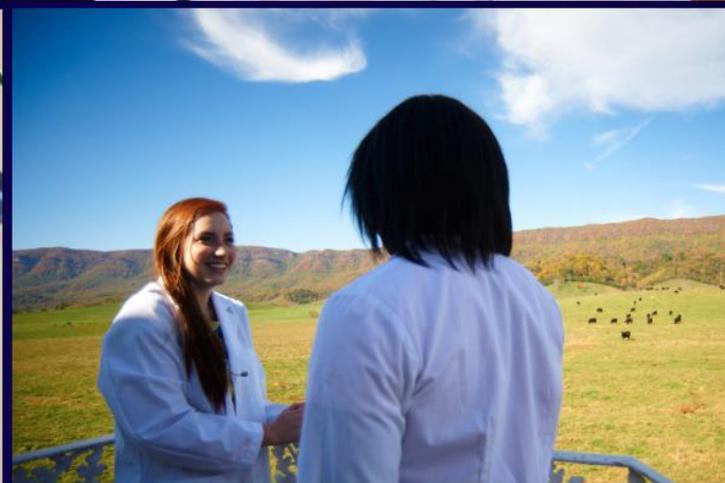


STUDENT HANDBOOK

2014-2015

vol. 2



LMU

LINCOLN MEMORIAL
UNIVERSITY

COLLEGE OF
VETERINARY
MEDICINE

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MISSION AND PURPOSE OF LINCOLN MEMORIAL UNIVERSITY

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

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

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational and research opportunities available to students where they live and through various recreational and cultural events open to the community, Lincoln Memorial University seeks to advance life in the Cumberland Gap area and throughout the region through its teaching, research, and service mission.

Approved by the Board of Trustees May 5, 2006

Institutional Goals

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

1. Secure and maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to continuously increase its endowment and financial standing.
2. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards, and produce graduates with relevant career skills to compete in an ever-changing, increasingly global market.

3. Make educational opportunities available to all persons without reference to social status. The University seeks to stabilize undergraduate enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
4. Advance the Cumberland Gap and tri-state region through community service programs in continuing education, leadership development, recreation, and the fine and performing arts.
5. Continue as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind, and spirit.
6. Attract and retain a highly qualified faculty and staff, committed to teaching, research, and service, by providing the best compensation program possible.
7. Commit resources to support the teaching, research, and service role of the institution and the faculty.
8. Continue to strengthen the faculty and staff development program with priority for allocation of resources determined by institutional needs.
9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty and students.
10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
11. Continue the tradition of providing a caring and nurturing environment where students, faculty, and staff with varied talents, experiences, and aspirations come together to form a community where diversity and growth in the pursuit of academic and career goals are encouraged. The University seeks to develop students' potential in a supportive environment while challenging them to grow intellectually and personally.
12. Provide high quality educational opportunities through selected undergraduate and graduate degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

MISSION OF THE LMU COLLEGE OF VETERINARY MEDICINE

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

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

NON-DISCRIMINATION POLICY

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

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

CAMPUS FACILITIES

THE LINCOLN MEMORIAL UNIVERSITY CAMPUS

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

The Abraham Lincoln Library and Museum

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

The J. Frank White Academy

The J. Frank White Academy, made possible through a trust established by the late J. Frank White, an attorney from Middlesboro, KY, opened in 1989. The school offers a college preparatory curriculum in grades 5-12.

Elizabeth D. Chinnock Chapel

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

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, bookstore, educational computer center, and the offices for the President of the University.

Carnegie Vincent Library

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

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

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

The Frank "Tex" Turner Arena

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

Hamilton Math and Science Building

The Math and Science Building is a new, state of the art 140,000 sq. ft., four story building opened in 2012. It will provide instructional facilities for the inaugural class of the CVM as well as shared facilities with the DeBusk College of Osteopathic Medicine, and undergraduate science and math classes.

OFFICE OF STUDENT SERVICES AND ADMISSIONS

The Office of Student Services and Admissions is responsible for admissions, recruitment, retention, securing financial services, student health insurance, records, tracking of outcome data, and counseling for veterinary medical students. In addition, the Office is a center of campus life and oversees all student activities, student government functions, student clubs, the student representative program and all other non-academic student-life issues. The Office of Student Services and Admission is overseen by the Associate Dean of Student Services and Admissions and is housed on the 3rd floor of Math and Science Building and will be housed on the 2nd floor of the new Veterinary Medical Education Building.

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

ADMISSIONS

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

VMCAS Application

LMU-CVM participates in a centralized application service, the Veterinary Medical College Application Service (VMCAS). VMCAS offers prospective students a convenient, centralized on-line application service for accredited schools of veterinary medicine. Through VMCAS, students can file one electronic application, and VMCAS then verifies and distributes the information to each of the colleges designated by the applicant. Electronic submission of personal evaluations is also through VMCAS. LMU-CVM requires a letter of evaluation from each of the following: (a) veterinarian, (b) university faculty, (c) university faculty, and (d) previous employer. Students may contact VMCAS via the following link <http://www.aavmc.org/Students-Applicants-and-Advisors/Veterinary-Medical-College-Application-Service.aspx> or by writing to VMCAS, 1101 Vermont Ave NW, Suite 301, Washington DC 20005. Telephone (202) 682-0750, Fax (202) 682-1122.

CVM Supplemental Application

Applicants to the LMU-CVM must complete the online LMU-CVM Supplemental Application available at

<https://admissions.lmunet.edu/CVMAdmissions/pages/welcome.aspx>. The online application form and \$50.00 non-refundable supplemental application fee must be completed before applicants will be considered by the Admissions Committee.

Undergraduate Course Requirements

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

1. Official transcripts submitted to the LMU-CVM Admissions Office.
2. Completion of no less than 50% of the credits required for a baccalaureate degree from a regionally accredited college or university.
3. Completion of the following prerequisites with a grade of "C" or better from a regionally accredited college or university. Coursework taken outside of the U.S. or Canada must be evaluated by a Lincoln Memorial University-approved evaluation service. Prerequisite courses must be completed no more than 8 years prior to matriculation. *Final grades for all prerequisite courses must be verified prior to registration for LMU-CVM courses.*

| LMU-CVM Prerequisite | Semester Units | Quarter Units | |
|---|----------------|---------------|--|
| Biology | 8 | 10 | Lecture & lab |
| Genetics | 3 | 4 | Lecture |
| Biochemistry | 3 | 4 | Lecture |
| Advanced Science Electives | 8 | 10 | Lecture, Course listing 300 or higher * Choose from Anatomy, Animal Science, Cell Biology, Immunology, Microbiology, Molecular Biology, Physiology, or Virology |
| Organic Chemistry | 6 | 8 | Lecture & lab |
| General Chemistry | 8 | 10 | Lecture & lab |
| Physics | 3 | 4 | Lecture (Algebra or calculus based acceptable) |
| English | 6 | 8 | |
| Probability & Statistics | 3 | 4 | |
| Humanities, Social & Behavioral Sciences | 6 | 8 | 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 |
| Electives | 6 | 8 | Potential courses include but are not limited to: Business, Communications, Foreign Language, History and Public Speaking. |
| Minimum | 60 | 78 | |

Submission of GRE (Graduate Record Examination) Test Scores

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

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

Admissions Procedures

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

1. Overall GPA, Science GPA, GPA in last 2 years of full time study
2. Score on standardized test (GRE, MCAT, etc.)
3. Matriculation through a program with academic rigor with no less than 50% of the credits required for a baccalaureate degree from a regionally accredited college or university.
4. Track record of academic progress and success in a program of study that balanced school, work, and family commitments
5. Leadership skills evidenced by participation in student government or holding office in student clubs and organizations that foster development of communication, collaboration and adaptability.
6. Well-rounded life that demonstrates a judicious balance of academic achievement, community service, and personal interests
7. Knowledge and commitment to the veterinary profession.
8. Awareness of the societal needs of the Appalachian region
9. Familiarity with the LMU and CVM mission statements and the College's emphasis on One Health.

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

In the 3rd stage of the selection process, the Admissions Committee will conduct a holistic review of the candidates' application package that includes all submitted documents and the evaluation of the interview team. Candidates will be designated to either the ***Accept*** or ***Wait-list Pool*** following a majority vote by the Admissions Committee. Applicants in the ***Accept Pool*** will be recommended to the Dean and the Associate Dean of Student Services and Admissions for admission to a matriculating class that is compatible with the mission of the LMU-CVM, and representative of the diversity of people in the region, and diversity of interest in veterinary careers. Candidates offered admission must respond with a signed letter of commitment and a non-refundable deposit by April 15th in order to accept the offer and retain their seat in the class. Candidates in the ***Wait-list Pool*** that are not offered admission will be informed that they are on a waiting list, and may be accepted if position(s) become available. Requests for deferred admission to the DVM program will be considered on a case-by case basis. A written request for deferral must be received by the LMU-CVM Admissions Office at least 30 days prior to the beginning of the semester of accepted enrollment. Applicants who are not accepted may contact the LMU-CVM Admissions Office beginning in May for individual counseling on steps they may take to strengthen their applications should they decide to reapply at the next admissions cycle.

International Students

International students seeking admission must meet the preceding criteria and submit the required documents. The TOEFL is required for all applicants who are not U.S. citizens and for whom English is a second Language. Applicants must receive a minimum score of 550 (paper-based); 213 (computer based); or 79 (internet based). TOEFL examination must have been taken within 3 years of application. EXCEPTION: The TOEFL examination will be waived for students who have graduated with a baccalaureate of higher degree from a U.S. institution at the time of application. The candidate must also display proficiency in English during the interview.

The international student must furnish evidence demonstrating means of financial support while enrolled at the University. All above documentation must be

received and admission granted before issuance of an I-20 form, necessary for obtaining a student visa. The international student granted admission to LMU-CVM will receive a letter of acceptance; the letter and the I-20 form furnished by the University must be presented to the Consular Officer of the United States to whom the student applies for a student visa. LMU-CVM will not enroll any student not approved by the Department of Homeland Security; LMU-CVM will not enroll students issued visas for enrollment at other colleges or universities.

New Students Applying to Enter the Country

In order to apply for an F-1 Visa, you will need to have received an I-20 from the college. After receipt of your official acceptance to LMU-DCOM, you must submit the following before an I-20 will be issued:

1. Proof of financial support for the cost of attendance (\$68,717) for one year at LMU-CVM; this may be satisfied by submitting one of the following documents:
 - An actual bank statement or official notarized statement from a bank showing proof of support in U.S. dollars; **or**
 - A completed Form I-134, Affidavit of Support. This form will be sent to you if your sponsor is already in the United States.
2. If bringing dependents (spouse and/or children), you must furnish complete information on each and additional documentation of support (\$5,000) for each dependent.

All documentation required to issue an I-20 should be submitted to: Conrad Daniels, Lincoln Memorial University, 6965 Cumberland Gap Parkway, Harrogate TN 37752. It must be received by May 1 or within 30 days of your receipt of official acceptance to LMU-CVM if accepted after April 30.

