



SCHOOL OF DENTAL MEDICINE

ACADEMIC CATALOG AND STUDENT HANDBOOK

2018-2019



4800 Lakewood Ranch Boulevard • Bradenton, FL 34211 • (941) 450-1500

LECOM SCHOOL OF DENTAL MEDICINE ACADEMIC CALENDAR



LECOM School of Dental Medicine 2018-2019 Academic Calendar

May 29, 2018	First Semester Begins: D2, 2021; D3, 2020; D4, 2019
July 4	Fourth of July (No Classes)
July 13	Registration, Class 2022, D1
July 16	Academic Year Begins, First Day of Class - D1, Class 2022
July 16- 20	Orientation for the Class of 2022
September 3	Labor Day (no classes)
November 19 - 23	Thanksgiving Break for D1, D2, D3, D4 (no classes)
November 26	Classes Resume
December 14	Semester Ends – All Classes
January 2, 2019	Second Semester Begins – All Classes
January 21, 2019	Martin Luther King, Jr. Day (no classes)
May 17, 2019	Semester End Date – All Classes
June 2, 2019	Commencement Class 2019

LECOM SCHOOL OF DENTAL MEDICINE

2018 – 2019 ACADEMIC CALENDAR

2 YEAR PLANNER



2019 – 2020 Academic Year - First Semester

May 28, 2019	First day of classes for D2, D3, and D4
July 4, 2019	Fourth of July – no class
July 12, 2019	Registration for Class of 2023, D1
July 15, 2019	Orientation and the first day of class - Class 2023, D1
September 2, 2019	Labor Day – no classes
November 25 - 29, 2019	Thanksgiving Break - no class
December 13, 2019	Last day of class

2019 – 2020 Academic Year - Second Semester

January 2, 2020	Second Semester begins for D1s, D2s and D3s
January 20, 2020	Martin Luther King, Jr. Day – no class
May 15, 2020	Last day of classes
June 7, 2020	Commencement Class of 2020

2020 – 2021 Academic Year - First Semester

May 26, 2020	First day of classes for D2, D3, and D4
July 3, 2020	Fourth of July – no class
July 10, 2020	Registration for Class of 2024, D1
July 13, 2020	Orientation and the first day of class - Class 2024, D1
September 7, 2020	Labor Day – no classes
November 23 - 27, 2020	Thanksgiving Break - no class
December 18, 2020	Last day of class

2020 – 2021 Academic Year - Second Semester

January 4, 2021	Second Semester begins for D1s, D2s and D3s
January 18, 2021	Martin Luther King, Jr. Day – no class
May 21, 2021	Last day of classes
June 6, 2021	Commencement Class of 2021

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1. GENERAL INFORMATION

1.1 DESCRIPTION AND PURPOSE OF ACADEMIC CATALOG AND STUDENT HANDBOOK

The LECOM School of Dental Medicine (“SDM” or “School”) Academic Catalog and Student Handbook is a reference guide to provide information to students about the SDM. The Student Handbook contains information about the organization of the SDM, admissions process, academic requirements, course descriptions, policies, regulations and student support services.

Each step of the educational process, from admission through graduation, requires continuing review and approval by the LECOM administration. LECOM is not responsible for and disclaims any misrepresentations of its requirements or provisions that might arise as a result of errors in preparation of the Academic Catalog and Student Handbook. LECOM reserves the right, at any time, with or without notice, to modify the Academic Catalog and Student Handbook, including but not limited to, changes in requirements, courses, policies and procedures. Students attending the LECOM SDM will be notified via official communication from the office of the Dean or Provost regarding changes to the student handbook that represents significant change to curriculum, program requirements and institutional policies and procedures at the Institution.

Each student enrolled in the SDM is individually responsible for knowledge of the current academic regulations, the general and specific requirements, and the operational policies as contained in the Student Handbook and other official documents or announcements of the SDM. This handbook can also be viewed electronically on the LECOM web site at <http://lecom.edu/catalog.php>

To the extent applicable, students are subject to and will be expected to observe the provisions of the Code of Ethics of the American Dental Association.

Upon the end of each academic year, representatives of the School of Dental Medicine, along with the Directors of Student Affairs at each location and LECOM counsel, review the annual Academic Catalog and Student Handbook to insure accuracy of all provisions and to insert a description of any changes to curricula or policies. A new Academic Catalog and Student Handbook is published on or around July 1 of each year.

1.2 POLICY AND STATEMENT OF NONDISCRIMINATION

LECOM prohibits and does not engage in discrimination on the basis of race, ethnicity, color, religion, creed, national origin, gender/sex, sexual orientation, gender identity /expression, age, marital status, disability, status as a veteran or disabled veteran, citizenship (within the limits of the law) or any other legally protected characteristic and follows all applicable federal and state law. This policy applies to all LECOM programs and activities, including but not limited to admission, employment, education, scholarship, graduation, loan policies, practices and procedures.

LECOM seeks to admit qualified students and hire qualified employees for the creation of a diverse body of thought and interest within its community of scholars. Our definition of diversity includes race/ethnicity, religion, sexual orientation, and more, but is certainly not limited to those considerations. The candidate’s background in the sciences, future career intentions, unique abilities, personality, and general accomplishments also are carefully reviewed in seeking to have a diverse student body. For instance, a student who has

demonstrated unique talents and skills in research, or who has a unique life mission in public health service, brings to our student body another important measure of diversity.

LECOM sets no quotas nor has set asides; regardless of race or ethnicity, all applicants are considered in the same competitive pool using the same policies, procedures and Admissions Committee members. Our Admissions Committee's protocols ensure that all applicants receive individualized and equal consideration.

The Institution and its college and schools are dedicated to ensuring access, fairness and equity for all persons in its educational programs, related activities and employment, including those groups who have faced historical barriers to full and fair integration and participation. All LECOM administrators, faculty, staff, students, contractors, consultants, and volunteers are responsible for understanding and complying with the Policy and Statement of Non-Discrimination.

1.3 MISSION STATEMENT

The mission of the Lake Erie College of Osteopathic Medicine (LECOM) is to prepare students to become osteopathic physicians, pharmacy practitioners and dentists through programs of excellence in education, research, clinical care, and community service to enhance the quality of life through improved health for all humanity. The professional programs are dedicated to serve all students through innovative curriculum and the development of postdoctoral education and inter-professional experiences.

1.4 HISTORY OF LECOM

Throughout history, legacy creating, innovative decisions have distinguished between leader and follower; between insight and apathy; and ultimately, between success and failure. Such is the case with the history that has come to form the heritage of the Lake Erie College of Osteopathic Medicine.

As the 20th Century drew to a close, those in governance of Millcreek Community Hospital (MCH) in Erie, Pennsylvania, were faced with a problematic decision. In an era during which it was becoming increasingly difficult to attract new physicians to the calling, this small community hospital sought to maintain its position of leadership within the field of health care. The dilemma was dissected by the group of visionaries at MCH who, through their astute prescience and vigilant observations, made a decision to open a new school of medicine.

At a time during which much of the medical community did not see a need for additional medical colleges, much less the need for physicians, the MCH Board saw it differently. The hospital existed in an area within close proximity to Pittsburgh, Cleveland, and Buffalo; an area underserved by physicians. The establishment of a medical college in Erie had the intended effect of allowing the hospital to train needed new physicians and to accommodate the open positions at MCH and at other hospitals throughout the region.

The journey began in September 1988, when the Board of Trustees of Millcreek Community Hospital conducted a major strategic planning retreat. Attendees at the planning session established a new hospital mission that emphasized the need for educating osteopathic physicians to provide medical services to the medically underserved areas across Northwestern Pennsylvania.

In March 1989, the Board of Trustees assembled an Osteopathic Medical School Task Force that began to explore the feasibility of founding a new osteopathic medical school. The Lake Erie College of Osteopathic Medicine (LECOM) was established as the 16th college of osteopathic medicine in the nation with its receipt of a Commonwealth of Pennsylvania Charter in December 1992. The Charter Class began on August 9, 1993 at a new campus on West Grandview Boulevard in Erie, Pennsylvania. With the graduation of the LECOM

inaugural class on May 24, 1997, the College received full accreditation from the American Osteopathic Association. Since that time, LECOM has granted the Doctor of Osteopathic Medicine (D.O.) degree to more than 5,900 graduates.

The founding President, Joseph J. Namey, D.O., was an acclaimed general practitioner and a tireless advocate of osteopathic medicine. A longtime resident of Erie, Dr. Namey has been credited with enhancing the image of osteopathic medicine across the country. John M. Ferretti, D.O., succeeded Dr. Namey, becoming the second President of LECOM. Dr. Ferretti is a Board Certified Internist who was among the College founders and who is a nationally recognized leader in osteopathic medicine. Under Dr. Ferretti's guidance, the Lake Erie College of Osteopathic Medicine has gained national prominence and it has realized unprecedented growth.

By 2002, College growth and enrollment required LECOM to triple the size of the original medical school building, adding another 100,000 square feet of modern teaching, learning and research facilities. With the acquisition of the neighboring LORD Corporation property in 2011, the College is expansively situated along West Grandview Boulevard where a park-like, 53-acre campus boasts an excellent view of Lake Erie.

A continually growing medical and wellness campus also stretches along Peach Street in Erie as the College and community engage in the whole-body wellness paradigm that has become LECOM Health, the only health system with an Osteopathic Academic Health Center in the United States. The College, Millcreek Community Hospital, Medical Associates of Erie and the clinical practice network of physician offices located in Erie County form the core of this highly innovative medical education and patient care system.

True to the College mission, to provide primary health care to Northwestern Pennsylvania, LECOM achieved another milestone with the addition of its School of Pharmacy utilizing an innovative accelerated three-year curriculum. The Commonwealth of Pennsylvania approved the LECOM School of Pharmacy in May 2001. Classes began in September 2002, and LECOM held its first pharmacy school graduation in June 2005. Following that commencement, the LECOM School of Pharmacy received full accreditation from the Accreditation Council for Pharmacy Education. Since that time, LECOM has granted the Doctor of Pharmacy (PharmD) degree to more than 2,600 graduates.

In keeping with its proven tradition of leading the field in medical education, LECOM initiated the Master of Science in Medical Education degree program at the Erie campus in 2005. This postgraduate course became the first distance education program at LECOM and it trains healthcare professionals to become teachers and leaders in the clinical education of future practitioners. The College also offers the Master of Science in Biomedical Sciences degree, Master of Medical Science degree, the Masters of Science Biomedical Ethics, the Ph.D. in Anatomy Education and the Health Sciences Post Baccalaureate certificate.

In addition to the original campus in Erie, Pennsylvania, LECOM has continued its role in the vanguard of national leadership in osteopathic medicine by developing a branch campus in Bradenton, Florida. Located in the lush, palm-embowered setting of Lakewood Ranch, a master-planned community in Manatee County, Florida, LECOM Bradenton welcomed its first class of medical students on September 13, 2004. With the enrollment of the Bradenton Class of 2011, LECOM became the largest medical college in the nation. In 2007, the School of Pharmacy also expanded to Florida, offering a traditional four-year Doctor of Pharmacy degree curriculum and graduating the first class from LECOM Bradenton in 2011.

The vision of LECOM continued in 2009, with the extension of LECOM Erie to the campus of the private liberal arts institution of Seton Hill University in Greensburg, Pennsylvania. LECOM at Seton Hill added an additional 104 medical students to the first-year class, and now, it has more than 400 students in total enrollment each year. LECOM at Seton Hill graduated its first class in 2013.

In July 2012, the LECOM School of Dental Medicine welcomed students in Bradenton, establishing yet a new era in the betterment of health care education. The first class of dental students, who graduated in 2016, completed their fourth year of study at community-based dental outreach offices in DeFuniak Springs, Florida and in Erie, Pennsylvania. These sites were chosen, in part, because of the enduring LECOM commitment to provide care where it is most needed.

Ever vigilant to marking innovative trends in education, LECOM added two Distance Education Pathways in 2014. The School of Pharmacy Four-Year Pathway has grown to allow students to take courses online. The Pathway offers one of only two online-distance education programs in the nation for pursuing the Doctor of Pharmacy degree. The first online class of the Masters in Health Services Administration has provided the highly sought after opportunity for professionals aspiring to take leadership roles in the administration of hospitals, clinical practices and in other health care facilities. An additional DE program, a Masters in Biomedical Ethics, was added in January 2018.

Augmenting the noteworthy educational advancements, LECOM has been ever cognizant of its role in community enrichment, service, and the promulgation of health for all. With the 2009 opening of the John M. and Silvia Ferretti Medical Fitness and Wellness Center, the College founded a medically integrated wellness center that not only serves the fitness and medical education needs of LECOM students and employees of LECOM Health, but also provides a facility that offers to the populace of Erie County an opportunity to pursue a better quality of life through prevention and wellness. In 2011, LECOM expanded its community offerings in Erie by opening the Coffee Culture Café and Eatery to provide a relaxing study space for students and an attractive venue for the public to enjoy coffee or a light fare.

In keeping with its unrelenting mission of service and its unflagging goal to promote improved health for all, LECOM - in 2014 - became the lead agency for the Safe Kids Erie Program, which previously had been administered by the Erie County Department of Health. Safe Kids Erie strives to educate families and to raise awareness of the fact that the vast majority of injuries to children can and should be prevented. LECOM leadership of the program also has created additional opportunities for students at the College to serve the community.

Also in 2014, LECOM incorporated LifeWorks Erie into its family of health and educational services. The affiliation with LifeWorks Erie, which offers programs, services, and lifelong learning opportunities for individuals age 50 and older, has complemented and enhanced the ability of the LECOM Institute for Successful Aging to serve the growing elderly population throughout the region.

In 2015, as LECOM wholly recast the very paradigm in comprehensive patient-centered health care, the LECOM Institute for Successful Aging opened the 138-bed LECOM Senior Living Center adjacent to Millcreek Community Hospital. The welcoming and homelike environment, coupled with a skilled nursing facility, is the next generation of innovative, compassionate, and comprehensive health care designed specifically for older adults.

Ever aware of changing community needs, LECOM recognized the disproportionately growing senior population in Erie County by adding a multifaceted component to its health care programs for older adults. As part of the LECOM commitment to wellness for this growing age group, LECOM purchased Parkside Senior Living Communities comprised of three independent living and personal care apartment complexes, located in Erie, North East, and Millcreek.

Life is change; growth is optional. In this area, LECOM always has chosen wisely. Knowing the way in which to grow is just as important as knowing when to do so.

Thus, as LECOM met the new year of 2016, it made multiple acquisitions, including Corry Memorial Hospital, LECOM at Presque Isle Rehabilitation and Nursing Center, and the Visiting Nurses Association of Erie County. These prodigious undertakings further solidify LECOM as the foremost provider of a healthful and proactive amalgam of comprehensive services that afford older adults independent decision-making options through each part of the continuum of care.

Most recently, LECOM Health entered into a joint venture with Warren General Hospital in Warren, PA, and with the Allegheny Health Network to provide an additional teaching hospital for rotating students.

The beginning of all promising enterprises, undertakings, or accomplishments starts with an idea. With that idea usually follows a set of circumstances, which, in retrospect, appear to have forecast a prophetic outcome. Now in its 26th year, LECOM has developed an unassailable reputation as a leader in medical education and patient care, with its graduates highly sought after in the fields of medicine, pharmacy, and dentistry. LECOM also has set the standard for affordable education in a private medical college setting where graduates achieve outstanding board scores and journey forward to make a difference in the field of health care.

The College established its prominent place in medical education through a multiplicity of attributes; one of its most noteworthy offerings focuses upon its student-centered Learning Pathways. LECOM became one of the first institutions to present its curriculum in multiple learning styles designed to address the specific educational needs of its students and it accorded to them a choice of three- or four-year programs.

Coupled with its superlative curriculum, the character of those who practice their noble profession is at the heart of a LECOM education. Those in leadership understood that a physician embodies honor, professional appearance, purposeful action, and responsible behavior. The College adopted an honor code, a dress code for classroom and clinic, and professional policies that support and encourage respect for the faculty.

The visionary leaders of medicine who founded LECOM sought to develop the core attributes of that which defines a health care professional: the credo of the calling; the intrinsic purpose of the healer; and the foundation of that which carries a physician to seek the best version of himself or herself - for each defines the future of medicine.

Much has transpired in two decades - education, enrichment, character and community - all within the prophecy of a prescient body of educators and physicians whose idea of the possible triumphed over doubt.

The founders of the Lake Erie College of Osteopathic Medicine knew that their actions would inspire, their mission would bring purpose, and their commitment to a vision would result in a better tomorrow, not only for the generations of scholars who have crossed the threshold of a great institution, but also to the communities and to the larger world that they will serve in the calling of a lifetime.

1.5 HISTORY OF THE SCHOOL OF DENTAL MEDICINE

In February 2009, LECOM began to explore the feasibility of establishing a School of Dental Medicine (SDM). Finding that LECOM could direct sufficient resources and that there was sufficient need, especially in Florida, to justify the development of a new dental school, LECOM proceeded with the implementation phase. A team was identified, including an acting Dean, for the purpose of developing and submitting an Initial Application for Accreditation with the Commission on Dental Accreditation (CODA). The Commission on Dental Education acted on LECOM's preliminary application in January of 2011 awarding "initial accreditation." Matriculation of students began in July of 2012, with an inaugural class of one hundred students. The first class received their degrees in June of 2016.

1.6 DEGREES AWARDED

The SDM offers the Doctor of Dental Medicine (D.M.D.) through a four-year pathway at the LECOM campus in Bradenton, Florida. The Doctor of Dental Medicine degree is awarded to graduates who have successfully fulfilled the requirements for graduation. The curriculum consists of 2 years of primarily didactic and pre-clinical instruction including clinical introductory experiences, followed by 2 years of primarily clinical experiences and including any applicable didactic material. Upon graduation with the D.M.D. degree, and completion of a regional dental board exam, the graduate is eligible to apply for a state dental license. The graduate is also eligible for post-doctoral residency training in all fields of dentistry.

Other degrees offered at LECOM include:

Doctor of Osteopathic Medicine (D.O.)

Doctor of Pharmacy (Pharm.D.)

Doctorate in Anatomy Education (Ph.D)

Master of Science in Medical Education (M.S. Med. Ed.)

Master of Science in Biomedical Sciences (M.S. in Biomedical Sciences)

Masters in Health Services Administration (MHSA)

Master of Medical Science (MMS)

Master of Science Biomedical Ethics (MSBE)

1.7 ACCREDITATION AND LICENSURE

LECOM is regionally accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Commission on Higher Education is recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation. LECOM is also fully accredited by the Department of Education of the Commonwealth of Pennsylvania. Specific accreditation by Middle States is pending for the School of Dental Medicine.

The SDM is fully accredited by the Commission on Dental Accreditation (CODA). CODA, which operates under the auspices of the American Dental Association (ADA), is recognized by the U.S. Department of Education as the national accrediting body for dental education programs at the post-secondary level in the United States.

The LECOM Bradenton campus is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution can be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399, toll free number (888) 224-6684.

For further information, please contact the American Dental Association, 211 E. Chicago Avenue, Chicago, IL 60611; 1-800-621-8099

*Notice of opportunity to file complaints

Students will be notified by email on an annual basis, in July of each academic year, the procedure to inform students of the process to file a complaint with the Commission on Dental Education.

The email will read as follows:

The Commission on Dental Accreditation (CODA) will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 E. Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

Contact Information to State Departments of Education

If a student enrolled at a LECOM campus does not receive satisfaction from a complaint filed with LECOM pursuant to the LECOM delineated process for filing a complaint, the student may contact the state department of education in the state where the student is enrolled (Pennsylvania or Florida).

In **Pennsylvania**, students may contact the following to obtain a complaint form and submit it to:

Stan Turzanski
Pennsylvania Department of Education
Division of Higher and Career Education
333 Market Street
Harrisburg, PA 17126-0333
Phone (717) 783-8228
Fax (717) 772-3622

Or see the following link for the process and form. Click on "complaint procedure" on the left:
http://www.portal.state.pa.us/portal/server.pt/community/higher_education/8711/complaint_procedure/1004474

In **Florida**, students may send by letter or e-mail the following information:

1. Name of Student (or Complainant)
2. Complainant Address
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.

Send Letter To:

Commission for Independent Education 325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Or E-mail: cieinfo@fldoe.org
Or Fax: 850-245-3238

1.8 WRITTEN AGREEMENTS

Students of SDM may have a portion of their education provided by other entities via externships away from LECOM. Participation in externship is based on an individual elective decision made by the student. The terms of externship agreements are made between the student and the externship program, independent of LECOM. Costs may be incurred by the students on externships in term of travel and living expenses. These costs vary widely depending on the location of the externships and the circumstances of the individuals. LECOM and the SDM do not hold any financial agreement or liability with either the externship programs or the student participating in externships.

1.9 EARLY ACCEPTANCE PROGRAM

LECOM has developed special Early Acceptance Programs (EAP) with select colleges and universities that grant qualified students a provisional early acceptance to LECOM's School of Dental Medicine.

A student may apply for EAP consideration as a high school senior or as a current undergraduate student, as long as they are enrolled in the EAP with at least two years of undergraduate study remaining before their matriculation at LECOM. This program is not available to anyone with a bachelor or higher degree.

Applications to the EAP are done on-line. Following the receipt of an inquiry, the applicant is provided a username and password to enter the LECOM portal and complete the EAP application. LECOM reviews the application, inviting qualified applicants for an interview. Following a successful interview, they are enrolled in the EAP upon matriculation at one of the affiliated undergraduate schools and are sent a provisional letter of acceptance. Students currently attending an affiliated institution immediately receive their letter. The provisional acceptance reserves a place for matriculation at the School of Dental Medicine, as long as the EAP candidate meets the program's final entrance requirements. No additional interview will be required but the Dental Admissions Test (DAT) must be taken, the Associated American Dental Schools Application Service (AADSAS) application submitted and a LECOM supplemental application completed

2. ABOUT THE SCHOOL OF DENTAL MEDICINE

2.1 MISSION STATEMENT

The mission of the SDM is to prepare students to become dentists through programs of excellence in education, research, clinical care and community service to enhance the quality of life through improved health for all humanity.

2.2 INSTITUTIONAL VISION

The SDM vision is to educate competent practitioners with knowledge, experience, critical thinking, judgment, compassion, and skills to interrelate with all health care providers and serve the public. The primary goal of the SDM is to prepare dental professionals committed to provide high quality, ethical and empathetic patient-centered care to serve the needs of a diverse population. Through the integration of sciences with critical thinking, technologic and effective communication skills we will prepare future dentists to be quality caregivers, strong patient advocates and leaders in their communities, in professional associates and in research activities.

2.3 SCHOOL OF DENTAL MEDICINE GOALS

- LECOM’s specific evidence-based quality dental educational program will train our students to provide patient-centered care and will:
- Prepare our students to provide optimal therapeutic and economic outcomes, promote disease prevention, and enhance patient and provider education.
- Assess professional competencies throughout the program.
- Empower students with the knowledge and skills necessary to work effectively in an inter-professional, interdisciplinary and multicultural environment.
- Enhance the educational process through maximum use of advanced technology.
- Provide an environment that promotes the development of critical thinking skills.
- Provide an environment supportive of camaraderie, collegiality, and service.
- Attract, through mentoring, professional development and a reward system, and retain the “best” faculty and staff.
- Encourage, support, and reward scholarship, which provides both faculty and students varied opportunities to discover and share new knowledge.
- Commit to improving the health of our community through volunteerism, service learning, and active involvement in community partnerships.
- Cultivate in students and faculty the responsibility and commitment to improving the dental profession through active involvement in professional associations and promoting the practice of dentistry.

2.4 CORE VALUES

The SDM is committed to a culture that equally values:

- A nurturing and supportive environment
- Collaborative practices
- Community service
- Dedication to the profession of dentistry
- Diversity
- Excellence in scholarship and teaching
- Honesty
- Integrity
- Leadership
- Life-long learning
- Professionalism
- Quality assurance and continuous quality improvement
- Student-centered environment

2.5 GUIDING PRINCIPLES AND BELIEFS

The LECOM School of Dental Medicine believes that:

- Oral health is necessary for overall health.
- There should be a relationship between dentistry and all healthcare providers.
- Personal continuous improvement and lifelong learning are a necessary part of a graduate's career.
- Graduates must be competent in managing a diverse population.
- All students, staff, and faculty follow the ethical standards of the profession.
- There is mutual respect among students, staff and faculty.
- Community-based involvement by students, staff and faculty is an essential part of their duties.
- There is a social and cultural awareness for all segments of the population.
- We believe in evidence-based oral health care.
- We provide multiple options for the practice of dentistry in all population settings.

2.6 ADMISSIONS

The SDM considers, for admission, those students who possess the academic, professional and personal qualities necessary for the development of exemplary dental professionals.

2.6.1 COMPETITIVE ADMISSIONS

Within the competitive admissions process, the SDM uses multiple criteria to select the most qualified, diverse group of candidates from the applicant pool. Applicants are evaluated based on academic coursework, performance on the U.S. Dental Aptitude Test (DAT), the application (AADSAS), essays, letters of recommendation, and interviews. Demonstration of community service through volunteerism or service-oriented employment is preferred.

2.6.2 ROLLING ADMISSIONS

The SDM uses a rolling admissions process to select qualified candidates. Applications are reviewed and candidates are selected for interview at regular intervals during the admissions cycle. The first acceptance offers are made on December 1 of the year preceding matriculation, which is the earliest date the U.S. and Canadian dental schools have agreed to extend acceptance offers.

2.6.3 ADMISSIONS REQUIREMENTS

The School of Dental Medicine selects students based on pre-professional academic performance, Dental Admission Test (DAT) scores, a personal interview, a written application, and letters of evaluation. To be competitive, an applicant should have earned a bachelor's degree from a regionally accredited college or university and possess a minimum science GPA of 3.2. By the time of matriculation, a successful candidate typically possesses a total GPA of 3.4 or greater on a 4.00 scale.

2.6.4 UNDERGRADUATE REQUIREMENTS

In order to be considered for the 4-year DMD program at the LECOM School of Dental Medicine, all applicants must meet the following minimum requirements:

- A. In addition to a bachelor's degree, completion of 33 pre-requisite semester hours of pre-professional course requirements from a U.S. accredited college or university prior to matriculation. All required courses must be passed with a grade of "C" or higher. LECOM School of Dental Medicine will consider limited numbers of coursework from accredited community colleges and will also accept Advanced Placement (AP) credits for prerequisites and electives upon review by the Admissions Committee. Applicants participating in special affiliated programs with LECOM and other exceptions will be considered on an individual basis.

Pre-professional course requirements are as follows*:

Biology with lab	8 Semester Hrs. /12 Quarter Hrs.
General Chemistry with lab	8 Semester Hrs. /12 Quarter Hrs.
Organic Chemistry with lab	8 Semester Hrs. /12 Quarter Hrs.
Biochemistry	3 Semester Hrs. /5 Quarter Hrs.
English Composition/ Technical Writing	6 Semester Hrs. /8 Quarter Hrs.
<hr/>	
33 Semester Hrs./49 Quarter Hrs.	

* Additional consideration will be given to candidates who have taken courses in anatomy (3 hours), physiology (4 hours), microbiology (4 hours), and physics (4 hours). Students should consider additional courses in cell biology, histology, immunology and molecular/genetic biology. Understanding of these sciences will be beneficial for the Problem-Based Learning (PBL) sessions of the curriculum.

- B. Competitive scores on the U.S. Dental Aptitude Test* (DAT).
- Each candidate must submit his or her most recent DAT scores through the American Dental Education Associate application service (ADEA AADSAS).
 - Scores in the area of 19 or higher will be expected for the Academic Average, Reading Comprehension, Perceptual Ability, and Science sections.
 - The DAT test must have been taken no more than 3 years prior to application.
*Note: The Canadian Dental Aptitude Test cannot be substituted for the U.S. Dental Aptitude Test (DAT).
- C. Letters of recommendation:
- At a minimum, submit two individual letters of recommendations from undergraduate science instructors OR an evaluation by a pre-professional health advising committee from the applicant's undergraduate institution. Letters of evaluation should attest to the applicant's academic and scholastic abilities as well as their personal character. Letters of recommendation from a dentist are highly recommended but not required.
 - Letters written by immediate family members will not be accepted.

- All letters of recommendation must be submitted directly from the authors. The Office of Admissions will not accept letters submitted by applicants.

- D. Demonstration of commitment to service through community service or extracurricular activities.
- E. Demonstration of motivation for and commitment to health care as reflected through employment history, volunteer work, or other life experiences.
- F. Possession of oral and written communication skills necessary to interact with patients and colleagues.

2.7 ADMISSION PROCESS

To initiate the application process, prospective students must apply directly to:

AADSAS
1400 K Street NW
Suite 100
Washington, DC 20005
Phone: 202-289-7201, Fax: 202-289-7204
www.adea.org

Students may apply online at: <http://www.adea.org/AADSASapp/Instructions.aspx>

The official AADSAS application deadline is February 1. However, to be competitive within the rolling admissions process, prospective students should submit their AADSAS applications as early as possible after June 5 of the year prior to their desired matriculation.

2.7.1 LECOM SUPPLEMENTAL APPLICATION

LECOM requires all applicants to submit a Supplemental Application and a \$50 non-refundable application fee. Once LECOM receives the AADSAS application, applicants will receive email message providing information and instructions to complete the Supplemental Application. The email message will include a username and password to access the secure LECOM Candidate Portal to complete the LECOM Supplemental Application. Payment of the \$50 non-refundable application fee is required at the time the application is submitted.

Applicants are encouraged to complete their applications as early as possible to receive early consideration for an interview. The deadline for submitting the LECOM Supplemental Application is March 31 of the application year.

For further information, please contact the SDM Office of Admissions at 941-756-0690 or via email at dentalfla@lecom.edu.

2.7.2 INTERNATIONAL STUDENTS

The following policy has been established for international candidates applying for admission to LECOM and/or for students with credentials from a college or university not in the U.S.:

- International students applying for admission to LECOM must meet all general admissions requirements as stated in our admissions policy as well as completing the required ADEA AADSAS and Supplemental Applications.
- A minimum of two (2) years undergraduate training (60 semester hours of credit) must be completed at a United States institution of higher education prior to consideration for admission to LECOM. Proficiency in the English language; both written and spoken, is required.
- All course work taken at foreign institutions must be evaluated by World Education Services, Inc., P.O. Box 745, Old Chelsea Station, New York, NY 10011, (212) 966-6311, or Josef Silny & Associates, Inc., International Education Consultants, P.O. Box 248233, Coral Gables, FL, 33124, (305) 666-0233.
- Credit for advanced standing will not be given for any work completed in foreign graduate, medical or dental schools. All students must apply for first-year status.
- International students must have permanent residency status (Alien Registration Card) to be eligible to receive any type of financial assistance through the College loan programs.

2.7.3 HEALTH AND TECHNICAL STANDARDS FOR ADMISSION

All candidates must meet the health and technical standards requisite for admission and participation in the educational programs of LECOM School of Dental Medicine. Because the D.M.D. degree signifies that the holder is a professional prepared for entry into the practice of dentistry, it follows that graduates must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care.

Candidates for degrees must be able to demonstrate intellectual-conceptual, integrative and quantitative abilities; possess skills in observation, communication, and motor functions; and display mature behavioral and social attributes. Technological compensation can be made for some disabilities in some of these areas, but a candidate must be able to perform in a reasonably independent manner without a trained intermediary. (The use of a trained intermediary implies that the candidate's judgment or senses may have to be mediated by someone else's powers of selection and observation.) LECOM will make reasonable accommodations for other qualified students as required by law.

- A. Observation.** A candidate should be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.
- B. Communication.** Candidates must have sufficient facility with the English language. A candidate should be able to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A candidate should be able to communicate effectively and sensitively with patients. Communication includes not only speech, but also reading and writing. The candidate should be able to communicate effectively and efficiently in verbal and written forms with all members of a health care team.
- C. Motor.** A candidate must be able to perform basic life support (including CPR), transfer and position disabled patients, and position and reposition self around patients in various treatment settings. The candidate must be able to operate dental equipment and controls, and utilize fine hand movements.

D.M.D. candidates should have sufficient motor function to elicit information from patients by palpation, percussion, and other manual diagnostic skills. The candidate should be able to perform radiology procedures and read radiographs. A candidate should be able to reasonably execute motor movements required to provide comprehensive dental care to patients. All candidates for LECOM health professional degrees are required to possess coordination of both gross and fine muscular movements, equilibrium and the functional use of the senses of touch and vision.

- D. Intellectual, Conceptual, Integrative, and Quantitative Abilities. These required abilities include measurement, calculations, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of dentists, requires all of these intellectual abilities. In addition, the candidates should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.
- E. Behavioral and Social. Candidates must possess the emotional health required for full use of their intellect, the exercise of good judgment, the prompt completion of all responsibilities in the diagnosis and care of patients and the development of mature, sensitive and effective relationships with patients and colleagues. The candidate must be able to cope with strenuous workloads and changing environments with flexibility, and to cope with ambiguity in decision making. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are essential for the successful functioning dentist.

The candidate must be free of psychopathic or sociopathic behaviors which are contrary to professional and ethical standards. Emotional stability of the student is required, along with successful completion of the curriculum, to succeed. If the emotional stability of a student becomes a concern to the administration, an evaluation by a mental health professional may be required. Exhibition of any of the above behaviors is inconsistent with the standards of LECOM and may result in denial of admission or expulsion from LECOM.

Candidates must be intellectually honest, ethical, law-abiding and without felony convictions. Candidates should have no record of suspensions for academic misconduct or behavior showing disregard for the law or other individuals, other than minor traffic violations. A state or federal criminal background check must be submitted to LECOM at the time of matriculation.

- F. General Health. The candidate must have sufficient physical stamina to perform strenuous workloads for long periods. Candidates should be free of chronic debilitating diseases that preclude successful completion of the curriculum. Reasonable accommodations will be granted to otherwise qualified students who have a disability.

The Admissions Committee will evaluate candidates according to the requirements of the Health and Technical Standards through review of records, written statements and interviews. Candidates will be provided a copy of the Standards as part of the admission materials. Accepted students will be required to sign a statement acknowledging receipt of the Standards.

2.8 REGISTRATION

To initiate the matriculation process, newly accepted students must return both a signed matriculation agreement and their initial deposit by the date designated in their matriculation documents.

To conclude the matriculation process, all students are required to register in person on the registration day specified in the applicable calendar. Failure to register on the specified day may be grounds for dismissal. Tuition, fees and prior debts are payable in full on or before the start of each semester. In addition, prior to registration, incoming students must make sure the College has received the following documents:

- Final official transcript(s) from previously attended colleges and/or universities;
- Physical examination form;
- Immunization records as outlined on the physical examination form;
- Emergency data form;
- Safety report form;
- Participation in the LECOM health insurance program;
- Criminal background check. In most cases, a misdemeanor conviction will not affect admission; a felony conviction could affect admission, as could failure to disclose either a misdemeanor or felony conviction; Background checks need to be completed by the deadline specified in the matriculation document, and no later than June 10 of the matriculation year.
- Signed matriculation agreement.
- Attendance at orientation is mandatory for first year students. Matriculation is subject to satisfactory completion of all academic requirements, including completion of the Immunization Status Report and immunity to all diseases as outlined in the report and payment of tuition, fees and other charges to LECOM.

2.9 TRANSFER POLICY

The LECOM School of Dental Medicine has established a transfer policy and procedure that is consistent with its educational mission and objectives for students requesting to transfer from other dental schools or colleges. Applicants for transfer must be in good academic and financial standing with their current institution, have maintained at least a 3.0 average GPA on a 4 point scale, or “B” average, and have an acceptable reason for seeking transfer. Due to the variation in curricula among dental schools, transfers will only be considered from students who are between their second and third year of dental school and who have successfully passed the NBDE Part I Examination.

Students requesting to transfer into LECOM must complete the following procedure:

1. A completed AADSAS application.
2. A completed LECOM Supplemental Application with \$50.00 non-refundable application fee.
3. Official transcripts from all previously attended institutions.
4. A letter from the applicant indicating why they wish to transfer to the SDM and explaining any circumstances resulting in their request for a transfer from their current institution.
5. A letter from the Dean of the dental school they are currently attending providing the student’s enrollment status and the terms of withdrawal from that institution.

6. Letters of recommendation from two (2) faculty members at the institution where the student is currently enrolled. Editor's note: adjust spacing below.
7. Official copy of NBDE Part I results.
8. Additional documents or letters of recommendation as determined by the Dental School Admissions Committee may be requested.

