

Student Handbook & Catalog

2017-2018
vol. V



LMU

LINCOLN MEMORIAL
UNIVERSITY

COLLEGE OF
VETERINARY
MEDICINE

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BOARD OF TRUSTEES

Lincoln Memorial University is a private, non-profit institution controlled by a self-perpetuating Board of Trustees. Board members are elected on the basis of commitment to the programs and purposes of Lincoln Memorial University. Board members receive no remuneration from but work on behalf of the University. The Board establishes the broad guidelines of philosophy and institutional purpose and names the President to carry out their guidelines.

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ADMINISTRATIVE FACULTY ROSTER

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Vice President & Dean of LMU-CVM

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Executive Associate Dean, Associate Dean of Academic Affairs

Randall Evans, DVM
Associate Dean of Career Services & Professional Development

John Weale, DVM, MS
Associate Dean of Clinical Relations & Outreach

Paul Wood, PhD
Associate Dean of Research

Ashley Russell, MBA
Chief Operating Officer

Robert Thompson, DVM, MSpVM
Medical Director DeBusk Veterinary Teaching Center

MISSION AND PURPOSE OF LMU

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

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

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

Approved by the Board of Trustees November 10, 2017

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

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.

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, AND NON-DISCRIMINATION POLICY

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

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

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

the Genetic Information Nondiscrimination Act of 2008, and the Tennessee Human Rights Act.

CAMPUS FACILITIES AND DEPARTMENTS

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.

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 for upcoming events and additional information. Phone 423-869-6235.

Academic Affairs

The LMU-CVM Office of Academic Affairs is located in the Math and Natural Science Building, Suite 320. They can be reached at 423-869-7150.

ADA Coordinator

The ADA Coordinator is located in the Student Center and can be reached at 423-869-6531.

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.*) Phone 423-869-6306.

Building Hours—Hamilton Math and Science Building

Normal Business Hours for the Hamilton Math and Science Building and the DVTC 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–12 midnight. Students may remain in the building until 2am, but at 2am, the building is closed and students must clear the buildings. The first floor check-in desk can be reached at 423-869-6000.

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.

Clinic, LMU Medical

The LMU 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 and radiology are available. Hospital affiliations include Middlesboro ARH and Claiborne County Hospital, as well as other specialty hospitals throughout the region.

Computing Services

The official manner of communication from the administration and faculty to CVM 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

Every student is assigned a user account upon entrance to a program of study with the University, which grants the student access to the university network resources, as well as the Internet. These accounts also grant access to the WiFi network on campus. When accessing campus WiFi, be sure to choose the network labeled “LMU_OpenAccess” on your PC, phone or tablet.

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.*)

Counseling Services

LMU Counseling Services are available in The Student Center 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: [LMU Counseling Services Information](#)

DeBusk Veterinary Teaching Center (DVTC)-Ewing, VA Campus

The LMU-College of Veterinary Medicine DeBusk Veterinary Teaching Center (DVTC), located in Ewing, VA, includes 1000 square feet of facilities designed for teaching veterinary sciences, specifically designed for education, research, and service in veterinary medicine. It is used for large animal (food animal and equine) and small animal (canine, feline, exotics) core clinical skills instruction, including safe animal handling, in Years 1 through 3 of the curriculum. All students will participate in a DVTC senior year clinical rotation encompassing both large animal and small animal casework. The DVTC also includes a staging facility for ambulatory outreach to Appalachian farms, as well as a clinical research area. Students should wear their ID badge above the waist where it is clearly visible at all times. The DVTC can be reached at 423-869-6535.

Financial Aid Services

The Office of Financial Aid is responsible for providing qualified students the appropriate documentations and counseling to secure financial assistance in the form of loans, scholarships, and grants. The Office of Financial Aid is located in DAR 111 and can be reached at 800-325-0900, extension 6336.

Fitness Center

The Fitness Center is located in the Student Center and can be reached at 423-869-6587.

Food Service/Dining Hall

Meals are served according to the schedule posted in the cafeteria. *See University Handbook.* [LMU Student Handbook 2017-2018](#)

Housing/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.

Identification/Student ID

Student identification may be obtained in Dishner Hall 104. A picture identification card (ID) will be made for all students free of charge. A 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. Please call 423-869-7088 for more information.

Information Services/Technology

Information Services can be reached at 423-869-7411.

Library, Carnegie Vincent

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. To reach the Library, please call 423-869-7079.

Parking Passes

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. Parking passes may be obtained in Robin Susong's office, which is located through the main entrance of Tex Turner Arena, the first office on the right. Please call 423-869-6301 for more information.

Pool/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. Please call 423-869-6243.

Security and Campus Police

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 [Emergency Info](#)

In the event of an emergency or any other security need, look for an officer or phone the Security Office at (423) 869-6911.

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 Campus Police and Security Department. 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), or phone the Security Office at (423) 869-6911. 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).

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.

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 fitness center.

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.

Transcripts

For further information about obtaining official transcripts, please call the Registrar's office at 423-869-6292.

OFFICE OF ACADEMIC AFFAIRS

Introduction

The Office of Academic Affairs is responsible for admissions, recruitment, retention, securing financial services, 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 Academic Affairs is overseen by the Associate Dean of Academic Affairs, and is currently housed on the 3rd floor of Math and Science 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, etc. in cooperation with the CVM Office of Academic Affairs.

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. 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 Academic Affairs. Like the faculty, the Associate Dean of Academic Affairs has an open-door policy.

