rotations until completed.

Required prior to matriculation:

- Proof of Tdap and polio vaccine
- Negative PPD screening for tuberculosis (year requirement)
 - If prior history of tuberculosis, BCG vaccination, or positive PPD, must provide negative chest x-ray and/or negative QuantiFERON-TB Gold test within six months of matriculation
- Proof of initial vaccination in Hepatitis B series
- Urine drug screen (14 panel testing) negative except for prescribed substances (Yearly Requirement)
- Proof of immunity against measles, mumps, and rubella
 - Qualitative or quantitative antibody titers for MMR
 - If any of the three components show insufficient immunity, a booster vaccination and recheck of titer six weeks later is required
- Proof of immunity against varicella
 - Qualitative or quantitative antibody titers for varicella
 - History of infection is not considered proof of immunity
 - If antibody titer is negative, booster vaccination and recheck of titer six weeks later is required

Required prior to starting OMS-III rotations:

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

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

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

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

Section X: Financial Services¹³

The LMU Graduate and Professional Student Financial Services Office is responsible for providing qualified students the appropriate documentation and counseling to secure financial assistance. More information can be found at: <https://www.lmunet.edu/student-financial-services/graduate/index> including cost of attendance and how to apply.

Entrance and Exit Counseling

Every student who accepts a loan from the Federal Student Loan Program is required to complete Federal Entrance and Exit Loan counseling. This is an online process. Federal Entrance counseling ensures students understand the terms and conditions of their loan and their rights and responsibilities. Students will learn what a loan is, how interest works, options for repayment, and how to avoid delinquency and default. Federal Entrance counseling is required before a Federal Student Loan will disburse to the student account. Federal Entrance counseling is typically completed before the students

¹³ LMU-DCOM Policy 9.7 Financial Aid and Debt Counseling

enter their first semester but can be done later if a student doesn't accept a Federal Student Loan until later into their college enrollment. A student must complete Federal Exit Counseling when they leave school, graduate, or drop below half-time enrollment. The purpose of Federal Exit Counseling is to ensure the students know of their loan obligations and are prepared for repayment. Students will learn about their federal student loan payments and the counseling will recommend a repayment strategy that best suits their future plans and goals.

Inceptia distributes annual debt letters for all LMU students. These individualized debt letters are distributed annually to all Medical School class levels at the end of June. These individualized debt letters include total amount borrowed, projected debt level, possible monthly payments, etc.

Doctors W/O Quarters provide individualized online and in person exit counseling. This counseling includes a summary of all debt and strategies for repayment. Tax preparation, career planning, etc. are discussed in relation to selecting the appropriate re-payment plan. This counseling takes place during graduation week for graduating 4th years.

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

Repeating Semesters

In some instances, as approved by the Student Progress Committee and Dean, students may have to repeat a year of coursework. For a semester in which they did not fail any coursework they will be charged \$5,000/semester. For a semester in which they had failed coursework, they will be charged \$10,000/semester.

Reimbursement of Funds

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

The Return of Title IV Funds (Federal)

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

The official date of a student's withdrawal is the date that the Office of Admissions and Student Services receives the student's written notification of withdrawal or request for a leave of absence. The percentage of time completed in the enrollment period is determined by dividing the number of days completed by the number of days in the enrollment period. If 60% of the semester has been completed, there is no return of Title IV funds.

Financial Commitment Policy

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

Outstanding Balance/Collection

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

Section XI: Student Resources and Services

Student Government

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

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

Student Organizations

Osteopathic medical students are encouraged to develop, organize, and participate in student associations and organizations as they feel able to do so in conjunction with academic responsibilities. The LMU-DCOM SGA and LMU-DCOM Office of Admissions and Student Services provides support for all associations and organizations. Every organization is required to have a faculty or staff advisor.

Registration of Medical Student Organizations

To encourage a formal and organized system of student activities, LMU-DCOM requires specific processes and policies concerning the registration of student organizations. Student organizations must be sustainable and intended to fulfill a common purpose: to provide opportunities for student interaction, to foster individual student growth and development, and to contribute to community service.