Acceptance of transfer students is dependent upon the student's qualifications, curricular compatibility and available space in the class they wish to enter. Additional course work may be required to satisfy LECOM's curriculum. The School of Dental Medicine Admissions Committee will evaluate prior course work to determine credit hours accepted for transfer. Students accepted for transfer must minimally complete their last two years at the SDM. Applicants requesting to transfer into the SDM must be eligible for readmission to the dental school they are currently attending.

There is no contract, stated or implied, that applicants requesting and applying for transfer into the SDM will be granted admission at any time, or at all. No advance standing will be given to transfer students.

2.10 TUITION AND FEES

Tuition and fees are due and payable by registration, unless special arrangements have been made with the Accounting Office. *The College reserves the right to change tuition and fees without advance notice and to make such changes applicable to present as well as future students.*

Application Fee - (LECOM Supplemental)	\$50
Nonrefundable fee <i>(payable upon submission of application for admission)</i>	
Matriculation Fee	\$2,000
Nonrefundable fee <i>(payment credited to the tuition fee upon matriculation)</i>	
Tuition (FL Resident)	\$51,965
Tuition (Out-of-State Resident)	\$51,965
Curriculum Fee	\$350
Technology Fee	\$300
Lab Fee	\$100
Graduation Fee	\$250
Student Government Fee	\$50
Disability Insurance (Mandatory)	\$695
	Variable/Age Dependent)
Health Insurance <i>(Mandatory Unless Covered)</i>	\$3,468

2.10.1 ADDITIONAL FEES FOR THE SCHOOL OF DENTAL MEDICINE

Late Payment Fee (per week)	\$50
Breakage Fee <i>Loss or damage to College property and equipment is charged to the student(s) responsible.</i>	Cost of replacement
Transcript Fee	\$10
Student Identification/Key Card – Replacement	\$25
Remediation Course Fee (<i>depends on course length</i>)	\$500/ max
Remediation Exam Fee	\$100

3. ACADEMIC PROGRAM AND POLICIES

3.1 CURRICULUM

The curriculum for the SDM consists of two years of basic science delivered through Problem-Based Learning (PBL) sessions, and pre-clinical dental education instruction with traditional lectures, laboratories and an early introduction to clinical experiences. Years three and four offer primarily hands-on, clinical experiences.

3.2 PROBLEM BASED LEARNING

The Problem-Based Learning Pathway (PBL) at LECOM emphasizes student-centered, self- directed learning. Groups of 8-10 students meet with a faculty facilitator three times per week. Faculty members do not teach in the traditional sense. Instead, they serve as facilitators.

3.2.1 INTRODUCTION AND GENERAL OVERVIEW

The core of the program is the series of problem-based learning cases, which occupies much of the time in years 1 and 2. While an Gross Anatomy course is taken, groups meet only once per week, thereafter PBL groups meet three times per week for the remainder of the first year, and three times per week for the entire second year. A series of cases focus on learning the basic sciences required to understand patient problems. Students then work independently and in small groups on learning issues before the next meeting, at which time the new information is discussed and refined in the context of the case.

3.2.2 THE TUTORIAL PROCESS IN PROBLEM-BASED LEARNING

The heart of Problem-Based Learning is the tutorial group; (8-10 students plus one faculty facilitator). Each member of the group has responsibilities, which are important if the process is to succeed (See Role of Participants 3.2.4). Members must feel free to challenge one another in a constructive manner and feel comfortable with being challenged, but without feeling personally threatened or insulted. In the early stages of group dynamics, this is difficult because members are uncomfortable with this behavior, but with familiarity, it becomes an enjoyable exercise, which serves to help the group and its members focus on those areas where their knowledge must be extended.

The PBL cases are based on actual patients. The Progressive Disclosure Model is used. Initially, only the age, gender and chief complaint are made available. Following discussion, the group will request additional information, such as the results of a history and physical. Additional discussion follows and the students begin to form initial differential diagnoses. After this discussion, the group will request new data, such as the results of an EKG or an MRI for systemic pathologies, and radiographs for dental diagnoses, and again, discussion follows. During the process, the students raise learning issues, topics that they need to know more about.

Following completion of a case, the students submit their final learning issues to the PBL office. The final learning issues serve as the basis for examination questions.

The facilitator will monitor the direction of the group, and redirect them by asking appropriate questions for discussion if they digress too far, but this is done only if absolutely necessary. The students are given the latitude to pursue unproductive directions, and decide for themselves that a particular learning issue was not germane to understanding the patient's problems.

3.2.3 THE GROUP TUTORIAL PROCESS

Initially, a case requires several tutorial sessions to complete. The group tutorial process may be divided into three phases. In the first phase, one student reads the case while another serves as a "scribe" and writes information on a blackboard. The blackboard is divided into three areas, for facts, general ideas and learning issues. Facts are listed as they are read. The students then begin to discuss the facts, to decide as a group which facts are important and which are irrelevant, and to probe for scientific explanations and correlative information relating to the clinical picture presented. This is accomplished first using existing knowledge of the group members.

At this point, the students must challenge any information presented for accuracy and understanding. As ideas arise, they are listed and eventually formulated into hypotheses to be tested. With each hypothesis, one or more learning issues (topics about which there is insufficient knowledge to understand the clinical picture or to pursue without additional research) are presented, as well as which resources the students should utilize in order to obtain the appropriate information.

During this process, the students must take particular care to not become preoccupied with making a diagnosis, but to adhere to their primary goal: that of understanding the basic mechanisms, not the diseases, responsible for the clinical symptoms and signs. The final activity of each session is for the group to evaluate its effort. The program objectives may be re-read at this time and recommendations made as to how to improve the group's performance.

During the second phase, the students engage in independent and small group study, addressing the learning issues adopted in the group session. Appropriate resources for acquiring this knowledge include textbooks, journals, microscope slides, X-rays and tomographic scans, audio-visual materials, and designated resource faculty, who may upon request provide information on a topic.

During the third phase, one student will present the patient case using a format in which the known subjective and objective information are summarized and assessed, and a plan for continued management is proposed. This will initiate continued discussion, not only of the new knowledge and its use in evaluating their hypotheses, but also for the seeking of more information about the patient. In light of the new information, students approach the case with new ideas, formulating new hypotheses and learning issues, as new case information is provided and added to that which they already have. This is followed by another group self-evaluation, another period of

independent study and another meeting. This process may be repeated several times during a single case, as additional learning issues are added until the group is satisfied that it has gained sufficient knowledge of basic scientific concepts to understand the basic mechanisms underlying the clinical picture presented in the case. At this time, a final self-evaluation occurs, and the group evaluates its activities and summarizes what it has learned.

3.2.4 ROLE OF PARTICIPANTS

The facilitator is responsible for providing the case information at the appropriate times during the discussion. He/She also assures that each member of the group participates by prompting, if necessary, the more timid members. In addition, the facilitator monitors how accurately the group is addressing the desired objectives. The facilitator will also evaluate the efforts of the group members in terms of the willingness to contribute and willingness to complete their independent study to the extent that they are able to contribute to the group effort.

The students have the responsibility to participate actively in the discussions of the group. They must be willing to give and accept constructive criticism, be willing to admit to knowledge deficiencies and to conscientiously complete their independent study assignments so as to contribute effectively to the group effort. Students also have the responsibility to honestly evaluate the activities of each other, themselves, the facilitator and the group as a whole. Only in this way is improvement possible.

3.2.5 CONTENT EXAMINATIONS

Each exam includes multiple-choice questions, and may include practical questions about laboratory material such as interpretation of slides. The questions will be generated by the faculty and will be based upon the learning issues identified since the last examination. The exam process will be used to identify the students' strengths and weaknesses as well as contribute to their overall evaluation.

3.2.6 FACULTY EVALUATION OF STUDENT PERFORMANCE

Students will be evaluated by each facilitator. In general, student's performance in the small group will be evaluated in each of the following categories:

- Group participation and contributions;
- Preparation and learning skills;
- Interpersonal skills and professional behavior; and
- Contributions to group progress

3.3 ANNUAL COURSE SEQUENCE AND CREDIT HOURS

For dental classes matriculated prior to 2018, the following course sequence will be followed:

D1 – Semester 1

ANT 1001 Clinical Human Gross Anatomy	2.0
DAM 1001 Dental Anatomy & Materials	4.0
GPD 1001 General Practice Dentistry I	4.0
IHP 1001 Introduction to Histopathology	2.0

PBL 1010 Problem Based Learning I	3.0
RCD 1001 Restorative Dentistry – Complete Dentures	4.0
Total	19.0

D1 – Semester 2

DBS 1001 Dental Biostatistics	1.0
GPD 1002 General Practice Dentistry	2.0
PBL 1011 Problem Based Learning II	9.0
RAD 1001 Foundations of Oral and Maxillofacial Radiology	1.0
RCC 1001 Restorative Comprehensive Care I	7.0
Total	20.0

D2 – Semester 1

HPC 1001 Hygiene Patient Clinic	1.0
ORS 1001 Oral Surgery	2.0
ORT 1001 Orthodontics I	1.0
PBL 1012 Problem Based Learning III	9.0
PER 1001 Periodontics I	1.0
PER 1002 Periodontics II	1.0
RCC 1002 Restorative Comprehensive Care II	8.0
RCC 1003 Restorative Comprehensive Care III	14.0
RCD 1003 Restorative Dentistry - Complete Dentures/ Patient Clinic	1.0
Total	38.0

D2 – Semester 2

CCC 1001 Comprehensive Care – Patient Clinic	1.0
ORT 1002 Orthodontics II	1.0
PBL 1013 Problem Based Learning IV	8.0
PED 1001 Pediatric Dentistry	0.5
PER 1003 Periodontics III: Surgery and Implant Restorations	1.0
RCC 1004 Restorative Comprehensive Care IV	10.0
TMD 1001 Temporomandibular Joint Dysfunction	0.5
Total	22.0

D3 – Semester 1

CCC 1002 Comprehensive Care – Patient Clinic	40.0
GDT 1001 Topics in Geriatrics/Special Needs Dentistry	1.0
HSD 1001 Hospital Dentistry	0.5

MSD 1001 Management/Supervision of Dental Practice	0.5
MSD 1002 Management/ Supervision of Dental Practice	2.0
PED 1100 Topics in Pediatric Dentistry	1.0
SIP 1001 Special Issues in Patient Care	0.5
TMD 1002 Temporomandibular Joint Dysfunction	1.0
Total	46.5

D3 – Semester 2

CCC 1003 Comprehensive Care – Patient Clinic	30.0
Total	30.0

D4 – Semester 1

CCC 1004 Comprehensive Care – Patient Clinic	28.0
Total	28.0

D4 – Semester 2

CCC 1005 Comprehensive Care – Patient Clinic	20.0
Total	20.0

TOTAL CREDITS **223.5**

For dental classes matriculated in 2018 or later the following course sequence will be followed:

D1 – Semester 1

ANT 1003 Clinical Human Gross Anatomy	2.0
DAM 1001 Dental Anatomy & Materials	4.0
GPD 1001 General Practice Dentistry I	4.0
HPC 1001 Hygiene Patient Clinic I	1.0
IHP 1001 Introduction to Histopathology	2.0
PBL 1010 Problem Based Learning I	5.5
PER 1001 Periodontology I	1.0
RAD 1001 Foundations of Oral & Maxillofacial Radiology	1.0
RCD 1001 Restorative Dentistry – Complete Dentures	4.0
Total	24.5

D1 – Semester 2

DBS 1001 Dental Biostatistics	1.0
GPD 1002 General Practice Dentistry	2.0
HPC 1002 Hygiene Patient Clinic II	2.0
IPE 1001/1002 Inter-professional Education I &II (online)	0.0

PBL 1011 Problem Based Learning II	8.0
RCC 1001 Restorative Comprehensive Care I	6.5
Total	19.5

D2 – Semester 1

HPC 1003 Hygiene – Patient Clinic	2.0
ORS 1001 Oral Surgery	2.0
ORT 1001 Orthodontics I	1.0
PBL 1012 PBL III Oral Sciences	8.0
PER 1002 Periodontology II	1.0
RAD 1002 Radiology Interpretation Workshop	0.0
RCC 1002 Endodontics	4.0
RCC 1003 Fixed Prosthodontics	7.0
RCC 1004 Removable Partial Dentures	3.0
RCD 1003 Restorative Dentistry - Complete Dentures Clinic	1.0
SIP 1001 Special Issues in Patient Care	0.5
Total	29.5

D2 – Semester 2

CCC 1001 Comprehensive Care Patient Clinic	2.0
PBL 1013 PBL IV Oral Sciences	8.0
PED 1001 Pediatric Dentistry	3.0
PER 1003 Periodontology III	1.0
ORT 1002 Orthodontics II	0.5
RCC 1005 Restorative Comprehensive Care	7.5
TMD 1001 Occlusion	0.5
Total	22.5

D3 – Semester 1

CCC 1002 Comprehensive Care – Patient Clinic	40.0
GDT 1001 Geriatrics/Special Needs Dentistry	1.0
HSD 1001 Hospital Dentistry	0.5
MSD 1001 Management/Supervision of Dental Practice	0.5
MSD 1002 Management/Supervision of Dental Practice	2.0
PED 1100 Topics in Pediatric Dentistry	1.0
TMD 1002 Temporomandibular Disorders	1.0
Total	46.0

D3 – Semester 2

CCC 1003 Comprehensive Care – Patient Clinic	30.0
Total	30.0

D4 – Semester 1

CCC 1004 Comprehensive Care – Patient Clinic	28.0
Total	28.0

D4 – Semester 2

CCC 1005 Comprehensive Care – Patient Clinic	20.0
Total	20.0

<u>TOTAL CREDITS</u>	<u>220.0</u>
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Problem Based Learning (PBL) credit hours are determined by taking the number of cases covered during the semester and the amount of facilitated discussion time to derive a total amount of contact hours. These hours are then divided by fifteen clock hours to give total number of credit hours given for the PBL course.

3.4 COURSE DESCRIPTIONS

3.4.1 COURSE NUMBERING AND ABBREVIATION SYSTEM

LECOM School of Dental Medicine (SDM) standard abbreviations for course designations:

ANT – Gross Anatomy
CCC – Comprehensive Care Clinic
DAM –Dental Anatomy and Materials
DBS – Dental Biostatistics
GDT – Topics in Geriatrics and Special Needs Dentistry
GPD – General Practice Dentistry
HPC – Hygiene Patient Clinic
HSD – Hospital Dentistry
IHP – Introduction to Histopathology
IPE – Inter-Professional Education
MSD – Management and Supervision of a Dental Practice
ORS – Oral Surgery
ORT – Orthodontics
PBL – Problem Based Learning
PED – Pediatric Dentistry
PER – Periodontics
RAD- Foundations of Oral and Maxillofacial Radiology
RCC – Restorative – Comprehensive Care
RCD – Restorative Complete Dentures

SIP – Special Issues in Patient Care
TMD – Temporomandibular Joint Dysfunction

LECOM SDM standard numerical course designations:

The numerical system utilized by the SDM connotes ascending coursework within a sequence of courses. Courses with a 1001 designation are the initial course within a sequence with ascending numbers designating later or subsequent coursework within a specific discipline.

ANT 1003 – Clinical Human Gross Anatomy – 2 Credit Hours

Human Gross Anatomy is a faculty-directed independent study course, which should provide the student with the knowledge necessary for the successful sequential discovery of the human body stressed in dental education. The knowledge gained from this experience will lead the student to develop an appreciation for not only the structure of the human body, but also the interrelation of its parts. Computer software is used to demonstrate and facilitate learning of anatomic structures and relationships. Throughout this course emphasis is placed on structure-function relationships.

CCC 1001 – Comprehensive Care Patient Clinic – 1 Credit Hour

D2 Transition into LECOM Dental Group Practices

The purpose of this component is to provide a smooth transition from preclinical to clinical dental practice. The second year students will be assigned and vertically integrated into the 10 Group Practices where they will be introduced and exposed to the daily clinical operations and protocols, as they assist the current D3 students in the treatments of patients. Additionally, students will be introduced to treating patients through the process of screening new potential patients for the SDM and completing the comprehensive oral examination with their D3 partners. Students will be introduced to their Preceptors, Patient Care Coordinator and will be assigned their patient population.

CCC 1002 – Comprehensive Care Patient Clinic – 40 Credit Hours

CCC 1003 – Comprehensive Care Patient Clinic – 30 Credit Hours

Evidence Based Learning (EBL) Component: Students in pairs will deliver a presentation on an assigned topic. The presentation will be in the Evidence Based Learning (EBL) format following a specified protocol and style. Following EBL format ensures that student is to present the topic assigned using the best and latest evidence. The specific format will be made available by the Director of EBL/Grand Rounds.

D3 Grand Rounds Component: Students will present clinical cases that have been diagnosed and treatment planned in the LECOM Dental Group Practices with the guidance and mentorship of their clinical preceptor. They will present their case to their fellow peers and clinical faculty in a forum designed to encourage dialogue through questions and answers. Through the Grand Rounds the students will learn and develop critical thinking skills used in the process of diagnosis and treatment planning. The exposure they will receive through the

presentations that are presented by each individual student, embellished through input by all Clinical Preceptors from all the LECOM Dental Group Practices, will expose the student dentists to far more cases than the traditional dental school clinic methodology. This enables the students to apply and expand their critical thinking skills. Grand round cases are also to be presented following a specified format to ensure students apply the concept and practice of Evidence Based Decision Making (EBDM). The specific format will be made available by the Director of EBL/Grand Rounds.

This course provides each third year student with basic clinical training experience in the following disciplines of dentistry: Oral Diagnosis, Oral and Maxillofacial Surgery, Endodontics, Periodontics, Operative Dentistry, Fixed Prosthodontics, Removable Prosthodontics, Pediatrics, Orthodontics, Geriatrics, and Hospital Dentistry. Each third year student is assigned to a preceptor group which is managed by two master clinician dentists. These preceptors provide their students with training in diagnosis, treatment planning, sequencing, and the actual treatment of their assigned patients. Consultations in the various specialties of dentistry occur as required. The preceptors direct and coordinate the total dental health care of the patients of each of their students. Individual student meetings are scheduled to discuss clinical performance.

The goal of the clinical training program is to permit third year dental students to perform basic clinical procedures on their assigned patients under the direct supervision of master clinicians called preceptors and other specified faculty. These experiences prepare the students to develop clinical competency in these disciplines to a satisfactory level and to pass internal and external examinations.

The Purpose of the Comprehensive Care Clinic course is to support the mission of the School of Dental Medicine as it applies to the clinical education of the students. Specifically, students receive instruction and direction in the application of knowledge, skills, and the principles of care to the comprehensive assessment, diagnosis, treatment planning, treatment and management of patients. In addition, students are presented with the concepts and principles of Evidence Based Dentistry as they apply to the clinical practice of dentistry.

CCC 1004 – Comprehensive Care Patient Clinic – 28 Credit Hours

CCC 1005 – Comprehensive Care Patient Clinic – 20 Credit Hours

This course takes place at off-site locations in Defuniak Springs, Florida and Erie, Pennsylvania. It provides each fourth year student with the continuation in basic clinical training experience in the following disciplines of dentistry: Oral Diagnosis, Oral and Maxillofacial Surgery, Endodontics, Periodontics, Operative Dentistry, Fixed Prosthodontics, Removable Prosthodontics, Pediatrics, Orthodontics, Geriatrics, and Hospital Dentistry. Each fourth year student is assigned to a preceptor group which is managed by master clinician dentists. These preceptors provide their students with training in diagnosis, treatment planning, sequencing, and the actual treatment of their assigned patients. Consultations in the various specialties of dentistry occur as required. The preceptors direct and coordinate the total dental health care of the patients of each of their students. Individual student meetings are scheduled to discuss clinical performance.

The goal of the clinical training program is to permit fourth year dental students to perform basic clinical procedures on their assigned patients under the direct supervision of master clinicians called preceptors and

other specified faculty. These experiences prepare the students to develop clinical competency in these disciplines to a satisfactory level and to pass internal and external examinations.

The goal of the Outreach Program at the LECOM School of Dental Medicine is to provide dental students with experiences that reinforce their knowledge of the principles of delivering dental health care, while providing needed dental services to a variety of patients, including underserved patient populations, in contemporary off-site clinical settings. Such experiences also enable students to participate in community dental health education, as well as dental career promotion, and inter-professional education activities. Students will continue to receive instruction and direction in the application of knowledge, skills and the principles of care to the comprehensive assessment, diagnosis, treatment planning, treatment and management of patients. In addition, students are presented with the concepts and principles of Evidence Based

Dentistry as they apply to the clinical practice of dentistry, as well as the application of critical thinking skills into making clinical decision.

DAM 1001 - Dental Anatomy and Materials – 4 Credit Hours

Dental Anatomy Component: This course in oral anatomy and dental materials is part of your simulation clinic curriculum and is designed to introduce the student to the basic morphological characteristics of the human dentition and associate contiguous structures. The format includes lectures and laboratory. The laboratory is designed to assist in the development of your manual dexterity skills and at the same time facilitate the learning of dental anatomy of the human dentition. The aim of this course is to provide students with techniques and guidelines that could be applied to most, if not all, situations they may encounter in general clinical practice.

Dental Materials Component: The purpose of this component is to enable students to apply scientific principles to the selection and utilization of dental biomaterials.

DBS 1001- Dental Biostatistics - 1 Credit Hour

DBS1001 is an introductory course in biostatistics, research design and methodology, and epidemiology. This course is offered to first year dental students. Topics covered include the nature of data, descriptive statistics, research study design, statistical inference, confidence interval estimation, elementary probability, comparison of two-sample means and proportions, simple linear regression and correlation. Parametric and non-parametric methods are discussed. Other research methodology such as systemic review and meta-analysis are also covered.

Biostatistics is the first part of the course. This first part presents a detailed account of the most important procedures for the analysis of data, from the calculation of simple proportions, to a variety of statistical tests. The use of regression models for modeling of clinical outcomes will also be addressed. The level of mathematics is kept to a minimum to make the material easily accessible to the novice learner of biostatistics. A multitude of illustrative cases are included, drawn from current research literature.

Clinical research portion of the course will provide learners with a fundamental and comprehensive knowledge of all phases of the clinical research process. This includes research design, methodology, and data analysis.

Epidemiology portion of the course will introduce the basic principles and methods of epidemiology and demonstrates the applicability to public health and dentistry. The goal of this course is to provide fundamental skills needed to begin to interpret and critically evaluate literature relevant to public health. Topics include measures of disease frequency and association, epidemiologic study designs, sources of bias and error, screening, and applications to public health.

The goals of DBS 1001 are:

- To discuss and evaluate the statistical methods commonly reported in the dental literature.
- To statistically analyze data from research, make appropriate inferences and recognize limitations to the inferences.
- To determine when collaboration with a statistician is necessary and utilize such a consultation effectively.
- To develop appropriately designed research study.
- To evaluate epidemiology concepts and correlations.

GDT 1001- Topics in Geriatrics and Special Needs Dentistry – 1 Credit Hour

The goal of this course is to provide students with the knowledge and attitudes necessary to deliver optimal oral health care to older adults with a broad range of social, physiological and dental characteristics, and to provide students with practical information for the clinical management of patients with special needs.

GPD 1001 - General Practice Dentistry I – 4 Credit Hours

GPD 1002- General Practice Dentistry II - 2 Credit Hours

This course provides early exposure to dentistry by rotating first year students to the LECOM student dental group practices to observe and assist third year student dentists. The initial aspect of the course includes didactic and clinical instruction as well as topics related to the history of dentistry, pharmacy, and Osteopathic philosophy for a better understanding of the dentists' role in the healthcare team. Instruction will include basic dental skills and rationale, which will provide a greater understanding during observation in a patient care clinical setting. These basic skills will include dental ergonomics, fourhanded dentistry, infection control and their applications as they are utilized in the private dental practice. The didactic radiology module will encompass a basic understanding of radiographic safety and principles.

Students will observe and discuss the importance of cultural competency within a private dental practice. Topics to be discussed during the didactic component of the cultural competency module include ethnicity, race, culture and diversity within multiple populations. In addition, the response of diverse cultures to illness, traditional medical care and medications will be included. The effective use of interpreters and folk beliefs will

be explored as it relates to practices that effect healthcare treatment. The preceding concepts will then be assimilated to the dental arena and provide an increased understanding and skill level of interpersonal communication and interviewing techniques.

HPC 1001 - Hygiene Patient Clinic – 1 Credit Hour

HPC 1002 - Hygiene Patient Clinic – 1 Credit Hour

HPC 1003 - Hygiene Patient Clinic – 1 Credit Hour

This course initiates the student's accumulation of knowledge and laboratory skills brought into a true clinical setting. Students participating as patients help the student operator to develop not only basic periodontal instrumentation techniques but also skills in communication, time utilization, documentation, infection control and professionalism. In addition, these clinical experiences enhance the student's confidence and comfort levels for future patient encounters.

HSD 1001– Hospital Dentistry – ½ Credit Hour

This course is designed to expose the pre-doctoral students to dental care provided in a hospital environment.

IPE Inter-Professional Education – 0 Credit Hours

IPE is an institutional collaboration course. Inter-professional education is an important pedagogical approach for preparing health professions students to provide patient care in a collaborative team environment. The appealing premise of IPE is that once health care professionals begin to work together in a collaborative manner, patient care will improve. This course is designed to teach students of the dental, medical, and pharmacy disciplines on how to function in an inter-professional team and carry this knowledge, skill, and value into their future practice.

IHP 1001- Introduction to Histopathology - 2 Credit Hours

IHP 1001 is a course offered to first year dental student in the second half of the Fall Semester. Classes emphasize pattern recognition of normal tissue and organ structure (histology), correlation of tissue architecture with normal physiologic function, and comparison to microscopic processes and lesions observed in the diseased state (histopathology).

Histology introduces the student to the structure and function of cells and the organization of cells into basic tissues. Emphasis is placed on the structural specialization, function, and interaction of cells in forming the four basic tissues, and the study of the structural arrangements of these basic tissues in organs. Computer-based laboratory sessions focus on the identification of cell types and tissues, and the organization of tissues.

Pathology is the study of disease. It deals with the etiology, pathogenesis, physiology, and structural and functional alterations that result from disease. Students will learn the basic pathologic processes that underlie all diseases, such as cellular pathology, inflammation and repair, fluid and hemodynamic derangements, neoplasias, and also the study of genetic, immunologic, metabolic and deficiency, infections, environmental, pediatric and geriatric diseases.

The goals of IHP 1001 are:

- To develop an understanding of the causes and mechanisms of disease and the associated alterations of structure and function.
- To develop skills of observation, interpretation, and integration needed to analyze human disease. When provided with the clinical history, the anatomical lesions, and the laboratory data of a patient, to determine the most likely diagnosis and explain the pathogenesis of the disease.

MSD 1001 - Management & Supervision of a Dental Practice –½ Credit Hour

MSD 1002 - Management & Supervision of a Dental Practice – 2 Credit Hours

This course is designed to introduce the third year dental students to human and financial resource management of dental practice. Beginning with helping the students better understand their own personal work and communication styles, the course includes interpersonal communications with staff and patients; team building; conflict resolution; managing stress; financial management of a practice; gender and cultural relations; dental insurance; and personal and professional insurance needs. The goal of this course is to give the student current information needed to make wise decisions about building and maintaining a successful dental team and practice that is congruent with one's personal and professional philosophy.

ORS 1001- Oral Surgery – 2 Credit Hours

This course is an introductory level didactic presentation of the fundamental concepts of oral and maxillofacial surgery. Emphasis is placed on the fundamental skills of oral surgery, which apply to the practice of general dentistry. This course also offers multi-disciplinary introductory level material on the diagnosis and management of pain and anxiety control in dentistry.

ORT 1001 – Orthodontics I – 1 Credit Hour

ORT 1002– Orthodontics II – 1 Credit Hour

This course has several purposes. It introduces the undergraduate dental student to the area of dentistry concerned with the supervision, guidance, and correction of the growing or mature dentofacial structure. In this course, the relevant areas of orthodontics will be introduced including: growth and development of the craniofacial structures, diagnostic methods, biology of tooth movement and biomechanics, and clinical diagnosis and treatment planning. This will also serve:

- To enhance the student's judgment in the areas of diagnosis, treatment planning, and treatment objectives;
- To provide practice experience in the clinical management of specific orthodontic problems;
- To understand post-orthodontic treatment growth and relapse changes and the use of orthodontic retention appliances; and

- To study the principles and procedures in preventive, interceptive, and corrective orthodontics examined through a case analysis and treatment planning format.

PBL 1010– Problem Based Learning I – 5.5 Credit Hours

PBL 1011– Problem Based Learning II – 8 Credit Hours

PBL 1012– Problem Based Learning III – 8 Credit Hours

PBL 1013– Problem Based Learning IV – 8 Credit Hours

PBL is a composite of four courses that use clinical cases as a framework for learning. PBL requires becoming an active, independent, self-directed learner. The PBL cases serve as a mechanism for identifying what need to be learned. PBL is not about solving clinical cases instead it is about understanding the sciences basic to dental medicine in each of the cases. These sciences include the following: anatomy (gross anatomy, dental anatomy, neuroanatomy, embryology, and histology), behavioral science, biochemistry, genetics, immunology, microbiology, pathology (general and oral), pharmacology, and physiology.

The goals of PBL are threefold:

- To provide an understanding of the relationship between the basic medical sciences and the practice of dentistry.
- To develop an understanding of group dynamics and the development of professional interpersonal skills.
- To develop future dentists who are active, independent, self-directed life-long learners.

PED 1001 - Pediatric Dentistry – ½ Credit Hour

The purpose of this course is to emphasize basic information regarding early childhood development and care for children.

PED 1100 - Topics in Pediatric Dentistry – 1 Credit Hour

The purpose of this course is to provide students with knowledge of common pediatric medical conditions and management of medically compromised pediatric patients through the review evidence based literature. Clinical, practical, and foundation information relevant to providing dental care to children with a variety of physical, psychological, and social impairments will be presented.

The goals for PED 1100 are:

- To demonstrate knowledge of pediatric dentistry
- Build upon knowledge gained from their general and oral medicine coursework and learn how to apply this knowledge to pediatric patients, including an appreciation of the uniqueness of certain aspects of providing pediatric dental care to special needs patients.
- To critically read evidence based literature on pediatric dentistry and special needs
- To understand current trends in treating pediatric and special needs patients.

- Become conversant with other (interdisciplinary) health care providers to achieve the most appropriate treatment and /or referral options for this diverse population of pediatric patients and to foster the use of these communication tools for lifelong learning.

PER 1001 – Periodontics I – 1 Credit Hour

PER 1002 – Periodontics II – 1 Credit Hour

PER 1003 – Periodontics III: Surgery and Implant Restoration – 1 Credit Hour

This course will provide an introduction to the science and art of Periodontics, emphasizing the epidemiology of periodontal diseases; macro/microanatomy of the normal periodontium and a clinical overview of the etiology and periodontal diseases. Dental plaque and calculus, host defense and immunopathological mechanisms are also presented. Clinical, histopathological and pathogenesis of gingivitis and periodontitis, as well as risk assessment, are also covered.

This course will provide information relevant to clinical management of acute gingival and periodontal diseases; clinical procedures associated with the surgical phase of periodontal therapy, including implants, will be presented and discussed. Special emphasis will be placed on evaluation of periodontal treatment as well as the maintenance phase and the relationship between Periodontics and other disciplines in dentistry. Use of pharmacological agents, clinical research and integrating Periodontics into general practice will also be emphasized.

RAD 1001 - Foundations of Oral and Maxillofacial Radiology - 1 Credit Hour

By the completion of the course module, the students will learn the physics and biology of radiation, radiation safety, radiologic techniques, and interpretation of radiographic images fundamental to the practice of general dentistry.

The course objectives are:

- Discuss the physics of radiology.
- Discuss the biology of radiology.
- Discuss the mechanism of x-ray generation.
- Explain the effects of exposure factors on x-ray beam.
- Examine the interaction of x-radiation and matter.
- Explain the potential risks of ionizing radiation.
- Justify and predict radiation exposures.
- Determine the appropriate type of radiographic exposure necessary for dental treatment.
- Interpret radiographic images of oral and maxillofacial anatomy and basic dental pathology (e.g. periapical radiolucency and dental caries).

RAD 1002 – Workshop - 1 Credit Hour

This is a series of workshops assigned to teach students in the art and science of radiology interpretation. The cases and levels are designed to appropriately instruct students at the second year level.

RCC 1001 - Restorative Comprehensive Care I – 6.5 Credit Hours

Operative Dentistry

The overall purpose of the course is to facilitate the transition of students from the pre-clinic laboratory to the clinic setting. Students are expected to demonstrate competency in the surgical treatment of dental caries prior to being certified ready for patient treatment. Treatment planning in Operative Dentistry will be discussed, which includes the diagnosis of dental caries and other dental abnormalities; and the understanding of different treatment options relating to the diagnosis. The course will provide exercises that simulate the preparation and restoration of individual teeth exhibiting moderate to extensive destruction resulting from dental caries. These simulation exercises will include the preparation and restoration of teeth utilizing dental amalgam, intracoronal and partial veneer cast gold, porcelain, and composite resin. The course will also provide a foundation of knowledge that is necessary for restoring individual teeth exhibiting moderate to extensive destruction resulting from dental caries.

The principles, rationale, technique for and indications, contraindications, advantages, and disadvantages of restoring these lesions with dental amalgam, intra-coronal and partial veneer cast gold, porcelain, and composite resin will be presented.

RCC 1002 - Restorative Comprehensive Care II – 4 Credit Hours

Endodontics

The purpose of this course is to train the dental student in the management of uncomplicated endodontic procedures. The course also addresses dental emergency issues, including dental infection and its complication, as well as possible treatment modalities.

RCC 1003 - Restorative Comprehensive Care III – 7 Credit Hours

Fixed Prosthodontics

Primarily, the purpose of this course is to teach concepts to formulate a comprehensive diagnosis and treatment and/or referral plan for patients that need restoration of teeth to manage the replacement of teeth for the partially or completely edentulous patients using fixed prosthodontics as treatment of choice and to recognize limited occlusal abnormalities.

The students will be introduced to tooth modifications and to the techniques involved providing information to the laboratory to fabricate fixed dental prosthetics and fixed partial dentures. This course will also provide the student hands-on exercises to facilitate students' understanding on the principles of dental implant prerequisite to diagnosis, treatment planning, and treatment of patients' partial and complete edentulism with implant prosthodontics. The restoration of extensively damaged and endodontically treated teeth will be performed to

enhance students' understanding on the biomechanical environment of damaged teeth, options for restoration, choices of biomaterials, and the factors affecting the prognosis of the treatment.

RCC 1004 - Restorative Comprehensive Care IV – 3 Credit Hours

Removable Partial Denture

Students will learn to diagnose, formulate comprehensive treatment plan, and restore partially edentulous cases with removable partial denture prosthetics as an alternative treatment to fixed prosthodontics learned in RCC 1003.

RCC 1005 - Restorative Comprehensive Care V – 7.5 Credit Hours

Treatment Planning

This portion of the course will guide the students through the thought processes necessary in the development of workable treatment plans. The emphasis will be on exposing the students to the approach used in our clinic of providing the patients with options of optimal, alternative and EDR (emergency diagnostic or recall) treatment plans. The lectures will emphasize the steps and sequencing of treatment planning and will include the concept of decisional analysis. They will also include information on the actual process of drawing up acceptable treatment plans via presentations of patient care models.

The goal is to give the student a basic knowledge to develop treatment plans for clinic patients in a systematic manner weighing the risks, benefits and prognoses after accurately diagnosing the disease process of the oral cavity and its contiguous structures. The goal also includes introduction of the record keeping and protocols involved in this process in our clinic. The students will have a basic understanding of systematic treatment planning to enable them to accomplish this process in an orderly and timely manner. The students will have a basic understanding of the systematic treatment planning options to aid them in developing different types of treatment plans with their future clinic faculty.

Besides the specific description for each RCC course listed above, all RCC courses serve collectively as a case based simulation clinic course: patient cases will be presented in the same format as that utilized in the patient care clinics. These cases will include: children, adolescents, adults and geriatric patients to give students the entire scope of procedures they will treat in both our onsite clinic and outreach clinics. Because of the case-based nature of this course, the objectives are not assigned to any part but will be covered upon the successful completion of RCC 1001-1005.

RCD 1001 - Restorative Dentistry Complete Dentures – 4 Credit Hours

Lecture: The lecture portion of the course introduces the student to the principles and procedures requisite to treatment planning, and designing and fabricating removable complete dentures. The students will be introduced to the techniques involved in providing information to the laboratory to fabricate removable complete. The student will be introduced to the clinical procedures used in diagnosis for removable complete

dentures. This course will also focus on oral maxillofacial anatomy emphasizing those areas most relevant to the general dentist.

