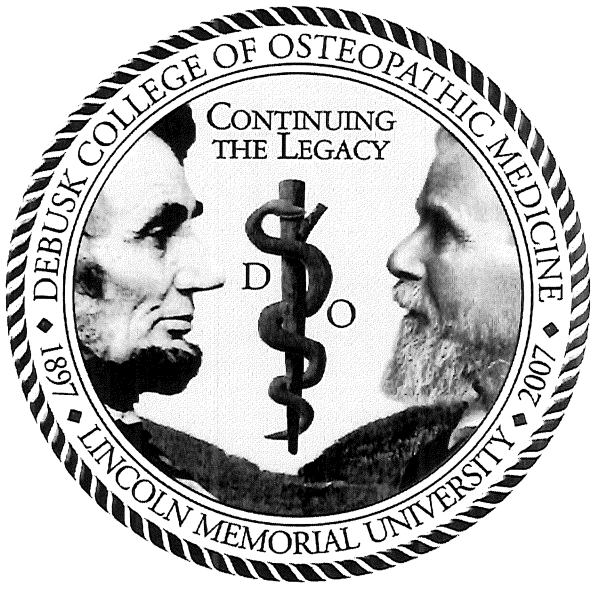
LINCOLN MEMORIAL UNIVERSITY

DEBUSK COLLEGE OF OSTEOPATHIC MEDICINE



STUDENT HANDBOOK AND CATALOG

Volume 7
2013-2014

TABLE OF CONTENTS

MISSION AND PURPOSE OF LINCOLN MEMORIAL UNIVERSITY 6
Institutional Goals 6
MISSION OF THE LMU DEBUSK COLLEGE OF OSTEOPATHIC MEDICINE 8
NON-DISCRIMINATION POLICY 8
CAMPUS FACILITIES 8
THE LINCOLN MEMORIAL UNIVERSITY CAMPUS 8
The Abraham Lincoln Library and Museum 9
The J. Frank White Academy 9
The Mary Staley Annan Natatorium 9
Elizabeth D. Chinnock Chapel 9
The Student Center 9
Carnegie Vincent Library 10
The Frank "Tex" Turner Arena 10
OFFICE OF ADMISSIONS AND STUDENT ADVANCEMENT 10
ADMISSIONS 11
AACOMAS Application 11
DCOM Supplemental Application 11
Undergraduate Course Requirements 11
Medical College Admissions Test 12
Admissions Procedures 12
International Students 13
Applicants with Foreign Coursework 15
RECRUITMENT 15
Osteopathic Medicine Awareness Conferences 16
Off-Campus Recruiting 16
Grade School and High School Visits 16
Early Identification Program 16
STUDENT ADVANCEMENT 17
Academic Advising 17
Counseling (Psychological Services) 17
Student Ambassadors Program 17
Student Records 18
Right to Privacy under Public Law 93-980 18
Financial Services 19
Tuition and Fees (Academic Year 2013/2014) 19
Late Fee 19
Reimbursement of Funds 20
Financial Commitment Policy 20
STUDENT ASSOCIATIONS AND GOVERNMENT ORGANIZATION . 21
Registration of Medical Student Organizations 21
Annual Registration 22
Student Sponsored Events 22
Merchandise and LMU-DCOM Logo Policy 22

STUDENT'S HONOR CODE OF DEBUSK COLLEGE OF OSTEOPATHIC MEDICINE 22
Preamble 22
I. Professional Conduct 23
II. Academic Standards 24
III. Social Behavior 25
IV. Honor Code Violations and Accountability 26
V. The Ethics and Honor Code Committee and the Resolution of Violations 27
VI. Membership of the Committee 29
VII. Responsibilities of the Committee Members 29
VIII. Ratification of the Code 30
IX. Amending the Code 30
X. The Pledge 30
XI. Special Circumstances 30
CAMPUS AMENITIES 31
Bookstore 31
LMU-DCOM Outpatient Services 31
The Lon and Elizabeth Parr Reed Medical and Allied Health Library 31
Medical Library Hours: 31
Food Service/Dining Hall 32
Computing Services 32
On-Campus Residence 32
ACADEMICS 32
University Regional Accreditation 32
Professional College Accreditation 33
Accreditation Grievances 33
Curriculum 33
Pre-Clinical Curriculum 33
Preclinical Coursework Waivers 34
COURSE/SYSTEMS/ROTATION DESCRIPTIONS 34
FIRST YEAR 34
SECOND YEAR 36
Third Year Clinical Rotation Descriptions: 40
Vacation 42
Fourth Year Clinical Rotation Descriptions: 43
Mid-Year Breaks and Vacation: 44
Credit Hours 44
Attendance 46
Calculation of Credit Hours 46
Examinations 46
Clinical Competency Practice Exam (CCPE) 47
Academic Status (grading) 47
Course and Faculty Evaluation 47
Grades 47
STUDENT PROGRESS COMMITTEE 48
Committee Procedures 48

Students in the Preclinical Years (1 and 2) 49
Students in the Clinical Years (3 and 4) 49
The Dean's Actions *50*
Appeal Process *50*
Appeals Board *50*
Remediation *50*
Dismissal and Withdrawal *51*
Probation *51*
DISCIPLINARY PROCEDURES 52
Initial Investigation by the Office of Admissions and Student Advancement *52*
Appeal to the Student Progress Committee *52*
Student Progress Committee Hearing *53*
Appeal of the Dean's Conclusion *53*
CLINICAL ACADEMICS 53
Criminal Record Report *53*
Rotation Schedule *54*
Rotations: *54*
Core Hospital Rotations 54
Selective Rotations 54
Electives 54
Vacation: 55
Rotation Changes *55*
Training Hours *55*
Report for Rotation *55*
Student Evaluation (Grade) *56*
Student Site Evaluation Form *56*
Access to Technology *56*
Patient Confidentiality *56*
ACADEMIC INFORMATION 56
Official Academic Records *56*
Promotion and Matriculation *57*
Student Grievances Regarding Grades *57*
Student Grievances Regarding another Student *58*
Leave of Absence *58*
Graduation Requirements *59*
Student Transfers *59*
Student Consultation *60*
COMLEX EXAMS 60
COMLEX Level One *61*
COMLEX Level 2-CE and Level 2-PE *61*
OTHER POLICIES 61
Professional Appearance *62*
Identification Badges *62*
E-Mail Accounts *63*
Student Health Insurance *63*
Life and Disability Insurance *64*

Health Requirements *64*
Acquired Immunodeficiency Syndrome (AIDS) *66*
Holidays *68*
Vacations *68*
Inclement Weather *68*
Parking *68*
Security *68*
Public Relations and Marketing Guidelines *69*
BEHAVIOR POLICIES 71
General Policy Guidelines *71*
Alcohol and Other Drugs *74*
Eating and Drinking in Classrooms *78*
CONDUCT AND PROFESSIONALISM 78
Academic Integrity *78*
Cheating *78*
Plagiarism *78*
CODE OF STUDENT CONDUCT 79
ACADEMIC ENVIRONMENT 81
Academic Freedom *81*
Medical Student/Patient Relationships 81
SEXUAL AND OTHER DISCRIMINATORY HARASSMENT 82
Sexual harassment *82*
Other Discriminatory Harassment *83*
Hazing *83*
Complaint and Reporting Procedure *84*
Sex Offense Prevention Programs and Procedures 85
Education and Information *85*
Reporting Offenses *85*
Procedures *85*
STUDENTS WITH DISABILITIES 86
Osteopathic Medical Students with Disabilities 86
Request for Accommodations *86*
A. A Qualified Professional Must Conduct the Evaluation 87
B. Documentation Must be Current 87
C. Documentation Must Include a Specific Diagnosis 87
D. Documentation Must be Comprehensive 88
E. Recommendations for Accommodations 88
F. Process for Receiving Reasonable Accommodations 88
Grievance Procedure for Student with Disabilities *89*

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 DEBUSK COLLEGE OF OSTEOPATHIC MEDICINE

To prepare outstanding osteopathic physicians who are committed to the premise that the cornerstone of meaningful existence is service to humanity. The mission of LMU-DCOM is achieved by:

- Graduating Doctors of Osteopathic Medicine;
- Providing a values-based learning community as the context for teaching, research and service;
- Serving the health and wellness needs of people within both the Appalachian region and beyond;
- Focusing on enhanced access to comprehensive health care for underserved communities;
- Investing in quality academic programs supported by superior faculty and technology;
- Embracing compassionate, patient-centered care that values diversity, public service and leadership as an enduring commitment to 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 in the former DAR Hall. The school offers a college preparatory curriculum in grades 5-12.

The Mary Staley Annan Natatorium

Constructed in 1954 and renovated in 2004, Mary Staley Annan Natatorium contains a competition size swimming pool with a spectator gallery, changing rooms, and complete water treatment and filtration system. It is used for recreation and classes such as water aerobics, arthritic programs, swimming lessons and lifeguard certification.

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, 'Splitters Lounge, bookstore, educational computer center, housing office, cashier's office, finance office, and the offices of Admissions and 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 students, faculty, and other health professional students of the University and DCOM.

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.

OFFICE OF ADMISSIONS AND STUDENT ADVANCEMENT

The Office of Admissions and Student Advancement, located in the DeBusk College of Osteopathic Medicine, is responsible for admissions, recruitment, retention, securing financial services, student health insurance, records, tracking of outcome data, and counseling for 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 is committed to creating an environment that is conducive to learning so that all DCOM medical 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 Office of Admissions and Student Advancement.

ADMISSIONS

The Director of Admissions is the primary contact for students making application to DCOM.