Minimum Academic Requirements

- At least 43 semester or 65 quarter units from a regionally accredited college or university. (If a student intends to practice in the state of New York, they require at least 60 semester units.)
- Minimum overall 2.8 GPA or higher in all coursework as calculated by VMCAS. (Students not meeting this criteria, with a GPA of <2.8, who have demonstrated a commitment to academic excellence in the last 2 years of study [most recent 60 semester hours] may be considered on a case-by-case basis.)

Pre-Requisite Coursework

In order to fulfill the prerequisite, the coursework must meet the following criteria:

- Courses must be completed at a regionally accredited college or university
- Courses must be completed with a grade of a “C-“ or higher. Final grades for all prerequisite courses must be verified by LMU-CVM.

- Courses for all science prerequisites must have been completed within the last 10 years of application. Science prerequisites include: Biology, Genetics, Biochemistry, Advanced Science Electives, Organic Chemistry, General Chemistry and Physics.

In Progress or Planned Courses

Prerequisites courses can be “in progress” or “planned” at the time you submit your application; however, official transcripts reflecting successful completion of those prerequisites must be submitted to LMU by the published deadlines.

Advanced Placement (AP) Credits

AP credits will be accepted for prerequisite courses if they appear on an official college transcript with the subject and number of credits received and are equivalent to the appropriate college-level coursework. A generic listing of “AP credit” or “transfer credit” without the specific subject and number of credits will not be accepted.

LMU-CVM Prerequisite	Semester Units	Quarter Units	
Biology	8	12	General biology series; lecture & lab
Genetics	9	4	Lecture; Animal Breeding/Reproduction courses must Be approved on a case-by-case basis.
Biochemistry	3	4	Lecture
Advanced Science Electives	8	12	Lecture. Courses must be 300 level or higher. Examples may include Anatomy, Cell Biology, Immunology, Microbiology, Molecular Biology, Physiology or Virology, depending on your school’s course numbering.
Organic Chemistry	6	9	Lecture & Lab
General Chemistry	6	12	Lecture & Lab
Physics	3	4	Lecture (Algebra or calculus-based acceptable)
English	3	4	

Social Sciences	3	4	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.
Minimum	43	65	

Graduate Record Exam (GRE)

Applicants are required to take the GRE General Test. The GRE must have been taken within 3 years of application and prior to the September 15 deadline. GRE scores will be sent directly to VMCAS. Use the code 7576 when ordering your test scores.

Veterinary Experience

Applicants must demonstrate experience and knowledge of the veterinary profession. There is not a minimum number of hours applicants must complete.

Technical Standards

The LMU-CVM Doctor of Veterinary Medicine Degree indicates that the graduate is a veterinarian who is competent to practice veterinary medicine and is able to apply for and maintain veterinary medical licensure. During their curriculum, all LMU-CVM students are required to demonstrate the knowledge, skills, and attitudes needed to provide safe and effective veterinary medical care. Thus, each candidate for admission must possess and maintain the skills, qualities and attributes required to practice direct patient care regardless of his or her intended career pathway.

In accordance with the Americans with Disabilities Act, LMU-CVM requires that students meet and maintain the ability to meet the following technical standards, with or without reasonable accommodation as a condition of participation in the veterinary medical educational program. Reasonable accommodations include those assistive devices and strategies that do not change the: essential requirements of the curriculum and/or the standards of performance judged to be acceptable. Assistance strategies that use trained intermediaries to obtain and interpret data from patients or owners on behalf of the student will not be accepted as reasonable.

Standard 1—OBSERVATION:

Students must be able to observe a patient accurately (at a distance and nearby), acquire information from written documents, actively participate in instructional activities, observe patients for signs of disease, and to interpret visual diagnostic tests (examples: electrocardiograms, diagnostic imaging, and microscopic evaluation). Students must

have sufficient use of the senses necessary to accurately and safely observe and react to a patient at a distance and nearby. The student must be able to perform these procedures in potentially stressful circumstances and in a timely manner across the wide range of veterinary clinical circumstances.

Such observation and information acquisition is typically accomplished through the use of visual, auditory, and somatic sensation while being enhanced by the functional use of other sensory modalities, including smell. In any case where one's ability to observe or acquire information through typical physical senses is compromised, the student is expected to acquire and effectively use approved auxiliary aids and services. All students are held to the same standards regardless of ability.

Standard 2—COMMUNICATION:

Students must be able to relate reasonably to patients and establish sensitive, professional verbal relationships with clients, patients, faculty, and staff. They are expected to personally communicate the results of the history and examination to the client, peers and faculty with accuracy, clarity, efficiency and communicate effectively in oral and written form. Students must be proficient in both communicative and receptive aspects of the English language. The student must also be able to understand and interpret patients' clinical presentations in order to obtain clinical history, describe changes in behavior, activity and posture, and perceive non-vocal communications. Students must also be able to respond effectively in a timely manner during emergency situations.

Standard 3—MOTOR:

Students must perform basic diagnostic and medical procedures including but not limited to: complete physical examinations, animal restraint, and basic surgical procedures.

Standard 4—INTELLECTUAL, CONCEPTUAL, INTEGRATIVE and QUANTITATIVE ABILITIES:

Students must be able to observe, measure, calculate, and utilize information to engage in: critical thinking, data analysis/assimilation, and problem solving in both individual and group contexts that are essential to the function of a veterinarian. Students are expected to be able to display good judgment in the assessment and treatment of patients. They must be able to respond with prompt and appropriate action in clinical situations.

Standard 5—BEHAVIORAL AND SOCIAL ATTRIBUTES:

Students must accept criticism and respond with appropriate modification of their behavior. Students must possess the perseverance, diligence, and consistency necessary to complete the veterinary school curriculum. They must demonstrate professional and ethical demeanor, exhibit interpersonal skills and exemplary behavior in all dealings with peers, faculty, staff, clients, and patients. Compassion, integrity, concern for others, honesty and law-abiding ethical behavior is essential for LMU-CVM students.