Lab: This course introduces the student to the principles and procedures requisite to providing a patient with a removable complete denture. It includes instruction in the intraoral procedures required to fabricate this prosthesis. The student will be introduced to the importance of accurate communication with the dental lab. The aim of this course is to provide students with techniques and guidelines that could be applied to most, if not all, situations they may encounter in general private practice.

RCD 1003 - Restorative Dentistry Complete Dentures Patient Clinic – 1 Credit Hours

This course provides the D2 students with basic clinical training and experience in the Removable Prosthodontic discipline of dentistry. Each student is assigned a preceptor, who as a master clinician provides the student with guidance in patient management, diagnosis, treatment planning and fabrication of a removable prosthesis for the edentulous patient. Students, working in pairs, will be assigned a patient to whom they will provide complete care.

SIP 1001 - Special Issues in Patient Care – ½ Credit Hour

Students will be learning about the current concepts in Operative Dentistry using an evidence-based approach. The main focus of the course will be on contemporary treatment modalities related to restorative dentistry. Dental caries as a disease and the carious lesion as a symptom will be discussed. Emphasis will be on the diagnosis, treatment decision using an evidence-based approach and outcome assessment of the different treatments.

TMD 1001 - Temporomandibular Joint Dysfunction: Occlusion - ½ Credit Hour

TMD 1002 - Temporomandibular Joint Dysfunction: Disorders - 1 Credit Hour

The purpose of this course is to provide students with the basic didactic information needed to recognize and manage patients with temporomandibular disorders. It will also give an overview of the scope and complexity of the clinical practice of TMD and Orofacial Pain management.

3.5 ADDITIONAL ACADEMIC POLICIES & PROCEDURES

3.5.1 VETERANS EDUCATION

The Institution is approved for the training of students eligible for veterans' benefits. The SDM will consider veteran status in making decisions regarding admission. The Office of Student Affairs provides personal support and current information on assistance available to the veteran.

3.5.2 ACADEMIC ADVISEMENT

Students will be assigned a faculty advisor upon orientation. Students should view faculty advisement as a privileged part of the academic process. The assigned faculty advisor will advise each student individually and/or as a group.

If either the student or faculty member does not find the relationship helpful, either is free to seek a change in writing to the Assistant Dean of Education or the Assistant Dean of Diversity and Inclusion for any advisor changes.

The academic advisor-advisee relationship is one of the most valuable aspects of dental education. It will provide an opportunity to develop sustained individual contact between faculty and students on both academic and personal levels. Each student is required to meet with his or her faculty advisor at least twice per term for the first semester of the D1 year and once per term thereafter.

A student on probation must meet with his or her faculty advisor at least twice a month or more frequently as required by the Student Progress Committee (SPG).

3.5.3 STUDENT PROGRESS COMMITTEE (SPG)

The SPG Committee is responsible for reviewing the academic achievement and advancement of students for the D.M.D. degree. The composition and functions of the committee are as follows:

1. The Committee is comprised of the Assistant Dean of Education and appointed full-time dental pre-clinical and clinical faculty members, and legal counsel as necessary.
2. Each semester, the Committee shall periodically review the academic achievements and performance of all students. The names and grades of students in academic difficulty shall be made available to the Committee by Course Directors with additional input from the Assistant Dean of Education.
3. The SPG has the authority to call any student before it who has shown academic or behavioral problems. Students are submitted to the Committee for consideration from:
 - Dean, Assistant Dean of Education,
 - Faculty members
4. Students may be referred to the Committee for:
 - Honor code violations including any allegations of cheating or academic dishonesty;
 - Non-honor code violations including issues of professionalism, failure to meet financial obligations to the College or behavioral issues either on campus, or
 - Failure to progress academically or academic failure.
5. Student names are submitted to the SPG and placed on the agenda for the next regularly scheduled meeting. If the matter is urgent, a special meeting of the Committee is called. Prior to the meeting, the Committee is provided with any written records, academic records, advisor input, attendance records, etc. prior to the meeting with the student.
6. Students meet with the Committee and are informed of the reason of their appearance. They are given an opportunity to address the Committee and allowed to submit any supporting documentation. The Committee members are given an opportunity to question the student.
7. After students have left the meeting and the Committee has considered the written records in front of it, the members confer and then vote on recommendations to be submitted to the SDM Dean.
8. The Chairman of the Committee prepares and submits the Committee's recommendations to the SDM Dean

who may accept, reject or modify the recommendations. Appeals to the Dean's decision may be taken to the LECOM President within seven days of notification of the Dean's decision.

3.5.4 GRADING AND CREDIT HOURS

One of the goals of the Dental School is to create a learning environment that maximizes learning opportunities and fosters lifelong learning. Educational opportunities available at LECOM-SDM are designated as didactic courses; restorative comprehensive care series; problem based learning (PBL) and self-directed study modules; or clinical rotations and clinical courses. A didactic course is a free-standing unit and usually focuses on one specific discipline (e.g., oral surgery, periodontics, occlusion, etc.). A restorative comprehensive care series contains multiple disciplines, both dental didactic and simulation lab sessions, and usually focuses on one specific dental restorative discipline at a time (e.g., operatory dentistry, fixed prosthodontics, etc.). A PBL module/course is a series of case studies based upon actual patient conditions. A clinical rotation or a clinical course is a specific period of instruction in an area of clinical dentistry (patient-care based) where the student learns from a blended methodology the fundamentals and nuances of the practice of dentistry from the mentoring dentist preceptors. This experience may include chairside instruction, directed readings, discussions, case presentations, attendance at Grand Rounds, clinical lectures, and work in the dental patient clinic. Student's achievement is measured via formative and summative assessment methods. Course exams help students identify areas they need to review and further concentrate on.

For students matriculated prior to the year 2018, LECOM SDM uses a "Pass"/"Fail" grading system. A "Pass" grade indicates a score within the numerical range of 75-100, and a "Fail" grade indicates a score of 74 and below. Students must achieve a grade of "Pass" in all courses (PBL, didactic, rotation, and clinical) along with a "Pass" in each clinical competency exam to be qualified for graduation from the SDM and conferring of the D.M.D. degree. In addition, the following designations are used to report grades by the Registrar under the "Pass/Fail" system:

- AU- Audit
- Cert- Certification
- I- Incomplete (0)
- W- Withdrawal
- WF- Withdrawal/fail
- WP- Withdrawal/pass

Beginning with the matriculation of the Class of 2022 (July 2018) moving onward, the Letter Grades with numerical values and ranking system will be utilized at LECOM School of Dental Medicine (LECOM SDM). With the exception of clinical rotation or clinical course (patient-care based education) which will remain with the Pass/Fail grading model, LECOM SDM uses letter grades. Bonus/extra credit points will not exceed 5% of the total points of a course or system. Each course or system syllabus will contain the grading policies for the course or system. Grades midway between two grade points will be rounded up to the next higher integer. A cumulative grade point average will be calculated and posted on the transcript. Class ranking is available upon request from the Office of the Registrar and is based on actual grade percentages earned in each course. Class rank for students of the SDM using this Letter Grading System is available at the end of the first year, first semester; first year, second semester; second year, first semester; second year, second semester; end of third year; and end of fourth year.

The following letter grades, their equivalents in achievement and grade points per semester hour of credit, are used by the SDM faculty to evaluate student performance in a course. A four-value point will be given indicating:

Letter grade	Numerical range	Achievement	Points value
A	90-100	Excellent	4.0
B	80-89	Good	3.0
C	75-79	Satisfactory	2.0
F	74 or below	Failure	0.0
AU	N/A	Audit	0.0
I	N/A	Incomplete	0.0
Pass/Fail	N/A		0.0
W	N/A	Withdrawal	0.0
WP	N/A	Withdrawal/Pass	0.0
WF	N/A	Withdrawal/Fail	0.0

The LECOM SDM adheres to the assignment of credit hours as stipulated by the U.S. Department of Education (DOE) in accordance with 34 CFR 602.24(f). LECOM therefore defines a “credit hour” the same as the DOE, as:

“... an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonable approximates not less than-

- 1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately 15 weeks for one semester or trimester of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,*
- 2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.”*

3.5.5 POLICY AND PROCEDURE FOR FINAL GRADE APPEALS

3.5.5.1 CAUSE FOR FINAL GRADE APPEALS

In order to appeal a final grade, a student must offer convincing arguments that good cause exists for mandating a change of grade. A request for a grade appeal is not always automatically granted.

A. Each of the following reasons, if supported by sufficient evidence, shall constitute “good cause”:

- 1. Assignment of a grade that is malicious and/or discriminatory: i.e., in determining the grade, the Course Coordinator clearly did not apply the same standards he/she used for grading other members of the class whose work and behavior were similar to those of the appealing student.*
- 2. Assignment of a grade that is arbitrary and/or capricious: i.e., the Course Coordinator had apparently no discernible rationale for arriving at the grade given.*

3. Assignment of a grade that has resulted from human error: *i.e., the Course Coordinator reported an incorrect grade as the consequence of a mistake in computation, in recording or in some other mechanical aspect of the grading process. In such instances, it is assumed that the error will be corrected as a result of Step 1 of the Appeals Procedure (Faculty-Student Conference).*

B. *The following reasons do not constitute “good cause” for the purposes of appealing a grade:*

- Disagreement with the course requirements established by the Professor.
- Disagreement with the grading standards established by the Professor.
- Disagreement with the judgment of the Professor in applying his/her grading standards so long as he/she has made a reasonable effort in good faith to be fair and consistent in exercising that judgment. Good faith on the Professor’s part shall be presumed unless the student can offer convincing arguments to the contrary.
- The student’s desire or “need” for a particular grade, while compelling to the individual on a personal level, shall not be considered “good cause” for purposes of appeal.
- Students repeating any academic year are ineligible for grade appeals.
- Scoring less than 75% on a remediation examination or in a remedial course for the SDM.

3.5.5.2 Procedure for Final Grade Appeals

A. *Step 1: Faculty/Student Conference*

A student wishing to appeal a grade shall confer with the faculty member or preceptor who assigned the grade, and also inform the appropriate Assistant Dean in writing or electronically.

Didactic Courses:

1. A student-faculty member conference shall take place within ten (10) class days after official notification of the grade from the Registrar’s office.
2. If either the student or faculty member wants the conference to take place in the presence of a third party, a request will be submitted to the appropriate Assistant Dean or another member of the SDM to sit in on the conference.
3. The student shall explain the reasons for appealing the grade (see Cause for Final Grade Appeals), and the faculty member shall explain the reasons for assigning the grade.
4. If the faculty member believes the grade should not be changed, the student shall be notified in writing (with a copy to the appropriate Assistant Dean within five (5) class days after the conference has occurred.
5. The Assistant Dean or his/her Designee will consider all the facts presented by the student and faculty member and make a decision regarding any grade change based on the criteria listed in Cause for Final Grade Appeals, section 3.5.5.1.
6. The student will be notified in writing within a reasonable time period of the Assistant Dean’s or his Designee’s decision.

Clinical

1. The Assistant Dean of Education or his/her Designee will consider all the facts presented by the students, preceptor and Assistant Dean of Diversity and Inclusion and will make a decision regarding any changes based on the facts presented.
2. The student shall be notified of the Assistant Dean's or his/her Designee's decision within a reasonable time, usually fifteen (15) class days after the receipt of the appeal.

B. Step 2: Appeal to the SPG Committee

If the student is not satisfied with the decision, he/she may file an appeal to the SPG Committee.

1. This appeal must be submitted in writing or electronically, addressed to the Chairperson of the SPG Committee, and shall contain the student's reasons for appealing the grade. (See section: Cause for Final Grade Appeal) 3.5.5.1.
2. The appeal should be made within 10 (ten) working days after the student receives the written notification from the Assistant Dean of Education or his Designee.
3. After considering all the facts, the SPG Committee will determine if the grade should be changed.

C. Step 3: Appeal to the Dean

If the student is not satisfied with the finding of the SPG committee, he or she may appeal to the Dean within three (3) calendar days after being notified of the decision.

In order for the appeal to be considered, all the necessary documentation, including written arguments, must be filed with the Dean within seven (7) business days after notice of appeal is given. Students may then appeal to the President within seven (7) business days after being notified of the decision rendered by the Dean. All decisions by the President concerning the appeal are final.

The Dean shall notify the Registrar within a reasonable amount of time (usually five working days) in writing of the final decision.

3.5.6 PROMOTION

Promotion is defined as progression from one academic year to the next.

1. Faculty will recommend students to the Dean for promotion by the SPG Committee.
2. A student may **not** be recommended for progression from one academic year to the next with any outstanding grades of (I) or (F). SDM students must have a grade average of 2.0 or above.
3. When considering a student for promotion, the student's professional, ethical and personal conduct will also be taken into consideration. Therefore, a student must adequately conform to the standards set forth in the Student Handbook, including all Health and Technical Standards, to be eligible for promotion.
4. A student will be promoted only if all academic, legal and financial requirements to the SDM have been satisfied.

3.5.7 ACADEMIC PROBATION

1. Academic probation is defined as a period of time during which a student's progress will be closely monitored by the SPG Committee and the Dean. A student may be placed on academic probation after failure of a course, module, or unsatisfactory academic performance or for other cause as stated in this document, such as seriously deficient ethical, professional, personal or illegal conduct.

Members of the faculty or administration will render a special report in writing to the SPG Committee regarding any student whose professional or personal conduct is deemed unsatisfactory. Professional and personal conduct includes, but is not limited to, the lack of: attendance, cooperation with instructors, interest shown in assigned work, appropriate attitude towards peers and associates, attendance at regularly scheduled meetings with faculty advisors or personal appearance appropriate to the circumstances. The terms of probation for ethical, professional or personal conduct will be specified at the time the student is placed on probation.

2. When a student is placed on probation, the Dean will notify the student in writing of the reasons for probation. A copy of this letter will be placed in the student's permanent file and distributed to the Chairperson of the SPG Committee and the student's faculty advisor. The SPG Committee will ascertain when the terms of the probation have been satisfied and recommend to the Dean that probation can be rescinded. A copy of this letter will be placed in the student's permanent file if the probation is labeled "Disciplinary" as opposed to "Conduct."
3. A student on probation may not serve as an officer of any official Dental School clubs or organizations or engage in time consuming extracurricular activities (student organizations, employment) or attend off-campus conferences.
4. A student on probation must meet with his or her faculty advisor at least twice a month.
5. The student will remain on probation until the following minimally acceptable standards are met:
 - The student will be removed from probation when the specified terms have been remediated according to the following remediation section 3.5.8
 - The student will be removed from probation when the specified terms of probation for ethical, professional or personal conduct are met.
 - Students on probation for failing a didactic or clinical course will be removed from probation when they have met the terms of their probation.
 - Fourth year students on probation will be subject to review by the SPG Committee and may be recommended for continuation on, or removal from, probation at that time.
6. Academic probation should be regarded as a serious matter and is official notice to the dental student that the quality of the student's performance during the probationary period must improve in order to remain eligible to continue in the SDM. Any student who fails to improve his/her performance in the areas identified by the SPG Committee during the probationary period, may continue on probation, be asked to withdraw, or be dismissed from the SDM.

3.5.8. REMEDIATION

Remediation is a privilege which may be earned by a student through active participation in the educational program as demonstrated by regular attendance, individual initiative, and utilization of resources available to him or her. The determination on remediation rest solely with the Course Director and Administration. All remediation will occur at the end of each course.

If a student receives a failing grade in a course, that student will be reviewed by the SPG Committee and procedures for remediation will be recommended by the Committee to the Dean. Students taking a remediation examination must score 75% or greater in order to pass for the School of Dental Medicine. There will be no appeals of the remediation grade. However, the highest grade a student may earn through remediation is a 75% (C or Pass), and this grade will be recorded on the transcript along with the failed grade.

Any fees associated with remediation shall be collected by the Pre-Clinical Office and sent on to the Bursar.

In reviewing the student's academic deficiencies, the following guidelines shall be used:

- The SPG Committee will consider all failure (F) grades for a course as requiring remediation. Students failing PBL below 65% will not be eligible for remediation, but are subject to dismissal or repeating the year. Students with multiple failures within the academic year may be required to remediate, to repeat, the year or may be dismissed. Courses, of three credit hours or more are classified as major courses and failure of two major courses or a combination of one major and two minor courses (including remedial courses) may result in the student having to repeat the year or being dismissed.
- Educational objectives in remediation are the same as the educational objectives used for the regular curriculum. Where deemed appropriate, the SPG Committee, after consultation with the Course Director, Director of PBL, Director of Simulation, Director of Specialists, or the appropriate Dean may recommend any of the options listed below for the student accordingly.
- Students who fail to reach and maintain appropriate academic achievement are identified as "at risk." They will be monitored by the Assistant Dean of Education. Dental School students who are below a 2.5 grade point average at the end of the first year or fall below a 2.5 during the second year are identified as high risk students for failing. Students who do not achieve cumulative grade point average of 2.0 or greater by the end of the academic year will be required to repeat the year, regardless of the number of courses failed, subject to review by the SPG Committee.

Problem-Based Learning

Any student who achieves an overall score of less than 75% in a module will be deemed to have failed. At the discretion of the SPG Committee, PBL pathway failures will be remediated as follows:

- A remedial examination fee will be assessed to all individuals taking a remedial exam. The fee must be paid to the Office of Student Affairs prior to the student taking the remedial exam.
- Students scoring between 65% and 74% for a module will take a comprehensive remedial examination. The remedial examination will be comprised of questions on learning issues from the PBL pathway course failed.

- Failure of the remedial examination will result in the student being retested on areas that were identified as deficiencies. If a student continues to score less than 75%, he/she will be referred to the SPG Committee and may be subject to dismissal.
- If a student scores below a 65% in a PBL pathway course, the SPG Committee may recommend the student for dismissal or for repeating the year.

Pre-Clinical

Students scoring between 65% and 74% will take a comprehensive remediation examination.

- A remedial examination fee will be assessed to all individuals taking a remedial exam. The fee must be paid to the Office of Student Affairs prior to the student taking the remedial examination.
- Failure of the remedial exam will result in the student being considered in a similar manner to those students receiving less than 65% in a course.

Students scoring below 65% in a course will be required to complete a tutorial course and take a remedial examination(s). Students will be charged an additional fee for on-campus course remediation. The tutorial may include, but not be limited to, the following:

- Special projects or studies in the deficient area(s).
- Participation in a directed or self-study course.

The SPG Committee may require students to take a course off-campus. Students electing to do off-campus remediation must have the approval of the SPG Committee. The student will be responsible for registration and any fees involved in those courses.

Pre-Clinical Courses with Simulation Laboratory Components

For all pre-clinical courses that have a simulation laboratory component, successful completion of the course includes satisfying the following requirements:

1. Must pass the didactic portion with a grade of 75% or above
2. Practical examinations (psychomotor), must pass with a grade of 75% or above **and** the student must pass the majority of the practical examinations (eg., 2 of 3)
3. **Each** component (didactic and practical) must be passed independently to pass the course.

If the student has not successfully passed these components of the course, as described, they will be required to complete remediation of either, or both, of the course components at the end of the course as part of the remediation process.

Clinical Education

In the case of a failing grade in any of the clinical courses (CCC) the student may be required by the SPG Committee to remediate the course. The appropriate Dean may assign the individual student to a full-time preceptor for any remedial or subsequent clinical remediation. See the Clinic Handbook for more information

on when and how the remediation will be scheduled. The student may be charged on a pro rate basis for the cost the cost of any required make-up clinical time. In addition, the student may be required to obtain academic or professional counseling.

Students failing two or more clinical courses will be required to meet with the Chairperson of the SPG Committee to discuss their academic progress. The Chairperson of the SPG Committee will report results of the meeting to the SPG Committee. The SPG Committee may recommend the following:

- Repetition of the academic year; or
- Dismissal from the School.

If the student is allowed to repeat the clinical course or academic year the highest grade a student may earn through remediation is a 75% (C or Pass). The remediation grade will be recorded on the transcript along with the original.

Any student who is required to remediate a clinical course (CCC) will be notified electronically or in writing by the Chairperson of the SPG Committee within a reasonable period of time, generally fifteen (15) working days after receiving the student's grade from the clinical site.

In addition, the student may be required to obtain academic or professional counseling. Grades earned during an attempted remediation will be reviewed by the SPG Committee and the appropriate dean. Failure to earn a passing level of 75% in remediation may result in dismissal from the School.

Decisions regarding remediation of a clinical course will be made on an individual basis after considering all pertinent circumstances. The decision will be made by the appropriate dean based upon the recommendations of the SPG Committee. The SPG Committee will base its recommendations on the student's academic record and consideration after consultation with the Preceptor, Director, and/or the Assistant Dean, as well as the student involved, when appropriate.

3.5.8.1 REMEDIATION EXPENSES

Remedial examinations require a \$100.00 processing fee paid in advance. For course remediation, students will be charged an additional fee of \$500.00 for on-campus remediation. All remediation fees should be delivered to the Registrar in Student Affairs, and all fees must be paid in full and in advance of the start of the remediation process.

If the student at the end of the academic year is still considered to be making unsatisfactory progress and must remediate, he or she may be removed from the list of financial aid recipients. Refer to Satisfactory Academic Progress Standard for Financial Aid Recipients in this document.

Students attend remediation courses at their own expense. Remediation is not covered by any financial aid and cannot be considered an expense item on the next academic year financial aid budget. Appropriate instructional fees for on-campus remediation will be determined by the SDM.

3.5.9 DISMISSAL

The SDM may dismiss a student at any time it deems necessary to safeguard its standards of scholarship, conduct and orderly operation.

The SPG Committee may recommend dismissal of a student for any of the following reasons:

1. Receiving a failing grade in a remediated course or clinical externship.
2. Failing (<75%) of two (2) courses or clinical rotations in any academic year.
3. Unsatisfactory professional and personal behavior, including but not limited to, the following:
 - a. Attendance
 - b. Cooperation with instructors
 - c. Interaction with fellow students, associates, the SDM or dental personnel
 - d. Approach to and interaction with patients
 - e. Personal appearance not in compliance with the SDM's or outreach site dress code
 - f. Conviction of a felony or a crime involving moral turpitude.
4. Failure to demonstrate continued academic and professional growth and achievement.
5. Conviction of a felony or a crime involving moral turpitude.

The SDM may dismiss the student at any time before graduation, if circumstances of a legal, moral, behavioral, ethical, health or academic nature justify such an action. The academic record of any student who has been dismissed will be a part of the data reviewed if the student applies for readmission. If the student seeks readmission, the student must go through the admissions process.

3.5.10 LEAVE OF ABSENCE

A student requesting a Leave of Absence for any reason during a semester, rotation, or at the end of the academic year, must go through the following procedure:

1. The student must consult with his or her faculty advisor, and the faculty advisor should immediately inform the Dean.
2. The student must then write an official request for a Leave of Absence and personally present it to the Dean. The student will define the "period of time" of the Leave of Absence requested.
3. The Dean will send an official letter to the student indicating whether or not the leave of absence has been approved. This letter will define the "period of time" of the approved absence.
4. If approval is granted for the leave of absence, students receiving financial aid must meet with the Office of Financial Aid to discuss how the leave of absence will affect their eligibility for financial aid and complete a Leave of Absence form (Appendix B) and a Leave of Absence for Financial Aid form (Appendix A).
5. First and second year students may request an Excused Absence/Short Term Leave of Absence (LOA), defined as a planned absence of 1-2 weeks. The procedure is as follows:
 - The student must complete the Student Request Form for Excused Absence. The student must also meet with all Course Directors who will be delivering a course for the time the student will be away from campus. The student must submit a written academic plan for their leave regarding how they

will maintain their academic performance and make up missed studies and exams upon their return. The Course Director(s) will review and sign the plan or revise as needed.

- Approved plans are submitted to the appropriate Assistant/Associate Dean for his/her approval and signature.
- The student must then complete the Leave of Absence Request Form, which requires a meeting with student affairs and financial aid. The purpose of this meeting is to inform the student about possible financial aid implications that may occur should he/she not return within the time period requested on the Excused Absence Form.
- If the Excused Absence or LOA is for medical/psychological reasons, a letter from a physician/clinician must be included with the signed forms stated above. The letter from the physician/clinician must include the start date and the anticipated return date. Additionally, the student must submit a release letter from the physician/clinician giving permission to return to school.
- The student will contact the Office of Student Affairs to deliver the approved, signed plan and required documentation to the Dean prior to leaving for the excused absence or Leave of Absence.
- The student must notify The Office of Student Affairs upon their return and provide them with the physician release letter if it is a medical reason.
- If a student has an emergency situation, cannot attend class for a legitimate reason, and is unable to request a Leave of Absence, the student will be automatically placed on Short-Term Leave of Absence after the 3rd day absent from class. The student must complete the paperwork requirements for a Short-Term Leave of Absence within 2 weeks and before returning to class.

6. A leave of absence may not be occasioned by or taken to avoid a failure.

Provided that the leave is approved, the official date of the Leave of Absence will be the original date of the receipt of the student's request and tuition charged will be in accordance with the SDM refund policy. During the leave, the student will be required to contact the SDM periodically to inform the SDM of his or her status. Under no circumstances will a Leave of Absence be extended beyond one (1) year from the original receipt date without a review of the student's status. Additionally, any requests for an extension of a student's Leave of Absence must be made in writing to and must be approved by the Dean.

Students who are on an approved Leave of Absence for sixty (60) days or more must meet with the Dean two (2) weeks prior to being reinstated in their program of study. Students may be required to provide documentation of ability to return to the program depending on the circumstances of their leave of absence. A student in the first semester of the first year is not eligible for a leave of absence.

3.5.11 WITHDRAWAL POLICY

Attendance at the SDM is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct.

LECOM reserves the right to require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct and orderly operation.

A student wishing to withdraw from further study at LECOM for any reason during or at the end of the academic year should go through the following procedures:

- A. If appropriate, the student should consult with his or her faculty advisor. If after consultation with his or her advisor, the student still wishes to withdraw, the student should complete a Withdrawal form (Appendix I).
- B. The student should submit the completed withdrawal form to the Director of Student Affairs and the appropriate Dean.
- C. If the student still wishes to go through with the withdrawal, he or she needs to officially inform the Dean with their completed withdrawal form.
- D. If the withdrawal occurs during the first 50% of the designated length of a course, the student would receive a “W” for that course. If withdrawal occurs during the last 50% of the designated length of a course, the student would receive a “WP” or “WF”, depending upon the determination by the instructor of the course as to whether the student was passing or failing at the time of last date of attendance.
- E. No withdrawals will be permitted during the final two weeks of a semester or term.
- F. Once a student has withdrawn and has received a full or partial refund of tuition and fees and/or financial aid, the student is not eligible for a medical leave of absence.
- G. A student who has withdrawn from LECOM and wishes to be reconsidered for admission must reapply and go through the entire application process.

3.5.12 STANDARDS OF SATISFACTORY PROGRESS

Students must pass all courses and rotations with at least a 75% (C) or greater to be considered making satisfactory academic progress. A student with a failing grade must remediate for promotion and graduation. Remediation, however, is a privilege granted only in appropriate circumstances.

Evaluation by the Student Promotion and Graduation (SPG) Committee occurs no later than the end of each semester or payment period. The SPG Committee notifies Financial Aid so that a notification can be made to the student about financial aid warning status.

If a student is permitted to remediate and continue on to the next semester or payment period, a financial aid warning will be issued to the student. While on financial aid warning status the student may continue to receive Title IV funding (Federal Direct Loans) for one additional semester or payment period. If the student fails to achieve satisfactory academic progress while on financial aid warning status, the student will not be eligible for additional financial aid until all requirements for satisfactory academic progress have been achieved. The financial aid warning will be issued to the student at the time the SPG Committee determines the satisfactory academic progress status of the student or prior to the start of the next semester or payment period.

Financial aid warning is defined as: a status assigned to a student who fails to make satisfactory academic progress at the end of the semester or payment period and the SPG Committee allows the student to continue to the next semester and receive financial aid.

The coursework for students at LECOM is offered in sequence. A student who is unsuccessful with remediation at the end of an academic year will be evaluated by the SPG Committee according to the established procedure and will be required to either repeat the entire year or be dismissed.

LECOM policy requires a pace of 100% progress (completed course credits/attempted course credits) per academic year. Students who are repeating a year are not eligible for federal financial aid during the year in which they are repeating already taken course work. Students must complete all requirements for graduation within six years from the date of matriculation.

The SPG Committee, charged with monitoring satisfactory academic progress, makes its recommendations to the Dean of the School of Dental Medicine.

In order for a student to meet the standard of satisfactory academic progress to serve as an officer of an approved LECOM SDM club and/or organization, the student must maintain a minimum of 3.0 and no failures in any coursework or dental experiential/clinical rotations.

If a student fails to achieve satisfactory academic progress while on “Financial Aid Warning” status, he/she will not be eligible for financial aid until all requirements for satisfactory academic progress have been achieved. A student may reestablish eligibility to receive assistance under the Title IV, HEA programs by coming into compliance with the rule that all courses are passed.

3.5.13 ATTENDANCE, TARDINESS AND ABSENCES

As mature students of a health profession school, it is expected that students will attend all assigned courses and clinic sessions in a timely fashion. Since the total curriculum is dedicated to preparing the student for a professional career as a dentist, it is important students understand the necessity of taking advantage of all learning opportunities presented by the SDM’s curriculum. Those who are absent for an extended period for medical reasons or who take a medical leave of absence must have a release to return to school prior to resuming classes.

3.5.14 POLICY ON ATTENDANCE

Mandatory attendance for all students is required in clinics, rotations, and classes. Students not adhering to this attendance policy will be subject to disciplinary action. Unexcused absences will be viewed as violations of the Code of Student Conduct and Discipline, and may result in disciplinary action at the discretion of the Student Promotion and Graduation Committee/Assistant Dean/or Dean of the School of Dental Medicine. This disciplinary action may include, but is not limited to, loss of remedial privileges, removal from any leadership position with any student club, organization or student government office, etc. (See section 5.2.3.2 for “Behavioral Penalties”). Tardiness to class or clinic will not be tolerated and may be subject to disciplinary action as well. In extreme cases, absenteeism or tardiness may result in dismissal.

In cases of unplanned absence or lateness, the student must notify the appropriate Administrative Assistant in the office of the Assistant Dean as soon as possible prior to the missed class/activity. There are no excused absences from class without a physician’s note or prior arrangements made with both the respective Course Director or Directors and the Assistant Dean. In the case of an emergency when a student is unable to attend their clinic session, the student will be required to call in to his/her assigned PCC or send an email to the PCC prior to the start the clinic session. Clinic sessions not attended, for any reason, will be required to be made up at the discretion of the Assistant Dean.

3.5.14.1 MEETINGS ATTENDANCE, EVENT AND ILLNESS GUIDELINES

When appropriate, students are encouraged to attend meetings that will enhance their education. They are urged to participate in LECOM approved events to promote involvement in dental related and community events once it is deemed suitable to their level of expertise. Students must be in good academic standing (no failures) and attendees must be a delegate, alternate, presenter or have a participatory role at the meeting to be approved. Requests for travel must be made no less than thirty (30) days in advance.

The following are guidelines for attendance at dental meetings and conferences, externships and post-graduate interviews:

- Voting delegates/alternates and presenters can attend annual national/state meetings up to 3 per year
- Attendance at other national meetings as needed, but limited to 1 more.
- ASDA Officers may attend dental meetings as needed but limited to 2 per year.
- SGA officers or other students wishing to attend dental meetings must submit the request in advance, as required.
- Students who do not have a vote or participatory role (non-officers) in the meeting will not be excused for more than one day at a time and will be limited to 2 meetings per year (one national/state, one local).
- Attendance at any meeting will be limited.

Meetings will only include recognized national, state or local dental meetings such as:

- ASDA National meeting
- ASDA regional meeting
- FDA House of Delegates meetings (January and June)
- ADEA meeting
- ADA annual session
- Lobby Days
- ASDA and FDA
- West Coast District Dental Association meeting
- ASDA Leadership conference
- FNDC

Externships and post-graduate interviews

Days for interviews to post graduate programs and externships will be granted by permission of Preceptors, Course Director, and the Assistant Dean in conjunction with verification from the program.

Absence from clinic due to interviews and externships is not a justifiable absence from clinic. Students requesting time off from clinic will be considered individually by the preceptor, the course director, and the Assistant Dean. The terms of clinic make up, be it optional clinic (refer to Optional Clinic criteria in the Clinic Manual) or another means, will be at the discretion of the Assistant Dean. These permissions will be limited in nature.

Attendance at private lectures, specialty organizations, or independent study clubs will be considered based on their merit.

Health fairs/career days

Students who wish to participate in approved health fairs or career days as a representative of LECOM should submit the request for an excused absence at least ten days in advance. Information regarding the event-place, time, and sponsor must be submitted and approved prior to participating.

Excused absences for personal reasons

Students must submit a request for an absence from school for personal reasons to the office of the Assistant Dean. Only those events that are related to immediate family matters will be considered as excused however. Verification may be requested and must be submitted at least 10 days in advance, unless it is of an emergent nature. Students who are sick will be allowed to make up missed work if they notify the course director or directors and the office of the Assistant Dean within 24 hours by email. Make up will be at the Course Director's discretion. Within 24 hours of returning to SDM, students must submit an Approved Absence Form and must provide a copy of a doctor's note if absent more than two days.

Excused absences may be for qualifying reasons including:

- Medical necessity (illness of the student or member of the immediate family)
- Death in family (death of immediate family member, significant other, or close relative)
Documentation may be required
- Special circumstances/other (circumstances outside of the above situations – eg., vehicle accidents, etc.)

No travel arrangements should be made prior to approval being granted. Travel plans must be made accordingly and **will not be excused**. Classes missed due to cancelled/delayed flights require a copy of the original ticket with the date and time along with the actual travel document (i.e. boarding pass).

It is recognized that there may be isolated instances when an individual must be absent; however, the student who misses a class is not excused from the subject materials presented during the lecture or laboratory period. Course work or exams missed during an unexcused absence from class without a physician's note or prior arrangements made with both the respective course director or directors and the Assistant Dean cannot be made up and will reflect negatively on final course grade.

3.5.15 LECOM POLICY ON OUTREACH AND SERVICE

Preclinical Absences

Attendance is mandatory for all D1 and D2 classes. Students not adhering to this attendance policy will be subject to disciplinary action at the discretion of the Student Promotion and Graduation Committee or Assistant Dean of Education. All excused absences must be submitted in a timely manner to Attendance Manager, Elena Taddeo, faculty office second floor room 2-2600.

Volunteering is encouraged when class is not in session, to enhance your community service work.

Clinical Absences

Attendance is mandatory for all D3 class and clinical time. Students not adhering to this attendance policy will be subject to disciplinary action at the discretion of Student Promotion and Graduation Committee or Assistant Dean of Education. Students may make up absences through LECOM Sanctioned Service Opportunities.

Current LECOM Sanctioned Service Opportunities include the following, although this is subject to change at any time:

- Give Kids A Smile;

- High School Mouth Guards;
- RAM;
- Missions of Mercy;
- AAA Pirate's Screenings;
- Senior Day Centers;
- Day of Hope; and
- Health Fairs within the community.
- Elementary, Middle & High Schools in both Sarasota and Bradenton Counties, including Pace Center for Girls; Girl Scouts Initiative, Stand Down Veterans Day; and Super Sealant Day.

Any **weekend** or after hours non-clinic time volunteering at a LECOM Sanctioned Service Opportunity can be used as credit toward time for D3 absences. All time will be recorded in half days. Any LECOM Sanctioned Service Opportunity worked that is less than 5 hours counts as one half day. Any LECOM Sanctioned Service Opportunity worked that is 5 hours or more counts as two half days (the equivalent of one full missed day of clinic). A maximum 10 half days may be taken as credit toward missed patient clinic time during the academic year.

Students can only sign up for three events per semester unless otherwise stated by the Director of Outreach, (Bradenton) or Director of Outreach Clinics (Erie/Defuniak Springs) in order to give all students a fair opportunity to sign up.

3.5.15.1 LECOM POLICY ON OUTREACH MISSIONS

The LECOM School of Dental Medicine does not condone the participation by LECOM students in extracurricular dental projects/missions that involve the rendering of any dental diagnosis or treatments, nationally or internationally outside the purview of LECOM School of Dental Medicine. The only exceptions to this rule are projects / missions, which have been authorized by the School of Dental Medicine and supervised on site by LECOM School of Dental Medicine Licensed Faculty. Participation in unauthorized projects / missions involving the diagnosis and treatment of patients will be looked upon as practicing dentistry without a license, which is a crime and an unethical act, as defined by the American Dental Association; and is a violation of the LECOM Honor Code and will be dealt with as such. Participation in an unauthorized project/mission will not be considered for an excused absence from class/clinic.

