

# STUDENT HANDBOOK

2015-2016  
vol. III



**LMU**  
LINCOLN MEMORIAL  
UNIVERSITY

COLLEGE OF  
VETERINARY  
MEDICINE

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## **VISION OF LINCOLN MEMORIAL UNIVERSITY (LMU)**

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Lincoln Memorial University strives to achieve regional distinction as a student-centered, educational, and service-oriented intellectual and cultural community defined by excellence, creativity, and diversity in its people, procedures and programs.

## **MISSION AND PURPOSE OF LMU**

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Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. 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.

The University is committed to teaching, 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 and research opportunities available to students, Lincoln Memorial University seeks to advance life throughout the Appalachian region and beyond through teaching, research and service.

*Approved by the Board of Trustees November 13, 2012*

## **INSTITUTIONAL GOALS OF LMU**

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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 maximize enrollment by strengthening recruitment efforts and increasing student retention through the creation of an

academic and social environment that facilitates success and rewards achievement.

2. Maintain fiscal integrity in all its activities, programs and operations through concerted efforts to continuously increase its 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 market.
4. Advance the Cumberland Gap and Appalachian region through community service programs in continuing education, leadership development, recreation and the fine and performing arts.
5. Serve as a critical educational, cultural, and recreational center for the area, and to 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 teaching, research, and service role of the Institution.
8. Support faculty and staff development programs with priority for allocation of resources determined by institutional needs.
9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty, staff and students.
10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to 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 or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

## **MISSION OF THE LMU-COLLEGE OF VETERINARY MEDICINE (LMU-CVM)**

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The mission of LMU-CVM is to prepare veterinarians who are committed to the premise that the cornerstone of meaningful existence is service to attain optimal health for people, animals, and our environment. The mission of the LMU-CVM is achieved by:

- Graduating Doctors of Veterinary Medicine;
- Providing a values-based learning community as the context for teaching, research, and service;
- Serving the health and wellness needs of people, animals, and the environment within both the Appalachian region and beyond with an emphasis on the One Health approach;
- Focusing on comprehensive veterinary health care in companion animal, equine health, production animal health, and public health/comparative biomedical sciences;
- Investing in quality undergraduate and graduate academic programs supported by superior faculty and technology;
- Embracing compassionate veterinary care that values diversity, public service, and leadership as an enduring commitment to the professionalism and the highest ethical standards.

## **NON-DISCRIMINATION POLICY**

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In support of the Mission Statement and the principles on which it is based, Lincoln Memorial University is committed to equal opportunity for all students, staff, and faculty and to nondiscrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff.

Lincoln Memorial University reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.



## **CAMPUS FACILITIES**

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### ***LINCOLN MEMORIAL UNIVERSITY, HARROGATE CAMPUS***

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

Various facilities on campus are available for student and community use. Some facilities require reservations. Reservations for special events, such as Arena concerts, should be coordinated with Campus Safety & Facility Management at ext. 7409.

Facilities include:

- \* Academic Areas      \* Amphitheater      \* Democrat Hollow Picnic Area
- \* Duke Hall-Sam and Sue Mars Performing Arts Center      \* Elizabeth D. Chinnock Chapel
- \* Intramural Fields      \* Library Areas      \* Soccer Field
- \* Mary S. Annan Natatorium      \* Mary E. Mars Gymnasium
- \* Springhouse      \* Neely Softball Field      \* Tex Turner Arena
- \* Annan Tennis Courts      \* Dining Hall
- \* Arnold Auditorium-Abraham Lincoln Library and Museum
- \*LMU-Cumberland Gap Convention Center

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

Located at the main entrance of LMU, the Abraham Lincoln Library and Museum contains one of the most significant Civil War and Lincoln collections in the world. Hours are 10 a.m. to 5 p.m. Monday - Friday, 12 p.m. to 5 p.m. on Saturday, and 1 p.m. to 5 p.m. on Sunday.

*Museum admission charges:*

LMU students - Free with ID card

Adults - \$5.00

Senior Citizens - \$3.50

Children 6-12 - \$3.00; under 6 - Free

Family and Group rates are available

Current LMU students and family members are admitted free. Groups are welcome and are asked to notify the museum in advance of their visit. A gift shop, containing hundreds of items related to the Civil War and Abraham Lincoln, is also housed within the museum. Visit the museum website [www.LMUnet.edu/museum](http://www.LMUnet.edu/museum) for upcoming events and additional information.

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

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

### ***The Student Center***

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

#### ***Bookstore***

The LMU Bookstore, located in the Student Center, is maintained for the benefit and convenience of students. The purchase of new and/or used textbooks and other materials necessary for classes can be made in the Bookstore. Also for sale are various novelty items as well as health and beauty aids. The Bookstore hours are 8:30 AM to 4:00 PM, Monday through Friday. The main buy-back of textbooks takes place at the end of each semester; however, the Bookstore will buy back textbooks throughout the semester at wholesale prices. (*See University Handbook for further detail on bookstore purchases and refunds.*)

#### ***Food Service/Dining Hall***

Meals are served according to the schedule posted in the cafeteria. *See University Handbook for details on meal plans.*

### ***Carnegie Vincent Library***

The purpose of the library is to provide all students and faculty with access to the necessary resources that support the educational, research and public service programs of the University. The library houses approximately 208,000 volumes of books and non-book materials such as DVD's, microfiche, and journals. The library is committed to teaching students the skills to make them lifelong learners in an electronic age. In this effort, the library provides access to 32,000 full text electronic journals, 128 electronic databases, and more than 169,000 electronic books that students may access either from home or from one of its 40 updated computers. The library seeks to uphold the mission of the University in its commitment to service to the University's community. In this effort, you will find the library staff especially helpful in assisting LMU students with the use of its broad range of services.

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

### **Medical Library Hours:**

#### *Fall and Spring Semesters*

Monday-Thursday 8 AM - Midnight

Friday 8 AM - 4:30 PM

Saturday 10 AM - 5 PM

Sunday 2 PM - Midnight

#### *Summer Sessions*

Monday-Thursday 8 AM - 7 PM

Friday 8 AM - 4:30 PM

#### *Break Periods*

Monday-Friday 8 AM - 4:30 PM

Saturday & Sunday CLOSED

National Holidays CLOSED, unless otherwise posted

### ***Computing Services***

The official manner of communication from the administration and faculty to medical students is via university e-mail. LMU veterinary students are required to use and read all e-mail correspondences from LMU-CVM and the University.

Access to college computer resources is granted to all faculty, staff and students of Lincoln Memorial University

Each student is assigned a user account which grants the medical student access to the university network resources as well as the Internet. Every student account comes with a home directory for storing files. This space is limited to 5-10 megabytes depending on course requirements. It is the responsibility of the student to backup and maintain these files. Students can request a user account online at <http://www.lmunet.edu/compser/accounts.htm>.

Student user accounts are credited with 500 pages of free printing each semester from college laser printers located at the various computer labs across campus. Students must request additional pages if they exceed the 500 page quota for any given semester. Most students are able to complete their printing needs within the allocated page quota. 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. (*See University Student Handbook for further computing service information.*)

### ***On-Campus Residence***

Dorm rooms and University-owned rental properties are available for veterinary students wishing to stay on campus. Inquiries for on-campus housing are made through the LMU-CVM Office of Student Services and Admissions.

### ***University Medical Clinic***

The University Medical Clinic has two locations, one in Harrogate and one in Tazewell. The medical clinic serves the community, LMU faculty, staff, and students by appointment or walk-in. Hours of clinic operation are Monday through Friday, 8:00am to 5:00pm (closed from noon to 1:00pm for lunch). Appointments can be made by calling 423-869-7193.

The clinic is staffed by members of the LMU-DCOM clinical medicine faculty. The scope of the clinic practice currently includes primary care, pediatrics, internal medicine, obstetrics and gynecology, osteopathic manipulative therapy (OMM), physical medicine and rehabilitation, sports medicine, child psychiatry, and geriatrics. On-site laboratory, x-ray, and ultrasound are available. Hospital affiliations include Middlesboro ARH and Claiborne County Hospital, as well as other specialty hospitals throughout the region.

### ***The Frank “Tex” Turner Arena***

Tex Turner Arena opened on February 2, 1991. It is the home of the Lady Railsplitters and Railsplitters basketball teams. The arena also houses the athletic staff, Athletic Training Department, the Athletic student weight room, sports information services, and University Press.

### ***Sigmon Communication Center***

The Sigmon Communication Center houses the broadcasting facilities; two radio stations and two television stations. The radio stations are WLMU 91.3 FM and WRWB 740 AM. The television station is LMU-TV, channel 4 and 18 (local Communicom). The Sigmon Communication Center provides news and entertainment to the campus and the community as well as practical experience to LMU communication arts majors. For more information please call (423) 869-7095.

### ***Mary S. Annan Natatorium***

Mary S. Annan Natatorium is the indoor swimming pool located adjacent to the Mary E. Mars Gymnasium. The pool is open to LMU students, faculty, staff and their immediate families free of charge during posted lap and open swim hours, with a current LMU ID. A medical liability and release form must be signed prior to each entry. The pool rules and regulations are posted in the facility. The pool may be reserved during vacant hours for special events. Swim lessons and aerobics classes are offered at a fee to LMU

students and the community. Visit LMU's website (Community/Swimming Pool) for current fees and activity schedules.

## ***LMU-CVM DEBUSK VETERINARY TEACHING CENTER (DVTC)- EWING, VA CAMPUS***

The 700 acre LMU-College of Veterinary Medicine DeBusk Veterinary Teaching Center (DVTC), located in Ewing, VA, includes facilities designed for teaching veterinary sciences, specifically designed for education, research, and service in veterinary medicine. It will be used for large animal (bovine and equine) and small animal (canine, feline, exotics) core clinical skills instruction, including safe animal handling, in Years 1 through 3 of the curriculum. The DVTC will also include a staging facility for ambulatory outreach to Appalachian farms, as well as a clinical research area.

## **OFFICE OF STUDENT SERVICES AND ADMISSIONS**

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The Office of Student Services and Admissions is responsible for admissions, recruitment, retention, securing financial services, student health insurance, records, tracking of outcome data, providing academic support, and counseling for veterinary medical students. In addition, the Office is a center of campus life and oversees all student activities, student government functions, student clubs, the student representative program and all other non-academic student-life issues. The Office of Student Services and Admissions is overseen by the Associate Dean of Students and is currently housed on the 3<sup>rd</sup> floor of Math and Science Building and the 3<sup>rd</sup> floor of the DCOM building.

The Office is committed to creating an environment that is conducive to learning so that all students fully reach their academic potential. The Office works closely with various college and university committees to create an environment that facilitates student learning. The Office has an open door policy and students are encouraged to come by the Office at any time of the day to ask questions, bring up concerns, or to simply stop in and say hello. The Lincoln Memorial University Office of Student Services will provide students with information on parking, meal plans, housing, events, ticket sales, etc. in cooperation with the CVM Office of Student Services and Admissions.

### ***ADMISSIONS***

The Coordinator of Student Services and Admissions is the primary contact for students making application to LMU-CVM.

#### **VMCAS Application**

LMU-CVM participates in a centralized application service, the Veterinary Medical College Application Service (VMCAS). VMCAS offers prospective students a convenient, centralized on-line application service for accredited schools of veterinary medicine. Through VMCAS, students can file one electronic application, and VMCAS

then verifies and distributes the information to each of the colleges designated by the applicant. Electronic submission of personal evaluations is also through VMCAS. LMU-CVM requires a letter of evaluation from each of the following: (a) veterinarian, (b) university faculty, and (c) previous employer. Students may contact VMCAS via the following link <http://www.aavmc.org/Students-Applicants-and-Advisors/Veterinary-Medical-College-Application-Service.aspx> or by writing to VMCAS, 1101 Vermont Ave NW, Suite 301, Washington DC 20005. Telephone (202) 682-0750, Fax (202) 682-1122.

### LMU-CVM Supplemental Application

Applicants to the LMU-CVM must complete the online LMU-CVM Supplemental Application available at <https://admissions.lmunet.edu/CVM/pages/welcome.aspx>. The online application form and \$50.00 non-refundable supplemental application fee must be completed before applicants will be considered by the Admissions Committee.

### Undergraduate Course Requirements

All candidates considered for admission to the LMU-CVM will meet the following requirements:

1. Official transcripts submitted to the LMU-CVM Admissions Office.
2. Completion of no less than 50% of the credits required for a baccalaureate degree from a regionally accredited college or university.
3. Completion of the following prerequisites with a grade of "C" or better from a regionally accredited college or university. Coursework taken outside of the U.S. or Canada must be evaluated by a Lincoln Memorial University-approved evaluation service. Prerequisite courses must be completed no more than 10 years prior to matriculation. *Final grades for all prerequisite courses must be verified prior to registration for LMU-CVM courses.*

LMU-CVM Prerequisite	Semester Units	Quarter Units	
<b>Biology</b>	8	12	Lecture & lab
<b>Genetics</b>	3	4	Lecture
<b>Biochemistry</b>	3	4	Lecture
<b>Advanced Science Electives</b>	8	12	Lecture, Course listing 300 or higher * Choose from Anatomy, Animal Science, Cell Biology, Immunology, Microbiology, Molecular Biology, Physiology, or Virology
<b>Organic Chemistry</b>	6	9	Lecture & lab
<b>General Chemistry</b>	8	12	Lecture & lab
<b>Physics</b>	3	4	Lecture (Algebra or calculus based acceptable)
<b>English</b>	6	9	
<b>Probability &amp; Statistics</b>	3	4	
<b>Humanities, Social &amp; Behavioral Sciences</b>	6	9	Potential courses include but are not limited to: Anthropology, Economics, Geography, Philosophy,

			Political Science or Sociology. Also included: Ethics, Critical Thinking, Cultural Diversity, Social Responsibility, One Health, & Human-Animal Bond
<b>Electives</b>	<b>6</b>	<b>9</b>	Potential courses include but are not limited to: Business, Communications, Foreign Language, History and Public Speaking.
<b>Minimum</b>	<b>60</b>	<b>88</b>	

### Submission of GRE (Graduate Record Examination) Test Scores

All applicants must submit an official record of their GRE scores from the Educational Testing Service. Scores must be current within the last 3 years to be considered by the Admissions Committee. You can login to your GRE account following this link. <https://mygre.ets.org/greweb/login/login.jsp>. Please have official GRE scores sent to Lincoln Memorial University College of Veterinary Medicine (Code 7576 Lincoln Mem U Vet Med.) Sending your GRE scores to any other academic program at the University will not ensure that your scores are delivered to the LMU-CVM and may result in an incomplete application package. Incomplete application packages will not be reviewed by the Admissions Committee.

Once the secondary application and all the supporting material have been received, the applicant's file will be reviewed by the Admissions Office, and interviews will be scheduled from October to March.

### Admissions Procedures

All applications submitted to the LMU-CVM Admissions Office are reviewed for completeness, prerequisite completion, and standardized test scores. The academic and personal qualifications of each applicant are evaluated using cognitive and non-cognitive criteria in a 3-stage process. In *application file review*, the academic, professional, personal, and collaborative potential of each candidate is evaluated with respect to the following benchmarks:

1. Overall GPA, Science GPA, GPA in last 2 years of full time study
2. Score on the Graduate Record Exam (GRE)
3. Matriculation through a program with academic rigor with no less than 50% of the credits required for a baccalaureate degree from a regionally accredited college or university.
4. Track record of academic progress and success in a program of study that balanced school, work, and family commitments
5. Leadership skills evidenced by participation in student government or holding office in student clubs and organizations that foster development of communication, collaboration and adaptability.
6. Well-rounded life that demonstrates a judicious balance of academic achievement, community service, and personal interests
7. Knowledge and commitment to the veterinary profession.

8. Awareness of the societal needs of the Appalachian region
9. Familiarity with the LMU and LMU-CVM mission statements and the College's emphasis on One Health.