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

- Completion of End of Year Report at the end of each academic year
- Leadership and advisement of a full-time faculty or staff member
- Approval of organizational activities and events through the Office of Admissions and Student Services
- Cooperation with LMU-DCOM Student Leadership Handbook
- Contribution to and support of the philosophy and mission of LMU
- Participation in the annual leadership training
- Completion of all necessary forms (available in the Office of Admissions and Student Services)
- Completion of a service project that benefits the local community

Student Sponsored Events

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

Public Relations, Merchandise, and Marketing Guidelines

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

All LMU-DCOM student organizations must have approval from the Student Activities Coordinator(s) and the Director of Marketing and Public Relations LMU Health Sciences before producing organizational merchandise or distributing information to the campus community and/or the public at large. This is to ensure that all appropriate procedures and style guidelines are followed by student organizations. Students are prohibited from using the LMU-DCOM academic seal on any merchandise or publications. All officially sanctioned student club websites must be hosted through the LMU website. Approval forms may be obtained from the Office of Admissions and Student Services. Any LMU-DCOM student organization that produces merchandise that violates this policy may have the merchandise confiscated and will have to replace the merchandise at the organization's own expense.

All media contact requires prior approval from and is handled by the Office of Marketing and Public Relations. If you are contacted to provide contact to a media outlet, refer the inquiry to the Director of Marketing and Public Relations LMU Health Sciences. Students and student clubs should not submit press releases, calendar items, photographs, advertisements, or other submissions to any media outlet without permission from the Office of Marketing and Public Relations. If you wish to send something to the media, please forward all the information to the Director of Marketing and Public Relations LMU Health Sciences and they will submit on your behalf. In the case of any adverse event, the Office of Marketing and Public Relations is the sole point of contact between LMU-DCOM and the public. In any crisis or emergency, refer all inquiries to the Director of Marketing and Public Relations LMU Health Sciences.

Office of Admissions and Student Services and the Office of the Dean of Students

The Office of Admissions and Student Services is responsible for admissions, recruitment, retention, facilitating financial services, student records, providing academic support, and accessing mental health counseling resources for medical students. In addition, the office is a center of student life and oversees all activities, student government functions, clubs/interest groups, student ambassadors, and all other non-academic student-life opportunities. The office is committed to creating an environment that is conducive to learning so that all LMU-DCOM medical students reach their academic and personal potential. The Admissions and Student Services suite has an open-door policy and students are welcome on a drop-in or appointment basis.

The Office of Admissions and Student Services houses the Office of the Dean of Students (the LMU-DCOM Assistant/ Associate Deans of Students). There is an Assistant/Associate Dean of Students for each location. These individuals are responsible for ensuring that students have the support and resources needed to be successful and serves as the point persons for student concerns. For the purposes of the Student Handbook, this will be referred to as The Office of the Dean of Students.

College System

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

Academic Support¹⁴

LMU-DCOM offers academic support services designed to enhance learning and aid in the success of all students. Academic support services include individual consultation, large and small group presentations, and peer tutoring. The same services and resources are available at each location, with a Director of Academic Support at both Harrogate and Knoxville. Each are in the Office of Admissions and Student Services. For third- and fourth-year students located off campus at rotation sites, telephone and/or video conference meetings are made available. Assistance in academic support includes, but is not limited to, the following topics: study skills, time management, stress management and wellness, test anxiety, test-taking strategies, and board preparation. Students may self-refer or be referred to academic support by any faculty or staff

¹⁴ LMU-DCOM Policy 9.5 Academic Counseling

member, including their advisor.

