



Graduate Studies

ACADEMIC CATALOG AND STUDENT HANDBOOK

2019-2020



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2019-2020 ACADEMIC CALENDAR

Graduate Studies

June 3, 2019	Classes and Mid-year Cohort Begin – MSMed; Ph.D.2, 3 and 4 2 nd Semester Summer Session MSBS
August 5	Classes begin for MMS Erie; Ph.D. in Anatomy Education & Ph.D. in Microbiology Education
August 23	End of Summer Session – MSMed
August 26	Classes Begin, 2 nd Semester Fall Session – MSMed
September 3	Labor Day (College Closed)
November 27-29	Thanksgiving Break (College Closed 28 th & 29 th)
December 20	End of semester – MMS Erie, MSMED, MSBS, & all Ph.D. students
January 6, 2020	Classes & Beginning Year Cohort Begin - MS Med; All programs
January 21	Martin Luther King Jr. Day/Freedom Day (College Closed)
May 15	End of Academic Year – MMS Erie; MSBS; Ph.D. programs
May 31	Commencement LECOM Erie and LECOM at Seton Hill
May 25	Memorial Day (College Closed)
May 29	End of 1 st Semester – MSMed
June 1	Classes & Mid-year Cohort begin - MSMed
June 7	Commencement LECOM Bradenton

1. GENERAL INFORMATION

1.1. DESCRIPTION AND PURPOSE OF ACADEMIC CATALOG AND STUDENT HANDBOOK

The Academic Catalog and Student Handbook for Graduate Studies contains information about the organization of LECOM, 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.

Each student enrolled in LECOM 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 LECOM. This student catalog and handbook can be viewed electronically on the web site at <https://lecom.edu/academics/academic-catalog/>.

At the end of each academic year, representatives of the College of Medicine and Graduate Studies, along with the Director of Student Affairs and LECOM counsel, review the 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 has no quotas nor does it have 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 6,500 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, one of the only health systems 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, Ph.D. in Microbiology Education, and three Post Baccalaureate preparatory programs for Pharmacy.

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 the Fall of 2018, the AOA granted approval for an additional location at Elmira, N.Y. on the campus of Elmira College. An opening class of 120 students is projected for July 2020.

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 and a Masters in Public Health in May 2019.

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 unremitting 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 27th 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 almost three 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. THE JOHN M. & SILVIA FERRETTI MEDICAL FITNESS & WELLNESS CENTER

LECOM and Millcreek Community Hospital launched a project that joins health care services and fitness programs into one center. The LECOM John M. and Silvia Ferretti Medical Fitness and Wellness Center, housing a premier fitness center and clinical offices of Medical Associates of Erie, is a center where the Erie Community can work toward disease prevention as well as seek treatment.

The spa-quality fitness center occupies the first two floors of the three-story building with three swimming pools, aerobic and yoga fitness rooms, basketball and racquetball courts, a 3-lane indoor running track and a physical therapy facility. The third-floor houses offices for the Medical Associates of Erie offering internal medicine, integrative medicine, geriatrics, orthopedic surgery and obstetrics/gynecology. The union of a comprehensive fitness center and medical offices into one center reflects osteopathic medicine's commitment to preventive, total-person health care. The LECOM John M. and Silvia Ferretti Medical Fitness and Wellness Center opened in March 2009. All matriculating students are eligible for membership.

Students at the Bradenton campus can make use of facilities at the YMCA, which is adjacent to the campus. Seton Hill students can make use of Seton Hill University's fitness center and athletic facilities.

1.6. THE PHILOSOPHY OF OSTEOPATHIC MEDICINE

At LECOM, today's physicians are training tomorrow's doctors. We are developing primary care physicians and health care professionals who understand the importance of preventive healthcare and the principles of Osteopathic whole-person medicine.

Osteopathic medicine stresses a comprehensive approach to the maintenance of health. The roots of Osteopathic medical education lie in the emphasis it places on the musculoskeletal system. The interrelationship between musculoskeletal system and other body systems are basic to health maintenance and the prevention of disease. Founded by Andrew Taylor Still, M.D. (1828-1917), Osteopathic medicine utilizes four fundamental principles which enable the Osteopathic physician to look at health and disease in a unique manner:

1. The body is a unit; the person is a unity of body, mind, and spirit.
2. The body is capable of self-regulation, self-healing, and health maintenance.
3. Structure and function are reciprocally interrelated.
4. Rational treatment is based on the above three principles.

1.7. DEGREES AWARDED

LECOM awards the following degrees to students who have successfully fulfilled all requirements for graduation and who have been recommended for graduation by the faculty:

Doctor of Osteopathic Medicine (D.O.)
Doctor of Pharmacy (Pharm.D.)
Doctor of Dental Medicine (D.M.D.)
Doctorate in Anatomy Education (Ph.D)
Doctorate in Microbiology 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)
Masters in Public Health (MPH)

1.8. ACCREDITATION AND LICENSURE

The Lake Erie College of Osteopathic Medicine is licensed by the Department of Education of the Commonwealth of Pennsylvania, and is fully accredited by the American Osteopathic Association, Commission on Osteopathic College Accreditation (COCA).

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.

LECOM at Elmira will be under the general supervision of the New York State Board of Regents which can be reached at the NY State Department of Education, 89 Washington Avenue, Board of Regents, Room 110 EB, Albany, New York 12234, Phone: 518-474-5889.

LECOM is also accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

LECOM students interested in: (1) making complaints related to the accreditation standards and procedures, or (2) making complaints regarding the use of these accreditation standards and procedures during AOA-COCA site visits should make these complaints in writing to the Dean of Academic Affairs, who will maintain records of the receipt, adjudication, and resolution of such complaints. Students may also contact the AOA directly. The American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) Department of Accreditation may be contacted by mailing 142 East Ontario Street, Chicago, IL, 60611, by phone at (312) 202-8124, and by e-mail at predoc@osteopathic.org.

<http://www.osteopathic.org/inside-aoa/accreditation/COM-accreditation/Pages/standards-and-procedures-disclaimer.aspx>

Students may review the institution's final accreditation and licensing documents upon request. Requests should be made to the Office of Student Affairs.

2. ACADEMIC PROGRAM – GRADUATE STUDIES

2.1. GENERAL INFORMATION

Graduate Studies is established to provide educational and research opportunities for a students in a variety of different career paths. Degrees offered include Masters of Medical Science, Masters of Science in Biomedical Sciences, Masters of Medical Education, Doctor of Anatomy Education and Doctor of Microbiology Education. The Masters of Medical Science program is offered at both Erie and Bradenton campuses and provides coursework designed to prepare students for medical or dental school. The Master of Science in Graduate Studies program is offered at the Erie campus to current medical students and provides a structured curriculum to medical students interested in a career as a physician-researcher. The Masters of Medical Education is an on-line program and provides a structured curriculum to medical students and resident physicians interested in teaching. The Doctoral Programs in Anatomy and Microbiology Education are offered at the Erie campus and provide opportunities for students to become subject-matter experts in Anatomy or Microbiology and conduct an original educational-based thesis project.

2.2. GRADUATE PROGRAMS

2.2.1 Master of Medical Science

LECOM offers unique educational programs intended to increase opportunities and options in science for college graduates. The Master of Medical Science offers a rigorous curriculum centered in the basic medical sciences to prepare students for medical, or dental programs.

MMS GOALS

The MMS programs are founded on the following goals and objectives:

Goal 1 - Acquire the knowledge, skills and attitudes of the basic biomedical sciences necessary for a career in the health professions.

Objective:

- A. Complete a lecture-based curriculum in cell biology, biochemistry, microbiology, genetics, histology, physiology, pathology, anatomy, immunology, pharmacology/toxicology, critical thinking, and clinical integration.

Goal 2 - Correlate the basic biomedical sciences with their clinical applications in osteopathic medicine.

Objectives:

- A. Complete a lecture-based curriculum in pathology and introduction to medicine;
- B. Participate in the introduction to clinical medicine coursework; and
- C. Present and participate in seminar topics in pathology.

2.2.1.1. Curriculum and Faculty

A MMS Curriculum is offered at both the Erie and Bradenton campuses. The MMS programs are 38 credit curricula designed to enhance the science background of participating students. Classes are held daily Monday through Friday. Classes are not held on designated holidays, and other holidays or occasions as so identified.

Master of Medical Science students must adhere to all policies and regulations of LECOM.

The Erie campus MMS curriculum is listed below.

ERIE CAMPUS MMS CURRICULUM

Fall Semester

<u>Course Numbers</u>		<u>Credit Hours</u>
CLB 1501	Cell Biology	2
BCH 1501	Biochemistry	3
PHY 1510	Physiology	5
CLB 1504	Histology	1
MCB 1501	Microbiology	3
RM 1501	Critical Thinking	1
MMS1018	Clinical Integration I	4
	Total	19

Spring Semester

<u>Course Numbers</u>	<u>Courses</u>	<u>Credit Hours</u>
GEN 1510	Medical Genetics	1
ANT 1505	Anatomy	5
IMM 1501	Immunology	1
PTH 1501	Pathology	4
PHC 1503	Pharmacology & Toxicology	3
MED 1501	Introduction to Clinical Medicine	1
MMS 1097	Clinical Integration II	4
	Total	19

2.2.1.2. MMS Curriculum

The LECOM MMS program incorporates 38-credit hours of courses addressing concepts that are basic to the practice of osteopathic medicine, dental medicine, and pharmacy. The program encompasses a total of 32 weeks of academic study as follows:

- August – December (16 weeks)
- January – May (16 weeks)

Courses are generally rated at fifteen instructional hours per credit hour. A cumulative grade point average will be calculated and posted on the transcript.

The remainder of the curricular hours is allocated to examinations, directed study, oral presentations and other related modalities of instruction and assessment as appropriate.

Upon successful completion of the one-year curriculum, the student will receive a degree acknowledging completion of all coursework. Letters of recommendation to prospective professional programs will be forwarded on behalf of Master of Medical Science students as requested.

2.2.1.2 Admission Requirements

To be considered for admission, for the COM and SDM pathway, prospective students must satisfy the following minimum requirements:

- A. Possess a bachelor's degree from an accredited U.S. or Canadian college or university;
- B. Complete 8 semester hours with at least a 2.7 grade point average in each of the following: general biology, general chemistry, organic chemistry, and 4 semester hours of general physics with labs;
- C. Earn a cumulative grade point average of 2.7 on a four-point scale; and
- D. Provide scores from the Medical College Admission Test (MCAT) or Dental Admissions Test (DAT). A minimum MCAT score of 40th percentile is required. Test results must be within three years of the application year. A minimum DAT score of 17 is recommended for consideration.
- E. Applicants may request to submit an Academic Index Score (AIS) in place of the MCAT. (See Section 2.1.2B).

Prospective students must complete and submit the Health Science Post-Baccalaureate Application form, along with a nonrefundable deposit of \$100.00, to the Office of Admissions at least two weeks prior to the start of classes. The \$100.00 deposit is applied to the tuition charges upon matriculation.

It should be noted that many criteria, in addition to academic credentials, play a role in the admissions process to professional schools. While the Master of Medical Science does provide an opportunity for the student to demonstrate their academic capability, it does not assure admission to any professional school. As such, successful completion of the Master of Medical Science does not guarantee admission to a program at LECOM or any other program. However, students who have successfully completed the Master of Medical Science and who apply to LECOM through the channels appropriate to their area of interest (medical, dental or pharmacy) and meet all other standards and requirements for admission will be assured of an interview.

2.2.1.3 MMS Remediation Policy

Goal: to offer a student the opportunity to remediate failed course(s) and still obtain the MMS degree.

Summary of policy: Students will be allowed the opportunity to remediate up to three failed courses in the MMS program. Failure of a fourth course will result in dismissal from the MMS program without opportunity for remediation.

1. If a student fails a course (grade below 70% after the final examination), they will be permitted to take a remediation exam before the start of the next session or semester. If the student passes the remediation exam, their grade will be 70% C in the course. Even though a course is remediated, the original course failure still counts towards the total number of failed courses. For example, if a student fails a course in the fall semester and then successfully remediates this course, they are only permitted to remediate two courses in the spring semester. Dates of completion are as follows:

- Fall – Remediation exam on or before Jan 3, 2020
- Spring – Remediation exam on or before May 15, 2020
- The dates for remediation are at the final discretion of the Associate Dean of Graduate Studies.

2. If a student fails a remediation exam, they will receive an F for the course. If a student fails the remediation exam for a Fall semester course, they will be dismissed from the program.