Applicants demonstrating adequate potential in all of these categories will advance to the 2<sup>nd</sup> stage of the selection process and be placed in the Interview Pool. On-campus interviews will be scheduled through the Admission Office. Travel arrangements to the LMU campus for the interview will be the responsibility of each candidate. Each candidate will be interviewed by a team of two faculty members. Questions will be included to elicit information on the applicants' experience, motivation and goals for pursuing a veterinary career, responses to behavioral, career-relevant scenarios, and understanding of the university and college missions.

In the 3<sup>rd</sup> stage of the selection process, the Admissions Committee will conduct a holistic review of the candidates' application package that includes all submitted documents and the evaluation of the interview team. Candidates will be designated as Accepted, Waitlisted, or Denied following a majority vote by the Admissions Committee. Applicants who have been accepted will be recommended to the Dean and the Associate Dean of Student Services and Admissions for admission to a matriculating class that is compatible with the mission of the LMU-CVM, and representative of the diversity of people in the region, and diversity of interest in veterinary careers. Candidates offered admission must respond with a non-refundable deposit by April 15<sup>th</sup> in order to accept the offer and retain their seat in the class. Individuals accepted after April 15<sup>th</sup> will have 48 hours to matriculate into the class. Candidates placed on the Waitlist will be informed that they are on a waiting list, and may be accepted if position(s) become available. Requests for deferred admission to the DVM program will be considered on a case-by-case basis from matriculated students. A written request for deferral must be received by the LMU-CVM Admissions Office at least 30 days prior to the beginning of the semester of accepted enrollment.

### **Applicants with Foreign Coursework**

Applicants who wish to use coursework completed outside the United States must submit their transcripts for evaluation to one of the following services:

[World Education Services](http://www.wes.org)

P.O. Box 745, Old Chelsea Station  
New York, NY 10113-0745  
212.966.6311

[www.wes.org](http://www.wes.org)

[Josef Silny & Associates](http://www.jsilny.com)

7101 SW 102 Avenue  
Miami, FL 33173  
305.273.1616

[www.jsilny.com](http://www.jsilny.com)

A course-by-course evaluation is required and all course work must be designated as undergraduate, graduate or professional. LMU-CVM will only honor evaluations from one of the above services. The evaluation must be included with the application packet.



## Transfer Students

Transfer applications from students in another AVMA-accredited College of Veterinary Medicine will be considered by the Admissions Committee. These considerations will be made on a case by case basis, subject to the following conditions:

- a. There must be a vacancy in the class;
- b. The curriculum at the school of origin must be determined to be compatible with that at the LMU-CVM;
- c. The student must be in good academic standing, with at least a 3.2 GPA in veterinary coursework at the school of origin; and
- d. The student must meet all LMU-CVM pre-requisites.

Students wishing to transfer should submit the following:

- A letter of intent to transfer that includes:
  - a well-written explanation of the student's reason(s) for requesting a transfer;
  - an indication of the semester and year of the curriculum into which the transfer is requested
- A current curriculum vitae
- A letter of character and academic reference (including class rank and overall GPA) from the Associate Dean of the College of Veterinary Medicine from which the student desires the transfer
- Three letters of reference from former instructors who are members of the faculty of the College of Veterinary Medicine from which the student wishes to transfer.
- Official transcripts from all colleges/universities attended
- Official GRE (Graduate Record Examination) scores (LMU-CVM's code is 7576)
- The [LMU-CVM Transfer Application](#)
- International students desiring to transfer to LMU-CVM must fulfill all of the requirements to obtain an I-20 as described in the proceeding section.

## RECRUITMENT

The LMU-CVM recruitment program has three goals:

- 1) *To increase the visibility of LMU-CVM in the Southeast region and throughout the United States.* LMU-CVM is actively engaged in meeting with undergraduate students and the general public to discuss the college, veterinary medicine, and its One Health initiative. Institutions in the Southeast region and surrounding areas in Appalachian are visited as often as

possible on a rotating basis. Institutions outside the Southeast region are also visited.

- 2) ***To attract quality, hard-working students from the Appalachian area and beyond who are committed to serving rural areas.*** LMU-CVM will maintain close ties with high schools and undergraduate institutions and pre-veterinary advisors in the Appalachian region to educate students about veterinary medicine and the CVM.
- 3) ***To create a diverse student body.*** LMU-CVM believes that a diverse student body is important for the development of all future veterinarians. Recruitment efforts focus on underrepresented minorities by maintaining close ties with premedical advisors and premedical clubs whose focus is on minority students. In addition, LMU-CVM representatives will also attend conferences and career fairs with an emphasis on minority students.

### **Veterinary Profession Exploration On-Campus**

LMU-CVM holds several events throughout the year that enable students to come to campus and explore the profession of veterinary medicine. Some of the events include: Open House, Animal Expo, and Career Days and Camps. Events are scheduled and promoted via the LMU-CVM website, LMU-CVM Facebook page, and via email. Events are hosted by LMU-CVM students, faculty, and staff.

### **Off-Campus Recruiting**

Members of the admissions staff, the faculty, and various administrators make visits to pre-veterinary clubs, career fairs, graduate school fairs, Dean's Days, and other such conferences. Anyone interested in having a representative from the LMU-CVM make a presentation at their school should contact the Office of Student Services and Admissions.

### **Grade School and High School Visits**

To increase the likelihood that LMU-CVM produces a significant number of graduates who practice in the Appalachian region, the college visits grade schools and high schools periodically to educate young students about veterinary medicine. Young students, especially those in underserved areas, are not always aware of different career options. Heightened awareness about the profession and the LMU-CVM will hopefully motivate some of these students, who otherwise might not have ever considered being a veterinarian, to enter the profession. The LMU-CVM also has several sessions a year for high school students on the LMU-CVM campus.

# **STUDENT SERVICES**

## **Academic Advising**

At the beginning of Year 1, veterinary students are assigned an academic advisor. The Office of Student Services and Admissions is responsible for making these assignments. Students may switch advisors if they choose after the first semester. An important job for the advisors is to ensure that their advisees are devoting enough time to their studies and that each student is involved with a study-group of his or her peers. Students in good academic standing are required to meet with their advisor on a monthly basis or more if needed by the student. Students on academic probation should meet more often with their advisor – the recommendation is twice a month. It is the student's responsibility to schedule these meetings. Students on probation, in conjunction with their advisor, must develop a written academic plan to submit to the Associate Dean of Students. The plan should outline the student's strategy for improving his or her academic performance so that ultimately they will no longer be on probation.

## **Student Consultation**

LMU-CVM maintains an open-door policy. All faculty, advisors, and administrators are available for advice and counsel. The input and opinion of the student is important. As stated previously, there will be regular meetings with the faculty advisor; however, the student may meet with his/her advisor as needed during the semester. Appointments are recommended but not required. Appointments can be made by contacting the faculty member. Any student who feels that they have a question or request that has not been addressed should see the Associate Dean of Students. Like the faculty, the Associate Dean of Students has an open-door policy.

## **Counseling (Psychological Services)**

The Office of Student Services and Admissions works closely with the faculty advisors to track individual student problems. In the case of any academic or non-academic issues that are impeding a student's progress, the advisor will refer the student to the Office of Student Services. The Associate Dean of Students will then meet with the student to discuss the problems in a timely manner.

LMU Counseling Services are available in Grant Lee Hall Room 102 to help students with personal, career, and academic concerns that affect academic success and quality of life. Students may directly contact LMU Counseling Services at 423-869-6401. All meetings are confidential. Referral to local counseling and assistance resources is available upon request by the student. For more information, go to:  
<http://www.lmunet.edu/campuslife/counseling/>.

## **Student Ambassadors Program**

Student Ambassadors are selected by the Office of Student Services and Admissions to represent LMU-CVM. Their primary role will be to assist with admissions and recruiting efforts. Students are eligible to be representatives starting after the mid-semester break of Year 1, at which point they can fill out an application available in the Office of Student Services and Admissions.

On the days when potential students are brought in for their interviews, the student representatives will provide tours, take potential students to lunch, and talk to potential students about student life at LMU. From time-to-time the representatives will also assist with on-campus and off-campus recruiting events and other similar functions.

## **Student Records**

Student grades are recorded, stored and secured with the Lincoln Memorial University Registrar. All other student records will be maintained in the Office of Student Services and Admissions. The privacy of student records is noted under Public Law 93-980. 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 or landlords. In these cases the students should use letters of acceptance, transcripts, or receipts of payment. LMU-CVM students wishing to review their records must call 423-869-6078 and make an appointment with the Associate Dean of Students or Coordinator of Student Services and Admissions.

## **Right to Privacy under Public Law 93-980**

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 veterinary student education records.

No one outside the institution shall have access to, nor will LMU disclose any information from students' education records without the written consent of the students except to personnel within the institution, to officials of other institutions in which students seek enrollment, to persons or organizations providing 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 students or other persons. Additionally, according to 1998 Higher Education Amendments, the University is authorized by law to contact parents or guardians when 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.

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 student, in which case LMU will permit access only to that part of the record which pertains to the inquiring veterinary student.

Students can access their "student information" by using the Web Advisor account. Each student is given a PIN number to access the following information; schedule, transcript, financial records and financial aid. This information will remain confidential as long as students secure their PIN numbers.

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

## **Financial Services**

The Director of Financial Services is responsible for providing qualified students the appropriate documentations and counseling to secure financial assistance in the form of loans, scholarships, and grants.

## **Tuition and Fees (Academic Year 2015/2016)**

### **Yearly Fees**

Tuition 2015/16 (Subject to yearly change)	\$42,252.00.00
Fees	\$180.00
Books and Supplies	\$3,700.00
Housing	\$8,425.00
Food	\$4,050.00
Transportation	\$4,050.00
Miscellaneous(inc health/dental ins)	\$5,748.00
Loan Fees	\$1,700.00

### **One-Time Fees**

Acceptance/Matriculation Fee*	\$1,250.00 (Non-refundable)
ERAS processing fee (4 <sup>th</sup> Yr students)	\$55.00 (Estimate)
Graduation Fee (4 <sup>th</sup> Yr Students)	\$650.00

\*The \$1,250.00 Non-Refundable Acceptance Fee is payable by the future student to hold a seat in the class. It is credited towards tuition.

Lost ID Badge	\$10.00
Life/Disability Insurance (Approximately)	\$175.00/yr
Remediation Fee (Per Course, two course maximum)	\$100.00

## **Late Fee**

Tuition and fee charges must be paid by registration. If tuition is not paid in full on the due date, a late fee of \$50.00 per week will be assessed until all financial obligations are met.

## 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, 75% of tuition dollars will be refunded; during the second week 50% will be refunded; and during the third week 25% will be refunded. Students who withdraw after three week 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 Services and Admissions.

The official date of a student's withdrawal is the date that the Office of Student Services and Admissions 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, with the exception of 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. In the event that this account becomes delinquent, the student promises 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.

## **STUDENT ORGANIZATIONS**

The LMU-CVM Student Government Association (SGA) is the official voice for veterinary students. The LMU-CVM SGA is open to all veterinary students at LMU and welcomes proposals and participation from the entire student body. SGA is responsible for dispersing funds for student activities; acting as liaison for the veterinary student body; promoting veterinary medicine; supporting club and classroom activities; and working to improve the quality of life for all LMU-CVM students. Veterinary students are encouraged to develop, organize, and participate in student associations and government organizations; however, students may not hold more than one elected position at the same time. Elections for offices are held each spring for the following year. The LMU-CVM Office of Student Services and Admissions is responsible for providing the support for these associations or organizations. Every student organization is required to have a faculty advisor. The advisor for SGA is the Associate Dean of Students.

### **Registration of Student Organizations**

In an effort to encourage a formal, organized system of student activities, the LMU-CVM has adopted processes and policies concerning the registration of student organizations. The registration process is designed to permit students to create a formal organization which is intended to fulfill a common purpose, to provide opportunities for student interaction through participation in managing the affairs of the group and implementation of activities/programs and to foster individual student growth and development through responsible involvement in co-curricular activities.

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-CVM. Organizations must secure registration forms from the Office of Student Services and Admissions annually which includes the securing of an LMU-CVM advisor, in order to take advantage of the privileges accorded registered student organizations by the LMU-CVM.

#### ***Annual Registration***

Once student organizations receive official recognition, the organizations must retain LMU-CVM support through the following criteria:

1. Completion of a registration form each academic year

2. Participation in SGA (*honor societies excluded*)
3. Leadership and advisement of a full-time faculty or staff member
4. Approval of organizational activities and events through the Office of Student Services
5. Cooperation with LMU policies and procedures
6. Contribution to and support of the philosophy and mission of LMU
7. Participation in the annual leadership conference
8. Completion of successful semester evaluation
9. Completion of all necessary forms (available in the Office of Student Services and Admissions)
10. 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 club or the SGA must be approved by the Associate Dean of Students. This includes but is not limited to all talks, seminars, exhibits, fundraisers, workshops, and courses. The appropriate forms are available in the Office of Student Services and Admissions.

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

All LMU-CVM student organizations must have approval from the Associate Dean of Students and the Associate Director of Marketing and Public Relations before producing organizational merchandise or distributing information to the campus community and/or the public at large. This is to ensure that all appropriate procedures and style guidelines are followed by student organizations. Approval forms may be obtained from the Office of Student Services and Admissions. Any LMU-CVM student organization that produces merchandise which violates this policy may have the merchandise confiscated and will have to replace the merchandise at the organization's own expense.

## **ACADEMICS**

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### **University Regional Accreditation**

Lincoln Memorial University is accredited by the **Commission on Colleges of the Southern Association of Colleges and Schools** to award associate, baccalaureate, masters, specialist and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lincoln Memorial University.

### **Professional College Accreditation**

LMU-CVM has received a Letter of Reasonable Assurance and provisional accreditation from the American Veterinary Medical Association (AVMA) Council on Education (COE). When a student graduates from a veterinary school or college that is operating



under any classification of AVMA-COE accreditation, the student is considered a graduate of an accredited school for purposes of licensing examinations or other certification that requires graduation from an AVMA COE-accredited institution as a prerequisite.

The accreditation standards are available at:

<https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Colleges/Pages/coe-process.aspx>

## **Accreditation Grievances**

Students wishing to file a complaint related to the accreditation standards and procedures should make these complaints in writing to the Associate Dean of Students who will forward the complaint to the Dean.

## **Official Academic Records**

The LMU Office of the Registrar houses official academic records. The student's permanent academic record may contain the following:

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

Students receive their grades electronically through WebAdvisor. Any student wishing to receive a printed copy of his/her grades must submit a written request to the LMU Registrar's Office.

To receive due consideration, 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 \$5.00. 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.

## **Promotion and Matriculation**

Veterinary students will advance only after having met the academic, financial, and professional requirements of LMU-CVM for each academic year.

## **Leave of Absence**

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

The student must meet personally with the Associate Dean of Students to discuss the reasons for the leave, and the student must then submit a written request for a Leave of Absence. LMU-CVM 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 one year. A student may petition the Associate Dean of Students to extend the leave for an additional year.

Before a student's leave of absence can begin, he or she must go through LMU-CVM's prescribed check out procedure. The student must also meet with the Office of Financial Services to discuss how the leave will affect their financial aid eligibility. The official date of the Leave of Absence will be the date of receipt of the student's official request. Any tuition refunds or outstanding balances will be based on this date. Forms for this check out are available from the Office of Student Services and Admissions.

Students seeking to return from a leave of absence must ensure that all approved terms and conditions of the leave 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 LMU-CVM by the preceding April 30<sup>th</sup> of the academic year the student wishes to be readmitted. The written request should be directed to the Associate Dean of Students.

Students granted a medical leave of absence must have a licensed physician, approved by the Associate Dean of Students, certify in writing that the student's physical and/or mental health is sufficient to continue in their medical education, before they will be allowed to return to LMU-CVM.

