



## **MASTER of MEDICAL SCIENCE**

### **ACADEMIC CATALOG AND STUDENT HANDBOOK**

**2021 - 2022**

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### **LECOM Master of Medical Science 2021-2022 Academic Calendar**

July 6, 2021	Registration and Orientation
July 6, 2021	Academic Year Begins
September 6, 2021	Labor Day (No Classes)
November 24-26, 2021	Thanksgiving Break (No Classes)
December 17, 2021	First Semester Ends
January 3, 2022	Second Semester Begins
January 17, 2022	Martin Luther King, Jr. Day (No Classes)
April 29, 2022	Academic Year Ends
June 5, 2022	Commencement

\*Dates Subject to Change\*

# **1. GENERAL INFORMATION**

## **1.1. DESCRIPTION AND PURPOSE OF ACADEMIC CATALOG AND STUDENT HANDBOOK**

The Academic Catalog and Student Handbook for the Master of Medical Science degree program 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 because 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 Master of Medical Science program, along with the Director of Student Affairs and LECOM counsel, review the annual Academic Catalog and Student Handbook to ensure 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 based on 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**

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. Serving as a guiding light and cornerstone in medical education and true to the core principles of its founders, the Lake Erie College of Osteopathic Medicine has expanded its reach to include exceptional programs in graduate studies designed to provide scholars superlative education in the respective areas of study. The professional programs are dedicated to serve all students through innovative curriculum and the development of postdoctoral education and interprofessional 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, decided 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.

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.

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.

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

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

In July 2012, the LECOM School of Dental Medicine welcomed students in Bradenton, establishing yet a new era in the betterment of health care education. The first class of dental students, who graduated in 2016, completed their fourth year of study at community-based dental outreach offices in DeFuniak Springs, Florida and in Erie, Pennsylvania. These sites were chosen, in part, because of the enduring LECOM commitment to provide care where it is most needed. Likewise, LECOM saw an opportunity to expand its reach into the Southern Tier of New York State, a traditionally medically underserved region. In the fall of 2018, the AOA granted approval for an additional location at Elmira, New York. on the campus of Elmira College. LECOM at Elmira welcomed its first class of 120 students in July 2020.

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 was one of the first -online-distance education programs in the nation for pursuing the Doctor of Pharmacy degree. LECOM also created the LECOM School of Health Services Administration. The Master in Health Services Administration (MHSA) program began “teaching the business of healthcare” and matriculating students at the Bradenton Campus in January 2014 with 11 students in its inaugural cohort. Today the LECOM School of Health Services Administration also offers, a Masters in Biomedical Ethics, a Masters in Public Health and a Doctor of Healthcare Administration. Meanwhile the LECOM Graduate School of Biomedical Sciences, established to provide educational and research opportunities to students in a variety of different career paths, includes a Masters of Science in Biomedical Science, a Master of Medical Science, a Doctoral Program in Anatomy Education, and a Doctoral Program in Medical Microbiology Education. In January 2021, LECOM added a Master of Science in Nursing – Clinical Nurse Leader program to its offerings. Beginning July of 2021, the Master of Medical Science program at the Bradenton campus will be completely taught as a DE pathway.

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.

Also in 2014, LECOM incorporated LifeWorks Erie - now known as the LECOM Center for Health and Aging - into its family of health and educational services. This affiliation which offers programs, services, and lifelong learning opportunities for individuals aged 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.

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

LECOM continued its commitment to serving the residents of northwestern Pennsylvania in 2019 and 2020, bolstering its outreach into rural communities with the addition of the Corry Rural Health Clinic and the Union City Rural Health Clinic. Senior services expanded as well with LECOM at Village Square, a 110-bed skilled nursing facility located in the heart of Erie, and the unveiling of a fourth independent living facility, Parkside at Corry. LECOM has continued to strengthen its position as the regional leader in behavioral health care, opening the LECOM Institute for Behavioral Health in and creating an affiliation with the Achievement Center of LECOM Health.

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. 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. STATEMENT OF LEGAL CONTROL AND FINANCIAL SUPPORT**

LECOM is a private, non-profit corporation and it is part of LECOM Health, which includes Millcreek Community Hospital, Millcreek Geriatric Care and Education Center, LECOM, LECOM Clinical Practices -Medical Associates of Erie (a physician practice group), and the John M. and Silvia Ferretti Medical Fitness and Wellness Center. The corporation is registered with the Florida Department of State to do business as LECOM School of Graduate Studies.

LECOM has and will continue to provide full financial support for the development, implementation and maintenance of the Masters in Health Services Administration program.

## 1.8. LECOM BOARD OF TRUSTEES

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

Ms. Mary L. Eckert

Michael J. Feinstein, D.O.

John M. Ferretti, D.O.

Silvia M. Ferretti, D.O.

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

Joan L. Moore, D.O.

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

Mr. Richard P. Olinger

Ms. Nancy Peaden

Mr. Dennis M. Styn

Michael J. Visnosky, (*Emeritus*).

Mr. Thomas J. Wedzik

## 1.9. LECOM BRADENTON ADMINISTRATION

**John M. Ferretti, D.O.**

President/CEO

**Silvia M. Ferretti, D.O.**

Provost/Senior Vice President/Dean of Academic Affairs

**Richard P. Olinger**

CFO/Vice President of Finance

**Mark Kauffman, D.O., M.S. Med. Ed., P.A.**

Associate Dean of Academic Affairs

**James Gnarra, Ph.D.**

Assistant Dean of Preclinical Education

**Anthony Ferretti, D.O.**

Associate Dean of Clinical Education – Emeritus

**Steven Ma, D.O.**

Assistant Dean of Clinical Education

**Eric Nicastro**

Institutional Director of Communications and Marketing

**Joseph Tolemeo**

Director of Operations

## **1.10. 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)

## **1.11. 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](mailto: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.

## **1.12. MMS FACULTY**

The Program recruits and chooses faculty according to the degrees, knowledge and experience that assures qualification to deliver course curriculum. Course directors are required to prepare the content of each course to fulfill Program competency requirements and have teaching, assessment, advising, research and community service responsibilities.

The Administration of the Program will provide time and support for faculty training, faculty research and faculty community service. Student evaluations of the faculty, as well as the evaluation by the Program's administration will be taken into consideration for academic retention and promotion.

Academic Freedom: All faculty at LECOM are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. LECOM recognizes that its faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

## **2. PROGRAM**

### **2.1. GENERAL INFORMATION**

The LECOM Master of Medical Science (MMS) program is designed to academically prepare students for entrance into professional schools, including LECOM's College of Osteopathic Medicine, School of Dental Medicine, or School of Pharmacy.

The LECOM MMS program will be administered as a distance learning program. All live lectures are given using a video conferencing platform, such as Zoom. All exams are online and proctored using ExamID and ExamMonitor, through ExamSoft. All exam times and lecture times use Eastern Time zone. The program is a one-year 38 credit non-thesis program beginning in early July and finishing in late April of the following year. The first MMS program began in June of 2016.

LECOM is an innovative leader in curriculum design, instructional approaches, and scientific and medical content. This commitment occurs at all levels, from curriculum planning, mastery of teaching and learning, and preparation for opportunities for students to pursue advanced degrees in medicine, dental medicine, and pharmacy.

Our present students in the College of Osteopathic Medicine, School of Dental Medicine, and School of Pharmacy speak highly of LECOM for their personal and professional development, as well as for their scientific and clinical training and skill development. Emphasis is placed on taking responsibility for making informed choices about learning, in general, and patient care in particular.

It should be noted that many criteria, in addition to academic credentials, play a role in the admissions process into professional schools after graduation from the LECOM MMS program. While the MMS program does provide an opportunity for the student to demonstrate their academic capabilities, it does not assure acceptance to LECOM's College of Osteopathic Medicine, School of Dental Medicine, or School of Pharmacy. However, students who have successfully completed the MMS program 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. ADMISSIONS**

### **2.2.1. Admissions Process**

The MMS program, which begins each academic year in July, has a rolling admission process. LECOM only admits students who begin in July. Applicants are accepted into the program until the class reaches capacity (200 students). However, it is strongly encouraged that interested applicants complete the application process before June 1, 2021.

### **2.2.2. Applicant information**

To be considered for acceptance into the MMS program for the 2021-2022 academic year, applicants must submit to LECOM prior to June 1, 2021:

- A. a completed online application
- B. \$50 application fee (to be paid on-line)
- C. one letter of recommendation from a premedical/prehealth committee or two letters from science professors from the applicant's undergraduate/graduate school
- D. original copies of:
  - 1) Official undergraduate and graduate transcripts from all programs attended AND
  - 2) DAT scores OR
  - 3) MCAT scores OR
  - 4) SAT/ACT scores.

For those submitting:

- MCAT scores, a score at or above the 40<sup>th</sup> percentile is recommended to be competitive. In lieu of MCATs, applicants may use an Academic Index Score (AIS) of 112 or higher that uses undergraduate and graduate GPAs in a formula calculation with ACT or SAT scores. If using the AIS option, applicants must submit their SAT and/or ACT scores.
- DAT scores, an Academic Average score of 17 and a minimum score of 17 in any subsection to be competitive.
- Students interested in either LECOM's medical school or dental school, students must take the MCAT (or use AIS scores) or DAT prior to the start of the spring semester and meet the minimum scores required to be considered for an interview.

Applications will be reviewed when they are considered "complete." That is, when the application, application fee, and all supplemental information listed above have been received by the LECOM Admission's Office. Accepted students who are found to have provided false written or oral information, falsified/modified documents, or who fail drug screening are subject to rescission of offers of admission or dismissal from the program.

In order for an MMS student to be considered for an interview for a LECOM doctoral program, the student must meet the following minimum standards:

- Have achieved a minimum, overall, cumulative GPA in the LECOM MMS programs courses of 3.2 by the end of the Fall Semester without any failed courses, AND
- Have a minimum Medical College Admission Test score in the 40th percentile or a minimum Academic Index Score of 112 for the COM, OR
- Have a minimum of 17 as an Academic Average on the Dental Admission Test, with a minimum Total Science score of 17, and minimum PAT, Reasoning, and Reading scores of 17 for the SDM.
- For students interested in the School of Pharmacy, the requirement for taking the Pharmacy College Admission Test is waived for students graduating from the MMS program.

Students who are accepted in the MMS program and do not meet current MCAT, DAT, or AIS standards will need to take or retake the appropriate exam and obtain minimum scores in order to be considered for an interview for admission to the COM or SDM.

Students with satisfactory academic and professional progress will be considered for interview into LECOM's doctoral programs. Although the MMS program is a linked program where applicants many applicants are accepted into LECOM doctoral programs the following academic year, applicants are holistically assessed on individual merit. As such, there is no guarantee for acceptance into the doctoral programs based solely on GPA attainment in the MMS program.

### 2.2.3. Academic Requirements

All applicants must have:

- graduated from a 4-year U.S. or Canadian college/university
- minimum Total Cumulative GPA at all schools of 2.7
- either be a U.S. citizen or permanent resident.

Students applying to the LECOM College of Osteopathic Medicine, School of Dental Medicine, or School of Pharmacy, upon successful completion of the MMS Program, must have completed the following minimal number of credits for their chosen school prior to getting accepted into the MMS Program:

Minimal Number of Credits Required			
Courses	Medicine Track	Dental Track	Pharmacy Track
Biology	8 credits	8 credits	8 credits

Inorganic Chemistry	8 credits	8 credits	8 credits
Organic Chemistry	4 credits	8 credits	8 credits
Physics	4 credits		3 credits
Biochemistry			
English	6 credits	6 credits	6 credits
Behavioral Science	6 credits		
Calculus			3 credits
Economics			3 credits
Psychology or Sociology			3 credits
Statistics			3 credits
General Education Electives			15 credits

It is strongly suggested that additional upper level Biology and Chemistry, be taken prior to the start of the program.

All completed courses must have grade of “C” or better. At the completion of the MMS program, students will have met all course requirements to apply for consideration for the LECOM College of Osteopathic Medicine, School of Dental Medicine or School of Pharmacy

## 2.2.4 Additional Applicant Information

Please mail any supplemental materials (i.e., letters of recommendation, transcripts, GRE scores, MCAT scores, ACT or SAT scores) to:

LECOM Bradenton Dept. of Admissions  
5000 Lakewood Ranch Blvd.  
Bradenton, FL 34211

Materials can also be sent by email to the [bradenton@lecom.edu](mailto:bradenton@lecom.edu).

### 2.2.4. Matriculation

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

- Final official transcripts from previously attended colleges and/or universities
- Emergency data form

- Safety report form
- Participation form for the LECOM health insurance program
- Criminal background check and drug screen
- Signed matriculation agreement

Attendance at orientation is mandatory. Matriculation is subject to satisfactory completion of all academic requirements, including completion of all forms listed above and payment of tuition, fees and other charges to LECOM.

### 2.2.5. Tuition and Fees

Tuition and fees are due and payable on the first day of class. The College reserves the right to change tuition and fees without advance notice and to make such changes applicable to present as well as future students.

Tuition	\$21,330
Application Fee	\$50
Matriculation Fee	\$500
Technology Fee	\$300
<b>Additional Fees</b>	
Health Insurance (Mandatory Unless Covered or DE)	\$3,461
Disability Insurance (Mandatory)	Age Dependent
Graduation Fee	\$500
Late Payment Fee (per week)	\$50
Transcript Fee	\$10
Remediation Exam Fee	\$100

### 2.2.6. Health and Technical Standards

All candidates must meet the health and technical standards requisite for admission and participation in the MMS program. Because the D.O., DMD, and Pharm. D. degrees signify that the holder is a professional prepared for entry into the practice of medicine or the practice of pharmacy, it follows that graduates must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care.

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

### **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 and pharmaceutical sciences.
3. Students must be able to accurately observe a patient's condition; must be able to obtain a history and perform appropriate assessments and to correctly integrate the information derived from these observations to develop and implement an accurate and therapeutically appropriate plan for the patient.
4. Students must be able to prepare medications for dispensing to patients and observe the activities of technical staff operating under their supervision in accordance with State law.
5. These skills require the functional use of vision, verbal, hearing and somatic sensations.