Standard 6—PROFESSIONAL INTERACTIONS:

The student must conduct themselves with integrity, respect, compassion, tolerance and acceptance of others in their interactions with patients, owners, peers, faculty and other

members of the LMU-CVM community at all times, including under stress and after limited and/or interrupted sleep. The student must be able to quickly respond to demands within the clinical setting and be able to demonstrate flexibility with the requirements of the curriculum.

Standard 7—GENERAL HEALTH:

The student must have sufficient physical and mental stamina to perform strenuous workloads for long periods. A student who has a disease that poses a risk of eminent or serious harm to the student, other students, faculty, staff, clients, or patients or that prevents the student from safely performing the clinical duties required by the LMU-CVM curriculum will not be admitted or permitted to continue in the program. Students with allergies need to be aware that they will have sustained contact with multiple species of animals and the environments in which they are housed and treated. During such contact, the individual must be able to carry out routine medical care on such animals irrespective of physical discomfort resulting from allergic reactions with hair, dander, skin, or bodily fluids.

Academic Advising

At the beginning of Year 1, veterinary students are assigned an academic advisor. The Assistant Dean of Student Success and Director of Student Services is responsible for making these assignments. Students may switch advisors if they choose after the first semester. Primary goals for advisors include establishing rapport and trust with advisees, discussing roles and expectations of advisor/advisee, evaluating and assisting advisee with his/her adjustment to vet school, and discussing advisee's future plans, aspirations, and preferences. Advisors should contact and/or meet with their advisees on a monthly basis or more if needed by the student to ensure they are aware of resources available (academic counseling, mental health counseling, tutoring, etc.). Advisors work closely with the Assistant Dean of Student Success to identify students who need additional help or accountability. The Assistant Dean of Student Success provides advisors with Advisee Reports consisting of current course averages and comments throughout the semester (mid-term and pre-final, more if the student is on Academic Probation) such that advisors can monitor advisees' progress.

Criminal Record Report

All LMU-CVM students must have an updated criminal record report from a university-approved vendor before starting veterinary school. The Criminal Record Report will be updated prior to starting the clinical year. These reports are purchased at the expense of the student. 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. The appropriate forms are available through the Office of Student Services and Admissions.

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 middle of the first semester, 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. Current semester grades and GPA's are kept in the office of the Director of Outcome Assessments. 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 this case, 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 Director 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.

Tuition & Fees

1st, 2nd & 3rd Year Veterinary Medicine Students Estimated Cost of Attendance Budget

	2017-2018
Tuition	\$45,250.00
Fees	211.00
Books & Supplies	2,600.00
Housing	9,132.00
Food	4,050.00
Transportation	2,550.00
Miscellaneous (including health/dental insurance)	3,900.00
Loan Fees	1,650.00
TOTAL ESTIMATED COST OF ATTENDANCE	\$69,343.00

*These figures are subject to change depending on health/dental insurance rates to be released in late spring.

*Current law mandates that only the student's expenses can be included in the cost of attendance budget and that budgets may only be for periods of enrollment. All veterinary student budgets are based on a 9-month enrollment period for years 1-3.

**4th Year Veterinary Medicine Students
Estimated Cost of Attendance Budget**

2017-2018

Tuition	\$45,250.00
Fees	611.00
Books & Supplies	1,120.00
Housing	12,000.00
Food	4,050.00
Transportation	5,000.00
Miscellaneous (including health/dental insurance)	3,900.00
Loan Fees	1,650.00
TOTAL ESTIMATED COST OF ATTENDANCE	\$73,581.00

*These figures are subject to change depending on health/dental insurance rates to be released in late spring.

*Current law mandates that only the student's expenses can be included in the cost of attendance budget and that budgets may only be for periods of enrollment. The fourth year veterinary student budget is based on a 12-month enrollment period.

Reimbursement of Funds

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

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

Registration in 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 Director of Student Services and Admissions. This includes but is not limited to all talks, seminars, exhibits, fundraisers, workshops, and courses. The appropriate forms are available in the Office of 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 Academic Affairs 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

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: [AVMA Accreditation Standards](#)

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 Academic Affairs who will forward the complaint to the Dean.

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 Dean can grant a leave of absence. Only students who are in good academic standing with LMU-CVM can be granted a leave of absence.

The student must meet personally with the Associate Dean of Academic Affairs 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.

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 June 30th of the academic year the student wishes to be readmitted. The written request should be directed to the Associate Dean of Academic Affairs.

Students granted a medical leave of absence must have a licensed physician or mental health professional, approved by the Associate Dean of Academic Affairs, 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 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. Professional 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.

Attendance

The LMU-CVM requires students to attend all labs, small group sessions, and clinical activities as scheduled. Lecture attendance is at the discretion of the Course Director. 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 unless otherwise noted by the

Course Director. If students do not show up when live animals are used in these sessions, students will receive a *Patient Neglect Notification Email*. If a student obtains two of these notices, they will be subject for dismissal from the program.

In the event that a student must miss a class, students must notify the Assistant Dean of Student Success 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 Academic Affairs Office as soon as possible upon their return to campus. The Excused Absence Request form is available at LMU-CVM Students Team Site under Policies & Procedures at [Excused Absence Request Form](#)

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 four credit hours.