## **Graduation Requirements**

A veterinary student who has fulfilled all the academic requirements may be granted the degree Doctor of Veterinary Medicine provided the student:

1. Has complied with all the curricular, legal and financial requirements of LMU-CVM;
2. Has successfully completed all coursework requirements in no more than six years;
3. Attends, in person, the ceremony at which time the degree is conferred;

4. Has demonstrated the ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of veterinary medicine;
5. Has fulfilled all financial obligations to LMU-CVM.

### **Posthumous Degree**

Upon the recommendation of the faculty, the LMU Board of Trustees may confer a posthumous degree or degrees 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***

The LMU-CVM curriculum is a four-year, full-time academic and clinical program leading to the degree of Doctor of Veterinary Medicine (DVM). The curriculum will stress the interdependence of the biological, clinical, behavioral and social sciences. Throughout the curriculum, emphasis will be placed on the diagnosis, prevention, and treatment of the diseases of animals. Practical clinical skills including diagnostic, medical and surgical procedures, will be taught from the beginning, and reinforced throughout the curriculum. Communications skills including communication with clients, and collaboration with other health professionals and paraprofessionals will be taught as part of the One Health initiative and the Clinical and Professional Skills course.

A veterinarian must be skilled in problem solving and demonstrate expertise in diagnosis. In order to achieve this goal, LMU-CVM's curriculum will emphasize the integration of the basic and clinical sciences as well as clinical practices. The curriculum will be divided into a pre-clinical phase and a clinical phase.

### ***Pre-Clinical Curriculum***

The first three years of the DVM program will provide the student with a solid understanding of the basic sciences that form the foundation for veterinary practice. This introduction will occur within the philosophy of "clinical immersion", i.e., the early emphasis on practical application of scientific knowledge to real-life veterinary problems. This approach will help students to develop problem-solving skills and prepare them for entry into the challenging field of veterinary practice.

### **Preclinical Coursework Waivers**

Some basic science courses can be waived by prior comparable coursework, as determined by the Associate Dean of Academic Affairs in consultation with the Course Director and the Associate Dean of Students. The waiver policy is primarily designed for incoming students who have received a graduate degree in a field that the course they are requesting the waiver for encompasses. The Associate Dean of Academic Affairs may

waive the course entirely or require the student to successfully pass a comprehensive examination covering the course material. For each course waived, a waiver petition/form must be completed, with the appropriate signatures, and filed with the Office of Student Services and Admissions prior to the start of the class. The signed waiver form becomes a part of your academic file at LMU-CVM and serves as a record of your completion of those course requirements. The student will receive credit for the course, but will not receive a letter grade. On the student's transcript a waived course will be noted as "Pass" and will not be figured into the GPA. Students receiving a waiver will not be eligible for class rank. Granting of a waiver will not reduce tuition. Students who are granted a waiver are strongly encouraged to use their waived course time and expertise to serve as tutors for their classmates. Clinical rotations may not be waived.

## **Course Descriptions:**

### **YEAR 1 – SEMESTER 1**

**CVM 710 Veterinary Anatomy I (5 credits)** – A systemic study of macroscopic body structure via lecture and laboratory will be presented. Microscopic structure and function and development will be entwined into each system. This course will begin the foundation for a logical progression through the curriculum. Small animal carnivore cadavers will be used in the lab to discover what lies beneath the skin and reveal essential structures for conducting physical examination, as well as apply anatomical clinical correlates which will be needed for assessment of health and diagnosis of disease during matriculation. A team approach will be used for laboratory dissection.

**CVM 711 Veterinary Physiology I (3.5 credits)** – The CVM 711 course is a detailed study of cellular, tissue, and organ function and their control and integration in animals. Emphasis will be placed on cardiovascular, endocrine, and nervous, muscular, physiology. The basic physical and chemical principles that underlie physiological processes will be described.

**CVM 712 Veterinary Histology (4 credits)** – Lectures and laboratories focus on the microscopic anatomy of basic tissue types, organs, and organ systems. The differential characteristics of tissue types and the relationships of structure and function are emphasized. The understanding of the normal histology presented in this course is critical for the student's ability to envision the cellular/tissue structures associated with the biochemical and physiological processes explained in other courses, and identify and comprehend the abnormal histology associated with disease processes.

**CVM 713 Parasitology (3 credits)** – Principles of parasitology, including etiology, pathogenesis, diagnosis, treatment and control of selected parasitic diseases in animals. Knowledge of life cycle biology, transmission strategies, and natural hosts of major parasites of animals.

**CVM 714 One Health I – The Mind (1 credit)** – This course will focus on the aspects of One Health that relate to the individual and professional foundations. It will include the history of veterinary medicine to introduce them to their professional cultural inheritance, human animal bond, animal welfare, the role of animals in human

psychosocial health, professional ethics and jurisprudence, work life balance, professional organizations and future opportunities for veterinarians.

**CVM 715 Clinical and Professional Skills I (2 credits)** – Students will learn handling, behavior and general physical examination of the dog, cat, horse, cow and sheep. Surgical instrument handling, psychomotor skills and introduction to surgical hand ties will be covered. Strategies for effective communication laboratories including topics on professionalism, verbal communication, non-verbal communication, compassion/human connection, active listening and respectfulness.

## **YEAR 1 – SEMESTER 2**

**CVM 720 Veterinary Anatomy II (5 credits)** – Systemic anatomy will be correlated with regional anatomy to provide first year veterinary students with the basic anatomy of the large domestic animals necessary for their training in clinical medicine and surgery. The dissection model will be the pony. CVM 720 will build upon the knowledge obtained from first semester anatomy and basic histology and organology. Knowledge and experience acquired in CVM 710 & 720 will aid in understanding radiography, ultrasonography, computed tomography, nuclear scans and surgical approaches as each student progresses through their training. Plastinated and fresh specimens from various species will be used to supplement the dissection material.

**CVM 721 Veterinary Physiology II (3 credits)** – The CVM 721 course is a continuation of the study of cellular, tissue, and organ function and their control and integration in animals. Emphasis will be placed on respiratory, renal, digestive and reproductive physiology. The basic physical and chemical principles that underlie physiological processes will be described.

**CVM 722 Immunology and Cellular Biopathology (3 credits)** – Lectures on the basic life processes of the cell, with integration of molecular and cellular biology, immunology, and pathology. Students develop a foundational understanding of subcellular processes from which they will build a practical knowledge of physiology, pharmacology, immunology, and mechanisms of disease.

**CVM 723 Veterinary Infectious Disease (5 credits)** – This is an integrated course introducing bacteriology, virology, parasitology, mycology, and immunology to prepare students for more in-depth study during the systems. Clinical applications of the basic sciences are emphasized.

**CVM 724 One Health II – Tools (1 credit)** – This course will focus on methods of analysis for population health – epidemiology and biostatistics; survey construction, administration, and interpretation of results, and the critical review of medical literature. To the extent possible, we will draw from the Appalachian region for this semester.

**CVM 725 Clinical and Professional Skills II (2 credits)** – Continued development of Clinical and Professional Skills including subcutaneous and intramuscular injection techniques and venipuncture, suturing, ligation, and expansion of the physical examination in dogs, horses, cattle and sheep. Student will participate in history taking,

client communication, SOAP format for medical records and entry of medical records using Cornerstone practice management software as part of the clinical skills laboratory. Communications laboratories will be based on the Calgary Cambridge Model stressing preparation, initiating the consultation and gathering a history.

### **YEAR 2 – SEMESTER 3**

**CVM 730 Veterinary Pathology I (5 credits)** – Pathophysiology of diseases of the musculoskeletal, integumentary, gastrointestinal, cardiovascular, and hemolymphatic systems of domestic animals.

**CVM 731 Basic Pharmacology (2 credits)** – The course is designed to build a foundation of pharmacologic knowledge. Drug modes of action and physiologic effects that stem from drug actions are introduced systematically by pharmacologic class with emphasis placed upon prototypical and commonly used members from each pharmacologic class.

**CVM 732 Toxicology (2.5 credits)** – Introduction to principles of toxicology in domestic animals, to include poisons, poisonous plants and toxicity of other pharmacologic agents.

**CVM 733 Clinical Pathology (3 credits)** – Pathophysiologic mechanisms responsible for abnormal findings in hematologic, biochemical and cytologic tests in health and disease of animals. Selection of appropriate diagnostic tests for various diseases, with their specificity, sensitivity, and interpretation.

**CVM 734 One Health III: Health and Disease in the Individual (2 credits)** – This course will introduce the concepts of zoonotic disease and will draw from knowledge gained in Semester 2 regarding infectious agents and the immune system; it will also tie in with the current semester offerings in pathophysiology, clinical pathology, and parasitology. The course will also discuss the interrelatedness between individual human health, animal health, and the environment. Included will be student team presentations and USDA Initial Accreditation Training.

**CVM 735 Clinical and Professional Skills III: Client Interview, Small Animal and Large Animal Procedures (2 credits)** – Continued development of expertise in handling and interpretation of general physical examination findings in large animals (equine, bovine, small ruminants), exotics/birds and small animals. Continued progress toward mastery of psychomotor skills for surgery including catheter placement, 3 layer closure of incisions, gloving techniques and clamping/ligating. Continued communications skills development using the Calgary Cambridge Model stressing preparation, initiating, gather history, explanation and planning and closing the consultation.

**CVM 736 Veterinary Nutrition (2 credits)** – Comprehensive overview of domestic animal nutrition, including digestion and metabolism of nutrients, feedstuffs and feeding, ration formulation, and the interaction of nutrition and disease for small animals, horses and food animals. Clinical nutrition aspects will be focused upon.

## **YEAR 2 – SEMESTER 4**

**CVM 740 Veterinary Pathology II (2 credits)** – Pathophysiology of diseases of the respiratory, genitourinary, nervous and endocrine systems of domestic animals.

**CVM 741 Clinical Pharmacology (2 credits)** – Pharmacologic treatment of diseases of animals, including selection and use of pharmacologic agents based on drug actions, absorption and excretion.

**CVM 742 Theriogenology (3 credits)** – Breeding soundness in male and female animals, and normal pregnancy and production. Integration of reproductive physiology, endocrinology, pathology and pharmacology as they apply to the diagnosis, treatment and prevention of reproductive disorders of domestic animals. Normal estrous cycles, breeding, pregnancy and parturition in domestic animal species will be covered.

**CVM 743 Radiology & Diagnostic Imaging (3 credits)** – Introduction to radiology and other diagnostic imaging (ultrasound, computerized tomography, magnetic resonance imaging) methods. Understanding of physics relevant to diagnostic imaging and of radiation safety measures. Student mastery of the ability to take quality radiographs and to troubleshoot poor-quality images. Introduction to interpretation of diagnostic images

**CVM 744 One Health IV – The Local Environment (2 credits)** – This course will introduce and discuss topics of environmental health and will not only build upon the coursework in toxicology, but will also consider the environment as relates to food production (food production systems, food safety, food inspection, and HAACCP planning).

**CVM 745 Clinical and Professional Skills IV (2 credits)** – Introduction to the administration of anesthesia, pre-surgical physical exam of small animals, ovariohysterectomy surgical techniques and radiology. Introduction to theriogenology skills involving palpation per rectum and dystocia management. The semester culminates with the use of a simulated ovariohysterectomy model. Continued communications skills development dealing with difficult situations such as breaking bad news, grief and anger.

**CVM 746 Introduction to Anesthesia & Analgesia (2.5 credits)** – Principles of veterinary anesthesia and analgesia including general and local anesthesia of small and large animals, anesthetic monitoring, and function and maintenance of anesthetic equipment. Diagnosis and treatment of acid-base and fluid disorders. Diagnosis and interventions for the alleviation of pain in various species of domestic animals.

**CVM 747 Introduction to Surgery (2.5 credits)** – Principles of surgery, including aseptic technique, pre-, intra-, and post-operative procedures. Application of anatomic knowledge to surgical approaches, and continued psychomotor skill mastery to include suture patterns and ligatures.

### **YEAR 3 – SEMESTER 5**

**CVM 750 Small Animal Medicine I (6 credits)** – Diagnosis, treatment, prognosis, and prevention of non-surgical diseases of the dog and cat. Emphasis will be on diagnosis and treatment.

**CVM 751 Small Animal Surgery (2 credits)** – Clinical conditions seen in small animals, with emphasis on surgical treatment and prognosis. Course duration – 8 weeks.

**CVM 752 Food Animal Production, Medicine, & Surgery I (4 credits)** – Diagnosis, treatment prognosis and prevention of non-surgical and surgical disease of food animals, including camelids and poultry. Includes production animal medicine and emerging diseases.

**CVM 753 Equine Medicine & Surgery I (4 credits)** – Clinical conditions seen in the horse, with emphasis on signs, diagnosis, medical and surgical treatment and prognosis.

**CVM 754 One Health V – The World (1 credit)** – “One Health – the World” will introduce concepts of foreign and emerging diseases, their monitoring and control; agro-terrorism and other forms of bioterrorism; international veterinary medicine and agricultural development and the role of economic, legal, and cultural differences in the delivery in veterinary healthcare across borders. The Appalachian region may serve as a teaching/resource tool for developing or underserved areas outside of the United States, and will draw on this in developing programs and attracting students and faculty.

**CVM 755 Clinical and Professional Skills V (2 credits)** – Coverage of theriogenology procedures in small animals, palpation per rectum of horses and cattle, fetotomy, live patient anesthesia induction, cardiopulmonary resuscitation, orchietomy model and ovariohysterectomy model. The semester culminates with a live animal ovariohysterectomy and/or orchietomy. Continued communications skills development examining more difficult situations such as conflict resolution and telephone communications.

### **YEAR 3 – SEMESTER 6**

**CVM 760 Small Animal Medicine II (2 credits)** – Diagnosis, treatment, prognosis, and prevention of non-surgical diseases of the dog and cat. Emphasis will be on diagnosis and treatment.

**CVM 761 Avian and Exotic Animal Medicine (2 credits)** – Overview of the husbandry, diseases, surgery, medicine, and preventative medicine in non-domestic species that are commonly kept as pets, including reptiles and amphibians, small mammals, psittacine and passerine birds, and fish.

**CVM 762 Food Animal Production, Medicine, & Surgery II (2 credits)** – Clinical conditions seen in food animals, including camelids, with emphasis on signs, diagnosis, medical and surgical treatment and prognosis. Production animal medicine as it relates to food animal welfare, food safety, food security and public health.



**CVM 763 Equine Medicine & Surgery II (2 credits)** – Clinical conditions seen in the horse, with emphasis on signs, diagnosis, medical and surgical treatment and prognosis.

**CVM 764 Clinical Procedures (5 credits)** – All students will rotate through Surgery and Anesthesia sections of the lab. Surgery Section: Mastery of surgical techniques for ovariohysterectomy and orchiectomy in dogs and cats. Each student will serve as primary surgeon for multiple ovariohysterectomies and orchiectomies. Anesthesia Section: Intensive experience in the planning and delivery of anesthesia in small animals. Will include pre-op evaluation and planning for anesthesia/analgesia; anesthetic induction; patient preparation; anesthetic monitoring and anesthetic recovery, including postoperative monitoring and maintenance of analgesia. Other clinical procedures performed as determined by case presentation.

**CVM 765 Clinical Skills VI (3 credits)** – Introduction to more advanced diagnostic and therapeutic procedures for small and large animals including ophthalmology procedures, ultrasonography, radiography, bandaging, dental procedures, semen evaluation, epidurals, etc. using a combination of live animals, models and cadavers. Continued communications skills development examining written discharge instructions and referral letters.

**CVM 766 Introduction to Practice Management (1 credit)** – This course will focus on the preparation of future veterinarians to cope with the “business side” of veterinary medicine, with emphasis on private clinical veterinary practice as a business model.