The college reserves the right to request additional information if not satisfied with any information received. An I-20 will be issued only after receipt of the items mentioned above and the college is satisfied that you have sufficient financial support to see you through four years of veterinary school.

Obtaining a Student Visa

Once you have received an I-20, you should make an appointment with the U.S. embassy or consulate to apply for the F-1 visa. In most countries, first time student visa applicants are required to appear for an in-person interview. However, each embassy and consulate sets its own interview

policies and procedures regarding student visas. You should consult Embassy web sites or call for specific application instructions.

Your application for an F-1 visa **must** include:

- Letter of admission from LMU-CVM;
- completed I-20;
- a recent 2x2 photograph;
- passport valid for at least six months after your proposed date of entry in the United States;
- form DS-156, Nonimmigrant Visa Application and Form DS-158;
- an MRV fee receipt to show payment of the visa application fee, a visa issuance fee if applicable and a separate SEVIS I-901 fee receipt.

You should also be prepared to provide:

- Transcripts and diplomas from previous institutions attended;
- scores from standardized tests required by the educational institution such as the TOEFL, GRE, etc.;
- financial evidence that shows you or your parents who are sponsoring you have sufficient funds to cover your tuition and living expenses during the period of your intended study;
- If you are applying to bring dependents, you must also provide proof of your relationship to your spouse and/or children (e.g., marriage and birth certificates).

F-1 Transfer Students

Regulations permit students on current F-1 visas to transfer from one SEVIS approved school to another. To comply with this regulation, both schools must update the student's records.

After receipt of official acceptance to LMU-CVM, as a transfer student you must submit the following information so that a transfer of schools in the SEVIS system can be processed:

1. Completed F-1 Student Transfer form;
2. Proof of financial support for the cost of attendance (\$68,717) for one year at LMU-CVM; this may be satisfied by submitting one of the following documents:
 - An actual bank statement or official notarized statement from a bank showing proof of support in U.S. dollars; or
 - A completed Form I-134, Affidavit of Support;
3. Photocopy of the I-20 from the school you are currently attending;
4. Copy of your passport and I-94 card.

5. If bringing dependents (spouse and/or children) who are not US citizens or permanent residents, you must furnish complete information on each and additional documentation of support (\$5,000) for each dependent.

The above information should be submitted to: Conrad Daniels, Lincoln Memorial University, 6965 Cumberland Gap Parkway, Harrogate TN 37752.

The college reserves the right to request additional information if not satisfied with any information received. An I-20 will be issued only after receipt of all items mentioned above and the college is satisfied that you have sufficient financial support to see you through four years of medical school.

Student's Responsibilities Once on Campus

- You must make an appointment with Conrad Daniels, your DSO at Lincoln Memorial University, within seven days from the first day of class to complete the SEVIS registration process. When you go for your appointment, you must take all visa information including your I-20, I-94 and passport.
- During your enrollment at LMU-CVM, you must notify your DSO within 10 days of any change of address.
- You must remain a full-time student.
- Your I-20 must be endorsed by your DSO every 365 days.

Applicants with Foreign Coursework

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

[World Education Services](#)

P.O. Box 745, Old Chelsea Station

New York, NY 10113-0745

212.966.6311

www.wes.org

[Josef Silny & Associates](#)

7101 SW 102 Avenue

Miami, FL 33173

305.273.1616

www.jsilny.com

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

Transfer Students

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

- a. there must be a vacancy in the class;
- b. the curriculum at the school of origin must be determined to be compatible with that at the CVM;
- c. the student must be in good academic standing, with at least a 3.2 GPA in veterinary coursework at the school of origin; and
- d. students who were previously denied admission to LMU-CVM because they did not meet admission standards will not be considered.

Students wishing to transfer should submit their request in writing to the Associate Dean or Coordinator of Student Services and Admissions, LMU-CVM Office of Student Services and Admissions, submit official transcripts from their current veterinary program of study, and supply letters of recommendation from three full-time faculty members in their current veterinary program who can attest to their academic and professional potential. International students desiring to transfer to LMU-CVM must fulfill all of the requirements to obtain an I-20 as described in the proceeding section.

RECRUITMENT

The LMU-CVM recruitment program has three goals:

- 1) ***To increase the visibility of LMU-CVM in the Southeast region and throughout the United States.*** LMU-CVM is actively engaged in meeting with undergraduate students and the general public to discuss the college, veterinary medicine, and its One Health initiative. Institutions in the Southeast region and surrounding areas in Appalachian are visited as often as possible on a rotating basis. Institutions outside the Southeast region are also visited.
- 2) ***To attract quality, hard-working students from the Appalachian area and beyond who are committed to serving rural areas.*** LMU-CVM will maintain close ties with high schools and undergraduate institutions and pre-veterinary advisors in the Appalachian region to educate students about veterinary medicine and the CVM.
- 3) ***To create a diverse student body.*** LMU-CVM believes that a diverse student body is important for the development of all future veterinarians. Recruitment efforts focus on underrepresented minorities by maintaining close ties with premedical advisors and premedical clubs whose focus is on minority students. In addition, LMU-CVM representatives will also attend conferences and career fairs with an emphasis on minority students.

Veterinary Profession Exploration On-Campus

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

Off-Campus Recruiting

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

Grade School and High School Visits

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

Early Identification Program

The CVM is in the process of developing an early identification program with the undergraduate Admissions department at LMU that will allow students accepted to the undergraduate program to apply and interview with the College of Veterinary Medicine for conditional acceptance. Undergraduate students in the program will work closely with faculty advisors at the CVM to ensure maintenance of educational standards. The students will also be involved with events at the CVM so that they gain an early exposure to veterinary medical education. Academically qualified high school students may elect to apply for admission to the DVM program prior to matriculation at LMU if the following criteria are met: ACT ≥ 28 , or SAT ≥ 1930 , and high school GPA ≥ 3.5 on 4.0 scale and have less than 12 college credits. All students accepted to the LMU-CVM program as "early entry students" must maintain a minimum college GPA of 3.2 or their position in the class will be forfeited.

STUDENT SERVICES

Academic Advising

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

Student Consultation

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

Counseling (Psychological Services)

Students struggling with any academic or non-academic issues that are impeding a student's progress should be referred to the Associate Dean of Student Services & Admissions.

The Health Sciences Division of LMU has arranged a comprehensive Student Assistance Program through Cherokee Health Systems. This service is available for students needing personal and/or family support. All services will remain confidential and will not be recorded or filed in the student's academic file. During orientation these counseling services will be fully explained to the students by both the CVM Office of Student Services and Admissions and the Cherokee Health System.

LMU campus also has a full-time psychologist on staff. Students may directly contact the psychologist. All meeting with the psychologist are confidential and services include individual and group counseling for personal as well as academic concerns Office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday

Jason Kishpaugh
Counselor/ADA Coordinator
Jason.kishpaugh@lmunet.edu
(423) 869-6401

Student Ambassadors Program

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

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

Student Records

Student grades are recorded, stored and secured with the Lincoln Memorial University Registrar. All other student records will be maintained in the Office of Student Services and Admissions. The privacy of student records is noted under Public Law 93-980. Requests from students to have their records released must be made in writing. Verification of enrollment will only be made for educational reasons. For instance, verifications will not be made to employers or landlords. In these cases the students should use letters of acceptance, transcripts, or receipts of payment. CVM students wishing to review their records must call X6008 and make an appointment with the Associate Dean or Coordinator of Student Services and Admissions.

Right to Privacy under Public Law 93-980

The University complies with the provisions of the Family Education Rights and Privacy Act (FERPA), 1974, as amended. This law maintains that the institution will provide for the confidentiality of medical student education records.

No one outside the institution shall have access to, nor will LMU disclose any information from, medical students' education records without the written consent of medical students except to personnel within the institution, to officials of other institutions in which medical students seek enrollment, to persons or organizations

providing medical students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of medical students or other persons. Additionally, according to 1998 Higher Education Amendments, the University is authorized by law to contact parents or guardians when medical students under the age of 21 commit serious or repeated violations directly or indirectly involving our drug and alcohol policies. All the exceptions are permitted under the Act.

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

Financial Services

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

Tuition and Fees (Academic Year 2014/2015)

Yearly Fees

| | |
|--|----------------|
| Tuition 2014/15 (Subject to yearly change) | \$40,241.00.00 |
| Fees | \$180.00 |
| Books and Supplies | \$3,700.00 |
| Housing | \$9,123.00 |
| Food | \$4,050.00 |
| Transportation | \$4,050.00 |
| Miscellaneous(inc health/dental ins) | \$5,748.00 |
| Loan Fees | \$1,625.00 |

One-Time Fees

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

*The \$1,250.00 Non-Refundable Acceptance Fee is payable by the future student

to hold a seat in the class. It is credited towards tuition.

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

Late Fee

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

Reimbursement of Funds

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

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

The official date of a student's withdrawal is the date that the Office of Admissions and Student Advancement 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/DICOVER/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, I promise 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 ASSOCIATIONS AND GOVERNMENT ORGANIZATION

The CVM Student Government Association (SGA) is the official voice for veterinary medical students. The 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. Students serving as SGA officers, club presidents, student ambassadors, CVM representatives at national meetings, or in any similar position must maintain at least a 75% average in their coursework. For the purposes of this requirement, the average will be calculated using the actual percentage grades achieved in each course/system, similar to the method for calculating class rank. An officer whose grade average falls below 75% will have to resign. Veterinary students are encouraged to develop, organize, and participate in student associations and government organizations; however, students may not hold more than one elected position at the same time. Elections for offices are held each spring for the following year. The LMU-CVM Office of Student Services and Admissions is responsible for providing the support for these associations or organizations. Every

student organization is required to have a faculty advisor. The advisor for SGA is the Associate Dean of Student Services and Admissions.

Registration of Student Organizations

In an effort to encourage a formal, organized system of student activities, the 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 CVM. Organizations must secure registration forms from the Office of Student Services and Admissions annually which includes the securing of a CVM advisor, in order to take advantage of the privileges accorded registered student organizations by the CVM.

Annual Registration

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

1. Completion of a registration form each academic year
2. Participation in SGA (*honor societies excluded*)
3. Leadership and advisement of a full-time faculty or staff member
4. Approval of organizational activities and events through the Office of Student Services
5. Cooperation with LMU policies and procedures
6. Contribution to and support of the philosophy and mission of LMU
7. Participation in the annual leadership conference
8. Completion of successful semester evaluation
9. Completion of all necessary forms (available in the Office of Student Services and Admissions)
10. Completion of a service project that benefits the local community

Student Sponsored Events

Any on-campus or off-campus event conducted by either a student club or the SGA must be approved by the Associate Dean of 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 Student Services and Admissions.

Merchandise and LMU-CVM Logo Policy

All LMU-CVM student organizations must have approval from the Associate Dean of Student Services and Admissions 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.

Student's Honor Code of the LMU-College of Veterinary Medicine

VETERINARY OATH

Being admitted to the profession of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health and welfare, the prevention and relief of animal suffering, the conservation of animal resources, the promotion of public health, and the advancement of medical knowledge.