1.0 Credit hour = 15 Lecture or Seminar Hours

1.0 Credit hour = 30 Lab Hours

Rounding Scale: 0.0 – 0.49 = 0.5

0.5 – 1.00 = 1.00

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. 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 their academic file at LMU-CVM and serves as a record of the student’s completion of those course requirements. The student will receive credit for the course, but will not receive a letter grade. The class will not be figured into the GPA. Students receiving a waiver will not be

eligible for official 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

A summary listing of all course descriptions and credit hours is located on the LMU-CVM Web Site at: [LMU-CVM Course Descriptions PreClinical Courses](#)

Curriculum Digest

The curriculum digest is available on the LMU-CVM Web Site at: [LMU-CVM Curriculum Digest](#)

LMU-CVM Curriculum Digest-Fall 2017					
YEAR 1	1 ST Semester Courses	CREDIT	YEAR 1	2 ND Semester Courses	CREDIT
CVM 710	Veterinary Anatomy I	5	CVM 712	Veterinary Histology	1
CVM 711	Veterinary Physiology I	3	CVM 720	Veterinary Anatomy II	5
CVM 713	Parasitology	3	CVM 721	Veterinary Physiology II	3
CVM 714	One Health I	0.5	CVM 723	Veterinary Infectious Disease	5
CVM 715	Clinical and Professional Skills I	2	CVM 724	One Health II	1
CVM 716	Research Methods in Veterinary Medicine	0.5	CVM 725	Clinical and Professional Skills II	2
CVM 722	Veterinary Immunology	3			
	TOTAL:	17		TOTAL:	17
YEAR 2	3 RD Semester Courses	CREDIT	YEAR 2	4 TH Semester Courses	CREDIT
CVM 730	Veterinary Pathology I	4	CVM 740	Veterinary Pathology II	2
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	Intro to Diagnostic Imaging	3
CVM 734	One Health III	2	CVM 744	One Health IV	1
CVM 735	Clinical and Professional Skills III	2.5	CVM 745	Clinical and Professional Skills IV	2.5
CVM 736	Veterinary Nutrition	2	CVM 746	Intro to Anesthesia & Analgesia	2.5
			CVM 747	Intro to Surgery	2.5
	TOTAL:	18		TOTAL:	18.5
YEAR 3	5 TH Semester Courses	CREDIT	YEAR 3	6 TH Semester Courses	CREDIT
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	1
CVM 752	Food Animal Production, Medicine, & Surgery I	4	CVM 762	Food Animal Production, Medicine, & Surgery II	2
CVM 753	Equine Medicine & Surgery I	3.5	CVM 763	Equine Medicine & Surgery II	2.5
CVM 754	One Health V	1	CVM 764	Veterinary Dentistry	1
CVM 755	Clinical and Professional Skills V	2.5	CVM 765	Clinical and Professional Skills VI	6.5
			CVM 766	Intro to Practice Management	1
			CVM 767	Small Animal Orthopedic Surgery	1
			CVM 769-B	Poultry Health	1
			CVM 769-C	Veterinary Oncology	1
			CVM 769-D	Wildlife & Zoological Med.	1
	TOTAL:	19		TOTAL CORE:	17
				TOTAL CORE + ELECTIVE:	20
YEAR 4	7 TH & 8 TH Semester Courses (Rotations will vary with Clinical Assignments)				
	Orientation		CVM 777	Clinical Year Assessment	1 wk
CVM 770.a	Small Animal General Practice	4 wks	CVM 780.a	Elective Distributive Courses	4 wks
CVM 770.b	Small Animal General Practice	4 wks	CVM 780.b	Elective Distributive Courses	4 wks
CVM 771.a	Specialty Practice	4 wks	CVM 780.c	Elective Distributive Courses	4 wks
CVM 771.b	Specialty Practice	4 wks	CVM 781.a	Elective Externships (opt)	2 wks
CVM 772	Small Animal Primary Care	4 wks	CVM 781.b	Elective Externships (opt)	2 wks
CVM 773	Diagnostic Medicine	4 wks	CVM 782	NAVLE Preparation Course	4 wks
CVM 774	DVTC Rotation	4 wks	CVM 783	DVTC Small Animal Elective	TBD
CVM 775	Mixed Animal Practice	4 wks	CVM 784	DVTC Theriogenology Elective	TBD
CVM 776	NAVLE Administration	3 wks		Self-Directed Study	4 wks off

LMU-CVM Curriculum Digest Summary

Year	Credits
YEAR 1	34
YEAR 2	36.5
YEAR 3	36-39
YEAR 4	45
Total	152.5-155.5

6th Semester Electives

1. All Students are eligible to enroll in 6th semester electives regardless of current GPA.
2. There is no minimum number of elective credit hours that students must take.
3. Students who fail a 5th semester course will not be eligible for spring electives.
4. Students who fail a 5th semester course are encouraged and eligible to remediate the course during spring semester (providing they have course director approval) so as to avoid a later start to their senior year. Otherwise, remediation will occur immediately after the end of 6th semester and will need to be completed prior to starting senior year rotations.
5. A lottery will be held for electives with maximum enrollment limitations. Students that are chosen or not chosen will be notified prior to the close of elective selections so that they may participate in other electives.
6. A student may request, from the Associate Dean of Academic Affairs, permission to drop an elective course if about 25% of the course or less has been completed. No record of the dropped course will appear on their transcript.
7. Elective course grades affect the GPA and class rank **only if the elective if failed**. Electives with passing grades have no effect on the GPA or class rank.

CLINICAL COURSEWORK

The Office of Clinical Relations and Outreach consists of an experienced educational team that includes the Associate Dean of Clinical Relations and Outreach, Lead Veterinarians, Clinical Support Staff, Hub Coordinators and Clinical Course Directors to ensure the effective and efficient oversight of the program and attainment of educational goals. Additional responsibilities of the Office of Clinical Relations and Outreach includes the recruitment and execution of affiliation agreements with clinical sites, development of educational standards, and assignment of students to clinical affiliate rotations. Through student clinical course evaluations, student self-assessments, student portfolio review, student site evaluations and site visits important data is collected on CVM student performance and experiences. Please see the Clinical Courses Student Handbook and Catalog for more information at [Clinical Courses Student Handbook and Catalog](#)

Examinations

Exam prep time will be scheduled 15 minutes prior to the exam time. Students should be in their seat by the “Prep Time”.