2.2.2 Master of Science in Biomedical Sciences

2.2.2. Introduction

The Master of Science in Biomedical Sciences (MSBS) degree is offered at the Erie campus to second year medical students concurrent with the DO curriculum. The MSBS program provides a comprehensive research-based learning opportunity for opportunity for medical students who want to pursue a career as a physician-researcher. Through coursework, research design and experience, and a comprehensive thesis project, this program will produce a well-qualified graduate ready conduct independent biomedical research.

2.2.2.1. Program Description

The Program is founded on the following goals and objectives:

Goal I - Acquire the knowledge, skills, and attitudes of physician researcher.

Objectives:

- A. Build on basic science and clinical course work taken in the COM and use this knowledge base to read, understand and interpret medical literature

Goal II - Develop basic biomedical presentation and research skills.

Objectives:

- A. Complete coursework in Research Techniques and Application of Biostatistics;
- B. Develop verbal and graphic presentation skills
- C. Develop a research proposal; and
- D. Complete a research project and thesis.

2.2.2.2. Admissions Requirements

Applicants to the MSBS must meet the following minimum admissions requirements:

- A. Be a LECOM medical student in good academic standing with a MS1 GPA of at least 3.2
- B. Submit two letters of recommendation from LECOM faculty or science faculty at a previously attended college or university.
- C. Transfer credits are not permitted in the MSBS program

2.2.2.3. General Information

The MSBS program consists of two overlapping phases:

- **Phase 1 – Mastery of Research Skills [begin summer between OMS1 and OMS2]:**
During this phase students will first take courses in Research Techniques, Application of Biostatistics and Journal Club. These courses will foster the necessary skills to develop a hypothesis-based research plan and the attitudes required for ethical involvement in biomedical research.
- **Phase 2 – Development and completion of a Thesis Project [completed fall OMS4]:**
During this phase, students (with their Research Advisor) will develop a hypothesis-driven research project, conduct experiments, analyze data and defend their research in an open defense. This phase will include Research, Data Club and Thesis courses.

The MSBS program will include the following courses:

YEAR 1

Summer 1 (between OMS1 and OMS2 years)

Research Techniques	1 cr
Application of Biostatistics	1 cr
Journal Club I	1 cr
Research I (June)	5 cr
Research II (July)	5 cr

Fall OMS2

Journal Club II	1 cr
Research III	5 cr
Qualifying Exam/Proposal	3 cr

Spring OMS2

Research IV	5 cr
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YEAR 2

Summer 2

Journal Club III	1 cr
Research V	5 cr

Fall OMS3

Journal Club IV	1 cr
Research VI	2 cr

Spring OMS3

Data Club	1 cr
Research VII	3 cr

YEAR 3

Summer 3

Journal Club V	1 cr
Thesis Writing	3 cr

Fall OMS4

Thesis Defense	2 cr
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Academic Integrity:

Students are expected to conduct themselves in conformity with the highest standards of academic honesty and integrity. Acts of plagiarism, cheating, falsification of submitted work or making your work available to other students will not be tolerated. All MSBS students are required to create and submit their own work. Copying any work from other students or sources is an act of cheating. Students violating such standards will be reported to the Associate Dean and the Graduate School Student Promotion and Graduation (SPG) committee according to policies and standards in the LECOM Student Handbook.

2.2.4 Master of Science in Medical Education (MSMED)

2.2.4.1 Introduction

The MSMEd program is specifically designed to prepare a new generation of healthcare professionals and educators who can maximally execute the full range of responsibilities of a scholarly educator-leader. This program is for practitioners and faculty in healthcare professions who desire careers or professional advancement in academic medicine and academic leadership, and fits the needs of formalized and credentialed faculty professional development. LECOM seeks to inspire and prepare physicians, pharmacists, dentists and other professionals who, as education specialists, possess the knowledge, skills and behaviors necessary to create and forge education innovation.

2.2.4.2 Program Description

The curriculum is based upon four goals essential to the development of scholarly educator-leaders and future educational specialists. The Program goals and objectives include:

Goal 1 - The Practice of Teaching

- A. Educational theory & cognition
- B. Curriculum and learning objectives

C. Lecturing & presentation skills

Goal 2 - Assessment and Evaluation

- A. Educational Measurement & Assessment
- B. Feedback & Evaluation

Goal 3 - Research and Scholarship

- A. Curriculum development
- B. Research methods & scholarship
- C. Statistical analysis of data

Goal 4 - Leadership

- A. Administration & management
- B. Leadership development

The MSMEd program goals and objectives are achieved through a 32-credit hour distance education program consisting of twelve courses organized into three curricular components emphasizing the knowledge, skills, and behaviors of a master educator. The first curricular component is the Core Educational Knowledge, which covers the pedagogical content knowledge underpinning the practice of medical education and academic leadership, and includes four courses, each worth 3.5 credits: *Educational Psychology for Medical Educators*, *Clinical Teaching Skills*, *Educational Leadership*, and *Administrative Skills*. The second curricular component is composed of the Educational Skills practicum courses that hone the skills of master educators, such as educational research, lecturing, and evaluation. It includes four courses, each worth 2.5 credits: *Educational Research & Scholarship*, *Biostatistics*, *Effective Lecturing Skills*, and *Educational Assessment & Evaluation*. The third curricular component is the curriculum thesis courses that train students in the six-step process of curriculum development, implementation, and evaluation through four step-wise courses, each worth 2.0 credits: *Curriculum Needs & Rationale*, *Curriculum Goals & Objectives*, *Curriculum Strategies & Implementation*, and *Curriculum Evaluation*. The curriculum timeline consists of students taking two courses each trimester over a two-year period. The curriculum timeline and course descriptions are shown in the table below.

Year & Semester	Course Name	Course Goals – Students will:
1st Spring	MAS 1535 - Educational Psychology for Medical Educators	Apply educational psychology and the science of human learning to medical education
	MAS 1530 - Educational Research Methods	Develop skills in research design, IRB, grant writing, publication
	MAS 1519- Curriculum I – Needs & Rationale	Understand curriculum design and develop curricular needs and rationale statements

1st Summer	MAS 1502 - Clinical Teaching Skills	Improve the practice of clinical teaching through quality & competency-based education in small groups, precepting, mentoring, and dealing with difficult people
1st Fall	MAS 1520 - Curriculum II – Goals & Objectives	Construct educational goals and objectives
	MAS - 1531 Biostatistics	Apply the design and analysis of statistic to clinical and educational data
2nd Spring	MAS 1516 - Effective Lecturing Skills	Integrate and apply educational technology and teaching strategies to improve lecture design & development
	MAS 1504 - Educational Leadership	Explore various styles and elements of leadership related to the health profession
2nd Summer	MAS 1521 - Curriculum III – Strategies & Implementation	Develop curricular teaching strategies & analyze various implementation issues
	MAS 1515 – Educational Assessment & Evaluation	Examine assessment, feedback and evaluation of student learning and education
2nd Fall	MAS 1522 - Curriculum IV – Evaluation	Synthesize curriculum evaluation, budget, conclusions, and finalize thesis projects
	MAS 1503 - Administrative Skills	Discuss topics in delegation, supervision, negotiation, budgeting, meeting managements

Evaluation of student learning is accomplished through assessment of student writing activities, including article integrations, written comprehensive final essay exams, and forum postings, a master’s thesis project, and a live capstone conference. The Capstone Conference in Medical Education is a live, face-to-face event occurring at the LECOM Erie Bayfront Campus, held near the end of the final semester. All students are required to attend, participate and pass this event, which provides hands-on workshops and practice settings to experience and apply concepts, skills, and behaviors learned in the Program to real-life educational scenarios. This program is distinguished from other masters-level medical or health professions education programs by an emphasis on curriculum development and scholarship, culminating in a Curriculum Thesis Project.

2.2.4.3 Admission Requirements

Applicants must have obtained a bachelor’s degree by time of matriculation, submit one letter of recommendation, a CV, and a copy of an official transcript or professional license.

2.2.5 Doctoral Program in Anatomy Education (DAE)

LECOM offers a 4-year doctoral-level curriculum in the anatomical sciences. Students will be required to complete lecture, laboratory and online-based courses, teaching practicums and conduct original research in anatomy education. Graduates of this program will be highly knowledgeable and skillful anatomy education specialists who will be well equipped to train the next generation of health care providers. The DAE Program is centered on three goals. The student shall:

1. Develop mastery in the knowledge of anatomical sciences
2. Develop mastery in the skills of anatomical education
3. Develop positive attitudes and professional behaviors of a competent anatomy educator

2.2.5.1 Curriculum and Faculty

All coursework within the DAE Program is presented at LECOM Erie by LECOM faculty.

The DAE Program is a 4-year program designed to prepare students to teach anatomy at the undergraduate, graduate or medical school level and conduct educational research. Students will complete 133.5 hours of coursework covering Anatomy, Medical Education and Teaching Practica.

The DAE curriculum is as follows:

Fall Year 1	Credits
Medical Gross Anatomy + Lab	10
Human Embryology	1
Journal Club	1
MAS 1531 Biostatistics	2.5

Spring Year 1	Credits
Neuroanatomy	5
Histology + Lab	4
Journal Club	1
Physiology	3
MAS 1535 Ed Psych for Med Ed	3.5
MAS 1530 Ed Res Methods	2.5

Summer	Credits
MAS 1519 Curriculum I	2
MAS 1502 Clin Teaching Skills	3.5

Fall Year 2	Credits
Special Dissect/Adv Anatomy	2
Anatomy Teaching (TA)	7
Research	3
Journal Club	1
MAS 1520 Curriculum II	2

Spring Year 2	Credits
Special Dissect/Adv Anatomy	2
Neuroanatomy Teaching (TA)	2.5
Research	3
Journal Club	1
MAS 1516 Effect Lec. Skills	2.5
MAS 1504 Ed. Leadership	3.5

Summer	Credits
MAS 1521 Curriculum III	2
MAS 1515 Ed. Assessment	2.5
Research: Proposal	3

Fall Year 3	Credits
Special Dissect/Adv Anatomy	2
Anatomy Teaching (TA)	7
Thesis	4
Journal Club	1
MAS 1522 Curriculum IV	2
MAS 1503 Administrative Skills	3.5

Spring Year 3	Credits
Special Dissect/Adv Anatomy	2
Neuroanatomy Teaching (TA)	2.5
Thesis	4
Journal Club	1

Summer	Credits
Thesis	4
Qualifying Exam [Anat & Med Ed]	3

Fall Year 4	Credits
Special Dissect/Adv Anatomy	2
MAS Teaching Practicum [Histo]	1
Thesis	9
Journal Club	1

Spring Year 4	Credits
Special Dissect/Adv Anatomy	2
MAS Teaching Practicum [Anat]	2
Thesis: Dissertation	9
Journal Club	1

2.2.6 Doctoral Program in Medical Microbiology Education (DME)

A doctoral-level program in medical microbiology education is offered by LECOM, with a curriculum focused on delivery of medical microbiology, immunology, and antimicrobials to medical students as well as students in other graduate and undergraduate programs. Students will complete laboratory-based, lecture-based, and online courses and defend a dissertation on innovative teaching techniques in the microbiology curriculum. Graduates will be adept in delivery of medical microbiology utilizing a variety of curricular techniques, making graduates highly skilled and sought after. The DME Program involves three goals, where the student will:

1. Develop mastery in the knowledge of medical microbiology sciences
2. Develop mastery in the skills of medical microbiology education
3. Develop positive attitudes and professional behaviors of a competent medical microbiology educator

2.2.6.1 Curriculum and Faculty

All coursework within the DME Program is presented at LECOM Erie by LECOM faculty.

The DME program will cover 135 credit hours. These hours include lecture and directed study courses, journal club, research, qualifying exams, teaching practicums and a dissertation defense. The first two years consist mainly of course work but culminates with the candidate making an original innovative research proposal which will form the foundation of their research project. The third year culminates in a qualifying examination and the fourth year culminates in a public oral defense of the student’s dissertation project. A year by year breakdown of the coursework is provided below.