I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics.

I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.

I. Professional Conduct

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

A. Respect for Patients

We will take the utmost care to ensure patients are kept safe and treated humanely while under our care. We understand the importance that our patients have in our client's lives and we will work diligently to practice understanding and sensitivity as it relates to the pet owner. We will treat our patients with dignity and offer treatment regardless of finances or personal biases. It is our duty to provide an accurate diagnosis and to professionally present our findings 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 health 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 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 medical knowledge and skills to the best of our ability, realizing that the health of the patient is dependent upon our competence. We will work together as a team to utilize all available resources.

A. Examinations

1. As students, we must demonstrate honor and integrity during examinations.
2. We understand that examinations are meant to reflect our individual achievement. Cheating during examinations is unethical and is defined as doing any of the following without authorization:
 - a) Looking at the answers written by another student during an examination.
 - b) Communicating with another student about topics that might help to answer a question during an examination. This communication includes receiving information regarding test answers, questions, or other specific test content from any student who has already taken the examination, or supplying same to any student who has not already taken the examination.
 - c) Referring to notes or textual matter during an examination.
 - d) Violating any other policy of examinations.
3. During examinations, students have an obligation to maintain a non-disruptive atmosphere.
4. We will take care not to communicate specific information regarding an examination to a classmate who has not yet completed that examination during that academic year.
5. At the end of each examination, we will provide a signed statement that affirms our conduct was in accordance with the Code.

B. Other Academic Work

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

III. Social Behavior

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

standards of Professional Conduct when within, representing, or in any way impacting our community.

IV. Honor Code Violations and Accountability

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

A. Self-Reflection

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

B. Interactions with Others

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

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

C. Inability to Resolve

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

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

D. Role of the Faculty

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

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

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

The student will have fourteen calendar days after receipt of notice of disciplinary action to appeal the decision directly to the Associate Dean of Student Services and Admissions. The disciplinary action is in effect during the appeals process unless otherwise indicated in writing by the Dean of Students.

A. Reporting Procedure

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

B. Preliminary Meeting

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

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

All parties will have the opportunity to express what they believe to be the facts of the incident. During this portion of the process, all Committee members are urged to ask questions in order to gain a clear understanding of the situation. The Chairperson will then dismiss the parties and the voting members of the Committee will determine the following by consensus: Has the Honor Code been violated in this case?

If no violation is found, the matter is dropped, and the relevant parties are so informed. If a violation is found, the process proceeds to the Evaluation phase.

C. Hearing procedures

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

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

D. Evaluation

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

E. Deliberation

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

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

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

F. Presentation of the Resolution

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

G. Recommendation to the Student Progress Committee

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

H. Repairing breeches of trust

With any violation of the Code, the offending party is obligated to repair breeches of trust to the community at large. This will be accomplished by compliance with the final decision in the case and acceptable reaffirmation of the party's commitment to the standards of the community.

VI. Membership of the Committee

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

VII. Responsibilities of the Committee Members

A. To the Community

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

B. Within the Committee

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

VIII. Ratification of the Code

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

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 Student Services and Admissions.

X. The Pledge

Membership in the Lincoln Memorial University –College of Veterinary Medicine community is dependent on our commitment to the Honor Code, and confirmed by our signing the Honor Pledge card, which states: “I hereby accept the Lincoln Memorial University –College of Veterinary Medicine Honor Code, realizing that it is my duty to uphold the Code and the concepts of personal and collective responsibility upon which it is based.”

XI. Special Circumstances

A. Cases referred to the honor committee involving substance abuse/mental health that do not involve an honor code infraction will be handed over to the Associate Dean of Student Services and Admissions 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 Student Services and Admissions.

CAMPUS AMENITIES

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.)

LMU-DCOM Outpatient Services

The LMU-DCOM clinic located across the street from the LMU main entryway serves the LMU community including faculty, staff, students and immediate family members of faculty, staff and students by appointment or walk-in. Hours of clinic operation are 8:30am to 4:30pm on Mondays, Wednesdays, and Thursdays and 8:30am to 11:30am on Tuesdays and Fridays. The clinic is closed during the lunch hour from 12:00 noon – 1:00 pm.

The clinic is staffed by members of the LMU-DCOM clinical medicine faculty. The scope of the clinic practice currently includes family practice and osteopathic manipulative therapy. Gynecological consults are also handled through the clinic.

The Lon and Elizabeth Parr Reed Medical and Allied Health Library

Medical Library Hours:

Fall and Spring Semesters

| | |
|-----------------|-----------------|
| Monday-Thursday | 8 AM - Midnight |
| Friday | 8 AM - 4:30 PM |
| Saturday | 10 AM - 5 PM |
| Sunday | 2 PM - Midnight |

Summer Sessions

| | |
|-----------------|----------------|
| Monday-Thursday | 8 AM - 7 PM |
| Friday | 8 AM - 4:30 PM |

Break Periods

| | |
|-------------------|---------------------------------|
| Monday-Friday | 8 AM - 4:30 PM |
| Saturday & Sunday | CLOSED |
| National Holidays | CLOSED, unless otherwise posted |

Food Service/Dining Hall

Sodexo-Marriott Services provides food services on campus. Meals are served according to the schedule posted in the cafeteria. See *University Handbook* for details on meal plans.

Computing Services

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

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

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

Student user accounts are credited with 500 pages of free printing each semester from college laser printers located at the various computer labs across campus. Students must request additional pages if they exceed the 500 page quota for any given semester. Most Students are able to complete their printing needs within the allocated page quota. Please make every effort to help conserve LMU resources by not abusing this privilege. Misuse of any computer resource can result in loss of privileges. (*See University Student Handbook for further computing service information.*)

On-Campus Residence

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

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:

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

Accreditation Grievances

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

Curriculum

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

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

Pre-Clinical Curriculum

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

Preclinical Coursework Waivers

Some basic science courses can be waived by prior comparable coursework, as determined by the Associate Dean of Academic Affairs in consultation with the Course Director and/or Chair of the Department in which the course is offered. The waiver policy is primarily designed for incoming students who have received a graduate degree

in a field that the course they are requesting the waiver for encompasses. The Associate Dean of Academic Affairs may waive the course entirely or require the student to successfully pass a comprehensive examination covering the course material. For each course waived, a waiver petition/form must be completed, with the appropriate signatures, and filed with the Office of Student Services and Admissions prior to the start of the class. The signed waiver form becomes a part of your academic file at LMU-CVM and serves as a record of your completion of those course requirements. The student will receive credit for the course, but will not receive a letter grade. On the student's transcript a waived course will be noted as "Pass" and will not be figured into the GPA. 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.

LMU-CVM 2014-2015 Academic Calendar

| Fall Semester 2014 | |
|---------------------------|-------------------------------------|
| Orientation | August 13-15, 2014 |
| White Coat Ceremony | August 15, 2014 |
| CVM Classes Begin | August 18, 2014 |
| Labor Day Break | September 1, 2014 |
| Fall Break | October 27-28, 2014 |
| Thanksgiving Break | November 27-28, 2014 |
| Final Exams | December 15-17, 2014 |
| Christmas Break | December 18, 2014 – January 4, 2015 |

| Spring Semester 2015 | |
|-----------------------------|-------------------------|
| Classes Begin | January 5, 2015 |
| Spring Break | March 30- April 3, 2015 |
| Good Friday Break | April 3, 2015 |
| Final Exams | April 27- 29, 2015 |

COURSE/SYSTEMS/ROTATION DESCRIPTIONS

Course Descriptions:

FIRST YEAR

CVM 710 Veterinary Anatomy & Physiology I (11 credits; 7 lecture, 4 laboratory) – Semester 1 [D] Correlative lectures and laboratories on the gross, microscopic and developmental anatomy, and normal function of the musculoskeletal, integumentary, cardiovascular, hemolymphatic and gastrointestinal systems of the animal body. Clinical examples will be used to reinforce key principles and relationships between form and function. Students will begin to master the clinical application of anatomic and physiologic concepts in organismal homeostasis, in maintaining health, and in diagnosis of disease.

CVM 713 Parasitology (3 credits; 2 lecture, 1 laboratory) – Semester 1 [D] Principles of parasitology, including etiology, pathogenesis, diagnosis, treatment and control of selected parasitic diseases in animals. Knowledge of life cycle biology, transmission strategies, and natural hosts of major parasites of animals.

CVM 714 One Health I (1 credit) – Semester 1 [D] History of veterinary medicine with its historic and current role in human and environmental health, using Appalachia as a case example. Ethics of veterinary practice, personal economics for the veterinary student and new graduate, work-life interactions, and interpersonal relations for professionals.

CVM 715 Clinical Skills I (2 credits; 1 lecture, 1 laboratory) – Semester 1 [D] Students will master safe handling and general physical examination of small animals, domestic exotic (guinea pigs, gerbils) and laboratory animals. Introduction of mastery of psychomotor skills for surgery and other clinical procedures.

CVM 720 Veterinary Anatomy & Physiology II (11 credits; 7 lecture, 4 laboratory) – Semester 2 [D] Correlative lectures and laboratories on the gross, microscopic, and developmental anatomy, and normal function of the respiratory, genitourinary, nervous, and endocrine systems. Clinical examples will be used to reinforce key principles and relationships between form and function. Students will continue study of the clinical application of anatomic and physiologic concepts in organismal homeostasis, in maintaining health, and in diagnosis of disease.

CVM 721 Immunology (2 credits) – Semester 2 [D] Principles of immunology, including the cellular biology of the immune system; immune function and dysfunction in response to disease; immunoprophylaxis; diagnostic testing and immune-mediated disease in animals.

CVM 722 Bacteriology/Mycology (4 credits; 3 lecture, 1 laboratory) – Semester 2 [D] Biology of bacterial and fungal diseases in companion animals

(including horses) and livestock that are of veterinary and public health significance. Etiologic agents, life cycle biology, natural hosts, and transmission mechanisms. Appropriate diagnostic techniques, prevention and treatment strategies.

CVM 723 Virology (2 credits) – Semester 2 [D] Biology of viral diseases in companion animals and livestock that are of veterinary and public health significance. Etiology, natural hosts, transmission and pathogenesis of viral disease. Appropriate diagnostic techniques, prevention and treatment strategies.

CVM 724 One Health (2 credits) – Semester 2 [D] Environmental health, food safety, and the human animal bond, using Appalachia as a case example. Impact of food production systems and the hazards they may present to the environment and/or human and animal health. Understanding of Hazard Analysis and Critical Control Points (HAACCP) plans for food production systems. The role of animals in human psychosocial and mental health.

CVM 725 Clinical Skills II (1 credit, laboratory) – Semester 2 [D] Continued development of clinical skills, such as auscultation, including psychomotor skills (venipuncture (with models), surgical instrument handling, introduction to hand ties) and introduction to the physical examination of small ruminants.