The following items will be permitted in the exam seating area: laptop with privacy screen, power cord, pen/pencil, a drink in a **clear unlabeled** container, a wireless mouse, and un-corded ear plugs. If you have any other items in your seating area, an exam proctor will ask you remove these items. Bags, purses and backpacks can be left in the front of the exam room. Items such as study materials, cellphones, watches, hats, and large coats and hoodies must be stored in your backpack.

Late to Examinations Policy

Students must arrive 5 minutes prior to the examination designated “Begin” time. If you arrive after that time, as designated by ID logging software, you will be considered late and your exam score will be lowered by 2%. If someone has already completed the exam, you will not be permitted to take the exam and must take a make-up examination to be scheduled with examination services. Any students who are late will be referred to the Associate Dean of Academic Affairs.

Missed Examinations Policy

Requests for excused absences for exams must be made in writing to the Assistant Dean of Student Success. Students who miss an exam must meet with the Assistant Dean of Student Success who at that point will decide if the absence is *excused* or *unexcused*. If the absence is unexcused the student will receive a zero on that exam.

Exams for students with excused absences (make-up exams) will be given within one week of the original exam date. Make-up exams may consist of a combination of multiple-choice questions, short answer questions, and essays. Students with excused absences will not be penalized in terms of grading. If the final course grades must be submitted to the registrar prior to the date of the make-up exam, the students will receive a grade of “Incomplete” (I). Once the student takes the make-up exam, their final course grade will be calculated and submitted to the registrar. At that point, the “Incomplete” grade will be changed to the grade the student achieved in the course.

Students may be excused from examinations, with permission from the Assistant Dean of Student Success, for attendance at a scientific meeting where the student is presenting an abstract, paper or poster of their research, or receiving an award.

Exam Honor Code and Policies

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

Once you enter the exam room, all of the information you receive will be considered confidential. Do NOT discuss contents of exams or passwords with students not present during exam day.

After finishing your exam, you must leave the exam area. Please do **not** congregate outside the exam room. It is disruptive to your classmates still taking the exam, and students going on bathroom breaks may overhear conversations.

Restroom breaks should be limited to emergencies only. Proctors will monitor bathroom usage and allow only person at a time. You must sign out/in for restroom breaks. During

restroom breaks you must avoid any talking and use the designated restrooms for your exam area. Extended or frequent bathroom usage will institute a courtesy visit by a proctor or faculty member.

Excessive looking around the room or looking at other exam takers' screens can be construed as suspicious behavior.

All the above can be considered academic dishonesty. Any student suspected to have engaged in academic dishonesty or violating any exam requirement will be referred to the Dean of Academic Affairs and/or the Student Progress Committee.

In order to help create a secure testing environment, all students are required to have a privacy screen on the device being used to take an exam. If a student does not have a privacy screen, he or she will be required to use a loaner computer. After two exams with no privacy screen, the student will be referred to the Assistant Dean of Student Success.

Objective Structured Clinical Examinations (OSCE)

A clinical practical exam (OSCE), 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, with documentation, 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 all OSCE stations must remediate prior to or at the beginning of 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.

Students in the 6th semester who fail to successfully remediate Clinical and Professional Skills will receive an “F” until they have returned during a clinical rotation to re-remediate successfully, at which time their grade will be changed to a “P”.

Early Intervention for Students with Academic Difficulty

Any student whose performance is 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. The at-risk list will also identify students who are failing more than one course.

The following recommendations are to address the needs and requirements of these students.

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 advisor and/or the Assistant Dean of Student Success to review their plans on improved performance.
3. The student will be assigned a student tutor(s); the attendance at these sessions will be reported to the College administrative assistant. Attendance at tutor sessions is not mandatory, but highly recommended and encouraged.
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.

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. GPAs are calculated based on the letter grades (A, B, C, or F) for each course. Percentage grades are not reported; however they are used in the class rank calculation.

In determining class rank, a percentage score is used. Whereas both 87% and 81% will show as a "B" or a 3.0 on the transcript, these percentages are used in ranking. For

class rank, the actual percentage out of 100 that is earned in the class is used, to the nearest hundredth, or in the case of a tie, the nearest thousandth. The ranking score is calculated by multiplying the percentage earned in each class by the credits that class is worth, adding all classes together, then dividing by the total credits earned. For students who remediate a course, the original score is used in ranking, while a “C” or 2.0 will show on the transcript. Students who were recessed or who bring credits transferred before entering the LMU-CVM program are ranked, but are ineligible to hold the position of Valedictorian or Salutatorian. Class rank is determined at the end of every semester.

ACADEMIC PROBATION and AT-RISK IDENTIFICATION

Academic probation encompasses the following situations:

1. Any student who is recessed will be automatically placed on academic probation for their first semester they return.
2. Any student who fails a course will be automatically placed on academic probation for the next semester and may appear before the Student Progress Committee.
3. Any student with an overall average at or below 75% and/or an average in two or more classes from the previous term at or below 75% is considered ‘at risk’ and placed on academic probation for the next semester.