The DME curriculum is as follows:

Fall Year 1	Credits
Medical Microbiology and Immunology	6
Introduction to Research Techniques	1
Principles of Antimicrobial Therapy	2
Journal Club	1
MAS 1531 Biostatistics	2.5

Spring	Year 1
Innovative Teaching Strategies in Microbiology	4
Microbial Pathogenesis	4
Journal Club	1
MAS 1535 Ed Psych for Med Ed	3.5
MAS 1530 Ed Res Methods	2.5

Summer	Year 1
MAS 1519 Curriculum I	2
MAS 1502 Clinical Teaching Skills	3.5

Fall	Year 2
Advanced Topics in Medical Microbiology	2

Medical Microbiology Teaching (TA)	7
Research	3
Journal Club	1
Research Applications of Biostatistics	2
MAS 1520 Curriculum II	2
Spring	Year 2
Advanced Topics in Medical Microbiology	2
Medical Microbiology Teaching (TA)	2.5
Research	3
Journal Club	1
MAS 1516 Effect Lec. Skills	2.5
MAS 1504 Ed. Leadership	3.5
Summer	Year 2
MAS 1521 Curriculum III	2
MAS 1515 Ed. Assessment	2.5
Research: Proposal	3
Fall	Year 3
Advanced Topics in Medical Microbiology	2
Medical Microbiology Teaching (TA)	7
Thesis	4
Journal Club	1
MAS 1522 Curriculum IV	2
MAS 1503 Administrative Skills	3.5
Spring	Year 3
Advanced Topics in Medical Microbiology	2
Medical Microbiology Teaching (TA)	2.5
Thesis	4
Journal Club	1
Summer	Year 3
Thesis	4
Qualifying Exam [Anat & Med Ed]	3
Fall	Year 4
Advanced Topics in Medical Microbiology	2
MAS Teaching Practicum [Microbiology]	2
Thesis	9
Journal Club	1
Spring	Year 4
Advanced Topics in Medical Microbiology	2
MAS Teaching Practicum [Immunology]	1

Thesis: Dissertation	9
Journal Club	1

2.2.6.2 Admission Requirements for PhD Programs

To be considered for admission to either the DAE or DME Programs, prospective students must satisfy the following minimum requirements:

- Possess a bachelor's degree from an accredited college or university or completed a Masters Degree in Anatomy or Anthropology (DAE) or Microbiology, Immunology, or equivalent (DME).
- Earn a cumulative undergraduate or graduate grade point average of at least 3.0 on a four point scale; and have scored a minimum of 300 on the GRE.
- Further, applicants should demonstrate a strong desire to teach medical microbiology at the undergraduate, graduate or medical school level and participate in educational research.

Prospective students must complete and submit the DAE or DME Application form, along with a nonrefundable deposit of \$1000.00, to the Office of Admissions by the deadline posted on the LECOM website. The \$1000.00 deposit is applied to the tuition charges upon matriculation.

2.2.6.3 Eligibility for DAE and DME Programs

While both doctoral programs are designed as 4 year curricula for students with a bachelor (BS/BA) degree, students with other backgrounds are eligible. Transfer credits will not be accepted. However, students with advanced standing may be give special considerations as detailed below:

1. Students with a terminal degree (DO, MD), Master (or equivalent) degree in Anatomy/Anthropology/Medical Education (MSMEd) or LECOM medical students are also eligible for the DAE program and may be permitted to enroll in a 3-year accelerated version of the curriculum.
2. Students with a terminal degree (DO, MD), Master degree in Microbiology/Immunology are also eligible for the DME program and may be permitted to enroll in a 3-year version of the curriculum.
3. Students with a MS degree or equivalent who have taken core Anatomy courses (Gross Anatomy, Embryology, Neuroanatomy and Histology) or Microbiology/Immunology courses within the past 3 years at an institution other than LECOM may be permitted to take only a single final comprehensive exam for each course in lieu of taking the entire course. Transcripts will be required for documentation.

4. Students who have completed courses in LECOM's Master of Science in Medical Education within 5 years of their acceptance to the DAE or DME programs may be given credit for completed courses towards doctoral degree requirements, which may permit acceptance into the 3-year accelerated DAE curriculum.
5. LECOM medical students in the DAE program, who have completed the first 2 years of the DO curriculum, are in good academic standing and have achieved the highest category of performance on COMLEX (or "higher performance" on USMLE) in Anatomy, will be granted credit for the four core Anatomy courses.
6. Students with a terminal degree (DO, MD) may be permitted to take only a single final comprehensive exam in lieu of taking the entire course for core Anatomy (DAE) or Microbiology courses (DME) if they meet one of the following criteria. The students has:
 - Taken and passed (with a grade of B or better) a similar graduate or doctoral level core Anatomy or Microbiology/Immunology course(s) within the past three years. Transcripts will be required for documentation. Whether the previously taken course is an acceptable substitute is at the final discretion of the DAE or DME director.
 - significant teaching (lecture and laboratory) experience in one or multiple core Anatomy or Microbiology/Immunology courses within the past three years. A letter from the course director/supervisor will be required to verify participation and document lecture and laboratory hours. Whether the previously teaching experience is an acceptable substitute is at the final discretion of the DAE or DME director.

While many of the courses in the MSMEd program can be completed independently and off campus, all DAE and DME courses must be completed at the LECOM Erie campus under the supervision of the program directors. Special considerations may be given for Medical Students and MD/DO holding full-time faculty appointments in the DAE program for Journal Clubs, Research & Thesis courses.

Upon successful completion, of call required course work, research proposal, qualifying exam and successful public defense of the thesis project, students will be awarded a Doctoral degree in Anatomy Education or Doctoral Degree in Medical Microbiology Education.

2.2.6.4 Enrollment and Costs

Enrollment:

The DAE and DME Program will each enroll up to two students per year/class.

Tuition:

Year One:	\$6,150
Year Two:	No tuition
Year Three:	No tuition
Year Four:	No tuition

LECOM provides assistantships of \$10,000 per year for years two through four to students in the DAE and DME programs for their roles as Teaching Assistants and Teaching Practicum.

Additionally, students will have access to funds (\$2,000) during their fourth year for travel to research meetings to present their research.

2.2.6.5 Additional Policies for Doctoral Programs

Academic Integrity:

Students are expected to conduct themselves in conformity with the highest standards of academic honesty and integrity. Acts of plagiarism, cheating, falsification of submitted work or making your work available to other students will not be tolerated. All Doctoral students are required to create and submit their own work. Copying any work from other students or sources is an act of cheating. Students violating such standards will be reported to the Associate Dean and the Graduate School Student Promotion and Graduation (SPG) committee according to policies and standards in the LECOM Student Handbook.

Civility:

Civil behavior enhances the academic setting, and is expected at all times. The academic environment welcomes a difference of opinion, discourse, and debate within a civil and professional environment.

Academic Advisors & Dissertation Committees:

1. Dr. Kulesza and Dr. Terrell will serve as Academic Advisors for all doctoral candidates in the DAE Program.
2. Dr. Keller and Dr. Carty will serve as Academic Advisors for all doctoral candidates in the DME program.

Dissertation Committee:

1. Dissertation Committees shall be composed of at least 3 members:
 - a. Two Academic Advisors
 - b. At Least one (1) additional full time LECOM faculty member with a doctoral degree
2. The non-advisor Committee member must be from a different discipline and agree to this role .
3. The committee must be selected by the start of the candidates 3rd year or the beginning of the Thesis course, whichever comes first.

Computer Issues:

1. Any computer issues, including but not limited to malfunctions, damage and loss of data should be reported immediately to the Academic Advisors.

Testing Decorum:

1. Exams are secure documents. Any perceived or real attempt to compromise the exam (e.g. transcribing, photographing) is considered unethical behavior and will result in disciplinary action and possible dismissal.
2. Candidates must be on time for examinations. Students who anticipate being late for an exam for unforeseen circumstances (traffic, snow, etc) are required to contact the GSBS Administrative Assistant and/or their Academic Advisors ASAP. Candidates late for an

exam as a result of a lapse of personal responsibility or error in personal judgment will be permitted to take the exam with the following conditions:

- a. No extra time will be permitted for the exam
 - b. A penalty of 20% will be deducted from the final exam grade
3. An unexcused absence for an exam will result in the student receiving a 0% for that exam and referral to the Student Promotion and Graduation Committee.
 4. Candidates are not permitted to carry any electronic devices into the testing environment. Doing so will be perceived as an attempt by the student to compromise the exam. Exceptions to this are open-book/computer exams in the MSBS curriculum.
 5. Test challenges:
 - a. Challenges of test items must occur within the time allotted for the exam.
 - b. Challenged items will be considered by the program directors and/or course directors.
 6. Grading: Grading for the PhD programs follows the standard grading scale set forth in the LECOM student handbook.

Academic Standard & Satisfactory Academic Progress:

PhD students will be required to maintain satisfactory academic progress (SAP) throughout the program. SAP includes:

1. Passing all courses
2. Maintaining an end of the year gpa of at least 3.0
3. Meeting all deadlines and completion of all assignments
4. Professional behavior

Failing a course:

1. There is no remediation of a failed course. If a course failure occurs, the student will retake the same course at its next offering, and will be charged tuition for the repeated course (\$550/credit hour).
2. An exception to this policy is given for the Comprehensive Exam. Students who fail this exam will be permitted to retake the exam one time as early as two weeks from the initial administration. Students who fail the Comprehensive Remediation exam will be dismissed from their respective program.

Missing Deadlines:

1. Deadline extensions may be granted for extenuating circumstances (illness, data loss from computer damage, etc).
2. Failure to submit assignments by the assigned deadline will result in the deduction of 10% points from the initial point value of the assignment per day submitted past the deadline.

Plagiarism:

1. Acts of plagiarism will result in a grade of 0 for the assignment, referral to the SPG committee and possible dismissal from the program.
2. Plagiarism is defined as using someone else's ideas, findings or hypotheses as your own. Plagiarism will be taken seriously and DAE and DME faculty maintain the right to submit doctoral candidates thesis documents for plagiarism screening. Students found to

have committed an act of plagiarism will fail the course and be referred to the SPG committee. An offense of plagiarism may result in dismissal from the DAE or DME program.

2.2.7 Tuition and Costs

Tuition for the various graduate studies programs are listed below.

Master of Science in Medical Education Tuition	\$9,369*
Technology Fee	\$300
Graduation Fee	\$250
Master of Science in Biomedical Sciences Year One Tuition	\$13,470
Master of Science in Biomedical Sciences Year Two Tuition	\$7,185
Master of Medical Science	\$21,330
Technology Fee	\$300
Graduation Fee	\$500

*Tuition for the Masters in Medical Education program is reduced by 50% for residents at Lake Erie Consortium of Medical Training Institutions (LECOMT) and for LECOM Alumni. *Tuition is waived for all interns, residents, fellows at Millcreek Community Hospital (MCH) provided that they complete the program during their tenure at MCH.*

Contact program director for additional discounts.

2.2.8 Promotion

Students in the MMS program must complete the program within 2 years of original matriculation.

Students in the MSMedEd program must complete the program requirements within five years of original matriculation.

Students in the MSBS program must complete the program within five years from the original matriculation.

Students in either the DAE or DME programs must complete the program within five years from the original matriculation.

If a student is unable to meet the maximum timeframe allotted, he/she would be dismissed.

Students in the MSMedEd, MSBS, DAE and DME programs will be evaluated for satisfactory academic progress at the end of each semester.

The Masters and Doctoral programs require all coursework to be taken at LECOM. No transfer credit from other institutions will be permitted.

2.2.9 Academic Policies and Procedures

Educational opportunities are designated as courses. A course is a free-standing unit and usually focuses on one specific discipline (e.g., biochemistry course). At the end of each course a grade for each student will be submitted to the registrar. LECOM uses letter grades. A four-value point will be given indicating:

Grading

A - Excellent (Numerical Range 90-100)	4
B - Good (Range 80-89)	3
C - Satisfactory (Range 70-79)	2
F - Failure (Range of 69 or below)	0
I - Incomplete	0
Pass/Fail	0
W - Withdrawal	0
WP - Withdrawal/pass	0
WF - Withdrawal/fail	0

2.2.10 Policy and Procedure for Final Grade Appeals

2.2.10.1 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 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 Director or Coordinator or Program Director 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 professor 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 professor 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:

1. Disagreement with the course or systems requirements established by the professor.
2. Disagreement with the grading standards established by the professor.
3. 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.
4. 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.
5. Scoring less than 75% on a remediation examination or in a remedial course for the College of Medicine.

2.2.10.2 Procedure for Final Grade Appeals in the College (MMS, MS Med Ed, DAE, DME)

Step 1: Faculty/Student Conference

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

Step 2: Appeal to the Student Promotion and Graduation (SPG) Committee

If the student is not satisfied with the decision of the Associate Dean, 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).
2. The appeal should be made within ten (10) working days after the student receives the written notification from the Associate Dean of Preclinical and/or Clinical Education.
3. Within a reasonable period of time, usually five (5) working days, the Chair of the SPG shall notify the student and faculty member in writing or electronically of the date, time and place of a scheduled SPG hearing.
4. After considering all the facts, the SPG Committee will make a decision. The student and the faculty member shall be given written notice of the SPG decision by the Associate Dean and shall be informed of their right to appeal the decision to the President of the College.
5. The faculty member or the student may appeal the decision in writing to the President within ten (10) calendar days. No grade shall be recorded until the time limit is up or a release signed by the student is on file. Appeals should be sent to LECOM to the attention of the Office of the President.