CVM 712 Veterinary Histology (6 credits) – Semester 1 [D]: Veterinary Histology focuses on the microscopic anatomy of basic tissue types, organs, and organ systems. The understanding of the normal histology presented in this course is critical for the student's ability to: (1) envision the cellular/tissue structures associated with the biochemical and physiological processes explained in other courses, and (2) identify and comprehend the abnormal histology associated with disease processes. This course is taken during the first semester of the first year of veterinary school.

SECOND YEAR

CVM 737 Veterinary Nutrition (2 credits; lecture) – Semester 3 [D] Comprehensive overview of domestic animal nutrition, including digestion and metabolism of nutrients, feedstuffs and feeding, ration formulation, and the interaction of nutrition and disease. Students will learn to perform an evaluation of commercial animal feedstuffs for a species of their choice and be able to recommend rations for various normal life phases.

CVM 730 Pathophysiology I (5 credits; 4 lecture, 1 laboratory) – Semester 3 [D] Pathophysiology of diseases of the musculoskeletal, integumentary, gastrointestinal, cardiovascular, and hemolymphatic systems of domestic animals.

CVM 731 Basic Pharmacology (2 credits) – Semester 3 [D] Major drug categories and physiologic basis of pharmacologic intervention in treatment of diseases of domestic animals. Mechanisms by which pharmacologic agents are absorbed and excreted from the body.

CVM 733 Clinical Pathology (5 credits; 3 lecture, 2 laboratory) – Semester 3 [D] Pathophysiologic mechanisms responsible for abnormal findings in hematologic, biochemical and cytologic tests in health and disease of animals. Selection of appropriate diagnostic tests for various diseases, with their specificity, sensitivity, and interpretation.

CVM 732 Principles of Radiology & Diagnostic Imaging (3 credits; 2 lecture, 1 laboratory) – Semester 3 [D] Introduction to radiology and other diagnostic imaging (ultrasound, computerized tomography, magnetic resonance imaging) methods. Understanding of physics relevant to diagnostic imaging and of radiation safety measures. Student mastery of the ability to take quality radiographs and to troubleshoot poor-quality images. Introduction to interpretation of diagnostic images.

CVM 734 One Health III: Toxicology, Epidemiology and Biostatistics (3 credits) - Semester 3 [D] Introduction to principles of toxicology in domestic animals, to include poisons, poisonous plants and toxicity of other pharmacologic agents (first unit). The second unit will consist of study of patterns and causes of disease in populations, public health, evidence-based medicine, and biostatistical methods of study of these topics, using Appalachia as a case example.

CVM 735 Clinical Skills III (2 credits; 1 lecture, 1 laboratory) – Semester 3 [D] Development of expertise in handling large animals (equine, bovine), interpretation of general physical examination findings, continued progress toward mastery of psychomotor skills for surgery and other clinical procedures, and communications skills development.

CVM 740 Pathophysiology II (4 credits; 3 lecture, 1 laboratory) – Semester 4 [D] Pathophysiology of diseases of the respiratory, genitourinary, nervous and endocrine systems of domestic animals.

CVM 741 Clinical Pharmacology (2 credits) – Semester 4 [D] Pharmacologic treatment of diseases of animals, including selection and use of pharmacologic agents based on drug actions, absorption and excretion.

CVM 742 Theriogenology (4 credits; 3 lecture, 1 laboratory) – Semester 4 [D] Breeding soundness in male and female animals, and normal pregnancy and production. Integration of reproductive physiology, endocrinology, pathology and pharmacology as they apply to the diagnosis, treatment and prevention of reproductive disorders of domestic animals. Health and disease of the mammary glands.

CVM 743 Avian and Exotic Animal Medicine (2 credits) – Semester 4 [D] Overview of the husbandry, diseases, surgery, medicine, and preventative medicine in non-domestic species that are commonly kept as pets, including reptiles and amphibians, small mammals, psittacine and passerine birds, and fish.

CVM 744 One Health IV (2 credits) – Semester 4 [D] International veterinary medicine, foreign animal diseases, emerging diseases and impact on human and environmental health, with emphasis on rural populations. The importance of cultural and political differences in the delivery of veterinary health care.

CVM 745 Clinical Skills IV (2 credits; 1 lecture, 1 laboratory) – Semester 4 [D] Introduction to the administration of anesthesia, with focus on small animals, and continued practice and skill development in physical examination and psychomotor skills for surgery.

CVM 746 Introduction to Anesthesia and Analgesia (3 credits; lecture) – Semester 4 [D] Principles of veterinary anesthesia and analgesia including general and local anesthesia of small and large animals, anesthetic monitoring, and administrative Assistants to ensure the execution of affiliation agreements with hospital sites, development of educational standards, and assignment of students to sites. Student clinical course evaluations, self-assessments, student portfolios, site evaluations and site visits are planned to collect important data on CVCM student performance and to ensure that educational objectives are being met at clinical course sites.

Clinical Curriculum

All faculty at the distributed clinical sites are approved by LMU-CVM based on interest and dedication to teaching as well as the evaluation of the Curricula Vitae (CV) and license verification. The clinical curricula will reflect the mission of the college through planning and evaluation in the curriculum committee and the input, review and approval of the Dean’s Council. All clinical courses are in multiples of two-week blocks. The Office of Clinical Education will consist of an experienced team including the Associate Dean of Clinical Sciences, Director of Clinical Education, Director of Clinical courses and two (2) Administrative Assistants to ensure the execution of affiliation agreements with hospital sites, development of educational standards, and assignment of students to sites. Student clinical course evaluations, self-assessments, student portfolios, site evaluations and site visits are planned to collect important data on CVM student performance and to ensure that educational objectives are being met at clinical course sites.

During the third year, students will be assigned to core clinical courses at various distributed clinical course sites within the four “hub” locations: 1) Knoxville, TN, 2) Washington, DC, 3) Lexington, KY, and 4) Atlanta, GA. Each hub location will have sufficient clinical sites so that the students will be able to complete the majority of their core clinical courses in one regional hub and thus minimize the amount of required travel. Note that all hub locations will not necessarily offer all of the core clinical courses, nor all of the available elective clinical courses; some travel is therefore to be expected. Clinical course sites are carefully selected veterinary hospitals or other clinical sites, each with sufficient resources such as physical facilities, faculty, and case material, to be able to deliver the core clinical curriculum.

SEMESTERS 6B, 7 AND 8 – DISTRIBUTED CLINICAL COURSES

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

CVM 7XX Small Animal General Practice (credits TBA) – [CC] Supervised clinical instruction small animal (canine, feline, pocket pets) medicine and surgery in selected high quality private general practices. Students see a wide variety of cases and are active participants in their diagnostic and therapeutic management, to include documentation of findings and care in problem-oriented medical records and performance of clinical procedures.

CVM 7XX Food Animal Health & Production (credits TBA) – Semesters 6 - 8 [CC] Supervised clinical instruction at the *Great Plains Veterinary Educational Center* in Clay Center, NE. Students participate in routine individual animal health care as well as population/herd activities that are part of the yearly livestock production cycle in beef cattle, sheep, and pigs. Students typically perform 8-10 food animal necropsies in a 2 week course, under the supervision of Center veterinary staff.

CVM 7XX Ambulatory Practice, Appalachia (credits TBA) – Semesters 6 - 8 [CC] Supervised clinical instruction in mixed food animal ambulatory practice to farms and businesses in Appalachia launched from the Large Animal Teaching and Research Center adjacent to the Harrogate Campus. Students see a wide variety of cases and are active participants in their diagnostic and therapeutic management, to include documentation of findings and care in problem-oriented medical records and performance of clinical procedures.

CVM 7XX Diagnostic Pathology (credits TBA) – Semesters 6 - 8 [CC] Supervised clinical instruction in a clinical pathology laboratory and/or state veterinary diagnostic laboratory facility. Students are active participants in diagnostic examination of specimens from animal patients and gain experience in necropsy of a variety of animal species under the supervision of veterinary pathologists. Interpretation of gross pathology, clinical pathology, toxicology, microbiology, serology and parasitology findings.

CVM 7XX Small Animal Medicine (credits TBA) - Semesters 6 - 8 [CC] Supervised clinical instruction in academic and practical aspects of small animal medicine in high quality practices with board certified internists, radiologists or other specialists, and/or access to those specialists. Students are active participants in diagnostic and therapeutic management of a wide variety of cases with instructive pathophysiological learning issues.

CVM 7XX Small Animal Surgery (credits TBA) – Semesters 6 - 8 [CC] Supervised clinical instruction in academic and practical aspects of small animal surgery in high quality practices with board certified surgeons, anesthesiologists, radiologists or other specialists, and/or access to those specialists. Students are active participants in diagnostic and therapeutic management of a wide variety of

cases with instructive pathophysiological learning issues requiring surgical management.

CVM 7XX Small Animal Emergency Medicine & Critical Care (credits TBA) – Semesters 6 - 8 [CC] Supervised clinical instruction in academic and practical aspects of small animal emergency medicine and critical care in high quality practices with board certified veterinary specialists and/or access to those specialists. Students are active participants in diagnostic and therapeutic management of a wide variety of emergency/critical care cases with instructive pathophysiological learning issues requiring timely medical and/or surgical management.

CVM 7XX Equine Medicine & Surgery (credits TBA) – Semesters 6 - 8 [CC] Supervised clinical instruction in ambulatory and/or hospital-based equine practices with active participation by students in diagnosis and treatment of common equine problems. Students are exposed to the economics of the equine industry and to referrals to equine specialty practices.

CVM 7XX Laboratory Animal Medicine (credits TBA) – Semesters 6 - 8 [CC] Supervised clinical instruction under laboratory animal veterinarians in laboratory animal facilities at government, university, or private research institutions. Students are active participants in the diagnostic and therapeutic management of animals, and learn handling, regulatory and ethical issues related to the use of animals in biomedical research, to include biosecurity, sanitation, and role of the Institutional Animal Care and Use Committee (IACUC).

CVM 7XX Shelter Medicine (credits TBA) – Semesters 6 - 8 [CC] Clinical instruction in animal shelters that provide animal rescue, animal control, emergency care, shelter housing and adoption services. Students perform physical examinations, diagnostic procedures, indicted clinical procedures including surgery and spay/neuter under the supervision of shelter veterinarian(s). Students interact with the public on animal control/regulation, adoption counseling, animal abuse and neglect and nuisance behavior issues.

CVM 7XX Large Animal Mixed Practice (credits TBA) – Semesters 6 - 8 [CC] Supervised clinical rotation with large animal mixed practice veterinarians (beef, dairy, small ruminants, swine) working in clinic-based practice. Students see a wide variety of cases and are active participants in their diagnostic and therapeutic management, to include documentation of findings and care in problem-oriented medical records and performance of clinical procedures.

CVM 7XX Large Animal Ambulatory (credits TBA) – Semesters 6 - 8 [CC] Supervised clinical instruction with ambulatory veterinarians operating high quality practices emphasizing individual animal as well as herd-health preventive care. Clients include local livestock owners of various species of food animals. Students see a wide variety of cases and are active participants in their diagnostic and therapeutic management, to include documentation of findings and care in problem-oriented medical records and performance of clinical procedures.