### **Communication**

1. Students must be able to communicate with and understand patients in a clinical setting.
2. 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.
3. Students must also be able to communicate effectively with other members of the healthcare team in oral and written form, and in-patient care settings in which decisions based upon those communications may be made rapidly.
4. They must be able to effectively communicate with and supervise technical support staff.
5. 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 administer vaccines and CPR.
9. Students must be able to transport themselves to school and to rotation sites.

#### **Interpretative, conceptual, integrative and quantitative abilities**

1. Students must have effective and efficient learning techniques and habits that allow mastery of the pharmacy 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, calculate, reason, analyze, synthesize and apply information and concepts.
4. They must also be able to comprehend spatial relationships and three-dimensional models.
5. Students must be able to problem solve in areas relevant to pharmacy administration and patient care.

#### **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.
3. Students must understand the legal and ethical aspects of the practice of pharmacy and function within the guidelines established by the law and by the ethical standards of the pharmacy profession.
4. They must be able to relate to patients and their families, colleagues, and other members of the healthcare team with courtesy, maturity, and respect for the dignity of individuals.
5. 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. .
6. 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.
7. Students must be able to tolerate physically, mentally and emotionally taxing workloads.
8. Students must have the capability of performing all required duties without creating a threat to the safety of patients or colleagues.
9. Students must be able to abstain from any type of fraternization or sexual activities with patients or their families.
10. 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.

### **2.2.7. 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.

### **2.2.8. 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.

### **2.2.9. 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 Student Affairs provides personal support and current information on assistance available to the veteran.

### **2.2.10. Transfer Credits**

LECOM does not accept transfer credits into the MMS program.

## **3. ACADEMIC PROGRAM**

### **3.1. MMS MISSION**

The mission of the Master of Medical Science program is to prepare students academically, scientifically, and professionally to be competitive applicants into the LECOM College of Osteopathic Medicine, School of Dental Medicine, or School of Pharmacy.

### **3.2. MMS GOALS**

The goals of MMS program are to teach, reinforce and strengthen knowledge in the following:

1. clearly stating course objectives, which represent valuable skills, tools, or content which enables a student to learn and engage a specific part of the course.
2. ensuring a well-defined linkage between objectives, teaching, and testing.

3. informing each student that the MMS curriculum is cumulative, and information taught will be based upon information learned.
4. communicating an understanding to each student of the need for high standards and expectations for success not only in the program but also in the future.
5. maintaining updated records of student progress and provide immediate feedback when needed.
6. committing to staff development and assuring successful implementation of the program.
7. teaching, reinforcing and strengthening knowledge in the following science courses:
  - A. Cellular and Molecular Biology
  - B. Biochemistry I and II
  - C. Medical Terminology
  - D. Physiology
  - E. Histology
  - F. Pharmacology and Toxicology
  - G. Pathophysiology I and II
  - H. Clinical Anatomy
  - I. Medical Microbiology
  - J. Medical Genetics
  - K. Immunology

The following will provide students with the knowledge and skills needed to develop life-long strategies for professional and career development, enhance written and oral research presentations skills, and learn principles and strategies for becoming effective team members.

### **Goal 1 - Educational Excellence, Management, Leadership**

- A. To provide students with a solid knowledge base in basic medical sciences and healthcare and provide an opportunity for them to apply for terminal degrees in medicine, dental medicine, or pharmacy.

- B. Students will have no more than 6 credits of C grades.
- C. To attract highly qualified applicants with the development of institutional and community awareness of our program quality.
- D. To provide an educational opportunity to students who may not have the academic history (i.e., grades, courses, or high enough MCAT, DAT, or PCAT scores) to enter a college of medicine, school dental medicine, or school of pharmacy.
- E. Upon successful completion of the program, provide a pathway to be acceptable into the LECOM College of Osteopathic Medicine, School of Dental Medicine, or School of Pharmacy.

## **Goal 2 – Increase Student’s Medical Science and Research Knowledge**

- A. To provide students with a solid foundation of various medical sciences
- B. To introduce students into basic research principles and practices.
- C. To provide students with a solid foundation of the patient side of health care using various methodologies in behavioral medicine, epidemiology, and legal issues in healthcare.
- D. To provide practical experience through participation in practical problem solving, leadership exercises, and the application of research principles.
- E. To introduce students into evidence-based medicine, which is an approach to medical practice which optimizes appropriate decision-making abilities by emphasizing the use of evidence which was accurately designed, conducted, analyzed, and reported.

## **Goal 3 – Medical Science Centered Curriculum**

- A. To provide a medical science centered curriculum using problem-based learning courses aimed at developing critical thinking, decision making, and problem-solving skills, which prepares the graduate with a basic medical science foundation.
- B. To prepare graduates with a well-rounded foundation in basic medical sciences, basic medical sciences; including areas of study in anatomy, histology, physiology, pharmacology, biochemistry, and microbiology, which meet the preliminary requirements acceptable into the LECOM College of Osteopathic Medicine, School of Dental Medicine, or School of Pharmacy.
- C. To prepare graduates with effective decision-making and problem-solving skills.

## **Goal 4 - Professionalism Excellence**

- A. To provide the student with the fundamental knowledge base of the attributes of professionalism.
- B. To encourage the student to embrace the tenants of professionalism, ethics and humanism.
- C. To achieve development of effective written and verbal communication skills and translate those skill to effective organizational leadership.

### **3.3. MMS VISION**

The MMS's vision is to be recognized by academic and professional communities as a leader and innovator in preparing students for careers as osteopathic physicians, dentists or pharmacists.

LECOM MMS recognizes that future leaders in medicine, dental medicine, and pharmacy will carry exceptional responsibility for improving patient care, using a strong foundation of knowledge of the discipline, demanding the highest level of professionalism, and employing the holistic approach of Osteopathic philosophy.

### **3.4. INSTITUTIONAL STUDENT LEARNING OUTCOMES (ISLO)**

The following provides guiding principles toward LECOM's institutional mission and goals using the seven different ISLO categories:

1. Critical Thinking
2. Information Competency
3. Effective Communication
4. Quantitative Reasoning
5. Self-Efficacy
6. Workplace Skills
7. Community and Global Awareness

These guiding principles are not meant to be permanent. Thus, they may be modified and/or enhanced by faculty and/or curriculum committee as the need arises. The course directors and curriculum committee will continue to oversee the development and evolution of these principles.

*Students will achieve these outcomes by attending all lectures, completing all reading assignments, previewing and reviewing PowerPoint presentations, participating in class discussions, and completing all exams and assignments.*

## 1. Critical Thinking

Critical Thinking - Effectively analyzes arguments, assumptions, and problems, then draws conclusions. It is the ability to:

- A. read and understand basic and clinical science information
- B. compare and/or contrast biomedical science ideas, concepts, principles or theories
- C. communicate and/or discuss scientific information with faculty and classmates
- D. engage in strategy-developing techniques to better understand basic and clinical science information
- E. synthesize scientific data
- F. present scientific findings in a cohesive fashion

This includes, but is not limited to the ability to:

- A. thinking scientifically and creatively
- B. planning your academic strategies to learn basic and clinical science information
- C. applying the scientific knowledge learned to new situations
- D. applying logical reasoning to drawing assumptions/conclusions
- E. seeing relationships or differences between varied situations
- F. solving scientific and nonscientific problems
- G. brainstorming effectively

## 2. Information Competency

Information Competency is the ability to:

- A. identify information needed
- B. seek out sources to locate the information
- C. collect information effectively, efficiently, and honestly
- D. evaluate and analyze information collected
- E. utilize and apply the information collected accurately and appropriately
- F. communicate the information in various formats

This includes, but is not limited to the ability to:

- A. understanding research theories and methodologies
- B. recognizing and articulating the need for specific information collected
- C. determining information requirements in various disciplines
- D. identifying potential sources of valid information
- E. securing pertinent information using available tools and technologies
- F. organizing information gathered
- G. analyzing Information gathered on the basis of reliability and validity
- H. recognizing statistically valid information
- I. synthesizing information gathered
- J. making hypotheses from valid data gathered, analyzed, and synthesized
- K. disseminating Information
- L. communicating the information using various methods and technologies

### 3. Effective Communication

Effective communication is the ability to effectively use written, oral and nonverbal communication.

This includes, but is not limited to the ability to:

Written information, such as

- A. reading information written
- B. comprehending information written
- C. comparing and contrasting information written

Writing information, such as

- A. conveying accurate information in writing
- B. expressing thoughts, ideas and feelings using civil discourse
- C. editing and revising written work

Listening Actively, such as

- A. asking meaningful questions
- B. responding appropriately

Oral Presentations, such as

- A. constructing oral communications appropriate to specific situation
- B. participating effectively in conversations with others
- C. articulating thoughts, ideas and feelings to other
- D. advocating for a thought, plan, or idea
- E. identifying key points in a discussion

4. Quantitative Reasoning

Quantitative reasoning is the ability to use appropriate mathematical methods.

This includes but is not limited to the ability to:

Measuring, such as

- A. using an accurate measuring device
- B. estimating the uncertainty associated with measured quantities

C. using standard statistical methodologies to assess a value to a measurement

Computing, such as

A. using basic and advanced mathematics and statistics to effectively perform standard mathematical operations

B. estimating answers using reasonable strategies

C. using significant figures appropriately when operating with measured quantities

Solving Problems, such as

A. interpreting the problem

B. making a plan and decide which mathematical model to use

C. using appropriate mathematical methods to arrive at the correct answer

Reading and Interpreting Data, such as

A. interpreting graphs, tables, charts and text to extract data

B. making inferences from valid data

C. using graphing technology to analyze and predict behaviors

## 5. Self-Efficacy

Self-efficacy is the confidence and ability to perform the courses of action required to effectively meet personal, social, academic and professional goals.

This includes but is not limited to:

A. developing skills in self-awareness and accountability

B. recognizing and accepting consequences of decisions

C. being aware of and taking control of one's own learning

D. meeting deadlines and complete tasks

E. committing to lifelong learning

F. recognizing individual strengths and weaknesses



G. managing personal health and wellbeing

#### 6. Workplace Skills

Workplace skills provide the ability to perform effectively at work.

They include but are not limited to:

- A. developing technological skills
- B. choosing appropriate technologies
- C. applying technology to task
- D. using technology and equipment effectively
- E. becoming a team player
- F. participating as an integral member of the team

#### 7. Community and Global Awareness

Community and global awareness include an understanding of community and global issues and cross-cultural awareness.

This includes but is not limited to:

- A. developing knowledge in cultural awareness
- B. understanding the perspectives of diverse groups
- C. appreciating the contributions of diverse groups
- D. respecting the needs, difficulties and rights of diverse groups
- E. having knowledge of civic awareness

### 3.5. CURRICULUM FORMAT

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 38 weeks of academic study as follows:

- Fall Semester – July - December (22 weeks of classes)
- Spring Semester – January – April (16 weeks of classes)

### 3.6. COURSES, COURSE NUMBERS, AND CREDIT HOURS

The following is a list of required courses, course numbers, and credit hours for each course.

#### **Fall Semester, July – December**

<b><u>Course Numbers</u></b>	<b><u>Courses</u></b>	<b><u>Credit Hours</u></b>
MMS1006MM1B	Cellular and Molecular Biology	3
MMS1035MM1B	Biochemistry I	3
MMS1000MM1B	Medical Terminology & Communication	1
MMS1016MM1B	Physiology	4
MMS1040MM1B	Biochemistry II	3
MMS1070MM1B	Pharmacology and Toxicology	3
MMS1090MM1B	Histology	2
MMS1100MM1B	Pathophysiology I	3
<b>Total</b>		<b>22</b>

#### **Spring Semester – January - April**

<b><u>Course Numbers</u></b>	<b><u>Courses</u></b>	<b><u>Credit Hours</u></b>
MMS1050MM1B	Clinical Anatomy	3
MMS1060MM1B	Medical Microbiology	4
MMS1085MM1B	Medical Genetics	2
MMS1091MM1B	Immunology	2
MMS1105MM1B	Pathophysiology II	5
<b>Total</b>		<b>16</b>

### 3.7. COURSE GRADING

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

### 3.8. CREDIT CALCULATION

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

### 3.9. COURSE DESCRIPTIONS

#### **(Course #s MMS1035MM1B & MMS1040MM1B) – Biochemistry I & II (3-Credits Hours each; 6-credit Hours in Total)**

These courses provide the molecular basis for important physiological processes and disease states and the biological molecules that are the targets of drugs. This course will focus on two broad areas: (1) modern concepts of protein structure and function; and (2) traditional intermediary metabolism, emphasizing relationships to disease states such as diabetes and hyperlipidemia. This course, and the companion microbiology course in the spring semester, will provide the MMS student the basic scientific insight into how drug targets are chosen and developed, and the mechanism by which they alleviate a disease.

#### **(Course # MMS1006MM1B) - Cellular and Molecular Biology (3 Credit Hours)**

The successful modern scientist and biomedical professional will have a broad understanding of the basic sciences. This course provides an introduction to cellular and molecular biology that will complement and integrate with other biomedical sciences courses offered in the MMS program. Through lecture materials, required readings, and small group discussion sessions, students will develop a foundational understanding of the cellular and molecular basis of life and to develop the capacity to apply this understanding to the biomedical sciences.

#### **(Course # MMS1050MM1B) – Clinical Anatomy (3 Credit Hours)**

This course is a survey course which introduces students to clinical anatomy. The course is a 15-week course with three blocks; musculoskeletal, cavities, and head. Successful completion of this course will enable a student to undertake a professional school clinical anatomy course.