6. The decision of the President is final. The President shall notify the student and the Associate Dean of his decision in writing.
7. The Associate Dean shall notify the registrar within a reasonable amount of time (usually five (5) working days) electronically or in writing of the final decision.

2.2.11 Satisfactory Academic Progress Policy

A student is considered to be making satisfactory academic progress if the grade received for each course, system, module, or rotation is 70% (C) or greater. Any grade below a 70% (C) must be successfully remediated as described in Section 2.3.5 prior to the student advancing to the next academic year. Any incompletes must also be resolved and removed from the record prior to progression to the next year, except in courses in the Masters Programs. Exceptions to this policy will be made on an individual basis. This policy applies to all students regardless of whether or not they receive Title IV funding (Federal Direct Loans).

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. A student who has failed any course, system, module, or rotation will be assessed pursuant to the rules in Section 2.3.5, Remediation.

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.

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

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, systems, modules, or rotations are passed. See Section 2.3.5, Remediation. See Section 3.1.6 Satisfactory Academic Progress Standard for Financial Aid Recipients.

2.2.12 Promotion

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

- A. Faculty will recommend students to the Dean for promotion.
- B. A student will not be recommended for progression to the next academic year with any outstanding grades of (I) or (F).
- C. 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 Academic Catalog and Student Handbook to be eligible for promotion.
- D. A student will be promoted only if all academic, legal and financial requirements to LECOM are satisfied.

2.2.13 Academic Probation

- A. Academic probation is defined as a period of time during which a student's academic progress will be closely monitored by the SPG Committee and the Dean. The Dean will specify the probationary period.

A student in Graduate Studies may be placed on probation upon failure of a course, system, module 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 toward 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.

- B. When a student is placed on probation, the appropriate dean will notify the student in writing of the reasons for probation. A copy of this letter will be distributed to the Chairperson of the SPG Committee and the student's faculty advisor. The Committee will ascertain when the terms of the probation have been satisfied and recommend to the appropriate dean that probation can be rescinded. The student's faculty advisor will also be notified. A copy of this letter will be placed in the student's permanent file if the probation is labeled "Disciplinary" as opposed to "Conduct."

- C. A student on probation may not serve as an officer of an official LECOM club or organization and shall not engage in time consuming extracurricular activities.
- D. A student in Graduate Studies on probation must meet with his or her faculty advisor at least every two weeks.
- E. The student will remain on probation until the following minimally acceptable standards are met:
 - 1. The student will be removed from probation when the specified courses, systems, modules or rotations have been remediated according to the following remediation section.
 - 2. The student will be removed from probation when the specified terms of probation for ethical, professional, or personal conduct are met.
 - 3. Students in their final year are subject to SPG Committee review prior to removal from probation.
- F. Academic probation should be regarded as a serious matter and is official notice to the student that the quality of the student's performance during the probationary period must improve in order to remain eligible to continue in Graduate Studies. 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

2.2.14 Health and Technical Standards

All candidates must meet the health and technical standards requisite for admission and participation in any of the programs in Graduate Studies.

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.

Observation

1. Students must have an effective sense of vision.
2. Students must be able to observe and understand demonstrations and experiments in the basic sciences.
3. These skills require the functional use of vision, verbal, hearing and somatic sensations.

Communication

1. They must be able to record information accurately and clearly, communicate fluently in and understand the English language, and communicate effectively and sensitively with patients.
2. Students must also be able to communicate effectively with other students and faculty in oral and written form, and where decisions based upon those communications may be made rapidly
3. They must be able to effectively communicate with and supervise technical support staff.
4. Communication requirements include speech, reading, writing and computer literacy and skill at a professional level of competency.

Motor

1. Students must possess motor functions, physical ability and coordination sufficient to direct and supervise the accurate compounding and preparation of medications for dispensing to patients.
2. In addition, they must have the motor skills to teach medication administration, including the monitoring and counseling of patients regarding their medication and medical devices.
3. They must be able to use computer-based information systems.
4. Students must be able to adhere to universal precaution measures and meet safety standards applicable to inpatient and outpatient settings and other clinical activities.
5. Students must have coordination of both gross and fine muscular movements, equilibrium and functional use of all senses.
6. Students must have the ability to exert sufficient force to carry out all functions of a pharmacist.
7. They must be able to stand and walk for the majority of a work day.
8. Students must be able to transport themselves to school.

Interpretative, conceptual, integrative and quantitative abilities

1. Students must have effective and efficient learning techniques and habits that allow mastery of the curriculum.
2. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, use of computer technology and in experiential settings of all types.
3. They must be able to memorize, measure
4. . , calculate, reason, analyze, synthesize and apply information and concepts.
5. They must also be able to comprehend spatial relationships and three-dimensional models.
6. Students must be able to problem solve in areas relevant to the basic science curriculum.

Behavioral and Social Attributes

1. Students must demonstrate the maturity and emotional stability and stamina required for full use of their intellectual abilities.
2. They must accept responsibility for learning, exercising sound judgment, and promptly completing all responsibilities attendant to the care of patients.
1. Students must understand the legal and ethical aspects of teaching and learning in the basic sciences, and maintain professionalism in student-instructor interactions.
2. They must be able to relate to classmates and faculty, courtesy, maturity, and respect for the dignity of individuals.

3. They must, at all times, demonstrate the emotional stability to be able to exercise sound judgment, and carry out prompt completion of all of the responsibilities attendant to the care of their patients in a sensitive and effective manner. .
4. Students must be able to adapt to changing environments, display flexibility and professional responsibility to their patients, and to learn to function in challenging environments.
5. Students must be able to tolerate physically, mentally and emotionally taxing workloads.
6. Students must have the capability of performing all required duties without creating a threat to the safety of patients or colleagues.
7. Students must be able to abstain from any type of fraternization or sexual activities with patients or their families.
8. Students must be willing to submit to drug testing and to abstain always from any use of illegal drugs, improper use of prescribed medications or intemperate use of alcohol. Applicants with a history of drug or alcohol abuse are unlikely to be admitted to the program.

2.2.15 Implementation of Health and Technical Standards

The MMS 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.

2.2.16 Student Health Insurance Policy

LECOM sponsors a health insurance benefits plan that is underwritten by Highmark Blue Cross Blue Shield. The plan provides benefits for covered medical expenses.

2.2.17 Veteran's Education

LECOM is an approved institution for the training of students eligible for veterans' benefits. LECOM will consider veteran status in a positive fashion in making decisions regarding admission. The Office of Financial Aid VA-certified official provides personal support and current information on assistance available to the veteran.

In accordance with Title 38 US Code 3679 subsection (e), LECOM adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. LECOM will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

2.2.18 Transfer Credits

LECOM does not accept transfer credits into the MMS program.

3. INSTITUTIONAL SERVICES

3.1 FINANCIAL AID/FINANCIAL SERVICES

3.1.1 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 loan 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 at Elmira financial aid inquiries are directed to the Erie campus.

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.

3.1.2 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, LECOM at Elmira 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.

3.1.3 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.

3.1.4 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.

3.1.5 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.

3.1.6 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 leaves 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.

3.1.7 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 F .

While on an approved leave of absence the following applies with regard to financial aid:

- 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.

3.1.8 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.

3.1.9 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.

3.1.10 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.

3.1.11 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 of the semester, 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 or are withdrawn, for any reason, after the fourth week, except as detailed in Sections 3.1.12 (Veterans Benefit Tuition Refund Policy) and 3.1.13 (Treatment of Title IV Funds When A Student Withdraws). Students are financially responsible for any outstanding balance owed upon discontinued enrollment.

3.1.12 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.

3.1.13 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>.

3.2 INFORMATION/TECHNOLOGY POLICIES

3.2.1 General Guidelines

LECOM provides electronic communication devices, equipment, and technology, including, but not limited to, telephones, e-mail systems, voice mailboxes, computer files, the Internet, copiers, facsimile machines, 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 such as the computers in the LRC 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. Offensive content would include, but would not be limited to, derogatory comments that would offend someone on the basis of his or her sex, age, race, color, national origin, religion, disability, veteran status, sexual orientation, gender identity/expression or any other protected class. Students' use of LECOM electronic devices and e-mail system is also subject to the Anti-Harassment policy.

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 option 2 or e-mail issupport@lecom.edu.

For problems accessing course materials contact the appropriate course coordinator.

3.2.2 E-mail

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 LECOM email communications to students will be to their LECOM accounts. Students must use their LECOM account when communicating with the College via e-mail.

If a student is dismissed their LECOM e-mail account will be deactivated immediately.

Unacceptable uses of e-mail:

- Using an e-mail account assigned to someone else.
- Giving someone else access to your account.
- Sending secure exam codes to any other student.
- Sending harassing, obscene and/or threatening messages.
- Sending unsolicited junk mail including chain letters.
- Sending material that infringes upon the copyright or patent of another person.

- Sending commercial, political or advertising material.
- Operating a personal business using your LECOM e-mail account.
- Sending mass e-mails without proper authorization.
- Soliciting on behalf of another organization.
- Automatic forwarding of your LECOM e-mail account to another e-mail account, e.g. gmail.com, yahoo.com, and outlook.com.
- Using e-mail to reveal confidential information about students or employees 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 hate mail, discriminatory remarks, pornographic material, political propaganda, 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 e-mails 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 at 1-844-276-9918 option 2 or e-mail issupport@lecom.edu.

3.2.3 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 e-mail) 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 copyrights or patents of another person on or through the Internet. Students, faculty and 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. Only faculty and staff with LECOM issued laptops and cell phones are granted access to the LECOM wifi network. Personal devices are not permitted.

Unacceptable uses of the Internet:

- Use for 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 a determination about whether specific uses are consistent with acceptable use policies.

3.2.4 Cell Phones 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. Use of personal hotspots in the lecture halls interferes with the LECOM wifi network and is prohibited. Students should refrain from using cell phones or texting while driving.

The use of cameras or video/audio recording devices is prohibited during class. Any usage must be with the consent of individuals and in line with the guidelines in Section 3.2.5.

3.2.5 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. (*see Section 4.3.2*).

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.

3.2.6 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.

3.3 LEARNING RESOURCE CENTER

3.3.1 General Library Information

The LECOM Learning Resource Center (LRC) is committed to providing students and faculty with access to information for the medical, pharmaceutical, dental and other graduate programs 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.

3.3.2 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.

3.3.3 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.

3.3.4 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 online as well as in-house; a convenient link can be found on the LRC webpage.

3.3.5 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 disciplinary action.

3.3.6 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.

3.3.7 Photocopiers

Photocopiers are available for student use. The machines are located in the LRC copy room.

Copies are \$.10 each in 8 1/2 by 11 inch format.

3.3.8 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.

3.3.9 Interlibrary Loans

Interlibrary 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.

3.3.10 Electronic Resources

Outline of selected 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 30 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.

3.3.11 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.

3.4 CAMPUS SECURITY AND SAFETY

3.4.1 Campus Facilities

LECOM desires to create a safe, supportive environment for its students and employees. To this end, LECOM created several programs to ensure campus safety. LECOM facilities are well maintained and security is given consistent attention to protect students, staff, and faculty. Generally, 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. Likewise, at LECOM at Elmira, campus police patrol.

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.

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 and other crimes through increased awareness, behavior guided by reason, and by taking precautionary steps to avoid situations that lead to the possible occurrence of crime.

3.4.2 LECOM Police and Security Office

The LECOM Police and Security Office is responsible for the provision of law enforcement and security for LECOM. Its mission is to provide a safe and secure environment for the students, faculty, and staff of LECOM. The Office ensures 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 campuses and properties under the control of LECOM. Campus security is provided twenty-four hours a day, seven days a week.

At LECOM Erie, the Department includes both sworn Campus Police Officers and Security Officers; LECOM Police and Security patrol all Erie facilities. At LECOM Bradenton, the Department consists only of Security Officers. Operational responsibility for security at LECOM at Seton Hill is provided by the Seton Hill University Police Department. Seton Hill University Police are also responsible for patrolling the campus.

Campus police officers possess full police powers under the law. Campus Police have the power to arrest and exercise all other police powers in the same manner and with the same authority as any police officers in the Commonwealth of Pennsylvania. LECOM campus police officers may carry firearms and non-lethal weapons while on duty for the protection of the LECOM community; all LECOM Police officers have been appropriately trained and certified. At the Main campus in Erie, Campus Police may dress in civilian clothes with a badge displayed on their belt. More frequently, however, Campus Police will be dressed in full uniform. Bradenton Security officers are uniformed.