CVM 7XX Population Health & Production (credits TBA) – Semesters 6 - 8 [CC] Supervised clinical instruction on health and production of an animal population of the student’s choosing, which may include a livestock herd, a stable, a companion animal kennel or cattery, a shelter, poultry flock or fish farm. Students are active participants in performing database analyses of health and production status, and are responsible for identifying potential interventions (in disease, nutrition, genetics, housing, environment, etc) to improve that status.

CVM 7XX Selective Distributive Clinical Courses in Clinical or Public Practice (credits TBA) – Semesters 6 - 8 [CC] Supervised clinical instruction in high quality specialized learning experiences available at institutions and practices in North America and around the world, to include specialty practices (such as medicine, surgery, cardiology, dermatology, neurology, oncology, ophthalmology), species-specific practices, other accredited Colleges of Veterinary Medicine, zoos, and other CVM-approved public and private biomedical institutions. Selective rotations for each student must be approved individually and in total by the student’s advisor.

CVM 800 Senior Student Presentations (2 credits) – Semester 6 - 8 [D] Student presentation (oral with written report) of a case, series of cases, or herd/flock problem with which they have been involved during a distributive clinical course. Includes completion of a thorough literature review and written report in a format consistent with publication in any refereed journal. Presentations and papers are evaluated and scored by faculty as a group, using standardized criteria.

Curriculum Digest

| YEAR 1 | 1ST Semester Courses | CREDIT | YEAR 1 | 2ND Semester Courses | CREDIT |
|---------------|--|---------------|---------------|--|---------------|
| CVM 710 | Veterinary Anatomy I | 4.5 | CVM 720 | Veterinary Anatomy II | 4.5 |
| CVM 711 | Veterinary Physiology I | 3 | CVM 721 | Veterinary Physiology II | 3 |
| CVM 712 | Histology | 6 | CVM 722 | Cellular Biology | 3 |
| CVM 713 | Parasitology | 3 | CVM 723 | Molecular Fundamentals of Medicine | 8 |
| CVM 714 | One Health I | 1 | CVM 724 | One Health II | 1 |
| CVM 715 | Clinical Skills I | 2 | CVM 725 | Clinical Skills II | 1 |
| | TOTAL: | 19.5 | | TOTAL: | 20.5 |
| YEAR 2 | 3RD Semester Courses | CREDIT | YEAR 2 | 4TH Semester Courses | CREDIT |
| CVM 730 | Pathophysiology I | 4.5 | CVM 740 | Pathophysiology II | 4.5 |
| CVM 731 | Basic Pharmacology | 2 | CVM 741 | Clinical Pharmacology | 2 |
| CVM 732 | Radiology & Diag. Imaging | 3 | CVM 742 | Theriogenology | 4 |
| CVM 733 | Clinical Pathology | 3 | CVM 743 | Avian & Exotic Animal Medicine | 2 |
| CVM 734 | One Health III | 2 | CVM 744 | One Health IV | 2 |
| CVM 735 | Clinical Skills III | 2 | CVM 745 | Clinical Skills IV | 2 |
| CVM 736 | Toxicology | 2 | CVM 746 | Intro to Anesthesia & Analgesia | 2.5 |
| CVM 737 | Veterinary Nutrition | 2 | CVM 747 | Intro to Surgery | 2.5 |
| | TOTAL: | 20.5 | | TOTAL: | 21.5 |

| YEAR 3 | 5 th Semester Courses | CREDIT | YEAR 3 | 6 th Semester Courses | CREDIT |
|---------|---|-----------|---------|--|-----------|
| CVM 750 | Small Animal Medicine & Surgery | 10 | CVM 760 | Intro to Practice Management | 1 |
| CVM 751 | Equine Medicine & Surgery I | 4 | CVM 761 | Equine Medicine & Surgery II | 2 |
| CVM 752 | Food Animal Production, Medicine, & Surgery I | 4 | CVM 762 | Food Animal Production, Medicine, & Surgery II | 2 |
| CVM 753 | Advanced Clinical Pathology | 1 | CVM 763 | Introduction to Clinics | 2 |
| CVM 754 | Clinical Skills V | 2 | CVM 764 | One Health V | 2 |
| | | | CVM 765 | Clinical Skills VI | 3 |
| | | | CVM 7XX | Clinical Courses [CC] | 8 |
| | TOTAL: | 21 | | TOTAL: | 20 |
| YEAR 4 | 7 th Semester Courses | CREDIT | YEAR 4 | 8 th Semester Courses | CREDIT |
| CVM 7XX | Clinical Courses [CC] | 1/week | CVM 7XX | Clinical Courses [CC] | 1/week |
| | TOTAL: | 24 | | TOTAL: | 26 |

Attendance

Students are responsible for all the material presented in lectures. LMU-CVM requires students to attend classes, labs, and clinical activities when scheduled. Some activities will include weekends and holidays. The curriculum uses live animals, clinical immersion, and collaboration with other academic programs. If students are not there, the student will not be able to make up these sessions; therefore, attendance is mandatory at LMU-CVM.

In the event that a student must miss, the CVM Absence Excuse Form must be filled out and submitted to the Associate Dean of Student Services and Admissions and Course Director. Forms should be filled out and submitted prior to an absence but if emergency or unforeseeable issues arise, the form must be completed upon the student's return to campus. Students will not be allowed to attend classes, until the form has been submitted for approval to the Associate Dean of Student Services and Admissions and his/her professor(s).

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

Calculation of Credit Hours

Calculation of credit hours is based on the following formula: 15 lecture hours equals one credit hour, 30 laboratory hours equals one credit hour, and one-week of clinical rotation equals one credit hours.

Examinations

Course examinations are given periodically during the academic semester. Requests for excused absences for exams must be made in writing to the Associate Dean of Student Services and Admissions. Students who miss an exam must meet with the Associate Dean of Student Services and Admissions who at that point will decide if the absence is *excused* or *unexcused*. If the absence is unexcused than the student receives a 0% on that exam.

Exams for students with excused absences will be given at the end of the semester during either the holiday or summer break. Make-up exams will consist of a combination of multiple choice questions, short answer questions, and essays. Because the final course grades will 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.

Because of the amount of material presented in each semester, if a student is forced to miss two exams, rather than be given excused absences, in the student’s best interest the student will most likely have to take a leave of absence.

Clinical Competency Exam (CCE)

A clinical practical exam, related to competency of veterinary knowledge, skills, and professionalism will be administered to all CVM students at the completion of the first and second year (end of semesters 2 and 4). Professional attire and deportment is mandatory for the CCE. Unprofessional dress or conduct will result in points being deducted from the grade. Due to the nature of the exam, make-ups are not allowed except for extreme hardship such as the death of an immediate family member or illness or injury requiring hospitalization. A verifiable excuse will be required in all such instances and its authenticity will be checked – any falsification of the excuse will be deemed a violation of the Student Honor Code and will be met with disciplinary action, which may be up to and including dismissal from the program. Due to the extensive use of university resources required to set up the clinical competency exams, if a make-up exam is required, the student will be required to pay the cost(s) of setting up and administering the make-up exam.

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

Academic Status (grading)

The academic status or grading of medical student performance is determined at the end of each semester. Grades are determined through averaging scores collected through assignment(s) scores, quiz(s), practical results, and course/system exams. Each course has a syllabus which will explain in detail how the grades are calculated.

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 form(s) for the purpose of collecting feedback on the course and faculty involved in teaching the course. Data from this evaluation is kept confidential and used for faculty and course developmental purposes. No punitive action is made to students completing the evaluation.

Grades

For both preclinical and clinical courses, within seven working days after the final course/system/rotation exam the course/system/rotation director submits a final grade report. The grade report includes the percentage grade achieved in the class and a letter grade – either A, B, C or F. Pluses and minuses are not used. At the end of every semester the students will receive an unofficial copy of their transcript. The GPA on the transcript is calculated based on the letter grades (A, B, C, or F) for each course. Percentage grades are not reported on the transcripts; however they are used in the class rank calculation. Class rank is determined at the end of every academic year. For the purposes of determining class rank the calculation will use the actual percentage grade.

For example a percentage score of 87% in a course would appear as a B on the transcript, and the multiplier used to calculate the GPA would be 3.0. However for determining class rank the actual percentage grade of 87% would be used. Likewise a grade of 81% percent would be recorded as a B on the transcript, 3.0 would be the multiplier used in the GPA calculation, and 81% would be used for calculating class rank. A = 90-100%, B = 80-89%, C = 70-79%, F < 70%.

When a student successfully remediates a failed course the transcript will note the original failed course and a “C” to note that it has been remediated. For a remediated course the highest grade a student can receive is a “C.”

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. The Committee, appointed by the Dean, is composed of faculty members and CVM administration.

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

Committee Procedures

At the end of every grading period, the SPC chairman is given the final course grades and sets the meeting date, provides an agenda to the members, informs the students of the meeting, and convenes the meeting. The meeting will be held as soon as possible following submission of the final course grades. Minutes will be kept by a recording secretary. All matters are submitted to a vote, with a simple majority ruling. The chair will be a non-voting member except in the instance of a tie.

The committee, or a portion of the committee, will meet with each student who has an academic deficiency. The goal of this meeting is to gain insight into why the student is having difficulty so that the committee can work with the student to redress the deficiencies.

In addition to students who failed a course, the committee may also request to meet with students who have scored below 75% for a final course grade, consistently received negative comments on clinical rotations or failed either a clinical competency exam. Students accused of unethical or unprofessional behavior, such as dishonesty, theft, and violation of client confidentiality, may also be referred to the SPC (See Disciplinary Procedures in the LMU DCOM Student Handbook).

Students in the Preclinical Years (1 and 2)

For students who fail no more than two courses during the preclinical years the SPC may recommend to the Dean one of the following actions:

1. The student must take the course, or courses, at an approved off-campus summer program designed for veterinary students.
2. The student must take the course, or courses, on-campus under the auspices of the CVM faculty.
3. The student must take a remediation exam(s) given by the CVM faculty.
4. The student must repeat the entire academic year.
5. The student may receive a letter of reprimand from the Dean.
6. The student may be dismissed from the CVM. When a student is dismissed from the CVM, a notation will be placed on the transcript that notes the date the student was dismissed.

For students who fail three or more courses, the SPC may recommend the following:

1. The student will be recessed and must repeat the entire academic year.
2. The student will be dismissed from the CVM.

Students in the Clinical Years (3 and 4)

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

1. Repeat the clinical course/rotation
2. Repeat the academic year
3. A letter of reprimand from the Dean.
4. Dismissal from the CVM.