3.5.16 PARTICIPATION IN SPECIAL ENVIRONMENTS

INTRODUCTION---

Dental education occurs in a special environment in which all students must participate in order to satisfactorily complete the course of instruction. Classrooms, laboratories, and clinical facilities require physical, chemical, social, and interpersonal environments in which each student must participate in order to accomplish the educational requirements established for each program. Failure to participate in required academic/clinical classes may result in consideration for dismissal from LECOM.

It is recognized, however, that circumstances may arise concerning chemical exposures that require the student involved to make an informed decision concerning continued participation in the environment in question. These special cases include students who believe they are allergic or sensitive to certain chemicals used in some of the teaching environments, and the pregnant student.

1. Students Who Believe They Are Sensitive to Chemicals

It is recognized that hypersensitivity to chemicals in the teaching environment will be a rare event. However, it is also recognized that students may believe that they are allergic or sensitive to certain chemicals. When students indicate to a professor that they are allergic or sensitive to certain chemicals in the teaching environment, the following actions will be taken:

- The student will be directed to the Office of Student Affairs which will inform the student of the following options: The student may wish, at the student's expense, to be medically evaluated. The Office of Student Affairs will assist in identifying a Board Certified Allergist and may, upon request from the student, assist the student in obtaining an appointment at the earliest possible opportunity. If the student who is diagnosed as allergic wishes to reduce exposure to the chemicals in question, this may be accomplished by wearing extra clothing and gloves that do not hinder their ability to perform required tasks. This will be at the student's expense.
- The student will be given three (3) working days in which to make a decision. During this period, if the student decides not to attend the class in question, the absences will not be counted. The student will, however, be held responsible for the material covered and examinations given during the absences. After three (3) working days, if the student has not made a decision in writing to the Director of Student Affairs, any further absence from courses will be counted against his/her attendance record, which could result in consideration for dismissal from LECOM.

2. The Pregnant Student

The pregnant student should notify the Office of Student Affairs of her pregnancy so the appropriate deans can be notified. It is recognized that students may become pregnant prior to or during their course of study at LECOM. This poses special problems concerning exposure to chemical agents in the teaching environment because possible effects of many agents on fetal development are unknown. LECOM does not know and cannot determine the potential risk of the teaching environment to the developing fetus. LECOM is not responsible for any developmental damage to a fetus which occurs prior to notification by the student of the pregnancy. If the student wishes to continue in the course in question, she does so of her own volition knowing that options exist. Once a student advises the professor that she is (or may be) pregnant, the student will be directed to the Office of Student Affairs for information to enable her to make an informed decision regarding the following options:

- Obtain, at her own expense, appropriate clothing to reduce her exposure to the potentially harmful chemicals or an appropriate filter mask.
- Take a Leave of Absence from school and resume coursework the following year after the birth of the baby.

3.5.17 ACADEMIC FREEDOM

All faculty members at LECOM are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

LECOM recognizes that its faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations.

As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

3.5.18 POLICY FOR GUEST LECTURERS

Guest lecturers are welcome to provide their expertise to our students after having submitted credentials to the Curriculum Committee and having the presentation reviewed by the appropriate faculty member/course director. Guest lecturers are to declare any affiliation with products or manufacturers that are included in the lecture material and the content must conform to the tenets and philosophy of the School of Dental Medicine in matters of curriculum and patient care.

3.5.19 EXAMINATIONS AND GRADUATION

3.5.19.1 Examination Decorum

Faculty and/or school administrators proctor all examinations. During examinations, students are expected to maintain at all times a decorum and demeanor that is consistent with accepted academic and professional standards. Professional dress is required for all examinations unless indicated. Lack of professional dress may result in dismissal from the exam. The student will then be treated as if he or she had an unexcused absence.

It is mandatory that the students bring only pencils into the examination site. For ExamSoft tests, the Course Director will decide if students may have calculators, scratch paper, etc. Prior to entry into the examination room, the students must leave all personal items (books, notes, study aids, coats, etc.) in the student lockers. Once the examination has started, no talking is allowed, and student questions will not be answered by the proctors (other than those relating to technical issues with ExamSoft). Students shall be assigned seating during exams. Students who need to use the restrooms must first hand their test papers to the proctor and request permission before leaving the examination room. No more than one student will be allowed to leave the examination room at one time. After completing the exam, students should leave the examination room and the area adjacent to the examination room so as not to disturb students still taking the exam.

Any student who engages in dishonest acts during an examination is subject to immediate dismissal from the examination. In such instances, the student will receive a score of zero for the examination. Incidences of dishonesty will be referred to the SPG Committee for investigation.

3.5.19.2 No Student May Be Exempt from Taking Examinations

An unexcused absence from an examination will result in a grade of zero for that examination. In addition, no examinations may be given early or late except in the case of unusual circumstances. The student must request permission in writing from the course director to reschedule an examination. Each case will be decided on its individual merit. If the student disagrees with the decision of the course director, the student may petition the appropriate assistant dean if the student disagrees with the assistant dean the student may petition the dean who will then make the final decision after review and comment with the course director, appropriate assistant dean and the SPG committee.

3.5.19.3 Students Must Be On Time for an Examination

Examinations will not be given more than fifteen (15) minutes after the scheduled time or, at the discretion of the course director, after the first student has left the room. If a student misses an examination due to an excused absence that is approved by the Office of Student Affairs, the student must submit a request in writing,

via a form (Appendix F), to the course director in order to approve (and reschedule)/not approve make-up examinations. For ***excused*** absences due to illness, a written statement from the attending physician is required before the student will be allowed to take the examination. **Examinations missed due to an unexcused absence will be addressed by individual consideration by the appropriate Assistant Dean.**

3.5.19.4 Counseling after Failed Examinations

Any student who fails an examination will be required to contact the course director within five (5) class days following notification of the failed examination in order to arrange for academic counseling/remediation in the course.

3.5.20 REQUIREMENTS FOR GRADUATION

Students who have satisfactorily completed all academic requirements and who have been recommended by the SDM faculty (as indicated by the successful completion of the faculty-developed curriculum) may be awarded the Doctor of Dental Medicine (D.M.D.) degree, provided that they are of good moral character and have met the following standards:

1. Maintained a Pass (75%) (C or pass) in each course, have successfully passed all clinical competency exams, have successfully met the attendance policy and have no un-remediated failing grades and no grades of Incomplete (I);
2. Are at least 21 years of age;
3. Matriculated at least four academic years, but not more than six academic years in the dental professional program;
4. Completed all legal and financial requirements of the SDM;
5. Exhibited the ethical, professional, behavioral and personal characteristics necessary for the practice of general dentistry;
6. Completed a Clearance Check Form from the Office of the Registrar. This form, which must be returned to Registrar prior to graduation, is placed with the student's permanent record and serves as the student's final clearance from campus;
7. Completed an exit interview with the Office of Student Affairs if the student is a recipient of any form of financial aid;
8. Attend the Commencement at which the degree is to be awarded. Only in unusual circumstances, and with approval of the President, will a degree be awarded in absentia.

A student who completes the curriculum in four consecutive years is required to meet the graduation requirements listed in the catalog of entry and/or any subsequent or additional program requirements. In the event of an extension beyond the four years, the student must meet the requirements for the class with whom the individual graduates and any other requirements specified by the SPG Committee and Dean. Students **must** complete all requirements for graduation within six years from the date of matriculation for the four-year program of study.

Students who complete the requirements for graduation after June 1 of a calendar year may participate in the commencement ceremony provided their anticipated completion date occurs prior to August 31 of that year. A diploma will not be granted at the graduation ceremony. For students completing the requirements after the graduation date, diplomas shall be dated with the last day of the month and year in which all requirements are met.

Recommendation for receipt of the DMD degree is a discretionary right residing with the faculty and administration, but shall not be withheld arbitrarily. There is no contract, stated or implied, between the LECOM School of Dental Medicine and the student, guaranteeing that a degree will be conferred at any stated time, or at all.

3.5.21 COMMENCEMENT

Attendance at Commencement is mandatory for all graduating students. Students who complete the requirements for graduation after June 1 of a calendar year may participate in the commencement ceremony provided their anticipated completion date occurs prior to August 31 of that year. A diploma will not be granted at the graduation ceremony.

Students completing graduation requirements after August 31 will receive their diplomas with the following year's graduation date unless an exception is granted by the Provost. Only in unusual circumstances and with the approval of the President will the degree be awarded in absentia. For students completing the requirements after the graduation date, diplomas shall be dated with the last day of the month and year in which all requirements are met. The Registrar will be responsible for distribution of the diplomas.

Each graduate is required to wear the academic regalia designated by the SDM.

The following policy has been adopted concerning hooding at the commencement ceremony:

*Assisting with the academic hooding at the Commencement Ceremony will be limited to **one immediate family member** (father, mother, grandfather, grandmother, brother, sister, spouse, father-in-law, mother-in-law, brother-in-law, sister-in-law, aunt or uncle) **who is a physician, D.O., M.D., Pharm.D., RPh., D.M.D. or D.D.S.** The Associate and Assistant Deans of the Preclinical and Clinical Education Programs are the official representatives of the College. The deans, and directors are the official representatives of the School. LECOM faculty may not serve as guest hooders unless the individual is a family member.*

Requests to have a family member serve as a guest hooder at the Commencement Ceremony must be submitted in writing to the President of the College by May 1 of the graduation year.

All graduating students shall conduct themselves in a thoroughly professional manner throughout the graduation ceremony. Students will be handed a diploma cover at one end of the ceremonial stage and then proceed across the stage to be hooded. There shall be no overtly demonstrative conduct by students as they cross the stage. Any student who fails to honor these standards will be addressed by the Provost and his/her receipt of the diploma may be delayed.

4. INSTITUTIONAL SERVICES

4.1 FINANCIAL AID/FINANCIAL SERVICES

4.1.1 PURPOSE OF LECOM'S FINANCIAL AID PROGRAM

The fundamental purpose of the financial aid program at LECOM is to provide counseling and assistance to accepted students regarding securing funding to meet the costs of education. A student's need for financial assistance does not affect his or her chances for admission.

Financial assistance is awarded in a nondiscriminatory manner without regard to race, ethnicity, color, religion, creed, national origin, gender/sex, sexual orientation, gender identity/expression, age, disability, status as a veteran or disabled veteran, citizenship (within the limits of the law), or any other legally protected characteristic.

LECOM uses the information submitted on the *Free Application for Federal Student Aid* (FAFSA) to determine eligibility for the various loan and scholarship programs available to students. Students applying for federal financial aid are required to complete the FAFSA annually online at <https://fafsa.gov>.

Financial assistance to meet the cost of education is primarily available from Federal and private loans programs originated or certified by LECOM. Additional information may be obtained from the Erie Office of Financial Aid at (814) 866-6641 or email financialaid@lecom.edu; the Bradenton Office of Financial Aid at (941) 756-0690 or email BradentonFinAid@lecom.edu; or the LECOM at Seton Hill Office of Financial Aid at (724) 552-2867 or email kazzarello@lecom.edu.

LECOM participates in the William D. Ford Direct Loan Program (Direct Loan Program), which includes the Federal Direct Subsidized, Unsubsidized, and PLUS Loan Programs. LECOM also participates in private educational loan programs. Loans made under these programs are made in compliance with federal and state regulations governing the financial aid programs.

4.1.2 FINANCIAL AID CODE OF CONDUCT

The Higher Education Opportunity Act, Public Law 110-315, August 14, 2008 requires institutions which participate in the Title IV loan program to develop, publish, administer and enforce a code of conduct with which the institution's officers, employees and agents shall comply.

LECOM is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between LECOM officers, employees or agents and education loan lenders, LECOM has adopted the following student lending code of conduct for the Erie, Bradenton and the LECOM at Seton Hill campuses:

- LECOM does not participate in any revenue-sharing arrangements with any lender.
- LECOM does not permit any officer, employee or agent who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- LECOM does not permit any officer, employee or agent who is employed in the financial aid office or is

otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.

- LECOM does not permit any officer, employee or agent who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. LECOM does allow for the reasonable reimbursement of expenses associated with participation on such boards, commissions or groups by lenders, guarantors or groups of lenders and/or guarantors.
- LECOM does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- LECOM recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. LECOM will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- LECOM will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- LECOM will not request or accept any assistance with call center or financial aid office staffing.

4.1.3 FINANCIAL AID APPLICATION PROCEDURE

LECOM uses the information submitted on the *Free Application for Federal Student Aid* (FAFSA) to determine eligibility for the various loan and scholarship programs available to students. Students applying for federal financial aid are required to complete the FAFSA annually online at <https://fafsa.gov>.

To receive Federal student aid, a student must be a U.S. citizen or eligible non-citizen, maintain satisfactory academic progress, not owe a refund on a Federal or state grant or be in default on a Federal student loan.

The Office of Financial Aid may request other supplemental information as needed to determine eligibility.

In addition, all students applying for financial assistance must complete the Authorization and Consent Form, which may be found on the LECOM website. All financial aid documents must be received before requests for assistance can be processed. Detailed financial aid application instructions are emailed to students who have confirmed their acceptance to LECOM. In addition, application instructions and forms may be found on the LECOM website and portal.

4.1.4 Student Financial Assistance and Tuition and Fees Payment

Loan proceeds will be applied to the student's account when LECOM receives notification of the disbursement from Direct Lending or private loan sources. If a loan has been approved but is still in process or if the loan proceeds are not received by the registration due date, tuition and fee charges will be waived until the loan

proceeds are received by LECOM. Tuition and fee charges will not be waived for students who file loan applications after matriculation. Exceptions to this policy will be made on an individual basis.

If a first-time borrower at LECOM is denied a loan or has difficulty obtaining loans because of credit ratings, LECOM will not waive tuition and fee charges while these matters are being resolved. There will be no exceptions to this policy.

4.1.5 Application for Additional Loan Funding

Reapplication for additional financial assistance or second loan requests will not be processed until thirty (30) days after the start of the academic year. Exceptions to this policy will be made on an individual basis and in compliance with federal and state regulations governing financial aid.

4.1.6 Satisfactory Academic Progress Standard for Financial Aid Recipients

Students receiving scholarships, loans and/or financial assistance through federal and private resources must remain in good academic standing and make satisfactory academic progress to retain their awards. Good academic standing for the purpose of financial aid is defined as the minimum academic standards required for continued enrollment in the student's program. If the student fails to maintain institutional standards, the student is considered not to be making satisfactory academic progress, and will lose financial assistance until the standards are met. Exceptions to this policy will be made on an individual basis and in compliance with federal and state regulations governing financial aid.

Students who are on leave of absence for any reason are considered not to be making satisfactory academic progress and are not eligible for federal and private financial assistance including federal and private loan funds.

College of Medicine students who do not pass the COMLEX Level 1, COMLEX Level 2, PE and/or CE Exams but remain on full-time clinical rotations or are enrolled in the Clinical Competency Development course are considered to be making satisfactory academic progress and will retain their financial aid awards. These students must remain on clinical rotations full-time in order to retain their financial aid awards.

College of Medicine students who do not pass the COMLEX Level 1, COMLEX Level 2, PE and/or CE Exams and are placed on leave of absence are considered not to be making satisfactory academic progress and are not eligible for federal and private financial assistance including federal and private loan funds.

4.1.7 Leave of Absence for Financial Aid Recipients

A leave of absence is an approved leave of absence if the student follows the procedure outlined in the Leave of Absence section of this document. As part of the application process for a leave of absence, students receiving financial aid must meet with the Office of Financial Aid to discuss how the leave of absence will affect their eligibility for financial aid and complete the *Leave of Absence Form for Financial Aid*, which may be found on the LECOM website and is attached as Appendix E.

While on an approved leave of absence the following applies:

- A. The student's enrollment status will be reported to the lenders as Leave of Absence.
- B. If the student is notified by his/her lender(s) that his/her loans are in repayment, then the student will need to contact the lenders(s) and request a hardship forbearance or economic hardship deferment.

- C. Upon return from the leave of absence, any and/or all subsequent financial aid disbursements may be delayed until the student again meets the standards for satisfactory academic progress towards the completion of his/her degree.
- D. If the student does not return from the leave of absence, his/her loans will go into repayment based on the start date of the leave of absence. This could result in the depletion of some or all of the grace period of the student loan(s).
- E. The leave of absence and any additional leaves of absence must not exceed a total of 180 days in any 12-month period. The 12-month period begins on the first day of the student's official leave of absence.

This policy is in compliance with federal regulations governing financial aid.

4.1.8 STATE RESIDENCY STATUS

State residency status is determined per state law at the time of original application and that status is maintained for all years of attendance.

4.1.9 TERMS OF PAYMENT

Payment of half of the annual tuition and all fees (including disability and health insurance premiums) is due in full two weeks prior to on-campus registration day for first year students. The remainder of the tuition, and, if applicable, the second semester health insurance premium, are due with the start of the second semester. For continuing students and new students admitted late, payment is due on the first day of the semester. Billing statements will be available on the portal approximately 30 days prior to the start of the semester. LECOM does not accept credit card payments for payments of tuition and fees. Any check that is returned by the bank for non-sufficient funds will be assessed a \$25.00 service fee.

4.1.10 LATE PAYMENT FEE

Tuition and fee charges must be paid by the first day of the semester. All students who have applied for loans to meet their financial obligations must show proof of pending loans sufficient to meet the payment of tuition and fees on the due date. If tuition is not paid in full on the due date, a late fee of \$50 per week will be assessed until such time as all financial obligations are met. If tuition is not paid in full by the second week of the semester, special review of the student's account will be made by the CFO and/or the Financial Aid Office to determine further action.

4.1.11 Tuition Refund Policy

A student, who cancels, withdraws for personal or medical reasons, is suspended or is dismissed, will receive a refund of tuition and fees within thirty days of any of the foregoing in accordance with the following schedule: 100 percent during the first week, 75 percent during the second week, 50 percent during the third week, and 25 percent during the fourth week. No refunds will be granted to students who withdraw, for any reason, after the fourth week, except as detailed in Sections 4.1.12 (Veterans Benefit Refunds) and 4.1.13 (Return of Title IV Funds).

4.1.12 Veterans Benefit Tuition Refund Policy

Students receiving Veterans Education Benefits who fail to complete the program, withdraw or are dismissed for any reason prior to the completion of the program, will be charged for tuition, fees and other charges on a

pro rata basis. Charges for the completed portion of the program shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges for the full length of the program.

4.1.13 Treatment of Title IV Funds When a Student Withdraws

The law specifies how LECOM must determine the amount of Title IV program assistance that you earn if you withdraw, drop out or are dismissed from school. The Title IV programs that are covered by this law that you may have received while at LECOM include Federal Direct Subsidized, Unsubsidized, and PLUS Loans. Though your aid is posted to your account at the start of each period, you earn funds as you complete the period. If you withdraw during your payment period or period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your interest to allow the school to keep the funds to reduce your debt at the school.

There may be Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

If you receive excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. (See the Tuition Refund Policy in this document for more details.)

If you have questions about your Title IV program funds, you may call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at <https://studentaid.ed.gov>.

4.2 INFORMATION/TECHNOLOGY POLICIES

4.2.1 GENERAL GUIDELINES

LECOM provides electronic communication devices, equipment, and technology, including, but not limited to, telephones, e-mail, voice mailboxes, computer files, the Internet, facsimile machines, pagers, and cellular telephones (collectively referred to as “electronic devices”). The electronic devices are provided to assist in the conducting of business for LECOM.

All electronic devices and all data stored thereon remain at all times LECOM property. LECOM has a legitimate business interest in the proper utilization of this property. Therefore, LECOM reserves the right to monitor, retrieve, or read any data composed, sent, or received on LECOM property. Students using LECOM-provided electronic devices consent to having their use of these devices monitored and accessed at LECOM’s discretion. **You should have no expectation of privacy in any use of LECOM provided devices or systems.**

It is a violation of policy for any data composed, sent, or retrieved via electronic devices to contain content that may be reasonably considered offensive or disruptive to any student.

Financial assistance is awarded in a nondiscriminatory manner without regard to race, ethnicity, color, religion, creed, national origin, gender/sex, sexual orientation, gender identity/expression, age, disability, status as a veteran or disabled veteran, citizenship (within the limits of the law), or any other legally protected characteristic.

For further information, please consult the IT tab on the Portal.

For problems accessing the portal or password resets contact the help desk at 1-844-276-9918 or email issupport@lecom.edu.

For problems accessing course materials contact the appropriate course coordinator.

4.2.2 EMAIL

LECOM will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information.

Because of the nature and technology of electronic communications, LECOM can assure neither the privacy of an individual’s use of the electronic mail resources nor the confidentiality of messages that are transmitted, received or stored.

E-mail will be used as an official means of communication within the LECOM community. Therefore, LECOM has the right to send official communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion. All communications to students will be to their LECOM account. Students must use the LECOM account when communicating with the College via email.

If a student is dismissed their @lecom.edu/Outlook.com email will be deactivated immediately.

Unacceptable Uses of E-mail:

- Using an E-mail account owned by someone else.
- Sending harassing, obscene and/or other threatening messages to another user.
- Sending unsolicited junk mail.
- Sending material that infringes upon the copyright of another person.
- Sending chain letters.
- Sending commercial or advertising material to users or other organizations.
- Distributing E-mail to everyone in the college without proper authorization.
- Distributing hate mail, discriminatory remarks or pornographic material.
- Using E-mail to share confidential information about students or employees.
- Soliciting on behalf of another organization.
- Automatic forwarding.
- Forwarding lecom.edu e-mail account to another e-mail account, e.g. gmail.com, yahoo.com, & aol.com.
- Revealing confidential information to anyone who has neither a need nor a right to have the information, including information that is protected by FERPA or HIPAA.
- Sending or forwarding pornography, spam or other E-mail nuisances.

If you receive pornographic or other inappropriate material, advise the sender, if possible, to cease; forward the E-mail to Student Affairs or IT; and delete it.

Please be aware that our firewall may not stop all malicious programs or inappropriate content. Phishing emails are very common. Do not respond to emails that ask for personal information or click on any links within them. If you question the validity of an email, please forward it to issupport@lecom.edu for verification. Also, please remember to keep your anti-virus software up to date. If you have any problems or questions, please call IT support (814-866-8170).

4.2.3 INTERNET USAGE POLICY

Individuals given Internet access via LECOM computers are expected to use the Internet to enhance the performance of their work and study responsibilities. No one shall place school material (copyrighted software, internal correspondence, confidential materials, etc.) on any publicly accessible Internet site without permission. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet (including FTP and Email) may be at risk of detection by a third party. Caution must be exercised when transferring such material in any form. It is against federal law and LECOM policy to violate copyright or patents of another on or through the Internet. Students, including peer-to-peer file sharing, faculty or staff are prohibited from

downloading or using copyrighted material in any way without obtaining written authorization. Only computers with up-to-date anti-virus software will be given Internet access.

Unacceptable uses of the Internet:

- Use for an illegal purposes.
- Downloading or using copyrighted materials.
- Any use for commercial or for-profit purposes.
- Using software in violation of license and/or software agreements.
- Any use for product advertisement.
- Promotion of personal political beliefs.
- Access or processing pornographic material.
- Shopping, stock trading and other personal business.
- Downloading music files.
- Streaming internet radio and other streaming music services.
- Instant Messaging
- Distribution of unsolicited material to others, peer-to-peer files sharing.

LECOM will make determination on whether specific uses are consistent with acceptable use policies.

4.2.4 CELL PHONES, SMART WATCHES AND OTHER ELECTRONIC DEVICES

Cell phone usage should be kept to a minimum. It should never interfere with class. Use of cell phones while in class is prohibited. Students should refrain from using cell phones or texting while driving.

The use of cameras is also prohibited during class. Any usage must be with the consent of individuals and in line with the guidelines in Section 3.2.6.

4.2.5 LECOM PHOTOGRAPHY PROCEDURES

The Office of Communications and Marketing is a resource for providing staff and commercial professional photographers and videographers for print, online, and new media projects, as well as to capture and record special events. Communications and Marketing offers consultation on photo shoots and archives images. In order to maintain the quality and consistency of LECOM photography, the following guide has been developed.

Photographs taken by LECOM staff members and by commercial photographers employed by LECOM should be done in accordance with the professional standards of LECOM. All photographs should portray students, faculty, administrators and others in the best possible way. No one should be photographed without their consent.

Individuals in the photographs must meet LECOM dress code standards:

A clean and well-cared-for appearance should be maintained. Men must wear dress trousers, shoes, dress shirt and necktie. Women are required to wear appropriate dresses of reasonable length or slacks with appropriate blouses. Hairstyles should be clean and neat, avoiding extreme length, styles or colors. Revealing or tight, form fitting clothing is unacceptable. Beards and moustaches must be neat and trimmed at all times. Excessive body piercings are not acceptable. Shorts, jeans, T-shirts, and sandals without socks are not permitted. Students are required to wear shoes with stockings or socks. Hats, caps or sunglasses may not be worn.

Ask individuals to adjust clothing or equipment so that it does not distract from the photo. Do not be afraid to mention to individuals in the scene that an undergarment is showing or that a person should re-button a shirt. Remove name badges, lanyards or other items other than jewelry or pins that may be a distraction on the person's clothing. Make sure long, shirt sleeves are rolled down.

At social events where alcohol is served, do not take photographs showing LECOM students, faculty or staff holding or drinking alcoholic beverages. Where food is served, do not photograph individuals while they are eating. Ask them to pause while you take the photo.

While photographing an event where the individuals are engaged in activities involving movement and groups of people, take time to properly compose the photos. If it does not interfere with what they are doing, ask individuals to pause for a moment while you compose and take the photo. Reposition individuals so that faces are visible.

Be aware of surroundings. Make sure that objects do not appear behind people and cause a distraction, such as a plant or sign coming out of someone's head. In crowds, determine that people in the background are appropriately dressed and behaving properly. Take time to reposition your subjects in front of a neutral or attractive background whenever possible.

Do not take photos by bringing the camera close to the person and using the widest angle. This distorts the face. The best facial photographs are taken from six to ten feet away with the zoom set between 50 and 105 mm.

Request the names of all individuals in the photos. If individuals are not students or employees of LECOM, they must sign a consent form. A copy of the form is attached as Appendix C.

Non-LECOM photographers retain ownership and copyright of their images and grant specific usage rights to LECOM.

4.2.6 Copyright Materials

All LECOM faculty, staff and students must respect and comply with the rules on copyrights, such as the provisions of the U.S. Copyright Act of 1976. Unauthorized use of or distribution of copyrighted materials, including but not limited to peer to peer file sharing (transmitting copyrighted materials, such as music, movies, compilations, to friends for their use) is a violation of federal law that can subject students to fines or imprisonment and would be considered an honor code violation, which can result in expulsion, or other College-imposed sanctions for misconduct, etc.

4.3 Learning Resource Center

4.3.1 GENERAL LIBRARY INFORMATION

The LECOM Learning Resource Center (LRC) is committed to providing students and faculty with access to

medical, pharmaceutical and dental information directly related to academic study and research. Materials not available within the physical LRC can be requested through Interlibrary Loan at the circulation desk. Library hours may vary by campus.

4.3.2 CONDUCT IN THE LIBRARY AND DESIGNATED STUDY/BREAKOUT ROOMS

The Learning Resource Center is an area designated for individual study and use of LRC resources. These specific purposes are encouraged and expected from LECOM students. No food or beverages are permitted in the LRC at any time. Cellular telephone use is prohibited in the LRC.

4.3.3 CIRCULATION PROCEDURES

All matriculated LECOM students have the privilege of using the LRC for study and to check out circulating materials with a valid ID from the LRC collection. A current student ID is required to check materials out. Books circulate for 28 days, with board review materials circulating for 14 days. Book loans may be renewed once. Journals do not circulate. Reference material does not leave the LRC. Special anatomical teaching models circulate based on the preferences of course directors.

4.3.4 ONLINE PUBLIC ACCESS CATALOG

The LRC online public access catalog of holdings can be searched using author, title, subject or keywords. The catalog is available on-line as well as in-house; a convenient link can be found on the LRC webpage.

4.3.5 FINES AND FEES

All materials must be returned by the date due. A receipt is provided upon request. Items that are not returned by the date due (and arrangements for renewal have not been made) will be assessed \$1.00 per day.

The borrower is responsible for all late fees and replacement costs. Fines must be paid when material is returned. Failure to pay any fine will result in suspension of borrowing privileges until the account is cleared. Abuse of this or any of the rules of this section will result in termination of LRC privileges and/or discipline. Bills of collection for material considered lost will be forwarded through the business office for disposition.

4.3.6 RESERVE COLLECTION

The Reserve Collection consists of assigned readings related to coursework as well as limited human anatomical structures. These must be used only in the LRC. Material is requested at the circulation desk. Special anatomical teaching models are accessible based on the preferences of the course directors.

4.3.7 Photocopiers

Photocopiers are available for student use. The machines are located in the LRC copy room. Copies are \$.10 each black and white and \$.20 for color in 8 1/2 by 11 inch format.

4.3.8 LRC COMPUTERS AND PRINTERS

The computers in the LRC provide access to the LRC electronic resources. Network printers are available to print database search results. Laser printers use Papercut, an account based system and are designated for students to print class notes and personal documents. Word processing is also available on the computers. Interlibrary Loans

Inter-Library loan service is used for items not available from the LRC collection. Through the use of e-mail,

scanning technology and DOCLINE most routine requests have a turn-around time of three to seven working days. Books and monographs require from three to ten working days. An interlibrary request form should be completed and submitted to an LRC employee to initiate a loan request. This form is to be completed on the LRC portal page and submitted online. Although most libraries loan photocopies on a reciprocal basis, there are some health science libraries that charge a fee for loans. The requester is responsible for all charges incurred and will be notified if there is a charge for the loan prior to sending the request.

4.3.9 INTERLIBRARY LOANS

Inter-Library loan service is used for items not available from the LRC collection. Through the use of e-mail, scanning technology and DOCLINE most routine requests have a turn-around time of three to seven working days. Books and monographs require from three to ten working days. An interlibrary request form should be completed and submitted to an LRC employee to initiate a loan request. This form is to be completed on the LRC portal page and submitted on line. Although most libraries loan photocopies on a reciprocal basis, there are some health science libraries that charge a fee for loans. The requester is responsible for all charges incurred and will be notified if there is a charge for the loan prior to sending the request.

4.3.10 ELECTRONIC RESOURCES

The LRC provides access to MEDLINE, the National Library of Medicine's biomedical database for end user searching. The MEDLINE gateway is available through the Learning Resource Center webpage and at LRC computer workstations. The Core Biomedical collection, I – IV provides access to 85 full text core medical journals, that can be cross-searched and printed. Also available is Evidence Based Medicine Reviews. This premier resource in the evidence based medicine movement combines four EBM resources in a single fully searchable database. Access to the full range of the Learning Resource Center's electronic journal collection is provided through a comprehensive list on the LRC's webpage.

Pubmed is also available with a link-out feature to electronic journals subscribed to by the LRC.

The LRC subscribes to StatRef, an electronic medical library offering cross searching capability to 25 medical textbooks such as, AHFS Drug Information, Merck Manual Of Diagnosis and Therapy, Concepts in Clinical Pharmacokinetics and Kaplan & Sadock's Synopsis of Psychiatry: Behavioral Sciences/Clinical Psychiatry.

Another resource is EbscoHost, a collection of databases that allows searching of medical related literature. There are several searchable databases, all containing access to full text titles that students can search separately or concurrently. The number of full text journals available is approximately 2,000.

Clinically relevant electronic databases include UpToDate and DynaMed. These resources offer "point of care" information and are useful for students doing rotations and working in a clinical setting. They offer current, peer reviewed topic reviews across many specialties.

Pharmacy electronic resources include EMBASE Drugs and Pharmacology (1991-present), International Pharmaceutical Abstracts, IPA (1980-present), Micromedex, Lexi-Comp and Facts and Comparisons. EMBASE is a major biomedical and pharmaceutical database known for its international scope and timely in-depth indexing. International Pharmaceutical Abstracts covers the entire spectrum of drug therapy and pharmaceutical information including CAS Registry numbers and a therapeutic classification for drugs. The Micromedex Healthcare series provides an unsurpassed depth of information on drugs, diseases, toxicology, interactions, identification and patient information.

Lexi-Comp and Facts and Comparisons are two web based drug information databases providing content in the following areas; drug information and interactions, laboratory and diagnostic testing, natural products,

Infectious disease and poisoning and toxicology. Updated daily, these databases are accessible in the LRC and selected ones off site through the LECOM LRC web page. The LRC Online Public Access Catalog (OPAC) allows users to search our collection. The OPAC is web based and can be searched on or off campus.

4.3.11 LIBRARY INSTRUCTION AND LITERATURE SEARCHES

Personal instruction is available by request. Detailed and complex searches will be analyzed and performed by the professional library staff. Librarian mediated searches are typically finished within 48 hours. Searches are requested using the yellow form available at the circulation desk or online at the online request page on the LECOM website.

4.4 CAMPUS SECURITY AND SAFETY

4.4.1 CAMPUS FACILITIES

LECOM desires to create a safe, supportive environment for its students. To this end, LECOM created several programs to ensure campus safety. LECOM facilities are well maintained and security is given consistent attention in the interest of students, staff, and faculty. LECOM also relies on assistance from the local police and sheriffs' department in all instances, and if necessary, may rely on the resources of the State Police.

The LECOM facilities are open from 6:00 a.m. to 12:00 a.m., Monday through Friday during academic sessions. Saturday, Sunday and holiday facility hours are 8:00 a.m. to 12:00 a.m. Times may vary by location and during examination periods or special events.

For convenience in reporting crimes or unusual incidents, the emergency number for police, fire and ambulance is posted on telephones in the college facility. The 911 emergency system serves the area. At LECOM at Seton Hill, Seton Hill University Police patrol the campus.

Landscaping and outdoor lighting on campus are designed for security. Sidewalks are designed to provide well-traveled, lit routes from parking areas to buildings. Grounds-keeping personnel trim shrubs from sidewalks and the building entrances to provide a safe, well-lighted route to the buildings. All campus lighting is routinely inspected. Night security personnel are available to escort people to the parking areas. Fire extinguishers and fire hoses are placed throughout LECOM for safety. Emergency defibrillators (AEDs) are also located at key locations for emergency use.

In an effort to maintain the highest levels of campus safety and security, no costumes, dress, or masks including mascot uniforms which alter, cloak, or conceal an individual's identity are permitted on any LECOM property. This includes Halloween attire. This is done to maintain the safe community that we enjoy on the LECOM Campuses.

Crime statistics for the previous three (3) years are published or distributed on campus in October each year to inform faculty, staff, and students of the criminal incidents occurring on campus. Each student and employee will receive by mail or computer network, the Campus Crime and Security at Post-Secondary Education Institutions Survey.

Although LECOM provides campus safety and security, LECOM cannot guarantee each student's and employee's safety. LECOM does not have absolute control over the surrounding area. Each member of the

LECOM community must assume responsibility for helping prevent sexual assaults or other crimes though increased awareness, behavior guided by reason, and by taking precautionary steps to avoid situations that lead to the possible occurrence of this crime.

Physical Description

The LECOM SDM is located in three distinct facilities located in: Bradenton, FL; DeFuniak Springs, FL; and Erie, PA.

The Bradenton, FL location is a free standing 130,000 sq. ft. facility that functions as the primary dental building. The south side of the building houses pre-clinical education and includes ample parking for students, faculty, and staff, as well as a security office within the main entryway. The building also includes a cafeteria and a 12,216 sq. ft. Learning Resource Center (LRC). The LRC contains 21 small group meeting rooms which are utilized for Problem Based Learning (PBL). Each PBL room has a conference table with 10 chairs and is fully wired for electricity and internet access. All rooms have access to the LECOM network and the internet utilizing high-speed wireless connectivity. In the LRC, there is a large room that provides conference style seating for 22 people around a large table with room for additional seating as needed. There is also a smaller 10-chair conference room which can be used for meetings. The LRC and can seat 288 individuals in the main area, inclusive of the PBL Rooms.

Teaching spaces include the 21 PBL meeting rooms in the LRC described above, a small and a large lecture hall accommodating 206 and 306 students respectively, and a 55-station simulation clinic with manikin units to simulate dental procedures. Each unit incorporates both high- and slow- speed hand piece capability, electric hand pieces, and a rotary endodontic module. The preclinical simulation lab is adjacent to two wet labs for laboratory work.

Beyond the teaching rooms, this space also includes faculty offices, administrative offices, conference rooms, and interview rooms for dental student candidates.