AACOMAS Application

DCOM participates in a centralized application service, the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS). The American Association of Colleges of Osteopathic Medicine (AACOM) offers prospective students a convenient, centralized on-line application service for accredited osteopathic medical schools. Through **AACOM's Application Service (AACOMAS)**, students can file one electronic application. AACOMAS then verifies and distributes the information to each of the colleges designated by the applicant. AACOMAS can be reached at www.aacom.org or AACOMAS, 5550 Friendship Boulevard, Suite 310, Chevy Chase, MD 20815-7231, (301) 968-4100.

DCOM Supplemental Application

The secondary application is available on the DCOM web page. The application should be returned with a $50.00 non-refundable application fee.

Students are also required to submit the required letters of reference: one letter from an osteopathic physician and one from a premedical advisory committee. If the student's undergraduate institution does not have a premedical advisory committee the student may submit letters from two science professors. Information on contacting an osteopathic physician in your community is available at www.DO-online.com or your state osteopathic association.

Once the secondary application and all the supporting material have been received in the DCOM admissions office the applicant's file will be reviewed by the admissions committee. Interviews will be scheduled from September to April. The admission's process operates on a rolling acceptance policy thus it is in the student's best interest to apply as early as possible.

Undergraduate Course Requirements

1. **Completion of no less than 75 percent of the credits required for a baccalaureate degree from a regionally accredited college or university.** It is recommended that the applicant has an overall GPA of at least 3.0 and a minimum 2.8 science GPA. Because of the demanding nature of the program it is expected that most students will have cumulative and science GPAs of at least 3.2. Most candidates accepted for admission have earned a baccalaureate degree prior to matriculation. Students who have attended a foreign college must have their grades certified by a DCOM-approved vendor.

2. **Biology:** A minimum of eight semester hours, including two hours of laboratory work. It is highly recommended that in addition to the minimum biology requirements, that the student also take at least some portion of the advanced coursework in the biological sciences available at their undergraduate institution. It is not necessary to take every advanced biology course, but, in the past, students who have taken at least some portion of courses from the following list have had a less difficult time making the transition to medical school: physiology, genetics, biochemistry, cell biology, neuroscience, microbiology, behavioral science, human anatomy, and immunology.

3. **General Chemistry**: A minimum of eight semester hours, including two semester hours of laboratory work,

4. **Organic Chemistry**: A minimum of eight semester hours, including two semester hours of laboratory work.

5. **Physics**: A minimum of eight semester hours, including two hours of laboratory work.

6. **English**: A minimum of six semester hours of composition and literature.

Medical College Admissions Test

All candidates must submit their most recent scores on the Medical College Admission Test (MCAT). Scores older than three years will not be considered. The average MCAT score of successful candidates to medical school is typically 24 or greater.

Admissions Procedures

Following receipt of the applicant's file the Admissions Committee will review the file and decide which applicants to invite for an interview. Following the interview and receipt of all necessary information the applicant's file will again be reviewed by the committee at the weekly Admissions Committee meeting and assigned to one of the following categories: 1) Accept, 2) Alternate/Hold, or 3)

Reject. Applicants will be notified in writing as soon as possible following the committee's decision. Prior to matriculation the applicant/student must supply DCOM with official undergraduate transcripts to confirm the grades, coursework, and degrees as reported by AACOMAS.

International Students

International students seeking admission must meet the preceding criteria and submit the required documents. Further, if English is not his/her native language, the international student must submit her/his official score report from the Test of English as a Foreign Language (TOEFL). Minimum acceptable scores are either 600 on the paper based version, 100 on the internet based version, or 250 on the computer based version. 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 DCOM 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. DCOM will not enroll any student not approved by the Department of Homeland Security; DCOM 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 ($63,389) for one year at LMU-DCOM; 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;
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-DCOM 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 medical school.

In addition to your I-20, you will be required to submit a deposit equivalent to the 2011-12 tuition ($36,464). This deposit is due no later than June 15 and will be held on account at LMU until the beginning of your fourth year of studies; (see NOTE below) Exceptions to this policy may be made for students who have already established a good financial history as undergraduate students at Lincoln Memorial University. This deposit is in addition to payment of your fall semester tuition.

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.

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 to the LMU-DCOM Office of Financial Services before an I-20 will be issued:

1. Proof of financial support for the cost of attendance ($55,015) for one year at LMU-DCOM; 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;
   -
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.

   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 medical school. **All documentation required to issue an I-20 must be received by the LMU-**

DCOM Office of Financial Services by May 1 or within 30 days of your receipt of official acceptance to LMU-DCOM if accepted after April 30.

In addition to your I-20, you will be required to submit a deposit equivalent to your last years' tuition and fees ($31,500). This deposit is due no later than July 15 and will be held on account at LMU until the beginning of your fourth year of studies; (see NOTE below) Exceptions to this policy may be made for students who have already established a good financial history as undergraduate students at Lincoln Memorial University.

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	Josef Silny & Associates
P.O. Box 745, Old Chelsea Station	7101 SW 102 Avenue
New York, NY 10113-0745	Miami, FL 33173
212.966.6311	305.273.1616
www.wes.org	www.jsilny.com

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

RECRUITMENT

The DCOM recruitment program has three goals:

1) ***To increase the visibility of DCOM primarily in the Southeast region of the United States.*** DCOM is actively engaged in meeting with undergraduate students and the general public to discuss the college and the osteopathic profession. Institutions in the Cumberland Gap 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 students from the Appalachian area who are committed to serving this area.*** DCOM will maintain close ties with undergraduate institutions and premedical advisors in the Appalachian region. DCOM also holds seminars on the DCOM campus for Premed advisors and faculty at undergraduate institutions who work with Premedical students. DCOM also works closely with high schools in the Appalachian region to educate students about the osteopathic profession.
3) ***To create a diverse student body.*** DCOM believes that a diverse student body is important for the development of all future physicians. Recruitment efforts focus on underrepresented minorities by maintaining close ties with premedical advisors and premedical clubs whose focus is on minority

students. In addition, DCOM representatives will also attend conferences and career fairs with an emphasis on minority students.

Osteopathic Medicine Awareness Conferences

Starting in the late summer and continuing through the fall semester DCOM holds an Osteopathic Medicine Awareness Conference (OMAC) approximately every six weeks. These are half-day events held on the DCOM campus designed for interested students to learn about the College and the Osteopathic Profession. These conferences are also open to members of the local community and school systems who wish to learn more about osteopathic medicine. Attendees hear presentations on osteopathic medicine, the pre-clinical curriculum, the clinical curriculum, and the admissions process. Following the presentations, there is a more informal question and answer panel-discussion with current DCOM students. The conference ends with a tour of the facilities and a light lunch. During the lunch the applicants have the chance to talk one-on-one with the faculty, staff, administrators, and current DCOM students.

Off-Campus Recruiting

During the fall semester members of the admissions staff, the faculty, and various administrators make visits to premedical clubs, career fairs, graduate school fairs, Dean's Days, and other such conferences. Anyone interested in having a representative from DCOM 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 DCOM 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 the benefits of the osteopathic profession. Young students, especially those in underserved areas, are not always aware about different career options. Heightened awareness about the profession and DCOM will hopefully motivate some of these students, who otherwise might not have ever considered being a physician, to enter the profession. DCOM also has several sessions a year for high school students on the DCOM campus.

Early Identification Program

DCOM 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 Osteopathic Medicine for conditional acceptance. Undergraduate students in the program will work closely with faculty advisors at DCOM to ensure maintenance of educational standards. The students will also be involved with events at DCOM so that they gain an early exposure to osteopathic medicine.

STUDENT ADVANCEMENT

Academic Advising

At the beginning of Year 1, medical students are assigned an academic advisor. The Office of Admissions and Student Advancement 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 Admissions and Student Advancement. The faculty advisors provide medical students with academic guidance during the first two years of medical school. 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.

Counseling (Psychological Services)

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

DCOM has also arranged a comprehensive Student Assistance Program through Cherokee Health Systems. This service is available 24-hours a day 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 DCOM Office of Admissions and Student Advancement and Cherokee Health Systems.

Student Ambassadors Program

Student Representatives are selected by the Office of Admissions and Student Advancement to represent DCOM. 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 Admissions and Student Advancement.

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 DCOM. 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 Admissions and Student Advancement. 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. DCOM students wishing to review their records must call X7090 and make an appointment with the Assistant Dean of Students or the Director of 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.

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

Medical students can access their "medical student information" by using the Web Advisor account. Each medical student is given a PIN number to access the following information; schedule, transcript, financial records and financial aid. This information will remain confidential as long as medical 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 2013/2014)

Yearly Fees	
Tuition 2013/14 (Subject to yearly change)	$40,200.00.00
Student Activities Fee	$100.00
Parking Fee	$30.00
Technology Fee	$700.00
One-Time Fees	
Acceptance/Matriculation Fee*	$1,250.00 (Non-refundable)
ERAS processing fee (4th Yr students)	$55.00 (Estimate)
Graduation Fee (4th Yr Students)	$400.00

*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.

Miscellaneous Fees	
BLS/ACLS/PALS (OMS-2)	$225.00
Anatomy Software (OMS -1)	$125.00
Late Payment Fee	$100.00
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

STUDENT ASSOCIATIONS AND GOVERNMENT ORGANIZATION

The DCOM Student Government Association (SGA) is the official voice for osteopathic medical students. DCOM SGA is open to all medical students at DCOM and welcomes proposals and participation from the entire body. SGA is responsible for dispersing funds for student activities; acting as liaison for the medical student body; promoting osteopathic medicine; supporting club and classroom activities; and working to improve the quality of life for all DCOM medical students. Students serving as SGA officers, club presidents, student ambassadors, DCOM 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. Osteopathic medical 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-DCOM Office of Admissions and Student Advancement 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 Assistant Dean of Students.