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

The Dean's Actions

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

Appeal Process

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

Appeals Board

The Appeals Board will be composed of the Assistant Dean for Clinical Relations, the Associate Dean of Academic Affairs, and the LMU Vice President of Academic Affairs. The Appeals Board will review all written information pertaining to the case. The job of the Appeals Board is to determine if the CVM policies and procedures relating to the case were followed or that no gross misapplication of fact occurred. They will meet with the student but not with witnesses or complainants. The decision of the board will be forwarded in writing by the chair to the Dean who will forward it to the student by certified mail to his or her last official address or hand delivered with receipt. All decisions of the Appeals Board will be final and binding. No further option for appeal will be considered.

Remediation Policy

Any student who fails a course will be referred to the Student Progress Committee (SPC). If the student is granted permission to remediate the course, then it is the student's responsibility to meet with the Course Director to discuss the remediation process. The remediation examination(s) will be comprehensive in

nature, encompassing all material that the students were responsible for during the course. Successful remediation consists of achieving a final score of 70% or greater on the remediation examination(s). If remediation is successful, the student will be assigned a letter grade of C and a numeric grade of 70%. Remediation grading is completely independent of grades achieved during the course. A failure with subsequent successful remediation of the course will be reported on the student's transcript as F/C. Under no circumstances will any other grade than F/C with a numeric score of 70% be reported. Failure of a remediation may result in dismissal.

When a student repeats a rotation during years 3 and 4 the highest grade the student may earn is a C (70%). Students needing to repeat a rotation may be required to do so during their vacation month. Remediation grades, repeated courses during years 1 and 2, and repeated rotations will all be noted on the student's transcript.

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

Dismissal and Withdrawal

The 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 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 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 Student Services and Admissions with a letter of resignation.
2. If the student is being dismissed, the Dean or the Chairperson of the Student Progress Committee should inform the Associate Dean of Student Services and Admissions 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 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;
 - Library

4. When the student completes all of these obligations, CVM will then release the student's records upon the proper request. Dismissal and check-out forms are available in the Office of Student Services and Admissions.

Probation

Probation shall be either academic probation or disciplinary probation. All students who fail a course will be placed on academic probation and will appear before the SPC or its designee at an officially convened meeting. Removal from academic probation is based on satisfactory academic progress. Removal from disciplinary probation requires a meeting with the SPC and resolution of disciplinary concerns. Students on probation may not hold any student government position, they may not attend any local or national veterinary-related meetings, fundraisers, or any club activities, they must meet with their advisor twice a month, and they must submit a written plan to the Chair of the SPC summarizing how they plan to improve their performance.

DISCIPLINARY PROCEDURES

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 Student Services and Admissions 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 Student Services and Admissions. Once all sides have been heard, the Associate Dean 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 Student Services and Admissions 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 Student Services and Admissions 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 Student Services and Admissions 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 Student Services and Admissions, then a written appeal must be made to the chairman of the SPC within three working days following receipt of the findings from the Associate Dean. The appeal should include a summary of the events in question and reasons why the student believes the initial findings were unfair. The Chairman of the SPC will then convene a meeting to review the case.

Student Progress Committee Hearing

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

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

9. Following receipt of the SPC's decision, the Dean will let the student know the final decision within three working days.

Appeal of the Dean's Conclusion

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

CLINICAL ACADEMICS

Criminal Record Report

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

Clinical Course Schedule

Clinical course schedules are determined five to six months prior to the end of Year 3 through a lottery with student input into the process and outcome. To facilitate scheduling, including make-ups and course trades between students that may at times be necessary, all clinical courses will be in multiples of weeks.

Clinical Courses:

Core Rotations

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

Electives

Elective facilities and veterinarians may be selected by the veterinary medical students. All selections must be approved by the Associate Dean of Clinical Relations, although there is no restriction on the location of such experiences. These experiences are meant to offer the opportunity to gain insight and experience into the vast array of personal veterinary education experiences particular to each student's interest. It may also be time used in exploring post-graduate training opportunities. These preceptors may or may not hold a designated clinical/adjunct faculty appointment. Site and evaluations are collected and reviewed. An individual veterinarian must be responsible for the student during this rotation.

Vacation

Four weeks of vacation are allowed in the final 2 ½ semesters. This may not be used for additional clinical experience unless specifically approved by the Office of Student Services and Admissions. Vacation may be used as a requirement for remediation or for job interviews.

Report for Clinical Courses

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

Student Evaluation (Grade)

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

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

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

Student Site Evaluation Form

At the end of each clinical course, students are required to submit the site evaluation form as provided by the Office of Clinical Education. The evaluation will include information about the learning environment, accommodations, and training opportunities at the site. Honest and succinct feedback is requested as information collected over time at a particular site is used as developmental feedback for the supervising veterinarian or preceptor site. The information is also available for future students wishing to rotate at the site.

Access to Technology

Each core clinical site is equipped with a computer with Internet access for student use in completing distance learning assignments, access to the electronic medical library, and connection to campus e-mail. Students must comply with the rules and regulations set forth by the rotation site as well as University policies.

ACADEMIC INFORMATION

Official Academic Records

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

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

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

To receive due consideration, any challenge regarding the accuracy of a student's academic record must be submitted in writing by that student to the Registrar within one year of the term in question.

The student may obtain or have forwarded to designated parties copies of his/her academic transcript by submitting a written request to the Office of the Registrar. The University cannot transmit any transcripts electronically (FAX). The cost of each transcript is \$5.00. The student's account with the Finance Office must be paid in full

and Perkins student loans must be in a current non-defaulted status prior to the release of any official grades or academic transcripts.

Promotion and Matriculation

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

Student Grievances Regarding Grades

Exam Grade Reconsideration

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

Academic Due Process – Final Grade Reconsideration

If a student has a grievance about a course grade, and the matter has not already been referred to the SPC, the student will first discuss the matter with the course/system director. If this does not resolve the issue satisfactorily, the student may then request a grade reconsideration in writing to both the Associate Dean of Academic Affairs and the Assistant Dean of Clinical Relations, who will make a determination that day or as soon as possible thereafter, generally within five working days. Their decision is final.

Student Grievances Regarding another Student

A grievance concerning another student is made in written format to the Associate Dean of Student Services and Admissions. 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.

Leave of Absence

A leave of absence may be granted from the 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 Dean or the Associate Dean of Student Services and Admissions can grant a leave of absence. Only students who are in good standing with the CVM can be granted a leave of absence.

The student must meet personally with the Associate Dean of Student Services and Admissions to discuss the reasons for the leave. Following that meeting the student must

then submit a written request for a Leave of Absence. The CVM will then notify the student in writing about the decision regarding the leave and any requirements about the student's return to campus. Leave of Absences are granted for one year. A student may petition the Associate Dean of Student Services and Admissions to extend the leave for an additional year.

Before a student's leave of absence can begin, he or she must go through the 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 CVM by the preceding April 30th of the academic year the student wishes to be readmitted. The written request should be directed to the Associate Dean of Student Services and Admissions.

Students granted a medical leave of absence must have a licensed physician, approved by the Dean, 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 the CVM.

Students who are enrolled in the LMU CVM Student Health Plan may continue their coverage and the coverage for their dependents during leave of absence under State Continuation Coverage for the greater of:

- a) Three months; or
- b) If your coverage under the group would end while you are pregnant, six months after the pregnancy ends; or
- c) If your coverage under the group Agreement would end because of divorce or death of the Subscriber, fifteen months.

Students wishing to continue the health coverage under State Continuation must notify the Plan Administrator within 31 days of change in student status (i.e. start of leave of absence). Please notify:

Director of Risk Management, Contracts, & Grants
Lincoln Memorial University
6965 Cumberland Gap Parkway
Harrogate, TN 37752
423-869-6390

Upon returning from leave, the student may re-enroll in the student health plan regardless of whether or not they maintained coverage through-out leave. Please note: If you have

a 63 day gap or more in coverage, your claim will be subject to pre-existing condition waiting period.

Graduation Requirements

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

Students whose graduation date is delayed will be allowed to walk across the stage with their incoming class as long as they will be able to finish their coursework before December 31 of the graduation year.

Student Transfers

The CVM accepts transfer students. Applications for transferring will be evaluated by the Admissions Committee. Transfer credits must meet the following criteria:

1. Transfer credits are only given if the student is eligible for readmission to the previously attended CVM.
2. Credits may be transferred only from veterinary schools and colleges accredited either by the AAVMC.
3. When a student transfers from one CVM to another CVM, the last two years of instruction must be completed within the CVM granting the D.V.M. degree.
4. The curriculum of the school from which the student is transferring must be equivalent to the CVM curriculum. Decisions about curriculum equivalence between institutions will be decided by the CVM Curriculum Committee, regardless of individual student's qualifications. Because curricula vary from school to school, it is sometimes not feasible to transfer between the first and second years of veterinary school.
5. When making a decision about whether to accept a transfer student, the committee will examine the following criteria: undergraduate coursework and GPA, veterinary school coursework and GPA, GRE scores, letters of recommendation, performance in clinical skills courses in veterinary school, and verification of good standing from the transferring institution.

Posthumous Degree

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

OTHER POLICIES

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 the CVM, faculty and students shall not accept industry-funded meals except those in conjunction with educational activities. Industry sales representatives are not permitted to interact with CVM students except under the direct supervision of CVM faculty or staff in a structured learning environment.

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

Professional Appearance

All 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. Clients should feel comfortable in a student's presence. A student who makes a patient feel uncomfortable is not showing good judgment in this area.

1. Students who come to school dressed unprofessionally will be asked to leave the campus, change clothes and return in appropriate attire. Any absence from class or an exam because of the student's lack of judgment will be considered an unexcused absence. The dress code is enforced between the hours of 7:30 am–4:30 pm Monday through Friday.
2. While not an exhaustive list, tube tops, hooded sweatshirts, tank tops, t-shirts, flip-flops, excessive body piercing, cutoff shorts, and jeans with holes in them are examples of inappropriate dress during normal school hours. When representing the 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 will require that students dress as directed for these courses. The syllabus for each course will explain in more detail the appropriate attire.
 4. Students on clinical services are required to wear clean white jackets with appropriate dress. Men are required to wear shirts with ties and slacks, or equivalent dress. Women are required to wear dresses, blouses with skirts or slacks, or equivalent.

Video and Audio Recording

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

Identification Badges

A picture identification card (ID) will be made for all students free of charge. A \$10.00 fee will be charged for replacing lost ID's. The card should be retained over all semesters that the student is enrolled at LMU. All registered students must carry their ID and surrender their ID card if asked by a staff member of the institution (including Resident Assistants, Resident Directors, and Security). All valid IDs are used for identification, to check out library books, to obtain admission to most campus activities, entrance into CVM facilities, and are useful as a form of identification in the surrounding community as well. It is the student's responsibility to have the ID validated each semester with the Office of Student Services and Admissions. A possible fine of \$25.00 will be assessed to any student not in possession of his/her CVM student I.D. upon request by LMU personnel. All CVM students must have their University ID badge (visibly) when on campus or in any LMU facility. Any student on campus after-hours or on weekends requesting facility access must have an LMU ID badge to verify identity. Campus Police & Security will need to see your LMU ID badge before you gain access to the facility. If you have forgotten your LMU ID badge you may be asked to show a picture ID, such as a driver's license. If you can't provide an LMU ID Badge or valid Driver's License/State approved ID, access may be denied.