The clinical side of the building is secured from the pre-clinical side of the building via key-card entry points which permit students, faculty, and staff to access both sides of the building, while preventing patients from entering the secure learning and study spaces of the students. The clinical side of the building houses 10 group practices, each of which contains 10 operatories, and one group practice with 15 operatories, for a total of 115 operatories all together. Each group practice has areas which serve as conference rooms, a wet lab, and a sterilization area. Beyond the clinical areas, this space also includes faculty offices, administrative offices, and conference rooms.

Both the DeFuniak Springs, FL and Erie, PA clinics feature a secure environment including awaiting room, reception area, and business area. There are also public restrooms and sufficient seating to accommodate patients and family members. The clinics include 3 group practices, each with 10 operatories for a total of 30 operatories within each facility. Each group practice has a multipurpose room that contains a dental wet lab, sterilization area, and conference table with chairs. The facility also includes a didactic learning space that includes a 60-seat lecture hall with a smart lecture podium. Technology in the lecture hall includes a Polycom videoconference system capable of linking directly to any of LECOM's other lecture halls or conference rooms equipped with Polycom™ videoconference systems.

Each LECOM clinical office was constructed using the same layout and design for the group practices, operatories, and workspaces. Similarity of facilities between the sites includes structures such as dental chairs, computer terminals, motor units, autoclaves, and other essential pieces of equipment. The desired effect was

easy transition for students.

4.4.2 LECOM SECURITY OFFICE

In Erie, the LECOM Campus Police and Security Office is located inside the north entrance to the building, and inside the southwest entrance in Bradenton. The Security Office is responsible for the provision of law enforcement and security on campus. Campus security is provided twenty-four hours a day, seven days a week.

Operational responsibility for security at LECOM at Seton Hill is provided by the Seton Hill University Police Department. The Seton Hill University Police Department is located in Lowe Hall, room 117 and can be reached by calling (724) 830-4999 or 4999 from a *Seton Hill University phone* (not from a LECOM at Seton Hill phone). The cell phone number of the officer on patrol is (724) 244-2192. The Chief of the Seton Hill Police Department may be reached at (724) 830-4998. His office is located in Lowe Hall, room 115.

The mission of the LECOM Security Office is to provide a safe and secure environment for the students, faculty and staff of LECOM in the preparation for osteopathic physicians and other health care professionals. The Office will ensure that the community and facilities remain secure through professional, proactive, and quality prevention, suppression and investigation of criminal activity or unsafe physical, operational or environmental conditions on the campus and properties under the control of LECOM.

In Erie, the Security Office employs both police officers and security officers. Campus police officers possess full police powers under the law. The officers have the power to arrest in the same manner and with the same authority and may exercise all other powers in the same manner and authority as any police officers in the Commonwealth of Pennsylvania. LECOM police officers may carry firearms and less lethal weapons while on duty for the protection of the LECOM community.

LECOM Police Officers will be carrying weapons in Erie. All of these officers have been trained and certified. At the main campus in Erie, the Police officers will be dressed in a black police uniform with badge and nameplate displayed on the chest. Officers on official business off the main campus will wear a uniform hat and jacket with a LECOM logo.

LECOM Security Officers are not police officers. They perform the duties of and are empowered by LECOM to enforce policies established by the institution. In addition, they staff the Security Office, monitor the CCTV surveillance system, patrol the campus and assist police officers in the performance of their duties.

Bradenton, Florida

Security Office for College of Medicine & School of Pharmacy Building

Located inside the southwest entrance

5000 Lakewood Ranch Boulevard

Bradenton, Florida 34211

(941) 782-5908

Security Office for School of Dental Medicine Building

Located inside the south entrance

4800 Lakewood Ranch Boulevard

Bradenton, Florida 34211

(941) 405-1520

To contact local law enforcement:

Dial 9-9-1-1 from a LECOM phone
Dial 9-1-1 from a non-LECOM phone

4.4.3 CAMPUS SAFETY AND SECURITY PROGRAMS AND INFORMATION SYSTEMS

Daily Log

The LECOM Security Office maintains a daily log of all criminal and non-criminal incidents that occur on campuses and satellite facilities pursuant to federal and state statutes. The contents of this log are open to public inspection. Any student or prospective student, faculty member or staff member of LECOM wishing to examine the Daily Log may do so. The Log is located in the Campus Security Office. Request to view the document can be made to any security officer on-duty in the office during hours when the building is open for business. Requests for review of the Daily Log will be completed/granted within 48 hours.

Personally identifiable information about victims of the crimes of domestic violence, dating violence, sexual assault, and stalking shall not be available in any publicly available record-keeping, including the reporting and disclosure of crime statistics.

Another exception to the release of information pertaining to a criminal offense may occur when there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, or cause a suspect to flee or evade detection, or result in the destruction of evidence. The information will, however, become public when damage is no longer likely to occur as the result of its release.

Campus Security Notification System

LECOM will inform the campus community concerning security matters through the issuance of timely warnings whenever emergency, safety or security issues arise that pose a threat or will have a significant impact on security for students and employees. Such issues shall include but not be limited to criminal activity on or near the LECOM campus, crime prevention warnings and techniques and changes to security policy or procedure.

The LECOM Security Information Notification System [LSINS] shall include the following media:

- LECOM Video Bulletin Board
- Campus E-Mail System
- Memoranda or fliers distributed to each student or employee
- Information posted to the LECOM Security Department Home Page
- Campus crime prevention or security presentations
- e2Campus

It is incumbent upon every member of the LECOM community to actively participate in the Campus Security Program by frequently checking and reading the information disseminated through the various media comprising the Security Information Notification System. Any campus security program can only be as effective as the cooperation and acceptance of the LECOM community.

Campus Security Alerts – e2Campus

LECOM utilizes “e2Campus,” a notification system that enables the school to send urgent news to cell phones. The service is available to all current students and employees. After signing up for the service, LECOM can text cell phones with timely information about emergencies, class cancellations, or critical campus reminders. Registering with the system is necessary to receive the notifications. Depending on personal cell phone plans, there may be a nominal fee from a carrier to receive text messages, but there is no charge from the school to use the service. Beginning in January 2016, e2campus is "opt-out." All incoming students are now automatically signed into the e2campus notification system. If they do not desire to receive e2campus warnings and alerts, they must request, in writing, to be removed from the system.

Students at LECOM at Seton Hill are encouraged to register for Seton Hill University’s e2Campus service so that they may be notified of emergencies, campus closures, or other critical situations on the Seton Hill University campus.

4.4.4 VEHICLE REGISTRATION AND PARKING REGULATIONS

All vehicles must have a LECOM parking tag attached to the front windshield to be parked in a LECOM lot (swipe cards at LECOM at Seton Hill). Security is responsible for the registration of all vehicles on campus and monitoring traffic patterns in and around the campus. Any vehicle entering or parked on school property is subject to search by school authorities (with reasonable suspicion) and/or law enforcement personnel (with probable cause and/or pursuant to state or federal law). Such search may be conducted without warrant for any reasonable purpose in protecting the health and welfare of the school population/employee’s and visitors. Search of the vehicle may include all compartments and components thereof, providing that searching that compartment or components could reasonably produce evidence of the violation of school rules or law about which the school official has reasonable suspicion where violated. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.”

The vehicle speed limit for all roadways within the LECOM campus is 10 miles per hour. Traffic citations may be issued for any infraction of the state codes on the roadways of the LECOM campus.

Infractions shall include but are not limited to:

- Excessive Speed
- Reckless Driving
- Failure to Stop at a Stop Sign
- Failure to Use Turn Signals
- Driving Outside Established Lanes
- Driving Under the Influence of Drugs or Alcohol

Parking Regulations

Student parking is available at no charge and all students are subject to the following restrictions and regulations.

- No vehicle may be left in the LECOM parking lots overnight.
- Student, faculty or staff parking in spaces designed for visitors is strictly prohibited.
- Parking in spaces designated for handicapped persons without a handicapped license plate or placard is

strictly prohibited. Violators are subject to fines and penalties established by the state.

- Parking, stopping or standing in fire lanes is prohibited at all times.
- Parking in areas designated as “Tow-Away Zones” subjects the vehicle to be removed from the campus at the owner’s expense.

4.4.5 STUDENT RESPONSIBILITY FOR SAFETY AND SECURITY

4.4.5.1 INTRODUCTION

LECOM is an exceptionally safe and secure educational institution. However, individual complacency and inattentiveness concerning personal security can negatively impact the entire community. To ensure optimum levels of security, students and employees must assume responsibility for their own safety, as well as, the safety and security of all members of the LECOM community. This responsibility includes, but is not limited to the following:

- Report any safety or security concerns to the Campus Security Office or the University police at Seton Hill University.
- Report any suspicious persons or situations on campus to the Campus Security Office immediately upon discovery.
- Use your issued Card/Key every time you enter or exit a building. Report strangers who do not have a badge and “tailgate” you into a building.
- Strictly obey traffic and parking regulations on campus. This is especially important when driving in congested parking areas and around pedestrian traffic areas.
- Never park, stop or stand in fire lanes. This could cause a serious delay in the response time for fire fighters in the event of a fire emergency on campus.
- Keep personal items inside locked lockers.
- Never leave bags or other personal items in hallways during examinations (they should be in cars, lockers or the front of the exam room).
- NO COSTUMES, Dress, or Masks including mascot uniforms, which alter, cloak, or conceal an individual’s identity are permitted on any LECOM property.

4.4.5.2 CAMPUS CRIME PREVENTION PROGRAM

The following crime prevention programs are provided to the LECOM community:

- All incoming first year students receive a presentation from the LECOM Security Office during orientation.
- Prior to orientation all in-coming first year students receive an Identification Badge/Card/Key and a Parking Permit.
- All new employees receive an Identification Badge/Card/Key and a Parking Permit.
- The Security Office, in conjunction with the Offices of Student Affairs and Human Resources and the various student organizations, will provide crime prevention presentations as needed or requested throughout the year.

4.4.5.3 REPORTING CRIME

Any person who is the victim of a crime, including but not limited to stalking, dating violence, domestic violence, or sexual assault, either on or off campus, is encouraged to report the incident to the appropriate law

enforcement agency. In addition, witnesses, as well as, professional and pastoral counselors, are encouraged to report known crimes on a voluntary, confidential basis. Moreover, the LECOM Security Office reports crimes occurring on campus or non-campus buildings or property to the federal and state government as required by law.

Reports can be made by calling the numbers listed on Appendix A. Reports can also be made in person at the LECOM Security Office or Seton Hill University Police Department.

The LECOM Security Office will refer or investigate all reports of criminal activity received from any source. Investigations of serious crimes will be referred to the local, state or federal law enforcement agencies, as appropriate. In addition, LECOM Security will investigate any criminal incidents on the LECOM campus that are not investigated by the local police as a result of being a low priority.

Any student or staff reporting any type of alleged violation of the PA Crimes Code must prepare a LDPS Statement Form. All statements will be reviewed by LDPS at Main Campus and Bradenton Campuses and reported to the local PD. At LECOM at Seton Hill, the statements will be reviewed by the Vice President for LECOM at Seton Hill and reported to the Seton Hill University police department.”

4.4.6 DRUGS, ALCOHOL AND WEAPONS POLICY

4.4.6.1 Introduction

LECOM recognizes that professional education may be a time of great stress for students. Therefore, LECOM wants to enable our students and staff to adapt successfully to these stresses without engaging in potentially harmful coping mechanisms such as alcohol or drug abuse. A student, faculty member or employee who needs help will be assisted promptly to help solve his or her problem in an effective, compassionate and confidential manner.

The illegal use of controlled substances can seriously injure the health of students or staff, by: adversely impairing the performance of their responsibilities; endangering the safety and well-being of LECOM community members; jeopardizing LECOM property or that of its members or visitors; or adversely affecting its educational mission. As a consequence, to provide for the safety of the members of the community and its property, LECOM has set the following minimum standards of conduct for all members of the community and for those seeking admission to LECOM.

4.4.6.2 Weapons Policy

The use, possession, or carrying in any manner or conveyance of firearms, hand billies, dirk knives, or other dangerous cutting instruments, explosives or any other weapons on LECOM-owned or controlled property, or at LECOM-sponsored or supervised activities, is strictly forbidden. Firearms, weapons and ammunition when lawfully carried by students, staff or visitors to LECOM, shall be surrendered to the LECOM Security Office for safekeeping while on LECOM property. Any person refusing to surrender a lawfully carried firearm; weapon or ammunition on their person shall be immediately ordered to leave the LECOM campus. The only exception is for authorized law enforcement officers. The commission of a serious crime is grounds for immediate discharge from LECOM.

4.4.6.3 Drug-Free Campus

LECOM is dedicated to the safety, health and welfare of its students by maintaining a drug-free academic environment. LECOM complies with provisions of the Drug-free School and Communities Act of 1989. Our

rules of conduct prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on LECOM property: buildings, grounds, vehicles, rental space, affiliated hospitals or locations of official LECOM functions. Violations of this policy may result in an order to participate in a program of rehabilitation and monitoring, suspension, or dismissal.

- Alcoholic beverages may not be served or consumed on any LECOM campus. In addition, the illegal use or abuse of legal drugs will not be tolerated.
- While on LECOM premises and while conducting business-related activities off LECOM premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.
- No student shall possess, use, manufacture, produce, sell, exchange, or otherwise distribute any drug prohibited by federal or state law at LECOM.
- No student shall possess, consume, furnish, manufacture, sell, exchange, or otherwise distribute any alcoholic beverage except as permitted by state law and LECOM.
- Students found by school application process, security background checks, self-disclosure or other means to have a history of use, possession, transportation or any other interactions with illicit substances and/or alcohol or that otherwise comes to the attention of law enforcement will be referred to the PHP/SARPh at Erie or LECOM at Seton Hill and the Florida PRN or Centerstone in Bradenton, possibly for a psychiatric evaluation. A referral will be made to PHP/SARPh/PRN/Centerstone regardless of legal standing as in cases in which any sentence was fully served prior to enrollment at LECOM or conviction records were expunged. Students will be expected to be monitored throughout their matriculation at LECOM by way of recommendations from PHP/SARPh/PRN/Centerstone or by student request in cases of substance dependency.

To inform all LECOM community members about important provisions of this policy, LECOM has established a drug-free alcohol abuse awareness program. The program provides information on the dangers and effects of substance abuse at LECOM, resources available, and consequences for violations of this policy.

4.4.6.4 Substance Abuse Educational Programming

LECOM will offer mandatory educational programs to promote awareness of the dangers of substance abuse and its prevention. Every student must attend/participate in designated programming.

4.4.7 SEXUAL ASSAULT & OTHER SEXUAL MISCONDUCT PREVENTION PROCEDURES

Sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, and stalking are forms of discrimination on the basis of sex and are violations of Title IX of the Educational Amendments Act of 1972. LECOM has a zero tolerance policy of all such conduct whether perpetrated by employees, students, or campus visitors, whether committed on or off campus. The *LECOM Policy Statement on Title IX Compliance and Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence*, attached to this handbook as Appendix J, explains the LECOM Title IX policy, definitions, and the procedures to be followed in the event that sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, or stalking is alleged, including an investigation and resolution which may result in discipline. See Section 5.3.8 for more about hazing and non-sex based harassment.

The procedure to be followed in the event of an allegation of one of these violations is in the *LECOM Policy Statement on Title IX Compliance and Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence* attached as Appendix K.

Information on registered sex offenders may be obtained from the LECOM Police and Security Office.

LECOM provides mandatory educational programs to promote awareness and prevention of sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, and stalking each year at orientation and other times during the academic year. LECOM will also direct students to community resources such as counseling and victim support services and to law enforcement organizations as needed.

To facilitate the prevention and reporting of sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, and stalking, LECOM has named an Institutional Title IX Coordinator and also Deputy Title IX Coordinators on each campus.

LECOM Title IX Coordinator and Deputy Coordinators

Institutional Title IX Coordinator
Aaron E. Susmarski, J.D.
Institutional Director of Human Resources
(814) 860-5101
asusmarski@lecom.edu

LECOM Erie
Dr. Melanie Dunbar, Deputy Coordinator
Director of Behavioral Health
(814) 866-8160
mdunbar@lecom.edu

Dr. Christine Kell, Deputy Coordinator
Associate Dean of Preclinical Education
(814) 866- 8169
ckell@lecom.edu

LECOM Bradenton (including dental clinic at DeFuniak Springs)
Ronald Shively, Deputy Coordinator
Director of Student Affairs
(941) 782-5930
rshively@lecom.edu

Dr. Katherine Tromp, Deputy Coordinator
Associate Dean for SOP Florida Pathway
Associate Professor of Pharmacy Practice
(941) 782-5644
ktromp@lecom.edu

LECOM at Seton Hill
Dr. Irv Freeman, Deputy Coordinator
Vice President for LECOM at Seton Hill
(724) 552-2870
ifreeman@lecom.edu

Anyone who believes they have been subjected to sexual misconduct or is aware that such impermissible conduct has occurred is encouraged to report these incidents. Reports of any form of sexual misconduct should be made to any LECOM designated “Responsible Employee” which are the Title IX Coordinator, Deputy Title IX Coordinators, the Provost, Deans, Associate Deans, Assistant Deans, Program Directors, Directors of Student Affairs, Faculty Advisors, or any other member of the LECOM administration. Such a report begins the LECOM Title IX institutional process.

A report to the appropriate law enforcement agency is encouraged, but not mandated, and begins a criminal process which is a separate matter from the Title IX institutional process. Reporting a sexual assault or related offense to law enforcement as soon as possible is suggested to ensure that fragile evidence is preserved and collected to facilitate a subsequent criminal prosecution.

If you are the victim of sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, or stalking there are several options for you to follow and it is your decision which options to take. The following are recommended, but not mandated.

- Contact the local police, LECOM Police and Security Office, and/or the Seton Hill University Police Department for assistance and an immediate criminal investigation will be initiated. LECOM personnel will assist a student in notifying these authorities if the student requests this assistance.

See Appendix A in this handbook for law enforcement contact information and also the *LECOM Policy Statement on Title IX Compliance and Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence* which is attached to this handbook as Appendix K.

- Preserve any physical evidence that may prove that an incident of sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, or stalking occurred and/or to obtain a protective order.
- You may need to get an immediate medical examination and treatment.
- The examination will determine if you need treatment for injuries or sexually transmitted diseases or pregnancy.
- The examination will also result in the collection of evidence that can be used to identify and convict your attacker.
- You can seek medical attention on your own instead of in conjunction with a report to the police.
- The hospital will treat you and collect the necessary evidence.
- The hospital will notify the police and rape crisis center on your behalf; however, it is your decision to make if you want them involved.
- Even if you do not think that you want to press charges at the time of the medical examination and treatment, it is important to obtain the evidence in case you change your mind at a later date.

You can seek the services of counselors who specialize in assisting victims and the families of victims of these crimes. These counselors can give advice, assistance, and accompany you through the process. LECOM personnel will assist a student in contacting counselor(s) if the student requests this assistance.

See the *LECOM Policy Statement on Title IX Compliance and Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence*, attached to this handbook as Appendix K, for a listing of crime victim and other counseling services.

Consensual Relations Between Students and Faculty/Staff

Romantic or sexual relationships between students and faculty and staff can undermine academic integrity and have serious negative consequences for those involved. Thus, it is the policy of LECOM that such relationships are prohibited. Any faculty or staff member found to be involved in such a relationship is subject to disciplinary action up to and including termination. This policy does not apply to faculty/staff who are married to a student prior to the student matriculating at LECOM. However, in such a case a faculty member may never be in a position to grade or otherwise evaluate his/her spouse.

4.4.8 SUICIDE INTERVENTION POLICY

Any LECOM student who engages in suicidal behaviors and/or verbalizations must be evaluated by a LECOM approved psychiatrist, psychiatric resident or psychologist. The student can only resume their coursework, clinical rotation, or practice experience upon written documentation from the evaluating psychiatrist, psychiatric resident or psychologist which clearly and obviously states that the student is not a threat to himself/herself and is capable to return to the academic program.

Any LECOM student, regardless of campus or school, is required to take action, report, or intervene when an individual(s) is at potential risk of suicidal behavior. The scope of this policy includes any LECOM program, building, grounds, vehicles, rental space, affiliated hospitals or locations of official LECOM functions. Violations of this policy may result in discipline. LECOM adheres to a zero tolerance policy for suicide risk.

For the purpose of this policy, suicidal behavior is defined as direct or veiled statement(s), attempted act(s), threat(s), or gesture(s) in which a person engages or indicates they will engage in life threatening behavior(s) and/or harmful intentions toward themselves.

Students covered by this policy may return to normal academic status (possibly on probation) when a treating physician certifies that the student is no longer a threat to him/herself or others.

4.4.9 VIOLENCE AND/OR THREATS OF VIOLENCE POLICY

There is a zero tolerance for violence or threats of violence directed toward any student or employee at LECOM. Violence or threats of violence is punishable by expulsion and criminal prosecution when and where appropriate.

Violence according to this policy will include physical altercation, overt threats or covert threats of physical violence, intimidation or emotional abuse. All statements, comments, and gestures related to violent behavior will be dealt with as a serious violation of this policy.

Any student who intentionally and/or knowingly fails to identify or report a violent or potentially violent situation is subject to an Honor Code violation as described in the section, "Student Disciplinary Procedures."

4.4.9.1 Hate Crimes are Strictly Forbidden by LECOM

Hate crimes are typically defined as a crime or anti-social action in which the perpetrator targets a victim because of his or her actual or perceived membership in a certain social group, usually defined by race, religion, sexual orientation, disability, class, ethnicity, nationality, age, gender, gender identity, or political affiliation

"Hate crime" generally refers to criminal acts which are seen to have been motivated by hatred of one or more of the listed conditions. Incidents may involve physical assault, damage to property, bullying, harassment, verbal abuse or insults, or offensive graffiti or letters. Anyone engaging in such conduct will be subject to

expulsion. Anyone who witnesses such conduct, regardless of whether they are the target, must report the conduct to security, student affairs and/or any member of the LECOM administration.

Statistics are maintained on hate crimes against which LECOM has a policy of Zero Tolerance.

4.4.10 DANGEROUS PERSON POLICY

Any LECOM student while attending coursework, participating in clinical rotations or practice experiences shall not threaten to, nor attempt to perpetuate violence, abusive physical and/or emotional acts toward others that is likely to result with intentional injury and/or pain, or the destruction of property regardless whether the act be direct or indirect; overt or covert; serious or in jest. The scope of this policy includes any LECOM program, building, grounds, vehicles, rental space, affiliated hospitals or locations of official LECOM function(s). Violations of this policy may result in: an order for an evaluation by a LECOM approved psychiatrist, psychiatric resident, or psychologist; suspension; or dismissal from LECOM. LECOM has zero tolerance for threat(s) or violent act(s).

Any LECOM student who intentionally and/or knowingly fails to identify or report a dangerous person, as described in the above paragraph is subject to an Honor Code violation as described in this Handbook section “Student Disciplinary Procedures.”

Examples of dangerous comments may include oral statements or statements found in emails, websites or other paper or electronic media, and are not limited to: *I will kill you, I hate you, I will hurt you, I’m going to hit you, You will be sorry.* Examples of dangerous behaviors include but are not limited to: *brandishing a weapon/firearm, stalking/harassing, threatening notes, intimidating body mannerisms, threatening to injure an individual or to damage property, and retaliating against any individual who, in good faith, reports a violation of this or any policy.*

Students should not confront or take any aggressive action against a person who is viewed as potentially dangerous.

4.4.11 VISITORS

Only matriculated students, staff, faculty, and invited and escorted guests are permitted in LECOM buildings. LECOM students and employees are required to show their LECOM issued ID badge for entrance to LECOM buildings. Prior to allowing access to the building Police & Security may check to ensure they have not been suspended, dismissed, or otherwise to be prevented from entering.

Non-students are not permitted to attend didactic or laboratory sessions without special permission of the appropriate dean. No visitors are permitted in the anatomy laboratory without special permission of the Course Director of Gross Anatomy. These regulations are STRICTLY observed.

Visitors to LECOM should be aware that they must bring a valid state ID. All persons entering any LECOM building or facility are subject to bag and purse checks as well as metal detection screening where equipped. Any person refusing such search will not be permitted entry. Alcohol, weapons, or any item that the LECOM Department of Police and Security deems dangerous will be confiscated. Illegal items will be turned over to the appropriate law enforcement jurisdiction.

Persons having business to conduct with LECOM employees will be required to have an appointment. Security must be notified of site visits/guests in advance. If the site visitor/guest does not have a scheduled meeting and

an unscheduled meeting is not possible, the guest will be advised to call and make an appointment. The personal office phone number will not be given out, instead the guest will be given the college campus main phone number.

Erie: (814) 866-6641

Bradenton: (941) 756-0690

LECOM at Seton Hill: (724) 552-2880

Visitors to LECOM must sign the visitor log at the entrance of the building and wear a visitor badge indicating they are authorized to be on campus. Approval of a special visitor pass may be obtained from one of the following: Director of Security, Director of Student Affairs, a Dean, an Associate Dean, an Assistant Dean, or the Vice President for LECOM at Seton Hill. Minor visitors must have the approval of the Provost.

4.5 REGISTRAR/EDUCATIONAL RECORDS

4.5.1 OFFICE OF THE REGISTRAR

The Office of the Registrar is the keeper of the educational record for all students. Among the services provided are release of academic transcripts, confirmation of enrollment, recording and dispersal of student grades, change of name and address, as well as maintenance of additional student directory information, and release of diplomas.

4.5.1.1. Transcripts

The official transcript includes the complete academic record at LECOM. Academic credit transferred from other colleges and/or universities will be indicated on the transcript if the credit is applied toward a degree at LECOM. Transfer grades are not included on the LECOM transcript. Enrolled students will receive a grade report after grades have been posted at the conclusion of each semester.

The student's authorization and written signature is required to release a transcript. In order to request an official transcript, the Transcript Request Form must be completed and submitted to the registrar's office. There is a \$10.00 fee for each transcript and the transcript must be mailed directly to the recipient. The transcript is only official when it bears the signature of the registrar and the seal of the College or the School. **Transcripts and grade report forms cannot be faxed or emailed. Unofficial transcripts are not issued.**

Requests for an official transcript must allow a minimum of 10 working days for normal processing and three weeks for processing following the end of a semester. Official transcripts will not be provided to students who are delinquent in their financial obligations to LECOM or any of its affiliated hospitals or clinics, delinquent in submitting required health forms, or if clinical rotation requirements are not received by the appropriate offices. If LECOM has knowledge that a student or graduate is in default on any Federal, State, outside agency, institutional loan, or service obligation, LECOM will withhold all official transcripts, and letters of recommendation or evaluation for internships, residencies, employment, staff privileges, specialty certification and licensing.

4.5.1.2 Grade Reports

Grades are sent out to students by U.S. Mail within 30 days of the end of the semester. Factors affecting timing of grades are a timely submission to the registrar by the faculty teaching the courses, and verification by the Registrar of all grades submitted.

4.5.1.3 Change of Name/Change of Address

A change of name will take place only when the appropriate paperwork is submitted to the Office of the Registrar. Students wishing to change their names should submit proof of marriage or divorce, a second form of ID or provide other court-ordered documents showing the change of name. Students wishing to take their maiden name as their middle name must also submit an official document verifying the update. NAME CHANGES BECOME PERMANENT ONCE GRADUATION HAS TAKEN PLACE. If a name is changed near to graduation, the student's diplomas will not be released to the students until official documentation of the name change is received.

A change of address may be submitted: in person, by mail, or by fax on the Change of Address form; by an E-mail originating from the student's LECOM account only and sent to the Registrar; or by using the LECOM Portal.

4.5.1.4 Diplomas

LECOM Graduates receive their diplomas immediately following Commencement provided all requirements have been met and all rotations are completed. Each graduate receives a small diploma to be placed in a diploma cover and a large diploma for framing. *Diplomas or reproductions of diplomas will not be issued or transmitted in any manner prior to the Commencement ceremony.*

Students who are off schedule will have their diplomas ordered once all requirements are completed. The official date on the diploma will be the last day of the month in which all graduation requirements are completed. Unless other arrangements are made, late graduates' diplomas will be mailed to the address that is on file with the Office of the Registrar.

4.5.2 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. This policy gives all LECOM students notice of their rights under FERPA.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." All LECOM students are "eligible students."

- A. Eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of any request. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies. No charge will be made for retrieving or searching records.
- B. Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- C. Generally, schools must have written permission from the eligible student in order to release any

information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student seeks or intends to enroll;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

4.5.3 EDUCATIONAL RECORDS POLICY

For the purpose of this policy, LECOM has used the following definitions of terms.

LECOM: Lake Erie College of Osteopathic Medicine, encompassing all of its academic programs

Student: Any person who has matriculated at LECOM and commenced classes, and for whom LECOM maintains educational records. The term does not include any individual who has applied for admission to but has not matriculated or commenced classes at LECOM.

Record: Any information or data recorded in any medium, including, but not limited to: handwriting, print, all of its academic programs, film, microfilm or microfiche.

Directory Includes the following information relating to a student:

Information: student's name, address (permanent and present), telephone number, date and place of birth, undergraduate/graduate institution(s) attended, class level, marital status, home state, dates of attendance, degrees and awards received, most recent photograph, and other similar information. This information may be published unless a student files an objection with Student Affairs.

Educational Any record (in handwriting, print, tapes, films, or other medium)
Records: maintained by LECOM or an agent of LECOM. This is part of the official record of a student's work. The term does not include:

- A personal record maintained by an administrative staff member and kept in the personal possession of the individual who made the record. Information contained in the record must be strictly confidential and not to be revealed or made available to any other person except the maker's temporary substitute. A "substitute" means an individual who performs on a temporary basis the duties of the staff member who makes the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position.
- An employment record of a student, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.

- Personal health records of the student, used only in connection with the provision of treatment of a student, and not disclosed to anyone other than the individuals providing treatment (provided that the records can be viewed by a physician or other appropriate professional of the student's choice).
- Law enforcement records, which are maintained apart from educational records solely for law enforcement purposes, are not disclosed to individuals other than law enforcement officials of the same jurisdiction.
- Alumni records, which contain information about a student after he or she is no longer in attendance at LECOM and the records do not relate to the person as a student.
- Information on the placement in employment and the types of employment secured by graduates of the College and the School are available upon request through the Office of Student Affairs.

4.5.4 EDUCATIONAL RECORDS

LECOM will maintain the following types of educational records:

- Personal data identifying each student enrolled, including full legal name, address, race, date and place of birth, marital status, name of spouse, name of parent or guardian;
- Description of student academic status including grade level completed, grades, standardized test scores, and clinical evaluation of work competency and achievement;
- Scores on standardized professional examination boards;
- Records of extracurricular activities;
- Health data;
- Systematically gathered academic, clinical and counseling ratings and observations; and
- Reports of disciplinary and criminal proceedings, provided reports contain only factual information and not subjective information.

4.5.5 ANNUAL NOTIFICATION

Students are notified of their Family Educational Rights and Privacy Act (hereafter FERPA) rights annually by publication of the Student Catalog and Handbook.

4.5.6 PROCEDURE TO INSPECT EDUCATIONAL RECORDS

- Students may inspect and review their Educational Record upon request to the Office of Student Affairs.
- Students should submit to Student Affairs a written request identifying as precisely as possible the record or records he or she wishes to inspect.
- Student Affairs will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given 45 days or less from the receipt of the request.
- When a record contains information about more than one student, the student may inspect and review only that part of the record which relates to the student making the request.
- If a student is unclear as to the meaning of any record, they may request an interpretation of the contents of the record from Student Affairs.

4.5.7 RIGHT OF LECOM TO REFUSE ACCESS

LECOM reserves the right to refuse a student's request to inspect and review the following records:

- Letters and statements of recommendation for which the student has waived his or her right to access;
- Records connected with an application to attend LECOM, as such were obtained prior to the student being in attendance at LECOM; or
- Those records which are excluded from the FERPA definition of Educational Records.

4.5.8 RECORD OF REQUESTS FOR DISCLOSURE

LECOM will maintain a record of all requests for and/or disclosure of information from a student's Educational Records. Any disclosed record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The student educational record may be viewed by the student or by the parents of eligible students. LECOM will require that any party to whom it allows access to student records maintain them in strict confidence and use them only for reasons authorized by FERPA.

4.5.9 DISCLOSURE OF DIRECTORY INFORMATION

LECOM may disclose personally identifiable information from the educational records of a student who is in attendance at the institution if that information is considered "directory information." Any student may refuse the release of any such information by serving written notice to that effect to the registrar within 30 days after the commencement of any academic year.

LECOM reserves the right to disclose directory information from the educational records of an individual who is no longer in attendance at LECOM without following any of the procedures described above.

4.5.10 CORRECTION OF EDUCATIONAL RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

- Students must submit their request in writing to Student Affairs to amend a record. In doing so, the student should identify the part of the record he or she wants changed and specify why he or she believes that it is inaccurate, misleading, or in violation of his or her privacy rights.
- LECOM may comply with the request or it may decide not to comply. If it does not comply, LECOM will notify the student of the decision and will advise him or her of the right to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- Upon request, LECOM will arrange for a hearing, and notify the student, reasonably in advance, of the date, place and time of the hearing.
- The hearing will be conducted by a hearing officer, who is a disinterested party. However, the hearing officer may be a LECOM official. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's Educational Records. The student may be assisted or represented by one or more individuals, including an attorney.
- LECOM will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- If LECOM decides that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or statement setting forth reasons for disagreeing with the decision.

4.5.11 FERPA BREACH POLICY

Individuals who handle any element of the academic records of LECOM students should take all possible means to maintain the confidentiality of those records. Avoid sending academic records via email. When it is absolutely necessary, encryption should be used and by means of encrypted email only. In doing so, check carefully the recipients, contents and attachments of any email prior to transmission. The transmission of key personal identifiers, such as social security numbers, drivers' identification numbers and birthdates should be avoided to the fullest extent possible. Finally, FERPA protected information (as well as test questions) should never be kept on any LECOM computer. All protected information must be stored in the portal or on your secured user folder located on LECOM server.

In the event of any improper disclosure or breach of the confidentiality of any FERPA protected material, the following procedure will be followed:

1. Verify that a breach of FERPA-protected information has occurred.
2. Identify as precisely as possible what information is involved and where it has been sent.
3. If possible, put a stop to the disclosure (cease a transmission, recall e mails, etc.)
4. Notify the IT Department, the Registrar, the Dean of the school involved and the Provost's office immediately upon verification of a breach.
5. Document all that is known about the breach.
6. An incident response team will be assembled by the responsible dean in consultation with the Provost's office.
7. Data "owners" (individuals whose data has been breached) should be notified, if they are not aware of the breach.
8. Notice should be given to all affected students at the direction of the dean. Notice will usually be from the dean, with the approval of the Provost's office.
9. Preserve all evidence relating to the breach.
10. A full investigation will be undertaken.
11. If criminal actions are involved in the breach, security and local law enforcement should be notified, with the approval of the Provost's office.
12. Determine how to mitigate any damage done and how to prevent the reoccurrence of the breach.
13. The Provost shall then assemble responsible officials of all schools; thoroughly review what happened; and implement all necessary institution-wide safeguards.

In accordance with the faculty and staff handbook(s), violations of FERPA, including, but not limited to, a breach, may be subject to progressive discipline, up to and including termination of employment.

4.5.12 PLACEMENT IN EMPLOYMENT

Information on the placement in employment and the types of employment secured by graduates of LECOM are available upon request through the Office of Planning, Institutional Assessment and Accreditation and the Office of Student Affairs.

5. STUDENT LIFE

5.1 STUDENT AFFAIRS

5.1.1 MISSION STATEMENT OF THE OFFICE OF STUDENT AFFAIRS

The mission of the Office of Student Affairs is to provide advising, counseling and support services to help students adjust to all aspects of their education at LECOM. In addition, Student Affairs plays a leadership role in developing experiences, policies and programs to provide learning and leadership opportunities in concert with the educational mission of LECOM.

5.1.2 BEHAVIORAL HEALTH SERVICES

Because professional education may be highly stressful as well as rewarding, guidance and referral services are available through the Office of Student Affairs and the Director of Behavioral Health. Consulting with the Director of Behavioral Health, who is a licensed psychologist, provides a safe, private environment where students can explore adjustment issues, find ways of gaining greater self-awareness and develop better decision-making, problem-solving and interpersonal skills. Consultation is encouraged for students experiencing anxiety, relationship problems, loneliness, depression, alcohol and/or substance abuse, and personal matters, as well as for test anxiety, general academic stress and concerns related to school adjustment. Through the Director of Behavioral Health, consultation is NOT a traditional treatment relationship. Referrals for counseling services in the community to address personal matters are provided with the assurance of confidentiality. Behavioral service or mental health providers subscribe to the ethics and guidelines established by the American Association for Counseling and Development and by the American Psychological Association; psychiatrists subscribe to those of the American Psychiatric Association.