## ***CLINICAL ACADEMICS AND CURRICULUM***

All veterinary supervisors at the distributed clinical sites are approved by LMU-CVM based on interest and dedication to teaching as well as license verification, facility safety and other measures meeting AVMA-COE accreditation. 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. All clinical courses are in multiples of four-week blocks. The Office of Clinical Relations and Outreach will consist of an experienced team including the Associate/Assistant Dean of Clinical Relations and Outreach, Director of Clinical Education, Clinical Course Directors and Administrative Assistants to ensure the execution of affiliation agreements with hospital sites, development of educational standards, and assignment of students to sites. Student clinical course evaluations, self-assessments, student portfolios, site evaluations and site visits are planned to collect important data on CVM student performance and to ensure that educational objectives are being met at clinical course sites.

During the fourth year, students will be assigned to core clinical courses at various distributed clinical course sites within various “hub” locations: 1) Knoxville, TN, 2) Nashville, TN, 3) Lexington, KY, 4) Louisville, KY, and other areas as identified. Each hub location will have sufficient clinical sites so that the students will be able to complete the majority of their core clinical courses in one regional hub and thus minimize the amount of required travel. Note that all hub locations will not necessarily offer all of the core clinical courses, nor all of the available elective clinical courses; some travel is

therefore to be expected. Clinical course sites are carefully selected veterinary hospitals or other clinical sites, each with sufficient resources such as physical facilities, veterinary supervision, and case material, to be able to deliver the core clinical curriculum.

### **Criminal Record Report**

All LMU-CVM students must have an updated criminal record report from a university-approved vendor before starting veterinary school. Failure to comply with this mandate will result in denial to matriculate or an enrolled student being withdrawn from his/her present program. The student will sign a disclosure and release form indicating knowledge of this policy and their belief that they do not have any criminal history that would disqualify them from clinical experience or patient contact. These reports are purchased at the expense of the student. The appropriate forms are available through the Office of Student Services and Admissions.

### **Clinical Course Schedule**

Clinical course schedules are determined prior to the end of Year 3 through an optimized computer program with student input into the process and outcome. To facilitate scheduling, all clinical courses will be in multiples of four (4) weeks.

### **Clinical Courses:**

#### ***Core Rotations***

The facilities from the core list are designated by affiliation agreements. These rotations represent the foundational experience for broad training to prepare students to enter the diverse field of veterinary medicine upon graduation. Specific training includes Small Animal General Practice, Small Animal Primary Care/Shelter Medicine, Specialty Practice, Diagnostic Pathology, Equine/Food Animal, and Mixed Animal Practice.

#### ***Electives***

Elective facilities and veterinarians may be proposed by the veterinary medical students. All selections must be approved by the Associate Dean of Clinical Relations, although there is no restriction on the location of such experiences. These experiences are meant to offer the opportunity to gain insight and experience into the vast array of personal veterinary education experiences particular to each student's interest. It may also be time used in exploring post-graduate training opportunities. Evaluations are collected and reviewed. An individual veterinarian or person with a PhD must be responsible for the student during this rotation.

## ***Vacation***

Four weeks of vacation are allowed in the clinical year. This may not be used for additional clinical experience unless specifically approved by the Office of Clinical Relations and Outreach. Vacation may be used as a requirement for remediation or for job interviews.

## **Report for Clinical Courses**

Each clinical course begins on a Monday and ends on a Friday. The duration of clinical courses will be in multiples of four (4) weeks. Requests for travel time must be made to Office of Clinical Relations and Outreach. It is the responsibility of each student to be present on the commencement of each course. In the event of an unavoidable tardiness to the clinical course, it is the responsibility of the student to notify the supervising veterinarian and the Office of Clinical Relations and Outreach.

## **Student Evaluation (Grade)**

At the end of each clinical course block, the designated supervising veterinarian or preceptor completes an evaluation on the student's performance as it relates to knowledge, skills, performance, and professionalism. The final grade is given by fulltime faculty (Clinical Course Director) serving as mentor of the clinical course and is based on the following three components:

1. The score(s) on assignments and exams specific to the course
2. The preceptor's evaluation of the student's clinical performance
3. The preceptor's evaluation of the student's professionalism, or Other non-cognitive factors

The students must successfully pass all three components to receive a passing grade for the clinical course. More information on the specifics of grading for clinical courses is available in the CVM Clinical Rotations Manual.

## **Student Evaluation Forms**

At the end of each clinical course, students are required to submit the site evaluation form as provided by the Office of Clinical Relations and Outreach. The evaluation will include information about the learning environment, accommodations, and training opportunities at the site. Honest and succinct feedback is requested as information collected over time at a particular site is used as developmental feedback for the supervising veterinarian or preceptor site. The information is also available for future students wishing to rotate at the site. The student are also required to submit an evaluation form for the veterinary supervisor/preceptor. The student will also be required to submit a student self-evaluation. Failure to complete any required evaluation will result in an incomplete in the respective course.

## **Access to Technology**

Students are required to have access to technology during their clinical year. Students must comply with the rules and regulations set-forth by the rotation site as well as University policies.

## ***COURSE/ROTATION DESCRIPTIONS:***

### **SEMESTERS 7 AND 8 – DISTRIBUTED CLINICAL COURSES**

Notes regarding clinical courses: 1) Course numbers will be assigned after sites have been recruited and a full listing of elective clinical courses is available, but in any case before the final course catalog is published. 2) Credit hours will vary depending on the amount of time the student spends in the clinical course; each week in a clinical course earns 1 semester credit.

#### **CVM 770 Small Animal General Practice (credits 8) – [CC]**

Supervised clinical instruction small animal (canine, feline, pocket pets) medicine and surgery in selected high quality private general practices. Students see a wide variety of cases and are active participants in their diagnostic and therapeutic management, to include documentation of findings and care in problem-oriented medical records and performance of clinical procedures. This rotation consists of two (2) clinical rotations, each consisting of four (4) weeks.

#### **CVM 771 Specialty Practice-Emergency Critical Care (credits 8) – [CC]**

Supervised clinical instruction in specialty practice (canine, feline, lab animal, exotic, zoological, equine and large animal) medicine and surgery in selected high quality specialty practices. Instruction will take place in practices with board certified internists, radiologists, surgeons, anesthesiologists, or other specialists, and/or access to those specialists. Students see a wide variety of cases and are active participants in their diagnostic and therapeutic management, to include documentation of findings and care in problem-oriented medical records and performance of clinical procedures. Students are exposed to a wide variety of cases with instructive pathophysiological learning opportunities. This rotation consists of two (2) clinical rotations, each consisting of four (4) weeks.

In emergency critical care rotations, supervised clinical instruction in academic and practical aspects of small animal emergency medicine and critical care in high quality practices with board certified veterinary specialists and/or access to those specialists will occur. Students are active participants in diagnostic and therapeutic management of a wide variety of cases with instructive pathophysiological learning issues requiring timely medical and/or surgical management in veterinary emergency and critical care situations.

#### **CVM 772 Small Animal Primary Care/Shelter Medicine, Surgery & Dentistry (credits 4) – [CC]**

Supervised clinical instruction in the medical and surgical areas of a busy community shelter practice. Students perform medical, dental and surgical treatments for the benefit of animals owned by the shelter. LMU-CVM faculty work with the shelter medical and

surgical teams in the supervision of students. Students perform physical examinations on dogs and cats, and discuss their findings with LMU-CVM faculty, shelter veterinarians and staff. Students are intimately involved in providing medical, surgical and preventive care to shelter animals. Students are involved in the preparation and performance of elective surgeries (such as ovariohysterectomy, orchietomy, and dentistry) on dogs and cats under the supervision of LMU-CVM faculty, shelter veterinarians and staff.

Students take part in discussions and/or demonstrations in regard to animal behavior problems and potential solutions. Students participate in medicine and surgery rounds. Students make formal rounds presentation to other students and staff during the course and prepare a presentation relevant to the shelter experience with the approval of the course director for presentation at rotation end.

The course is composed of hands on medical and surgical care of shelter-owned animals, lectures, self-study, case write ups and presentations and team based exercises.

### **CVM 773 Diagnostic Pathology (credits 4) – [CC]**

Supervised clinical instruction in clinical and anatomic pathology at a veterinary diagnostic laboratory. Students are active participants in diagnostic examination of specimens from animal patients and gain experience in necropsy of a variety of animal species under the supervision of veterinary pathologists. Interpretation of gross pathology, clinical pathology, toxicology, microbiology, serology, and parasitology findings.

### **CVM 774 Equine / Large Animal Appalachia Rotation (credits 4) – [CC]**

Supervised clinical instruction at the LMU-CVM DeBusk Veterinary Teaching Center (DVTC) and surrounding area. The DVTC is located on LMU's 700 acre complex in Ewing, VA. Students participate in routine individual animal health care as well as population/herd activities that are part of the livestock production cycle in beef cattle, sheep, pigs and other species. Review of basic large animal clinical skills will occur as well as introduction and development of advanced equine and large animal clinical skills. The DVTC anchors clinical year students community ambulatory services, herd health, applied theriogenology, and serves as a center of rural veterinary practice entrepreneurship.

### **CVM 775 Mixed Animal Practice (credits 4) – [CC]**

Supervised clinical course with mixed animal practice veterinarians (canine, feline, beef, dairy, equine, small ruminants, swine) working in ambulatory and/or clinic-based practice. Students see a wide variety of cases and are active participants in their diagnostic and therapeutic management, to include documentation of findings and care in problem-oriented medical records and performance of clinical procedures.

### **CVM 776 Elective / Selective Distributive Clinical Courses in Clinical or Public Practice (credits 12) – [CC]**

Supervised instruction in high quality specialized learning experiences available at institutions and practices in North America and around the world, to include specialty practices (such as medicine, surgery, cardiology, dermatology, neurology, oncology, ophthalmology), species-specific practices, other accredited Colleges of Veterinary

Medicine, zoos, and other CVM-approved public and private biomedical institutions. Information on some sites available for student's selection is available online at <http://vetmed.lmunet.edu/clinical-sites> . Elective clinical courses for each student must be approved individually and in total by the student's advisor.

**CVM 800 Senior Student Presentations/Assessment (1 credit)**

***CURRICULUM DIGEST***

<b>YEAR 1</b>	<b>1<sup>ST</sup> Semester Courses</b>	<b>CREDI T</b>	<b>YEA R 1</b>	<b>2<sup>ND</sup> Semester Courses</b>	<b>CREDI T</b>
CVM 710	Veterinary Anatomy I	5	CVM 720	Veterinary Anatomy II	5
CVM 711	Veterinary Physiology I	3.5	CVM 721	Veterinary Physiology II	3
CVM 712	Histology	4	CVM 722	Immunology and Cellular Biopathology	3
CVM 713	Parasitology	3	CVM 723	Veterinary Infectious Disease	5
CVM 714	One Health I	1	CVM 724	One Health II	1
CVM 715	Clinical and Professional Skills I	2	CVM 725	Clinical and Professional Skills II	2
	<b>TOTAL:</b>	<b>18.5</b>		<b>TOTAL:</b>	<b>19</b>
<b>YEAR 2</b>	<b>3<sup>rd</sup> Semester Courses</b>	<b>CREDI T</b>	<b>YEA R 2</b>	<b>4<sup>th</sup> Semester Courses</b>	<b>CREDI T</b>
CVM 730	Veterinary Pathology I	5	CVM 740	Veterinary Pathology II	3
CVM 731	Basic Pharmacology	2	CVM 741	Clinical Pharmacology	2
CVM 732	Toxicology	2.5	CVM 742	Theriogenology	3
CVM 733	Clinical Pathology	3	CVM 743	Radiology & Diag. Imaging	3
CVM 734	One Health III	2	CVM 744	One Health IV	2
CVM 735	Clinical and Professional Skills III	2	CVM 745	Clinical and Professional Skills IV	2
CVM 736	Veterinary Nutrition	2	CVM 746	Intro to Anesthesia & Analgesia	2.5
	Elective	1	CVM 747	Intro to Surgery	2.5
	<b>TOTAL:</b>	<b>18.5- 19.5</b>		<b>TOTAL:</b>	<b>20</b>
<b>YEAR 3</b>	<b>5<sup>th</sup> Semester Courses</b>	<b>CREDI T</b>	<b>YEA R 3</b>	<b>6<sup>th</sup> Semester Courses</b>	<b>CREDI T</b>
CVM 750	Small Animal Medicine I	6	CVM 760	Small Animal Medicine II	2
CVM 751	Small Animal Surgery	2	CVM 761	Avian & Exotic Animal Medicine	2
CVM 752	Food Animal Production, Medicine, & Surgery I	4	CVM 762	Food Animal Production, Medicine, & Surgery II	2
CVM 753	Equine Medicine & Surgery I	4	CVM 763	Equine Medicine & Surgery II	2
CVM 754	One Health V	1	CVM 764	Clinical Procedures	5

CVM 755	Clinical and Professional Skills V	2	CVM 765	Clinical and Professional Skills VI	3
	Elective	1	CVM 766	Intro to Practice Management	1
				Elective 1	1
				Elective 2	1
				Elective 3	1
	<b>TOTAL:</b>	<b>19-20</b>		<b>TOTAL:</b>	<b>17-20</b>
<b>YEAR 4</b>	<b>7<sup>th</sup> Semester Courses</b>	<b>CREDI T</b>	<b>YEA R 4</b>	<b>8<sup>th</sup> Semester Courses</b>	<b>CREDI T</b>
CVM 7XX	Clinical Courses [CC]	1/week	CVM 7XX	Clinical Courses [CC]	1/week
	<b>TOTAL:</b>	<b>24</b>		<b>TOTAL:</b>	<b>26</b>

## Calculation of Credit Hours

Calculation of credit hours is based on the following formula: fifteen lecture hours equals one credit hour, thirty laboratory hours equals one credit hour, and four-weeks of rotation equals eight credit hours.

1.0 Credit hour = 15 Lecture or Seminar Hours

1.0 Credit hour = 30 Lab Hours

Rounding Scale: 0.0 – 0.29 = 0.0

0.3 - 0.69 = 0.5

0.7 – 1.00 = 1.00

## Attendance

The LMU-CVM requires students to attend all classes, labs, small group sessions, and clinical activities as scheduled. The curriculum uses live animals, clinical immersion, and collaboration with other academic programs. If students are absent, the student will not be able to make up these sessions; therefore, attendance is mandatory at LMU-CVM.

In the event that a student must miss a class, students must notify the Associate Dean of Students and the Course Director in writing. Requests for excused absences must be submitted prior to an absence, but if emergency or unforeseeable issues arise, students may inform the Associate Dean of Students as soon as possible upon their return to campus.

Veterinary students are **required to attend all lectures, labs, small group sessions, clinical skills sessions, and clinical hours assigned.** If students do not show up when live animals are used in these sessions, students will receive a *Patient Neglect Notification*. If a student obtains two of these notices, he/she will be subject for dismissal from the program.

## Examinations

*Course examinations* are given periodically during the academic semester. Requests for excused absences for exams must be made in writing to the Associate Dean of Students. Students who miss an exam must meet with the Associate Dean of Students who at that point will decide if the absence is *excused* or *unexcused*. If the absence is unexcused, then the student receives a zero on that exam. If a student is granted an excused absence, the student will coordinate with the Office of Examination Services and the Associate Dean of Academic Affairs to make up the examination within 7 days.

Because of the amount of material presented within each block during the semester, as well as the “block” testing of multiple courses and topics, **if a student misses two exams, it is in the student’s best interest to take a leave of absence**, rather than make-up two separate block exams.