Registration of Medical Student Organizations

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

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 Admissions and Student Advancement).
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 Assistant Dean of Students. This includes but is not limited to all talks, seminars, exhibits, fundraisers, workshops, and courses. The appropriate forms are available in the Office of Student Advancement.

Merchandise and LMU-DCOM Logo Policy

All LMU-DCOM student organizations must have approval from the Associate Dean of Students and the Associate Director of Marketing and Public Relations before producing organizational merchandise or distributing information to the campus community and/or the public at large. This is to ensure that all appropriate procedures and style guidelines are followed by student organizations. Approval forms may be obtained from the Office of Admissions and Student Advancement. Any LMU-DCOM 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 DEBUSK COLLEGE OF OSTEOPATHIC MEDICINE

Preamble

We, as osteopathic medical students of Lincoln Memorial University – DeBusk College of Osteopathic Medicine, believe there is a need to support and cultivate the high ethical standards of honor associated with the medical community.

This Honor Code intends to make explicit minimum standards to which we, as a community, will hold our colleagues and ourselves accountable. Personal and academic integrity are the foundation of the Code, with particular focus on respectful communication among peers.

We are aware that integrity, accountability, mutual respect and trust are essential to the medical profession and we will actively support and work to achieve these ideals throughout our professional career. The environment that we create is critical to this endeavor.

As members of our community, we realize that our actions affect those around us and the quality of the community.

This Code should supplement, but not supplant, our personal, religious, moral and ethical beliefs, nor is this Code meant to supersede any policies, regulations, codes, statutes or laws that exist within the Lincoln Memorial University, Tennessee state or federal jurisdiction.

I. Professional Conduct

Establishing and maintaining the highest concepts of honor and personal integrity during osteopathic medical school are critical to our training as physicians. 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 patient respect and confidentiality. As osteopathic medical students, we will demonstrate respect for patients through appropriate language and behavior, including that which is non-threatening and non-judgmental. Patient privacy and modesty should be respected as much as possible during history taking, physical examinations, and any other contact, to maintain professional relationships with the patients and their families. It is also important that we be truthful and not intentionally mislead or give false information. With this in mind, we should avoid disclosing information to a patient that only the patient's physician should reveal. As students, we should always consult more experienced members of the medical team regarding patient care, or at the request of the patient. As osteopathic medical students we understand that patients we see are not under our care, so we will not initiate orders until after graduation and in an appropriate post graduate training. We will also never introduce ourselves or allow patients to carry the mistaken impression that we are physicians rather than osteopathic medical students.

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

We will exhibit respect for faculty, staff, colleagues and others, including hospital personnel, guests and members of the general public. This respect should be demonstrated by punctuality in relationships with patients and peers, prompt execution of reasonable instructions, and deference to those with superior knowledge, experience or capabilities. In addition, we should make every effort to maintain an even disposition, display a judicious use of others' time, and handle private information maturely.
We should 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 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 health care providers and effective patient care; it is also a legal document and available for patient 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 care in common areas. Appropriate medical and/or personal information about patients should only be shared with health professionals directly involved or for educational purposes. Any communication of patient information in the course of educational presentation will always be void of any patient identifying information and with the permission of the attending physician(s).

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

We are responsible for proper conduct and integrity in all scholastic and clinical work. As students, we are obligated to develop our medical knowledge and skills to the best of our ability, realizing that the health and lives of the persons committed to our charge could depend on our competence. Due to the teamwork inherent in the medical profession, we will work together and 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.
   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, doctors, and patients who have shared their knowledge and experience for the betterment of medical learning, we have a responsibility to not intentionally misrepresent the work of others nor claim it as our own.
2. During medical training we will be provided with communal instructional material that will greatly aid our learning. We will therefore make every effort to protect and preserve these resources for the use of 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 Assistant Dean of Students: (1) electronic recording of the meeting, except for official minutes; (2) legal counsel; and (3) uninvited individuals.

The student will have fourteen calendar days after receipt of notice of disciplinary action to appeal the decision directly to the Assistant Dean of Students. 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 Assistant Dean of Students will receive a courtesy copy of each submitted form.

B. *Preliminary Meeting*

It is the responsibility of the class 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 School of Osteopathic Medicine 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 Assistant Dean of Students is an advising member of the Ethics and Honor Code Committee and is aware of all reports prior to proceedings.

H. *Repairing breeches of trust*

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

VI. Membership of the Committee

A total of twelve voting members will serve on the Ethics and Honor Code Committee as follows: first year class (3), second year class (3), third year class (3), and fourth year class (3). Selection will be made by vote of the SGA members as written in the SGA bylaws. The term is served from January to the following January. 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. 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 Assistant Dean of Students, with final approval residing with the Dean of LMU-DCOM. 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 Dean of Students.

X. The Pledge

Membership in the Lincoln Memorial University – DeBusk College of Osteopathic 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 – DeBusk College of Osteopathic 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 Assistant Dean of Students without further action by the honor committee.

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

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

Sodexho-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 medical students is via e-mail. LMU medical students are required to use and read all e-mail correspondences from DCOM and the University.

Access to college computer resources is granted to all faculty, staff and students of Lincoln Memorial University. Part of the technology fee for DCOM students covers the rental of a tablet computer. If a student does not complete the four-year program they must return their computer. Failure to return the computer will result in the student being billed a prorated amount for the computer.

Each medical student is assigned a user account which grants the medical student access to the university network resources as well as the Internet. Every student account comes with a home directory for storing files. This space is limited to 5-10 megabytes depending on course requirements. It is the responsibility of the student to backup and maintain these files. Students can request a user account online at http:flwww.Imunet.edulcompser/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 medical students wishing to stay on campus. Inquiries for on-campus housing are made through the DCOM Department of Admissions and Student Advancement.

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-DeBusk College of Osteopathic Medicine has received full accreditation status through the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA).

The accreditation standards are available at: http://www.do-online.osteotech.org/index.cfm?PageID=acc_predoc. Or at: AOA COCA 142 East Ontario Street, Chicago, IL 60611 (800) 621-1773 Ext 8048.

Accreditation Grievances

Students wishing to file a complaint related to the accreditation standards and procedures should make these complaints in writing to the Assistant Dean of Students who will forward the complaint to the Dean. A form is available on the LMU-DCOM website.

Curriculum

DCOM's curriculum is a four-year, full-time academic and clinical program leading to granting the degree of Doctor of Osteopathic Medicine (DO). The curriculum will stress the interdependence of the biological, clinical, behavioral and social sciences. The emphasis will be on educating physicians for primary care medicine, employing the distinctive osteopathic principles for the maintenance of health and treatment of disease.

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

Pre-Clinical Curriculum

The first and second years of osteopathic medical school will introduce the student to the fundamental scientific concepts as they apply to the study of medicine. Exposure to clinical medicine with an emphasis on osteopathic principles and practice is woven throughout the curriculum.

A modified organ system approach to curricular organization was chosen by the Curriculum Committee over a discipline based model because the basic biological science principles & concepts presented in the Anatomy and Molecular Fundamentals of Medicine I and II courses can be expanded upon in the context of each particular organ system. The preclinical sciences presented within each organ system include anatomy, biochemistry, immunology, microbiology, pathology, pharmacology, physiology and virology; however, as opposed to a discipline approach, these preclinical domains can be better integrated with the clinical sciences from within each system as clinical perspectives are offered from the viewpoint of both the primary care physician and the respective specialist. This affords the student a better understanding and integration/correlation of course materials as clinical considerations are presented and integrated with the practical application of the basic science principles. Using this curricular paradigm, the basic science concepts which are the foundation for the understanding of clinical situations can be more readily comprehended by the student.

Preclinical Coursework Waivers

Some basic science courses can be waived by prior comparable coursework, as determined by the Preclinical Dean in consultation with the Chair of the Department in which the course is offered, and the course/system instructor. The waiver policy is primarily designed for incoming students who have received a doctorate in a field that the course they are requesting the waiver for encompasses. The Preclinical Dean 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 Admissions and Student Advancement prior to the start of the class. The form is available in that office. The signed waiver form becomes a part of your academic file at LMU-DCOM 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.

COURSE/SYSTEMS/ROTATION DESCRIPTIONS

Systems Descriptions:

FIRST YEAR

DO SYS 701: Medical Gross Anatomy
Medical Gross Anatomy is the study of the body's structure. The course is organized by the four major body regions: upper limb; back and lower limb; thorax, abdomen and pelvis; and head and neck. Laboratory pro-sections and dissections will be utilized throughout the entire course. Supplemental lectures and tutorials will also be given. Computer-aided instruction will be used to help students learning anatomy. The student is

expected to learn anatomical terminology, three-dimensional, radiological and live (palpatory) anatomy. Throughout the course students will be challenged to relate the anatomy to solving clinical problems. The latter is an integral part of the anatomy curriculum. Students will be evaluated by a series of five written examinations and five laboratory practical exams.

DO SYS 711: Molecular Fundamentals of Medicine I
This course is designed to provide the student with the basic principles necessary to understand the integration of molecular biology, biochemistry, cellular biology and metabolism, introductory genetics and human embryology within the context of their clinical applications to basic biomedical sciences.

DOSYS 714: Medical Histology
This course provides a thorough survey of the 4 basic tissue types: epithelium, connective tissue, muscle, and nervous tissue. It provides the foundation for both the Medical Histology II course and pathology throughout the curriculum.

DOSYS 716: Medical Physiology
This course is a comprehensive study of normal human physiology organized by system, with an emphasis on integration and control. Students are also introduced to failures of the regulatory systems, due either to internal or external pathology. The major class activities are lectures, supplemental self-study modules and case-based interactive learning sessions (ILS). The goal of the ILS discussions is to develop skills at solving problems in physiological medicine that the students need to become highly qualified osteopathic physicians.