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.

Security Locations and Phone Numbers

At all 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

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

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

LECOM at Seton Hill in Greensburg, Pennsylvania

Seton Hill University (SHU) Police Department

Room 115 Administrative Annex

One Seton Hill Drive

Greensburg, PA 15601

Dial 4-9-9-9 from Seton Hill University phones

Dial (724) 830-4999 from non-SHU and non-LECOM phones (Police Chief (724) 830-4998)

Dial 9-724-830-4999 from LECOM phones

To contact local law enforcement:

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

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

(Elmira campus emergency contact information is not yet determined.)

3.4.3 Campus Safety and Security Programs and Information Systems

Daily Crime Log

The LECOM Police and Security Office maintains a daily log of all criminal incidents that occur on the 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 Crime Log may do so. The Log is located in the Campus Police and Security Office. At LECOM at Seton Hill, the Log is located in the office of the Seton Hill University Police Department. Requests to view the document can be made to any police or security officer on-duty in the office during hours when the building is open for business.

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 a 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
- Omnilert

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 - Omnilert

LECOM utilizes “Omnilert,” 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. Omnilert is "opt-out." All incoming students are now automatically signed into the Omnilert notification system. If they do not desire to receive Omnilert 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 Omnilert service so that they may be notified of emergencies, campus closures, or other critical situations on the Seton Hill University campus.

3.4.4 Vehicle Registration and Parking Regulations

All vehicles must have a LECOM parking permit attached to the front windshield to be parked in a LECOM lot. Additionally, swipe cards are required for entry into the LECOM at Seton Hill parking lot.

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/employees 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 were 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
- Texting while driving

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.

3.4.5 Student Responsibility for Safety and Security

3.4.5.1 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 and campus police for LECOM at Elmira.
- 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 or secured area.
- 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 or lockers.).
- NO COSTUMES, Dress, or Masks including mascot uniforms, which alter, cloak, or conceal an individual's identity are permitted on any LECOM property.

3.4.5.2 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.

3.4.5.3 Reporting Crime

Any person who is the victim of a crime, including but not limited to domestic violence, dating violence, sexual assault, or stalking, either on or off campus, is encouraged, but not mandated, to report the incident to the appropriate law enforcement agency. Every member of the LECOM community is encouraged to report a crime promptly if the victim wants a report to be made or is unable to make a report. Moreover, the LECOM Police and Security Office reports crimes occurring on campus or non-campus buildings or property to the federal and state governments as required by law.

Reports can be made by calling the numbers listed in section 3.4.2. Reports can also be made in person at the LECOM Police and Security Offices, Seton Hill University Police Department or Elmira College Campus Police. LECOM Police and Security Offices 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 Police and Security will investigate any criminal incidents on the LECOM campuses that are not investigated by the local police as a result of being a low priority.

A "Campus Security Authority" is a Clery Act term that encompasses individuals that may receive reports of crimes. While LECOM has identified several Campus Security Authorities (CSAs), LECOM officially designates the LECOM Campus Police and Security Office to receive reports of crimes at the Erie, Pennsylvania and Bradenton, Florida locations and the Seton Hill University Police Department to receive reports of crimes at the LECOM at Seton Hill location in Greensburg, Pennsylvania, and Elmira College campus security for LECOM at Elmira..

Orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a court should be provided to the LECOM Police and Security Offices or Seton Hill University Police Department.

3.4.6 Drugs, Alcohol and Weapons Policy

3.4.6.1 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.

3.4.6.2 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, at LECOM-sponsored or supervised activities, or at Seton Hill University is strictly forbidden. The only exception is for authorized law enforcement officers. The commission of a serious crime is grounds for immediate discharge from LECOM.

3.4.6.3 Drug-Free Campus

LECOM is dedicated to the safety, health, and welfare of its students and employees by maintaining a drug-free environment. To promote this goal, students and employees are required to report to LECOM in appropriate mental and physical condition to perform their required educational and work tasks in a satisfactory and safe manner. LECOM complies with provisions of the Drug-Free Schools and Communities Act of 1989. Our rules of conduct prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on LECOM property: buildings, grounds, vehicles, rental space, affiliated hospitals, or locations of official LECOM functions. Violations of this policy may result in a disciplinary action and an order to participate in a program of rehabilitation and monitoring, suspension, or dismissal of a student or termination of employment of an employee. Such violations may also have legal consequences.

- 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. For LECOM at Elmira, referrals will be to the CPH (Committee for Physicians Health for the State of New York). A referral will be made to PHP/CPH/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/CPH/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.

3.4.6.4 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.

3.4.7 Sexual Assault and Other Sexual Misconduct Prevention Program and 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 4.3.8 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 J and not in Section 4.2 (Student Conduct) of this handbook.

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
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LECOM Erie
Dr. Melanie Dunbar, Deputy Coordinator
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LECOM at Seton Hill

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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 J.**
- 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 that to occur.
- 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 J, 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 or 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.

3.4.8 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. An individualized assessment will be made as to whether the student can continue with or resume their coursework, clinical rotation, or practice experience as described in Section 2.2.21, Mandatory Leave of Absence.

Any LECOM student, regardless of campus or school, is required to take action, report, or intervene, if safe to do so, when another individual is at potential risk of suicidal behavior. Failure to do so may result in disciplinary action. The scope of this policy includes any LECOM program, building, grounds, vehicle, rental space, affiliated hospital or location of official LECOM function.

For the purpose of this policy, suicidal behavior includes a direct or veiled statement, attempted act, threat, or gesture in which a person engages or indicates they will engage in life threatening

behavior and/or harmful intentions toward themselves.

3.4.9 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 are 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.”

3.4.9.1 Hate Crimes are Strictly Forbidden by LECOM

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on certain characteristics. The Clery Act requires reporting in the Annual Security Report, available on the LECOM website, of hate crimes committed due to the perpetrator’s bias towards the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity. Incidents may involve physical assault, damage to property, and theft. They may also involve bullying, harassment, verbal abuse or insults, or offensive graffiti or letters. Any student who engages in any of these prohibited acts is a “dangerous person.”

Anyone engaging in such conduct will be subject to expulsion or discharge from LECOM. Anyone who witnesses such conduct, regardless of whether they are the target, should report the conduct pursuant to the “Reporting a Crime” (*Section, 3.4.5.3*). LECOM maintains a zero tolerance policy as to hate crimes. Hate crimes are also specifically forbidden by the state criminal laws of Pennsylvania, New York and Florida.

3.4.10 Dangerous Person Policy

Any LECOM student engaging in coursework or participating in clinical rotations or practice experiences shall not threaten to, attempt to, or actually perpetuate violence, abusive physical acts, or abusive emotional acts toward another person that is likely to result in physical or emotional injury or pain or the destruction of property. The prohibited acts may 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 functions.

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 threats or violent acts.

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

Examples of dangerous comments may include oral or written statements. The statements may be made using paper, emails, websites, social media, or other medium. Examples of prohibited statements include, but 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 firearm or other weapon; stalking; harassing; sending 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.

3.4.11 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 or other facilities. 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.

3.5 REGISTRAR/EDUCATIONAL RECORDS

3.5.1 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, maintenance of additional student directory information, enrollment verification, production of letters of good standing, and release of diplomas. In addition, the office also oversees ERAS and physician licensing verification.

3.5.1.1 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.

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 or through the LECOM Portal. There is a \$10.00 fee for each transcript and the transcript must be mailed directly to the recipient. Payment can be mailed as cash, check or money order directly to the Registrar or payment can be made on the portal through PayPal. 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, letters of recommendation and evaluations for internships, residencies, employment, staff privileges, specialty certification, and licensure.

3.5.1.2 Grade Reports

Grades are sent out to students by U.S. Mail within 30 days of the end of the semester. Enrolled students will receive a grade report after grades have been posted at the conclusion of each semester. Grade report forms cannot be faxed or emailed.

3.5.1.3 Change of Address/Change of Name

Students are responsible for making certain that the address on file with LECOM is current. A student may complete a change of address form for the registrar if their permanent or current address changes. A change of address may also 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. Additionally a student's address may be updated on the LECOM Portal under the Bursar tab..

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 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. No requests to change one's name in LECOM records will be honored after graduation has occurred. 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.

3.5.1.4 Class Rank

Student class ranking may be obtained from the Office of the Registrar. Requests for class rank must be made in writing to the registrar. The class ranking is based solely on percentage grades attained in the coursework and clinical rotations, and has nothing to do with grade point averages. Students must have credits equivalent to their classmates at the end of the semester in order to be ranked.

There are instances in which students will not be ranked. Students who repeat a year or switch pathways or campus locations will not be ranked. Students with a grade or grades of Incomplete at the end of the semester will not be ranked. Students who are off-schedule in clinical rotations will not be ranked unless they are caught up with the rest of the students in the class by the end of the semester.

Class rank for graduating students is based on the grades up to and including the final courses of the academic year. Unranked students may contact the Office of the Registrar upon completion of all requirements for graduation to determine the quartile in which they will be ranked.

3.5.1.5 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.

3.5.2 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 on site. 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.

3.5.3 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.

Directory Information: Includes the following information relating to a student: 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 Records: Records, files, documents or other materials that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

The following are not educational records under FERPA:

- Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute. A "substitute" means an individual who performs on a temporary basis the duties of the personnel who makes the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position.
1. 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.
 2. 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).

3. 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.
4. 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.

3.5.4 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.

3.5.5 Annual Notification

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

3.5.6 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.

3.5.7 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, including but not limited to Medical Student Performance Evaluations (formerly referred to as Dean's Letters).
- 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.

3.5.8 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. 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.

3.5.9 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.

3.5.10 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 to be 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, appointed by the Director of Student Affairs,. 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.
- The hearing officer 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 the hearing officer 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.

3.5.11 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. 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 the nature of the breach.
3. If possible, put a stop to the disclosure (cease a transmission, recall emails, 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.
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.

3.5.12 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.

3.6. STUDENT LIFE

3.6 STUDENT AFFAIRS

3.6.1 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.

3.6.2 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

3.6.3 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 Plaza 38 Medical Center near the Erie campus.

For students without a personal physician in the area, LECOM at Seton Hill has arranged for Excelsa Health System to act as the Student Health Service for LECOM at Seton Hill students through its system-owned outpatient practices. Students who first access care through Excelsa facilities may then establish a relationship with another physician practice, if desired. Excelsa has agreed to see LECOM at Seton Hill students with urgent problems within 24 hours and to take evening and weekend calls from LECOM at Seton Hill students in the same manner as their practices’ established patients.

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. Primecare of Manatee is 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.

It's important to understand that emergencies are defined by the victim; if you feel you or a fellow student are having a medical emergency or any other emergency, call 911 immediately.

3.6.4 Protocol for Managing Students in Distress

1. Student Affairs, Faculty and staff will ensure that students know to seek immediate assistance if feeling any distress or medical issue during class time.
2. 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.
3. 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.
4. If students excuse themselves, they should return to class if possible or alert Security if they feel a need to leave. Security will alert Student Affairs.
5. 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.
6. Where a student expresses a need for aid to an instructor, Student Affairs and/or Security should be immediately contacted by the instructor.
7. 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.
8. Where appropriate, Security or Student Affairs should call the student's emergency contact.
9. 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.
10. 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.

3.6.5 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.

3.6.6 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 and the Associate Dean of Academic Affairs for LECOM at Elmira. 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 (JCNDDE).

Contact for Disability Services by LECOM Campus

LECOM Erie & LECOM at Elmira

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

3.6.7 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.

3.6.8 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 MMS Program, 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.

3.6.9 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.

3.6.10 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.

3.6.11 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 Omnilert Campus System to check on possible closures. LECOM at Seton Hill students utilize the Seton Hill University Omnilert Campus system or check local media for the status of classes. LECOM at Elmira also uses Elmira College's system.

3.6.12 Required Equipment

A. 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.

B. 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.

3.6.13 Student Activities

3.6.13.1 Grade Requirements for Participation

Students must have at least a 3.0 grade point average, no course failures, and be passing all currently enrolled courses to:

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

Students wishing to attend off campus meetings or conferences must submit requests for approval (Appendix C) (normally *at least* thirty days in advance of the travel date, circumstances permitting); be approved in advance; and be excused from any classes that will be missed. 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. No travel requests will be granted where a student is failing a course.