### Objective Structured Clinical Examinations (OSCE)

A clinical practical exam, related to competency of veterinary knowledge, skills, and professionalism will be administered to all LMU-CVM students at the completion of semesters 1, 2, 3 and 6. At the end of semester 4, students must pass a model spay OSCE before they are allowed to advance to semester 5. Near the end of semester 5, students must pass a live animal surgical experience before they are allowed to advance to semester 6. Unprofessional dress or conduct will result in points being deducted from the OSCE. Due to the nature of the exam, make-ups are not allowed except for extreme hardship such as the death of an immediate family member or illness or injury requiring hospitalization. A verifiable excuse will be required in all such instances and its authenticity will be checked – any falsification of the excuse will be deemed a violation of the Student Honor Code and will be met with disciplinary action, which may be up to and including dismissal from the program.

Students not able to pass the exam must remediate prior to progressing to the next semester or clinical course. The remediation program is determined by a team of full-time faculty and is individualized to ensure a level of satisfaction prior to advancement. If unable or unwilling to complete remediation, students will have the options of repeating the entire semester, or withdrawal from the program.

### Early Intervention for Students with Academic Difficulty

Any student whose performance is significantly below the minimum passing grade of 70% in one or more courses will be placed on an at-risk student list and required to follow specific procedures designed to help improve the student’s performance:

1. The student will have at least one mandatory meeting with the applicable course director(s) to develop a plan for improvement.
2. Students will be required to meet with their adviser to review their plans on improved performance.



3. The student will be assigned a student tutor(s); the attendance at these sessions will be recorded.
4. The student will be counseled to meet with an approved learning specialist to review successful study practices and behavior that can contribute to academic success.
5. Each student may be required to meet privately with the Dean of Academic Affairs to review the policy and procedures of the academic intervention. The student will be notified by email of this requirement, if needed.

Each meeting will be documented. These procedures will be in place for the remainder of the applicable semester, regardless of future performance in the semester's course work. All attendance data will be provided to the Student Progress Committee as part of its evaluation of the student's performance, as applicable should a student be required to come before the committee.

## **Grades**

The academic status or grading of veterinary student performance is determined at the end of each 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.

For both pre-clinical and clinical courses, within seven working days after the final course/system/rotation exam, 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. Pluses and minuses are not used. 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. Percentage grades are not reported on the transcripts; however they are used in the class rank calculation. Class rank is determined at the end of every academic year.

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. A = 90-100%, B = 80-89%, C = 70-79%, F < 70%.

For students who have been recessed and are repeating the academic semester or year, grade point average will be calculated using the newly earned grades in place of the previous year's grades. The student's transcript will, however, still display the previous year's coursework and grades.

## **Remediation Policy**

Any student who fails a course will be placed on Academic Probation and may be referred to the Student Progress Committee (SPC). If the student is granted permission to

remediate the course, then it is the student's responsibility to meet with the Course Director to discuss the remediation process. The multiple-choice examination(s) will be comprehensive in nature, encompassing all material that the students were responsible for during the course. If remediation is successful, the student will be assigned a letter grade of "C" and a numeric grade of 70%. Grade point average and rank will be calculated using the 70%/C grade designation. 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 may result in repeating the course in its entirety or dismissal.

Please note that all remediation grades, repeated courses, and repeated rotations will be displayed on the student's transcript.

### **Student Grievances Regarding Grades**

*A. Exam Grade Reconsideration:* Students who question a grade have 48-hours after the grade has been posted to request a grade reconsideration to the course/system director. No exam grade reconsideration can be made after the 48 hours.

*B. Academic Due Process – Final Grade Reconsideration:* If a student has a grievance about a course grade, the student should first discuss the matter with the course/system director. Beginning on the day final grades are published, students have seven working days to dispute their grades. Any questions or disputes past this point must be addressed to the Associate Dean of Academic Affairs.

### **Course and Faculty Evaluation**

Student feedback is essential to ensure the highest level of academic effectiveness. At the end of each semester, students are provided evaluation forms for the purpose of collecting feedback on courses and teaching faculty. Data from these evaluations is kept confidential and anonymous and is used for faculty and course development purposes. No punitive action is made to students completing the evaluations.

## **STUDENT PROGRESS COMMITTEE**

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The purpose of the Student Progress Committee (SPC) is to ensure that every graduate of LMU-CVM has the skills, knowledge, and judgment to assume the responsibilities of a veterinarian. The Committee will monitor student progress and ensure that all students meet the requirements necessary for graduation. The Committee, appointed by the Dean, is composed of faculty members and the Associate Dean of Students (non-voting, *ex-officio* member).

At the end of each grading period the committee reviews the academic progress of students assigned either an “F” or “I” in a course. After reviewing the student’s file, the committee may recommend one of the following: (1.) to allow the student to take a remediation exam, (2.) to dismiss the student, (3.) to require the student to remediate all or a portion of the entire year of veterinary school or to otherwise alter the student’s course of study. The Committee’s recommendations are forwarded to the Dean of the LMU-CVM.

## **Committee Procedures for Academic Deficiencies**

At the end of every grading period, the SPC chairman is given the final course grades and sets the meeting date, provides an agenda to the members, informs the students of the meeting, and convenes the meeting. The meeting will be held as soon as possible following submission of the final course grades. Minutes will be kept by a recording secretary. 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 Associate Dean of Students is a non-voting member.

The committee will provide each student who has an academic deficiency the opportunity to meet with members of the committee. The goal of this meeting is to gain insight into why the student is having difficulty so that the committee can work with the student to redress the deficiencies. Other than the student, the student’s advisor, the recording secretary, and the committee members, no one else will be present at the meeting. Within five working days the committee’s recommendation will be forwarded to the Dean of LMU-CVM.

In addition to students who failed a course, the committee may also request to meet with students who consistently score below 75% for final course grades, consistently receive negative comments on clinical rotations, or students with any other academic or professionalism issues. Students accused of unethical or unprofessional behavior may also be referred to the SPC (See Disciplinary Procedures in the LMU-CVM Student Handbook).

## **Outcome for Students Failures in the Preclinical Years 1- 3**

For students failing one or more courses during semesters 1 through 6, the SPC may recommend to the Dean one of the following actions:

1. Student has 1 failure – Students with a single failure will be allowed to remediate the deficiency under the supervision of the course director during the summer between semesters.
2. Student has 2 failures – Students with 2 failures will be recessed. However, students may be allowed to remediate if there is sufficient history of progression in the curriculum as determined by the Student Progress Committee and the Dean.

3. Student has 3 failures - Students with 3 failures will be dismissed from the program. However, students with a total of 3 failures may be allowed to recess if there is sufficient history of progression in the curriculum as determined by the Student Progress Committee and the Dean. If a student has previously failed 2 courses and was recessed and fails 1 additional course, the SPC and Dean may allow remediation of the failed course pending other academic progress.
4. Student has 4 or more failures – Students with 4 or more failures will be dismissed from the program.

\*Note: Failures are cumulative throughout the pre-clinical curriculum.

## **Students in the Clinical Year 4**

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

1. Repeat the clinical course/rotation
2. Repeat all or a portion of the academic year
3. Dismissal from the LMU-CVM.

The committee's recommendation will be forwarded to the Dean within five working days.

## **Remediation**

Students who successfully remediate a course will be allowed to continue in the CVM curriculum. The highest grade that may be obtained in a remediated course is a "C". The transcript of the student will reflect the remediation with the original grade recorded: F/C (rem). Remediation must occur during the summer between pre-clinical years. Students remediating after the end of 6<sup>th</sup> semester will be required to complete remediation prior to entering clinical rotations.

Students who remediate a course will be required to meet with the Associate Dean of Students and the Associate Dean for Academic Affairs prior to the start of classes for the next academic year to discuss reasons for poor performance and supportive services for improvement of performance.

Students who fail when remediating a course will be automatically recessed from the CVM curriculum and required to repeat the entire academic year. Each course that they fail to remediate will be counted as an additional failed course in future academic decisions.

A \$100 remediation fee will be assessed to cover administrative functions.

## **Recessed Students**

Students who have been recessed and acquire an additional failure in a CVM course will be held to the same standard as un-recessed students in that the failure policy stated above will be in effect. Thus, if a student has 2 previous failures and acquires 1 additional failure, the student would be subject to the 3 failure policy as stated above.

### ***Recessed Student Policy***

1. Students who are recessed will be required to repeat the entire academic year and pass all courses in both semesters in order to maintain their knowledge and skills for further progression in the curriculum.
2. Students who are recessed will only be required to pay tuition for the credit hours that they have failed. They will also be required to pay a laboratory fee for the Clinical and Professional Skills course of \$500 for year 1, \$750 for year 2, \$1500 for year 3 providing this course is not the one previously failed.
3. Failure of a single course that the student had previously passed will place the student on extended academic probation. The student will be required to remediate the failed class.
4. Two failures in previously passed courses will result in dismissal.
5. A repeat failure of a previously failed course will result in dismissal.
6. Students who are recessed will be required to meet with the Associate Dean of Students and the Associate Dean for Academic Affairs prior to the start of classes for the next year to discuss reasons for poor performance and supportive services for improvement of performance.

### ***Example of Outcome:***

Scenario: The student passes all courses in fall semester and fails two courses in spring semester Year 1 (Anatomy and Immunology). The student is recessed.

Action: The student repeats the entire year. Tuition is charged for the failed Spring courses only (Anatomy and Immunology), along with laboratory fees for Clinical and Professional Skills for the year.

### **Possible Outcomes:**

If the student passes all courses in the fall semester and fails the same previously failed spring semester classes, the student is dismissed.

If the student fails a fall semester course that was previously passed, the student is placed on extended academic probation. If the student fails two or more fall semester courses, he/she is dismissed. If the student fails any spring semester course (previously passed or not) after failing a single fall semester course, he/she is dismissed.

If the student passes all courses in the fall semester and fails a single course they previously passed in spring semester, he/she is placed on extended academic probation and will be required to remediate the failed course. If the student fails another course in the curriculum, he/she is dismissed.

## **Dismissal and Withdrawal**

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

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

## **Probation**

Probation shall be either academic or disciplinary probation. All students who fail a course will automatically be placed on academic probation for the remainder of the academic year and may appear before the SPC at an officially convened meeting. Removal from academic probation is based on successful remediation of the course(s) and satisfactory academic progress. Removal from disciplinary probation requires a meeting with the SPC and resolution of disciplinary concerns. Students on probation may not hold any offices within student organizations, they may not attend any local or national veterinary- related meetings, they must meet with their advisor twice a month,

and they must submit a written plan to the Chair of the SPC and the Dean of Students summarizing how they plan to improve their performance.

### **The Dean's Actions**

The Dean of LMU-CVM will review the SPC's recommendation and affirm, amend, or reverse the recommendation within five working days and notify the student and the SPC Chair in writing of the decision.

### **Appeal Process**

A student wishing to appeal the Dean's decision must submit a letter to the Appeals Board within 5 working days of receiving notification of that decision. The student's status will remain unchanged until the appeal process is finalized.

### **Appeals Board**

The Appeals Board will be composed of the Assistant Dean for Clinical Relations, the Associate Dean of Academic Affairs, and the LMU Assistant Provost for Medical Programs or others as assigned by the Dean. The Appeals Board will review all written information pertaining to the case. The job of the Appeals Board is to determine if the LMU-CVM policies and procedures relating to the case were followed or that no gross misapplication of fact occurred. They will meet with the student but not with witnesses or complainants. The decision of the board will be forwarded in writing by the chair to the 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.

## **STUDENT POLICIES**

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### ***LMU CODE OF STUDENT CONDUCT***

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

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

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

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

- to enjoy and promote the freedom of an open and unprejudiced, full campus life experience without regard to race, national origin, creed, culture, gender, age, sexual orientation, or religion.
- to attend classes and receive proper instruction in courses while completing assignments to the best of one's abilities and resources.
- to use facilities, buildings and grounds as designated for student use while being cognizant of and abiding by the policies of LMU and the laws of Claiborne County, the State of Tennessee and the United States of America.
- to have access to one's financial, academic and/or disciplinary files while being cognizant of one's financial, academic and disciplinary status with the university.
- to register early for the next academic term by meeting one's financial obligations to the university by paying tuition, fees and assessed fines in a timely manner.
- to receive a catalog at the beginning of one's enrollment to better one's understanding of the university and of academic programs.
- to participate in the structured evaluation of instructors each year by honestly completing evaluations during the designated times.



- to interact with faculty and administrators by seeking their advice when needed and responding to them when called upon to do so.
- to expect the campus and its facilities to be maintained to promote cleanliness and safety while using the campus in such a way to promote cleanliness and safety.
- to receive a Student Handbook each academic year to better one's understanding of the rules and regulations of LMU.
- to drive and park on the campus by registering one's vehicle and understanding traffic policies.
- to receive proper notice and due process in judicial situations as designated in the judicial procedures by checking one's mail and answering all summonses.
- to expect an environment free from any form of harassment by following the appropriate channels to report any such harassment.
- to be represented in Student Government Association by voicing opinions and ideas to SGA members and voting in campus wide elections.
- to join and participate in any or all student organizations for which one qualifies for membership by joining and participating in those student organizations which correspond with one's interests and abilities.
- to participate in intramural and other student activities and cultural events according to the policies regarding each event by watching and listening for information concerning programmed activities and attending those that correspond with one's interests and abilities.
- to benefit from all services provided by LMU to students at no charge or at a reasonable user fee by becoming aware of and making use of services available to students as desired or needed.
- to reside in a campus residence hall, if abiding by the policies of the hall and campus, upon availability by living on-campus if unmarried, under 21 years of age and not residing with a parent or legal guardian within a 65 mile radius of LMU.
- to maintain and expect from all others a mature and professional bearing of citizenship in all social and academic environments on or off campus.
- to maintain and expect from all peers a constant high aiming standard of personal academic and social integrity.

## **STUDENT HONOR CODE OF THE LMU-CVM**

### **VETERINARY OATH**

*Being admitted to the profession of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health and welfare, the prevention and relief of animal suffering, the conservation of animal resources, the promotion of public health, and the advancement of medical knowledge. I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.*

### **I. Professional Conduct**

Establishing and maintaining the highest concepts of honor and personal integrity during veterinary medical school are critical to our training as veterinarians. It is our responsibility to actively support these standards and it is reasonable to expect that our colleagues will do the same.

#### **A. Respect for Patients**

We will take the utmost care to ensure patients are kept safe and treated humanely while under our care. We understand the importance that our patients have in our client's lives and we will work diligently to practice understanding and sensitivity as it relates to the pet owner. We will treat our patients with dignity and offer treatment regardless of finances or personal biases. It is our duty to provide an accurate diagnosis and to professionally present our finding to the owner with an ethical and clear plan of action. The care and well-being of the patients will always be at the forefront of our decision making process. We will practice while holding to the principle of confidentiality at all times.

#### **B. Respect for Faculty, Staff, Colleagues, Hospital Personnel, and Community**

We will exhibit respect for faculty, staff, colleagues, and other members of the veterinary health care team. This respect will be demonstrated by professional conduct in mannerism, conversation, and relationships. We strive to understand the role and responsibility as well as importance of our peers, colleagues, and team members. We promise to make every effort to maintain an even disposition, display a judicious use of others' time, and handle private information maturely. We will work to express views in a calm, respectful and mature manner when in disagreement with another individual, understanding that a mutual agreement will not always be reached. Confrontations of such nature will be carried out in a private location as soon as time permits.

### **C. *Respect for Self***

We realize that a diversity of personal beliefs serves to enrich the veterinary medical profession. Therefore, we encourage the upholding of personal ethics, beliefs and morals in both daily conduct and in our practice of this Code.

Understanding conflicts may exist that interfere with our personal beliefs, we are encouraged to be proactive with communicating these situations.

### **D. *Respect for Proper Documentation***

The written medical record is important in communication between the animal care team and effective patient care; it is also a legal document and available for review. As such, it is crucial that we maintain the integrity of patients' medical care through accurate reporting of all pertinent information about which we have direct knowledge. Written medical documents, including electronic correspondence pertaining to patients and their care must be legible, truthful, complete and accurate to the best of our knowledge and abilities. To avoid an accidental breach of confidentiality, we will not discuss or share patient information with anyone except those directly related to the case. Appropriate medical and/or personal information about patients/clients should only be shared with other veterinary professionals directly involved or for educational purposes.