Career Services¹⁵

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

Section XII: Other LMU Campus Policies

As an enrolled student of Lincoln Memorial University, all students must abide by the University Code of Conduct found in the Railsplitter Community Standards Guide: <https://www.lmunet.edu/student-life/documents/Railsplitter%20Community%20Standards%20Guide%202020-2021.1.pdf>

Identification Badges

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

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

¹⁵ LMU-DCOM Policy 9.6 Career Counseling

Holidays

Official LMU Holidays (Offices closed/no classes): In addition to the mid semester break which varies from year to year; DCOM is closed on the following days: Labor Day, Thanksgiving Day and the Day following Thanksgiving, December 23-30; January 2; Good Friday, Memorial Day, and Fourth of July.

Vacations

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

Campus Police and Security¹⁶

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

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

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

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

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

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

Download the LiveSafe app today:

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

¹⁶ LMU-DCOM Policy 4.2 Safety and Security

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

LMU Annual Security & Fire Safety Report

The LMU Annual Security & Fire Safety Report (ASF SR) will be published online by October 1st of each year and can be found at: <https://www.lmunet.edu/campus-police-and-security/documents/ASR21.pdf>

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

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

Inclement Weather

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

Parking

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

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

Conflict of Interest Policy for Faculty and Students

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

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

on a paper written by a pharmaceutical company is unacceptable.

Harassment, Discrimination, and Sexual Misconduct¹⁷

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

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

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

Title IX Coordinator/Institutional Compliance Officer titleix@LMU.net
You may also use the online reporting form at <https://www.lmunet.edu/office-of-institutional-compliance/report-an-incident>.

For more information about resources available on and off campus, and to view the harassment, discrimination, and sexual misconduct policies, visit <https://www.lmunet.edu/office-of-institutional-compliance/title-ix-policy-and-procedure>.

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

Additional References

¹⁷ [LMU Title IX Policy and Procedure Webpage](#), LMU Sexual Harassment/Title IX Policy and Grievance Process

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

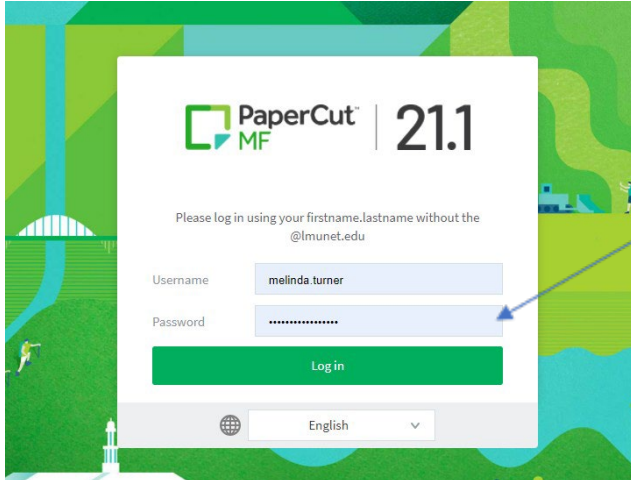
LMU Community Standards Guide: <https://www.lmunet.edu/student-life/handbooks>

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

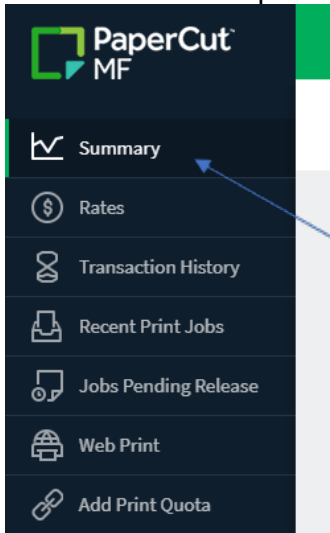
Appendix A

Printing INSTRUCTIONS

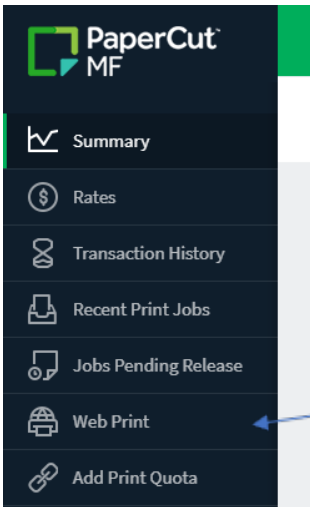
1. Access the PaperCut Link: <https://papercut.lmunet.edu/app>