#### **(Course # MMS1090MM1B) – Histology (2 Credit Hours)**

This course is the first course in a two-course anatomy sequence. It is a survey course which introduces students to human histology. The course will cover the microanatomy of the four basic tissues after which the microanatomy of the organ systems will be covered. The course is an 8-week course with two quizzes and three examinations. Successful completion of this course will prepare students for the study of medical or dental school histology and pathology.

#### **(Course # MMS1091MM1B)– Immunology (2 Credit Hours)**

This course introduces the fundamental mechanisms of immunity and the importance of the immune system in control of human disease. The objectives of this course are (1) to describe the cells of the immune system and their functions, (2) to understand the interplay among immune cells in stimulating or suppressing immune responses, and (3) to understand how failure of immunity leads to the development of human diseases.

**(Course # MMS 1085 MM1 B) – Medical Genetics (2 Credit Hours)**

Through advancements in molecular biology the era of molecular medicine has emerged, in which health care providers will increasingly apply genetic information to maintain health and to diagnose disease. This course will provide students with an understanding of the principles and concepts of human genetics upon which current clinical genetic practice (diagnosis, treatment, and counselling) is based. The impact of the human genome project on basic science and the current and future clinical management of human disease through personalized medicine will be emphasized. Mono- and multi-factorial genetic variation at the molecular, individual, and population levels will be presented and reinforced through use of clinical case studies.

**(Course # MMS1060MM1B) – Medical Microbiology (4 Credit Hours)**

This course provides an introduction to infectious diseases with an emphasis on microbiological organisms of importance in human disease. The objectives of this course are (1) to describe mechanisms of virulence of human pathogens, (2) to integrate the interactions between microorganisms and the immune system in human disease, and (3) to identify mechanisms of action of important anti-microbials.

**(Course # MMS1070MM1B) - Pharmacology and Toxicology (3 Credit Hours)**

The Master in Medical Science course in Pharmacology and Toxicology will introduce students to the coordinated study of the molecular, cellular and physiologic bases of drug action. The course will begin with general principles of pharmacodynamics and pharmacokinetics, and the remainder will familiarize students with various classes of drugs that act at various organ systems. Mechanisms of action and toxicity profiles with these drugs will be emphasized.

**(Course # MMS1100MM1B and MMS1105MM1B) – Pathophysiology I and II (3-Credit Hours for Pathophysiology I and 5-Credits for Pathophysiology II - 8 Credit Hours Total)**

Pathophysiology introduces clinical medicine and the disease process through the integration of the basic sciences. Students will apply their knowledge of normal structure and function of anatomical, physiological, biochemical, etc. systems toward the processes that may lead to the development of disease.

**(Course # MMS1016MM1B - Physiology (4 Credit Hours)**

Physiology provides an understanding how cells, tissues, organs, and organ systems function together to create one organism. Students will acquire a core of scientific knowledge about humans as a physiological entity and will develop skills on how to apply basic physiological principles into the appropriate clinical context. The course lays the basis for understanding diagnosis and treatment of diseases. Students will be provided with an understanding as to how physiological research improves diagnoses and treatments of diseases.

**(Course # MMS1095MM1B) - Public Health and Preventive Medicine (3 Credit Hours)**

Diagnosing and treating disease will always be important, but equal importance should be placed on the preservation and enhancement of health. The purpose of this course is to highlight the common goals shared by preventive medicine and public health, such as promoting general health, preventing specific diseases, and applying epidemiological concepts and biostatistical techniques toward accomplishing these goals. This course will compare the delivery of preventive medicine

and public health by demonstrating how preventive medicine seeks to enhance the lives of individuals by helping them improve their own health and how public health attempts to promote health in populations through the application of organized community efforts. Students will learn epidemiologic concepts and principles, understand the statistical foundations of clinical decisions, realize the impact that social determinants of health has on individuals and communities, and assess the importance of cultural sensitivity in healthcare delivery systems.

**(Course # MMS1000MM1B - Medical Terminology & Communication (1 Credit Hours))**

Medical terminology is a study of the words used in medicine. The student will learn the root meaning of words by understanding its Greek or Latin origin and how to combine the root words with prefixes and suffixes to better communicate in the healthcare setting.

## **4. STUDENT AFFAIRS**

### **4.1. POLICY AND PROCEDURE FOR FINAL GRADE APPEALS**

#### **4.1.1. 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”:
- Assignment of a grade that is malicious and/or discriminatory: i.e., in determining the grade, the Course Director clearly did not apply the same standards he/she used for grading other members of the class whose work and behavior were like those of the appealing student.
  - 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.
  - 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 because of Step 1 of the Appeals Procedure (Faculty-Student Conference).
- B. The following reasons do not constitute “good cause” for the purposes of appealing a grade:
- Disagreement with the course or systems requirements established by the professor.
  - Disagreement with the grading standards established by the professor.
  - Disagreement with the judgment of the Professor in applying his/her grading

standards so long as he/she has made a reasonable effort in good faith to be fair and consistent in exercising that judgment. Good faith on the professor's part shall be presumed unless the student can offer convincing arguments to the contrary.

- The student's desire or "need" for a particular grade, while compelling to the individual on a personal level, shall not be considered "good cause" for purposes of appeal.
- Students repeating any academic year are ineligible for grade appeals.

#### **4.1.2. Procedure for Final Grade Appeals in the College**

##### ***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 inform the Program Director.

- The student-faculty member conference shall take place within ten (10) working days after official notification of the grade from the registrar's office.
- If either the student or faculty member wants the conference to take place in the presence of a third party, a request will be submitted to the Program Director or another member of the institution to sit in on the conference.
- The student shall explain the reasons for appealing the grade (see Cause for Final Grade Appeals), and the faculty member shall explain the reasons for assigning the grade.
- If the faculty member believes the grade should not be changed, the student shall be notified electronically or in writing (with a copy to the Program Director within five (5) working days after the conference has occurred.
- The Program Director will consider all the facts presented by the student and faculty member and decide regarding any grade change based on the criteria listed in Cause for Final Grade Appeals A and B.
- The student will be notified electronically or in writing within a reasonable time period of the Program Director's decision.

##### ***Step 2: Appeal to the Student Promotion and Graduation (SPG) Committee (section 4.2.2, supra).***

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

- 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.
- The appeal should be made within 10 (ten) working days after the student receives the written notification from the Program Director.
- After considering all the facts, the SPG Committee will decide. The student shall be notified electronically or in writing within a reasonable time of the decision of the

Committee.

- If the SPG Committee rules against the student, the decision may be appealed to the President within 10 working days after the student receives notification of the decision. The decision of the President in the matter shall be final.

### ***Step 3: Appeal to an Academic Appeals Committee***

If the student's challenge of his/her failing grade is determined valid under Step 2 of the Procedures for Final Grade Appeal:

- An Academic Appeals Committee is selected from the list of full-time members of the faculty except for the faculty members involved in issuing the grade or a member of the SPG Committee. The Program Director will supply the student with a list from which the student will select two (2) faculty, and the faculty member who issued the grade will select two (2) faculty, the Program Director will designate one (1) faculty member who shall serve as Chairperson of the Committee.
- Within a reasonable period, usually five (5) working days after selection of the Committee, the Chair of the Appeals Committee shall notify the student and faculty member in writing or electronically of the date, time, and place of a scheduled hearing.
- The Academic Appeals Committee may consider all materials in the appeal file, including, but not limited to, the student's written appeal, the faculty member's written justification, the student's written work for the course, and any additional academic records.
- The Academic Appeals Committee shall reach a decision within a reasonable amount of time - usually fifteen (15) working days after the receipt of the appeal and report their decision electronically or in writing to the Program Director.
- The student and the faculty member shall be given written notice of the Academic Appeals Committee's decision by the Dean/Associate Dean of Academic Affairs of the College of Osteopathic Medicine, or the Program Director and shall be informed of their right to appeal the Committee's decision to the President of the College. The faculty member or the student may appeal the decision of the Academic Appeals Committee in writing to the President within 30 calendar days. No grade shall be recorded until the time limit is up or a release signed by the student is on file.
- The decision of the President is final. The President shall notify the student and the Dean/Associate Dean of Academic Affairs and Program Director of his decision in writing.
- The Program Director shall notify the registrar within a reasonable amount of time (usually five (5) working days) electronically or in writing of the final decision.

### **4.1.3. Satisfactory Academic Progress Policy**

A student is 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 prior to graduation. Exceptions to this policy will be made on an individual basis. This policy applies to all students regardless of whether 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 will be assessed pursuant to the rules in Section 4.15, Remediation.

If a student is permitted to remediate and continue 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 SPG Committee determines the satisfactory academic progress status of the student or prior to the start of 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.

LECOM policy requires a pace of 100% progress (completed course credits/attempted course credits) per academic year. The student must complete the requirements for the program within one year of the original matriculation date. A student must progress through the curriculum at a pace that enables him/her to graduate in the maximum time allotted.

The SPG Committee, charged with monitoring satisfactory academic progress, makes its recommendations to the Associate Dean of Academic Affairs, LECOM-Bradenton, 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 4.1.5, Remediation. See Section 5.2.16, Satisfactory Academic Progress Standard for Financial Aid Recipients.

#### **4.1.4. Probation**

- A. Probation is defined as a period during which a student’s academic progress will be closely monitored by the SPG Committee, the Dean and the Program Director. The Dean and the Program Director will specify the probationary period.

A student of the MMS program may be placed on probation upon failure of a course 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. A student in the MMS program may be placed on Conduct or Disciplinary Probation because of seriously deficient ethical, professional, personal or illegal conduct.

- B. When a student is placed on probation, the Program Director will notify the student in writing of the reasons for probation. A copy of this letter will also be distributed to the Chairperson of the SPG Committee. The Committee will ascertain when the terms of the probation have been satisfied and recommend to the Associate Dean that probation can be rescinded. A copy of this letter will be placed in the student's permanent file if the probation is labeled "Disciplinary" as opposed to "Conduct."
- 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. The student will remain on probation until the following minimally acceptable standards are met:
  - The student will be removed from probation when the specified courses have been remediated according to the following remediation section.
  - The student will be removed from probation when the specified terms of probation for ethical, professional, or personal conduct are met.
- E. 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 to remain eligible to continue in the MMS program. Any student, who fails to improve his /her performance in the areas identified by the SPG Committee during the probationary period may continue probation, be asked to withdraw or be dismissed from LECOM.

## **4.1.5. Remediation**

### **4.1.5.1. Policy Statement**

Remediation is to be regarded as a privilege, which must be earned by a student through an active participation in the educational program as demonstrated by regular attendance, individual initiative, and utilization of resources available to him or her.

If a student receives a failing grade in a course, that student will be reviewed by the SPG Committee and procedures for remediation will be recommended by the Committee to the Associate Dean of Academic Affairs.

#### **4.1.5.2. Academic Deficiency Procedures**

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

- A. The SPG Committee will consider all failure (F) grades for a course as requiring remediation.
- B. Educational objectives in remediation are the same as the educational objectives used for the regular curriculum.
- C. Students who fail to reach and maintain appropriate academic achievement are identified as "at risk."

#### **4.1.5.3. Remediation Procedures**

- A. If a student fails a course, they will be given the opportunity to remediate that course by examination. The dates for remediation are as follows:
  - Summer session – Medical Terminology, Biochemistry I and Cellular and Molecular Biology only; Remediation exam on or before September 4, 2021
  - Fall – Remediation exam on or before December 31, 2021
  - Spring – Remediation exam on or before May 13, 2022
- B. Failure of any remediation exam will result in dismissal from the MMS Program.
- C. A student will be permitted to remediate three (3) courses while in the MMS Program. Failure of a fourth course will result in dismissal from the Program without further opportunity for remediation.

#### **4.1.6. Dismissal**

LECOM may dismiss a student at any time if circumstances of a legal, moral, behavioral, ethical, health or academic nature justify such an action and if it is deemed necessary to safeguard its standards of scholarship, conduct, and orderly operation.

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

- A. Receiving a grade of (F) or below 70% in a remediated course.
- B. Receiving a grade of (F) or below 70% in four courses, regardless of successful remediation of any courses.
- C. Unsatisfactory professional or personal behavior in any of the following areas:

1. Attendance;
2. Cooperation with instructors;
3. Interaction with fellow students, associates or LECOM or clinical site personnel;
4. Approach to and interaction with patients; or
5. Personal appearance not in compliance with the LECOM dress code.

D. Failure to demonstrate continued academic and professional growth and achievement.

E. Conviction of a felony or a crime involving moral turpitude.

This list is not all-inclusive.

#### **4.1.7. Letter of Evaluation from the Program Director**

The Program Director's Letter of Evaluation is an evaluation of the overall performance of the student. This letter reflects the observations of and interactions with each student that the Program Director has experienced during each student's tenure at LECOM. This letter is based on each student's achievement in the MMS curriculum and will include the student's current overall GPA. This letter is intended to present a holistic evaluation of each student.

### **4.2. ADDITIONAL ACADEMIC POLICIES AND PROCEDURES**

#### **4.2.1. Special Environments**

##### **4.2.1.1. Introduction**

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

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

##### **4.2.1.2. Students Who Believe They Are Sensitive to Chemicals**

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

- A. The student will be directed to the Office of Student Affairs which will inform the student of the following options:
- The student may wish, at the student's expense, to be medically evaluated. The Office of Student Affairs will assist in identifying a Board-Certified Allergist and may, upon request from the student, assist the student in obtaining an appointment at the earliest possible opportunity.
  - If the student wishes to reduce exposure to the chemicals in question, this may be accomplished by wearing extra clothing and gloves. Students should also consider wearing an appropriate mask.
- B. The student will be given three (3) working days in which to decide as to the two options. During this period, if the student decides not to attend the class in question, the absences will not be counted. The student will, however, be held responsible for the material covered and examinations given during the absences. After three (3) working days, if the student has not decided in writing to the Director of Student Affairs, any further absence from courses will be counted against his/her attendance record, which could result in consideration for dismissal from LECOM.