Consultation services to assess student's needs, including the need for referrals to the Director of Behavioral Health or to mental health providers in the community, are available 24 hours a day, seven days a week.

The Office of Student Affairs at the Erie and Bradenton campuses is available to assist students who have concerns that can be resolved in a timely manner, and make appropriate referrals for issues that require more attention. In addition, LECOM is able to refer students to licensed professionals off campus who are available for long-term counseling, as noted above.

Please note that there are limited counseling services available to students through certain designated professionals who are members of the faculty. Students must be aware that in meeting with a student, these professionals are doing so solely as a member of the faculty and not as the student's individual physician/professional counselor or therapist. Therefore, there should be no expectation of confidentiality, as they may share information received from the student with members of the administration or other faculty members, on a need-to-know basis. Students consulting with private mental health providers will be asked to sign Authorization for Release of Information forms allowing such specialists to share information with LECOM. Giving this permission is voluntary but advisable, as it is intended to allow the Director of Behavioral Health to monitor service, thereby facilitating academic and therapeutic progress through coordination of care. Signing would be mandatory in situations involving violation of zero tolerance policies (such as drug and alcohol or anti-harassment policies) or when students are referred to independent, qualified behavioral health practitioners for drug screens and/or to Physicians' Health Programs [PHP], or the Florida Professional Resource Network (PRN). Upon special consideration, when referrals are either highly advised or required by policy (as above), payment for an initial visit to an independent, qualified behavioral health practitioner may be made by LECOM.

Documentation of behavioral service is kept confidential in secure files, and it is completely separate from the permanent academic record. In terms of communications with general faculty members, there is likewise a limited expectation of privacy. Certain matters, such as grades, are kept confidential. However, students should be aware that general conversations/communications with faculty members, even on topics of a personal nature, may be shared with other faculty members or members of the administration to the extent that the administration deems it appropriate.

On-campus Support:

Students on each campus have access to licensed psychologists, Drs. Melanie Dunbar and Diane McKay, who serve as LECOM’s Directors of Behavioral Health. As Directors of Behavioral Health, Drs. Dunbar and McKay offer consultation, support, and referral Monday through Friday between 8:00 am and 4:30 pm for students who are not in crisis.

Contacting On-Campus Support

<p>Melanie Dunbar, Ph.D. Director of Behavioral Health LECOM: Erie and Seton Hill 1858 West Grandview Boulevard Erie, PA 16509 Office A4-358 (814)866-8160 mdunbar@lecom.edu</p>	<p>Diane A. McKay, Psy.D. Director of Behavioral Health LECOM: Bradenton 5000 Lakewood Ranch Boulevard Bradenton, FL 34211 Office 283 (941) 782-5752 dmckay@lecom.edu</p>
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Note on confidentiality of student information: Information disclosed to Drs. Dunbar and McKay is not disclosed to others without the student’s consent within the legal and ethical limitations related to safety of the student and others. Drs. Dunbar and McKay adhere to the ethical code of the American Counseling Association.

Emergency and 24/7 Support:

Students who are experiencing a mental health emergency are encouraged to go to their nearest emergency room or to call 911.

LECOM also makes the following confidential resources for behavioral healthcare services available to all students on a 24/7 basis:

1. LECOM offers a confidential mental health assistance program through “Student Protection Plus,” which can be reached 24 hours a day/7 days a week online at <https://www.studentprotectionplus.com/>, or by phone at 888-777-9980
2. All students have access to assistance 24/7 through LECOM’s emergency protocols. To facilitate access to emergency resources, each campus has identified responders for immediate intervention who are available 24/7 by cell phone. Students can contact Police/Security on any campus 24/7 for assistance and facilitation of connection to the appropriate responder.

External Community Resources:

Erie Resources

Crime Victim Center (Rape Crisis)	(814) 455-9414
Crisis Services	(814) 456-2014
Millcreek Community Hospital Behavioral Health	(814) 868-8714
Physicians Health Programs (PHP; PA)	(866) 747-2255 or (717) 558-7819
Safe Net (Domestic Abuse)	(814) 454-8161
Stairways Behavioral Health	(814) 464-8438
Safe Harbor Behavioral Health	(814) 459-9300
Saint Vincent Behavioral Health	(814)-452-5555 or (888)-950-9090

Seton Hill Resources

Seton Hill University Counseling Center	(724) 838-4295
Rape Crisis Center (Pittsburgh Action Against Rape)	(412) 431-5665
Center for Victims (Crime and Abuse)	(412) 361-2820
Crisis Intervention Hotline	(800) 836-6010
Physicians Health Programs (PHP; PA)	(866) 747-2255 or (717) 558-7819

Bradenton Resources

Centerstone Student Assistance Program	(941) 782-4379
Centerstone Crisis Center	(941) 782-4600
Professionals Resource Network (PRN)	(904) 277-8004 or (800) 888-8776
Domestic Violence Victim Resources	
Bradenton- Hope Family Services, Inc.	(941) 747-7790
Sarasota- Safe Place and Rape Crisis Center	(941) 365-1976
Rape Crisis Hotline Bradenton	(941) 708-6059
Rape Crisis Hotline Sarasota	(941) 365-1976

5.1.3 STUDENT HEALTH SERVICES

LECOM provides excellent general health care services for its students enrolled in the Highmark Blue Cross/Blue Shield Community Blue Student Insurance Plan. It is mandatory for all students to have healthcare coverage through LECOM's student policy, unless covered by their parent's or spouse's employer's health insurance. (see Section 4.3.5).

In Erie, LECOM, through its partners at Millcreek Community Hospital and Medical Associates of Erie, provides excellent general health care services for students with no co-pay using the Highmark Blue Cross/Blue Shield Community Blue student insurance coverage. All students are required to carry the student policy unless covered by a parent's or spouse's insurance. (*see Section 4.3.5*). If a student's family physician is not in the area or not available, students requiring more immediate attention may opt to visit the Family Practice of Dr. Mark Baker on the Erie campus or the Plaza 38 Medical Center near the Erie campus.. .

For students without a personal physician in the area, LECOM at Seton Hill has entered into an agreement with the Allegheny Health Network to provide "Student Health Services" through Forbes Family Medicine-PCMH in Monroeville and Milstein Medical Group in Greensburg. Forbes Family Medicine is located at 2550 Mosside Boulevard, Suite 500, Monroeville, PA. The phone number is 412-457-1100. Milstein Medical Group is located

at 1123 Woodward Drive, Greensburg, PA. The phone number is 724-837-9070. Both practices accept the Highmark health insurance product offered through LECOM and many other insurance products. Students without LECOM health insurance should verify insurance information directly with the provider's office.

Both practices will accept as new patients any LECOM at Seton Hill students who desire to obtain care. Any LECOM at Seton Hill student who has an urgent or acute matter should contact Forbes Family Medicine and will be seen within 24-hours (or referred to emergency care, if appropriate). In addition, after-hours and weekend calls from LECOM at Seton Hill students to Forbes Family Medicine will be accepted and handled on the same basis as are calls from established patients of the practice.

For students needing to establish primary care services in Bradenton, LECOM refers students to Primecare of Manatee or Urgent Care Walk-In Clinics in the immediate area. Primecare of Manatee, is a Division of MAXhealth and the practice site for Stephen Coppa, D.O., LECOM Clinical Assistant Professor of Internal Medicine. A minimal co-pay will apply.

When experiencing a medical emergency, students are advised to call 911 immediately, or the numbers listed in Appendix A. If you feel you or a fellow student are having a medical emergency or any other emergency, call 911 immediately.

5.1.4 PROTOCOL FOR MANAGING STUDENTS IN DISTRESS

LECOM utilizes an Emergency Paging Response System to provide immediate response in the event of an emergency situation involving any individual on campus. With regard to students in distress:

- Student Affairs, Faculty and staff will ensure that students know to seek immediate assistance if feeling any distress or medical issue during class time.
- Students feeling a need for medication during class may either take it in the class or excuse themselves for a brief period to take the medicine.
- Where medication is not involved, and a student feels any type of medical distress, the student may excuse themselves to make use of a rest room or request aid.
- If students excuse themselves, they should return to class if possible or alert Security if they feel a need to leave. Security will activate the Emergency Response Paging System.
- Such students should not attempt to drive themselves if there is any doubt of their ability to do so. Likewise, Security should advise the student to wait and arrange for transportation if the student seems impaired.
- Where a student expresses a need for aid to an instructor, Student Affairs and/or Security should be immediately contacted by the instructor.
- Student Affairs/Security will make any reasonable accommodation for a student. If the situation calls for immediate medical treatment, 911 will be called. Security may also arrange for transport for the student to their residence or to a medical facility if the situation does not call for an emergency response.
- Where appropriate, Security or Student Affairs should call the student's emergency contact.

- In every case, when in doubt, LECOM personnel should err on the side of the greatest possible accommodation for the student. If the situation includes behavioral/emotional problems and/or distress, especially involving a zero tolerance policy violation, the Director of Behavioral Health will likely be consulted and assist with intervention.
- The student will not be allowed back in school without designated (e.g., psychiatric/psychological) medical/clinical professional clearance through written documentation and/or may have to comply with specific security measures.

5.1.5 STUDENT RACIAL/ETHNIC SELF-DESCRIPTION

Statistics on diversity in the student body, including information on the gender, recipients of federal grants and self-identified members of racial or ethnic groups are available through the Office of Student Affairs.

Student eligibility for certain LECOM and federally sponsored scholarships and loan programs is based upon the students' economic status, racial and ethnic self-description. The purpose of these programs is to support LECOM's commitment to diversity in its student body and its goal to do its share in the improvement of certain racial/ethnic under-representation among health professionals.

Students who knowingly and without a legitimate basis describe themselves as members of racial/ethnic minority groups or as economically disadvantaged in such a manner as to gain entry into special programs are committing fraud. At the same time, they are preventing the appropriate distribution of federal and LECOM resources in support of the institution's educational goals, and potentially depriving other students with legitimate needs from these programs from participating as fully as otherwise would be the case. To prevent fraud by students, under certain circumstances, LECOM may request verification and/or documentation to support a student's self-description for eligibility to participate in special disadvantaged, minority/ethnic programs.

5.1.6 DISABILITY SERVICES

Discrimination Prohibited

LECOM prohibits and does not engage in discrimination on the basis of disability. LECOM is committed to ensuring that qualified students with disabilities have equal opportunity to participate in LECOM's educational programs and activities.

It is LECOM's intention to provide appropriate, reasonable accommodations for students who voluntarily disclose and provide professional documentation of a disability in accordance with the Americans with Disabilities Act of 1990 (ADA), including changes made by the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973. LECOM will take all reasonable steps to accommodate qualified students and applicants with disabilities as defined by applicable law.

Requesting Special Accommodations Due to a Disability

Students requesting special accommodations for examinations, laboratory procedures, or other activities must submit a *Request for Special Accommodation Due to a Disability Form* and required supporting documentation to the Director of Student Affairs at the Erie or Bradenton campus or to the Vice President of LECOM at Seton Hill at the LECOM at Seton Hill campus. The completed form and required documentation must be submitted

thirty (30) days prior to the start of the semester to permit sufficient time for the review and approval process to be completed prior to the start of the semester. Requests submitted at other times may take up to thirty (30) days to be processed upon the receipt of the completed request form and all required documentation.

Documentation of the assessment by a licensed/certified professional who is not a family member must be submitted in support of the completed *Request for Special Accommodation Due to a Disability Form* using the *Physician's/Clinician's Disability Accommodation Verification Form*. An appropriately qualified licensed/certified professional with expertise and sufficient knowledge in the area of the asserted disability must provide a current assessment of the student's disability. Documentation which shows that the same, or similar, accommodation was granted at a previously attended undergraduate or graduate institution may be submitted along with the completed *Request for Special Accommodation Due to a Disability Form*. See the *Request for Special Accommodation Due to a Disability – Guidelines for Documentation* for more information about required documentation.

The *Request for Special Accommodation Due to a Disability Form*, *Physician's/Clinician's Disability Accommodation Verification Form*, and *Request for Special Accommodation Due to a Disability – Guidelines for Documentation* are available on the LECOM portal and may be obtained from the Office of Student Affairs.

All requests for special accommodations are reviewed by the Director of Student Affairs or Vice President for LECOM at Seton Hill in consultation with the appropriate dean. Strict confidentiality is maintained in the review of each request. The student is responsible for any costs related to any additional evaluation or testing required in support of the request for special accommodations. The student will receive written notification of LECOM's decision regarding the request for special accommodations. If a request for special accommodation is granted by LECOM, a letter of agreement stating the nature and extent of the accommodation will be prepared for signature by the student and appropriate LECOM representative for inclusion in the student's permanent record.

LECOM Accommodations for Testing and Licensing Examinations

It must be noted that LECOM is only able to provide special accommodations for examinations that are under the institution's control. In particular, the licensure examinations for osteopathic physicians, pharmacists, and dentists, parts of which are required in some programs for advancement within and graduation from LECOM, are administered by the national licensure boards listed below. Any requests for special accommodations on licensure examinations must be made directly to the appropriate board. LECOM's approval of a request for special accommodations does not guarantee a similar response from the licensure board.

The Comprehensive Osteopathic Medical Licensing Examination (COMLEX) is administered by the National Board of Osteopathic Medical Examiners (NBOME).

The North American Pharmacist Licensure Examination (NAPLEX) is administered by the National Association of Boards of Pharmacy (NAPB).

The National Board Dental Examinations (NBDE) are administered by the ADA's Joint Commission on National Dental Examinations (JCND).

Contact for Disability Services by LECOM Campus

LECOM Erie

Dr. David P. Fried
Director of Student Affairs
1858 W. Grandview Boulevard
Erie, Pennsylvania 16509-1025
(814) 866-8116
dfried@lecom.edu

LECOM Bradenton
Mr. Ronald Shively
Director of Student Affairs
5000 Lakewood Ranch Boulevard
Bradenton Florida 34211-4909
(941) 782-5930
rshively@lecom.edu

LECOM at Seton Hill
Ms. Elizabeth Brajdic
Student Affairs Coordinator
20 Seton Hill Drive
Greensburg, Pennsylvania 15601-1548
(724) 552-2879
ebrajdic@lecom.edu

5.1.7 CAMPUS SPEAKERS

All students wishing to invite speakers to address students or student clubs must first submit, **in writing**, all relevant information to the Office of Student Affairs. The Office of Student Affairs will review and forward the request to the appropriate dean, who will grant permission for guest speakers whose presentations further the mission of the institution.

5.1.8 BOOKSTORE

The LECOM Bookstore is online and on the third floor of the Erie campus building. At Bradenton and LECOM at Seton Hill, the bookstore is online only. The required textbooks as well as reference and review books are available for purchase. Special orders are welcomed with a small deposit.

The complete listings, which include the ISBN, edition, and retail price, of all required textbooks for the College of Medicine and the School of Pharmacy are available on lecombookstore.com or the LECOM Student Portal under the Bookstore tab. The Bookstore tab also offers a textbook rental option and a textbook buyback program.

The Bookstore stocks LECOM logo apparel & gifts, supplies, and instruments relevant to course work. Cash, check, gift certificates, or credit cards (MasterCard, Visa or Discover) may be used for purchases.

5.1.9 LIVING ACCOMMODATIONS

All LECOM students live in privately-owned, off-campus housing. The Office of Student Affairs at each location may have available information on rental properties or rental agencies. However, please note that any information made available to a student does not represent an endorsement of any kind. It is the student's responsibility to research and inspect a listing to determine its suitability. *Students should read leases before*

signing them.

LECOM staff and students are prepared to assist new students in becoming more familiar with local neighborhoods and to help them evaluate accessibility to shopping and recreation areas. LECOM disclaims any warranty or guarantee as to the price, quality or safety of off-campus housing. Housing arrangements for the summer sessions of the Distance Education Pathway for the School of Pharmacy are detailed in the Summer Session Manual.

5.1.10 STUDENT TELEPHONE EMERGENCY MESSAGE SYSTEM

Students are asked to inform family members/friends that only emergency messages will be relayed to students. The caller must clearly state that an emergency situation exists. The caller will be asked for his or her name, telephone number, his or her relationship to the student, and the nature of the emergency.

5.1.11 CANCELLATION OF CLASS

In event of inclement weather, tune to local radio stations for announcement of school closings. No clinical duties will be canceled because of weather; only didactic and laboratory classes may be canceled. LECOM at Seton Hill is closed whenever the Seton Hill University campus is closed for inclement weather. Students at all locations should use the e2 Campus System to check on possible closures. Check local media for the status of Seton Hill University.

5.1.12 REQUIRED EQUIPMENT

Laptop Computer

All students are required to have a laptop computer. The computer will be used to obtain course notes, access the Internet, E-mail and other academic related activities. All incoming students must obtain a computer system prior to the first day of orientation. Students are responsible for all costs associated with ownership of the computer.

Recommendations

Due to the rapid change in computer hardware, LECOM publishes current system requirements on the LECOM website. You can access this page under the IT tab on the Portal. Students should contact the IT department if they have any questions regarding the purchase of a laptop computer.

Dental Equipment

Dental Instrument and Supply Kits are mandatory purchases from the LECOM School of Dental Medicine approved vendor. Students will be provided annually with information regarding cost of purchase, time of payment and method of payment.

5.1.13 STUDENT ACTIVITIES

5.1.13.1 GRADE REQUIREMENTS FOR PARTICIPATION

Students seeking to attend a conference must complete a travel request form. (Appendix G) All travel requests must be made 30 days in advance if at all possible. Dental students must be in good standing and passing all currently enrolled courses to:

- Serve as an officer in the ASDA
- Serve as an officer of a LECOM club or organization
- Serve on a school committee
- Attend any off-campus conference/meeting.

Students wishing to attend off campus meetings or conferences must be approved in advance; must be excused from any classes that will be missed; and must complete a student travel request form (Appendix G). To receive housing, food or transportation support from LECOM, students must be willing to assist in LECOM activities, if any, at the event. All rules relating to student conduct are in force when students attend any such meetings or conferences

5.1.13.2 LECOM STUDENT GOVERNMENT

The Student Government is the official voice for all dental students. The organization is open to all students at the SDM and welcomes proposals and participation from the entire student body. The responsibilities of Student Government include: collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the student body, promoting dental care, supporting club and class activities and working to improve the quality of life for all students at LECOM. The Director of Student Affairs serves as the liaison between the SDM administration and Student Government.

5.1.13.3 DENTAL SCHOOL CLUBS AND ORGANIZATIONS

Students are encouraged to participate in extracurricular activities through membership in the various clubs and organizations established by students. The following clubs and organizations are available at LECOM

- Student Government Association
- Student Ambassadors
- ASDA (American Student Dental Association)
- HSDA (Hispanic Student Dental Association)
- Delta Alpha Pi (Dental Philanthropy Club)
- OMFSJC (Oral and Maxillofacial Surgery Journal Club)
- LECOM Student Research Group
- AO (Alpha Omega Dental Fraternity)
- Predoctoral Orthodontic Association
- American Academy of Pediatric Dentistry
- Academy of General Dentistry
- American Association of Women Dentists
- Periodontology Club
- Academy of LDS Dentists
- Asian American Student Dental Organization
- Forensic Odontology Group
- LECOM Association of Endodontics
- Student National Dental Association
- Christian Dental Society

Pledging is not permitted at LECOM.

5.1.13.4 SCHOOL COMMITTEES

Student representation on the SDM committees is encouraged. Students may recommend a list of candidates from their class to serve on the SDM committees with final approval from the Dean.

5.1.13.5 RECOGNITION OF STUDENT ORGANIZATIONS

The first step in obtaining recognition for a new student organization is the submission of a petition to the Student Government Association (SGA). The petition must include the goals of the organization, the proposed charter, the name of the faculty advisor, a list of club officers and a list of charter members. The petition to form a new club or organization must be signed by the prospective officers and the faculty advisor of the new organization. Once the petition has been approved by the SGA, it must be submitted to the Director of Student Affairs for administrative review, who will forward the petition to the appropriate dean for final approval. The approved status of an organization is valid for one year, renewable on an annual basis. Administrative approval is important because only officially approved organizations and groups can use LECOM facilities, be listed in LECOM publications and be eligible for institutional support. Membership in a LECOM organization may include an application, GPA minimum, essay, service hours or dues. Pledging must be limited to what is required by the national fraternal organization. Hazing is never permitted.

5.1.13.6 STUDENT ORGANIZATION STATIONERY AND USE OF COLLEGE LOGOS

Student clubs or organizations requesting the use of the LECOM logo, seal or facsimile thereof for correspondence or other purposes must have approval from the Director of Student Affairs and the Director of Communication and Marketing. The request to use the College/School logo or seal, or facsimile must be submitted in a proposal, be signed by the faculty advisor, and be submitted **in writing** to the Director of Student Affairs and the Director of Communications and Marketing.

5.1.13.7 STUDENT SPONSORED EVENTS

Any event conducted by a student club or organization recognized by LECOM is considered a student-sponsored event. Events of this nature require the approval of the Office of Student Affairs and requests must be submitted in writing to the Office of Student Affairs. Requests should include a statement of purpose and the facilities required for the event. Event scheduling forms requiring the use of institutional facilities are available through the Office of Student Affairs. ***Alcoholic beverages are prohibited at any LECOM sponsored student club or organization off-campus event or activity.*** No student organization may promote any gambling activities. Raffles may be conducted with permission.

5.1.13.8 SCHEDULING EXTRACURRICULAR ACTIVITIES

Students or student organizations wishing to host events involving extracurricular academic activities, i.e., speakers, mini-courses, pharmaceutical exhibits, or non-credit courses, must have the approval of the Office of Student Affairs. Written requests and/or activities request forms for approval must be submitted to the Office of Student Affairs. All off-campus events sponsored by a LECOM club or organization must receive approval from the Office of Student Affairs prior to the event or activity and prior to contacting any off-campus facility or organization to schedule or host the event. ***Alcoholic beverages are prohibited at any LECOM sponsored student club or organization off-campus event or activity.***

5.1.13.9 CODE OF ETHICS

At the LECOM School of Dental Medicine we adhere to the American Dental Associations Code of Ethics.

5.2 STUDENT CONDUCT

5.2.1 CODE OF STUDENT CONDUCT AND DISCIPLINE

The Code of Student Conduct and Discipline consists of the Student Honor Code and the Standards of Academic and Social Conduct contained in this section. The Code of Student Conduct and Discipline is not a contract and serves only as guidance for the fulfillment of fundamentally fair process procedures. The Board of Trustees has the authority and may modify or change the Code of Student Conduct and Discipline at any time. **Each student is expected to be knowledgeable with all published policies, rules and regulations of the SDM.** The SDM will hold each student responsible for compliance with these and all other policies, rules and regulations. The student is responsible for reviewing any published materials that update the items in this Code. **Students are also expected to comply with all federal, state and local laws.** These policies apply to all on and off-campus activities, including academic and non-academic. In addition, the procedures contained herein may be modified by the SDM at any time in order to affect justice.

Note that the procedure to be followed in the event of an allegation of sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, and stalking is in the *LECOM Policy Statement on Title IX Compliance and Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence* attached as Appendix K and not in Section 5.2 (Student Conduct) of this handbook.

5.2.2. PURPOSE OF THE STUDENT CODE

The SDM's primary concern is the student. It attempts to provide for all students an environment that is conducive to academic endeavor, social growth and individual self-discipline. Enrolled students are bound by the rules, regulations and guidelines governing student behavior as promulgated by the SDM. The student is responsible for being aware of this information. In addition, all students are expected to obey all federal, state and local laws and are expected to familiarize themselves with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, notwithstanding any action taken by civil authorities on account of the violation.

5.2.2.1. STUDENT HONOR CODE

In keeping with the obligations of integrity, honesty, responsibility and personal honor, which are integral to practices of medicine and pharmacy, LECOM, its Board of Trustees, faculty, staff and students promulgate this Honor Code to uphold these important values.

No student at LECOM shall participate by any means in actions of dishonesty, cheating, plagiarizing, stealing or lying to any College official, as described in the "Code of Student Conduct and Discipline." All students subject to this code have an obligation to report suspected violations. All reports of suspected violations must be made in writing to the Chairperson of the SPG Committee within seven (7) working days of the alleged offense. Any student who has knowledge (other than unsubstantiated rumor) or is a witness to any violation or possible violation and who knowingly fails to report such is also in violation of this Honor Code and is subject to disciplinary sanctions. Any student found to report another student intentionally and maliciously for the mere purpose of harassment will be subject to disciplinary sanctions as set forth herein. Faculty and staff who witness violations of the Honor Code shall also report them in writing or electronically to the Chairperson of the SPG Committee within seven (7) working days.

All students must respect and follow the rules on copyrights. Unauthorized use of or distribution of copyrighted materials, including but not limited to, peer-to-peer file sharing is a violation of federal law that can subject

students to fines or imprisonment and would be considered an honor code violation which can result in expulsion, etc.

5.2.2.2 HONOR CODE VIOLATIONS

In matters involving the allegations of student Honor Code violations, the SPG Committee will be the Committee of review. The Committee will review each report as an independent case and, where applicable, will utilize the “Code of Student Conduct and Discipline” as its guidelines in deliberations.

The Committee has the authority to formulate sanctions for any substantial findings of Honor Code violations. In all affairs, the Committee shall proceed as expeditiously and thoroughly as possible. When a violation is reported, students, faculty and staff with potential information concerning the alleged violation may be called before the Committee to give oral or written statements regarding their knowledge pertinent to the investigation. The student who has been accused of an Honor Code violation and a representative from the institution who has involvement in the matter has the right to appear before the Committee.

Upon concluding its investigation, the Committee shall make a finding as to whether or not a violation has occurred or whether the investigation is inconclusive. If it is decided that a violation has occurred, a sanction shall be formulated. Examples of possible sanctions are described in the “Code of Student Conduct and Discipline.” Section 5.2.1. At that time, the student against whom the sanction has been made will be called before the Committee and be informed, both orally and in writing, as to the findings and sanctions, as well as the established procedural process.

They are described in the “Code of Student Conduct and Discipline” and the student is referred to this document for specifics. If the student disagrees with the decision of the Committee, he or she will retain rights through the subsequent procedures as described herein in the “Code of Student Conduct and Discipline” and in the section entitled “Enrollment Status during Appeal.”

The student, or any involved faculty or staff member who does not agree with the finding and/or sanction of the Committee, may have the decision reviewed. The desire to appeal must be made in writing to the appropriate dean within three (3) working days of the Committee’s decision. Should the student and the other party agree to the findings and sanction(s) formulated by the Committee, then the sanction shall be final and implemented accordingly, and rights are thereby waived. The decision must be signed by the student and the administration. Appeals may be taken from the decision of the appropriate dean to the President within seven (7) working days of the notification of the dean’s decision. The decision of the President shall be final. The President will only hear arguments and evidence presented below.

The standard of proof to be used for all alleged violations of the Student Code (Honor Code and Non-Honor Code) is preponderance of the evidence. If it is found that it is more likely than not that the student violated the Code, a finding of an infraction will be made.

All Committee members shall keep any matter brought before them in absolute confidence. Individuals with official access to this confidential information are limited to the Committee members and individuals with official reasons to have knowledge of the case.

In accordance with the Family Educational Rights and Privacy Act, the individual against whom an allegation is

made shall have access to his or her records. Anyone found to have violated this confidentiality provision shall be subject to discipline through established disciplinary procedures.

To the extent possible, the identity of individuals who report violations or make statements to the Committee will be protected and kept confidential. This confidentiality applies to students, faculty and staff alike. These individuals must realize, however, that they may have to appear before another member of the LECOM Administration if the matter is not resolved at the Committee level.

5.2.2.3 FUNCTIONING OF THE STUDENT CODE

Infractions of the Student Code for which students are subject to discipline are normally categorized depending on whether or not they are Honor Code offenses. Student Honor Code infractions consist of: actions of dishonesty, cheating, plagiarizing, stealing or lying to any School official. Examples of these types of infractions are listed in Examples of Honor Code Infractions. Non-Honor Code infractions represent actions of misconduct which do not result in or contribute to violations of the Honor Code. Examples of these types of infractions are listed in Examples of Non-Honor Code Infractions.

5.2.2.4 EXAMPLES OF HONOR CODE INFRACTIONS

Infractions for which students are subject to discipline include but are not limited to, the following categories:

A. Cheating on academic work; for example;

- Copying, giving the appearance of copying or attempting to copy from another student's test or other academic work;
- Using, during a test, material not authorized by the person giving the test;
- Collaborating, without authority, with another person during an examination or in preparing academic work offered for credit;
- Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of an un-administered test;
- Substituting for another student, or permitting another student to substitute for oneself, to take a test;
- Obtaining an un-administered test or information about an un-administered test; or
- Obtaining an administered secure examination that has been designated for viewing only.

B. Plagiarism or the appropriation of an author's work and the unacknowledged incorporation of that work in one's written work offered for credit;

C. Forgery, alteration, destruction, or misuse of School documents, medical records, prescriptions, physician's excuses, etc.

D. Dishonesty, concerning academic and non-academic issues, such as dishonesty regarding insurance coverage or otherwise knowingly furnishing false information to a school official;

E. Attempted or actual theft of property of the SDM or a member of LECOM's community or campus visitor;

- F. Tampering with the election of any School recognized student organization;
- G. Theft, unauthorized access or other abuse of computer systems or time relating to LECOM endeavors of the SDM;
- H. Unauthorized possession, duplication or use of keys to any LECOM premises, or unauthorized entry or use of LECOM premises;
- I. Any violation of HIPAA; including placing on social media or personal devices or transmitting via personal email protected health information;
- J. Misrepresentation regarding standardized tests or boards;
- K. Using the password of another;
- L. Enrolling in another school contemporaneously with LECOM SDM;
- M. Failing to report any alcohol or drug related arrest or citation; or any other arrests/ citations for violation of federal, state or local laws (not including minor traffic offences) within five business days of the occurrence; or
- N. Conspiring, planning or attempting to achieve any of the above acts.

5.2.2.5 EXAMPLES OF NON-HONOR CODE INFRACTIONS

Nonprofessional behavior during class, laboratory, etc., including but not limited to, the following:

- A. Non-sex based harassment and hazing.
- B. Inappropriate dress or appearance.
- C. Not appearing for patient appointments.
- D. Being intoxicated.
- E. Illegal use, possession or sale of any quantity, whether usable or not, of any narcotic drug or controlled substance or being under the influence of any said narcotic, drug or controlled substance, without a valid prescription.
- F. Having cell phones or pagers on while lectures or laboratories are in session;
- G. Use of profane or threatening language.
- H. Violation of the SDM's policies or regulations that have been published and are readily available to the students.
- I. Disorderly conduct on Institution-owned or controlled property and at School-sponsored or supervised functions.
- J. Obstruction or disruption of teaching whether in the classroom, laboratories or in the clinics on the

Institution's premises or designated outside teaching institutions or of other SDM activities, including public service functions or other authorized activities on or off the Institution's premises.

- K. Use or possession of ammunition, firearms, guns or other objects on the Institution's property which are dangerous or flammable or which could cause damage or injury by fire or explosion to persons or property.
- L. Illegal use, possession, sale, manufacture, distribution or effective control of chemical precursors, controlled substances, controlled substance analogues, dangerous or illegal drugs; misuse, possession or effective control with intent to misuse a legal drug or other substance which when not used in accordance with legal intent could cause harm to the user; possession of drug paraphernalia; or being a party to any of the above, whether on or off campus. The student found in violation of this section shall receive a minimum sanction of suspension for one semester; in addition to the remainder of the semester in which the violation was discovered. Additional or more severe sanctions may be assigned based upon the specific facts of the case. Any drug or alcohol related offenses, including but not limited to DUI must be reported to the school.
- M. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and the SDM regulations or public intoxication.
- N. Conduct which is disorderly, obscene or indecent; breach of peace; or aiding, abetting or procuring another to breach the peace on the Institution's premises or at functions sponsored by, or participated in by the Institution.
- O. An act constituting a violation of federal, state, civil or criminal laws or city ordinances.
- P. Misconduct relating to official obligations between the student and the SDM or its officials, including but not limited to, the following:
 - Issuance of a check without sufficient funds.
 - Failure to fulfill financial obligations to the SDM.
 - Failure to fulfill other legally binding obligation(s) to the SDM.
 - Failure to comply with the sanction(s) imposed under the Student Code of Conduct or sanctions otherwise imposed by the SDM.
- Q. Conduct, which adversely affects the SDM community.
- R. Wearing headphones in class; or otherwise failing to follow directives of an instructor.
- S. Engaging in conduct not becoming of a dental student.
- T. Conspiring, planning or attempting to achieve any of the above acts.

5.2.3. PENALTIES

5.2.3.1. INTERIM DISCIPLINARY ACTION

The Office of Student Affairs or the Office of the Dean/Assistant Dean may take immediate interim disciplinary action. Such action may include deactivation of a student's ID badge with restricted access to LECOM facilities. It may also include suspension, pending a hearing against a student for violation of a rule or regulation of LECOM, when in LECOM's judgment the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. In such cases, the Office of Student Affairs,

the appropriate dean or the chair of SPG, will, if possible, meet with the student prior to suspension, discuss the reasons for the interim suspension and allow the student to explain their reasons for not being dismissed or suspended pending a full hearing if such a hearing is requested by the student. In all cases referred to the Office of Student Affairs, whether or not interim action is taken, the student will meet, when possible, with the Office of Student Affairs and discuss the case.

5.2.3.2. BEHAVIORAL PENALTIES

One or more of the following behavioral penalties may be imposed by the SPG Committee upon individuals, groups or organizations. Penalties for violation of institutional policies or rules and regulations may be administered regardless of whether the actions of the student are also civil or criminal violations. Whenever Disciplinary Actions lead to the student leaving the SDM, grades will be assigned in accordance with the SDM's grade policy.

- A. *Admonition*: This consists of a verbal or written warning. Admonitions will not become a part of the student's longitudinal record and may not be reviewed or appealed by the student. Admonitions and all of the following penalties may contain a directive that the student be evaluated or submit to treatment for any perceived psychological issues.
- B. Ineligibility for election and/or removal from student office or organizational office for specified period of time.
- C. Withholding of official transcript, barring re-admission to the SDM, and/or blocking a student from enrolling for a specified period of time.
- D. Restitution, whether monetary or by specific duties or reimbursement for damages to or misappropriation of the SDM, student, staff or faculty property.
- E. *Academic sanctions*: Writing a paper, reduction of grade on an examination, assignment or course; repetition of a course(s); being assigned additional clinic or laboratory activities or coursework; repeating of exam or coursework or other appropriate penalties.
- F. *Conduct Probation*: A penalty levied for a specific time, the duration of which will be determined by the seriousness of the circumstances. It carries with it a warning that any further violation of the SDM's regulations will result in more serious disciplinary action. Conduct probation will be removed from the student's longitudinal record by the Office of the Dean.
- G. *Disciplinary Probation*: A penalty for a definite period determined by the circumstances of the case. This is the most severe penalty under which a student may remain in the SDM. Disciplinary probation may result in a warning that further violations may be cause for disciplinary suspension or expulsion. A record of the disciplinary probation remains a part of the student's longitudinal record in the Office of the Dean.
- H. *Suspension*: This penalty may be imposed for continued and/or flagrant violation of the disciplinary probation terms, or it may be imposed directly in first offense cases that warrant such action. In the case of suspension, the student will be barred from all campus and non-campus activities. Typically, students found guilty of drug or alcohol offenses will be suspended at least pending a review of their situation.
- I. *Withdrawal*: Withdrawal is administrative removal of a student from a class or from the SDM and may be imposed in instances of unmet financial obligation to the SDM; for reasons of health; or pending the outcome of competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such time as specific conditions have been met.

J. *Expulsion*: Expulsion is permanent severance from the SDM.

K. *Revocation of Degree*: The revocation of degree may occur for discovered misconduct of prior students. Allegations of misconduct, which may result in a revocation of a degree, will be considered by the appropriate academic process.

Violations of the LECOM Honor Code and other rules and regulations, or instances of aberrant behavior may subject a student to review by the Behavioral Intervention Team. BIT has the authority to refer a student for assessment or evaluation, for anger management or other type of treatment, disciplinary procedures or, in extreme cases, to law enforcement.

Students who are arrested or cited for alcohol or drug related offenses, such as DUI, will be suspended pending a psychological/psychiatric evaluation and drug/alcohol testing and must be cleared by a treating healthcare professional to return to class.