3.6.13.2 LECOM Student Government

The Student Government is the official voice for all students. The organizations are open to all students and welcome 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 osteopathic medicine, supporting club and class activities and working to improve the quality of life for all students at LECOM. The Office of Student Affairs serves as the liaison between the administration and Student Government.

3.6.13.3 LECOM Clubs and Organizations (May vary by campus location)

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 currently available to interested students on an optional basis:

College of Medicine Bradenton

American College of Osteopathic Family Physicians (ACOFP)

AOC of Physical Medicine and Rehabilitation (AOCPMR)

Anesthesiology Club

Christian Medical and Dental Association (CMDA)

Dermatology Club

Emergency Medicine Club (EMed)

Florida Osteopathic Medical Association (FOMA)

Habitat for Humanity (H4H)

Hospital Hope Committee (HHC)

Institute for Healthcare Improvement (IHI)

Internal Medicine Club (IM Club)

Integrative Medicine Club (IMC)

International Medical Society (IMS)

Johnston Surgical Society

Latino Medical Student Association (LMSA)

Mentoring Club

Military Medicine Club
Muslim Medical Student Association (MMSA)
OBGYN/Women's Health Interest Group
Orthopedics and Sports Medicine (OASM)
Pediatrics Club
Radiology
Student American Academy of Osteopathy (SAAO)
Student Osteopathic Medical Association (SOMA)
Student Osteopathic Surgery Association (SOSA)
Student Research Association (SRA)
Sigma Sigma Phi – National Honor Society
Student Advocacy Association

3.6.13.4 College Committees

LECOM encourages student representations on committees. Students may recommend a list of candidates from their class to serve on committees with final approval from the appropriate dean. Students must be in good academic standing in order to serve on committees or participate in club or organization activities.

3.6.13.5 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.

3.6.13.6 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.

3.6.13.7 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.

3.6.13.8 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.***

3.6.13.9 LECOM Video Bulletin Board

Students or student organizations wishing to post an announcement or notice on the LECOM Video Bulletin Board must first receive approval from the Office of Student Affairs. LECOM reserves the absolute right to reject or edit any submitted announcement or notice intended for posting on the Video Bulletin Board.

3.7 STUDENT CONDUCT

3.7.1 Attendance, Tardiness and Absences

As professionals, students are expected to adhere to the attendance policy with diligence. As such, attendance is required at all scheduled instructional periods and will be taken regularly. Absence from instructional periods for any reason does not relieve the student from the responsibility for the material covered during the periods. Unexcused absences will be viewed as violations of the Standards of Academic and Social Conduct and may result in disciplinary action by the SPG Committee including, but not limited to, loss of remedial privileges, removal from any leadership position with any student club, organization or student government office, and possible notation in the Dean's Letter. In extreme cases, absenteeism or tardiness may result in dismissal.

Excused absences for illness or requests for a personal leave may be granted by the Program Director and the Associate Dean. 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. The student may be required to make-

up the missed educational session(s) during off-hours.

In order for an absence to be considered excused for medical reasons, notice must be received by LECOM prior to the missed class or activity, and a note must be submitted from the primary care physician upon the student's return to class.

Students may receive excused absences to attend LECOM-related activities or national meetings of student clubs and organizations. No absences will be excused without approval from the Program Director, or if unavailable, the Chairperson of the SPG Committee or the Associate Dean of Academic Affairs. Any request for an excused absence must be submitted, in writing, to the Program Director or the Chairperson of the SPG Committee at least 30 days prior to the anticipated absence. No travel arrangements may be made without completing a Travel Request Form (Appendix C) and receiving approval.

Excused absences may be for qualifying reasons including:

- Medical necessity: illness of the student or member of the immediate family. In order for an absence to be considered excused for medical reasons, a note must be submitted from the examining physician upon the student's return to class.
- 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 (vehicle accidents, etc.).
- Attendance at certain LECOM-related activities such as conferences.

In cases of unplanned absence or lateness, the student must notify the Program Director as soon as possible prior to the missed class/activity. In addition, if the student will miss an exam, it is the student's responsibility to notify the professor via phone and email when it is first noted that an absence will be necessary.

For unplanned absences to be considered excused, students must obtain an **"Excused Absence Student Request Form."** This form must be filled out by the student and signed by the pathway director and appropriate dean. Students should do this in person and are responsible for obtaining any make-up materials within 3 school days.

Requests for preplanned absences may be granted by the Professors. Students must obtain an **"Excused Absence Student Request Form."** This form must be filled out by the student and signed by the Program Director and the Associate Dean of Academic Affairs. Students should do this in person and have it completed at least ten days prior to the anticipated absence. Students must be in good standing with a grade point average of 3.0 in order to be granted an excused absence for school-related activities. **The registrar must verify the grade point average and sign the form prior to any other signatures being obtained.** No travel arrangements should be made prior to approval being granted.

Students must be in good academic standing with a minimum grade point average of 3.0 and no failures in preclinical coursework or clinical rotations in order to be granted an excused absence to attend organizational meetings, interviews or any extra-curricular activity. No travel

arrangements should be made prior to approval being granted.

Promptness is another trait professional health care practitioners must display. Additionally, tardiness in class both disturbs the professor and the entire student body and is thus markedly inconsiderate and rude. Repeated violations will be considered improper professional behavior and may result in disciplinary action and notation in the Dean's Letter of Evaluation.

3.7.2 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 and its designees have the authority and may modify or change the Code of Student Conduct and Discipline at any time. **Each student is expected to be knowledgeable about all published policies, rules, and regulations of LECOM.** LECOM 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. **Additionally, students are also expected to comply with all federal, state, and local laws.** Students may be sanctioned for conduct off-campus, which is likely to have an adverse effect on LECOM or the educational process. In addition, LECOM may modify procedures contained in this document at any time in order to effect justice.

3.7.2.1 Purpose of the Student Code

LECOM's primary concern is the student. LECOM attempts to provide for all students an environment that is conducive to academic endeavor, social growth and individual self-discipline. Enrolled students at LECOM are bound by the rules, regulations and guidelines governing student behavior. 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.

3.7.2.2 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/ASP 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.

3.7.2.3 The Student Promotion and Graduation (SPG) Committee and Adjudication of Honor Code Violations

The College of Medicine Student Promotion and Graduation Committee (SPG) is responsible for reviewing the academic achievement and advancement of students within Graduate Studies. The composition and functions of the committee are as follows:

- A. The SPG Committee is comprised of academic deans, other administrators, and elected basic science and clinical faculty members.
- B. The SPG Committee meets twice monthly to review the academic achievements and performance of all students. The names and grades of students in academic difficulty are made available to the SPG Committee by the Program Director, systems coordinator and/or pathway directors with additional input from the Provost. Student conduct and discipline may also be reviewed. These meetings are in addition to meetings that may be held at each campus to discuss students who are “off schedule” for any reason.
- C. The SPG Committee 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:
 - Any of the academic deans;
 - Program Director;
 - Director of Student Affairs; or
 - Faculty members.
- D. Students may be referred to the SPG 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 during clinical rotations; or
 - Failure to progress academically or academic failure.
- E. Student names are submitted to the Chairman of 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 meeting with the

student. These records will be treated with full confidentiality.

- F. Students meet with the Committee and are informed of the reason for 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.
- G. 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 appropriate dean.
- H. The Chairman of the Committee prepares and submits the Committee's recommendations to the Dean, who may accept, reject or modify the recommendations.

This procedure is distinct from that for appeal hearings set forth in Section 4.1. Appeals to the Associate Dean's decision may be taken to the President within seven days of notification of a decision by the Associate Dean.

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 guideline 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 (non-attorney) from the institution who has involvement in the matter have 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 below in section 6.2.3. At that time, the student against whom the sanction has been made will be so informed, in writing, as to the findings and sanctions, as well as the established procedural process. If the student disagrees with the decision of the Committee, he or she will retain rights through the subsequent procedures as described herein 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.

3.7.2.4 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 College 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 infractions. Examples of these types of infractions are listed below.

3.7.2.5 Examples of Honor Code Infractions

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;
- Obtaining an administered secure examination, which has been designated

- for viewing only;
 - Failure to abide by the rules of administration of external examinations including, but not limited to, subject examinations or NBOME examinations;
 - Misrepresentations in connection with the taking of standardized examinations or on other material matters; or
 - Using another person's password or identity in any LECOM related matters.
 - Obtaining a non-administered test or information or security code for a test for purposes of accessing the exam from an unapproved location.
- B. Plagiarism or the appropriation of an author's work and the unacknowledged incorporation of that work in one's own written work offered for credit or for publication;
- C. Forgery, alteration, destruction, or misuse of LECOM documents, medical records, prescriptions, or physician's excuses;
- D. Dishonesty concerning academic and non-academic issues, such as dishonesty regarding insurance coverage or otherwise knowingly furnishing false information to a LECOM official;
- E. Attempted or actual theft of property of LECOM or of a member of the LECOM community or of a campus visitor;
- F. Tampering with the election of any LECOM recognized student organization;
- G. Theft, unauthorized access or other abuse of computer/IT systems.;
- H. Unauthorized possession, duplication or use of keys to any LECOM premises, or unauthorized entry, or use of LECOM premises;
- A. Any violation of HIPAA, including placing HIPAA protected information on personal electronic devices or transmitting such information to home e mail addresses;
- J. Failing to report any alcohol or drug related arrest or citation;
- K. Being enrolled in a school other than LECOM; or
- L. Conspiring, planning, or attempting to achieve any of the above acts.

3.7.2.6 Examples of Non-Honor Code Infractions

- A. Nonprofessional behavior during class, laboratory, clinical rotation, etc., including, but not limited to the following:
- Harassment of patients, faculty, staff, or other students, as defined herein as well as any violation of the LECOM Sexual Harassment Policy;
 - Inappropriate dress or appearance;

- Not appearing for patient appointments;
 - Being intoxicated;
 - 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;
 - Violation of any course director's class rules;
 - Wearing ear phones in class; or
 - Use of profane or threatening language.
- A. Violation of LECOM policies or regulations, which have been published and are readily available to the students.
- C. Fighting, horseplay, pranks or disorderly conduct on LECOM-owned or controlled property and at LECOM-sponsored or supervised functions.
- D. Obstruction, interruption or disruption of teaching whether in the classroom, laboratories, or in clinics on- and off-campus or in designated outside teaching institutions and research facilities, as well as obstruction or disruption of administration, disciplinary procedures, or other LECOM activities, including public service functions or other authorized activities on or off LECOM premises.
- E. Use or possession of ammunition, firearms, guns, weapons, or other objects on LECOM property which are dangerous or flammable or which could cause damage or injury by fire, explosion or other means to persons or property.
- F. 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 or being a party to any of the above, whether on or off campus; or any violation of federal, state or local laws relating to drugs or alcohol. 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.
- G. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and LECOM regulations, or public intoxication.
- H. Conduct which is disorderly, obscene, or indecent; breach of peace; or aiding, abetting or procuring another to breach the peace on LECOM premises or at functions sponsored by, or participated in by LECOM.
- I. An act constituting a violation of federal, state, civil, or criminal laws or city ordinances.
- J. Misconduct relating to official obligations between the student and LECOM or its officials,

including but not limited to the following:

- Issuance of a check without sufficient funds;
- Failure to fulfill financial obligations to LECOM;
- Failure to fulfill other legally binding obligation(s) to LECOM; or
- Failure to comply with the sanction(s) imposed under the Student Code of Conduct or sanctions otherwise imposed by LECOM.

K. Conduct which adversely affects the LECOM Community.

L. Conduct unbecoming of a professional student.

M. Conspiring, planning, or attempting to achieve any of the above acts.

3.7.3 Penalties

3.7.3.1 Interim Disciplinary Action

The Program Director, the Office of Student Affairs or the Office of the Associate Dean may take immediate interim disciplinary action. Such action could 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 Program Director and Office of Student Affairs 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.

3.7.3.2 Behavioral Penalties

After a student is charged with an infraction, the matter will be taken up by the SGP Committee. The SPG Committee may impose one or more of the following behavioral penalties 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 LECOM, grades will be assigned in accordance with the LECOM grading 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 LECOM, and/or preventing 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 LECOM, student, staff, or faculty property.
- E. Academic sanctions: Writing a paper; reduction of grade on an examination, assignment, or course; being assigned additional clinic or laboratory activities or coursework; repeating of an exam, coursework, or even an entire course, academic year or semester; 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 LECOM regulations will result in more serious disciplinary action. Conduct probation will be removed from the student's longitudinal record in the Office of Student Affairs.
- 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 at LECOM. 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 Student Affairs.
- 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.
- I. Withdrawal: Withdrawal is administrative removal of a student from a class or from LECOM and may be imposed in instances of unmet financial obligation to LECOM; 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 LECOM.
- 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 granted degree, will be considered by the Provost.