#### **4.2.1.3. The Pregnant Student**

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

The student will be directed to the Office of Student Affairs for information to enable her to make an informed decision regarding the following options:

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

#### **4.2.2. Veterans 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 Student Affairs provides personal support and current information on assistance available to the veteran.

### 4.2.3. Registration

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

- Final official transcripts from previously attended colleges and/or universities;
- Physical examination form;
- Immunization records as outlined on the physical examination form;
- Emergency data form;
- Safety report form;
- Participation in the LECOM health insurance program;
- Criminal background check and drug screen;
- Signed matriculation agreement;

Should LECOM learn that a prospective student has failed a drug or alcohol test after accepting the student or if the student is involved in a drug or alcohol related incident after acceptance, LECOM reserves the right to rescind the acceptance or to condition acceptance on the student's entrance into an alcohol or drug treatment program. Attendance at orientation is mandatory for first year students. Matriculation is subject to satisfactory completion of all academic requirements, including completion of the Immunization Status Report and immunity to all diseases as outlined in the report, and payment of tuition, fees, and other charges to LECOM. Background checks and drug screen must be completed within 30 days of matriculation.

### 4.2.4. Academic Advisement

The Program Director serves as a faculty advisor upon matriculation. Other faculty members may serve as advisors on an *ad hoc* basis. Students should view faculty advisement as a privileged part of the academic process.

The academic advisor-advisee relationship can become one of the most valuable aspects of professional education. It will provide an opportunity to develop sustained individual contact between faculty and students on both academic and personal levels.

### 4.2.5. Timing of and Attendance at Examinations

**Students must be on time for examinations.** Examinations will not be given after the scheduled time or, at the discretion of the Course Director. Individual Course Directors will establish rules for tardiness in their syllabi. If a student misses an examination due to an excused absence, the student will be permitted to take a make-up examination whose timing is at the discretion of the Course Director. For excused absences due to illness, a written statement from the attending physician is required before the student will be allowed to take the examination. If the absence is unexcused, the student may be allowed to take an examination. Approval must be obtained from the Chairperson of the SPG Committee, the Program Director, and the Associate Dean. The highest grade that can

be earned for an examination after an unexcused absence is 70%.

#### 4.2.6. Examination Decorum

All examinations are proctored by faculty and/or administrators or artificial intelligence. During examinations students are expected to always maintain a decorum and demeanor that is consistent with accepted academic and professional standards. Professional dress is required for all examinations unless indicated otherwise. Lack of professional dress may result in dismissal from the exam. The student will then be treated as if he or she had an unexcused absence. For Examsoft exams and other computer-based exams (such as shelf exams), only the computer may be brought into the examination site. All other materials are prohibited unless explicitly and specifically designated by the course director. **The presence of any prohibited material in an examination room or in an area accessible to examinees (i.e., nearby restrooms, hallways, trash cans, etc.) is considered academic dishonesty and will result in a score of zero on the examination and referral for disciplinary action, whether or not cheating on the particular examination actually occurred.**

Prior to entry into the examination room, the student **must** leave all personal items (books, notes, study aids, coats, cell phones, any electronic devices, etc.) outside of the exam room. Once the examination has started, no talking is allowed, and student questions will not be answered by the proctors (other than those relating to technical issues with ExamSoft). Students who need to use the restrooms must first suspend the computer exam and announce to the online proctoring software that they are leaving the examination room.

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

#### 4.2.7. Interruptions During an Examination

If a fire alarm or other emergency condition occurs during an examination, either paper or computer-based, students will immediately cease taking the examination and evacuate the building.

The examination timing mechanism will be suspended by the proctor. Students may not discuss the examination with any other person or access any type of information related to the examination. The Honor Code will be in effect, and students should monitor themselves and others to ensure compliance.

After the fire alarm or other cause of interruption has ended, students will return to their exam room in a timely manner (within 15 minutes) and resume the examination when announced by the proctor to do so. Students returning later than 15 minutes following the “all clear” signal may be excluded from continuing the examination.

The proctor will resume the examination timing mechanism after adding additional time equal to that lost during the interruption (length of the alarm plus 15 minutes to return). Students returning late will not receive additional time above that given to all students. In the event of a prolonged interruption, the course coordinator after consultation with the Program Director may decide to suspend the examination and reschedule it for a different date.

#### **4.2.8. Counseling after Failed Examinations**

Any student who fails an examination will be required to contact the Professor and the Program Director following notification of the failed examination to arrange for academic counseling in the course. Such counseling is mandatory.

#### **4.2.9. Leave of Absence**

A student requesting a Leave of Absence for any reason must go through the following procedure:

- The student must complete a *Request for a Leave of Absence Form* (Appendix E) after consultation with the student's advisor and the appropriate Dean. Part B of the Request for Leave of Absence Form requires the student to receive financial aid counseling by the LECOM Office of Financial Aid and complete a *Leave of Absence Form for Financial Aid* (Appendix F).
- The completed *Request for Leave of Absence Form* (Appendix E) completed *Leave of Absence Form for Financial Aid* (Appendix F), letter explaining the reason for the request, and documentation appropriate to the reason (for example, a letter which includes a diagnosis from the attending physician for a medical reason) are all to be provided to the appropriate Dean.
- Requests for a medical Leave of Absence must be accompanied by letter from a physician (DO/MD) that includes a diagnosis supporting the request. A physician's clearance is also required to return from a medical leave of absence.
- The request will be reviewed, and an official letter will be sent to the student indicating whether the leave of absence has been approved. If the leave of absence is approved the letter will include the frequency of required interim contact by the student with LECOM during the absence and will designate the LECOM official who the student is to contact.
- If the leave of absence is approved by the Dean, copies of the *Request for Leave of Absence Form* and the official letter from the Dean will be provided to the Director of Student Affairs, the Office of Financial Aid, the SPG Committee of the student's program and the Bursar.
- When a student returns from a Leave of Absence, tuition for the semester or term of return will be charged on a prorated basis.

If the leave is approved, tuition charged will be in accordance with LECOM's refund policy. During the leave, the student will be required to contact a designated LECOM representative at intervals specified in the approval letter. Any request for an extension of a student's leave of absence must be made in writing to, the appropriate Dean at least 30 days in advance of the end of the current leave.

The appropriate Dean must approve the extension.

During a Leave of Absence, a student must maintain some type of health insurance. For a medical Leave of Absence, the student may remain enrolled in the LECOM Student Health Plan for up to six months. An additional six-month coverage is allowable with LECOM approval. The student shall pay all required premiums directly to the local provider at Hub International.

Students who are on an approved Leave of Absence for sixty (60) days or more, must meet with the Chairperson of the SPG Committee of the Student's program, the Director of Student Affairs, and the appropriate Dean (or if the Dean designates, the Dean's representative) two weeks prior to being reinstated in their program of study. Students may be required to provide documentation of ability to return to the program depending on the circumstances of their leave of absence. Students on medical leaves of absence are required to provide a medical release from their treating physician prior to their return to class. To return to school, students must provide an up-to-date immunization record, a current background check, and evidence of ability to pay if so, directed by the Director of Student Affairs. A student returning from a LOA shall be responsible for tuition and fees for the return semester.

A student who is in the first semester is not eligible for a Leave of Absence. The student must withdraw. A student will not receive a leave of absence to avoid course failures.

## **4.2.10 Mandatory Leave of Absence**

LECOM offers a robust program of services and accommodations to ensure qualified students with disabilities have equal opportunity to participate in LECOM's programs and activities (see Section 4.1.6. of the Academic Catalog and Student Handbook).

In situations where a student is unable or unwilling to carry out substantial self-care obligations, where current medical knowledge and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of others, or where a student poses an actual risk to their own safety not based on mere speculation, stereotypes, or generalizations about individuals with disabilities, and the student does not want to take a leave voluntarily, the Dean of the student's particular College or School has the authority to place the student on a mandatory leave of absence. Before placing a student with a disability on a mandatory leave of absence, LECOM will do an individualized assessment to determine if there are reasonable accommodations that would permit the student to continue to participate in the educational program without taking a leave of absence. Such decision may be appealed in writing to the President within seven business days of notification.

A student on a mandatory leave of absence may request reinstatement when the circumstances that resulted in the leave no longer exist or have moderated in severity such that the student no longer poses a significant risk to the health or safety of others or an actual risk to their own safety. The request shall provide evidence of the change in circumstances. Reinstatement may be granted by the same official who imposed the mandatory leave. If a request is denied on grounds of health or safety,



the decision may be appealed in writing to the President within seven business days of notification of denial. .

### **4.2.11 Withdrawal Policy**

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

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

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

- A. The student is encouraged to consult with the Program Director. If still wishing to withdraw, obtain a withdrawal form from the Program Director.
- B. The student should submit the completed withdrawal form to the Office of Student Affairs at his or her location.
- C. If the withdrawal occurs during the first 50% of the designated length of a course, the student will receive a “W” for that course. If withdrawal occurs during the last 50% of the designated length of a course, the student will receive a “WP” or “WF”, depending upon the determination by the instructor of the course as to whether the student was passing or failing at the time of last date of attendance.
- D. No withdrawals will be permitted during the final two weeks of a semester or term.

Once a student has withdrawn and has received a full or partial refund of tuition and fees and/or financial aid, the student is not eligible for a medical leave of absence.

### **4.2.12 Academic Freedom**

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

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

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

### 4.2.13 Requirements for Graduation

Students who have satisfactorily completed all academic requirements and who have been recommended by the LECOM faculty to the LECOM Board of Trustees (as indicated by the successful completion of the faculty-developed curriculum) may be awarded the Master's degree, provided that they are of good moral character and have met the following standards:

- Maintained at least a 70% in each course, and have no un-remediated failing grades and no grades of Incomplete (I);
- Are at least 21 years of age;
- Completed all legal and financial requirements;
- Exhibited ethical, professional, behavioral and personal characteristics;
- Completed the Graduation Clearance Form on the Surveys tab of the LECOM portal (portal.lecom.edu). This form, which must be completed prior to graduation, is placed with the student's permanent electronic record and serves as the students' final clearance from campus;
- Completed an exit interview with the Office of Student Affairs if the student is a recipient of any form of financial aid;
- Attended the Commencement at which the degree is to be awarded. Only in unusual circumstances, and with approval of the President, will a degree be awarded in absentia.

All students must meet the graduation requirements for their program as listed in the catalog of entry and/or any subsequent or additional program requirements. In the event of an extension beyond the projected graduation date, the student must meet the requirements for the class with whom the individual graduates and any other requirements specified by the SPG Committee and Dean of Academic Affairs. **Students must complete all requirements for graduation within four weeks from the last day of class.**

### 4.2.14 Commencement

Attendance at Commencement is mandatory for all graduating students. Commencement shall be held approximately two weeks following the end of the academic year. Requests for awarding of the degree in absentia, such as in the case of incurring a medical condition where participation in graduation would present a significant health hazard, must be submitted to, and approved by the President. Each graduate is required to wear the academic regalia designated by LECOM.

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

and his/her receipt of the diploma may be delayed.

## **5 INSTITUTIONAL SERVICES**

### **5.1 FINANCIAL AID/FINANCIAL SERVICES**

#### **5.1.1 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](mailto:financialaid@lecom.edu); the Bradenton Office of Financial Aid at (941) 756-0690 or email [BradentonFinAid@lecom.edu](mailto:BradentonFinAid@lecom.edu); or the LECOM at Seton Hill Office of Financial Aid at (724) 552-2867 or email [kazzarello@lecom.edu](mailto: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.

#### **5.1.2 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.

### **5.1.3 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.

### **5.1.4 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.

### **5.1.5 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.

### **5.1.6 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.

### **5.1.7 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 regarding 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 follows federal regulations governing financial aid.

### **5.1.8 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.

## **5.1.9 Terms of Payment**

Payment of half of the annual tuition and all fees (including disability and health insurance premiums if applicable) is due in full two weeks prior to registration day for new 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.

## **5.1.10 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.

## **5.1.11 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.

## **5.1.12 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.

## **5.1.13 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>.



## 5.2 INFORMATION/TECHNOLOGY POLICIES

### 5.2.1 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](mailto:issupport@lecom.edu).

For problems accessing course materials contact the appropriate course coordinator.

### 5.2.2 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](mailto: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](mailto:issupport@lecom.edu).

### 5.2.3 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.

### 5.2.4 Cell Phones and Other Electronic Devices

Cell phone usage should be kept to a minimum. It should never interfere with class. If applicable,

use of cell phones while in class is prohibited. Use of personal hotspots in the lecture halls interferes with the LECOM Wi-Fi 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.

### **5.2.5 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. 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.

## **5.2.6 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.

## **5.3 LEARNING RESOURCE CENTER**

### **5.4.1 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.

### **5.4.2 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.

### **5.4.3 Circulation Procedures**

All matriculated LECOM students have the privilege, if applicable 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.

### **5.4.4 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.

### **5.4.5 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.

### **5.4.6 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.

### **5.4.7 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.

### **5.4.8 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.

### **5.4.9 Interlibrary Loans**

Interlibrary loan service is used for items not available from the LRC collection. Using 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.

## 5.4.10 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.

## **5.4.11 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.

## **5.5 CAMPUS SECURITY AND SAFETY**

### **5.5.1 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.



## 5.5.2 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.)*

## **5.5.3 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.

## **5.5.4 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.

## **5.5.5 Student Responsibility for Safety and Security**

### **5.5.5.1 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.

### **5.5.5.2 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.

### **5.5.5.3 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.

## **5.5.6 Drugs, Alcohol and Weapons Policy**

### **5.5.6.1 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.

### **5.5.6.2 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.

### **5.5.6.3 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.

#### **5.5.6.4 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.

### **5.5.7 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  
Aaron E. Susmarski, J.D.  
Institutional Director of Human Resources  
(814) 860-5101  
[asusmarski@lecom.edu](mailto:asusmarski@lecom.edu)

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

Dr. Nancy Carty, Deputy Coordinator  
Assistant Dean of Preclinical Education  
(814) 866-8418  
[ncarty@lecom.edu](mailto:ncarty@lecom.edu)

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

Dr. Julie J. Wilkinson, Deputy Coordinator  
Professor of Pharmacy Practice  
(941) 782-5678  
[jwilkinson@lecom.edu](mailto:jwilkinson@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](mailto:ifreeman@lecom.edu)

### LECOM at Elmira

Dr. Richard Terry, Deputy Coordinator

Associate Dean of Academic Affairs

(607) 321-3111

[rterry@lecom.edu](mailto:rterry@lecom.edu)

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

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

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

- Contact the local police, LECOM Police and Security Office, and/or the Seton Hill University Police Department for assistance and an immediate criminal investigation will be initiated. LECOM personnel will assist a student in notifying these authorities if the student requests this assistance. **See Appendix A in this handbook for law enforcement contact information and also the *LECOM Policy Statement on Title IX Compliance and Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence* which is attached to this handbook as Appendix 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.