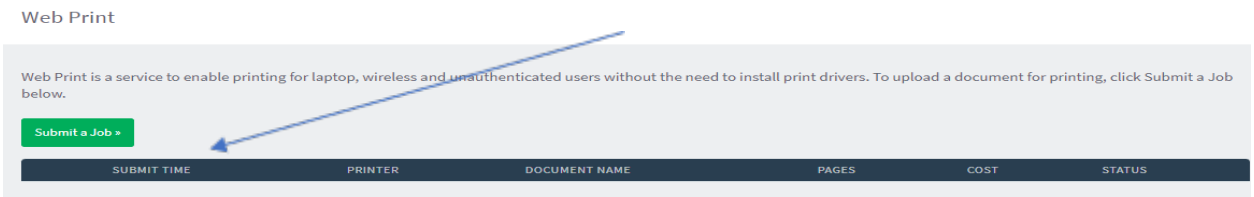
2. Sign in using your credentials (your firstname.lastname is the Username)
3. The next screen will automatically show your printing summary (students will see how much is left of their print quota from here, and/or add funds to their print quota if needed)



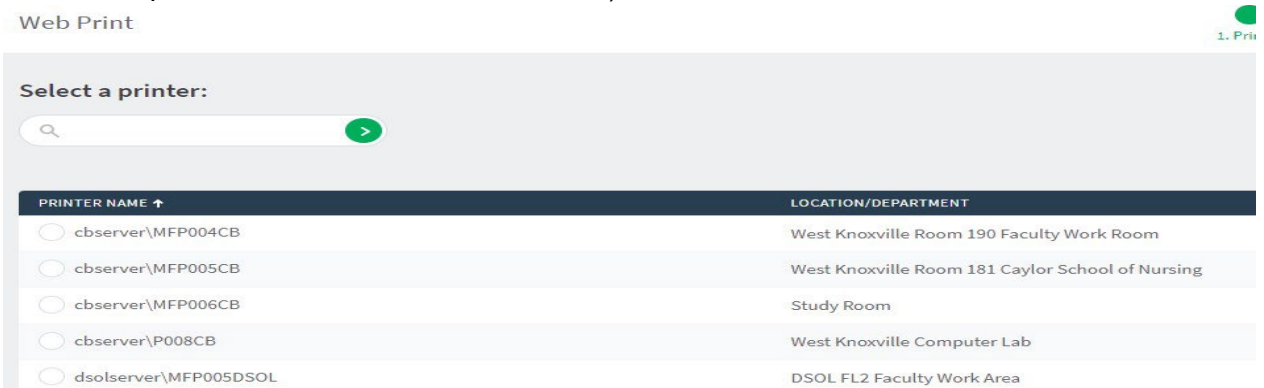
4. To access printers, click "Web Print"