Requirements for a student on academic probation are:

- Mandatory meeting with the course director of the course failed to complete remediation
- Mandatory initial meeting with advisor and/or the Assistant Dean of Student Success to create success plan for academics, to be submitted to the Student Progress Committee
- Student will be required to meet at the discretion of the Assistant Dean of Student Success on a monthly basis to review the policy and procedures of the academic intervention. Student will be notified if this is required
- Take advantage of opportunities offered through counselors, tutors, and other programs
- Not hold an office in a student organization, nor attend local or national meetings that interfere with class attendance or exam preparation (studying) while on probation

If a student fails two or more courses, or if the student does not successfully remediate the failed course, the student will appear before the Student Progress Committee who will decide if the student is to be recessed to repeat the term(s) or dismissed from the program.

If a student fails a course and remediation is successful, the student will be assigned the letter grade of “F/C” and a 2.0 on their transcript.

Each activity for a student on probation or at risk will be documented. These requirements are in place for the remainder of the applicable term or until the Student Progress Committee or Assistant Dean of Student Success is satisfied the student is making satisfactory academic progress.

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

OUTLINE OF FACULTY RESPONSIBILITIES:

Student Progress Committee: Identifies students who are on academic probation at the end of each semester. Sends official notification to student and to advisor. Identifies students who are at-risk for more than three exams and notify student and advisor of this status. Near the end of each semester, meets to discuss students who failed one or more courses and decides if they will be remediated, recessed, or dismissed. Sends official notification of status to these students. Meets with students and advisors on an as-needed basis during a semester to monitor progress in their academic success plan. Meets with students being considered for recession or dismissal to gather information on their situation.

Director of Assessment: After each examination, identifies students who have failed an exam or whose academic performance is less than 70% in any course. Sends notification of these to advisors. Provides regular overall student performance information to the Student Progress Committee and the Assistant Dean of Student Success, and Associate Dean of Academic Affairs. Provides any information on student grades to advisors as requested.

Course Directors: After each examination, identifies students who have failed and meets with them to discuss plan for success (pairing with other students, additional resources, individual sessions, etc). If needed, recommends student to tutors for study sessions.

*Documents all communications with individual students.

Student Grievances Regarding Grades

A. Exam Grade Reconsideration: Students who question a grade have 7 days after the grade has been posted to request a grade reconsideration to the course director. No exam grade reconsideration can be made after the 7 day period.

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 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

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.

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 require the student to remediate the failed coursework, (2) to recess the student to repeat coursework, or (3) to dismiss the student. The Committee’s recommendations are forwarded to the Dean of the LMU-CVM, who will confirm the final decision.

Committee Procedures for Academic Deficiencies

At the end of every grading period, the SPC Chairman and Associate Dean of Academic Affairs are given the final course grades. The SPC Chair 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.

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 address the deficiencies. **The student should come prepared to explain their situation and what they would do to correct their situation.** Other than the student, 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 Student 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 within an academic year – 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 within an academic year – 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 within an academic year - 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.
4. Student has 4 or more failures within an academic year – Students with 4 or more failures will be dismissed from the program.
5. Five or more cumulative failures within the first three years of the curriculum will result in dismissal.
6. A second failure of a previously failed course will result in dismissal.
7. A semester may only be repeated once unless the Student Progress Committee and the Dean has determined that the student has made significant academic progress.
8. Failure of remediation will result in the student being recessed.
9. Students must complete the CVM curriculum within a 6-year term from the initial CVM Program start date.

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 6th semester will be required to complete remediation prior to entering clinical rotations.

Students who remediate a course will be required to meet with the Assistant Dean of Student Success 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 failed courses. 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

1. Selection of classes to be repeated will be at the discretion of the Office of Academic Affairs in consultation with the Student Progress Committee in order to maintain the student in full time status and to achieve individualized academic goals. This will include repeating the Clinical and Professional Skills courses. This may include courses previously passed.
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. A second failure of a previously failed course will result in dismissal.

Students in the Clinical Year 4

Students who fail a rotation will meet with the Course Director to discuss reasons for failure and any needed remediation. Students who fail more than one clinical course or rotation or who have serious or egregious behavior noted in a failed rotation will appear before the SPC for evaluation. This may occur via a teleconference or in person. All failed rotations must be repeated prior to graduation. The SPC may recommend to the Dean one of the following:

1. Remediation prior to restarting/repeating rotations.
2. Repeat the clinical course/rotation
3. Repeat all or a portion of the academic year
4. Dismissal from the LMU-CVM.

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

Students who score below "Manager" level on clinical rotation evaluations may be notified by the Clinical Relations and Outreach Team to develop a remediation plan to address any deficiencies. Failure to improve in any identified deficient areas may necessitate remediation at the DVTC prior to graduation or remediation of an entire rotation.

Students may still walk with their scheduled class of graduation if they are able to complete all requirements for graduation by December of the year of their originally scheduled graduation.

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 Academic Affairs with a letter of resignation and fill out a withdrawal form with the Office of Student Services and Admissions.
2. If the student is being dismissed, the Dean or the Chairperson of the Student Progress Committee should inform the Associate Dean of Academic Affairs 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.

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 for Recession or Dismissal

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

Student Appeals Committee

The Student Appeals Committee will be composed of 2 (two) CVM Faculty members and the LMU Provost 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 and 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

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 semester 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 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 STUDENT 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. 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.

B. 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.

C. 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.

D. Examinations—As students:

1. 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.

E. 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 must 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 (EHCC) 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 EHCC. 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.

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 Academic Affairs: (1) electronic recording of the meeting, except for official minutes; (2) legal counsel; and (3) uninvited individuals.

It is the responsibility of the SGA president to act as Chairperson and to guide the parties through the hearing process.

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 (Form 1).

After submission, **of a signed complaint**, the involved parties will be notified within 14 days of Misconduct Allegation and informed of a preliminary hearing date, time, and location (Form 2).