### **E. *Respect for Laws, Policies and Regulations***

Laws, policies and regulations at the university, local, state and federal levels benefit the community and are not to be disregarded or violated. Any matters under the jurisdiction of local, state, or federal laws are explicitly deemed “outside the scope” of this Code.

## **II. Academic Standards**

Students are responsible for ethical conduct and integrity in all scholastic and clinical work. As future veterinary health care professionals, we students recognize that we are obligated to develop our veterinary knowledge and skills to the best of our ability, realizing that the health of the patient is dependent upon our competence. We will work together as a team to utilize all available resources.

### **A. *Examinations***

1. As students, we must demonstrate honor and integrity during examinations.
2. We understand that examinations are meant to reflect our individual achievement. Cheating during examinations is unethical and is defined as doing any of the following without authorization:
  - a) Looking at the answers written by another student during an examination.
  - b) Communicating with another student about topics that might help to answer a question during an examination. This communication includes receiving information regarding test answers, questions, or other specific test content from any student who has already

taken the examination, or supplying same to any student who has not already taken the examination.

- c) Referring to notes or textual matter during an examination.
  - d) Violating any other policy of examinations.
3. During examinations, students have an obligation to maintain a non-disruptive atmosphere.
  4. We will take care not to communicate specific information regarding an examination to a classmate who has not yet completed that examination during that academic year.

### **B. Other Academic Work**

1. In deference to the scientists, researchers, and clinicians who have shared their knowledge and experience for the betterment of our learning, we have a responsibility to not disclose the work of others without their expressed permission, nor to cite their work without giving proper credit.
2. During the pre-clinical and clinical education, we will be provided with material that includes clinical cases that will aid in the clinical immersion learning process. We will protect and preserve the confidentiality of these resources so that they may be used by future peers and classmates.

## **III. Social Behavior**

Our behavior and speech should demonstrate our respect for the diversity of our colleagues. We should avoid disparaging remarks or actions with regard to a person's race, age, gender, disability, national origin, position, religion, or sexual orientation. We will strive to create an environment that fosters mutual learning, dialogue, and respect while avoiding verbal, written or physical contact that could create a hostile or intimidating environment. Since our actions reflect upon us, we should adhere to our standards of Professional Conduct when within, representing, or in any way impacting our community.

## **IV. Honor Code Violations and Accountability**

Our honor as community members and professionals is maintained through accountability. We will act in accordance with this code and we expect our peers to do the same. We will act with honor to avoid burdening our peers with a responsibility for our own integrity. Actions not in accordance with the aforementioned standards constitute a violation of this Code.

### **A. Self-Reflection**

If there is concern that our academic or social conduct represents a violation of the Honor Code, we are obligated to report our behavior by contacting an Ethics and Honor Code Committee member.

### ***B. Interactions with Others***

If there is concern that a peer's academic or social conduct is in violation of the Honor Code, we must privately confront that individual. It is sometimes difficult to challenge the behavior of a fellow community member. However, it is our responsibility to confront offending parties; failure to do so is a violation of the Code.

As confrontation is often a matter between two individuals or parties, we will exercise discretion and respect privacy when initiating a dialogue to address our concerns. It is essential that these steps of the confrontation involve respectful communication and interchange. During the initial confrontation, each party will attempt to achieve mutual understanding. If the parties realize that there has been no violation, the matter is dropped. If the parties realize that there has been a violation of the Code, the offending party is obligated to report his/her behavior by contacting an Ethics and Honor Code Committee member within an agreed-upon time frame.

### ***C. Inability to Resolve***

In the event that mutual understanding is not reached during the initial confrontation, the offending party is obligated to report his/her behavior and the matter will be brought before the committee. If the offending party has neglected to report his/her actions, the confronting party must contact a member of the Ethics and Honor Code Committee and the matter will be brought before the committee.

In the rare cases where the confronting party believes that his/her personal safety may be threatened, he/she may ask a member of the Ethics and Honor Code Committee to initiate or assist in the dialogue.

### ***D. Role of the Faculty***

In cases of suspected code violations, members of the faculty will follow the same procedures as outlined above; privately resolved matters do not repair the breach of trust inflicted upon the greater community.

## **V. The Ethics and Honor Code Committee and the Resolution of Violations**

The Ethics and Honor Code Committee meetings with students are private and confidential including, but not limited to, the names of participants, proceedings, discussion, minutes and recommendations. The following are prohibited in all Committee meetings unless otherwise authorized in writing by the Associate Dean of Students: (1) electronic recording of the meeting, except for official minutes; (2) legal counsel; and (3) uninvited individuals.

The student will have fourteen calendar days after receipt of notice of disciplinary action to appeal the decision directly to the Associate Dean of Students. The disciplinary action

is in effect during the appeals process unless otherwise indicated in writing by the Associate Dean of Students.

### ***A. Reporting Procedure***

A case of a suspected violation or an unresolved situation may be brought to the Ethics and Honor Code Committee through self-reporting or by the confronting party, at which point the case proceeds to a hearing for resolution. Reporting violations should be accomplished by submitting the appropriate ethics and honor code violation form. After submission, the involved parties will be informed of preliminary hearing date, time, and location within fourteen calendar days. The Associate Dean of Students will receive a courtesy copy of each submitted form.

### ***B. Preliminary Meeting***

It is the responsibility of the SGA president to act as Chairperson and to guide the parties through the hearing process. The Chairperson will not be a voting member of the committee, except in the event a majority vote cannot be reached.

The preliminary meeting will be informational in nature. The reporting individual will report the offense, after which, the reporting member will be excused from the meeting and the committee members will vote upon a date and time to reconvene to hear the case. The involved parties will be advised of the date and time of the hearing, as well as any other options the committee feels may be warranted, such as witnesses, etc. If the offending party would like assistance with the proceeding case, they may request a member from the same class to act as council. Individuals may suggest witnesses but a refusal to grant such request is not grounds for appeal.

All parties will have the opportunity to express what they believe to be the facts of the incident. During this portion of the process, all Committee members are urged to ask questions in order to gain a clear understanding of the situation. The Chairperson will then dismiss the parties and the voting members of the Committee will determine the following by consensus: Has the Honor Code been violated in this case? If no violation is found, the matter is dropped, and the relevant parties are so informed. If a violation is found, the process proceeds to the Evaluation phase.

### ***C. Hearing procedures***

Subsequent to the preliminary meeting, a hearing will commence. The Chairperson will serve as the facilitator of this meeting and all related meetings subsequent to these proceedings. At the beginning of a hearing, the Chairperson will give a brief overview of the purpose of the hearing, answer any procedural questions, and ask members of the Committee whether or not they feel they can be objective and to report any conflicts of interest.

All persons involved in the hearing, including the parties themselves and Committee members are expected to maintain the confidentiality of the proceedings.

#### ***D. Evaluation***

The parties are asked to return and each party will be asked to suggest and justify what he/she feels is a fair resolution of the problem. The Committee may also propose alternative resolutions with the parties.

#### ***E. Deliberation***

When the parties and the Committee members believe that the necessary information has been shared, the parties will again be dismissed and the voting members of the Committee will determine the following by consensus:

1. What are the relevant circumstances in this case?
2. What is an appropriate resolution in this case?

After an initial consensus is reached, the Committee will adjourn for at least one day and refrain from discussing the details of the case. At this point, each Committee member will privately reconsider the issues involved in the case to reflect upon his/her endorsement of the consensus. The Committee will then reconvene and either reaffirm its position or reach consensus on another action. If a new action has been agreed upon, the committee will adjourn once again if any member of the committee feels they need more time to consider the new agreement. If no member of the committee feels they need more time and all members agree on the action, the proceeding may continue.

#### ***F. Presentation of the Resolution***

The parties will be asked to return to hear the Committee's recommendation and reasons for their decisions.

#### ***G. Recommendation to the Student Progress Committee***

The recommendation will be reported in writing to the parties and to the Student Progress Committee (SPC) of the LMU-CVM within seven (7) calendar days. The offending party has the right to appeal the recommendation to the SPC. If an appeal is made, the SPC may then uphold the Committee's recommendation, send the recommendation back to the Committee for further consideration, or overturn the recommendation of the Committee. The community at large, including students, faculty and administrators, entrusts great responsibility to the Ethics and Honor Code Committee in these matters. The Associate Dean of Students is an advising member of the Ethics and Honor Code Committee and is aware of all reports prior to proceedings.

#### ***H. Repairing breeches of trust***

With any violation of the Code, the offending party is obligated to repair breeches of trust to the community at large. This will be accomplished by compliance with

the final decision in the case and acceptable reaffirmation of the party's commitment to the standards of the community.

## **VI. Membership of the Committee**

A total of twelve voting members will serve on the Ethics and Honor Code Committee as follows: first year class (3), second year class (3), third year class (3), and fourth year class (3). Selection will be made by vote of the SGA members as written in the SGA bylaws. The term is served from January to the following January. There is a minimum of nine members that need to participate in each hearing, either in person or via conference call. If nine members are not present, the meeting will be postponed and reconvened when a minimum of nine members are available. If nine members are not available within fourteen days, the matter will be presented to the SPC for consideration.

## **VII. Responsibilities of the Committee Members**

### ***A. To the Community***

The Ethics and Honor Code Committee's responsibilities to the community include: educating students and faculty about the Code, providing information and literature about the Code and assisting in maintaining awareness of the Code. Committee members will also undergo appropriate training prior to their becoming active members of the Committee.

### ***B. Within the Committee***

The Ethics and Honor Code Committee is responsible for interpreting the Code. The Committee will consider each case individually and should be sensitive to both the community and the individual involved when making decisions.

## **VIII. Ratification of the Code**

Members of the Ethics and Honor Code Committee may ratify this Code by a two-thirds majority vote and approval of the Associate Dean of Students, with final approval residing with the Dean of LMU-CVM. All incoming classes will be subject to this Code and will sign the pledge.

## **IX. Amending the Code**

This Code may be amended through an annual proposal and voting process as written in the Student Handbook. Amendments to the Code will be accepted by a three-quarters majority vote of the Ethics and Honor Code Committee and approval of the Associate Dean of Students.

## **X. The Pledge**

Membership in the Lincoln Memorial University –College of Veterinary Medicine community is dependent on our commitment to the Honor Code, and confirmed by our



signing the Honor Pledge card, which states: "I hereby accept the Lincoln Memorial University –College of Veterinary Medicine Honor Code, realizing that it is my duty to uphold the Code and the concepts of personal and collective responsibility upon which it is based."

## **XI. Special Circumstances**

A. Cases referred to the honor committee involving substance abuse/mental health that do not involve an honor code infraction will be handed over to the Associate Dean of Students without further action by the honor committee.

B. Any situations the committee deems is outside of its purpose will be forwarded to the Associate Dean of Students.

## ***CONDUCT AND PROFESSIONALISM POLICIES***

### **General Conduct Policy Guidelines**

1. The University does not accept responsibility for loss of personal property due to theft, fire or vandalism. Students are encouraged to research and purchase renter's insurance. Students should also be aware if their property is covered under their parents' or guardians' homeowner's policy. All students are encouraged by the Office of Safety and Security to properly secure their property while on campus.
2. All students are required to acquire an LMU Student ID Card. All students are required to have a valid form of photo ID on them at all times while on campus (including LMU ID and license). If a faculty member, staff member, security officer, Resident Director or Resident Assistant asks a student to present an ID, the student must present identification immediately. Failing to provide, or refusal to provide requested identification can result in disciplinary action, including a \$25.00 fine and/or removal from campus.
3. Students may not possess, consume, sell, use or be in the presence of alcoholic beverages or nonprescription narcotics on campus grounds, in University buildings or at University activities (see "Policy on Alcohol and Other Drugs").
4. Use of any tobacco product including vaping is prohibited campus wide.
5. Penalties related to violations of alcohol and narcotic prohibition can result in disciplinary actions including suspension or expulsion from the University (see "Policy on Alcohol and Other Drugs").

6. All types of guns, ammunition, explosives (including firecrackers and other fireworks and other flammable materials) or any other potentially dangerous weapons or paraphernalia, concealed or visible (including bladed items over three inches long), or potentially dangerous and unauthorized recreational equipment (such as archery equipment or paintball guns) are prohibited on campus, and are finable offences. A fine of \$500.00 (possible arrest) will result from the discharge of firearms at any time on LMU property. The potentially dangerous weapons will be removed from LMU property. Anyone wishing to temporarily store weapons on campus must apply for such arrangements for storage with the LMU Chief of Police/Security before these items are brought on campus property. Hunting is not permitted on the campus or surrounding parklands or farmlands owned by the University.
  
7. Any form of abuse of any person or property on the campus will result in immediate action including payment of damages, fines, and possible removal from campus housing and/or suspension. Abuse / Harassment / Intimidation / Stalking / Vandalism of any person or property on campus will result in immediate action including but not limited to: prosecution by local authorities, payment of damages, fines, possible removal from campus housing, suspension, or expulsion. Sexual Harassment is addressed within "Sexual Harassment Policy." Definitions: "Harassment," according to Tennessee Code Annotated (TCA) 39-170308, occurs when someone "Threatens, by telephone or in writing, to take action known to be unlawful...and knowingly annoys or alarms the recipient," or "Place...telephone calls anonymously, or at...hours known to be inconvenient to the victim, or in an offensively repetitious manner, or without a legitimate purpose of communication, and...Knowingly annoys or alarms the recipient." "Intimidation," occurs when someone "injures or threatens to injure or coerces another person with the intent to unlawfully intimidate another from the free exercise or enjoyment of any (lawful) right or privilege," or "damages, destroys or defaces any real or personal property of another person with the intent to unlawfully intimidate another from the free exercise or enjoyment of any right or privilege..." "Stalking," occurs when someone "intentionally and repeatedly (two or more separate occasions) follows or harasses another person in such a manner as would cause that person to be in reasonable fear for being assaulted, suffering bodily injury or death." "Vandalism," occurs when someone "knowingly causes damage to or the destruction of any real or personal property of another..." "Assault," occurs when someone "Intentionally, knowingly or recklessly causes bodily injury to another...Intentionally or knowingly causes another to reasonably fear imminent bodily injury; or...Intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative." Students, faculty, and staff are encouraged to consult current TCA listings for more specific information on these laws and to report all incidents of these crimes immediately.

8. Falsely reporting fires, bomb threats or other emergencies (either to LMU personnel or local 911 / police force dispatch personnel), falsely setting fire alarms and the non-emergency use of emergency equipment will result in immediate administrative action leading to possible suspension from the University and prosecution through state and federal laws. Tampering or damaging smoke detectors is subject to a \$250.00 fine and possible suspension.
9. Unauthorized entry into another student's room, faculty or staff offices, or any other campus facility is considered a serious violation and will result in immediate disciplinary action. This includes unauthorized entry into any facility outside of regular working hours.
10. Setting off, dismantling, tampering with, or disarming "Emergency Only" residence hall exits can result in a finable offense (up to \$250.00).
11. Theft of University property or of someone's personal property is against the law. Penalties may include campus sanctions as well as civil prosecution.
12. Giving false testimony to an investigating staff member or to a member of any of a judicial committee, attempting to intimidate or coerce witnesses, or seeking revenge against anyone due to their role in a disciplinary procedure will result in appropriate disciplinary action.
13. Giving false names or identification to any inquiring LMU staff person will result in disciplinary sanctions.
14. Harassment of another person, whether physical or verbal, is not tolerated and will be stopped, including possible removal of the offender from the University (see "Sexual Harassment Policy" and other definitions of harassment).
15. Littering the campus is offensive to everyone. Anyone found littering is subject to a \$25.00 fine and will be assigned appropriate community service.
16. A student's behavior is not only a reflection of his/her own choices, but is also a strong reflection upon the caliber of students enrolled within the University community. The University reserves the right to discipline students who commit certain off-campus violations of university policies.
17. The University reserves the right to require the withdrawal of a student due to physical or emotional reasons. The student may be considered for readmission / continued enrollment upon producing documented medical evidence satisfactory to a medical advisor selected by the University which proves that the condition requiring withdrawal has been corrected.