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

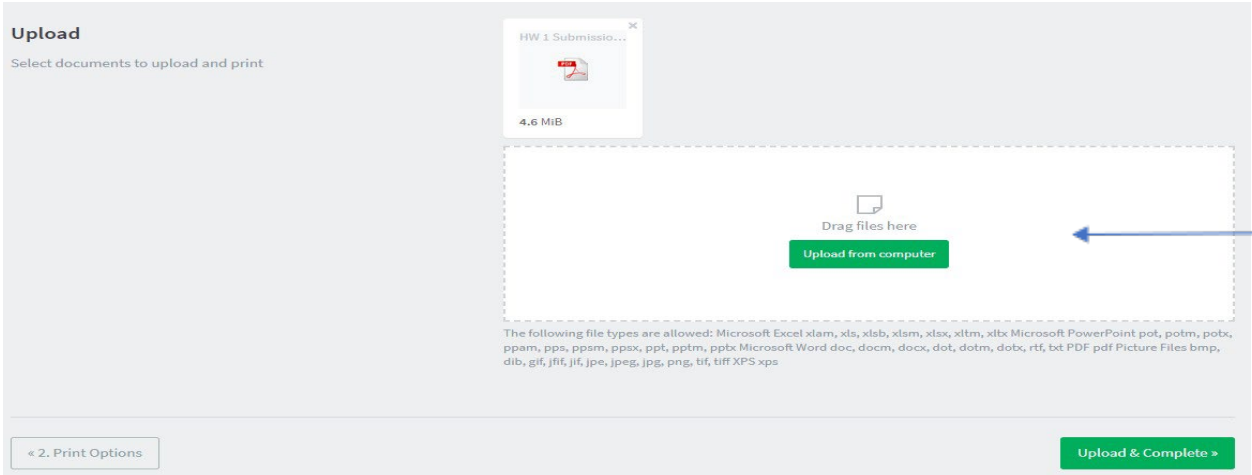


6. Choose the printer you want to use and click the button on the bottom of the page “Print Options and Account Selection” (Note: if you are unsure of a printer name, the location/Department is listed. Ask if still unsure)



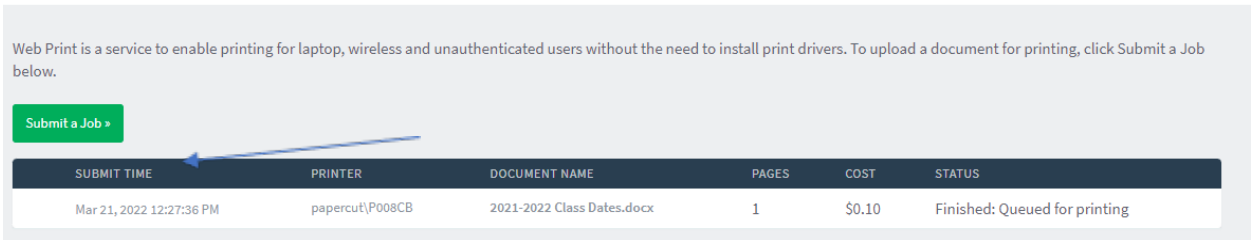
7. Enter the number of document copies and click the button “Upload Documents” and the interface will prompt you to upload or drag files, then click the button “Upload & Complete”





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

Web Print



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

Appendix B

Student Physical Health Services Contact Information

Students who seek medical attention, including emergency medical attention when the LMU Student Health Center or Summit Medical Group Internal Medicine Associates offices are closed, may do so with any facility of their choosing based on their needs and health insurance coverage.

Harrogate Locations

LMU Student Health Center, LMU Campus, Harrogate

<https://www.lmunet.edu/student-life/student-health-center/index.php>

Phone: 423-869-6249

***After Hours:**

Middlesboro ARH

<https://providers.arh.org/location/Middlesboro%20ARH%20Hospital/LOC0000132827> 3600 Cumberland Avenue, Middlesboro, KY 40965

Phone: [606-242-1100](tel:606-242-1100)

First Care Urgent Care

<https://fastpacehealth.com/location/middlesboro-first-care/> 239 N. 12th Street, Middlesboro, KY 40965

Phone: 606-619-3060

*In case of an emergency present to the closest emergency department and/or call 911 when necessary.

Knoxville Locations

Summit Medical Group - Internal Medicine Associates

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

7744 Conner Road, Powell, TN 37849

Phone: 865-546-9751

***After Hours:**

Parkwest Medical Center

9352 Park West Blvd, Knoxville, TN

37923 Phone: [865-373-1000](tel:865-373-1000)

AFC Urgent Care

https://www.afcurgentcare.com/cedar-bluff/?utm_source=GMB&utm_medium=organic&utm_campaign=CedarBluff 9203 Kingston Pike, Knoxville, TN 37922

Phone: [865-299-6192](tel:865-299-6192)

*In case of an emergency present to the closest emergency department and/or call 911 when necessary.