Students who violate LECOM's rules of conduct or who manifest aberrant behavior may be reviewed by the Behavior Intervention Team, which may refer a student to 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.

3.7.4 Student Disciplinary Procedures

3.7.4.1 Authority for Initiation of Disciplinary Action

Under the direction of the President, the Dean of Academic Affairs, the Dean of the Pharmacy School, the Assistant Dean for Academic Affairs, the Directors of Student Affairs, Program Directors, 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 in the Office of Student Affairs, except those cases which by their nature, or because of state statute, require initial action by another individual, department or committee, such as:

- **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.
- **Financial Matters:** In matters involving a violation of a financial obligation to LECOM, 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 LECOM, the student may have the matter reviewed by the appropriate department, 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 may recommend the student's withdrawal from LECOM. Financial withdrawal is not a disciplinary measure but may require nullification of the institution/student relationship in the event of unpaid financial obligations. The student's withdrawal will be processed by the appropriate dean after LECOM 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.

3.7.4.2 Disciplinary Procedures

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

- When a report alleging misconduct is received in the Office of Student Affairs, the student may be summoned. Failure to report after two notices may result in suspension. Students may also be called to meet with a dean.

- After preliminary investigation of alleged misconduct by the Office of Student Affairs or other appropriate LECOM personnel, 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 may also be informed of the names of any witnesses and a summary of their testimony. The student will be given an opportunity to present his or her case to the Office of Student Affairs.
- The Office of Student Affairs or dean shall then determine if disciplinary action is necessary and, if so, shall recommend appropriate misconduct penalties outlined in this code or refer the matter to the SPG Committee. The student may not appeal the sanction of admonition.
- The student can either accept the recommended penalties, or request that the matter be reviewed by the SPG/ASP 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 Committee, the student must first meet with the Director of Student Affairs. Failure to meet with the Director of Student Affairs 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.

3.7.4.3 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, a dean or faculty member requests SPG review, there may be a hearing before the SPG/ Committee. The Office of Student Affairs has the authority to vary time limits for any request for review by the Committee when it is in the best interest of the student or LECOM to do so.

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

- Student name, address, and 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 Office of Student Affairs;
- Circumstances which merit review; and
- Signature and date.

3.7.4.4 Authority of the Committee

1. The Committee will have authority to summon witnesses. Refusal to obey the summons may subject the student to disciplinary action upon the recommendation of the Committee.
2. The Committee will have authority to review disciplinary matters, which have been properly brought before the Committee. Upon completion of its hearing, the Committee will have the authority to issue, modify, reject or uphold the disciplinary penalties, if appropriate.
3. All members of the 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.
4. An Institutional Representative may be named by the Provost to present the case for LECOM.

3.7.4.5 Duties of the Chair of the Committee shall include:

1. As soon as practical after the receipt of a request for hearing, request the Institutional Representative or the member of administration directly involved in the matter 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. Thereafter, arrange a meeting of the Committee, Institutional Representative and student. The meeting shall be arranged as soon as practical. The student will normally have three (3) working days' notice prior to the meeting. Such notices shall include a brief explanation of the procedure. The above procedures shall be implemented on a timely basis but may be modified by the Chair if it is in the best interest of the student or LECOM to do so;
4. Summon witnesses 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;
5. Preside over the hearing before the 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
6. Send a written statement to the student and the appropriate dean within a reasonable time - normally five (5) working days after the completion of the hearing - stating

any decision or recommendation of the Committee and disciplinary penalties, if any.

3.7.4.6 Procedure for Further Appeals

- 1. Appeals to a Dean** - - Within three (3) working days after the decision has been received, either or both parties may give notice of appeal to the appropriate dean. The decision will be reviewed upon the basis of the written transcript/minutes 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) working 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 re-opened for the presentation of additional evidence and reconsideration of the decision.
- 2. Appeals to the President** -- Either or both parties may then give written notice of appeal to the President within seven (7) working 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. NOTE: There are no appeals to the President from the Post Baccalaureate Program.

3.7.4.7 Enrollment Status during Appeal

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

- The appeal has not been made according to officially recognized procedures for appealing a dismissal decision;
- The presence of the student in classes or clinical rotation constitutes a disruptive influence to the educational process or to patient care activities; or
- The presence of the student is potentially harmful to faculty, staff, other students or 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.

3.7.5 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: Director of Student Affairs, Course Instructor or Preceptor or Course Coordinator or Systems Coordinator or DME, Associate/Assistant Deans, , or the Vice President for LECOM at Seton Hill, and the SPG Committee. The student seeking to resolve a problem or complaint must initiate such action in writing within seven (7) working 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 expediently as possible. In general, an appeal at a given administrative step should take no more than seven (7) working 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) working days of the decision given. In like manner, the appeal may continue to the Dean of Academic Affairs. The decision made by the Dean of Academic Affairs 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.

3.7.6 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 polices / 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:

- a) Complaining party's name, address and telephone number;
- b) Name of the LECOM college, school, program, department, or individual about which you are complaining;
- c) Short description of what your complaint concerns;
- d) When the event/incident occurred;
- e) How and why you believe LECOM acted improperly or incorrectly; and
- f) 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:

- A. 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.
- B. Following receipt, complaints are transmitted within five (5) working days to the Provost, for consideration.
- C. 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.

D. 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.

3.7.7 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:
Bureau of Postsecondary and Adult Education
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

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:

WCET/SAN provides individual state contact information which is available at this link:
<https://wcetsan.wiche.edu/resources/student-complaint-information-state-and-agency>

National SARA Information:

Map of SARA states: <http://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:

[https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/State-Authorization-Reciprocity-Agreement-\(SARA\).aspx](https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/State-Authorization-Reciprocity-Agreement-(SARA).aspx)

3.7.8 Legal Limitations on Practice of Medicine and Pharmacy

It is a violation of the law and contrary to the policy of LECOM for any unlicensed person to attempt to engage in the professional practice of health care. Students, therefore, are cautioned to confine such activities to duly licensed and supervised teaching clinics.

3.8 CAMPUS POLICIES AND REGULATIONS

3.8.1 Smoking

In keeping with LECOM's intent to provide a safe and healthful environment, smoking or the use of smokeless tobacco products (including vaping) 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.

3.8.2 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, laboratory classes or workshops. Student changing areas and lockers are provided to change into appropriate dress for laboratory sessions. 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. 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. Men's hair must be above the collar. 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 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.

3.8.3 Student Identification/Key Card Policy

At LECOM, all accepted students, are issued a student I.D. number and an I.D. badge. Proof of identity in the form of driver's license, passport, military I.D., or state issued-photo I.D. is required before issuance of the badge.

Prior to matriculation, accepted students are issued a unique username and password linked to them via the I.D. number. After matriculation, the username and password is used to identify the student for all internal College processes and for access to Web services, including course content and online exams.

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.

Students granted access to LECOM information technologies are responsible for adherence to all appropriate policies and procedures and commit to the following:

- Student User Accounts are granted to support the instructional process, facilitate communications in academic endeavors and promote information sharing on projects and class assignments. They are not to be used for any other purpose. Security of assigned username and password are the responsibility of the individual student.
- Students are responsible for their own data and accounts and shall not share passwords and account access with any other person. It is the student's responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily duplicated. LECOM is not responsible for lost data or work.

3.8.4 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, mumps, rubella, and hepatitis B. Students must also have current results of a 2-Step Mantoux PPD or QuantiFERON-TB Gold Test (QFT-G). 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.*

3.8.5 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 by a parental health insurance plan.
- Students covered by a spouse's 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. 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.

Current student health insurance information 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.

3.8.6 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.

3.8.7 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 Appendix J, the *LECOM Policy Statement on Title IX Compliance and Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence*, for a discussion of harassment based on sex.

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; or
- 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; or
- 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:

- A. 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.
- B. 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.
- C. 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.

3.8.8 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. Any student found with food or drinks in a prohibited area will be identified, asked to remove the offending item and referred to SPG for a professionalism violation.

The student lounge areas and outdoor areas may be used for eating and drinking. Appropriate trash receptacles are located throughout all campuses.

3.8.9 Recording of Lectures

Any recording 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. Recorded lectures provided by the institution are for the sole use of the individual student and may not be shared with others, posted to online sources/sites or distributed/reproduced in any manner.

3.8.10 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.

3.8.11 Social Computing Guidelines

In light of the pervasive use of such social media as Facebook, MySpace, and Twitter, LECOM has adopted a formal policy on Social Networking. Please consult the IT tab on the Portal to read and review this policy. Violations of the policy will result in discipline up to and including dismissal.

3.8.12 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.

APPENDICES

APPENDIX A - EMERGENCY NUMBERS

In Emergencies

9-1-1

Police Non-Emergencies

LECOM Police and Security at the Erie Campus
(814) 866-8415

LECOM at Seton Hill/Seton Hill Campus Police

Office: (724) 830-4999

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, 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

(814) 868-4031 (Ask for Behavioral Health)

Stairways Behavioral Health
(888) 453-5806

Physicians Health Program (PHP Pennsylvania)
(866) 747-2255 or (717) 558-7819

Bradenton, Florida Resources

Bradenton - Hope Family Services, Inc.
(941) 747-7790

Rape Crisis Hotline - Bradenton
(941) 708-6059

Safe Place and Rape Crisis Center - Sarasota
24 hour hotline: (941) 365-1976

Centerstone Crisis Center
(941) 782-4600

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

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

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:

1. Post only content that you would be comfortable with your colleagues, LECOM's audience, and the general public reading, hearing, or seeing.
2. 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.
3. Do not discuss LECOM's business, unless the Provost authorizes you to do so.
4. Do not leak confidential information.
5. Be careful to identify all copyrighted or borrowed material with appropriate citations, links, or permissions.
6. 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.
7. Unless previously authorized by the Provost, do not use LECOM's logo or suggest you are writing on behalf of LECOM.
8. Don't use LECOM's network or email lists to influence polls, rankings, or web traffic.
9. Show good judgment when "friending" someone within a social network.
10. Monitor your site regularly and promptly remove any inappropriate content.
11. 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 - CONSENT TO PHOTOGRAPH



Lake Erie College of Osteopathic Medicine 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 D - STUDENT SIGNATURE PAGE FOR TRAVEL REQUESTS

Student Signature Page for Travel Requests

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 E - REQUEST FOR LEAVE OF ABSENCE FORM

LECOM 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 F - LEAVE OF ABSENCE FORM FOR FINANCIAL AID



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 G - STUDENT CHANGE OF STATUS FORM

Student ID# _____

Last Name _____ First Name _____ MI _____

Local Address: _____
Street City State Zip

Forwarding Address: _____
Street City State Zip

Cell Phone Number: _____ Other Phone Number: _____

Personal Email: _____

TYPE OF CHANGE (Check One)

____ Withdrawal ____ Dismissal ____ Suspension ____ Remediation
____ Off- Schedule ____ Change of Program/Location ____ Leave Of Absence

PROGRAM OF STUDY: (Check One)

____ College of Medicine ____ MS Biomedical Sciences
____ School of Pharmacy ____ MS Medical Education
____ School of Dental Medicine ____ MS of BioMedical Ethics
____ Master of Health Services Admin. ____ MS of Medical Sciences
____ Post Baccalaureate (COM/SDM) ____ MS Medical Science
____ Post Baccalaureate (SOP) ____ Ph.D. in Anatomy Education

LOCATION: (Check One) ____ Erie ____ Bradenton ____ LECOM at 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 H - 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 Emeritus
Director of Leadership and Board Preparation
(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 Florida Pathways
(941) 782-5644
ktromp@lecom.edu

LECOM at Seton Hill

Dr. Irving (Irv) Freeman, Deputy Coordinator
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

Pennsylvania State Police Department
(814) 898-1641

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

DeFuniak Springs Police Department
(850) 892-8513

Security Office for LECOM DeFuniak Springs Dental Offices
Located inside the main entrance
101 Lecom Way
DeFuniak Springs, Florida 32435
(850) 951-0200

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
Room 115 Administrative Annex
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
Main number: (814) 455-1774

Millcreek Community Hospital
Main hospital number: (814) 864-4031, ask for Behavioral Health

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.

LECOM AT SETON HILL ADDENDUM

Pursuant to an agreement between Seton Hill University and the Lake Erie College of Osteopathic Medicine, the following addendum concerns Title IX complaints related to Seton Hill University and LECOM at Seton Hill.