18. Any student who has not completed registration properly in an appropriate amount of time or who has not paid his/her account according to arrangements made with the Finance Office and Financial Aid Office is subject to administrative withdrawal from classes. A reasonable attempt will be made to contact the student before such action is taken.
19. The falsification of University documents of any kind is prohibited.
20. The University respects an individual's right to express themselves uniquely and strongly, however, when instances of complaints regarding reported or witnessed "foul" or "offensive" language or insinuations are filed with or by University administrators, the Office of Student Services will treat each case individually in order to address the appropriateness of the material in question and whether it contributes to or subtracts from the mission of the University.

All of the above stated offences may be dealt with on a case-by-case basis and according to the determinations of the seriousness of each incident may result with sanctions ranging from a simple warning to dismissal of the student from LMU-CVM.

### ***ETHICAL, ATTITUDINAL, AND BEHAVIORAL REQUIREMENTS FOR STUDENTS OF VETERINARY MEDICINE***

Desirable characteristics of veterinary students are based not only on academic achievement, but also on non-academic factors that serve to ensure that they have the behavioral and social attributes necessary to contribute positively to the veterinary profession. LMU-CVM students are required to have those character traits, attitudes, and values that will result in beneficent and ethical veterinary care. This includes, but is not limited to, the following:

- a. A veterinary student must be able to relate to instructors, classmates, staff, clients and their animals with honesty, compassion, empathy, integrity and dedication.
- b. A veterinary student must not allow considerations of religion, disability, ethnicity, gender, sexual orientation, politics or social standing to preclude productive and constructive relationships with instructors, staff, classmates, or clients;
- c. A veterinary student must not allow considerations of breed or species to influence relationships with his/her patients or teaching animals. For example, a student must never intentionally withhold medical care from a feline patient out of a dislike or distrust of cats.
- d. A veterinary student must be able to understand and use the authority, special privileges, and trust inherent in the veterinary student-client relationship for the benefit of both the client and the patient, and avoid behaviors that constitute

- misuse of this power.
- e. A veterinary student must never compromise care of an animal that has been left in his or her care or is his or her responsibility, regardless of whether this care conflicts with personal schedules or activities.
  - f. A veterinary student must never engage in educational activities while under the influence of alcohol or illegal or illicit drugs or substances. In addition, a student should not engage in patient care duties while impaired in any manner by any substance (e.g., a student shall not engage in patient care duties while taking a prescribed drug known to have adverse side effects until the student knows that he or she is not susceptible to such side effects).
  - g. A veterinary student must never perform any action that might be construed as the practice of veterinary medicine, except as permitted under the laws of the applicable jurisdiction in which the student may function in the role of providing animal health care under the direction of a licensed veterinarian. It is the veterinary student's responsibility to know and understand the applicable laws and regulations pertaining to the practice of veterinary medicine.
  - h. A veterinary student must be able to fully utilize his/her intellectual ability, to exercise good judgment, to complete patient care responsibilities promptly and properly and to relate to patients, patients' owners, faculty, administrators, staff and colleagues with courtesy, compassion, maturity and respect for their dignity.
  - i. A veterinary student must demonstrate maturity, including the ability to adapt to local culture, the ability to exercise good judgment and tolerance and acceptance of social, cultural and/or political differences.
  - j. A veterinary student must be able to work collaboratively and flexibly as a professional team member.
  - k. A veterinary student must behave in a professional manner in spite of stressful work demands, changing environments and/or clinical uncertainties.
  - l. A veterinary student must have the capacity to modify behavior in response to constructive criticism.
  - m. A veterinary student must be open to examining personal attitudes, perceptions and stereotypes that may negatively impact patient care or interpersonal relationships.
  - n. A veterinary student must possess an intrinsic desire for excellence and be motivated to become an effective veterinarian.

- o. Because the medical profession is governed by ethical principles and by laws, a veterinary student must have the capacity to understand, learn, and abide by relevant and applicable values and laws. Examples of breaches of veterinary medical ethics include, but are not limited to: cheating, plagiarism, or other forms of academic dishonesty; submitting fraudulent medical records or certificates; willfully withholding medical treatments ordered by a clinician; betraying a client confidence; or animal cruelty, whether through acts of commission or omission.

## Alcohol and Other Drugs

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

1. Standards of conduct regarding unlawful possession, use, or distribution of illicit drugs and alcohol on LMU property or as part of any LMU activities (including off-campus activities):
  - a. Public drunkenness is not permitted on campus. Drunken persons who are violent, uncontrollable, or aggressive are subject to arrest. (Also see "Sanctions for underage drinking, possession, or intoxication")
  - b. All underage students apprehended for alcohol consumption, possession, or intoxication will be reported in numerical form to the Tennessee Bureau of Investigation (TBI) in LMU's monthly report to the agency. In addition, all students who are arrested for being intoxicated, regardless of age, will be reported numerically to the TBI.
  - c. Any LMU-CVM recognized student organization that organizes or sponsors a sanctioned off-campus event where alcohol is served, used, or sold must use a third-party vendor, such as a hotel or restaurant, to serve the alcohol. The third party vendor must have a cash bar with individual students paying for their own alcohol. Monetary transactions will be between the individual students and the third party; *there will be no monetary transaction between the LMU student organization and the third party vendor.* Student association funds will not be used to pay for alcohol; likewise, members of the club will not participate in serving the alcohol. Any student organization that violates this rule will be sanctioned.

- d. Students living in graduate student housing complexes and the University Inn (residents are aged 21 or older) may have alcohol in their apartments. Alcohol may not be consumed outside of their apartments in the common areas.
  - e. Graduate students (age 21 or older) who live in undergraduate housing may not have alcohol in their rooms.
2. Legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol: Applicable Tennessee Law for the unlawful possession or distribution of illicit drugs and alcohol: "Definition of a minor: The 'age of majority' for purposes related to alcoholic beverages in Tennessee is defined as twenty-one years of age." [Tennessee Code Annotated - 1-3-105]. "Possession or consumption by a minor: It is unlawful for persons less than twenty-one years of age to purchase, possess, consume, or transport alcoholic beverages, including beer and wine" [T.C.A. - 1-3-13(b)]. "Finally, minors may not purchase, receive or possess alcoholic beverages in a public place" [T.C.A. - 57-4-203(b)(2)]. "Sale or gift to a minor: It is a misdemeanor for any adult to furnish or buy alcoholic beverages for a minor, [T.C.A. - 39-6-929(b) and 57-5-301(d)(2)]. "Miscellaneous: It is unlawful in Tennessee "for any person to buy another, any intoxicating liquor from any persons" [T.C.A. - 39-6- 9051].

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

- a. Except as authorized by - - 39- 6-401 - 39-6-419 and title 53, chapter 11, parts 3 and 4, it is unlawful for any person to manufacture, deliver, sell, or possess with intent to manufacture, deliver or sell, a controlled substance, or for two (2) or more persons to conspire to manufacture, deliver, sell, or possess with intent to manufacture, deliver or sell, a controlled substance; provided, however, that no agreement shall be deemed a conspiracy unless some act be done to effect the object thereof. Any person who violates this subsection with respect to a controlled substance is guilty of a felony in respect to most illicit drugs.
- b. It is unlawful for any person knowingly or intentionally to possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his professional practice, or except as otherwise authorized by - - 39-6-401 - 39-6-419 and title 53, chapter 11, parts 3 and 4. ...(d)

It shall be unlawful and shall constitute a Class X felony for a person to be engaged as a habitual drug offender. As used in this subsection, a 'habitual drug offender' is defined as one who engages in the protracted and repeated manufacturing, delivering, selling, processing with intent to

manufacture, deliver, sell or conspiring with another with intent to manufacture, deliver, sell or possess with intent to manufacture, deliver or sell any controlled substance under any schedule or combination of schedules, unless a person is otherwise permitted by law to engage in one or more of the activities included herein" (T.C.A. - 39-6-417(a)(b)(d)].

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

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



5. Disciplinary sanctions will result from standards of conduct violations regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on LMU property or as a part of any LMU activities. Student consumption, possession, sale, distribution, or being in the presence of alcohol and other drugs on the LMU campus is prohibited. Sanctions include, but are not limited to:
  - a. Sale and/or distribution to a minor: Removal from the residence hall with no refund of housing fees and revocation of visitation privileges in any campus residence hall.
  - b. Public drunkenness: Those who are violent, uncontrollable, or aggressive are subject to arrest. Other offenses subject to second offense consequences "possession or consumption" above.
  - c. Alcohol served, used, or sold at campus activities on campus will result in the probation and/or suspension of the sponsoring organization. (See Student Organization Council Handbook)

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

## **Eating and Drinking in Classrooms**

To maintain a safe and clean environment, no eating or drinking will be permitted in any classroom, laboratory or auditorium. Students are permitted to have a cup or bottle with a lid in some classrooms. Student violators will be referred to the Dean of Students for disciplinary action.

## **Professional Appearance**

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

1. Students who come to school dressed unprofessionally 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. The dress code is enforced between the hours of 7:30 am–4:30 pm on Monday through Friday.
2. While not an exhaustive list, tube tops, hooded sweatshirts, tank tops, t-shirts, flip-flops, excessive body piercing, cutoff shorts, and jeans with holes in them are examples of inappropriate dress during normal school hours. When representing LMU-CVM in any type of public forum, such as a conference or certain on-

- campus events, the dress code is, at the very least, business casual. At some public forums a higher standard is expected. Again, the student must display correct judgment and match the appropriate clothing with the event.
3. Courses with a laboratory component such as Veterinary Anatomy and Clinical and Professional Skills, will require that students dress as directed for these courses. The syllabus for each course will explain in more detail the appropriate attire.
  4. Students on clinical rotations are required to wear clean white jackets with appropriate dress.

## **Academic Integrity**

It is the aim of the faculty of LMU-CVM to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his/her own work that he/she has not honestly performed is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible dismissal.

## **Cheating**

Dishonesty of any kind on examinations or written assignments, unauthorized possession of examination questions, the use of unauthorized notes (either written or electronic) during an examination, obtaining information during an examination from another veterinary student, assisting others to cheat, altering grade records, or illegally entering an office are instances of cheating. 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 on their person during an examination will receive a zero for that examination and will be subject to dismissal.

## **Plagiarism**

Offering the work of another as one's own without proper acknowledgement is plagiarism; therefore, any veterinary 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 veterinary student has committed plagiarism.

## **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, Instagram, and Twitter.

LMU-CVM recognizes the major advantages of social networking sites. Not only do they connect students quickly and widely, 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 veterinary students. Unprofessional postings included profanity, discriminatory statements, alcohol abuse, sexually suggestive material and violations of patient/client confidentiality.

While quick and far-reaching, social media are also fairly permanent. Although you may think you have deleted an inappropriate post, it is probably archived in someone's file. As a general rule of thumb, if you would be embarrassed if your Dean read your statements, then you are better off not posting them.

Prospective employers, residency directors and future clients surf social networking sites to check out your background, interests, and professional standards. Don't post inappropriate photos that provide unflattering references. And choose your friends wisely. Remove any unprofessional postings to your wall as soon as possible.

**No photos of LMU-CVM animals should ever be posted on social media. Cameras and cell phones are strictly prohibited in the anatomy and clinical skills labs.**

## **Photo Policy**

Photography or any use of recording devices (e.g., film or digital cameras, camera phones, sound recorders) is strictly prohibited in animal use areas, unless specifically approved in writing by the LMU IACUC and the Institutional Officer.

### Exceptions:

1. When performed by government inspectors (e.g. USDA Veterinary Medical Officer).
2. When required by personnel authorized by the Institutional Officer assist in clinical diagnosis of disease.
3. When the Institutional Officer has requested to document conditions of the animal facilities.

## **Academic Environment**

The University considers both the in-class and the out of the classroom learning spaces to be equally important, therefore we strive to create in both cases environments conducive to optimal learning. Cell phones are to be turned off at all times while classes are in session so as not to interrupt the flow of instruction and learning. Laptops should judiciously be used only for course materials while classes are in session. Additionally, children are not to be brought to class. Students who violate this policy may be asked to

leave. We apologize for any inconvenience this may cause but we must respect the rights of all students to concentrate without interruption.

## **Academic Freedom**

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

## **SEXUAL AND OTHER DISCRIMINATORY HARASSMENT**

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

### **Sexual Harassment**

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

This conduct constitutes unlawful sexual harassment when:

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

Sexual harassment refers to behavior that is not welcome, is personally offensive, is debilitating to morale and interferes with academic or work effectiveness. It frequently (though not necessarily) occurs as an abuse of authority where the parties are in an unequal power relationship. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment can include:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, implied or explicit threats, and offensive or obscene language.
- Non-Verbal: Sexually suggestive objects, graffiti, cartoons, posters, calendars, writings, pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, stalking, staring and making obscene gestures.
- Physical: Unwanted or unwelcome physical contact, including touching, pinching, grabbing, holding, hugging, kissing, brushing the body, assault and rape.

While sexual harassment usually involves members of the opposite sex, it also includes “same sex harassment,” (*i.e.*, males harassing males and females harassing females). Sexual harassment may be subtle or overt. Some behavior that is appropriate in a social setting is not appropriate in the workplace or in an academic environment. Regardless of the form it takes, verbal, non-verbal or physical, sexual harassment is inherently destructive, insulting and demeaning to the recipient and will not be tolerated at LMU.

### **Other Discriminatory Harassment**

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

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

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

## Hazing

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

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

## Complaint and Reporting Procedure

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

Investigations will normally include conferring with the parties involved and any named or apparent witnesses. Signed statements from the parties and witnesses will usually be

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

Retaliation against any complaining individual, any witness, or anyone involved in a complaint is strictly prohibited. LMU will follow up any complaint or investigation as appropriate to insure that no retaliation occurs. Students should *immediately* report any perceived retaliation to the LMU-CVM Associate Dean of Students or to the LMU Vice President for Enrollment Management and Student Services. The University will not tolerate retaliation and will take prompt and immediate steps to eliminate it. Whether a particular act or incident produces a discriminatory employment or academic effect or amounts to harassment, or whether it otherwise violates this policy, requires a factual determination based on all the facts and circumstances. Given the nature of this type of discrimination, the University recognizes that false accusations of sexual or other discriminatory harassment can have serious effects on innocent individuals. Therefore, if after investigating any complaint or report, it determines the complaint or report is not bona fide and was made in bad faith or for an improper purpose, or that an individual has provided false information regarding a complaint or investigation, disciplinary action may be taken against the individual who filed the complaint or who gave false information. LMU trusts and expects that all students will continue to act responsibly to establish and maintain a pleasant and respectful community environment, free of discrimination or harassment, for all. LMU has a zero tolerance policy for sexual or other discriminatory harassment. Thus, students are subject to discipline for any inappropriate behavior.

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

## ***Sex Offense Prevention Programs and Procedures***

### **Education and Information**

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

Students may access the TBI's Tennessee Internet Crime Information Center's Sexual Offender Registry (for Claiborne County) at:

[http://www.ticic.state.tn.us/SEX\\_ofndr/sor\\_short\\_county.asp](http://www.ticic.state.tn.us/SEX_ofndr/sor_short_county.asp). For Bell County, KY: <http://kspsor.state.ky.us/>. For Lee County, VA: <http://sex-offender.vsp.state.va.us/>.