If the complaint is **anonymous and unsigned**, then the form is placed in a confidential file and no further action is taken unless additional corroborating information comes to light, at which time all complaints will be renewed by the Associate Dean of Academic Affairs.

The Associate Dean of Academic Affairs will receive a courtesy copy of each submitted form.

B. Preliminary Meeting

The preliminary meeting will be informational in nature. The Associate Dean of Academic Affairs interviews the accused and completes the Charge and Process Form (Form 3). The accused has 48 hours to notify the office of their decision to accept or not accept responsibility for any/all violation(s).

C. Hearing procedures

If the accused **accepts** responsibility, the Associate Dean of Academic Affairs notifies the Dean of the discussion and sanctions (Charge and Sanction Summary—Administrative Form 4). The Dean will then notify the accused of the decision within 7 calendar days.

If the accused **does not** accept responsibility, then the Ethics & Honor Code Committee will separately interview the accuser and/or accused, with a *possible joint conference*. EHCC will then vote by separate ballot on each suspected incident based on the evidence.

If there is determined to be **no violation**, the matter is dropped. Records will be placed in a confidential file and destroyed on the student's graduation.

If it is determined there **is a violation**, EHCC will vote on sanction recommendation(s): Sanctions may take two forms:

- (1) Disciplinary sanctions such as: Warning, probation, suspension, dismissal, other.
- (2) Grade sanctions such as grade reduction, failure of assignment, or failure of course, other.

D. Evaluation/Fair Resolution

The parties are asked to return and suggest and justify a fair resolution of the problem. The Ethics & Honor Code Committee may also propose alternative resolutions with the parties.

E. EHCC Consensus/Deliberation

When the parties and the Ethics & Honor Code 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 to the SGA Executive Board

The SGA Executive Board is then informed by the EHCC Chairperson of the sanction decision.

If the SGA Executive Board **denies** the sanction, then EHCC is asked to review and further discuss sanction decision.

If the SGA Executive Board **affirms** the sanction, then it is forwarded to the SPC for review and approval.

G. Recommendation to the Student Progress Committee

If the SPC reviews the sanction and **recommends an alternative**, then EHCC reconvenes and reaffirms SPC alternative or recommends their own alternative.

If SPC reviews the sanction and **affirms** it to the EHCC, parties are asked to return to hear EHCC recommendations and reasons for decisions. Only a preponderance of evidence is required for action to be taken. Recommendations are reported *in writing* to parties, Student Progress Committee, and Associate Dean of Academic Affairs within 7 calendar days.

H. Right to Appeal

The offending party has the right to appeal the recommendations made to the Student Progress Committee.

If appealed, SPC will: Uphold recommendations, send recommendations back to EHCC for further consideration, or overturn recommendation of EHCC.

I. Dean Notification

Student Progress Committee notifies Dean of LMU-CVM of decision (Form 5—Ethics & Honor Code Hearing Summary).

J. Accused Notification

Dean notifies accused of decision within 7 calendar days.

K. Final Appeals Committee

The University has a Final Appeals Committee who is accessible through the University Office of Academic Affairs.

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.

The Associate Dean of Academic Affairs is an advising member of the Ethics & Honor Code Committee and is aware of all reports prior to proceedings.

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 through meetings with the Office of Academic Affairs.

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 Academic Affairs and Student Services, with final approval residing with the Dean of LMU-CVM. All incoming classes will be subject to this Code and will sign the pledge during their orientation process.

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 Academic Affairs and Student Services.

X. The Pledge

Membership in the Lincoln Memorial University College of Veterinary Medicine community is dependent on our commitment to the Ethics and Honor Code and the Oath of Professional Conduct. This is confirmed by our signing of the Ethics and Honor Pledge Card, as well as the Oath of Professional Conduct document.

The Ethics and Honor Code Pledge Card states: “I hereby accept the Lincoln Memorial University College of Veterinary Medicine Ethics and 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.”

The Oath of Professional Conduct states: “The cultivation of ethical standards is of primary importance in upholding the honor and integrity of the veterinary profession. I will strive to maintain standards of personal discipline that are in harmony with my educational goals; to observe national, state and local laws, as well as school and University regulations; and to respect the rights, privileges, and property of others. I will abide by the Code of Professional Conduct and avail myself of the inspiration offered by this code. I will help create an atmosphere conducive to education by promoting mutual respect and trust among members of the community of students, staff, and faculty of the Lincoln Memorial University College of Veterinary Medicine.”

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 Academic Affairs 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 Academic Affairs.

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 present and visible at all times while on campus (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. 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. 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.
- g. 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.
- h. 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.
- i. A veterinary student must be able to work collaboratively and flexibly as a professional team member.
- j. A veterinary student must behave in a professional manner in spite of stressful work demands, changing environments and/or clinical uncertainties.
- k. A veterinary student must have the capacity to modify behavior in response to constructive criticism.
- l. A veterinary student must be open to examining personal attitudes, perceptions and stereotypes that may negatively impact patient care or interpersonal relationships.
- m. A veterinary student must possess an intrinsic desire for excellence and be motivated to become an effective veterinarian.
- n. 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.

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 Academic Affairs 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–5:30 pm on Monday through Friday.
2. While not an exhaustive list, tube tops, hooded sweatshirts, sweatpants, tank tops, t-shirts, flip-flops, excessive body piercing, cutoff shorts, jeans with holes in them, and pajamas or sleepwear 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. Please see below.
4. Students on clinical rotations are required to wear clean white jackets with appropriate dress.