E-Mail Accounts

All students will be given an LMU e-mail address. This is the official means for LMU and CVM representatives to communicate with 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 e-mail account.

Student Health Insurance

Veterinary students must have basic health insurance coverage. Students may obtain coverage at the company of their choice or can elect to purchase through LMU. Students requesting a waiver of this requirement must submit adequate documentation supporting the fact that they are covered by equivalent or better insurance. At minimum, students will be required to submit a summary of benefits and proof of coverage including both the beginning and ending date of the coverage. In determining equivalent coverage, the following things will be reviewed: deductibles; out of pocket limits; life time maximum; office visit co-pay; specific coverage; exclusions; and network access. Do not assume you have equivalent coverage. It is every students' responsibility to ensure that at all times they are enrolled in a health insurance program. Students who violate this policy will be immediately sent to the SPC committee. Dismissal is an option. Students who do not have up-to-date health insurance will not be allowed to participate in any activity that involves patient contact. This may result in the student not being able to fulfill the requirements of certain courses and activities which could have a detrimental effect on the student's progress.

Life and Disability Insurance

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

Health Requirements

Requirements for Documentation of Immunizations, Immunity, and Physical Health

Applicants accepted for admission are required to submit medical history, physical examination, PPD testing and proof of immunity forms that have been completed, reviewed, and signed by a licensed health care provider (DO, MD, PA-C, FNP) prior to matriculation. Students without the required immunizations and proof of immunity will not be permitted to actively participate in patient care activities until the requirements have been completed and authorized by an LMU-DCOM healthcare provider. Students must also provide proof of health insurance to the student affairs department at the beginning of each academic year.

Prior to matriculation, the students must have all of the following records on file with the Office of Student Services:

1. Immunization status report documenting immunity to diphtheria, tetanus, pertussis, chicken pox, polio, rubella, mumps, tuberculosis and hepatitis B.
2. Health History completed and signed by the student
3. Physical Exam completed and signed by a physician

4. Records Release Form authorizing CVM to release health related information to CVM affiliated training sites where the student will be rotating.

All the necessary paperwork will be mailed to the incoming students prior to matriculation.

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

Holidays

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

Vacations

Vacation dates for the first- and second-year students can be found in the Academic Calendar. Third- and fourth-year will have scheduled time off based on their clinical course/rotation schedule—typically this is one month per year.

Inclement Weather

Campus closure due to incremental weather is announced on local radio and TV stations and posted on the LMU website. Cancellation of classes and labs will be announced as needed by the Associate Dean of Student Services and Admissions and/or the Associate Dean of Academic Affairs.

Parking

All 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 hangtags are issued upon registration and indicate status as student or faculty / staff. Hangtags are transferable to other vehicles as approved by the Office of Student Services. Hangtags must be visible in the front windshield.

Security

Lincoln Memorial University has an on-campus police force which provides supervision for the entire campus in conjunction with LMU standards and policies and State of Tennessee certification requirements. Security is administered and monitored through the LMU Office of Student Services. At least one security officer is on duty seven days per week, 24 hours per day to secure campus facilities, protect and assist campus medical students, personnel, visitors and to monitor traffic regulations. **The 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."

In the event of an emergency or any other security need, look for an officer or phone the Security Office at (423) 526-7911 (Cell phone), or phone the Assistant Dean of Students at 865-278-8690.

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

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

Public Relations and Marketing Guidelines

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.

PROFESSIONAL STANDARDS IN SOCIAL MEDIA

Social media is a term that describes the various web-based networking sites that students use to communicate and connect. The most popular examples are Facebook, Instagram, and Twitter. Blogs are also a form of social media that provide commentary or serve as a personal on-line diary.

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, veterinary, and health professions students.

The following guidelines that pertain specifically to social media:

1. **Confidentiality:** All health care providers have a professional obligation to maintain the confidentiality of client and patient information. Therefore, when using social networking sites, do not post any information regarding a patient; do not post photos of surgical cases; do not discuss personal characteristics; do not discuss hospital/clinic procedures.
2. **Anatomy Lab:** Out of respect for animal donors and their families, students are not to discuss or disclose any information pertaining to the cadaver, or to describe dissection stages, outside of the anatomy lab. Anatomy faculty members provide appropriate training on standards of behavior during the lab sessions. It is the

student's responsibility to carry this training forward and demonstrate appropriate respect for cadavers in all aspects of academic and professional life. Cameras are strictly prohibited in the anatomy lab. Cell phones should not be used in the lab either.

3. **Digital Footprint:** 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. If you would be embarrassed if your Dean read your statements, then you are better off not posting them.
4. **Impact:** Prospective employers, residency directors and future patients surf social networking sites to check out your background, interests, and professional standards. Don't post inappropriate photos that provide unflattering references. And choose your friends wisely. Remove any unprofessional postings to your wall as soon as possible.

BEHAVIOR POLICIES

General Policy Guidelines

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

6. All types of guns, ammunition, explosives (including firecrackers and other fireworks and other flammable materials) or any other potentially dangerous weapons or paraphernalia, concealed or visible (including bladed items over three inches long), or potentially dangerous and unauthorized recreational equipment (such as archery equipment or paintball guns) are prohibited on campus, and are finable offences. A fine of \$500.00 (possible arrest) will result from the discharge of firearms at any time on LMU property. The potentially dangerous weapons will be removed from LMU property. Anyone wishing to temporarily store weapons on campus must apply for such arrangements for storage with the Chief of Security before these items are brought on campus property. Hunting is not permitted on the campus or surrounding parklands or farmlands owned by the University.

7. Any form of abuse of any person or property on the campus will result in immediate action including payment of damages, fines, and possible removal from campus housing and/or suspension. Abuse / Harassment / Intimidation / Stalking / Vandalism of any person or property on campus will result in immediate action including but not limited to: prosecution by local authorities, payment of damages, fines, possible removal from campus housing, suspension, or expulsion. Sexual Harassment is addressed within "Sexual Harassment Policy." Definitions: "Harassment," according to Tennessee Code Annotated (TCA) 39-170308, occurs when someone "Threatens, by telephone or in writing, to take action known to be unlawful...and knowingly annoys or alarms the recipient," or "Place...telephone calls anonymously, or at...hours known to be inconvenient to the victim, or in an offensively repetitious manner, or without a legitimate purpose of communication, and...Knowingly annoys or alarms the recipient." "Intimidation," occurs when someone "injures or threatens to injure or coerces another person with the intent to unlawfully intimidate another from the free exercise or enjoyment of any (lawful) right or privilege," or "damages, destroys or defaces any real or personal property of another person with the intent to unlawfully intimidate another from the free exercise or enjoyment of any right or privilege..." "Stalking," occurs when someone "intentionally and repeatedly (two or more separate occasions) follows or harasses another person in such a manner as would cause that person to be in reasonable fear 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 the ultimate expulsion of the student or students from the institution.

Alcohol and Other Drugs

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

1. Standards of conduct regarding unlawful possession, use, or distribution of illicit drugs and alcohol on LMU property or as part of any LMU activities (including off-campus activities):
 - a. Public drunkenness is not permitted on campus. Drunken persons who are violent, uncontrollable, or aggressive are subject to arrest. (Also see "Sanctions for underage drinking, possession, or intoxication")
 - b. All underage students apprehended for alcohol consumption, possession, or intoxication will be reported in numerical form to the Tennessee Bureau of Investigation (TBI) in LMU's monthly report to the agency. In addition, all students who are arrested for being intoxicated, regardless of age, will be reported numerically to the TBI.

- c. Any LMU-CVM recognized student organization that organizes or sponsors a sanctioned off-campus event where alcohol is served, used, or sold must use a third-party vendor, such as a hotel or restaurant, to serve the alcohol. The third party vendor must have a cash bar with individual students paying for their own alcohol. Monetary transactions will be between the individual students and the third party; *there will be no monetary transaction between the LMU student organization and the third party vendor*. Student association funds will not be used to pay for alcohol; likewise, members of the club will not participate in serving the alcohol. Any student organization that violates this rule will be sanctioned.
 - d. Students living in graduate student housing complexes (residents are aged 21 or older) may have alcohol in their apartments. Having alcohol in their apartment does not exempt them from the "Excessive Noise Policy." Students having a large party in an apartment which disrupts the other residents will be written up by the Residence Hall Director. Alcohol may not be consumed outside of their apartments in the common areas.
 - e. Graduate students (age 21 or older) who live in undergraduate housing may not have alcohol in their rooms.
2. Legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol: Applicable Tennessee Law for the unlawful possession or distribution of illicit drugs and alcohol: "Definition of a minor: The 'age of majority' for purposes related to alcoholic beverages in Tennessee is defined as twenty-one years of age." [Tennessee Code Annotated - 1-3-105]. "Possession or consumption by a minor: It is unlawful for persons less than twenty-one years of age to purchase, possess, consume, or transport alcoholic beverages, including beer and wine" [T.C.A. - 1-3-13(b)]. "Finally, minors may not purchase, receive or possess alcoholic beverages in a public place" [T.C.A. - 57-4-203(b)(2)]. "Sale or gift to a minor: It is a misdemeanor for any adult to furnish or buy alcoholic beverages for a minor, [T.C.A. - 39-6-929(b) and 57-5-301(d)(2)]. "Miscellaneous: It is unlawful in Tennessee "for any person to buy another, any intoxicating liquor from any persons" [T.C.A. - 39-6- 9051].
- "Sale or gift to an intoxicated person: Licensed vendors and others are prohibited from selling or furnishing alcoholic beverages to 'visibly intoxicated' persons" [T.C.A. - 57-4-203(c)]. "Criminal offenses and penalties - Habitual drug offenders - Class X felonies:
- a. Except as authorized by - - 39- 6-401 - 39-6-419 and title 53, chapter 11, parts 3 and 4, it is unlawful for any person to manufacture, deliver, sell, or possess with intent to manufacture, deliver or sell, a controlled substance, or for two (2) or more persons to conspire to manufacture, deliver, sell, or possess with intent to manufacture, deliver or sell, a controlled substance; provided, however, that no agreement shall be deemed a conspiracy unless

some act be done to effect the object thereof. Any person who violates this subsection with respect to a controlled substance is guilty of a felony in respect to most illicit drugs.

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

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

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

3. The scope and impact of health risks from alcohol and drug abuse are both alarming and well- documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to family, organizations and society at large. There are physical, emotional, spiritual, social and occupational risks involved with the use of alcohol and drugs. Some of the physical health risks of drug use include, but are not limited to heart problems, infections, malnutrition, convulsions, respiratory paralysis, emphysema, high blood pressure, and possible death. Drug use can also lead to legal problems, financial hardships, and social and occupational difficulties. Some of the physical risks of using alcohol are chronic addiction, blood disorders, brain damage, cirrhosis, hepatitis, heart problems, lung infection and stomach ulcers. Mentally, there may be increased stress, depression, contemplation of suicide, impaired thought process, memory loss, and increased incidents of psychosis. Lincoln Memorial University, therefore, conducts regular programs to educate its students, faculty, and staff that

consumption and/or abuse of alcohol and other drugs may alter behavior, distort perception, impair thinking, impede judgment, and lead to physical or psychological dependence.