DOSYS 717: Medical Pharmacology
This course presents the general principles of pharmacology. Drug modes of action and physiologic effects that stem from drug actions are introduced systematically by pharmacologic class. Emphasis is placed upon prototypical and commonly used members from each pharmacologic class. The course is designed to build a foundation of basic pharmacologic knowledge that will be expanded upon in each organ system during the second year of the curriculum.

DO SYS 731 & SYS 732: Osteopathic Principles and Practice I & II
This course presents osteopathic history, philosophy, principles, problem-solving and patient management, incorporating direct and indirect, traditional, and contemporary manipulative techniques.

DO SYS 741 & SYS 742: Essentials of Patient Care I & II
Essentials of Patient Care introduces students to the world of clinical medicine through a multifaceted approach, including early patient contact with both patient models, standardized patients, and simulations, facilitated small group sessions, didactic sessions,

self-directed and online exercises, and group projects. Emphasis is on development of history-taking and physical examination skills, critical thinking skills, differential diagnosis formation, construction of treatment plans, and doctor-patient communication skills. Other components of the course include professionalism, medical informatics, and health promotion and disease prevention.

DO SYS 781: Foundations of Modern Healthcare
This course proceeding concurrently within each respective course/system is designed to compliment, reinforce and expand coursework presented within a current course/system. Basic concepts in the related disciplines of biostatistics, epidemiology, professionalism, interpersonal and communication skills, practice based learning and improvement, systems based practice (public health), and introduction to medicine are presented.

DO SYS 712: Molecular Fundamentals of Medicine II
This is an integrated course introducing microbiology, immunology, pathology, and pharmacology to prepare students for more in-depth study during the systems. Genetics, as related to these disciplines, is also included. Clinical applications of the basic sciences are emphasized.

DOSYS 715: Medical Neuroanatomy
This course provides a survey of the neuroanatomy and systems physiology of the central, peripheral, and autonomic nervous systems. There are two major goals for this course. By the end of the course, using their knowledge of neuroanatomy and neurophysiology, the student will be able to: 1) explain the reasoning for each step of the neurological exam, and 2) explain the mechanisms underlying a neurological patient's signs and symptoms.

.Systems Descriptions:

SECOND YEAR

DO SYS 722: Behavioral Medicine
This course provides a thorough survey of the central, peripheral, and autonomic nervous systems. It is presented in an integrated biopsychosocial format, ranging from reductionist mechanisms of neural function to the social & cultural shaping of illness. Basic Science components will include embryologic neural development, neuroanatomy, neurophysiology, neurochemistry, neuropathology, & neuropharmacology. Clinical components will cover general concepts of behavioral medicine consistent with all medical practice as well as those disorders managed within and between the specialties of neurology & psychiatry.

DO SYS 724: Neuromusculoskeletal
This course provides the student with an interdisciplinary approach to the evaluation and treatment of the neuromusculoskeletal system. Foundations of anatomy and

biomechanics, physiology, pharmacology, and pathology are included to enhance the understanding of fundamental clinical concepts. Basic science and aspects of clinical neuromusculoskeletal medicine are considered with emphasis upon primary care osteopathic medical practice. Topics in the areas of orthopedics, sports medicine, radiology, rehabilitation medicine, infectious disease, rheumatology, and osteopathic manipulative medicine are included in the course. Methods of examining the neuromusculoskeletal system will be addressed in conjunction with the Essentials of Patient Care course.

DO SYS 751: Hematology & Lymph
This course presents the embryology, histology and biochemistry of the hemopoietic and lymphoreticular organs. During this system, the influences of microbiologic and pharmacologic agents are discussed. The pathological and clinical aspects of hematologic diseases and diseases of the lympho-reticular system are presented along with the pertinent laboratory tests.

DO SYS 753: Cardiovascular
This course presents the embryology, histology, and gross anatomy of the heart and blood vessels. The biochemistry, pharmacology, physiology, and microbiology as related to this system are also discussed. Cardiovascular pathologies are presented, along with the clinical diagnostic and treatment modalities.

DO SYS 755: Renal
This course presents basic science topics in embryology and histology of the kidneys and urinary system, the biochemistry, physiology, and pharmacology of fluid and electrolyte balance with emphasis on kidney function, microbiology, pharmacology. Clinical topics include management of urinary infections, and the identification, diagnosis, and treatment of renal and urinary disorders.

DO SYS 757: Respiratory
This course presents the embryology, histology, and gross anatomy of the lungs and nasotracheobronchial tree. Respiratory physiology and defense mechanisms, as well as microbiology, biochemistry, and pharmacology relating to the system are discussed. Pathology of the upper and lower respiratory system is presented along with clinical presentations of diagnostic and treatment modalities.

DO SYS 733 & DO SYS 734: Osteopathic Principles and Practice III and IV
This course is a continuation of DO SYS 731 & 732 further expanding and developing the osteopathic philosophy, principles, problem-solving and patient management, incorporating direct and indirect, traditional, and contemporary manipulative techniques.

DO SYS 743 and DO SYS 744: Essentials of Patient Care III & IV
This course is a continuation of DO SYS 741 & 742 further expanding and developing the world of clinical medicine through a multifaceted approach, including early patient contact with patient models, standardized patients and simulations, facilitated small group study sessions, didactic sessions, self-directed and online exercises, and group projects.

Emphasis is on development of history-taking and physical examination skills, critical thinking skills, differential diagnosis formation, construction of treatment plans, and doctor-patient communication skills. Other components of the course include professionalism, medical informatics, and health promotion and disease prevention.

DO SYS 760: Endocrine
This course explores the anatomy of the hormone secreting glands, the biochemical description of a hormone, how hormones are studied and measured, and the physiology of homeostasis. Pathologies of the endocrine system and the pharmacology of endocrine drugs are presented. Clinical manifestations of endocrine disorders of various ages are presented, with emphasis on identification, diagnosis, and treatment. The course also considers the evaluation and management of endocrine emergencies.

DO SYS 762: Reproductive
This course presents the anatomy, embryology, and histology of both the female and male reproductive systems. The physiology, biochemistry, pathology, pharmacology, and microbiology of both reproductive systems are also discussed. In addition, the basic science disciplines present principles regarding the relationships between mother and fetus during pregnancy. Clinical lectures on obstetrics, gynecology, perinatology, and nutrition, and the problem of child abuse and the management of pregnancy, are presented. Perspectives on human sexuality are also presented.

DO SYS 764: Gastrointestinal & Nutrition
This course presents various aspects of the gastrointestinal system, including its embryology and histology. The biochemistry, physiology, the influence of pharmacology, and the problems with microbiology are presented along with the clinical and pathological aspects of the system. The nutrition course is incorporated into this system.

DO SYS 768: Dermal
This course presents problems of the skin from a clinical perspective. Lectures are coordinated with embryology, histology, physiology, biochemistry, pharmacology, microbiology, pathology, and dermatopathology.

DO SYS 784: Foundations of Modern Healthcare
This course proceeding concurrently within each respective course/system is designed to complement, reinforce and expand coursework presented within a current course/system. Basic concepts in the related disciplines of biostatistics, epidemiology, professionalism, interpersonal and communications skills, practice based learning and improvement, systems based practice (public health & healthcare economics), and medical jurisprudence are presented.

CLINICAL CURRICULUM

The clinical years (3rd and 4th) will consist of hospital and office based training. All faculty at core hospitals, community hospitals, and those on the clinical adjunct data base are approved by LMU-DCOM 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 rotations are for four (4) or eight (8) consecutive weeks and required educational activities are currently being developed. The Office of Clinical Education will consist of an experienced team including the Associate Dean of Clinical Sciences, Director of Clinical Education, Director of Rotations 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 rotation evaluations, self-assessments, student portfolios, site evaluations and site visits are planned to collect important data on osteopathic medical student performance and to ensure that educational objectives are being met at rotation sites.

During the third year, the student will be assigned to a core rotation site for a six-month period. DCOM will provide enough rotations for the students to complete their third year rotations within 60 miles of the core site. The student may elect to do selectives and electives outside of the 60 mile radius, as long as the site is approved by the Office of Clinical Education. Each site will be centered on a carefully selected hospital with sufficient resources to provide the third year curricular plan. The core hospital experience within the site will consist of:

THIRD YEAR
Clerkships/Rotations (weeks)
24 Week CORE Experience

Internal Medicine I and Internal Medicine II (8)
Community Mental Health (4)
Obstetrics/Gynecology (4)
General Surgery (4)
Pediatrics (4)

The remainder of Year III:

Family Medicine (4) Selective I (4); Selective II (4)
Elective I (4); Elective II (4)
Selective III (4).

Selective rotations can be chosen from designated specialties approved by LMU-DCOM. One month must be in a medicine specialty and one month from a surgical specialty. The choices of these specialties are listed below. If a student chooses to fulfill the rotation with a physician not on the approved list, they must first receive approval through the Office of Clinical Education:

Selective Choices:

Selective I:	Medicine: General Internal Medicine, Gastroenterology, Cardiology, Nephrology, Pulmonology, Neurology, Infectious Disease, Hematology/Oncology, Endocrinology, and Rheumatology
Selective II:	Surgery: General Surgery, Orthopedics, ENT, Ophthalmology, Urology, CV/Thoracic
Selective III:	Other: Radiology, Dermatology, Women's Health, Mental Health, Family Medicine, OMM, Geriatrics

Electives

Electives shall not consist of the same specialty or same physician for two consecutive or separate months.