### **5.5.8 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.

### **5.5.9 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.”

### **5.5.9.1 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.

## **5.5.10 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.

### 5.5.11 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.

## 5.6 REGISTRAR/EDUCATIONAL RECORDS

### 5.6.1 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.

#### 5.6.1.1 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.

#### 5.6.1.2 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.

#### 5.6.1.3 Change of Address/Change of Name

The Lake Erie College of Osteopathic Medicine ("LECOM") requires proof that the student's name

has been legally changed in order to change the name on the student's official college records such as Financial Aid documents, payroll, billing records, medical records, Federal Immigration documents, tax forms, student loans, and checks and direct deposit files issued by Accounts Payable.

In order to request a name change, the student must complete the Name or Gender Designation Change Request Form (see Appendix H) AND present documentation that one's name has been legally changed. The types of documentation that constitute proof of legal name change are listed below. The student must present the original legal document or a certified (i.e. notarized) copy with the original notary seal to the Office of the Registrar. Faxes cannot be accepted. Original documents will be copied for the file and returned to the student.

**SUBMIT ONE** of the documents listed below:

- Court Order: Original court order signed by the presiding judge and bearing the county filing stamp;
- Marriage Certificate: Original or copy with original notarized seal, of marriage license with county or parish filing stamp;
- Divorce Decree: Original or copy with original notarized seal of divorce decree that includes a specific decree granting restoration of the maiden or other name, signed by the judge and bearing the county filing stamp;
- Certificate of Naturalization: Original or copy with original notarized seal.

AND

- Two Government Issued Documents (Original or notarized copy of passport, driver's license or birth certificate etc., AND Social Security Card) reflecting your new name.

**NOTE:** the college requests this information to protect the confidentiality of student records, i.e., to confirm the identity of the person requesting the legal name change and that the request is legitimate.

Person requesting the change will also be asked to indicate a salutation/prefix (e.g., Mr., Ms., etc.) on the form.

**Important note for those who are applying for financial aid:**

The applicant's name on the FAFSA must match the name associated with the applicant's Social Security number. After obtaining a legal name change, student will need to file Form SS-5 with the Social Security Administration to change the name on the Social Security card to obtain financial aid.

**Important note for international students:**

International students' names must appear on college records exactly as they appear on the passport

issued by the home country. The U.S. entry visa may not be used as documentation for a name change.

### **Important note for degree candidates before graduation:**

Requests for name changes for degree candidates must be submitted to the Office of the Registrar no later than three weeks after the graduation application deadline. Students requesting name changes after this date are not guaranteed that the change will be reflected in the commencement program.

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.

In order to change gender designation in the official academic record, the Office of the Registrar requests the following documentation:

- ☐ **Government Issued Document** (original or notarized copy of passport, driver's license, birth certificate etc.) reflecting the new gender designation.

**The fee for name-change or gender change in official academic records is \$500.00, payable in advance.**

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.

### **5.6.1.4 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.



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.

### **5.6.1.5 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.

## **5.6.2 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.

### 5.6.3 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.

## **5.6.4 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.

## **5.6.5 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.

### **5.6.6 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.

### **5.6.7 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.

### **5.6.8 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.

### **5.6.9 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.

### **5.6.10 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.

### **5.6.11 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.***

## **5.6.12 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.

# **6 STUDENT LIFE**

## **6.4 STUDENT AFFAIRS**

### **6.4.1 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.

## 6.4.2 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 (DBH).

Services to assess students' needs, including the need for referrals to the Director of Behavioral Health or to mental health providers in the community, are available 8:00 a.m. to 4:30 p.m. Monday through Friday in the Office of Student Affairs. Additional hours may be arranged by appointment. Students may also contact the Director of Behavioral Health directly through email, phone, or the Portal.

Students have the opportunity to explore adjustment issues, find ways of gaining greater self-awareness, and develop better decision-making, problem-solving, and interpersonal skills with the LECOM Director of Behavioral Health, a licensed psychologist, serving as a consultant. Students are also encouraged to consult with the Campus DBH if they are experiencing anxiety, relationship problems, loneliness, depression, alcohol and/or substance abuse, and personal matters (i.e., in-depth issues), as well as for test anxiety, general academic stress, and concerns related to school adjustment.

It is important to note that when students consult with the Director of Behavioral Health, as well as all other LECOM employees, they are not acting as the student's individual physician, psychologist, counselor, or therapist. As such there should be no expectation of confidentiality or privacy as information received from a student may be shared with members of the administration or other faculty members on a need-to-know basis.

LECOM has access to the services of various off-campus licensed professionals to refer students to for short or long-term counseling or treatment. The Director of Behavioral Health may make referrals for counseling or treatment as needed to external professionals in the community which may be confidential.

Students consulting with external licensed professionals may be asked to sign an Authorization for Release/Receipt of Information forms allowing for communication and sharing of appropriate information between such specialists and LECOM. Giving this permission is voluntary but advisable, as it is intended to allow the Director of Behavioral Health to monitor services, and thereby facilitating academic progress and treatment compliance through coordination of supports. Providing the authorization for the release/receipt of information is mandatory in situations involving violation of LECOM zero tolerance policies such as drug and alcohol use or abuse or anti-harassment policies. It is also mandatory when students are referred to independent qualified examiners/evaluators for alcohol and drug screens, to Physicians' Health Programs (PHP), Committee for Physicians Health (CPH) for the State of New York, the Florida PRN service or other state entities, as necessary. Payment for an initial visit to an independent qualified examiner/evaluator may be made by LECOM, upon special consideration, when referrals are either highly advised or required by LECOM policy.

Documentation of consultation services with the DBH are generally kept confidential and are stored in secure files and separate from a student's permanent academic record. Certain matters, such as grades, are kept confidential. However, as appropriate, general communications with faculty members, even on topics of a personal nature, may be shared with other faculty members or members of the administration.

All LECOM campuses participate in an Institutional Behavioral Intervention Team (BIT) which reviews incidents of behavior of individuals who pose a potential risk to the student, employees and/or the institution. Any student whose conduct violates LECOM policies in a material way may be reviewed by the BIT, especially in cases of violations of zero tolerance policies. BIT has the authority to enforce LECOM policies and to apply specific consequences to students (up to expulsion) or require referral for medical, psychological, or psychiatric treatment as a requirement for continued matriculation. \*\*\*\* Authorization for the release/receipt of information related to such evaluations and treatment is required to obtain the written documentation necessary to assure compliance and progress of the student in treatment, as well as to assure the safety and wellbeing of all LECOM. Permission for reciprocal release of information between LECOM and other specialists will likely also be required.

**LECOM reserves the right to require a student submit a drug and alcohol screen at any time.**

### **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**

Melanie Dunbar, Ph.D. Director of Behavioral Health LECOM: Erie, Seton Hill and Elmira 1858 West Grandview Boulevard Erie, PA 16509 Office A4-358 (814)866-8160 <a href="mailto:mdunbar@lecom.edu">mdunbar@lecom.edu</a>	Diane A. McKay, Psy.D. Director of Behavioral Health LECOM: Bradenton 5000 Lakewood Ranch Boulevard Bradenton, FL 34211 Office 283 (941) 782-5752 <a href="mailto:dmckay@lecom.edu">dmckay@lecom.edu</a>
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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) seven 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, Pennsylvania**

Crime Victim Center of Erie County, 24-hour hotline	(814) 455-9414
Millcreek Community Hospital, ask for Behavioral Health	(814) 864-4031
Physicians Health Programs (PHP; PA)	(866) 747-2255 or (717) 558-7819
Safe Harbor	
Behavioral 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
Safe Net Erie (domestic violence), main number	(814) 455-1774
Saint Vincent Behavioral Health	(814) 452-5555 or (888) 950-9090
Stairways Behavioral Health	(888) 453-5806

### **Bradenton, Florida**

Bayside Center for Behavioral Health	
Sarasota Memorial Hospital, 24-hour clinical assessment	(941) 917-7760
Bradenton- Hope Family Services, Inc. (domestic violence)	(941) 747-7790
Centerstone Crisis Center	(941) 782-4600
Coastal Behavioral Health, Sarasota	
24-hour crisis Stabilization Unit	(941) 364-9355
Assessment	(941) 552-1950
Physicians Health Programs (PHP, PA)	(866) 747-2255 or (717) 558-7819
Rape Crisis Hotline, Bradenton	(941) 708-6059
Safe Place & Rape Crisis Center, Sarasota, 24-hour hotline	(941) 365-1976

**Greensburg, Pennsylvania**

Center for Victims of Violence and Crime, 24-hour hotline (866) 644-2882  
Physicians Health Programs (PHP, PA) (866) 747-2255 or (717) 558-7819  
Rape Crisis Center (Pittsburgh Action against Rape) (412) 431-5665  
24-hour helpline (866) 363-7273  
Seton Hill University Counseling Center (724) 838-4295  
Westmoreland Mental Health Crisis Intervention Hotline  
24-hour hotline (800) 836-6010

**Elmira, New York**

Family Services of Chemung (607) 737-5369  
National Suicide Prevention Lifeline (800) 273-8255  
New York State Domestic Violence Hotline (800) 942-6906  
Sexual Assault Resource Center (888) 810-0093  
Veterans Crisis Line (800) 273-8255 and press 1

**Rachael Patten, LMSW** (607) 873-6691

**Clinical Associates** (607) 936-1771

### **6.4.3 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. All online MMS students have the option 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. 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.

At LECOM, we prioritize student health. Students must be healthy in order to be successful in the curriculum and to give their best to each patient. Students requiring diagnostic and preventative health services are advised to try to seek those appointments outside of the normal curriculum if possible. It is recognized that therapeutic health services are often unpredictable and interruptions in the curriculum are unavoidable in these circumstances. Whether you are seeking a diagnostic, preventative or therapeutic health service, if it is during a scheduled class period or an exam, you must follow the procedures to request an excused absence as outlined in 6.5.1 of the student handbook. In the case of emergencies, we understand that this is not always possible. We ask that in those cases where prior excused absences are not possible, that you inform the proper personnel as soon as you are able. If you are missing an examination or required laboratory, please also provide documentation regarding the nature of the emergency and the steps taken as soon as you are able to the appropriate personnel as outlined in 6.5.1. Medical appointments planned in advance that require an absence from class require the student to fill out a “Student Request Form For Excused Absence” in advance of the planned absence.

Physical health services can be contacted at the locations listed or the student, of course, can seek out any local provider of their choosing.

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.

#### **6.4.4 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.

### **6.4.5 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.

### **6.4.6 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](mailto: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](mailto: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](mailto:ebrajdic@lecom.edu)

## **6.4.7 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.

## **6.4.8 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.

### **6.4.9 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.

### **6.4.10 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.

### **6.4.11 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.

### **6.4.12 Required Equipment**

#### **A. Laptop Computer**

All online MMS students are required to have a laptop or desktop computer with a camera or microphone. 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.

## **6.5 STUDENT CONDUCT**

### **6.5.1 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 of Academic Affairs. 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. No makeup laboratories will be conducted. Problem-Based Learning or other small-group sessions may have special requirements for attendance, tardiness and absences.

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.

## 6.5.2 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.

### **6.5.2.1 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.

### **6.5.2.2 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.

### **6.5.2.3 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 for the degree of Master of Medical Science. 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.

#### **6.5.2.4 Functioning of the Student Code**

Infractions of the student code for which students are subject to discipline are normally categorized depending on whether 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.

#### **6.5.2.5 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.

#### **6.5.2.6 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.

### **6.5.3 Penalties**

#### **6.5.3.1 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.

#### **6.5.3.2 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 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.
- 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.

## **6.5.4 Student Disciplinary Procedures**

### **6.5.4.1 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.

#### 6.5.4.2 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.

#### **6.5.4.3 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.

#### **6.5.4.4 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.

#### **6.5.4.5 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.

#### **6.5.4.6 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 MMS Program.

#### **6.5.4.7 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.

### **6.5.5 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 ensure that appropriate procedures have been followed.

### **6.5.6 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 policies / procedures of or applicable to a LECOM college or school or to LECOM as a whole.

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

- 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.

### **6.5.7 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](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](mailto: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](http://nc-sara.org/content/sara-complaint-process)

SARA FAQs about complaints: [nc-sara.org/content/sara-and-students](http://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)

## 6.5.8 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.

## 6.6 CAMPUS POLICIES AND REGULATIONS

### 6.6.1 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.

### 6.6.2 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 OMM labs, H & P labs, and gross anatomy labs (except at LECOM at Seton Hill). Students do not have to maintain professional attire after 5:30 p.m., Monday through Friday, or on weekends, except when notified by the college administration to be professionally attired.

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 always trimmed. 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 forbidden.***

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.

### **6.6.3 Student Identification/Key Card Policy**

At LECOM, all accepted in person 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 are 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 always worn and visible 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.