5.2.4 STUDENT DISCIPLINARY PROCEDURES

Authority for Initiation of Disciplinary Action

The President, the Dean, Assistant Deans, Course Directors and/or other staff members or certain committees, to whom this responsibility has been delegated, have the authority to administer disciplinary procedures. Disciplinary action will, in general, originate from the Dean except those cases, which by their nature, or because of state statute, require initial action by another SDM department or committee such as:

1. *Code Violations*: Honor Code violations shall first be considered by the SPG Committee in accordance with the procedures stated in the Student Honor Code. Should either party appeal the decision of the SPG Committee, the appeal should follow the established procedures stated herein.
2. *Financial Matters*: In matters involving a violation of a financial obligation to the SDM, including issuance of a check without sufficient funds, the department in which the funds are owed may assign penalties such as late fees, service charges, fines, loss of money-related privileges, blocked from re-enrollment, etc. If the student believes the penalties to have been applied prejudicially or in an arbitrary or capricious manner, or where the penalties are the result of an alleged error on the part of the SDM, the student may have the matter reviewed by the appropriate department administration, then the procedures set out in this code are to be followed.

Upon failure of the student to meet financial obligations within time limits set by the state statutes, the appropriate department administration may recommend the student's withdrawal from the SDM. Financial withdrawal is not a disciplinary measure but may require nullification of the institution/student relationship in the event of continued unpaid financial obligations. The withdrawal will be processed by the Office of the Dean after the SDM has complied with the state statutory requirements for notification.

After the debt has been paid and all administrative procedures have been met, the student may request, within a set time period, reinstatement or re-enrollment.

5.2.5 PROCEDURE FOR REVIEW BY THE CHAIRPERSON OF SPG COMMITTEE

The following disciplinary procedures will be used in all cases when referred to the Office of Student Affairs:

1. When a report alleging misconduct is received by the Dean the student may be summoned. Failure to report

after two (2) notices may result in suspension from the SDM.

2. After preliminary investigation of alleged misconduct, the student will be read the charges and the procedures will be explained. The student will be given copies of the Student Code and Conduct Disciplinary Procedures and the charges. The student will also be informed of the names of any witnesses, where appropriate, and a summary of their testimony. The student will be given an opportunity to present his or her case to the Dean or his Designee.
3. The Dean or his Designee shall then determine if disciplinary action is necessary and, if so, shall recommend appropriate misconduct penalties outlined in the Code of Student Conduct and Discipline. The student may not appeal the sanction of admonition.
4. The student can either accept the recommended penalties or request that the matter be heard by the SPG Committee (except with the sanction of admonition). If the student accepts the recommended penalty, it becomes final. The student must sign a statement indicating understanding of the penalty and shall automatically waive all further rights to procedure for disciplinary review. If the student chooses to have the matter heard by the SPG Committee, the student must first meet with the Dean. Failure to meet with the Dean before instituting a formal review by said Committee or failure to follow the specified procedures to institute the Committee's review may constitute a waiver of all rights for further review of the matter.

5.2.6 PROCEDURE FOR REVIEW BY THE SPG COMMITTEE

When any alleged misconduct results in a penalty other than admonition and the student questions the fairness of the recommended disciplinary action, or when Student Affairs, faculty members or the Administration request a review, there may be a hearing before the SPG Committee. The appropriate Assistant Dean or a Designee of the Dean has the authority to vary time limits for any request for review by the SPG Committee when it is in the best interest of the student or the SDM to do so.

If the student seeks review, the student must, within three (3) calendar days from the date on which he or she was notified that disciplinary action was recommended against him or her by the Dean complete and submit to the Dean a written request for a review specifically setting forth the following:

- Name, address and student telephone number;
- Description, date(s) and place(s) of alleged act(s);
- Date discipline was recommended;
- The recommended disciplinary penalty;
- Date of conference with the Director and the appropriate Assistant Dean or the Dean's Designee;
- Circumstances which merit review;
- Signature and date.

5.2.7 AUTHORITY OF THE SPG COMMITTEE FOR STUDENT DISCIPLINARY PROCEDURES

- The SPG Committee will have authority to summon witnesses. Refusal to obey the summons may subject the student to disciplinary action upon the recommendation of the SPG Committee.

- The SPG Committee will have authority to review disciplinary matters, which have been properly brought before the SPG Committee in accordance with the procedures stated above. Upon completion of its hearing, the SPG Committee will have the authority to issue, modify, reject or uphold the disciplinary penalties if appropriate.
- All members of the SPG Committee will be cautioned of the confidentiality of the Committee's entire function and instructed not to discuss the case with anyone other than authorized persons.
- An Institutional Representative may be named by the Dean to present the case for the SDM.

5.2.8 DUTIES OF THE CHAIR OF THE SPG COMMITTEE

The Chair of the Committee shall:

1. As soon as practical after the receipt of a request for hearing, request the Institutional Representative to submit a written statement of his or her position;
2. Thereafter, the Committee Chair shall notify all Committee members of the referral and distribute the statement of the Institutional Representative's position, if any, and any other relevant documents;
3. Summon witnesses on behalf of the SPG Committee if the Chair determines it is necessary or if requested by the student and/or the Institutional Representative and indicate when such witnesses are to be available;
4. Preside over the hearing before the SPG Committee and assure compliance with appropriate procedures to assure due process. Hearing procedures may be modified by the Chair if in his/her judgment such deviation is necessary to effect justice; and
5. Send a written statement to the student within a reasonable time - normally five (5) calendar days after the completion of the hearing - stating any decision or recommendation of the SPG Committee and disciplinary penalties, if any.

5.2.9 PROCEDURE FOR APPEALS OF DECISIONS OF THE SPG COMMITTEE

Within three (3) calendar days after a decision has been received, either or both parties may give notice of appeal to the Dean. The decision will be reviewed upon the basis of the written notes of the hearing and/or documents filed and produced at the hearing and/or any witnesses the Dean wishes to call. The Dean may request both parties to submit oral or written arguments to support their positions. In order for the appeal to be considered, all the necessary documentation to be filed by the appealing party, including written arguments, when appropriate, must be filed with the Dean within seven (7) business days after notice of appeal is given. The Dean may approve, reject or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision.

Either or both parties may then give written notice of appeal to the President within seven (7) business days after the decision has been rendered by the Dean and received by the party seeking appeal. The President shall make a determination solely on the record as it exists and/or, at the President's sole discretion, individuals may be summoned to give oral or written statements. The President may approve, reject or modify the decision of the Dean or may send the case back to the Committee for further consideration. All decisions by the President concerning the matters of student disciplinary appeal are final. \

5.2.10 ENROLLMENT STATUS DURING APPEAL

Any student dismissed from the SDM who has filed an official appeal of this decision with the Office of the President will be permitted to remain in classes and/or rotations during the period of appeal until or unless one or more of the following circumstances is determined by the Dean to exist:

1. The appeal has not been made according to officially recognized procedures for appealing a dismissal decision;
2. The presence of the student in classes or constitutes a disruptive influence to the educational process or to patient care activities; or
3. The presence of the student is potentially harmful to patients or would affect adversely the delivery of patient care.

Academic work, including examinations or other evaluations, will not be scored or graded during any period of enrollment while under appeal of a dismissal action. The Office of the Registrar will hold all grade reports and transcripts during the appeal process pending resolution of the appeal.

5.2.11 PROCEDURE FOR STUDENT GRIEVANCE/APPEAL

A student seeking to resolve any problem or complaint other than a sanction for academic or non-academic misconduct as provided for by the Honor Code and/or Student Code of Conduct and Discipline, should first seek solution through the following administrative channels entering at the appropriate level and proceeding in the order stated: Course Instructor or Preceptor or Course Director, Assistant Deans and the SPG Committee. The student seeking to resolve a problem or complaint must initiate such action in writing within seven (7) calendar days from the occurrence of the matter in question. Review of a student problem or complaint at each of the applicable administrative steps will be carried out as expeditiously as possible. In general, an appeal at a given administrative step should take no more than seven (7) calendar days.

If a party to the dispute is not satisfied with the decision given, an appeal to the next administrative step may be made. Continuation of the appeal must be made, in writing, within three (3) calendar days of the decision given. In like manner, the appeal may continue to the Dean. The decision of the Dean is final. He/she shall notify the student of his/her decision in writing. It is expected that documentation will be kept at each step of the appeals process to insure that appropriate procedures have been followed.

Formal student complaints related to Commission on Dental Education (CODA) standards should be sent in writing to the appropriate Assistant Dean within seven (7) calendar days of the occurrence or discovery of the occurrence in question. He/she will meet with the student to review the complaint. If further review of the complaint is warranted, the Assistant Dean will notify the Dean and initiate an investigation of the complaint as expeditiously as possible. In general, the review should take no more than seven (7) calendar days. He/she will forward a written report of the review to the student and to the Dean.

The Assistant Dean and the student will again meet to attempt to resolve the complaint. If the student is not satisfied, he/she may appeal to the Dean in writing within three (3) calendar days.

The decision of the Dean is final. He/she shall notify the student of his/her decision in writing. Documentation of student complaints related to CODA standards will be filed in the Office of the Dean and will be available to CODA on-site evaluation teams.

5.2.12 PROTOCOL FOR INPUT ON MATTERS OF STUDENT CONCERN

LECOM defines a complaint as a written, signed, and dated a letter which is related to tuition and fee policies, accreditation standards, and Institutional policies / procedures of or applicable to a LECOM college or school or to LECOM as a whole.

A written, signed, and dated complaint must contain the following information so that a full, fair and unbiased investigation may be completed in a timely manner:

- Complainants name, address and telephone number;
- Name of the LECOM college, school, program, department, or individual about which you are complaining
- Short description of what your complaint concerns.
- When the event/incident occurred.
- How and why you believe LECOM acted improperly or incorrectly.
- Any other information you feel is helpful in addressing your complaint.

In addition, attach any document(s) relating to the complaint. If the submission is electronic kindly send as attached files.

Please be advised that anonymous complaints are not reviewed or retained on file.

A record of complaints regarding a specific college or school, including students' complaints received or made available, is kept for consideration on file at the General Counsel's office for 7 years. Records of complaints are considered during scheduled evaluations, or a special evaluation, as the case may require from time to time. Said procedures will grant all parties the ability to receive a fair and equitable result in a timely and efficient manner.

Procedure when a complaint is received:

- To receive formal consideration, all complaints must be signed, dated and submitted in writing. The complaint should describe the reasonable efforts that were made to resolve the complaint informally or alternatively should describe why such efforts would be unavailing.
- Following receipt, complaints are transmitted within five (5) working days to the Provost, for consideration.
- Following consultation by the Provost with relevant individuals, as needed, the Provost will determine whether the complaint relates to tuition and fee policies, accreditation standards or Institutional policies. Upon receipt of a complaint regarding accreditation standards a letter with the accreditors address will be sent to the complainant, reminding them of their ability to write directly to the accrediting agency.
- If the complaint does not relate to tuition and fee policies, accreditation standards or to established Institutional policies, the person initiating the complaint shall be notified accordingly within twenty (20) working days following receipt of the complaint by LECOM and the matter shall be closed.

- If the complaint does relate to the tuition and fee policies, accreditation standards or to established Institutional policies, the Provost shall acknowledge receipt of the complaint within twenty (20) working days and share with the complaining party a description of the process and policies which pertain to handling such complaints, as detailed below.
 - The Provost shall notify the Dean of the complaint's program, or other responsible administrator, as applicable, of the substance of the complaint and shall request a preliminary investigation and report on the findings within thirty (30) days of the Provost's request.
 - The Provost may request further information or material relative to the complaint from the complaining party, the Institution, or other relevant sources.
 - Requests for confidentiality shall be respected to the extent that identifying information is not necessary for the resolution of the complaint.

On receipt of the responses referenced above, the Provost shall consider the complaint and all relevant information obtained in the course of investigation and shall formulate an appropriate action according to the following guidelines:

- If the complaint is determined to be unsubstantiated or unrelated to the tuition and fee policies, established accreditation standards, or Institutional policies, the complaining party and the officials of the program in question will be so notified within ten (10) days of the completion of the investigation.
- If the investigation reveals the program may not be or may not have been in substantial compliance with the tuition and fee policies, accreditation standards, or established Institutional policies, one of two approaches shall be taken:
 - The program may submit a report and documentation within thirty (30) days following the investigation demonstrating the manner in which the substantiated complaint has been corrected. Should the Provost be satisfied with the response, the program and the party filing the complaint should be notified of the Provost's satisfaction with the resolution of the matter.
 - Should the Provost deem the program's response to the complaint inadequate and lacking in evidence of the program's continuing substantial compliance with the Standards or adherence to accreditation policies and/or Institutional policies, the Provost may request additional documentation that appropriately satisfies the compliance of the program with the Standards or adherence to accreditation policies and/or Institutional policies. The program and the party filing the complaint should be notified when the program has satisfactorily resolved the matter.

5.2.13 STUDENT COMPLAINTS TO STATE DEPARTMENTS OF EDUCATION

If a student enrolled at a LECOM campus does not receive satisfaction from a complaint filed with LECOM pursuant to the LECOM delineated process for filing a complaint, the student may contact the state department of education in the state where the student is enrolled (Pennsylvania or Florida).

In **Pennsylvania**, students may contact the following to obtain a complaint form and submit it to:

Stan Turzanski
Pennsylvania Department of Education
Division of Higher and Career Education
333 Market Street
Harrisburg, PA 17126-0333
Phone (717) 783-8228
Fax (717) 772-3622

Or see the following link for the process and form. Click on “complaint procedure” on the left:

http://www.portal.state.pa.us/portal/server.pt/community/higher_education/8711/complaint_procedure/1004474

In **Florida**, students may send by letter or e-mail the following information:

- Name of Student (or Complainant)
- Complainant Address
- Phone Number
- Name of Institution
- Location of the Institution (City)
- Dates of Attendance
- A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.

Send Letter To:

Commission for Independent Education 325 W. Gaines Street, Suite 1414
Tallahassee, FL. 32399-0400
Or E-mail: cieinfo@fldoe.org
Or Fax: 850-245-3238

LECOM also participates in the National Council for State Authorization Reciprocity Agreements (SARA). SARA is a voluntary, regional approach to state oversight of postsecondary distance education. As a SARA-approved institution, LECOM is authorized to offer online courses in each state that is part of the agreement without having to get approval from each state individually.

LECOM out-of-state distance learning students residing in a SARA state may file a complaint with the Pennsylvania SARA portal agency, the Pennsylvania Department of Education, or with a state agency in the state in which they reside.

All State Contacts for Student Complaints:

The State Higher Education Executive Officers (SHEEO) provides individual state contact information available at: <http://www.sheeo.org/sites/default/files/Complaint%20Process%20Links%2012-2012.pdf>

National SARA Information:

Map of SARA states: nc-sara.org/sara-states-institutions

SARA complaint process: nc-sara.org/content/sara-complaint-process

SARA FAQs about complaints: nc-sara.org/content/sara-and-students

Pennsylvania SARA information:

[http://www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/State-Authorization-Reciprocity-Agreement-\(SARA\).aspx#tab-1](http://www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/State-Authorization-Reciprocity-Agreement-(SARA).aspx#tab-1)

5.2.14 LEGAL LIMITATIONS ON PRACTICE OF DENTISTRY

It is a violation of law and contrary to the policy of LECOM SDM for an unlicensed person to attempt to engage in the professional practice of dentistry. Students are cautioned to engage in the clinical activities with patients only (1) during assigned clinical educational activities at LECOM-affiliated sites, and (2) during LECOM –approved health fairs, and the like, with appropriate supervision.

Students who engage in unofficial voluntary clinical experiences outside of the curriculum are cautioned that LECOM’s liability insurance does not cover those activities.

5.3 CAMPUS Policies and Regulations

5.3.1 SMOKING

In keeping with LECOM’s intent to provide a safe and healthful environment, smoking or the use of smokeless tobacco products is strictly prohibited in all areas of any LECOM property, including in parking lots. This includes use of such products or smoking in cars parked on LECOM property. This policy applies equally to all employees, students, and visitors. Violations of this policy will result in disciplinary action, up to and including expulsion.

5.3.2 DRESS CODE POLICY

Students must maintain a neat and clean appearance befitting students attending professional school. Professional attire must be maintained whenever the student is on LECOM grounds including in or adjacent to leased property at LECOM at Seton Hill, on a clinical experience, or on rotation.

Students must be professionally dressed for all examinations, classes, laboratory classes or workshops. Student changing areas and lockers are provided to change into appropriate dress for OMM labs, H & P labs, and gross anatomy labs (except at LECOM at Seton Hill). Students do not have to maintain professional attire after 5:30 p.m., Monday through Friday, or on weekends, except when notified by the college administration to be professionally attired.

All students must have at least one short, white consultation jacket. Student ID badges must be prominently displayed and worn at all times.

A clean and well-cared-for appearance should be maintained. Men must wear dress trousers, shoes, dress shirt and necktie. Men’s hair must be above the collar. Beards and moustaches must be neat and trimmed at all times. Man-buns and other extreme styles or colors are not permitted. Sandals and other open-toe footwear are prohibited. All other shoes must be worn with socks.

Women are required to wear appropriate dresses of reasonable length (no more than four inches above the knee) or slacks (to the ankle) with appropriate blouses. Leggings are not permitted unless worn with a dress.

Sleeveless, strapless, backless or revealing clothing are inappropriate. Hairstyles should be clean and neat, avoiding extreme length, styles or colors. Revealing or tight, form fitting clothing is unacceptable. Excessive body piercings (more than one per ear) and all other body piercing are not acceptable. Capri pants, yoga pants, shorts of any length, jeans, T-shirts, and sandals are not permitted. Students are required to wear shoes with stockings or socks.

Hats, caps or sunglasses may not be worn during classes or examinations. Any student wearing a hat, cap or sunglasses will be asked to remove it. ***Wearing masks or costumes is strictly forbidden at all times.***

Students inappropriately dressed or groomed may be requested to leave the campus and not return until appropriately attired. Any class missed during that time will be considered an unexcused absence. Questionable or disputed cases of dress or grooming shall be presented to the Office of Student Affairs, whose decision will be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action.

5.3.3 STUDENT IDENTIFICATION/KEY CARD POLICY

The Security Office arranges for issuance of photo-identification/key cards (ID cards) to new students during orientation. Students are issued a photograph identification card that is also a proximity electronic key/card used for identification and entrance/exit to buildings. The ID card must be worn and visible at all times on campus and at all clinical sites. The ID card must be used each time a student enters or leaves a building or other secured area. Students must individually swipe their ID card each time they enter or exit a secured area. It is extremely important that each student swipe-out when leaving. If a student fails to swipe-out when leaving, he or she will not be able to re-enter.

If a student ID card is lost or stolen, the student is required to immediately inform the Security Office. There is a \$25.00 fee to replace a lost or damaged ID card. If a student withdraws, transfers, or is dismissed from LECOM, he or she must return his or her student ID card to the Security Office on the last day in attendance.

5.3.4 HEALTH RECORDS POLICY

Health Records for First Year Students

Prior to matriculation, first year students must submit health and immunization records to the Office of Student Affairs. Normally, all students must be immunized in order to begin classes. Health forms and instructions for submitting forms are mailed to all students after their acceptance into LECOM. Each student must submit the following documentation:

- An Immunization Status Report must be completed and signed by a physician. This report must indicate that the student has immunity to the following diseases and documentation of a student's immunity must be attached to the report: diphtheria, tetanus, pertussis, chicken pox, polio, rubella, measles, mumps, rubella, and hepatitis B. Students must also have current results of a 2-Step Mantoux PPD. If found to be necessary, a student may be required to receive an additional dose of a MMR vaccine.
- A Health History must be completed by the student.
- A Physical Exam form must be completed and signed by a physician.
- A Records Release form must be signed by the student authorizing the physician to release the student's health records to LECOM. This form also authorizes LECOM to release a student's records to hospitals where the students are in training.

- An Emergency Data form allows the student to designate a person to contact in case of an emergency. It also asks the student to name any known allergies or pre-existing health related conditions.
- A signed Matriculation Agreement wherein the student agrees to submit all of the above mentioned items as well as additional tuition, residency and state or federal background check requirements. The Matriculation Agreement must be submitted no later than first day of Orientation.
- The **Two-Step PPD or QuantiFERON-TB Gold Test (QFT-G)** is required for students working in hospitals, pharmacies or clinics. Both tests show whether or not an individual has been exposed to tuberculosis. It is the student's responsibility to get an initial two-step PPD or QFT-G and provide documentation of the results to the Office of Student Affairs prior to matriculation. If the result of either test is positive, the student must have a diagnostic evaluation and those results must also be sent to the Office of Student Affairs. The status of the student will be evaluated and appropriate action will be determined and communicated to the student. A PPD or QFT-G test is required for all subsequent years. Some pharmacies, hospitals and clinics may require additional documentation of vaccines or tests which are not required by the School. ***In such cases, it is the student's responsibility to satisfy the health requirements of the hospital where he/she is training.***

5.3.5 MANDATORY STUDENT HEALTH INSURANCE POLICY

Participation in a Point-of-Service student health insurance plan available through Highmark Blue Cross and Blue Shield Community Blue is mandatory for all LECOM students. Students must maintain the Highmark Blue Cross and Blue Shield health insurance throughout the program of study. All students are required to purchase this plan, with the following exceptions:

- Students covered as a dependent by a parental health insurance plan.
- Students covered as a dependent by a spouse's employer health insurance plan.

Waiver consideration may be granted on a case-by-case basis for students in the military who are enrolled in TriCare, and students with dependent children who are covered by Medicaid. ***Individual insurance plans (other than the LECOM Student Health Plan) are prohibited.***

Students, who have been granted a waiver for any reason, must update the waiver information on the LECOM Portal twice a year, May 1 and December 1 and provide a current Proof of Coverage letter from their insurer.

Current student health insurance waiver must include:

- Name, address and customer service number of insurer;
- Name of policy holder, and their relationship to student
- Policy and group number and effective date of coverage.

Misrepresentation of coverage will be deemed an honor code violation.

5.3.6 LOCKER ASSIGNMENT POLICY

Lockers are assigned to all first and second year students. Locker assignments will be made at the beginning of each academic year. All lockers must be cleaned out by the last day of classes for each academic year. Student lockers are not available for use during the summer months. If a student withdraws, transfers, or is dismissed from LECOM, he or she must clean out their locker and notify the Office of Security by the last day of attendance. At no time does LECOM relinquish control of lockers or any other part of the school building or

property. School officials reserve the right to and will randomly search any and all school property at any time without specific cause. These searches may be done without student/employee consent. These searches may encompass any and all items stored in lockers or in any other area of school property. In addition, school officials have the right to search student and employee automobiles on school property. Searches may include, but are not limited to, utilization of a certified police drug detection dog, metal detection devices, or any other device deemed useful in protecting the health and welfare of the school population /employee's and visitors. Any contraband found will be seized.

5.3.7 POLICY STATEMENT ON INTOLERANCE

LECOM is committed to creating an educational environment, which is free from intolerance directed toward individuals or groups and strives to create and maintain an environment that fosters respect for others. As a medical educational institution, LECOM has a mandate to address problems of a society deeply ingrained with bias and prejudice. Toward that end - and through the Office of Student Affairs – LECOM provides opportunities for educational programs and activities to create an environment in which the diversity and understanding of other cultures is valued.

5.3.8 HARASSMENT AND HAZING

It has always been the policy of LECOM that all the students have the right to learn in an environment free from any type of violence or discrimination, including harassment and hazing. Under no circumstances will LECOM tolerate any form of harassment or hazing. Prohibited harassment behavior includes, but is not limited to: threatening, offensive or intimidating behavior or remarks; demands for sexual favors; or behavior which creates a hostile or intimidating atmosphere, because of someone's gender, age, race, color, national origin, religion, creed, disability, or any other characteristic protected by law. Engaging in any of these prohibited forms of conduct will result in disciplinary action, up to and including dismissal from LECOM, against any student who is found, upon investigation, to have engaged in such conduct.

See Section 4.4.7 above, Sexual Assault and Other Sexual Misconduct Prevention Program and Procedures, for a discussion of harassment based on sex. Harassment based on sex is handled through the LECOM Policy Statement on Title IX Compliance and Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence attached as Appendix K .

Hazing is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education.

Included is any brutality of a physical nature, such as

- Whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance
- Any other forced physical activity which could adversely affect the physical health and safety of the individual

Included is any activity which would subject the individual to extreme mental stress, such as

- Sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment
- Any other forced activity which could adversely affect the mental health or dignity of the individual
- Any willful destruction or removal of public or private property.

Any activity included in the definition of hazing upon which the initiation, admission, or continued membership in an organization is directly or indirectly conditioned is presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Hazing is a crime. How to report hazing or harassment not based on sex:

- In the case of offending students, the report should be made to the Director of Student Affairs or any member of the administration who may refer the matter to the appropriate dean and/or the SPG Committee.
- In all other cases regarding faculty or staff personnel, the report should be made to the appropriate dean, the Director of Student Affairs, or any member of the administration.
- At LECOM at Seton Hill, reports should be made to the Vice President or any faculty member.

No student or employee will be retaliated against on the basis of having asserted a good faith complaint pursuant to this policy. Following the investigation, LECOM will take the appropriate measures as soon as possible to redress the harms done. All LECOM supervisory personnel have an affirmative responsibility to report, discourage and eliminate conduct inconsistent with this policy.

5.3.9 FOOD AND BEVERAGE DIRECTIVES

Food and beverages are not permitted in lecture halls, laboratories, classrooms, break-out rooms, study rooms, locker rooms, or the Learning Resources Centers at any time. The student lounge areas and outdoor areas may be used for eating and drinking. Appropriate trash receptacles are located throughout all campuses.

5.3.10 RECORDING OF LECTURES

Video, digital or cassette taping of lectures or verbatim or near-verbatim transcribing of lectures is not authorized by the administration of LECOM and is strictly at the discretion of the instructor. In all instances, prior approval of the instructor must be obtained and the instructor is to be informed that he or she is not under pressure from the administration to be so transcribed and that such permission from the instructor to tape is strictly on a voluntary basis. The privilege may be withdrawn at any time. This rule is applicable to regular LECOM faculty as well as visiting faculty. Under no circumstances may the content or recording of any faculty lectures be used for any purpose other than for the student’s education at LECOM.

5.3.11 RECYCLING

LECOM supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth’s environment.

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth’s limited resources. Success of this program depends on all of us actively participating. All are encouraged to make a commitment to recycle and be a part of this solution.

LECOM encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources. By recycling, LECOM is helping to solve trash disposal and control problems as well as following local regulations. If you have any questions or new ideas and suggestions for the recycling program contact the Safety Committee.

5.3.12 SOCIAL COMPUTING GUIDELINES

In light of the pervasive use of such social media as Facebook, Instagram, SnapChat and Twitter, LECOM has adopted a formal policy on Social Media. Please consult the IT tab on the Portal to read and review this policy. (Also see Appendix B.) Violations of this policy will result in discipline up to and including dismissal.

5.3.13 CREDIT CARD MARKETING POLICY

The Lake Erie College of Osteopathic Medicine and School of Pharmacy, LECOM Erie, LECOM at Seton Hill, and LECOM Bradenton campuses, prohibits credit card institutions, banks or any other financial or lending institutions from soliciting students on campus, and will not permit them access to campus mail and/or electronic addresses, to establish credit card accounts.

APPENDIX A - EMERGENCY NUMBERS

In Emergencies

9-1-1

Police Non-Emergencies

LECOM Police and Security Erie Campus

(814) 866-8415

LECOM Seton Hill/Seton Hill Campus Police

Office: (724) 830-4999 Officer on duty cell phone: (724) 244-2192

LECOM Security Bradenton Campus, College of Medicine and School of Pharmacy

(941) 782-5908

LECOM Security Bradenton Campus, School of Dental Medicine

(941) 405-1520

Erie

Erie, Pennsylvania Police (Non-Emergency)

(814) 870-1125

Millcreek, Pennsylvania Police (Non-Emergency)

(814) 833-7777

Pennsylvania State Police

(814) 898-1641

Bradenton

Manatee County Sheriff's Office (Non-Emergency)

(941) 747-3011

Sarasota County Sheriff's Office

(941) 316-1201 (non-emergency number)

Florida Highway Patrol

(941) 741-4800

Greensburg

Greensburg Police Department

(724) 834-3800

Pennsylvania State Police

(724) 832-3288

Crime Victim and Other Counseling Services

Erie Resources

Crime Victim Center (Rape Crisis)

(814) 455-9414

Crisis Services

(814) 456-2014

Millcreek Community Hospital Behavioral Health

(814) 868-8714

Physicians Health Programs (PHP; Pennsylvania)

(866) 747-2255 or (717) 558-7819

Secundum Artem Reaching Pharmacists with help (SARPh)

(800) 892-4484 or (610) 583-9884

Safe Net (Domestic abuse)

(814) 454-8161

Stairways Behavioral Health

(814) 464-8438

Safe Harbor Behavioral Health

(814) 459-9300

Greensburg Resources

Rape Crisis Center (Pittsburgh Action Against Rape)

(412) 431-5665

Crisis Intervention Hotline

(800) 836-6010

Center for Victims (crime and abuse)

(412) 361-2820

Physicians Health Programs (PHP; Pennsylvania)

(866) 747-2255 or (717) 558-7819

Bradenton Resources

Centerstone Student Assistance Program

(941) 782-4379

Centerstone Crisis Center

(941) 782-4600

Domestic Violence Victim Resources

Bradenton- Hope Family Services, Inc.

(941) 747-7790

Sarasota- Safe Place and Rape Crisis Center

(941) 365-1976

Rape Crisis Hotline - Bradenton

(941) 708-6059

Sarasota

(941) 365-1976

APPENDIX B - SOCIAL NETWORKING POLICY

Introduction

Social networking is becoming increasingly popular in businesses and with the general public and is a useful tool for the communications and marketing department. While social networking can be useful, if improperly used, it can result in a variety of adverse consequences, such as disclosure of sensitive or confidential information, copyright violations, and potential damage to the school's reputation.

Definition of Social Networking

As used in this policy, "social networking" means communicating with others over the Internet for social purposes. Typically, this interaction occurs on sites such as Facebook, Twitter, Instagram, LinkedIn, YouTube, or blogs, but can also occur on "media sites" that are offered by television networks, newspapers, and magazines.

Application of Policy

This policy applies to all types of social networking activity (a) using the College's computers, mobile devices, or other technology, and (b) using personal devices when linked to the LECOM's systems. Nevertheless, when engaged in social networking on personal devices that are not linked to the College's systems, students, faculty, and staff should use this policy as a guide. Use of LECOM's IT systems for social networking must comply with LECOM's IT policy. Use of the handheld devices may be prohibited in some circumstances. In all cases, LECOM-issued technology must be used in accordance with all applicable rules.

Use of LECOM's Time

Faculty and staff employees who have been approved to manage blogs or participate in social networking sites on LECOM's IT systems for work-related reasons should confirm approval of the site(s) by the Provost. Those faculty and staff members may access the approved site(s) as necessary for the performance of their duties. Personal use of the College's IT systems to access social networking sites is permitted, but should be limited, not interfere with or impact normal business operations, comply with all College policies, not compromise the security or reputation of LECOM, not burden the College with unreasonable incremental costs, and comply with all other provisions of this policy.

Social Networking Site Terms of Use

Anyone participating in a social network for any reason is responsible for reading, understanding, and complying with the site's terms of use. Any concerns about the terms of use for a site should be reported to the IT Director.

Contact Information

Many networking sites permit users to search for or import contact information from the user's contact list. Due to confidentiality and privacy concerns, users are prohibited from importing or uploading any of LECOM's contacts to any networking sites where the information may be used beyond name recognition software purposes.

Content of Posting

Some social networking sites may provide an appropriate forum to keep current on matters of interest, to make professional connections, and to locate links to other pertinent sources. Users must be careful, however, that their online postings do not adversely impact or create problems for LECOM or its audience. *Users are*

personally responsible for all content they post on social networking sites. Remember that it is difficult to delete content once posted to a site, so be cautious when writing any posting. If a user has a question about the propriety of any posting, he or she should consult the Provost.

Users must follow these guidelines for all postings:

- Post only content that you would be comfortable with your colleagues, LECOM's audience, and the general public reading, hearing, or seeing.
- Do not post anything that would potentially embarrass you or LECOM, or call into question your or LECOM's reputation, including photographs or other images.
- Do not discuss LECOM's business, unless the Provost authorizes you to do so.
- Do not leak confidential information.
- Be careful to identify all copyrighted or borrowed material with appropriate citations, links, or permissions.
- Obtain approval from LECOM's legal counsel before responding to an inaccurate, accusatory, or negative comment about LECOM's employees, students, its broadcasts, its guests, or an inquiry about any other legal matter.
- Unless previously authorized by the Provost, do not use LECOM's logo or suggest you are writing on behalf of LECOM.
- Don't use LECOM's network or email lists to influence polls, rankings, or web traffic.
- Show good judgment when "friending" someone within a social network.
- Monitor your site regularly and promptly remove any inappropriate content.
- Obey the law. Refrain from posting any information or conducting any online activity that may violate applicable local, state, or federal laws and regulations.

Violations of This Policy

Due to the importance of this policy, LECOM cannot tolerate violations. All students and LECOM personnel, including managers and staff, are subject to sanctions for violations of this policy. Consequences may include such measures as immediate termination of employment, or any other action deemed appropriate by LECOM under the circumstances.

APPENDIX C - ERIE AND DEFUNIAK OUTREACH CLINICS

Off-Campus Dental Shadowing Experience

Erie, PA and DeFuniak Springs, FL Outreach Clinics

The shadowing of dental procedures at a licensed dental practice is considered a viable experience for students to interact with other dental professionals in their region. These experiences will allow students to enhance their knowledge of dental practice and specialty procedure. The following requirements must be adhered to during the shadowing experience.

1. **The student will NOT perform any procedure(s).** This is an observational experience only.
2. Students must schedule their observation times at off-site dental practices at times that do NOT conflict or interfere with their obligation to be at LECOM School of Dental Medicine Outreach Training sites.
3. The observational experiences are not part of the LECOM School of Dental Medicine curriculum and will not fulfill any curricular requirements.
4. All shadowing/observational experiences must be documented and established through the designated Off-Site Voluntary Observation procedure (see procedure below).

The following procedure must be adhered to in establishing a dental clinic as an observational site:

1. Students interested in shadowing or participating in an observational experience at a dental office must complete and sign the Off-Site Voluntary Observation form.
2. Students are also required to have the Dentist, with whom they wish to observe/shadow, sign the Off-Site Voluntary Observation form.
3. All completed Off-Site Voluntary Observation forms, must be submitted to the Director of Patient Care, for approval signature. **
4. The Director of Patient care must be informed EVERY time a student will be participating in a shadowing/observational experience. Once the form has been approved, email notification of the additional observational experiences will be sufficient.
5. All signatures indicate that the student and the dental professional understand that the student **will NOT** perform any procedure during their observation experience.

** Note: All three signatures (students, dental professional, and director of patient care) must be obtained prior to the shadowing/observational experience.

APPENDIX D OFFSITE VOLUNTARY OBSERVATION FORM

This form is to be utilized for tracking LECOM School of Dental Medicine (SDM) students observing procedures at licensed dental practices. It is understood that the student will not perform any dental procedures, on patients that can only be performed by licensed dental providers; this includes dentists, dental hygienists and certified dental assistants.

The time spent at the dental office is as an observer and is being done voluntarily by the student at a time of day that does not interfere with the student's obligation to be at the LECOM SDM Erie, PA or DeFuniak Springs, FL Dental Offices. This observation is strictly voluntary by the students and is not part of the SDM Curriculum and does not fulfill any curriculum requirements.

By signing this form, the student and dentists understand and agree to these stipulations.

Student Name: _____

Signature: _____ Date: _____

Dentist Name: _____

Signature: _____ Date: _____

Director of Patient Care
(LECOM SDM): _____

Signature: _____ Date: _____

Appendix E Leave Of Absence Form For Financial Aid



This form is for financial aid purposes only and does not represent an approved leave of absence for academic purposes. The purpose of this form is to certify that you are aware of the financial aid implications of a leave of absence.

I, _____, understand that the following applies if I am on a Leave of Absence from the Lake Erie College of Osteopathic Medicine (LECOM) for the dates listed below:

1. While I am on an approved leave of absence, my enrollment status will be reported to my lenders as Leave of Absence.
2. If I am notified by my lender(s) that my loans are in repayment, I will need to contact my lender(s) and request a **hardship forbearance or economic hardship deferment**.
3. While I am on an approved leave of absence, I am not eligible for any additional federal student financial aid and private education loans.
4. Upon my return from leave of absence, any subsequent financial aid disbursements may be delayed until I again meet the standards for satisfactory academic progress towards the completion of my degree.
5. If I do not return from the leave of absence, my loans will go into repayment based on the start date of the leave of absence. This could result in the depletion of some or all of my grace period of my student loan(s).
6. The leave of absence and any additional leaves of absence must not exceed a total of 180 days in any 12-month period pursuant to federal regulations.