Process for New Preceptors

The physician submits a one page preceptor application with a current CV to the Office of Clinical Education. The office will verify the preceptor's professional license and will submit all documentation to the chairperson for review and recommendation to the Senior Associate Dean.

Third Year Clinical Rotation Descriptions:

DO CLIN 801 Behavioral Health/Neuropsychiatry:
Four weeks focusing on the evaluation, intervention and management of the psychiatric patient. Emphasis is placed on the medical student learning the triage and community integration of treatment models treating the patient in the setting close to home rather than the inpatient psychiatric hospital. This month will offer the integration of the inpatient psychiatric treatment model with the goal of community treatment and placement for the mentally ill patient.

DO CLIN 802 Internal Medicine I:
Four weeks of training as IM I with the same objectives. Increases the consolidation of educational goals by providing continuity of environment and faculty found in IM I.

DO CLIN 803 Internal Medicine II:
Four weeks of training as IM I with the same objectives. Increases the consolidation of educational goals by providing continuity of environment and faculty found in IM I.

DO CLIN 804 Obstetrics/Gynecology:
Four weeks of training in the inpatient or outpatient setting to become familiar with the care of medical and surgical issues related to the female genitourinary

system. This will include the evaluation and care of the pregnant patient for prenatal, delivery and post-natal period.

DO CLIN 805 General Surgery:
Four weeks of training in the hospital setting under the supervision of a hospital based general surgeon(s). This will include the evaluation, surgical intervention, consultation and follow-up of the adult male and female population.

DO CLIN 806 Pediatrics:
Four weeks of clinical training in the outpatient and/or inpatient setting. The student will learn to take an appropriate history for male and female patients from birth to age 16. Emphasis will be placed on preventive health management for evaluation of growth milestones as well as immunization strategies. Identification of the acutely ill patient will be integrated into the experience.

DO CLIN 807 Family Medicine:
Four weeks of training with a family physician where the full range of preventive and acute care of male and female patients of all ages is experienced. The role of preventive health care, triage and specialty referral process are included as an essential part of the experience.

DO SELE 815 & DO SELE 816 and 917
Third and fourth year Selective Physician Rotations are sites designated by the Office of Clinical Education. Each student will be assigned to one physician/physician group to follow and work with faculty throughout their schedule of clinical activity. All physicians will be approved clinical/adjunct faculty of the College of Osteopathic Medicine's Office of Clinical Sciences. The third-year offering of selective rotations will be anywhere within a maximum of approximately 60 mile radius of their particular hospital core site. The Office of Clinical Sciences will offer a pre-approved set of rotation sites from which the students may choose the required Selective Rotations. Site evaluations are collected and reviewed. Selective rotations will include: Surgical, general medical and all others.

DO ELEC 825, & DO ELEC 826
Elective facilities and physicians may be selected by the medical students. All selections must be approved by the Department of Clinical Medicine, although there is no restriction on the location of such experiences within the United States. These experiences are meant to offer the opportunity to gain insight and experience into the vast array of personal medical education experiences particular to each student's interest. It may also be time used in exploring residency training opportunities. These preceptors may or may not hold a designated clinical/adjunct faculty appointment. Site and evaluations are collected and reviewed. An individual physician must be responsible for the student during this rotation.

Vacation

The fourth year curriculum is intended to build on the foundational experience provided in the third year. The required rotations include Community Hospital I & II, Emergency Medicine, and Rural Primary Care. The eight (8) week Community Hospital experience will be continuity of patient care. These experiences are in settings where more demands for independence can be expected of the senior medical student. The selectives and electives will allow students to travel to locations offering the opportunity to develop residency training applications for successful transition after graduation. This year contains four weeks of vacation. The rotations offered are:

FOURTH YEAR

Year IV: Clerkships/Rotations (weeks)

Community Hospital I and Community Hospital II (8)
Emergency Medicine (4)
Rural Primary Care (FM or IM) (4)
Selective I (4); Selective II (4)
Elective I (4); Elective II (4)
Elective III (4); Elective IV (4)
Vacation (4)

Selective Choices:

Selective I: Medicine: General Internal Medicine, Gastroenterology, Cardiology, Nephrology, Pulmonology
Selective II: Surgery: General Surgery, Orthopedics, ENT, Ophthalmology, and Urology

Electives

In a given academic year, students may only do one elective for a given specialty.

Selective rotations must be chosen from designated specialty rotations approved by the Associate Dean for Clinical Sciences and Curriculum Committee. Month one, students choose from a medicine specialty and month two, students choose from a surgical specialty. If a student chooses to fulfill the rotation with a physician not on the approved list, he/she must first receive approval through the Office of Clinical Sciences.

Entry into third year courses requires successful completion of the entire course of study of the second year. All students will be required to successfully complete the 3rd year curriculum before entrance into year 4.

Electives shall not consist of the same specialty or same physician for more than 8 weeks for the combination of the 3rd and 4th years.

Fourth Year Clinical Rotation Descriptions:

DO CLIN 901 Community Hospital I
Four weeks of clinical training, and direct involvement in a small hospital setting. This experience consists of two rotations in an affiliated community hospital. Each clinical rotation is a one-month primary-care clinical experience designed to further develop the concepts of diagnosis and management and to develop decision-making and cognitive skills related to patient care.

DO CLIN 902 Community Hospital II
Four weeks of clinical training with direct involvement in a small hospital setting. This experience consists of two rotations in an affiliated community hospital. Each clinical rotation is a one-month primary-care clinical experience designed to further develop the concepts of diagnosis and management and to develop decision-making and cognitive skills related to patient care. This is intended to immediately follow Community Hospital I.

DO CLIN 903 Emergency Medicine
Four weeks of training offered with a pre-requisite of completion of the entire third year of training prior to entry. Students will be educated in the initial evaluation and stabilization of the acutely ill or traumatized patient. Education of the triage process at the entry into the Emergency Department is included in the experience.

DO CLIN 904 Rural Primary Care (FM or IM)
Four weeks of assignment to a physician representing the delivery of primary care FP or Primary Care Internal Medicine where the practice is located in a ambulatory clinic outside of the metropolitan statistical area. The student will be assigned to one physician to learn the problems that are unique to an area where higher level of consultative care and equipment or facilities are not available. This experience has the completion of the Third Year as a prerequisite.

DO SELE 915; DO SELE 916;
Third and fourth year Selective Physician Rotations are sites designated by the Office of Clinical Sciences. Each student will be assigned to one physician/physician group to follow and work with faculty throughout their schedule of clinical activity. All physicians will be approved clinical/adjunct faculty of the College of Osteopathic Medicine's Office of Clinical Sciences. The third-year offering of selective rotations will be anywhere within a maximum of approximately 60 mile radius of their particular hospital core site. The Office of Clinical Sciences will offer a pre-approved set of rotation sites from which the students may choose the required Selective Rotations. Site evaluations are

collected and reviewed. Selective rotations will include: Surgical, general medical and all others.

DO ELEC 925; DO ELEC 926; DO ELEC 927; & DO ELEC 928
Elective facilities and physicians may be selected by the medical students. All selections must be approved by the Department of Clinical Medicine, 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 medical education experiences particular to each student's interest. It may also be time used in exploring residency training opportunities. These preceptors may or may not hold a designated clinical/adjunct faculty appointment. Site and evaluations are collected and reviewed. An individual physician must be responsible for the student during this rotation.

Mid-Year Breaks and Vacation:

There is a approximately a seven-week break during the month of June and July between the end of the second year and the start of the third year – please see the academic calendar for the exact start and end dates which will vary from year to year. Four weeks of vacation is also allowed in the 4th year. This may be used for clinical clerkship or preceptor experience if specifically approved by the Office of Clinical Sciences. Vacation may be used as a requirement for remediation. All students must complete all third and fourth year requirements for consideration for graduation.

Credit Hours

Curriculum
OMS I, Fall Semester

12 Lecture hours = 1.0 Credit hour
24 Lab Hours = 1.0 Credit hour
1 month = 8.0 Credit hours

Course #	OMS I Fall 2013	# of Weeks	Lecture Hours	Lab Hours	Credit Hours
DOSYS 701	MGA	19	54	53.5	**7.0**
DOSYS 711	MFM I	18	85		**7.0**
DOSYS 714	Medical Histology	15	53	30	**5.5**
DOSYS 731	OPP I	16	20	27	**3.0**
DOSYS 741	EPC I	13	21	15	**2.5**
DOSYS 781	FMHC I	15	36		**3.0**
	TOTAL		**269**	**125.5**	**28.0**

Course #	OMS II Fall 2013	# of Weeks	Lecture Hours	Lab Hours	Credit Hours
DOSYS 751	Heme and Lymph	9	36	1	**3.0**
DOSYS 753	Cardiovascular	10	66		**5.5**
DOSYS 755	Renal	10	34		**3.0**
DOSYS 757	Respiratory	10	39		**3.0**
DOSYS 762	Reproductive	9	52		**4.5**
DOSYS 768	Dermal	5	25		**2.0**
DOSYS 733	OPP III	14	25	27	**3.0**
DOSYS 743	EPC III	16	49	10.5	**4.5**
	TOTAL		**316**	**47.5**	**28.5**

ROTATIONS

Years 3 and 4
Third Year

Clerkship/Rotation Number (s)	Clerkship/Rotation Name	Weeks	Credit Hours
DO CLIN 801	Behavioral Health/Neuropsychiatry	4	8
DO CLIN 802	Internal Medicine I	4	8
DO CLIN 803	Internal Medicine II	4	8
DO CLIN 804	Obstetrics, Gynecology	4	8
DO CLIN 805	General Surgery	4	8
DO CLIN 806	Pediatrics	4	8
DO CLIN 807	Family Medicine	4	8
DO SELE 815	Medical Selective	4	8
DO SELE 816	Surgical Selective	4	8
DO SELE 917	Other Selective (IM or Surg)	4	8
DO ELEC 825	Elective I	4	8 (S/U)
DO ELEC 826	Elective II	4	8 (S/U)
		48	

Fourth Year

Clerkship/Rotation	Clerkship/Rotation Name	Weeks	Credit Hours
DO CLIN 901	Community Hospital I	4	8
DO CLIN 902	Community Hospital II	4	8
DO CLIN 903	Emergency Medicine	4	8
DO CLIN 904	Rural Primary Care (FM/ IM)	4	8
DO SELE 915	Medical Selective	4	8

DO SELE 916	Surgical Selective	4	8
DO ELEC 925	Elective I	4	8 (S/U)
DO ELEC 926	Elective II	4	8 (S/U)
DO ELEC 927	Elective III	4	8 (S/U)
DO ELEC 928	Elective IV	4	8 (S/U)
		40	

12Lecture hours = 1.0 Credit hour
24 Lab Hours = 1.0 Credit hour
1 month = 8.0 Credit hours
S/U = Satisfactory/Unsatisfactory

Attendance

Students are responsible for all the material presented in lectures. LMU-DCOM strongly encourages students to attend all lectures but attendance is not mandatory, unless otherwise specified.