## **6.6.4 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.*

## **6.6.5 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.

## **6.6.6 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.

## **6.6.7 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.

## **6.6.8 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.

## **6.6.9 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.

## **6.6.10 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.

### **6.6.11 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.

## **7 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

L|E|C|O|M

## 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 (LOA)

**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 (MMS)
____ MS in Public Health	____ Doctor of Health Care Admin.
____ Pharmacy PB/RN-PharmD	____ Ph.D. in Anatomy Education
____ Ph.D. in Microbiology	____ Ph.D in Medical Education
____ Ph.D in Pharmacy Education	____ MSN Clinical Nurse Leader

**LOCATION:** (*Check One*) \_\_\_\_ Erie    \_\_\_\_ Bradenton    \_\_\_\_ LECOM at Seton Hill    \_\_\_\_ LECOM at Elmira

**PATHWAY:** (If applicable) \_\_\_\_\_

**Reason for Change:** \_\_\_\_\_ **Last Date of Attendance** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Pathway Director/Dean Signature:** \_\_\_\_\_ **Last Date of Student Attendance** \_\_\_\_\_

**College/School Dean Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**COMPLETE AND RETURN THIS FORM TO THE DIRECTOR OF STUDENT AFFAIRS**



## APPENDIX H - NAME OR GENDER DESIGNATION CHANGE REQUEST

**Instructions:** Please fill out this form in its entirety and submit along with it the required documentation to the Office of the Registrar. If you are unable to bring original documents to the Office of the Registrar to be viewed, you must submit copies with original notary seals. Faxed copies are not accepted. International students' names must appear on college records exactly as they appear on the passport issued by the student's home country.

For those who are in the process of obtaining financial aid, the applicant's name on the FAFSA **must match** the name associated with the applicant's Social Security number. After obtaining a legal name change, the student will need to file Form SS-5 with the Social Security Administration to change the name on their Social Security card if they wish to obtain financial aid.

**Name Change:** Are you requesting to change your legal name on your official academic records with required documentation attached including diploma)? (Please circle Yes *or* No)

Student ID #: \_\_\_\_\_

Former Legal Name: \_\_\_\_\_  
Last Name First Name Middle Name

New Legal Name: \_\_\_\_\_  
Last Name First Name Middle Name

In order to change your legal name in your official academic record, the Office of the Registrar requests the following documentation:

- ☐ **Government Issued Document** (Original or notarized copy of passport, driver's license, birth certificate etc.) reflecting new name.
- ☐ **Licensing Body Approval Document** (Original or notarized copy of Licensing Bureau or other appropriate entity in the state where you practice reflecting the name change) (If Applicable)

As well as ONE of the documents listed below:

- ☐ **Court order:** Original court order signed by the presiding judge and bearing the county filing stamp.
- ☐ **Marriage Certificate:** Original or copy with original notarized seal, of marriage license with county or parish filing stamp.
- ☐ **Divorce Decree:** Original or copy with original notarized seal of divorce decree that includes a specific decree granting restoration of the maiden or other name, signed by the judge and bearing the co. filing stamp.
- ☐ **Certificate of Naturalization:** Original or copy with original notarized seal.

**Gender Designation:** Are you requesting to change your gender designation on your official academic records with required documentation attached? (Please circle Yes *or* No)

In order to change your gender designation please provide:

- ☐ **Government Issued Document** (original or notarized copy of passport, driver's license, birth certificate etc.) reflecting the new gender designation.

☐ **Fee:** Please mail a \$500.00 cashiers or certified check made payable to LECOM

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Student's ID: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX I - THE OSTEOPATHIC OATH**

I hereby affirm my loyalty to the profession I am about to enter.

I will be mindful always of my great responsibility to preserve the health and the life of my patients, to retain their confidence and respect both as a physician and a friend who will guard their secrets with scrupulous honor and fidelity, to perform faithfully my professional duties, to employ only those recognized methods of treatment consistent with good judgment and with my skill and ability, keeping in mind always nature's laws and the body's capacity for recovery.

I will be ever vigilant in aiding in the general welfare of the community, sustaining its laws and institutions, not engaging in those practices, which will in any way bring shame or discredit upon myself or my profession. I will give no drugs for deadly purposes to any person, though it be asked of me.

I will endeavor to work in accord with my colleagues in a spirit of progressive cooperation, and never by word or by act cast implications upon them or their rightful practices.

I will look with respect and esteem upon all those who have taught me my art. To my college I will be loyal and strive always for its best interests and for the interests of the students who will come after me. I will be alert to further the application of basic biologic truths to the healing arts and to develop the principles of Osteopathic Medicine, which were first enunciated by Andrew Taylor Still.

In the presence of this gathering, I bind myself to my oath.

## APPENDIX J - AOA CODE OF ETHICS

LECOM Board of Trustees endorses the AOA Code of Ethics

The American Osteopathic Association has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in healthcare and to self.

Further, the American Osteopathic Association has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

**Section 1.** The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. The physician shall divulge information only when required by law or when authorized by the patient.

**Section 2.** The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

**Section 3.** A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients because of the patient's race, creed, color, sex, national origin or handicap. In emergencies, a physician should make her/his services available.

**Section 4.** A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.

**Section 5.** A physician shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

**Section 6.** The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

**Section 7.** Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities, which are false or misleading.

**Section 8.** A physician shall not hold forth or indicate possession of any degree recognized

as the basis for licensure to practice the healing arts unless he is actually licensed on the basis of that degree in the state in which she/he practices. A physician shall designate her/his osteopathic school of practice in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.

**Section 9.** A physician should not hesitate to seek consultation whenever she/he believes it advisable for the care of the patient.

**Section 10.** In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

**Section 11.** In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable osteopathic hospital rules or regulations.

**Section 12.** Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

**Section 13.** A physician shall respect the law. When necessary a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

**Section 14.** In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.

**Section 15.** It is considered sexual misconduct for a physician to have sexual contact with any current patient whom the physician has interviewed and/or upon whom a medical or surgical procedure has been performed.

**Section 16.** Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.

**Section 17.** The use of a product or service based solely on the receipt of a gift shall be deemed unethical. From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner. (Approved July 2003)

**Section 18.** A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.

**Section 19.** When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, and participation either as examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.

# **Appendix K - Policy Statement on Title IX Compliance and Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence**

## **LAKE ERIE COLLEGE OF OSTEOPATHIC MEDICINE Policy Statement on Title IX Compliance And Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence**

### **I. SUMMARY**

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. Additionally, state law prohibits such conduct.

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 and activities, as well as its employment practices. Likewise LECOM forbids retaliation against anyone who seeks to avail themselves of their rights under Title IX and state law or participates in a related investigation.

The term “sexual misconduct” is a broad term used to refer to all the prohibited sexual violence and sexual harassment behaviors under this policy. As used in this policy, sexual misconduct may also encompass criminal conduct under state and/or federal law. Additionally, sexual misconduct under this policy may result in civil and/or administrative legal consequences.

**Disclaimer:** This policy contains certain provisions, including, but not limited to, the New York Students’ Bill of Rights and Pennsylvania and New York Alcohol and Drug Use Amnesty that are applicable only to students enrolled in programs or residing in certain states. In the interest of completeness and clarity, we combine all of these policies here.

### **II. DEFINITIONS**

#### **Actual knowledge:**

Notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator, a Deputy Title IX Coordinator, or any official who has the authority to institute corrective measures. Actual notice is not imputation of knowledge based solely on vicarious liability or constructive notice.

#### **Advisor:**

The parties may select an advisor of their choice who may be, but isn’t required to be, an attorney. The advisor may provide support to a party. In a hearing, cross-examination must be done by an advisor, and not by a party. For a hearing, if a party does not have an advisor present, LECOM must provide one without fee to the party. The advisor provided by LECOM to conduct cross-examination at a hearing (if the party does not have an advisor of choice) does not have to be an

attorney even if the other party has hired an attorney as their advisor of choice. Advisors conducting cross-examination that are not professionals (attorneys or experienced advocates) must at least be adults capable of understanding the purpose and scope of cross-examination. The parties' advisors do not have to be of equal competency.

Any opportunity provided by LECOM to have an advisor of choice present during any phase of the Title IX process must be given to both parties. LECOM may limit the extent that an advisor may participate in the proceedings, but the restrictions must apply equally to both parties. The choice of advisor will not be limited with the exception of decorum issues explained in the *Hearings* section below.

**Complainant:**

An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**Consent:**

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

**Dating Violence:**

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
  - The frequency of interaction between the persons involved in the relationship

**Domestic Violence:**

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by

- a current or former spouse or intimate partner of the victim; or
- a person with whom the victim shares a child in common; or
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or

- a person similarly situated to a spouse of the victim; or
- any other person against an adult or youth victim who is protected from that person's acts under applicable domestic or family violence laws.

**Education Program or Activity:**

Includes locations, events, or circumstances over which LECOM exercised substantial control over both the Respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by LECOM. Factors to consider include whether LECOM funded, promoted, or sponsored the event or circumstance where the alleged harassment occurred.

Program or activity includes LECOM's computer and internet networks, digital platforms, and computer hardware or software owned or operated by or used in LECOM operations.

**Incapacitation:**

Incapacitation is a condition that prevents a person from having the capacity to give consent. It may be due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability.

**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.

**Parties:**

This term refers to the Complainant and the Respondent collectively.

**Remedies:**

Where a determination of responsibility for sexual harassment has been made against the Respondent following a grievance process, remedies may be provided to the Complainant. Remedies are designed to restore or preserve equal access to LECOM's education program or activity. Remedies provided may include the same individualized services given as "supportive measures" (see definition below), however remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

**Reporter:**

A person reporting alleged conduct prohibited by this policy. The Reporter may be the Complainant or any other person.

**Respondent:**

An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Sexual Assault:**

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:**

Taking sexual advantage of another person or violating the sexual privacy of another when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
- Indecent exposure or inducing others to expose themselves when consent is not present;
- Recording or distributing information, images or recordings of any person engaged in sexual or intimate activity in a private space without that person's consent.
- Prostituting another individual;
- Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

**Sexual Harassment:**

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) A LECOM employee conditioning the provision of a LECOM aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to LECOM's education program or activity; or
- (3) "Sexual assault," "dating violence," "domestic violence," or "stalking."

**Stalking:**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

A course of conduct is when a person engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person in a prohibited way, or interferes with a person's property.

Stalking includes the concept of cyberstalking, in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

**Supportive Measures:**

Non-disciplinary, non-punitive individualized service offered as appropriate and reasonably available without fee to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint is filed. Supportive measures are designed to restore or

preserve equal access to the education program or activity without unreasonably burdening the other party. The measures are designed to protect the safety of all parties or the educational environment or to deter sexual harassment. They may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

**Witness:**

A person who has knowledge related to specific aspects of a case and may have reported such aspects to the institution.

### **III. POLICY**

#### **A. Title IX, VAWA and Nondiscrimination Statement**

LECOM prohibits any form of discrimination and harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision regarding admissions, employment, or participation in a LECOM program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination in Employment Act, The Americans with Disabilities Act and ADA Amendments Act, The Equal Pay Act, any applicable local nondiscrimination ordinance and the Pennsylvania Human Relations Act.

LECOM also complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act (VAWA). Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled. LECOM has designated the Title IX Coordinator, with assistance of the Deputy Title IX Coordinators, to coordinate LECOM's compliance with Title IX and VAWA and to respond to reports of violations. LECOM has directed the Title IX Coordinator to coordinate LECOM's compliance with the Clery reporting related VAWA requirements. LECOM will promptly and equitably respond to all reports of sexual misconduct in order to eliminate the misconduct, prevent its recurrence, and redress its effects on any individual or the community.

#### **B. Scope of Policy**

This policy applies to conduct prohibited by Title IX and its related regulations. There is no time limit for reporting allegations of sexual misconduct, however, LECOM strongly encourages the prompt reporting of sexual misconduct to allow LECOM to respond promptly and effectively. If the reported Respondent is not a member of the LECOM community or is no longer associated with LECOM at the time of the report or at the time a resolution process is initiated, LECOM may be unable to conduct an investigation or take disciplinary action.

Please see the *Reporting Sexual Misconduct* section below to make a report of misconduct, discrimination and/or harassment, or to file a complaint.

### **C. Statement on Privacy and Confidentiality**

LECOM will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, any Complainant, any individual reported to be the perpetrator of sex discrimination, any Respondent, and any witness except as permitted by the FERPA statute or otherwise required by law or to carry out the conduct of any Title IX investigation, hearing, or judicial proceeding.

LECOM is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. Every effort will be made to protect the privacy interests of all individuals involved. Privacy, confidentiality and privilege have distinct meanings under this policy.

Privacy generally means that information related to a report of sexual misconduct will only be shared with a limited circle of individuals, including individuals who “need to know” in order to assist in the review, investigation, or resolution of the report or to deliver resources or support services. While not bound by confidentiality or privilege, these individuals will be discreet and respect the privacy of all individuals involved in the process. All participants in an investigation of sexual misconduct, including advisors and witnesses, will be informed that privacy helps enhance the integrity of the investigation and protect the privacy interests of the parties and will be asked to keep any information learned in an investigation meeting or hearing confidential, to the extent consistent with applicable law.

Certain individuals are designated as having confidentiality. For reports made to employees designated with having confidentiality, LECOM will respect the reporting party’s expectations of privacy to the extent permissible by law while still ensuring compliance with other reporting obligations. For example, complaints involving minors are subject to mandatory reporting requirements.

Individuals designated as having confidentiality are required to report the nature, date, time and general location of an incident to the Title IX Coordinator. Confidential resources will not share other information with the Title IX Coordinator or any other employee of LECOM without the express permission of the disclosing party. Confidential resources can provide information about LECOM and off-campus resources, support services and other options. As noted above, because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential resource does not constitute a report or complaint to LECOM and will not result in a response or intervention by LECOM. A person consulting with a confidential resource may later decide to make a report to LECOM and/or law enforcement.

Communication with certain individuals may be privileged by operation of law and reports made to these individuals will not be shared with the LECOM Title IX Coordinator or law enforcement except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or as otherwise required by law. There are no

LECOM employees, including the Directors of Behavioral Health, who provide officially sanctioned confidential counseling at LECOM.