4. A description of alcohol and drug counseling, treatment or rehabilitation to students: Lincoln Memorial University – CVM in conjunction with Cherokee Mental Health provides a comprehensive alcohol and drug prevention program for students in need of assistance. Faculty, staff, students, and concerned family members may refer students for to Cherokee Mental Health directly or to the Office of Admissions and Student Service. Students receiving counseling on campus as a result of alcohol, drug, or personal concerns can do so with the assurance that strict counseling confidentiality will be observed. If dismissal from the university is made, assessment and rehabilitation at the student's expense may be required for reentry to the institution.
5. Disciplinary sanctions will result from standards of conduct violations regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on LMU property or as a part of any LMU activities. Student consumption, possession, sale, distribution, or being in the presence of alcohol and other drugs on the LMU campus is prohibited. Sanctions include, but are not limited to:
 - a. Sale and/or distribution to a minor: Removal from the residence hall with no refund of housing fees and revocation of visitation privileges in any campus residence hall.
 - b. Public drunkenness: Those who are violent, uncontrollable, or aggressive are subject to arrest. Other offenses subject to second offense consequences "possession or consumption" above.
 - c. Alcohol served, used, or sold at campus activities on campus will result in the probation and/or suspension of the sponsoring organization. (See Student Organization Council Handbook)

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

Eating and Drinking in Classrooms

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

CONDUCT AND PROFESSIONALISM

Academic Integrity

It is the aim of the faculty of 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 suspension.

Cheating

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

Plagiarism

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

CODE OF STUDENT CONDUCT

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

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

Routine administrative regulations are enforceable by responsible university administrative units, i.e., LMU Finance Office, Office of Security, Director of Housing, Dean of Students, Resident Directors and Resident Assistants. University officials reserve the right to bring a charge against any student through the Dean of Students with due

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

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

to enjoy and promote the freedom of an open and unprejudiced, full campus life experience without regard to race, national origin, creed, culture, gender, age, sexual orientation, or religion.

to attend classes and receive proper instruction in courses while completing assignments to the best of one's abilities and resources.

to use facilities, buildings and grounds as designated for student use while being cognizant of and abiding by the policies of LMU and the laws of Claiborne County, the State of Tennessee and the United States of America.

to have access to' one's financial, academic and/or disciplinary files while being cognizant of one's financial, academic and disciplinary status with the university.

to register early for the next academic term by meeting one's financial obligations to the university by paying tuition, fees and assessed fines in a timely manner.

to receive a catalog at the beginning of one's enrollment to better one's understanding of the university and of academic programs.

to participate in the structured evaluation of instructors each year by honestly completing evaluations during the designated times.

to interact with faculty and administrators by seeking their advice when needed and responding to them when called upon to do so.

to expect the campus and its facilities to be maintained to promote cleanliness and safety while using the campus in such a way to promote cleanliness and safety.

to receive a Student Handbook each academic year to better one's understanding of the rules and regulations of LMU.

to drive and park on the campus by registering one's vehicle and understanding traffic policies.

to receive proper notice and due process in judicial situations as designated in the judicial procedures by checking one's mail and answering all summonses.

to expect an environment free from any form of harassment by following the appropriate channels to report any such harassment.

to be represented in Student Government Association by voicing opinions and ideas to SGA members and voting in campus wide elections.

to join and participate in any or all student organizations for which one qualifies for membership by joining and participating in those student organizations which correspond with one's interests and abilities.

to participate in intramural and other student activities and cultural events according to the policies regarding each event by watching and listening for information concerning programmed activities and attending those that correspond with one's interests and abilities.

to benefit from all services provided by LMU to students at no charge or at a reasonable user fee by becoming aware of and making use of services available to students as desired or needed.

to reside in a campus residence hall, if abiding by the policies of the hall and campus, upon availability by living on-campus if unmarried, under 21 years of age and not residing with a parent or legal guardian within a 65 mile radius of LMU.

to maintain and expect from all others a mature and professional bearing of citizenship in all social and academic environments on or off campus.

to maintain and expect from all peers a constant high aiming standard of personal academic and social integrity.

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. CVM students are required to have those character traits, attitudes, and

values that will result in beneficent and ethical veterinary care. This includes, but is not limited to, the following:

- a. A veterinary student must be able to relate to instructors, classmates, staff, clients and their animals with honesty, compassion, empathy, integrity and dedication.
- b. A veterinary student must not allow considerations of religion, disability, ethnicity, gender, sexual orientation, politics or social standing to preclude productive and constructive relationships with instructors, staff, classmates, or clients;
- c. A veterinary student must not allow considerations of breed or species to influence relationships with his/her patients or teaching animals. For example, a student must never intentionally withhold medical care from a feline patient out of a dislike or distrust of cats.
- d. A veterinary student must be able to understand and use the authority, special privileges, and trust inherent in the veterinary student-client relationship for the benefit of both the client and the patient, and avoid behaviors that constitute misuse of this power.
- e. A veterinary student must never compromise care of an animal that has been left in his or her care or is his or her responsibility, regardless of whether this care conflicts with personal schedules or activities.
- f. A veterinary student must never engage in educational activities while under the influence of alcohol or illegal or illicit drugs or substances. In addition, a student should not engage in patient care duties while impaired in any manner by any substance (e.g., a student shall not engage in patient care duties while taking a prescribed drug known to have adverse side effects until the student knows that he or she is not susceptible to such side effects).
- g. A veterinary student must never perform any action that might be construed as the practice of veterinary medicine, except as permitted under the laws of the applicable jurisdiction in which the student may function in the role of providing animal health care under the direction of a licensed veterinarian. It is the veterinary student's responsibility to know and understand the applicable laws and regulations pertaining to the practice of veterinary medicine.
- h. A veterinary student must be able to fully utilize his/her intellectual ability, to exercise good judgment, to complete patient care responsibilities promptly and properly and to relate to patients, patients' owners, faculty, administrators, staff and colleagues with courtesy, compassion, maturity and respect for their dignity.

- i. A veterinary student must demonstrate maturity, including the ability to adapt to local culture, the ability to exercise good judgment and tolerance and acceptance of social, cultural and/or political differences.
- j. A veterinary student must be able to work collaboratively and flexibly as a professional team member.
- k. A veterinary student must behave in a professional manner in spite of stressful work demands, changing environments and/or clinical uncertainties.
- l. A veterinary student must have the capacity to modify behavior in response to constructive criticism.
- m. A veterinary student must be open to examining personal attitudes, perceptions and stereotypes that may negatively impact patient care or interpersonal relationships.
- n. A veterinary student must possess an intrinsic desire for excellence and be motivated to become an effective veterinarian.
- o. Because the medical profession is governed by ethical principles and by laws, a veterinary student must have the capacity to understand, learn, and abide by relevant and applicable values and laws. Examples of breaches of veterinary medical ethics include, but are not limited to: cheating, plagiarism, or other forms of academic dishonesty; submitting fraudulent medical records or certificates; willfully withholding medical treatments ordered by a clinician; betraying a client confidence; or animal cruelty, whether through acts of commission or omission.

ACADEMIC ENVIRONMENT

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

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

Academic Freedom

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

SEXUAL AND OTHER DISCRIMINATORY HARASSMENT

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

Sexual Harassment

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

This conduct constitutes unlawful sexual harassment when:

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

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

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

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

Sexual harassment may be subtle or overt. Some behavior that is appropriate in a social setting is not appropriate in the workplace or in an academic environment.

Regardless of the form it takes, verbal, non-verbal or physical, sexual harassment is inherently destructive, insulting and demeaning to the recipient and will not be tolerated at LMU.

Other Discriminatory Harassment

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

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

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

Hazing

All forms of hazing on the part of any individual, group of individuals or organizations are subject to civil and University disciplinary action. No initiation or other activity shall be undertaken which endangers the health and safety of an individual, or demands an individual to engage in conduct of an unbecoming or humiliating nature, or in any way detracts from an individual's academic pursuits. For purposes of this policy and University disciplinary action, LMU defines *hazing* to include any action taken or situation created, wherever it occurs, which induces mental or physical discomfort, embarrassment, harassment, or ridicule. Such actions including paddling, creation of excessive fatigue, physical or psychological shock, wearing apparel which is conspicuous and not in good taste, public ridicule of students, buffoonery, morally degrading or humiliating games or events, work sessions which interfere with regulations or policies of LMU or the laws of the State of Tennessee. Tennessee law [T.C.A. §47-7-123] prohibits hazing and offers the following definitions: (1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and (2) "Higher education institution" means a public or private college, community college or university. (b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

Complaint and Reporting Procedure

Students have the responsibility to bring any form of harassment or hazing that they experience or observe to the immediate attention of LMU. They need not complain first to the offending person. All complaints or reports should be directed either to the Associate Dean of Student Services and Admissions 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 Dean of Students or to the LMU Vice President for Enrollment Management and Student Services. The University will not tolerate retaliation and will take prompt and immediate steps to eliminate it.

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

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

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

Sex Offense Prevention Programs and Procedures

Education and Information

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

Students may access the TBI's Tennessee Internet Crime Information Center's Sexual Offender Registry (for Claiborne County) at: http://www.ticic.state.tn.us/SEX_ofndr/sor_short_county.asp. For Bell County, KY: <http://kpsor.state.ky.us/>. For Lee County, VA: <http://sex-offender.vsp.state.va.us/>.

Reporting Offenses

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

Procedures

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

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-DCOM Assistant Dean of Students.

Veterinary Students with Disabilities

The CVM is committed to ensuring that otherwise qualified disabled students equally enjoy the benefits of an osteopathic professional education. Upon request by a student

with a disability, the University will make every reasonable accommodation to enable the student to meet the standards as long as such accommodation does not unreasonably interfere with or substantially alter the 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 CVM curriculum, expect our students to perform their duties in a timely manner as such ability is a critical and essential part of the CVM curriculum and of the practice of veterinary 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 Associate Dean of Student Services and Admissions and the University ADA Coordinator (guidelines for proper documentation are set forth below).
Jason Kishpaugh
Counselor/ADA Coordinator
Jason.kishpaugh@lmunet.edu
(423) 869-6401
- 2) The ADA Coordinator, in consultation with Associate Dean of Student Services and Admissions, will make a determination regarding the request.
- 3) If a student is not satisfied with the decision of the Associate Dean of Student Services and Admissions, 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. Veterinary 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 the 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 Office of Student Services and Admissions. Upon receipt of the documentation, the Associate Dean of Student Services and Admissions 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 Associate Dean or Coordinator of Student Services and Admissions.

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 and Grievance Committee.

The standing members of the Accommodations and Grievance Committee will be appointed by the Dean. 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. 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 within ten working days after meeting with the student. The decision of the grievance committee is final.



LMU

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