Medical students **are required to attend all labs, small group sessions, clinical skills sessions, and Dean's Hours.** In addition, within any given course there can be lectures where attendance is mandatory. These lectures will be noted on the schedule. With the student's well-being in mind, it is essential for any student who misses a required class because of illness to notify the Office of Admissions and Student Advancement as soon as possible. A student may request an excused absence from class for personal, emergency, professional, or health-related reasons. First- and second-year students need to notify the appropriate course director and the Associate Dean of Students; Third- and fourth-year students need to notify the Department of Clinical Medicine in writing. An unexcused absence from a rotation can result in the immediate end to that rotation and a directive to immediately return to campus for a meeting with the Associate Dean of Clinical Medicine.

Calculation of Credit Hours

Calculation of credit hours is based on the following formula: twelve lecture hours equals one credit hour, twenty-four laboratory hours equals one credit hour, and four-weeks of rotation equals eight 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 Assistant Dean of Students. Students who miss an exam must meet with the Assistant Dean of Students 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.

Clinical Competency Practice Exam (CCPE)

A clinical encounter exam utilizing standardized patients related to competency of preclinical medical knowledge, skills, and professionalism is administered to all first and second year medical students prior to matriculation. These exams use paid professional actors. A student who misses a scheduled CCPE with a paid patient actor will be charged a $50.00 remediation fee. This fee will be charged regardless of the reason for the absence. Professional attire is mandatory for the CCPE. Unprofessional dress will result in points being deducted from the grade.

Students not able to pass the exam must remediate prior to clinical rotations. The remediation program is determined by a team of full-time clinical faculty and is individualized to ensure a level of satisfaction prior to advancement.

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 DCOM has the skills, knowledge, and judgment to assume the responsibilities of an osteopathic doctor. The Committee will monitor student progress and ensure that all students meet the requirements necessary for graduation. The Committee, appointed by the Dean, is composed of faculty members and DCOM 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: to allow the student to take a remediation exam, to dismiss the student, to require the student to remediate an entire year of medical school or to otherwise alter the student's course of study. The Committee's recommendations are forwarded to the Academic Dean.

Committee Procedures

At the end of every grading period, once the SPC chairman is given the final course grades the chairman 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. Other than the student, the recording secretary, and the committee members no one else will be present at the meeting.

In addition to students who failed a course, the committee may also interview students who have: scored below 75% for a final course grade, consistently received negative comments on clinical rotations or failed either COMLEX Level I or COMLEX Level II. Students accused of unethical behavior, such as dishonesty, theft, and violation of patient 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 the following:

1. The student must take the course, or courses, at an approved off-campus summer program designed for medical students.
2. The student must take the course, or courses, on-campus under the auspices of the DCOM faculty.
3. The student must take a remediation exam, or exams, given by the DCOM 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 DCOM. When a student is dismissed from DCOM 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 must repeat the entire academic year.
2. The student will be dismissed from the college.

Students in the Clinical Years (3 and 4)

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

1. Repeat the rotation
2. Repeat the academic year
3. A letter of reprimand from the Dean.
4. Dismissal from DCOM.

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

The Dean's Actions

The Dean of DCOM 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 Associate Dean for Clinical Sciences, the Assistant Dean of Basic Medical Sciences, 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 DCOM 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

Remediation exams are given to students in lieu of repeating the entire course. The exam (s) will cover the same material that was initially covered during the semester. The remediation exam format will be explained by the course director at the start of the remediation process. The exam format for the remediation will not necessarily follow the format of the exam(s) during the regularly scheduled course. Failure of a remediation may result in dismissal. When a student remediates a course during years 1 and 2 the highest grade a student may earn is a C (70%). 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. Summer remediation exams must be completed one calendar week before the start of the fall semester.

Remediation exams will be held during the summer. One exception to this is for second-year students who fail a single course during the fall semester. These students will be allowed to remediate the failed course after the holiday break, typically the first day of the second semester. A second-year student who fails two courses during the fall semester will not be allowed to remediate during the

holiday break. If they are given the chance to remediate, the exam or exams will be in the summer.

A second-year student who successfully remediates a course after the holiday break is not exempt from the rule that three or more failures in an academic year may result in dismissal or the need to repeat the year.

For a student who repeats an academic year or a portion of the year the original failed course grade will appear on the transcript along with the new course grade. For the purposes of GPA calculations, the new grade and not the original grade will be used. For class rank calculation the student will be included with the new class and not the original class.

Dismissal and Withdrawal

DCOM reserves the right to dismiss any medical student at any time prior to graduation. Circumstances warranting such action may be of an academic, legal or professional nature. It is imperative that any student who leaves DCOM 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 DCOM to withhold all records pertaining to the medical student's attendance. The check out procedure is as follows:

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

Probation

Probation shall be either academic probation or disciplinary probation. All students who fail a course will be placed on academic probation and will appear before the SPC or its designee at an officially convened meeting. Removal from academic probation 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 medically 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 Admissions and Student Advancement

When a report alleging student misconduct comes to the Office of Admissions and Student Advancement 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 Assistant Dean of Students will conduct an initial investigation by taking written and oral statements from the complainant (person making the allegations) and any witnesses. The student who is charged with the misconduct will be given a summary of the allegations and the names of the complainant and witnesses. The student will also be given a chance to present his or her case to the Assistant Dean of Students. Once all sides have been heard, the Assistant Dean will make a determination about the allegations. If the student is found guilty the Assistant Dean will outline an appropriate remediation. In cases of major ethical violations the Assistant Dean may opt out of making an initial determination about guilt or innocence and may instead send the matter directly to the SPC.

If the Assistant Dean 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 then the student has the option of having the case heard by the SPC. If the student poses a threat to the college community, the Dean 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 Assistant Dean of Students then a written appeal must be made to the chairman of the SPC within three working days following receipt of the findings from the Assistant 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 DCOM Appeals Board (See the Appeals Board section above).

CLINICAL ACADEMICS

Criminal Record Report

All medical students must have an updated criminal record report from a University approved vendor before starting medical 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 medical student. The appropriate forms are available through the Office of Admissions and Student Advancement.

Rotation Schedule

Rotation schedules are determined five to six months prior to the end of Year 2 through a lottery with student input into the process and outcome. All rotations are four weeks unless otherwise specified.

Rotations:

Core Hospital Rotations
This third year clerkship is served in a twenty-four week continuous experience. The facilities from the hospital core list are designated by affiliation agreements. Physicians at these core sites have received clinical/adjunct faculty appointment and participate in the education of medical students on required clerkships or rotations. These are predominately hospital based clerkship experiences. Site evaluations are collected and reviewed. These rotations represent the foundational experience for broad training to prepare students to enter their fourth year and prepare for selection of residency training. Specific training includes General Internal Medicine (eight weeks), General Surgery, Community Mental Health, Obstetrics and Gynecology, and Pediatrics.

Selective Rotations
Third and fourth year Selective physician rotations are sites designated by the Department of Clinical Medicine. Each student will be assigned to one physician/physician group to follow and work with faculty throughout their schedule of clinical activity. All physicians will be approved clinical/adjunct faculty of the DeBusk College of Osteopathic Medicine's Department of Clinical Medicine. The third-year offering of selective rotations will be anywhere within a maximum of approximately 60 mile radius of their particular hospital core site. The Office of Clinical Sciences will offer a pre-approved set of rotation sites from which the students may choose the required Selective Rotations. Site evaluations are collected and reviewed. Selective rotations will include: Surgical, general medical and all others.

Electives

Elective facilities and physicians may be selected by the medical students. All selections must be approved by the Department of Clinical Medicine, 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 medical education experiences particular to each student's interest. It may also be time used in exploring residency training opportunities. These preceptors may or may not hold a designated clinical/adjunct faculty appointment. Site and evaluations are collected and reviewed. An individual physician must be responsible for the student during this rotation.

***Vacation*:**
There is an approximate seven week mandatory break between the end of the second year and the start of the third year. Four weeks of vacation are allowed in the 4th year. This may not be used for clinical clerkship or preceptor experience unless specifically approved by the Office of Clinical Sciences. Vacation may be used as a requirement for remediation.

Rotation Changes

Rotation change requests are made to the Office of Clinical Education. Requests must be completed and returned to the Office of Clinical Education at least three months prior to beginning of the rotation in question.