LECOM will generally respect a Complainant's choice whether to report an incident to local law enforcement or initiate LECOM's sexual misconduct resolution process, unless LECOM determines that there is an overriding interest with respect to the safety or welfare of the LECOM community. Where a report involves suspected abuse of a child (an individual under the age of 18 at the time of the incident(s) as reported), all LECOM employees and volunteers are required to notify LECOM police and the appropriate state authority (in Pennsylvania - ChildLine of the Pennsylvania Department of Human Services; in Florida - the Abuse Hotline of the Florida Department of Children and Families; in New York - Keeping Children Safe of the Administration for Children's Services). All other members of the LECOM community are strongly encouraged to report suspected child abuse to law enforcement and the appropriate state authority.

When a Complainant desires to initiate a grievance process started with the signing of a formal complaint, the Complainant cannot remain anonymous or prevent the Complainant's identity from being disclosed to the Respondent.

All LECOM proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, Title IX of the Education Amendments of 1972 ("Title IX"), Violence Against Women Act (VAWA), state and local law, and LECOM policy. No information will be released from such proceedings, except as required or permitted by law and LECOM policy.

LECOM may share non-identifying information about reports received in aggregate form, including data about outcomes and sanctions.

#### **D. Prohibited Conduct**

LECOM prohibits the following forms of conduct:

- Sexual assault including sexual penetration without consent, sexual contact without consent and statutory sexual assault
- Sexual harassment
- Sexual exploitation
- Intimate-partner violence, including dating violence and domestic violence
- Stalking
- Retaliation

This prohibited conduct can affect all genders, gender identities and sexual orientations. Some of these prohibited forms of conduct may also be crimes under state or federal law.

#### **E. Alcohol and Drug Use Amnesty**

The health and safety of every student at LECOM is of utmost importance. LECOM recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. LECOM strongly encourages students to report

domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to LECOM officials or law enforcement will not be subject to disciplinary action under LECOM's code of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

LECOM may request the individual attend an approved alcohol or drug education program and without assessing any charges for such program. This amnesty provision also applies to student groups making a report of sexual misconduct. Amnesty does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal statutes. Referral to PHP/CPH/SARPh/PRN/Centerstone may be made. Such a referral is not a disciplinary action but rather is a referral for the health of the referred individual and to ensure that they are safely able to practice their profession following graduation.

#### **F. 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.

#### **G. General Considerations about the Title IX Grievance Process**

- Complainants and Respondents must be treated equally.
- The Respondent will be presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- Remedies must be designed to restore or preserve equal access to LECOM's education program or activity.
- The remedies may include the same individualized "supportive measures," but remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.
- There must be an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence.
- Credibility determinations may not be based on a person's status as a Complainant, Respondent, or Witness.
- The Title IX Coordinator, investigator, decision-maker, or other designated person to facilitate an informal resolution process may not have a conflict of interest or bias for or against Complainants or Respondents generally or specifically to individual Complainants or Respondents.

### **IV. REPORTING SEXUAL MISCONDUCT**

#### **A. Reporting Options**

Any individual, including a third party, may make a report concerning sexual misconduct. Complainants and third parties are encouraged to report sexual misconduct as soon as possible to allow LECOM to respond promptly and effectively.

A person who has experienced sexual misconduct under this policy, or a person who witnesses sexual misconduct under this policy, has the right to simultaneously file a complaint with LECOM and to pursue a criminal complaint with law enforcement. Victims and witnesses of sexual misconduct have the right to be assisted by LECOM in notifying law enforcement authorities of sexual misconduct or they can decline to notify such authorities. LECOM may, however, have a statutory reporting obligation when it becomes aware of certain factual allegations. Parties may also have options to file civil actions in court or with administrative agencies.

LECOM has designated the Title IX Coordinator to oversee complaints of sexual misconduct at LECOM. An individual who has experienced sexual misconduct has the right to choose whether to report the incident to LECOM's Title IX Coordinator/designee or a Deputy Title IX Coordinator. These officials are trained to work with individuals who report sexual misconduct and have knowledge about resources and services, both on and off campus, including the availability of supportive measures.

### **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](mailto:asusmarski@lecom.edu)

#### LECOM Erie

Dr. Melanie Dunbar, Deputy Coordinator  
Director of Behavioral Health  
(814) 866-8160  
[mdunbar@lecom.edu](mailto:mdunbar@lecom.edu)

Dr. Nancy Carty, Deputy Coordinator  
Assistant Dean of Preclinical Education  
(814) 866-8418  
[ncarty@lecom.edu](mailto:ncarty@lecom.edu)

#### LECOM Bradenton (including DeFuniak Springs)

Ronald Shively, Deputy Coordinator  
Director of Student Affairs  
(941) 782-5930  
[rshively@lecom.edu](mailto:rshively@lecom.edu)

Dr. Julie J. Wilkinson, Deputy Coordinator  
Professor of Pharmacy Practice  
(941) 782-5678  
[jwilkinson@lecom.edu](mailto:jwilkinson@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](mailto:ifreeman@lecom.edu)

LECOM at Elmira

Dr. Richard Terry, Deputy Coordinator  
Associate Dean of Academic Affairs  
[\(607\) 321-3111](tel:(607)321-3111)  
[rterry@lecom.edu](mailto:rterry@lecom.edu)

Please Note: The Title IX Coordinator and Deputy Coordinators are not confidential sources of support. While they will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. See the list below of outside services which may provide confidential counseling.

Please Also Note: Making a report is different from filing a complaint. A report is defined as notification of an incident of sexual misconduct to the Title IX Coordinator/designee. A report may be accompanied by a request for (1) supportive or interim measures; (2) no further action; and/or (3) the filing of a formal complaint. See *Process After Report of Sexual Misconduct* section below for subsequent steps.

**B. Electronic and Anonymous Reporting**

You may also file a complaint about sexual misconduct using the appropriate links below. While anonymous complaints are accepted, LECOM's ability to address misconduct reported anonymously is significantly limited.

Individuals may use this link on the LECOM portal to electronically file a report of sexual misconduct with LECOM by clicking here: <https://appweb.stopitsolutions.com/login>

Please use the following Access Code to login: **ONELECOM**

An immediate auto-response email with information about resources and options will be sent in response to reports filed electronically.

**C. Criminal Reporting Options**

LECOM police are employees of LECOM and obligated to promptly report incidents of sexual misconduct that also constitute criminal conduct of which they become aware during the scope of their employment to the Title IX Coordinator, regardless of whether the individual who is making the report chooses to pursue criminal charges.

A Complainant may seek resolution through LECOM's Title IX process. A Complainant may also seek to initiate a criminal complaint, independent of or parallel with any resolution process of LECOM. LECOM's policy, definitions, and burden of proof may differ from state criminal law. Neither law enforcement's decision whether to prosecute, nor the outcome of any criminal prosecution, is determinative of whether sexual misconduct has occurred under this policy. In cases where there is a simultaneous law enforcement investigation, there may be circumstances when

LECOM may need to temporarily delay its investigation while law enforcement gathers evidence. However, LECOM will generally proceed with its investigation and resolution of a complaint even during the time of a pending law enforcement investigation.

#### 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)

LECOM at Elmira in Elmira, New York  
Elmira Police Department  
(607) 735-8600

Chemung County Sheriff  
(607) 737-2987, ext. 104

New York State Police  
(607) 739-8797

LECOM Security Office  
Located inside the main entrance  
250 West Clinton Street  
Elmira, NY 14901  
(607) 442-3510

#### **D. External Reporting Options**

A person may also file a complaint with the U.S. Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or calling 1-800-421-3481 or emailing [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov).

A person may also file a complaint with the Pennsylvania Human Relations Commission by calling 717-787-9780 for the Harrisburg Regional Office; 412-565-5395 for the Pittsburgh Regional Office; or 215-560-2496 for the Philadelphia Regional Office or visiting <https://www.phrc.pa.gov/Pages/default.aspx>.

Employees may also file a charge with the Equal Employment Opportunity Commission regarding an alleged violation of Title VII by calling 1-800-669-4000 or visiting <https://www.eeoc.gov/employees/howtofile.cfm>.

#### **E. Assessment and Timely Warnings**

The Title IX Coordinator or designee, in consultation with a Title IX assessment team and others (as necessary), will conduct an initial assessment of the conduct, the reporting party's desired course of action, and the necessity for any interim measures or services to protect the safety of the Complainant or the community. The goal is to eliminate any hostile environment. If a report of misconduct discloses a serious or immediate threat to the campus community, LECOM will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the Complainant.

### **V. PROCESS AFTER REPORT OF SEXUAL MISCONDUCT**

#### **A. Title IX Outreach**

Upon receipt of a report of sexual misconduct, the Title IX Coordinator or designee will provide resources and support information by contacting the potential Complainant and offering an initial meeting between the reporting party and the Title IX Coordinator or designee. The initial meeting is optional and the reporting party may decline. The purpose of the initial meeting is for the Title IX Coordinator or designee to gain a basic understanding of the nature and circumstances of the report and provide information about resources, supportive measures, and resolution options to the reporting party.

#### **B. Interim and Supportive Measures**

The Title IX Coordinator or a Deputy Title IX Coordinator will promptly contact the Complainant to discuss supportive measures and how they are available with or without the filing of a formal complaint, consider the Complainant's wishes with respect to supportive measures, and explain to the Complainant the process for filing a formal complaint. The Respondent and other affected parties may also be provided supportive measures. These measures may be to protect, assist, and/or to forestall retaliation. LECOM may also take interim measures to protect the LECOM community at large. See the definition of "supportive measures" in the *Definitions* section.

LECOM's primary goal is to ensure that the parties 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 parties will be determined on a case-by-case basis. In making the determination, LECOM will consider, at a minimum, the parties' expressed need, the severity or pervasiveness of the allegations, the continuing effects, the

likelihood that the parties will come into contact with each other through daily activities, and whether any legal steps have been taken to protect either party.

**Student Supportive Measures:**

Some examples of supportive measures LECOM may provide to students 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; providing escort services on campus from the campus police; and initiating a no contact order. Also see the *Emergency Removal of the Respondent* section.

**Staff Supportive Measures:**

Some examples of supportive measures LECOM may provide to a staff member include modifying work schedule, workplace department or location, or supervisor; assisting in obtaining counseling services; providing escort services on campus and increasing security around the employee; initiating a no-contact order; and issuing a *persona non grata* order to prevent a person from coming on campus.

**Faculty Supportive Measures:**

Some examples of supportive measures LECOM may provide to a faculty member include modifying teaching schedule, workplace schedule, extracurricular schedule, or supervisor; assisting in obtaining counseling services; providing escort services on campus and increasing security around the faculty member; initiating a no-contact order; and issuing a *persona non grata* order to prevent a person from coming on campus.

**C. Formal Complaint**

A formal complaint is a document filed by a Complainant alleging sexual harassment against a Respondent and requesting that LECOM investigate the allegation of sexual harassment. A formal complaint may be filed with the Title IX Coordinator or a Deputy Title IX Coordinator in person, by mail, by electronic mail, or using an available online reporting system. A formal complaint filed by a Complainant must have the Complainant's physical or digital signature or otherwise indicate that the Complainant is the person filing the formal complaint.

There is no specific form required to file a formal complaint. Moreover, there is no requirement that the formal complaint include a detailed statement of facts or the name of the Respondent if that is not known.

In addition to a Complainant, there are circumstances when the Title IX Coordinator may sign a formal complaint. Other third parties cannot. A Title IX Coordinator may sign a formal complaint in the absence of one signed by a Complainant in order to protect the educational community. In deciding whether to sign a formal complaint, the Title IX Coordinator may consider a variety of factors, including a pattern of alleged misconduct by a particular Respondent; allegations of the use of violence and/or the use of weapons; or similar factors. The Title IX Coordinator may sign a formal complaint only after the Title IX Coordinator has contacted the Complainant (the person alleged to have been victimized by sexual harassment) to discuss the availability of supportive measures, considered the Complainant's wishes with respect to supportive measures, and explained to the Complainant the process for filing a formal complaint.

When the Title IX Coordinator decides to sign a formal complaint that originated with an anonymous complaint, the written notice of the allegations must be sent to both parties and include the identity of the parties, if known.

The signing of a formal complaint by the Title IX Coordinator does not place the Title IX Coordinator in a position adverse to the Respondent. When the Title IX Coordinator initiates an investigation based on allegations of which the Title IX Coordinator has been made aware, the Title IX Coordinator is not prevented from being free from bias or conflict of interest with respect to any party.

An investigation and grievance process cannot proceed pursuant to this Title IX policy in the absence of a signed formal complaint. If the Complainant's identity is unknown, the grievance process may proceed if the Title IX Coordinator determines it is necessary to sign a formal complaint. In that case, the written notice of the allegations would not include the Complainant's identity as it is unknown.

A Complainant's formal complaint must be investigated even if the Complainant does not know the Respondent's identity because an investigation may reveal the Respondent's identity. Once a Respondent's identity is known, LECOM will send written notice to both parties.

Formal complaints against more than one Respondent or by more than one Complainant may be consolidated if they arise out of the same facts or circumstances. In that instance, there may be a combined grievance process. A consolidation of formal complaints may include counter-complaints by one party against the other party.

#### **D. Emergency Removal of the Respondent**

LECOM is permitted to remove a Respondent from its education program or activity on an emergency basis if LECOM undertakes an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In that instance, LECOM will provide the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

#### **E. Dismissal After Filing of a Formal Complaint**

The Title IX grievance process described in this policy applies only to alleged sexual harassment that occurred in a LECOM education program or activity against a person in the United States. The terms "sexual harassment" and "education program or activity" are defined above in the *Definitions* section.