Applicability

This Agreement shall apply whenever a complaint or report is made to either Seton Hill University (SHU) or to the Lake Erie College of Osteopathic Medicine (LECOM) implicating either SHU's *University-Wide Policy Against Discriminatory Harassment, Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, and Stalking* or LECOM's *Policy Statement on Title IX Compliance and Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence* if at least one Complainant (alleged victim) or one Respondent (alleged perpetrator) is a member of the SHU community (faculty, staff, or student) and at least one Complainant or one Respondent is a member of the LECOM community (faculty, staff, or student).

Procedure

In the event an applicable complaint or report is received by either institution, a Title IX Coordinator (including any Deputy Title IX Coordinator) of the institution that received the complaint shall immediately notify a Title IX Coordinator (including any Deputy Title IX Coordinator) of the other institution.

If the Respondent is a Seton Hill University student, faculty member, or staff, that person will face the Title IX investigation, adjudication, and disciplinary procedures of Seton Hill University. If the Respondent is a LECOM student, faculty member, or staff, that person will face the Title IX investigation, adjudication, and disciplinary procedures of LECOM.

APPENDIX I - LECOM BOARD OF TRUSTEES

The LECOM Board of Trustees has legal control, final decision-making and financial authority over all campuses: LECOM (Erie), LECOM Bradenton, LECOM at Elmira and LECOM at Seton Hill.

Ms. Mary L. Eckert

John M. Ferretti, D.O.

Silvia M. Ferretti, D.O.

Mr. Steven G. Inman, C.P.A.

Suzanne Kelley, D.O., M.P.A.

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Joan L. Moore, D.O.

Ms. Marlene D. Mosco, (*Chair*)

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Ms. Nancy Peaden

Mr. Dennis M. Styn

Michael J. Visnosky, (*Emeritus*).

Mr. Thomas J. Wedzik

**APPENDIX J - LECOM ERIE:
COLLEGE OF OSTEOPATHIC MEDICINE
ADMINISTRATION, FACULTY AND STAFF**

John M. Ferretti, D.O.
President/CEO

Silvia M. Ferretti, D.O.
Provost, Senior Vice President and Dean of Academic Affairs

Hershey S. Bell, M.D., M.S., F.A.A.F.P.
Vice President of Academic Affairs and Dean, LECOM School of Pharmacy

Richard E. Ferretti, Esq.
General Counsel, Corporate Compliance Officer and Director of Risk Management

Julie K. Freeman, Esq.
Assistant General Counsel

Steven G. Inman, C.P.A., C.G.M.A.
Vice President of Fiscal Affairs/CFO

Dave Hopkins, M.S. N.S.C.A- C.S.C.S
Executive Director of LECOM Medical Fitness and Wellness Center

Melanie J. Dunbar, Ph.D., L.P.C.
Director of Behavioral Health

Helen R. McKenzie
Executive Assistant to the President/CEO

Judith A. Zboyovski
Administrative Assistant to the Provost, Senior Vice President and Dean of Academic Affairs

Angela Sullivan
Administrative Assistant to the Provost, Senior Vice President and Dean of Academic Affairs

Jessica R. Woods
Executive Assistant to the Provost, Senior Vice President and Dean of Academic Affairs

Adam C. Baker
Administrative Assistant to the Provost, Senior Vice President and Dean of Academic Affairs

Darlene E. Stadler
Project Manager

EDUCATIONAL ADMINISTRATION

Deborah Lee-Sanko
Executive Director of Lake Erie Consortium of Osteopathic Medical Training

Laurie Mahoney
Administrative Assistant/Medical Education, LECOMT

Mathew J. Bateman, Ph.D., D.H.Ed.
Dean of the LECOM School of Dental Medicine
Director of Institutional Planning, Assessment, Accreditation and Research
Professor of Anatomy

Walter J. Hu
Assistant to the Director of Institutional Planning, Assessment, Accreditation and Research

Nikole Niemeyer
Research Analyst

Andona R. Zacks-Jordan, J.D.
Assistant Director of Institutional Planning, Assessment, Accreditation, and Research
Grants and Compliance Manager

COLLEGE OF OSTEOPATHIC MEDICINE PRECLINICAL EDUCATION

Jonathan K. Kalmey, Ph.D.
Associate Dean of Preclinical Education
Professor of Anatomy

Kim Moscatello-Seastone, Ph.D.
Assistant Dean of Preclinical Education
Professor of Microbiology and Immunology

Christine S. Kell, Ph.D.
Associate Dean of Preclinical Education Emeritus
Director of Leadership and Board Review
Chairperson of the SPG Committee
Professor of Microbiology

Bertalan Dudas, M.D., Ph.D.
Assistant Dean of Research and Scholarship
Professor of Anatomy

Randy J. Kulesza Jr., Ph.D.

Associate Dean of Graduate Studies; Director, Doctoral Program in Anatomy Education
Director of the Auditory Research Center
Professor of Anatomy

Mark A. Terrell, Ed.D.

Assistant Dean of Medical Education/Institutional Director for Faculty Development & Inter-
Professional Education
Professor of Anatomy & Biostatistics
Director of Masters in Science of Medical Education
Director of Educational Research

Richard A. Ortoski, D.O., FAOFP

Regional Dean for Clinical Education
Co-Director of Primary Care Scholars Pathway
Chair, Department of Primary Care Education
Clinical Professor of Family Medicine

W. Richard Chegwidden, Ph.D., F.R.S.C.

Director of Problem-Based Learning Pathway
Professor of Biochemistry and Molecular Biology

Nancy L. Carty, Ph.D.

Assistant Director of Problem-Based Learning Pathway
Associate Professor of Microbiology and Immunology

Alice Hudder, Ph.D.

Director of Lecture Discussion Pathway
Associate Professor of Biochemistry

Donald G. Linville, Ph.D.

Director of Problem Based Learning Pathway, LECOM at Seton Hill
Professor of Pharmacology

Christopher C. Keller, Ph.D.

Director of Primary Care Scholars Pathway
Director of the Directed Study Pathway
Director, Doctoral Program in Microbiology Education
Professor of Microbiology and Immunology

Diana Speelman, Ph.D.

Director of COM Research
Associate Professor of Biochemistry

Richard Terry, D.O., M.B.A., FAAFP, FACOFP,

Associate Dean of Academic Affairs, LECOM at Elmira;

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Administrative Assistant to the Associate Dean of Preclinical Education

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Administrative Assistant, Lecture Discussion Pathway

Christine Swartwood

Administrative Assistant, Problem-Based Learning Pathway

Pamela A. Green, M.S.

Administrative Assistant, Pre-Clinical Education, OPP

Maricely Reyes-Cruz

Administrative Assistant, Graduate Studies

Carol Lipinski

Administrative Assistant, Directed Study and Primary Care Scholars Pathways

OFFICE OF STUDENT AFFAIRS

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Assistant Director of Student Affairs

Colleen Pamula

College Receptionist

Office of Financial Aid

Beatrice (Bonnie) Crilley, M.A.

Institutional Director of Financial Aid

Kristine A. Azzarello

Financial Aid Counselor, LECOM at Seton Hill

Vacant

Financial Aid Counselor

Devin Kaliszewski

Financial Aid Counselor

Office of Admissions

Michael Goebel

Medicine Admissions Coordinator

Shannon Bastow

Student Affairs Representative

John E. Wojtkielewicz, M.B.A., M.S.

Admissions Associate, Faculty PBL Facilitator

Lisa Kalivoda

Admissions Coordinator/Career Counseling

Jordan Koper
Pharmacy Admissions Coordinator

Office of the Registrar

Jeremy J. Sivillo
Institutional Registrar

Erica Coulter
Assistant Registrar

RECRUITMENT

Jack Ogden
Director of Primary and Secondary School Recruitment

Debbie A. Bisbee
Admissions Recruiter

Vacant
Admissions Recruiter

Elise Lee
Admissions Recruiter, Alumni Outreach & Social Media

LEARNING RESOURCE CENTER

Daniel A. Welch, M.L.S.
Institutional Director, LECOM Learning Resource Centers

Nancy A. Nieder, M.L.I.S.
Assistant Director, LECOM Learning Resource Centers

Andrew R. Krol, M.L.I.S.
Health Science Librarian
LECOM Erie

Dexter Honeycutt, Jr., M.L.I.S.
Health Science Librarian

Paige McBride, M.L.I.S.
Health Science Librarian

Andrew Koval M.S.L.S.
Health Science Librarian
LECOM at Seton Hill

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Director of Purchasing

Marcie Head
Purchasing Assistant

Stephany M. Michaelson
Purchasing Assistant/Online Bookstore

John A. Burton, B.A.
Bookstore Assistant

MANAGEMENT INFORMATION SYSTEMS

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Institutional Director Information Technology
And Data Security Officer

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Director of Telecommunications

Keith A. Hein
Institutional Director of Network Operations

Rich Hammers
Assistant Director of Network Operations

Joshua Bogden
Network Operations Coordinator

Russell D. Bidwell
Instructional Technology and Media Services Technician

Andrew R. Jack
Telecommunication and Media Services
Technician

Johnathan Nielsen
Telecommunication and Media Services
Technician

Barb-Mills
Director of Enterprise Services

Alex Borisov
Enterprise Support Technician

James Stearns
Clinical Network and Digital Signage Technician

Mark Venzin, M.B.A.
IT Service Manager/Facility Coordinator
LECOM at Seton Hill

Andre Torres
Software Developer and Data Analyst

Jesi Bartlett
Student Information Systems Coordinator

Samantha Johnson
Student Information Systems Technician

Mark Badaracco

Cameron Daniels

Senior Software Engineer and Data Analyst

Junior Software Developer and Data Analyst

FINANCE AND ACCOUNTING

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Vice President of Fiscal Affairs/CFO

Cindi S. Sebolt, C.P.A.
Director of Finance

Susan K. Williard
Accounting Supervisor

Jennifer M. Chaffin
Payroll Clerk / Staff Accountant

Liana Bishop
Bursar

Amy Majczyk
Staff Accountant

Goldie M. Young
Accounts Payable Clerk

Kelly Murray
Business Office Assistant

COMMUNICATIONS AND MARKETING

Eric Nicastro
Acting Institutional Director of
Communications and Marketing

Sean Wiley
Institutional Director of Public Engagement

Stephanie Bruce
Senior Communications and Marketing Specialist

Joel Welin
Communications and Marketing Specialist

Sheena Baker
Public Relations Specialist

MSGR. David A. Rubino
Institutional Director of External Affairs

BUILDING OPERATIONS

Brian J. King
Director of Building Operations

HUMAN RESOURCES

Aaron E. Susmarski, J.D.

Kathleen J. States, MSHRD, SHRM-CP

Institutional Director of Human Resources

Wendy L. Grafius
Talent Management Specialist

Michele M. Bille, MSOL, PHR
Sr. Human Resource Generalist

Robert Wood
Human Resource Assistant

Associate Director of Human Resources

Allison Gloor, M.S.Ed.
Human Resources Assistant

Briana Rupan, SHRM-CP
Human Resource Generalist

CAMPUS POLICE and SECURITY

Kevin E. Goode
Institutional Director

Earl Cook
Deputy Director

Phillip R. Chludzinski
Shift Supervisor

Edward L. Mioduszewski
Deputy Director

Harry E. Whipple, III
Operations Supervisor

FOOD SERVICES

Dupree DeBoe
Food Service Manager

Timothy Houston
Chef/Café Manager

COLLEGE OF MEDICINE - ERIE FACULTY

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Alice Hudder, Ph.D., *Associate Professor of Biochemistry; Assistant Director of Lecture Discussion; B.A., Biology, Hofstra University; M.A., Biology, Physiology, Hofstra University; Ph.D., Biochemistry, Cell and Molecular Biology, University of Miami School of Medicine*

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Molly Johannessen, Ph.D., *Assistant Professor of Physiology; B.A. Chemistry-Biology, Lawrence University; M.S. Physiology, University of Wisconsin; M.S. Higher Education, Walden University; Ph.D. Physiology, University of Wisconsin*

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Christine S. Kell, Ph.D., *Associate Dean of Preclinical Education, Professor of Microbiology/Immunology; Chairperson of the SPG Committee; B.S., Education, Biology; M.S., Botany, Edinboro University of Pennsylvania; Ph.D., Microbiology/Immunology, Medical College of Virginia, Virginia Commonwealth University*

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Leah Labranche, M.S., *Instructor of Anatomy*; B.Sc., University of Guelph; M.Sc., Clinical Anatomy, Western University

Jack Lee, Ph.D., *Assistant Professor of Physiology, Basic Science Coordinator for Dermatology System,*; B.S. University of Buffalo; Ph.D., Physiology and Biophysics, Stony Brook University

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