Training Hours

No set training hours are mandated by DCOM. It is the philosophy of DCOM that medical students are in a period of training that mimics the practice as demonstrated by the supervising physician. **For guidance purposes only, as per national guidelines, the following may be considered:**

1. A typical work day should be considered to be 12-hours in duration.
2. A typical work week should be considered to be a maximum of 80 hours in duration.
3. The maximum duration on-duty should be no longer than 36 hours followed by a minimum of 12-hours off-duty.
4. Two days out of every 14 days should be provided as a weekend break.

Report for Rotation

Each rotation begins on a Monday and ends four weeks later on Friday. Requests for travel time must be made to Office of Clinical Education. It is the responsibility of each medical student to be present on the commencement of each rotation. In the event of an unavoidable tardiness to the rotation, it is the responsibility of the medical student to notify the supervising physician and the Office of Clinical Education.

Student Evaluation (Grade)

At the end of each rotation block, the designated supervising physician or preceptor completes an evaluation on the medical student's performance as it relates to knowledge, skills, and performance. These assessments cover the core competencies, Osteopathic Principles and OMM, Medical Knowledge, Patient Care, Professionalism, Interpersonal and Communications Skills, Practice Based Learning and Improvement, and Systems Based Practice. The final grade is given by fulltime faculty serving as coordinator of the rotation and is based on the following three components:

1. The score(s) on assignments and exams specific to the rotation
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 rotation. More information on the specifics of grading for clinical rotations is available in the DCOM Clinical Rotations Manual.

Student Site Evaluation Form

At the end of each rotation block, 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 physician or preceptor. The information is also available for future students wishing to rotate at the site.

Access to Technology

Each core rotation site is equipped with a computer with Internet access for medical 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.

Patient Confidentiality

All medical students must complete the Health Information Portability and Accountability Act (HIPAA) training provided by DCOM. The training notification is provided to all affiliated clinical training facilities.

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

Medical students will advance only after having met the academic, financial, and professional requirements of DCOM 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 Basic Medical Science and Clinical Science Dean, 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 Assistant Dean of Students. All parties in receipt of a student grievance should respond as soon as possible but should take no longer than five working days following receipt of the grievance.

Leave of Absence

A leave of absence may be granted from DCOM 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 Assistant Dean of Students can grant a leave of absence. Only students who are in good standing with DCOM can be granted a leave of absence.

The student must meet personally with the Assistant Dean of Students to discuss the reasons for the leave. Following that meeting the student must then submit a written request for a Leave of Absence. DCOM will then notify the student in writing about the decision regarding the leave and any requirements about the student's return to campus. Leave of Absences are granted for one year. A student may petition the Assistant Dean of Students to extend the leave for an additional year.

Before a student's leave of absence can begin, he or she must go through DCOM'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 Admissions and Student Advancement.

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 DCOM by the preceding April 30th of the academic year the student wishes to be readmitted. The written request should be directed to the Assistant Dean of Students.

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 DCOM.

Students who are enrolled in the LMU DCOM 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 you 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 medical student who has fulfilled all the academic requirements may be granted the degree Doctor of Osteopathic Medicine provided the medical student:

1. Has complied with all the curricular, legal and financial requirements of DCOM;
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 COMLEX Level 1, Level 2-CE, and Level 2-PE administered by the National Board of Osteopathic Medical Examiners (NBOME);
5. Has demonstrated the ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine.\
6. Has fulfilled all financial obligations to LMU-DCOM.

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 rotations before December 31 of the graduation year.

Student Transfers

DCOM 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 COM or other Liaison Committee on Medical Education (LCME) medical school.
2. Credits may be transferred only from medical schools and colleges accredited either by the AOA COCA or by the LCME.
3. When a student transfers from one COM to another COM, the last two years of instruction must be completed within the COM granting the D.O. degree.
4. When students transfer from an LCME accredited medical school or college to a COM at least two years of instruction must be completed within the COM.
    a. In the case of LCME transfers, the COM requirement for osteopathic manipulative medicine must be completed prior to graduation.
5. The curriculum of the school from which the student is transferring must be equivalent to the DCOM curriculum. Decisions about curriculum equivalence between institutions will be decided by the DCOM Curriculum Committee, regardless of individual student's qualifications. Because first year curricula vary from school to school, it is sometimes not feasible to transfer between the first and second years of medical school. In general, transferring into the third year of medical school is more feasible. Students transferring into the third year must have passed COMLEX Level I.
6. When making a decision about whether to accept a transfer student the committee will examine the following criteria: undergraduate coursework and GPA, medical school coursework and GPA, MCAT scores, letters of recommendation, performance in clinical skills courses in medical school, and verification of good standing from the transferring institution.

Student Consultation

DCOM maintains an open-door policy with regard to the medical students. All faculty, advisors, and administrators are available for advice and counsel. The input and opinion of the medical student is important. As stated previously, there will be regular meetings with the faculty advisor; however, the medical student may meet with his/her advisor on an ad hoc basis as needed. Appointments are recommended, but, not required. Appointments can be made by e-mail or with the faculty administrative assistant. Any student who feels that they have a question or request that has not been addressed should see the Office of Admissions and Student Advancement. Like the faculty, the Assistant Dean of Students has an open-door policy.

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.

COMLEX EXAMS

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

All DCOM medical students are required to take and pass COMLEX Level I, Level 2-CE, and Level 2-PE prior to graduation. Examination dates will be provided to the students. Students are responsible for the fees associated with the COMLEX exams. DCOM does not pay for the COMLEX exams. A student who fails any one COMLEX level (either 1, 2-CE, or 2-PE) four times will be dismissed from the college.

COMLEX Level One

Students should take COMLEX USA Level I as soon as possible following completion of the second year and they must take it no later than June 16. **Students are not allowed to start rotations until they have passed COMLEX Level 1.** Students who fail COMLEX Level one will be on a Leave of Absence until they pass the exam.

A student who fails Level 1 four times will be dismissed from the college.

COMLEX Level 2-CE and Level 2-PE

Passage of Step 2 Clinical Knowledge and Step 2 Clinical Skills is required for graduation. Passing scores must be documented no later than May 1 of the year graduating. Initial attempts at Step 2 exams must be taken by July 31 of the year preceding graduation. If a student fails COMLEX Level II PE they must immediately contact the Director of the EPC course to discuss remediation exercises. Students are only allowed four attempts at passing Level 2-CE and Level 2-PE.

OTHER POLICIES

Conflict of Interest Policy for Faculty and Students

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

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

interact with LMU-DCOM students except under the direct supervision of LMU-DCOM Faculty in a structured learning environment.

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

Professional Appearance

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

1. Students who come to school dressed unprofessionally will be asked to leave the campus, change clothes and return in appropriate attire. Any absence from class or an exam because of the student's lack of judgment will be considered an unexcused absence. The dress code is enforced between the hours of 7:30 am–4:30 pm on Monday through Friday.
2. While not an exhaustive list, tube tops, hooded sweatshirts, tank tops, t-shirts, flip-flops, excessive body piercing, cutoff shorts, and jeans with holes in them are examples of inappropriate dress during normal school hours. When representing DCOM in any type of public forum, such as a conference or certain on-campus events, the dress code is, at the very least, business casual. At some public forums a higher standard is expected. Again, the student must display correct judgment and match the appropriate clothing with the event.
3. Courses with a laboratory component such as Osteopathic Medicine, Anatomy, and Clinical skills will require that students dress as directed for these courses. The syllabus for each course will explain in more detail the appropriate attire.
4. Students on clinical 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. 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 DCOM. All registered students must carry their ID and surrender their ID card if asked by a staff member of the institution (including Resident

Assistants, Resident Directors, and Security). All valid IDs are used for identification, to check out library books, to obtain admission to most campus activities, entrance into DCOM facilities, and are useful as a form of identification in the surrounding community as well. It is the student's responsibility to have the ID validated each semester with the Office of Admissions and Student Advancement. A possible fine of $25.00 will be assessed to any student not in possession of his/her DCOM student I.D. upon request by LMU personnel.

E-Mail Accounts

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

Student Health Insurance

Medical students must have basic health insurance coverage. The clinical sites where the students will be completing the third and fourth year rotations require all staff and students to have health insurance.

All students must participate in the LMU-DCOM health and dental insurance plans. Students requesting a waiver of this requirement for either plan 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 must be approved by our insurance committee.

The following policy will be in effect:

- Documentation submitted by July 15 will be reviewed prior to registration. If a waiver is granted, insurance will not be charged.
- All students not granted waivers prior to registration will be charged insurance for the semester. These charges must be paid at registration either by check or through financial aid.
- Documentation submitted after July 15 and by August 31 will be reviewed over the first few weeks of the semester. Charges will be reversed for those students granted waivers; however, no refunds will be made until 30 days after registration.
- Students must submit updated documentation each academic year if they are requesting waivers.

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.

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

- Per CDC recommendation: TdaP (Adacel or similar) vaccination once as an adult.
    - If not in past 5 years, must have Td booster to be current through graduation
- Hepatitis B series vaccination dates
- Hepatitis B Surface AB titer with positive/immune result
- Varicella (IgG) immunity titer with positive result
- Measles (Rubeola), Mumps, and Rubella IgG titers, ALL with positive/immune results
- Negative urine 10 panel drug screen, prior to matriculation and repeat testing prior to start of each year of clinical rotations
- Negative PPD test or negative chest radiograph report (if history of treatment for tuberculosis or vaccination with BCG) prior to matriculation with repeat testing prior to start of clinical rotations

Documents that must be completed prior to matriculation include:

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

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 LMU-DCOM, 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.