## Reporting Offenses

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

## Procedures

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

## ***OTHER CAMPUS POLICIES***

### Video and Audio Recording

It is expressly forbidden to make audio or video recordings of any lectures without prior written permission. Likewise it is forbidden to distribute such material.

### 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 ID's. Students should wear their ID badge above the waist where it is clearly visible at all times. The card should be retained over all semesters that the student is enrolled at LMU-CVM. All registered students must carry their ID and surrender their ID card if asked by a staff member of the institution. All valid IDs are used for identification, to check out library books, to obtain admission to most campus activities, entrance into LMU-CVM facilities, and are useful as a form of identification in the surrounding community as well. A possible fine of \$25.00 will be assessed to any student not in possession of his/her LMU-CVM student I.D. upon request by LMU personnel.

**All LMU-CVM 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. Campus Police & Security will need to see your LMU ID badge before you gain access to the facility. If you have forgotten your LMU ID badge you may be asked to show a



picture ID, such as a driver's license. If you can't provide an LMU ID Badge or valid Driver's License/State approved ID, access may be denied.

## **E-Mail Accounts**

All students will be given an LMU e-mail address. This is the official means for University and LMU-CVM representatives to communicate with veterinary students, thus it is the student's responsibility to check e-mail accounts on a regular basis. During orientation, representatives from the Information Technology department will make a presentation about the rules and policies of using the LMU-CVM e-mail account.

## **Student Health Insurance**

Veterinary students must have basic health insurance coverage. 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.

## **Life and Disability Insurance**

All students must participate in the LMU-CVM life/disability insurance plan. There are no exceptions.

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

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

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

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

## **Holidays**

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

## Vacations

Vacation dates for the first-, second-, and third-year veterinary students can be found on the LMU-CVM Academic Calendar (see Appendix I). Fourth-year veterinary students will have scheduled time off based on their rotation schedule set by the Assistant Dean of Clinical Relations.

## Inclement Weather

LMU campus closure due to inclement weather is announced on local radio and TV stations and posted on the LMU website. LMU-CVM will make official announcements via university email concerning cancellation of classes and labs. It is the students' responsibility to stay abreast of weather conditions and notifications.

## Parking

All veterinary students, faculty, and staff vehicles must be registered with the University Office of Student Services during the completion of academic registration. Vehicle registration covers one academic year, ending on the last day of the summer session. A registration fee of \$30.00 is assessed per veterinary student. Parking tags are issued upon registration and indicate status as student or faculty / staff. Tags must be visible on the rear windshield. Parking tags are transferable to other vehicles as approved by the Office of Student Services.

## Building Hours

Normal Business Hours for the Hamilton Math and Science Building, the DVTC, and the DCOM Building are Monday – Friday, 6:00 am – 6:00pm. Students should always have their student ID/swipe card visible above the waist.

After normal business hours or 6:00 pm, students will need their ID/Swipe card to enter and remain in the building. Only students are permitted in the building after normal business hours; no guests. The buildings are accessible 24 hours Sunday through Thursday. On Fridays and Saturdays, student have swipe access only from 6am – 12midnight. Students may remain in the building until 2am, but at 2am, the building is closed and students must clear the buildings.

## Campus Police and Security

Lincoln Memorial University has an on-campus police force which provides supervision for the entire campus in conjunction with LMU standards and policies and State of Tennessee certification requirements. 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 least one police 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. **The Campus Police and Security Office is located 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. Upon request, reports can be submitted through a "voluntary confidential reporting process."

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.

LMU utilizes the e2 Campus alert system to notify university members in the event of an emergency. If you are a current LMU student, you are automatically enrolled in e2 Campus and will receive alerts to your LMU email address. You can also add up to two phone numbers to your account if you would like to also be alerted by text message. For further information, refer to <http://www.lmunet.edu/curstudents/emergency/>.

In the event of an emergency or any other security need, look for an officer or phone the Security Office at (423) 526-6911, or phone the Dean of Students at (865) 585-2975.

In accordance with Public Chapter 317, "College and University Security Information Act," enacted July 1, 1989, in the state of Tennessee, LMU submits monthly crime statistics to the Tennessee Bureau of Investigation (TBI). Specific policies and procedures are available upon request from the Dean of Students Office. In the event of an emergency or any other security need, look for an officer, call a police officer at (423) 526-6526 (dial in your phone number), phone the Security Office at (423) 869-6911, or phone the Dean of Students at (423) 869-7104, Monday through Friday 8:00 a.m. to 4:30 PM. Warnings (crime, emergencies, or weather-related) particular to the University community are coordinated through all or a combination of the following: LMU Police, the Office of the President, the Office of Student Services, and the LMU Health and Safety Committee (12/18/03).

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

## **Emergency Fire Response**

The University Campus Police and Security staff responds 24 hours-a-day to any fire alarm or report of burning odors; however, fire alarms alone do not ensure any person's safety unless that person knows how to safely exit a building when the fire alarm sounds.

## ***Fire Drill Procedures: Classrooms and Other Facilities***

In case of fire, either the smoke detectors or fire alarms will sound. Students, faculty and staff should do the following:

1. In an orderly fashion, exit the building, staying low to avoid smoke inhalation.
2. If the fire alarm has not been activated, pull the closest fire alarm when exiting the building. (If the fire alarm has already been activated, there is no need to pull a second alarm.)
3. Familiarize yourself with the layout of the building. Escape routes are posted throughout buildings in areas easily accessible to everyone.
4. If you are the last person to exit a classroom or office, close the door, reducing the fire's spread and damage.
5. After exiting, meet in a designated rally point to be accounted for. Under no circumstances should you reenter a burning building!
6. To prevent personal endangerment and obstruction of emergency responders and equipment, do not leave the assigned areas until cleared to do so by your Area Leader.

In the case of a drill, please note the sooner everyone is out, the more quickly the all clear can occur and activities can return to normal.

## **Public Relations and Marketing Guidelines**

The full formal name of the school is Lincoln Memorial University-College of Veterinary Medicine. When referring to the school in external communication, on first reference it should be "Lincoln Memorial University-College of Veterinary Medicine (LMU-CVM)." Subsequent references should be "LMU-CVM." ***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-College of Veterinary Medicine." When referring to the school for an internal audience (i.e., the LMU campus community), the reference can be "College of Veterinary Medicine (CVM)."

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

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

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

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

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

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

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

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

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

As representatives of LMU-CVM, faculty and students shall not accept industry-funded meals except those in conjunction with educational activities that comply with the American Association of Veterinary Medical Colleges (AAVMC) standards for commercial support. Industry sales representatives are not permitted to interact with LMU-CVM students except under the direct supervision of LMU-CVM faculty in a structured learning environment.

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

## **STUDENTS WITH DISABILITIES**

LMU does not discriminate, for purpose of admission to LMU or access to and treatment in LMU's programs or activities, on the basis of disability. Every effort is made to accommodate the needs of the students with disabilities attending LMU. As buildings on the LMU campuses are remodeled, care is taken to assure that persons with disabilities have sufficient access to those buildings. LMU will also provide reasonable accommodations to students with properly documented disabilities. If a student with a disability has any issue or question about his/her disability, the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act of 1973 (Section 504) he/she should contact the LMU-CVM Associate Dean of Students.

## **Veterinary Students with Disabilities**

LMU-CVM is committed to ensuring that otherwise qualified disabled students equally enjoy the benefits of an osteopathic professional education. Upon request by a student with a disability, LMU-CVM 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-CVM 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-CVM curriculum, expect our students to perform their duties in a timely manner as such ability is a critical and essential part of the LMU-CVM 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**

The following procedure must be followed in order for any student with a disability to receive accommodation:

- 1) The student must submit documentation of his/her disability to the LMU-CVM Learning Specialist in the Office of Student Services and Admissions (guidelines for proper documentation are set forth below).
- 2) The LMU-CVM Learning Specialist, in consultation with General Counsel as necessary, will make a determination regarding the request.
- 3) If a student is not satisfied with decision of the Learning Specialist the student may file an appeal with the Accommodations Grievance Committee.

### **Documentation Guidelines**

Students requesting accommodations or services from LMU because of a learning or physical disability are required to submit documentation to determine eligibility for those accommodations or services in accordance with Section 504 and the ADA. A diagnosis of a disability does not necessarily qualify a student for academic accommodations under the law. To establish that a student is covered under Section 504 or the ADA, the documentation must indicate that the disability substantially limits some major life activity, including learning.

The following guidelines are provided in the interest of assuring that documentation of a learning disability is complete and supports the student's request for accommodations. LMU will determine eligibility and appropriate services, case by case, based on the

quality, recency and completeness of the documentation submitted. The following requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a disability, the impact on the individual's educational performance, and the need for academic accommodations for the purpose of the ADA or Section 504. (10/05)

**A. *A Qualified Professional Must Conduct the Evaluation***

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neurophysiologist, education diagnostician, or student clinicians who are being supervised by a qualified professional) who has had direct experience with adolescents and adults with disabilities.

**B. *Documentation Must be Current***

Reasonable accommodations are based on the current impact of the disability on academic performance. In most cases this means that a diagnostic evaluation should be age appropriate and relevant to the student's learning environment, and show the student's current level of functioning. If documentation does not address the individual's current level of functioning a reevaluation may be required. Medical students must submit their evaluation and supporting documents thirty-days prior to matriculation. Documentation should not be older than two years at the time of submission to LMU-CVM.

**C. *Documentation Must Include a Specific Diagnosis***

The report must include a clear and direct statement that a disability does or does not exist including a rule out of alternative explanations of learning problems. Terms such as "learning difficulty," "appears," "suggests," or "probable" do not support a conclusive diagnosis.

**D. *Documentation Must be Comprehensive***

The documentation must include a summary containing relevant historical information, instructional interventions, related services, and age of initial diagnosis. The documentation must also include objective data regarding aptitude, achievement and information processing. Test scores (standard scores, percentiles, and grade equivalents) must also be included in the documentation.

**E. *Recommendations for Accommodations***

A diagnostic report may include specific recommendations for accommodation(s). A prior history of an accommodation, without a demonstration of a current need, does not in and of itself warrant the provision of that accommodation. Each accommodation recommended by an evaluator should include a rationale. The



evaluation should support the recommendations with specific test results or clinical observations. If an accommodation is not clearly identified in the diagnostic report, LMU will seek clarification and/or additional information either from the student's evaluator or from another trained professional chosen by LMU. LMU will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. LMU reserves the right to request reassessment of the student's disability when questions arise regarding previous assessment or provision of services or accommodations or when the student requests additional services or accommodations above and beyond what has been previously provided to the student.

***F. Process for Receiving Reasonable Accommodations***

All documentation related to the student's disability and accommodations shall be maintained by the LMU-CVM Learning Specialist. Upon receipt of the documentation, the LMU-CVM Learning Specialist will meet with the student, either in person or by telephone, to discuss and make arrangements for accommodations for the upcoming semester.

***G. Notification to Student***

Once a determination has been made regarding accommodations, the student will be notified by the Office of Student Services about the accommodations. If any request for an accommodation has been denied the student will be notified in writing why the request has been denied.

***H. Notification to Faculty and Staff***

Once a determination has been made the appropriate faculty, staff, and exam monitors will be notified.

If a problem arises concerning the reasonable accommodations, the student should contact the LMU-CVM Learning Specialist and the Associate Dean of Students.

**Grievance Procedure for Student with Disabilities**

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

The standing members of the LMU-CVM grievance committee will be appointed by the Dean of LMU-CVM. If there is a conflict between a standing member and the student filing the appeal then the standing member may be replaced by another faculty member.

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

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

## **DISCIPLINARY PROCEDURES**

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

A grievance concerning another student is made in written format to the Associate Dean of Students. All parties in receipt of a student grievance should respond as soon as possible but should take no longer than five working days following receipt of the grievance.

#### **Initial Investigation by the Office of Student Services and Admissions**

When a report alleging student misconduct comes to the Office of Student Services and Admissions, the student is immediately notified of the allegations. If the student does not respond within twenty-four hours, he or she may be immediately suspended. The Associate Dean of Students will conduct an initial investigation by taking written and oral statements from the complainant (person making the allegations) and any witnesses. The student who is charged with the misconduct will be given a summary of the allegations and the names of the complainant and witnesses. The student will also be given a chance to present his or her case to the Associate Dean of Students. Once all sides have been heard, the Associate Dean of Students will make a determination about the allegations. If the student is found guilty the Associate Dean will outline an appropriate remediation. In cases of major ethical violations the Associate Dean of Students may opt out of making an initial determination about guilt or innocence and may instead send the matter directly to the SPC.

If the Associate Dean of Students makes a determination about the incident and the student accepts the findings, then he or she will sign a statement acknowledging acceptance of the findings and agreement to abide by the remediation. If the student is not satisfied with the findings, the student has the option of having the case heard by the SPC. If the student poses a threat to the college community, the Associate Dean of Students may temporarily suspend the student from attending classes until the issue is resolved.

## **Appeal to the Student Progress Committee**

If the student does not accept the findings of the Associate Dean of Students, then a written appeal must be made to the chairman of the SPC within three working days following receipt of the findings from the Associate Dean of Students. The appeal should include a summary of the events in question and reasons why the student believes the initial findings were unfair. The Chairman of the SPC will then convene a meeting to review the case.

## **Student Progress Committee Hearing**

As soon as possible the Chair of the SPC will convene a meeting. Because this is not a criminal court, the level of proof for a decision shall be “substantial evidence” and not the strict criminal law standard of “proof beyond a reasonable doubt.” If a student fails to appear before the SPC, the matter will be resolved in his/her absence.

1. All proceedings are confidential. The meetings are closed to anyone not in the University community. Only witnesses, the student’s advisor, the committee members, and the accused student will be allowed to attend the meeting.
2. At least three days prior to the start of the meeting the student will be shown any written documentation pertaining to the case. The student will not be allowed to make copies of the material.
3. If the student feels that one of the committee members is biased, then the student may request to have this person removed and replaced with another faculty member. The request should be made to the chair three days prior to the start of the meeting. If one of the regular members of the SPC cannot attend the meeting, then a temporary member will be appointed for the length of the hearing.
4. The Chair will remind committee members that the hearing is confidential. The proceedings will be recorded in writing by a secretary. Any previous disciplinary problems will not be raised at this point.
5. The complainant and any witnesses will present their statements to the committee. The committee may choose to ask questions at this point. The student will not be present for this portion of the hearing.
6. The student may then present his or her version of the events in question to the committee.
7. Following the presentation of the evidence, the Chair shall request that everyone, other than the committee members leave the room. The committee will deliberate, voice opinions, and a ballot will be taken to decide whether the student has violated standards of acceptable conduct. A majority vote will rule.
8. If the committee determines that a violation has occurred then the deliberations will move into the penalty phase. At this point, any prior disciplinary problems will be provided to the committee. After the Committee is finished deliberating it will notify the Dean within three working days of their conclusions.
9. Following receipt of the SPC’s decision, the Dean will let the student know the final decision within three working days.

## **Appeal of the Dean's Conclusion**

If the student is unsatisfied with the Dean's decision, the student has three working days to submit an appeal to the LMU-CVM Appeals Board (See the Appeals Board section above).

## APPENDIX I

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### ***LMU-CVM 2015-2016 Academic Calendar***

<b>Fall Semester 2015</b>	
Orientation	August 4-7, 2015
CVM Classes Begin	August 10, 2015
Labor Day Break	September 7, 2015
White Coat Ceremony	October 3, 2015
Thanksgiving Break	November 26-27, 2015
Final Exams	December 7-11, 2015
Christmas Break	December 12, 2015 – January 3, 2016

<b>Spring Semester 2016</b>	
Classes Begin	January 4, 2016
Martin Luther King, Jr. Day	January 18, 2016
Spring Break	March 21- 25, 2016
Good Friday Break	March 25, 2016
Final Exams	May 2-6, 2016



# LMU

LINCOLN MEMORIAL  
UNIVERSITY

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