Required Attire for Clinical Skills Laboratories

Location	Clinical Skills Lab	Small animal prep room	Small animal surgery	Equine stables & Equine teaching center	Bovine teaching center
Foot wear	Closed toe shoes	Clean closed toe shoes	Dedicated clean closed toe shoes or shoe covers	Closed toed shoes, leather or rubber, NOT tennis shoes	Rubber boots that extend at least mid-calf
Clothing	Professional clothing or scrubs	Professional clothing or scrubs	Clean scrubs put on at hospital	Scrubs, nice jeans, khakis, polo shirt*	Scrubs, nice jeans, khakis, polo shirt*
Outer Attire	Lab coat	Lab coat	Hat and mask	Optional coveralls	Coveralls – must be removed after lab prior to leaving the DVTC

*This clothing may get dirty

Required Equipment for Clinical Skills Laboratories

All labs	Small Animal Physical Exam & procedures	Food Animal Physical Exam & procedures	Equine Physical Exam & procedures	Small Animal Surgery	Small Animal Anesthesia
Pen, clicker	Pen, clicker, stethoscope, thermometer, pen light	Pen, clicker, stethoscope, thermometer, pen light	Pen, clicker, stethoscope, thermometer, pen light	Pen, clicker, stethoscope, thermometer, pen light	Pen, clicker, stethoscope, thermometer, pen light, clipboard, calculator, bandage scissors, hemostats

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, Snapchat 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 unless specifically approved by the LMU-CVM.

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 by the LMU-CVM.

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.

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 race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, genetic information 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, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information 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: [TN Registry](#)

For Bell County, KY: [KY Registry](#)

For Lee County, VA: [VA Registry](#)

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.

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.

Accident/Incident Procedures

Seek medical assistance for serious injuries as soon as possible. Notify immediate supervisor as soon as possible. Preserve any evidence that may be applicable to the occurrence. Obtain witness names, addresses and phone numbers. Notify Human Resources or campus security at 423-869-6911. As soon as possible, in your own words, write down a description of the event. You must also fill out an Accident/Incident Report Form, which is located at <https://mylmu.lmunet.edu> under the LMU-CVM Student Team Site. Do not discuss the occurrence with anyone except the Office of Human Resources. All media questions and inquiries are to be directed to the Director of Public Relations.

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, Christmas; New Years Day; Good Friday, Memorial Day, Fourth of July.

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. Closure of DVTC is determined separately from the main campus of LMU. It is the students' responsibility to stay abreast of weather conditions and notifications.

Instructional Continuity in Case of Temporary Campus Closure

Faculty and students should expect scheduled instruction to continue even if class meetings are canceled due to weather, epidemic illness, or other factors. Students will be required to complete alternate instructional activities online as directed by the course instructor.

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 Academic Affairs.

Veterinary Students with Disabilities

LMU-CVM is committed to ensuring that otherwise qualified disabled students equally enjoy the benefits of veterinary 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

STUDENT GRIEVANCES REGARDING ANOTHER STUDENT

A grievance concerning another student is made in written format to the Associate Dean of Academic Affairs. 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 Academic Affairs 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 Academic Affairs. Once all sides have been heard, the Associate Dean of Academic Affairs 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 Academic Affairs 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 Academic Affairs 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 Academic Affairs 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 Academic Affairs, then a written appeal must be made to the chairman of the SPC within 5 (five) working days following receipt of the findings from the Associate Dean of Academic Affairs. 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.

- i. 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.
- ii. 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.
- iii. 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.

- iv. 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.
- v. 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.
- vi. The student may then present his or her version of the events in question to the committee.
- vii. 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.
- viii. 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.
- ix. 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

**LMU-CVM
2017-2018 Academic Calendar
1st-3rd Year Students Pre-Clinicals**

Class of 2021 Orientation	Week of July 31
Fall Semester Begins	August 7, 2017
Labor Day Break	September 4, 2017
Family Weekend	TBD
White Coat Ceremony	TBD
Thanksgiving Break	November 23-24, 2017
Fall Semester Ends	December 15, 2017
Spring Semester Begins	January 8, 2018
Spring Break	March 12-16, 2018
Good Friday	March 30, 2018
Spring Semester Ends	May 18, 2018
Veterinary Educational Assessment Exam*	TBD, 2018

*The Veterinary Educational Assessment Exam is for 3rd Year Students ONLY.

2017-2018 Clinical Rotations Calendar Year

Clinical Rotations Schedule 2017-2018				
Block		Start Date	End Date	Holidays
2017-5	1	5/8/2017	6/4/2017	Memorial Day – 5/29/2017
2017-6	2	6/5/2017	7/2/2017	
2017-7	3	7/3/2017	7/30/2017	Independence Day – 7/4/2017
2017-8	4	7/31/2017	8/27/2017	
2017-9	5	8/28/2017	9/24/2017	Labor Day – 9/4/2017
2017-12	8	11/20/2017	12/10/2017	NAVLE-NO ROTATIONS SCHEDULED
2017-13	9	12/11/2017	1/7/2018	Christmas & New Years – 12/25/2017 & 1/1/2018
2018-1	10	1/8/2018	2/4/2018	MLK Day – 1/15/2018
2018-2	11	2/5/2018	3/4/2018	
2018-3	12	3/5/2018	4/1/2018	
2018-4	13	4/2/2018	4/29/2018	
Assessment		4/30/2018	5/6/2018	Assessment on the LMU Campus

Students in the LMU-CVM clinical year are **not** governed by the LMU calendar. This means that holidays are not necessarily scheduled off. Students must confirm with the clinical affiliate, what holidays, if any, they are not required to attend the affiliate.

Students in the LMU-CVM clinical year are **required** to be at the clinical affiliate the first day of the rotation when orientation is provided.

The assessment block at the end of the clinical year is required of all students. The assessment block will take place on the LMU-CVM campus.



LMU

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