During the second semester of the second and third years, students will be expected to provide an updated PPD and urine drug screen as a requirement for beginning clinical rotations. Any student not providing evidence of updated PPD and urine drug screen by April 15 will not be authorized to take COMLEX I or begin OMS III/IV rotations until completed.

Required **prior to matriculation**

1. *Proof of TdaP vaccine*
2. *Negative PPD screening for tuberculosis*
    a. If prior history of tuberculosis, BCG vaccination, or positive PPD, must provide negative chest xray within 6 months of matriculation
3. *Proof of initial vaccination in Hepatitis B series*
4. *Urine drug screen* (7-10 panel testing) negative except for prescribed substances

Recommended **prior to matriculation**

5. *Proof of immunity against measles, mumps, and rubella*
    a. Qualitative or quantitative antibody titers for MMR

   b. If any of the three components show insufficient immunity, a booster vaccination and recheck of titer 6 weeks later is required
6. *Proof of immunity against varicella*
   a. Qualitative or quantitative antibody titers for varicella
   b. History of infection is not considered proof of immunity
   c. If antibody titer is negative, booster vaccination and recheck of titer 6 weeks later is required

***Required* prior to starting OMSIII rotations**

1. *Proof of immunity against measles, mumps, and rubella*, if not provided at matriculation
   a. Qualitative or quantitative antibody titers for MMR
   b. If any of the three components show insufficient immunity, a booster and recheck of titer 6 weeks later will be required
2. *Proof of immunity against varicella*, if not provided at matriculation
   a. Qualitative or quantitative antibody titers for varicella
   b. History of infection is not considered proof of immunity
   c. If antibody titer is negative, booster vaccination and recheck of titer 6 weeks later is required
3. *Proof of immunity against hepatitis B*, if not provided at matriculation
   a. Proof of completion of 3 injection series (takes 7 months to complete)
   b. Qualitative or quantitative antibody titers showing immunity to Hepatitis B, ideally drawn 6-12 weeks after completion of 3 injection series
   c. If antibody titers are negative 6-12 weeks following completion of Hepatitis B series, a second series of 3 injections needs to be completed, with antibody titers drawn 6-12 weeks following completion
   d. If antibody titers are negative following second series of 3 injections (per protocol), and proof of completion of two full series of vaccinations is provided, student will be considered a "non-responder" to Hepatitis B immunization
4. *Negative PPD screening for tuberculosis within 6 months of starting rotations*
   a. If prior history of tuberculosis, BCG vaccination, or positive PPD, must provide negative chest xray within 6 months of starting rotations
5. *Urine drug screen* (7-10 panel testing) negative except for prescribed substances

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

Acquired Immunodeficiency Syndrome (AIDS)

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

1. There is no medical justification for restricting the access of persons with AIDS, AIDS Related Complex (ARC), or a positive HIV antibody test to campus facilities or activities.

2. Most students, faculty, or staff who has AIDS, ARC, or a positive HIV antibody test will not have restricted access to facilities or activities.

3. Consideration of existence of AIDS, ARC, or a positive HIV antibody test will not be part of the initial admission decision to the institution.

4. Consideration of existence of AIDS, ARC, or a positive HIV antibody test will not be part of the decision regarding residence hall assignment except in the following situation: Immunocompromised students may require special (separate) housing accommodation for their own protection, and this will be provided when such housing is available and only with the permission and consent of the student involved. Although a good faith attempt will be made to provide such accommodations, the institution is under no obligation to create such an accommodation when one is not readily available.

5. Students, faculty, or staff are encouraged to inform campus authorities (i.e. students inform the Vice President for Enrollment Management and Student Services; faculty/staff inform the Vice President for Academic Affairs and Provost) if they have AIDS, ARC, or a positive HIV antibody test so the university can meet the needs of the individual. All medical information must be handled by Lincoln Memorial University authorities in a strictly confidential manner.

6. No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or parents, without the expressed written permission of the individual. No recording of AIDS-related information will be entered in University records without the individual's consent.

7. An effort will be made by the Health and Safety Committee and other University personnel to provide educational measures whereby the Lincoln Memorial University population at large may learn the facts about AIDS and AIDS prevention.

8. While the above guidelines should prove applicable in almost all AIDS-related cases, Lincoln Memorial University reserves the right to apply or disregard these guidelines on a case-by-case basis.

Holidays

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

Vacations

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

Parking

All medical 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 medical 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 in house security service 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 Grant Lee building on the campus of LMU.** 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 423-869-7094 Monday through Friday 8:00 a.m. to 4:30 PM.

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

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

Public Relations and Marketing Guidelines

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

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-DCOM name (both events and merchandise) requires approval from the Office of Marketing and Public Relations, among others. Consult the approval form, provided by the Office of Admissions and Student Advancement for more information.

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

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

In the case of any adverse event, the Office of Marketing and Public Relations is the sole point of contact between LMU-DCOM and the public. In any crisis or emergency, refer all inquiries to the 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, MySpace and Twitter. Blogs are also a form of social media that provide commentary or serve as a personal on-line diary.

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

profanity, discriminatory statements, alcohol abuse, sexually suggestive material and a few incidents in which patient confidentiality was violated.

The following guidelines that pertain specifically to social media:

1. **Confidentiality and HIPAA Compliance**: Health care providers have a professional obligation to maintain the confidentiality of patient information. The Health Insurance Portability and Accountability Act (HIPAA) imposes additional obligations of non-disclosure. Some students do not realize that posting information about nameless patients is still a violation of the confidentiality obligation and may be a HIPAA violation. Therefore, when using social networking sites, do not post any information regarding a patient; do not post photos of surgical cases; do not discuss personal characteristics; do not discuss hospital/clinic procedures.
2. **Anatomy Lab**: The dissection lab is made possible through the generosity of individuals who have donated their bodies to further medical studies. Out of respect for body 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. The honor of learning the art of anatomy from donated bodies calls for the highest levels of respect both inside and outside the lab. Anatomy faculty members provide appropriate training on standards of behavior during the lab sessions. It is the student's responsibility to carry this training forward and demonstrate appropriate respect for 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. The American Medical Student Association advises students: "If you would be embarrassed if your Dean read your statements, then you are better off not posting them."
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-DCOM 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 – DCOM 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 Admissions and Student Services for disciplinary action.

CONDUCT AND PROFESSIONALISM

Academic Integrity

It is the aim of the faculty of DCOM to foster a spirit of complete honesty and a high standard of integrity. The attempt of any medical 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 medical 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. Medical 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.

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).*

Medical Student/Patient Relationships

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

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 DCOM Assistant Dean of Students or to the LMU Vice President for Enrollment Management and Student Services. A prompt, thorough, and fair investigation will be conducted based on the individual's statement of what has occurred. In an effort to protect the individual who reports or complains of harassment, to encourage prompt reporting, and to protect the accused's interests during the pending investigation, access to information related to the investigation will be maintained on a strict "need to know" basis and all individuals involved in an investigation will be instructed not to discuss the matters in question outside of the investigation. LMU will retain confidential documentation of all allegations and investigations and will take appropriate corrective action to remedy all violations of this policy.

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

Retaliation against any complaining individual, any witness, or anyone involved in a complaint is strictly prohibited. LMU will follow up any complaint or investigation as appropriate to insure that no retaliation occurs. Students should *immediately* report any perceived retaliation to the DCOM Assistant 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 Admissions and Student Advancement.

Sex Offense Prevention Programs and Procedures

Education and Information

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

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

Reporting Offenses

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

Procedures

LMU will cooperate with lawful investigatory processes related to criminal investigations. In addition, allegations of sexual offenses brought against a student will be handled pursuant to the University's Sexual Harassment policy and procedures. The

University may impose disciplinary action against a student even in the absence of a criminal report, arrest or conviction. Sanctions may include, but are not limited to, disciplinary probation, suspension or expulsion. The 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.

Osteopathic Medical Students with Disabilities

DCOM 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 DCOM curriculum or interfere with the rights of other students or with the student's ability to adequately care for the patient. Occasional quizzes are administered in class, extra time will not be granted for these quizzes for students with disabilities.

The affiliate organizations, such as hospitals, that administer the clinical and practical portion of the DCOM curriculum, expect our students to perform their duties in a timely manner as such ability is a critical and essential part of the DCOM curriculum and of the practice of medicine in general. Therefore, extra time will generally not be granted to students in clinical scenarios including rotations and the clinical performance exam. Similarly, the use of trained intermediaries will generally not be approved in clinical situations. LMU will make a determination regarding whether or not to grant an accommodation based on the individual circumstances.

Request for Accommodations

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 DCOM Learning Specialist in the Office of Student Services (guidelines for proper documentation are set forth below).

2) The DCOM Learning Specialist, in consultation with General Counsel as necessary, will make a determination regarding the request.
3) If a student is not satisfied with decision of the Learning Specialist the student may file an appeal with the Accommodations Grievance Committee.

Documentation Guidelines

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

The following guidelines are provided in the interest of assuring that documentation of a learning disability is complete and supports the student's request for accommodations. LMU will determine eligibility and appropriate services, case by case, based on the quality, recency and completeness of the documentation submitted. The following requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a disability, the impact on the individual's educational performance, and the need for academic accommodations for the purpose of the ADA or Section 504. (10/05)

A. A Qualified Professional Must Conduct the Evaluation

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

B. Documentation Must be Current

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

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 DCOM Learning Specialist. Upon receipt of the documentation, the DCOM Learning Specialist will meet with the student, either in person or by telephone, to discuss and make arrangements for accommodations for the upcoming semester.

G. Notification to Student

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

H. Notification to Faculty and Staff

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

If a problem arises concerning the reasonable accommodations, the student should contact the DCOM Learning Specialist.

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-DCOM accommodations grievance committee.

The standing members of the LMU-DCOM 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.