Beginning Date of Leave of Absence: _____

Expected Date of Return: _____

Reason for request for Leave of Absence: _____

Student's Signature

Date

Reviewed By: _____

APPENDIX F REQUEST FOR LEAVE OF ABSENCE FORM

Part A, to be completed by student (please print)

Student's Name _____
Last First Middle Initial

E-Mail _____ Phone Number _____

Current Address _____

LECOM Program _____

Beginning Date of Leave Requested _____ Expected Date of Return _____

Reason Leave Requested (check one):

- _____ Medical Leave
_____ Family Leave (i.e. family member health issue, death, etc.)
_____ Other Personal Leave (specify) _____

A leave of absence will not be approved for the purpose of avoiding the consequences of academic failure. A letter must be attached to this form explaining the reason for the request. Additionally, documentation appropriate to the reason must also be attached (for example, for a medical reason a letter, including a diagnosis, from the attending physician). Failure to provide the documentation will result in the denial of the request.

Part B, to be completed by LECOM Financial Aid Department

Student has received the required pre-leave of absence financial aid counseling and a Leave of Absence Form for Financial Aid has been completed.

Financial Aid Counselor's Signature _____ Date _____

Part C, Student Certification and Signature

I certify that I have read and understand the information on this form. It has been explained and I understand the effects that taking a leave of absence will have on my financial aid. Furthermore, I certify that the reason for the requested leave of absence is because of the reason indicated on this form and that all of the information on this form and the accompanying documentation is true and correct.

Student's Signature _____ Date _____

Part D, to be completed by the appropriate Dean

(Provide this completed Request for Leave of Absence form, the completed Leave of Absence Form for Financial Aid, letter explaining the reason for the request, and documentation to the appropriate Dean after Parts A, B, and C have been completed)

The request for leave of absence has been reviewed and has been:

_____ Denied

_____ Approved to begin on _____ and end no later than _____

Dean's Signature _____ Date _____

Appendix G Excused Absence and Examination Form

- Attendance is mandatory for all classes and clinic as of May 26, 2015. In the event that you must miss a class for specific approved reason, this form must be completed and submitted at least 10 days prior to absence or submitted upon returning to class for urgent absences.
- All absences **must** be accompanied by confirming documents (conference/event agendas, doctor's note for medical, airline itinerary) or it will not be considered.
- The student is responsible for all material missed during the absence and clinic time must be made up
- Students requesting to attend conferences, meetings, research symposiums, etc., must be in good academic standing.

Please check year: D1 ☐ D2 ☐ D3 ☐ D4 ☐ AEGD ☐

Name of student: (print) _____ Student ID #: _____
 Reason for request: _____
 Date(s) of absence: _____

Any examination during absence: ☐ Yes ☐ No

If you are missing an exam, please provide the course and name of course director who must approve makeup:

Course: _____ Name of course director: _____

☐ Approved ☐ Not approved

Course director signature: _____

List all courses you'll be missing during scheduled absence and obtain Course Director signature(s).

Course	<u>Course Director</u>	<u>Approval</u>
_____ Course Director (PRINT & SIGN):	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Course Director (PRINT & SIGN):	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Course Director (PRINT & SIGN):	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Student's signature: _____ Date: _____

After above section is completed, submit for FINAL APPROVAL:

Office of the Assistant Dean _____

Final approval: ☐ Yes ☐ No ☐ Provide supporting documents

Student will be notified by email if approved. Sessions/exams missed with an unapproved absence cannot be made up and the student will receive a failure for the day.

APPENDIX H TRAVEL REQUEST FORM

I, _____, have submitted this completed informational sheet to my Dean,
_____, Program Director and System Coordinator (if applicable) on
_____, and to my SGA President, _____, on
_____ for submission to Administration, and have retained a copy for my files.

I understand that I must meet the specified 60-day deadline for submission of the request form in order to be considered for housing. I also understand that housing is a privilege and is not always provided for students travelling to conferences.

I understand that males and females will be housed separately; No exceptions unless married.

I understand that specific rooming assignment requests will not be honored.

I understand that once housing arrangements are made, no room changing will be permitted.

I understand that if I am unhappy with my rooming assignment, I am free to make my own hotel reservation, at my expense.

I understand that if I am NOT requesting travel accommodations, I am still responsible for notifying administration 60 days in advance of my intentions to attend said meeting.

I understand that, should any problem(s) arise during the conference, I will contact the Director of Travel for my campus, Director of Student Affairs, or the specific Associate/Assistant Dean of my program, for assistance.

Signed,

Signature

Date

Please print:

Name:

Contact Phone Number:

APPENDIX I STUDENT RESEARCH FORM

LECOM School of Dental Medicine

4800 Lakewood Ranch Blvd, Room 1-2203
Bradenton, Florida 34211

Student Research Form

Please return this form to: sfazzino@lecom.edu

Date _____

Student Name _____

Student ID # _____

Student Signature _____

Year (check) D1 D2 D3 D4

Mentor(s) Name(s) _____

Mentor(s) Signature (s) _____

Research Objectives – Using the space below, please outline your research goals to be accomplished: _

Budget: Research _____

Travel _____

Other _____

APPENDIX J CONSENT TO PHOTOGRAPH



Print Name: _____

I permit the Lake Erie College of Osteopathic Medicine, aka LECOM, to use photographs and/or video taken of me. I understand that these photographs and/or video will be used for the promotion of LECOM. I release LECOM from all liability for the taking and use of the photographs and/or video.

Signature

Date

Witness Signature

Date

Parent must sign for consent for minor under age 18.

APPENDIX K STUDENT CHANGE OF STATUS FORM

LAKE ERIE COLLEGE OF OSTEOPATHIC MEDICINE

Student ID# _____

Last Name _____ First Name _____ MI _____

Local Address: _____
Street City State Zip

Forwarding Address: _____
Street City State Zip

Phone Number: _____ Personal Email: _____

TYPE OF CHANGE (Check One)

____ Withdrawal ____ Dismissal ____ Suspension ____ Remediation ____ Off- Schedule

____ Change of Program/Location ____ Long Term LOA ____ Short Term LOA

PROGRAM OF STUDY: (Check One)

____ College of Medicine ____ MS Biomedical Sciences
____ School of Pharmacy ____ MS Medical Education
____ School of Dental Medicine ____ Master of Health Services Administration
____ Post Baccalaureate (COM/SDM) ____ MS Medical Science
____ Post Baccalaureate (SOP)

LOCATION: (Check One) ____ Erie ____ Bradenton ____ Seton Hill

PATHWAY: (If applicable) _____

Reason for Change: _____

Start Date of Change: _____ End Date of Change: _____

Verified by: _____

Student Signature: _____ Date: _____

Pathway Director/Dean Signature: _____ Date: _____

College/School Dean Signature: _____ Date: _____

COMPLETE AND RETURN THIS FORM TO THE DIRECTOR OF STUDENT AFFAIRS

APPENDIX L POLICY STATEMENT ON TITLE IX COMPLIANCE AND AFFIRMATION OF THE PROHIBITION OF SEXUAL HARASSMENT, MISCONDUCT OR VIOLENCE

INTRODUCTION: TITLE IX

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance.

Lake Erie College of Osteopathic Medicine (LECOM) forbids discrimination and harassment on the basis of sex and any form of sexual misconduct in all of its education programs, activities, as well as its employment practices. Likewise LECOM forbids retaliation against anyone who seeks to avail themselves of their rights under Title IX or participates in a related investigation.

POLICY SUMMARY

Sexual harassment, sexual exploitation or assault, domestic violence, dating violence, and stalking are forms of discrimination on the basis of sex. LECOM has a **zero tolerance** Policy of all such conduct whether perpetrated by employees, students, or campus visitors, whether committed on or off campus.

This Policy and its procedures apply whenever a Title IX violation is alleged. The procedures for conduct of an investigation, resolution of a complaint (including the imposition of sanctions), and process for an appeal apply to Title IX matters only and replace all general LECOM disciplinary and appeal procedures for these matters only.

Be advised that *everyone* in the LECOM community is both protected by and subject to this Policy. Additional information may be found in LECOM’s student catalogs.

DEFINITIONS

Complainant:

A person alleged to have been subjected to conduct in violation of this Policy, whether or not the individual makes a complaint or participates in the investigation. LECOM may still pursue a case even when the complainant is unwilling or unable to complain of misconduct or to participate in the investigation.

Consent:

Consent involves explicit communication. Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness

to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- A sexual encounter is considered consensual when individuals each willingly and knowingly engage in sexual activity. Consent cannot be obtained through the use of coercion. Coercion is the use of pressure, manipulation, substances, force, and/or disregarding objections of another party to engage in sexual activity. Consent must be clearly and unambiguously communicated.
- Consent to any one sexual act or prior sexual activity does not necessarily constitute consent to any other sexual act. Consent may be given initially but withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must stop.
- One who is incapacitated (whether by alcohol or drug use, disability, unconsciousness, or is otherwise helpless) cannot consent to sexual activity.

Dating Violence:

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

Domestic Violence:

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Incapacitation:

Incapacitation is a condition such as due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent.

Intimidation:

Intimidation means to make fearful or to put into fear. Generally, proof of actual fear is not required in order to establish intimidation. It may be inferred from conduct, words, or circumstances reasonably calculated to produce fear.

Reporter:

A person reporting alleged conduct prohibited by this Policy. The Reporter may be the Complainant or any other person.

Respondent:

A person accused of conduct that might be in violation of this Policy.

Responsible Employee:

“Responsible Employees” under Title IX are LECOM employees to whom violations of this Policy may be reported. The designated “responsible employees” are the Title IX Coordinator, Deputy Title IX Coordinators, the Provost, Deans, Associate Deans, Assistant Deans, Program Directors, Directors of Student Affairs, Faculty Advisors or any other member of the LECOM administration.

Retaliation

Retaliation is any action to penalize, intimidate, harass, or take adverse action against a person who makes a report of sexual misconduct, relationship violence, stalking or similar prohibited conduct, participates in an inquiry or investigation of impermissible conduct, or otherwise asserts rights protected by non-discrimination laws.

Sexual Assault:

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. It includes both non-consensual sexual contact and intercourse.

Sexual Exploitation:

Sexual exploitation means taking sexual advantage of another person without his or her consent. Sexual advantage includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; allowing third parties to observe private sexual acts; and engaging in voyeurism.

Sexual Harassment

Sexual Harassment is unwelcome conduct visited upon a person due to their sex or gender which creates a hostile environment or whose acceptance forms the basis of educational or employment decisions. Sexual assault and requests for sexual favors that affect educational or employment decisions constitute sexual harassment. Sexual harassment may also consist of unwelcome physical contact, requests for sexual favors, sexual exploitation, visual displays of degrading sexual images, sexually suggestive conduct, or remarks of a sexual nature. Sexual harassment can also be non-sexual in nature, such as denigrating, excluding or sabotaging someone because of their sex or gender. Such conduct will constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or admission to or participation in an academic program or school activity; or
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment status or academic standing; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance on the job or in the academic program; or
- Such conduct has the purpose or effect of creating an intimidating or hostile work or educational environment for an individual or group of individuals.

Sexual harassment can occur regardless of the relationship, position, or respective sex of the parties. Same sex harassment violates this Policy. Harassment because of one's actual or perceived sexual orientation or gender identity also constitutes a violation of this Policy.

Sexual Misconduct:

Sexual misconduct is a broad term encompassing sexual harassment, sexual assault, and any other non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior.

Stalking:

Stalking is a pattern of repeated and unwanted attention, harassment, or any other course of conduct directed at a specific person that would cause a reasonable person to fear. Examples of stalking actions include, but are not limited to:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, email, text, social media, and/or other means;
- Repeatedly leaving or sending a person unwanted items such as presents or flowers;
- Following or lying in wait for a person at places such as their home, school, work, or a recreation place;
- Making direct or indirect threats to harm a person or the person's children, relatives, friends, or pets;
- Damaging or threatening to damage a person's property;
- Posting information or spreading rumors about a person on the internet, in a public place, by word of mouth, or by other means; or
- Obtaining personal information about a person by accessing public records, using internet search services, hiring private investigators, going through the person's garbage, following the person, contacting a person's friends, family, work, neighbors, or others.

MAKING A REPORT OF SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE, AND STALKING

A Reporter may report any type of sexual harassment or misconduct which is defined above by invoking either a criminal process and/or an institutional process. The criminal process begins by calling local law enforcement or the Campus Police and Security Office. The institutional process may be instituted by contacting the LECOM Title IX Coordinator, a Deputy Title IX Coordinator, or any Responsible Employee.

Anyone who believes they have been subjected to any impermissible conduct is encouraged to report these incidents. If the Complainant reports directly to LECOM, the Complainant should

prepare a written, signed complaint containing the name(s) of the alleged perpetrator(s) and other relevant information, including the date(s), location(s), description of the incident(s), and witness name(s) or documentation. The Complaint should be given to any Responsible Employee. At some point, Respondent(s) will be provided a copy of the complaint under the condition not to engage in any form of retaliation.

LECOM staff and faculty have a duty to report knowledge of alleged or observed incidents of sexual misconduct, relationship violence, and/or stalking to their supervisor and/or Title IX Coordinator or a Deputy Title IX Coordinator upon learning of such information. Reports should include the complainant's/alleged victim's name, alleged perpetrator(s) name(s), LECOM status (employee, student, visitor), date of the alleged incident, location of alleged incident, description of the incident, and witnesses to the incident.

LECOM Title IX Coordinator and Deputy Coordinators

Institutional Title IX Coordinator

Aaron E. Susmarski, J.D.
Institutional Director of Human Resources
(814) 860-5101
asusmarski@lecom.edu

LECOM Erie

Dr. Melanie Dunbar, Deputy Coordinator
Director of Behavioral Health
(814) 866-8160
mdunbar@lecom.edu

Dr. Christine Kell, Deputy Coordinator
Associate Dean of Preclinical Education
(814) 866- 8169
ckell@lecom.edu

LECOM Bradenton (including dental clinic at DeFuniak Springs)

Ronald Shively, Deputy Coordinator
Director of Student Affairs
(941) 782-5930
rshively@lecom.edu

Dr. Katherine Tromp, Deputy Coordinator
Assistant Dean of Distance Education Pathway
Associate Professor of Pharmacy Practice
(941) 782-5644
ktromp@lecom.edu

LECOM at Seton Hill

Dr. Iris Freeman
Vice President for LeCom at Seton Hill
(724) 552-2870
ifreeman@lecom.edu

Complainants are also advised of the following additional resources of which they should avail themselves if they so choose:

Local Law Enforcement

At all LECOM locations, call 9-1-1 to contact local law enforcement, fire, or EMS to report an emergency or crime. Call 9-9-1-1 from a LECOM or Seton Hill University phone.

Erie, Pennsylvania

Erie Police Department
(814) 870-1125

Millcreek Police Department

(814) 833-7777

LECOM Campus Police and Security Office

Located inside the north entrance
1858 West Grandview Boulevard
Erie, Pennsylvania 16509
(814) 866-8415

If an officer is not at the desk, callers may leave a message or call the cell phone of the officer on duty at (814) 434-3927.

Bradenton, Florida

Manatee County Sheriff
(941) 747-3011

Bradenton Police Department

(941) 932-9300

LECOM Security Office for College of Medicine & School of Pharmacy Building

Located inside the southwest entrance
5000 Lakewood Ranch Boulevard
Bradenton, Florida 34211
(941) 782-5908

LECOM Security Office for School of Dental Medicine Building

Located inside the south entrance
4800 Lakewood Ranch Boulevard
Bradenton, Florida 34211
(941) 405-1520

DeFuniak Springs, Florida
Walton County Sheriff
(850) 892-8111

LECOM at Seton Hill in Greensburg, Pennsylvania
Greensburg, Pennsylvania Police Department
(724) 834-3800

Pennsylvania State Police
(724) 832-3288

Seton Hill University (SHU) Police Department
Lowe Hall, room 117 (first floor) (Police Chief in room 115)
One Seton Hill Drive
Greensburg, PA 15601
Dial (724) 244-2192 for the officer on patrol (cell phone)

Crime Victim and Other Counseling Services:

Erie, Pennsylvania Resources
Crime Victim Center of Erie County
24 hour hotline: (814) 455-9414

Safe Harbor Mental Health
24 hour Crisis Center: (814) 456-2014
Outpatient Clinic: (814) 459-9300

Safe Net Erie (domestic violence)
24 hour crisis hotline: (814) 454-8161

Millcreek Community Hospital Behavioral Health
(814) 868-8714

Stairways Behavioral Health
(888) 453-5806

Physicians Health Programs (PHP; Pennsylvania)
(866) 747-2255 or (717) 558-7819

Secundum Artem Reaching Pharmacists with help (SARPh)
(800) 892-4484 or (610) 583-9884

Bradenton, Florida Resources

Centerstone Student Assistance Program
(941) 782-4379

Centerstone Crisis Center
(941) 782-4600

Bradenton- Hope Family Services, Inc.
(941) 747-7790

Rape Crisis Hotline - Bradenton
(941) 708-6059

Sarasota- Safe Place and Rape Crisis Center
24 hour hotline: (941) 365-1976

Bayside Center for Behavioral Health
Sarasota Memorial Hospital
24 hour clinical assessment: (941) 917-7760

Coastal Behavioral Health, Sarasota
24 hour Crisis Stabilization Unit: (941) 364-9355
Assessments: (941) 552-1950

DeFuniak Springs, Florida Resources

Shelter House, Domestic and Sexual Violence Center
Domestic Violence 24 hour hotline: (850) 863-4777 or (800) 442-2873
Sexual Assault 24 hour helpline: (850) 226-2027

Greensburg, Pennsylvania Resources

Rape Crisis Center (Pittsburgh Action against Rape)
24 hour helpline: (866) 363-7273
(412) 431-5665

Westmoreland Mental Health Crisis Intervention Hotline
24 hour hotline: (800) 836-6010

Center for Victims of Violence and Crime
24 hour hotline: (866) 644-2882

Physicians Health Programs (PHP; Pennsylvania)
(866) 747-2255 or (717) 558-7819

PROTECTING COMPLAINANTS, REPORTERS, AND WITNESSES

LECOM's primary goal is to ensure that any victim of sexual misconduct, relationship violence, or stalking and the LECOM community are safe. Regardless of whether a Complainant chooses to pursue disciplinary action, LECOM will take interim measures to protect those involved and ensure that all safety, emotional, and physical well-being concerns are met.

Reasonable interim measures to protect the safety of the Complainant will be determined on a case-by-case basis. In making the determination, LECOM will consider, at a minimum, the Complainant's expressed need, the severity or pervasiveness of the allegations, the continuing effects on the Complainant, the likelihood that the Complainant will come into contact with the Respondent through daily activities, and whether any legal steps have been taken to protect the Complainant. LECOM will also consider, as appropriate, whether and what interim measures and remedies should be provided or offered to the Respondent.

Student Remedies:

Some examples of immediate remedies LECOM may provide to a student Complainant include modifying class schedules, workplace schedules, and/or extracurricular activities; assisting in obtaining counseling and academic support services; student financial aid guidance; offering extra time to complete a course if possible; and providing escort services on campus from the campus police. If an investigation against a named Respondent occurs, LECOM may also initiate a no contact order and alter the class, work, or extracurricular schedule of the Respondent. Where it is deemed appropriate, LECOM may issue an interim suspension for a student-Respondent.

Staff Remedies:

Some examples of immediate remedies LECOM may provide to a staff member Complainant include: modifying work schedule, workplace department or location, or supervisor; assisting in obtaining counseling services; providing escort services on campus and increasing security around Complainant. If an investigation against a named Respondent occurs, LECOM may initiate a no-contact order, issue a *persona non grata* order to prevent a person from coming on campus, and/or alter the assigned department, work schedule or work location, or the supervisor of the Respondent.

Faculty Remedies:

Some examples of immediate remedies LECOM may provide to a faculty member Complainant include: modifying teaching schedule, workplace schedule, and/or extracurricular schedule; assisting in obtaining counseling services; providing escort services on campus and increasing security around the Complainant. If an investigation against a named Respondent occurs, LECOM may initiate a no-contact order, issue a *persona non grata* order to prevent a person from coming on campus, and/or alter the class or work schedule of the Respondent.

Confidentiality:

Whenever possible and to the greatest extent possible, LECOM will honor requests for confidentiality and do its best to maintain the privacy of all Reporters and Complainants (may not be the same person). In cases where a Complainant expresses a desire to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, LECOM must weigh that desire and request against its obligation to provide a safe, non-discriminatory environment.

If LECOM honors the request for confidentiality, a Reporter and Complainant must understand that the ability to meaningfully investigate the alleged incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. There may be times when LECOM may not be able to honor a Reporter or Complainant's request for confidentiality in order to provide a safe, non-discriminatory environment. If a violation of this Policy is found, a report of the incident may be included in the Institution's Clery Act crimes report.

Prohibition of Retaliation

LECOM does not tolerate retaliation and will pursue actions against those who take retaliatory measures against Reporters, Complainants, or witnesses. When an individual reports sexual misconduct, relationship violence, or stalking to any campus resource, that resource will work with the Title IX Coordinator or the Title IX Coordinator's designee to ensure that the Complainant and Reporter are protected from further misconduct and from retaliation for making the report. The Title IX Coordinator or her/his designee will consult with the Complainant regarding protective measures such as changes to a facet of the academic or employment setting and/or issuing a "no contact order." Protective measures applicable to students will be enforced under the Student Code of Conduct. Protective measures applicable to staff will be enforced by the Department of Human Resources. Protective measures applicable to faculty will be enforced by the Provost.

Prohibition of False Accusations

Deliberately false and/or malicious accusations of sexual misconduct, relationship violence, stalking or other conduct prohibited by this Policy, as opposed to complaints which, even if erroneous, are made in good faith, are serious and will subject the perpetrator of those accusations to appropriate disciplinary action. Good faith means that a report is made based on fact or reasonable beliefs and not solely on personal animus against the person accused.

INVESTIGATION PROCEDURES, INTERIM REMEDIES, AND INFORMAL RESOLUTION PROCESS

Assessment and Timeline

LECOM will investigate and resolve all reports of possible violations of this Policy promptly. Possible conditions that would extend the time needed for an investigation and resolution are, but are not limited to, the complexity of the reported incident, the number of witnesses involved, related and on-going criminal investigations, school breaks and vacations, or unforeseen circumstances. If a delay is necessary, LECOM will notify all parties of the progress of the process as it proceeds.

Receipt of a report or a Complainant's written complaint which includes allegations of prohibited conduct will trigger an initial Title IX assessment. This assessment will be conducted by the Title IX Coordinator or an assigned Deputy Title IX Coordinator who may consult with other appropriate individuals within LECOM (and the Seton Hill University Police Department if at LECOM at Seton Hill). The assessment will determine if any immediate risk of harm to an individual or the community exists, and will implement any necessary interim measures to address those risks, as well as whether the conduct as reported, if true, would constitute a violation of this Policy.

If the initial assessment finds that a Title IX violation is alleged, the Title IX Coordinator, or Deputy Title IX Coordinator if applicable, will initiate the investigation/resolution process and will designate a manager of that process. Designated managers shall be administrative personnel trained to perform this function and who are not otherwise involved in the matter, i.e. are in a position to be impartial.

The extent and depth of the investigation will depend upon such factors as the Complainant's willingness to participate in the investigation and resolution procedures outlined in this Policy, the risk posed to the community, and the nature of the alleged behavior. If the Complainant chooses to pursue criminal charges, the relevant school police department will work with the Complainant to connect him/her with appropriate local law enforcement if necessary. If a Complainant refuses to participate in the process, LECOM may determine that it is still appropriate to move forward with an investigation and the protocols set forth in this Policy.

Informal Resolution Process

Informal resolution is a mechanism for achieving resolution between parties without a formal investigation. This process may not be used in incidents where the reported behavior includes sexual assault. In some cases, the manager of the investigation/resolution process will determine that an informal resolution mechanism may be appropriate. This may include shuttle diplomacy, facilitated conversation, and/or training and education for individuals or groups.

If it is determined that a facilitated informal resolution may be appropriate, the manager of the investigation/resolution process will speak with the Complainant about this option. Complainants choosing this path of resolution do not forgo access to remedies needed to

continue their education. If the Complainant agrees, the manager of the investigation/resolution process will next speak with the Respondent. Facilitated informal resolution will be pursued only with the consent of both parties. If the facilitated informal process results in a resolution, both parties will receive outcome notification that the process has concluded and the case will be closed. If the parties are unable to reach a resolution in a timely manner or if either party requests to terminate the facilitated informal resolution process prior to a resolution, the investigation and formal resolution process will proceed.

Investigation Process

As mentioned above, if it is appropriate and the parties choose and complete an informal resolution process there will be no formal investigation. If necessary, a full investigation will be promptly engaged and will follow the following course.

Such investigations will include interviews with the Complainant, Respondent, and relevant witnesses. In conducting the investigation, the manager of the investigation/resolution process may be assisted by other individuals, including special consultants engaged for the particular investigation. A thorough review of pertinent physical and documentary evidence will also occur. The evidence may include photographs, videos, electronic messages (including emails and text messages), social media postings, and any other relevant resources. Complainants should be most scrupulous in preserving all evidence.

It is possible that more than one meeting may be necessary for the Complainant and Respondent to have the opportunity to respond to information obtained. Complainants and Respondents will have the opportunity to present additional evidence and to suggest other fact witnesses. Character witnesses will not be heard and the Complainant's prior sexual conduct with anyone other than the Respondent will not be considered.

The Complainant and Respondent may each choose an advisor of their choice to accompany them during the investigative process or any related meeting that is part of the Title IX proceedings. An advisor is any individual who provides the Complainant or Respondent with support, guidance, or advice. This advisor may be a parent, a community advocate, or any other person. The advisor's role is purely supportive; the advisor may not speak on behalf of the Complainant or Respondent or otherwise directly participate in the investigation or resolution processes.

Upon completion of the investigation, the manager of the investigation/resolution process will prepare a Findings of Fact Report that will include the nature of the allegations reported, a summary of factual information, and any relevant physical and documentary evidence received.

The Complainant and Respondent will each have the opportunity to review the Findings of Fact Report in the presence of a LECOM official and deliver a written clarifying statement and/or impact statement. Any such written statement must be provided to the manager of the investigation/resolution process within three (3) days of the review of the Findings of Fact Report. Following the three-day period all parties will be notified that the investigation is

complete. Resolution of the matter is possible at this point; otherwise, it will proceed to formal resolution.

FORMAL RESOLUTION PROCESS

The process used for resolution of complaints under this Policy, including application of sanctions, will be determined by a preponderance of the evidence. Complainants do not have to prove a case “beyond a reasonable doubt”. Regardless of the process used, LECOM commits to providing the parties with timely notice, equal opportunities to be heard, present and rebut evidence and equal opportunities to respond to the reported behavior.

Once an investigation is conducted and a Findings of Fact Report of the investigation is prepared the formal resolution process will begin. The manager of the investigation/resolution process will submit a copy of the Findings of Fact Report and related materials to the Institutional Hearing Officer. LECOM has appointed Dr. David P. Fried, Director of Student Affairs ((814) 866-8116; dfried@lecom.edu), as the Hearing officer.

The Hearing Officer will determine whether a violation has occurred; if a violation has occurred whether the Respondent is “responsible”; and if the Respondent is “responsible” what the sanctions will be. These determinations will include a full review of all relevant information and be based on a preponderance of the evidence standard (i.e. whether it is more likely than not).

The Hearing Officer will issue an Outcome Letter outlining the decision made and explaining any imposed sanctions and remedies. The sanctions imposed upon a finding that the Respondent is “responsible” will vary depending on the facts of the case. The sanctions may range from a no contact order to expulsion or termination from LECOM. This information will be provided in writing to the Complainant and the Respondent, taking into account any applicable privacy issues.

The Title IX Coordinator or a Deputy Title IX Coordinator will review the Outcome Letter with the Complainant and Respondent separately to ensure the reasoning of the decision is fully understood and to inform the Complainant and Respondent of the right to appeal. *Note, however, that a Complainant or Respondent who has refused to participate in the investigation process has no right to appeal.*

Visitors and other persons (not students or employees) who are found to have violated this Policy are subject to corrective action which may include removal from campus, being banned from campus, and/or having contractual arrangements terminated. Vendors or other agencies in contract with LECOM will be promptly notified if any of their employees are alleged to have violated this Policy and such employees may be banned from any or all LECOM properties or events and may also be subject to action deemed appropriate by their respective employer.

If it is determined that a violation of this Policy did not occur, but the reported behavior would violate a different LECOM Policy such as the Student Code of Conduct, the case may be referred to the appropriate office for resolution.

RIGHT TO APPEAL

Except as noted above, both the Complainant and the Respondent (if participating in the investigation process) have the right to appeal the decision. An appeal must be filed within seven (7) business days of the date of the Outcome Letter. An appeal may only be filed on three bases: 1) the appealing party has new information that was not included in the investigation Findings of Fact Report and could not have been provided earlier; 2) a preponderance of the evidence does not support the decision; or 3) the sanction was not proportionate to the offense.

The appeal (including an explanation of the basis of the appeal) should be timely submitted in writing to the Title IX Coordinator. The Title IX Coordinator will forward the appeal and all materials from the investigation to the President of LECOM for a final decision.

The President will review the Findings of Fact Report and related evidence, any written clarifying statements and/or impact statements, the Outcome Letter, and the appeal documents in making a determination. Using a preponderance of the evidence standard, the President will issue an Appeal Outcome Letter detailing the final decision, which may affirm, reverse or modify the decision of the Hearing Officer. The decision of the President is final.

APPENDIX M LECOM BOARD OF TRUSTEES

STATEMENT OF FINANCIAL CONTROL

LECOM Board of Trustees has the legal control and power to render decisions related to the
LECOM School of Dental Medicine

Ms. Mary L. Eckert

Michael J. Feinstein, D.O.

John M. Ferretti, D.O.

Silvia M. Ferretti, D.O.

Suzanne Kelley, D.O., M.P.A.

Joan L. Moore, D.O.

Ms. Marlene D. Mosco, (*Chair*)

Mr. Richard P. Olinger

Ms. Nancy Peaden

Mr. Dennis M. Styn

Michael J. Visnosky, (*Emeritus*)

Mr. Thomas J. Wedzik

Mr. John J. Magenau III PhD.

APPENDIX N LECOM BRADENTON SCHOOL OF DENTAL MEDICINE ADMINISTRATION

John M. Ferretti, D.O.

President /CEO

Silvia M. Ferretti, D.O.

Provost /Senior Vice President and Dean of Academic Affairs

Richard P. Olinger

Vice President of Fiscal Affairs/CEO

Jeffrey E. Myers, Esq.

Associate General Counsel

Guest Lecturer in Dental Management

Mathew Bateman, Ph.D., D.H.Ed.,

Dean

School of Dental Medicine

Marc, Ottenga, DDM

Assistant Dean of Education

School of Dental Medicine

Francis M. Curd, D.D.S.

Assistant Dean of Diversity and Inclusion

Associate Professor of Restorative Dentistry

School of Dental Medicine

Dr. Katharine Dinh, D.M.D

Director of Curriculum

Assistant Professor of Restorative Dentistry

School of Dental Medicine

Dr. Thomas Yoon, D.D.S

Director of Research & Director of Specialists

Assistant Professor, Periodontics

School of Dental Medicine

Dr. Vaishnavi Iyer, D.D.S.

Executive Director of Outreach Clinics
Eric Dental Clinic
Defuniak Springs Dental Clinic

Dr. Todd Nolan, Ph.D.

Director of Problem Based Learning
Assistant Professor of Physiology
School of Dental Medicine

Dr. Inessa Slipak, D.D.S.

Director of Simulation Clinic
School of Dental Medicine

Dr. Charles Patterson, D.D.S.

Director of Patient Care Services
Defuniak Springs Dental Clinic

Dan Welch, M.L.S.

Institutional Director of the Learning Resource Center/IT

Pierre Bellicini

Institutional Director of Communications

Aaron E. Susmarski, J.D.

Institutional Director of Human Resource's
Institutional EEO Coordinator
Institutional Title IX Coordinator

Robert J. Fortune

Director of Operations, Bradenton

Office of Student Affairs

Ronald Shively

Director of Student Affairs

Nicole L. Papanikos

Registrar

Lauren Bewley

Admissions Representative
Admissions Recruiter

Kandyse J. Taylor
Admissions Representative COM

Ashley M. Simons
Admissions Representative SOP

Deborah S. Kerris
Financial Aid Officer

Denay Coale-Hunter
Financial Aid Officer

Shannon Phillips
Admissions Representative SDM

Betty Brucee
Receptionist / Admissions Representative

SDM Management and Support Staff

Susan M. Fazzino
Administrative Assistant to the Dean and Office Manager

Elena Taddeo
Faculty Administrative Assistant

Christine J. Jennings
Clinical Administrative Support

Keith A. Hein
Institutional Director of Network Operations

Gordon R. Hemingway
Assistant Director of Network Operations

Timothy S. McDonald
IT Service Manager

James E. Hanlon
IT Service Manager

Robert Wood
Human Resources Assistant

Briana Rupan
Human Resources Generalist

Brandon A. Darley
Clinic Support Specialist

Gary Reese
Library Assistant

Jack Hines, Jr.
Director of Security

Leothus C. Jackson, Jr.
Lead Security Officer

Shirley Parrado
Director of Health, Safety and Procurement
Director of Community Outreach

David R. Machado
Procurement Supervisor

Nicole R. Squitieri
Simulation Clinic Supervisor

Suhair M. Elhassan
Dental Hygienist

Gordon Hemingway
Assistant Director of Network Operations

Joel Welin
Communications and Marketing Specialist

Joseph Tolomeo
Operations Supervisor

Jeffrey Shores
Skilled Maintenance

Oliver Howe
Skilled Maintenance II

Michael Arrigo
Food Service Manager

Yvonne G. Arrigo
Food Service Assistant

APPENDIX O SCHOOL OF DENTAL MEDICINE FACULTY BRADENTON

Nader Abdulhameed, B.D.S. – Biomaterials/Assistant Professor Simulation Clinic, *B.D.S., Almustansiryah University, M.S. Master Degree and Certification in Conservative Dentistry Baghdad University*

Kathie Allen, D.D.S. – Dental Clinic Preceptor, *D.D.S., University of Detroit Mercy, R.D.H., Ferris State University*

Mary Badawy, Pharm. D – Assistant Professor of Pharmacology, *Ernest Mario School of Pharmacy, Rutgers University*

Antonio Benitez, D.M.D. – PBL Facilitator, *D.M.D., University of Florida College of Dentistry, B.A., University of South Florida*

Julie Brown, Ph.D. – Basic Science Faculty, PBL Facilitator, *Ph.D., University of Virginia, BSMT., Edinboro University*

Patrick Cardinale, D.M.D. – Simulation Clinic Faculty, *D.M.D., University of Pennsylvania School of Dental Medicine, B.S., Hamilton College*

Claire Collins, D.M.D. – PBL Facilitator, *D.M.D., University of Kentucky College of Dentistry, B.A., College of Wooster*

Sharon Colvin, D.D.S. – Simulation Clinic Faculty, Assistant Professor, *D.D.S., University of Maryland, B.S., Towson University*

Francis Curd, D.D.S. – Assistant Dean of Diversity and Inclusion, *D.D.S., Case Western Reserve University, B.S., Youngstown State University*

Lori Degaetano, D.D.S. – General Dentistry Preceptor, *D.D.S., Medical College of Virginia, B.S., Mount Holyoke College*

Robert Desautels, M.S. – PBL Facilitator, *M.S., Southern CT State University, M.S., University of Bridgeport, B.A., Sacred Heart University*

Thanhphuong (Katie) Dinh, D.M.D. – Assistant Professor Director of Curriculum, *D.M.D., Nova Southeastern University, B.S., University of California*

Nazik Elrayah, D.D.S. – General Dentistry Preceptor, Assistant Professor, *D.D.S., University of California, LA, B.D.S., University of Khartoum.*

Peter Engelsberg, D.M.D. – General Dentistry Preceptor, *D.M.D., University of Pittsburgh, B.S., Carleton University*

Peter Esposito, D.M.D. – Simulation Clinic Faculty, *D.M.D., University of Connecticut, M.S., University of Connecticut, B.A., Drew University*

Michael Evans, D.D.S. – Periodontist, *D.D.S., Baylor College of Dentistry, B.S., Texas A&M University*

William Hansmann, D.D.S. – Simulation Clinic Faculty, *D.D.S., Marquette University School of Dentistry, St. Norbert College*

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