Formal Title IX complaints must be dismissed if the alleged conduct:

- was not "sexual harassment" as defined; or
- did not occur in a LECOM education program or activity as defined; or
- was not perpetuated against a person in the United States (i.e. in another country and not in the United States)

Formal Title IX complaints may be dismissed (or it may be decided that the Title IX process continue) if at any time during the investigation or hearing:

- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein
- The Respondent is no longer enrolled at or employed by LECOM
- Specific circumstances prevent LECOM from gathering enough evidence to reach a determination as to the formal complaint or the allegations therein

Upon a dismissal of a formal complaint, written notice of the dismissal and reasons therefor will be sent to the parties simultaneously. In the event that LECOM dismisses the Title IX formal complaint, LECOM may proceed using the non-Title IX code of conduct violation process.

#### **F. Notice After Filing of a Formal Complaint**

When a formal complaint is received (whether signed by the Complainant or the Title IX Coordinator), written notice must be sent to the known parties that includes:

- Notice of the grievance process including any informal resolution process
- Notice of the allegations of potential sexual harassment including sufficient details, if known at the time (identities of the parties involved in the incident; conduct allegedly constituting sexual harassment; date and location of the alleged incident(s))
- A statement that the Respondent is presumed not responsible and that a determination regarding responsibility is made at the conclusion of the grievance process
- A statement that the parties may have an advisor of their choice who may be, but is not required to be, an attorney
- A statement that the parties may inspect and review the evidence as permitted by this policy and law after the investigation
- A statement that knowingly making false statements or knowingly submitting false information during the Title IX grievance process violates LECOM's code of conduct.

Known parties will be provided notice of additional allegations being investigated not included in the initial notice.

### **VI. SEXUAL MISCONDUCT GRIEVANCE AND RESOLUTION PROCESS**

#### **A. Informal Resolution**

Only after a formal complaint has been filed, the parties may decide to participate in an informal resolution process, however such participation may not be required. LECOM may facilitate an informal resolution process at any time prior to reaching a determination regarding responsibility. Informal resolution processes do not involve a full investigation and adjudication and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

At any time prior to agreeing to a resolution, any party may withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. The parties must provide voluntary written consent for an informal resolution process to proceed. In that event, the parties must be provided written notice disclosing the allegations and the requirements of the informal resolution process. No informal resolution process is available regarding allegations that an employee sexually harassed a student.

## **B. Participant Roles**

The roles of complainant, respondent, parties, witness, and advisor are defined above in the *Definitions* section. All participants have the responsibility to be truthful with the information they share at all stages of the process. Any individual who knowingly or intentionally provides false information in any stage of the process may be subject to discipline. This provision does not apply to a good faith report that is not substantiated or proven by a preponderance of the evidence.

The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s). The Title IX Coordinator may serve as the investigator.

## **C. Conflict of Interest**

Parties have the opportunity to raise the issue to the Title IX Coordinator of a potential conflict of interest within two (2) days of being advised of the identity of the investigator(s) or decision-maker(s) and others on the resolution team, including appeals. No investigator, decision-maker, or others on the resolution team, including appeals, will make findings or determinations in a case in which they have a conflict of interest. The Title IX Coordinator or designee will determine whether a conflict of interest exists.

## **D. Burden of Proof**

The burden of proof refers to who has the responsibility of showing a violation has occurred. It is always the responsibility of LECOM to satisfy the burden of proof. The Respondent does not have the burden to prove that a violation did not occur. Respondents may decide not to share their side of the story or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from LECOM and does not indicate responsibility. Additionally, there will not be an adverse inference against a Respondent for the Respondent's refusal to participate in an investigation or hearing, nor will Respondent's refusal to participate result in increased sanctions if the Respondent is found responsible for the accusations.

## **E. Standard of Proof**

LECOM uses the preponderance of the evidence standard in investigations and adjudications of complaints alleging sexual misconduct and any related violations. This means that it is determined whether it is more likely than not that a violation of the policy occurred.

## **F. Timeline for Resolution**

LECOM will resolve all cases in a reasonably prompt manner with the goal of conducting grievance processes fairly in a way that reaches reliable outcomes. The timeline may vary based on the circumstances of the case, including breaks in the academic calendar, availability of the parties and witnesses, scope of the investigation, need for interim actions, and unforeseen or exigent circumstances. The parties will be periodically updated on the status of their case.

Reasonable delays may be made for good cause. Good cause for short-term delays includes, but is not limited to, absence of the parties and/or witnesses due to reasonable causes, concurrent law enforcement activity, transportation needs for parties and/or witnesses, technology issues to troubleshoot to facilitate a live hearing, the need for language assistance or accommodation of disabilities, and the need to provide an advisor for a hearing.

While LECOM will attempt to accommodate the schedules of parties and witnesses throughout the grievance process in order to provide parties with a meaningful opportunity to exercise their rights under this policy, a grievance process can proceed to conclusion even in the absence of a party or witness.

### **G. Retaliation Prohibited**

LECOM does not tolerate retaliation and will pursue actions against those who take retaliatory measures against reporters, witnesses, or parties. Neither LECOM nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing.

Retaliation includes intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment if the purpose is to interfere with any right or privilege secured by Title IX.

Complaints alleging retaliation may be filed according to the Title IX grievance procedures for sex discrimination. An individual may be charged with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding, however a determination regarding responsibility is not sufficient alone to conclude that a party made a materially false statement in bad faith.

### **H. Investigation Process of a Formal Complaint**

If it is appropriate and the parties choose and complete an informal resolution process there may be no formal investigation. If necessary, a full investigation will be promptly engaged. 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. The parties should be most scrupulous in preserving all evidence.

The parties are not granted the right to depose parties or witnesses, nor to invoke a court system's subpoena powers to compel parties or witnesses to appear at hearings.

#### **About the investigation process:**

- A Complainant is not required to participate in the Title IX process or to provide any information to the Title IX Coordinator.
- LECOM may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity

or assisting in that capacity and were made and maintained in connection with the provision of treatment to the party unless the party provides voluntary written consent to do so for a grievance process.

- Both parties must be given an equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- Neither party should be restricted in the ability to discuss the allegations under investigation or to gather and present relevant evidence.
- Both parties must have the same opportunities, if any, to have others present during any meeting or grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.
- LECOM may establish restrictions regarding the extent to which the parties' advisors may participate in the proceedings; such restrictions shall apply equally to both parties.
- Both parties must be given written notice of all hearings, investigative interviews, or other meetings at which they are invited or expected to attend with sufficient time to prepare. Notice must include the date, time, location, participants, and purpose.
- Both parties must be provided with an equal opportunity to inspect and review any evidence obtained in the investigation of the allegations raised in a formal complaint, including evidence LECOM does not intend to rely on in reaching a determination regarding responsibility. Such evidence includes inculpatory and exculpatory evidence. It includes evidence obtained from a party or other source.
- Non-participating Complainants must also be given the opportunity to inspect, review, and respond to the evidence.
- Prior to completion of the investigative report, both parties must be sent (including their advisor, if any), the evidence subject to inspection and review in an electronic format or a hard copy and given at least ten days to submit a written response. The investigator must consider such written responses prior to completion of the investigative report. This evidence must be available at any hearing so that it may be referred to or used for cross-examination.
- LECOM may impose on the parties and each party's advisor restrictions or require a non-disclosure agreement (NDA) not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process, as long as doing so does not violate Title IX regulations or other applicable laws.

#### **About the investigation report:**

After the investigation and the parties have been given an opportunity to submit a response to the evidence they were able to inspect and review, the investigator will create an investigative report that summarizes the relevant evidence. The report must be sent at least ten days prior to a hearing or other time of determination regarding responsibility to each party and each party's advisor, if any. The report must be sent in an electronic format or a hard copy for their review and written response.

All evidence summarized in the investigative report must be relevant. Evidence is relevant if it is probative of any material fact concerning the allegations, with exceptions. The investigator may redact from the investigative report information that is not relevant and also information protected



by a legally recognized privilege, or treatment records for which there is no written consent to use. The investigative report may include facts and interview statements.

The investigator may include recommended findings or conclusions in the investigative report, however the decision-maker is under an independent obligation to objectively evaluate relevant evidence and cannot simply defer to the recommendations made by the investigator in the investigative report.

A single investigative report may be made in the context of a grievance process that involves multiple Complainants, multiple Respondents, or both.

## **I. Hearings**

Formal complaints not dismissed or resolved by informal resolution will proceed to a live hearing. Elements of the live hearing follow.

- Hearings are held live, however at the request of either party, the live hearing may occur with the parties located in separate rooms with technology enabling the decision maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
- Parties' advisors may represent parties during the entire live hearing.
- Parties must inform LECOM at least seven (7) days prior to a hearing whether the party intends to bring an advisor of choice to the hearing. If the party does not intend to bring an advisor of choice, LECOM will appoint an advisor for that party for the hearing.
- If a party appears at a hearing without an advisor and LECOM did not have the seven day advance notice to appoint an advisor for the party, the hearing will stop and may be rescheduled if necessary to permit LECOM to assign an advisor to that party to conduct cross-examination.
- Parties and advisors must participate respectfully and non-abusively during a hearing; this includes not yelling at the other party or others in the hearing. If a party's advisor refuses to act in a respectful and non-abusive manner, LECOM may require the party to use a different advisor.
- LECOM may permit the parties' advisors to make brief opening or closing statements.
- LECOM may make an opening or closing statement.
- LECOM may present evidence to the decision-maker which may be used by the decision-maker in reaching a determination regarding responsibility.
- The decision-maker has the right and responsibility to ask questions and elicit information from parties and witnesses on the decision-maker's own initiative to aid the decision-maker in obtaining relevant evidence both inculpatory and exculpatory, and the parties also have an equal right to present evidence in front of the decision-maker so the decision-maker has the benefit of perceiving each party's unique perspective about the evidence.
- At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses relevant and follow-up questions, including to challenge credibility. Cross-examination must be conducted directly, orally, and in real time by the party's advisor, but never by a party personally.
- Only relevant cross-examination and other questions may be asked of a party or witness. Before a question is answered by a party or witness, the decision-maker(s) must first

determine whether the question is relevant and explain decisions to exclude a question as not relevant.

- In determining what evidence is relevant, a layperson's determination that a question is not relevant is made by applying logic and common sense, but not against a backdrop of legal expertise.
- At a hearing, a decision-maker may find that a question is irrelevant because it is not probative of any material fact concerning the allegations.
- Where evidence is duplicative of other evidence, the decision-maker may deem the evidence not relevant.
- Information that is not relevant includes information protected by a legally recognized privilege and any party's medical, psychological, and similar records unless the party has given voluntary written consent.
- Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such evidence is offered to prove that someone other than the Respondent committed the alleged conduct or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- Relevant evidence will not be excluded solely because such relevant evidence may be unduly prejudicial, concern prior bad acts, or constitute character evidence.
- Written questions may not be submitted for the purpose of ascertaining relevance prior to or during a hearing.
- The advisors may discuss the relevance determination with the decision-maker during the hearing, however there will be no challenging the relevance determination after receiving the decision-maker's explanation during the hearing.
- Parties and witnesses may not waive a question.
- The decision-maker(s) cannot draw an inference about responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- Where a grievance process is initiated because the Title IX Coordinator, and not the Complainant, signed the formal complaint, the Complainant who did not wish to initiate a grievance process remains under no obligation to then participate in the grievance process.
- LECOM will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review. LECOM is not obligated to send the parties a copy of the recording or transcript.
- The decision-maker(s) must issue a written determination regarding responsibility using the standard of evidence adopted, preponderance of the evidence.
- The decision-maker must objectively evaluate all relevant evidence, both inculpatory and exculpatory, and independently reach a determination regarding responsibility without giving deference to the investigative report.
- Admissible, relevant evidence must be evaluated for weight or credibility by the decision-maker.
- Credibility determinations are not based solely on observing demeanor, but also are based on other factors (e.g., specific details, inherent plausibility, internal consistency, corroborative evidence).

- The degree to which any inaccuracy, inconsistency, or implausibility in a narrative provided by a party or witness should affect a determination regarding responsibility is a matter to be decided by the decision-maker after having the opportunity to ask questions of parties and witnesses and observing how parties and witnesses answer the questions posed by the other party.

### **Possible remedies and disciplinary sanctions:**

Upon a finding that the Respondent was responsible for the alleged actions constituting prohibited activities under this policy, the potential penalties range from remedies similar to supportive measures to probation, suspension, and dismissal from LECOM.

### **J. Decision-Maker's Written Determination**

The written determination must include:

- Identification of the allegations potentially constituting sexual harassment
- A description of the procedural steps taken from the receipt of the formal complaint through the determination. Include notifications to the parties, interviews with the parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
- Findings of fact supporting the determination. The decision-maker must lay out the evidentiary basis for conclusions reached in the case.
  - There is no requirement that the written determination address evaluation of contradictory facts, exculpatory evidence, "all evidence" presented at a hearing, or how credibility assessments were reached.
- Conclusions regarding the application of LECOM's code of conduct to the facts
- A statement with the determination regarding responsibility for each allegation and the rationale for each such determination
- Disciplinary sanctions to be imposed on the Respondent
- Whether remedies designed to restore or preserve equal access to LECOM's education program or activity will be provided to the Complainant, however the nature of the remedies provided to the Complainant should not appear in the written determination. Remedies which do not directly affect the Respondent must not be disclosed to the Respondent. The Title IX Coordinator is responsible for effective implementation of any remedies.
- Procedures and permissible bases for the Complainant and Respondent to appeal

The written determination must be provided to the parties simultaneously. The determination regarding responsibility is final either on the date that the written determination of the result of an appeal is provided to the parties, if an appeal is filed, or on the date when an appeal would no longer be considered timely.

If it is determined that a violation of the Title IX 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 for resolution as appropriate.

## **K. Right to Appeal**

Both parties may appeal from a determination regarding responsibility and from a dismissal of a formal complaint or any allegations therein on these bases:

- Procedural irregularity that affected the outcome of the matter
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter

The other party will be notified in writing when a party files an appeal and will be provided the appeal document. The other party may file a written statement in response to the appeal within seven (7) business days of the date the appealing party's appeal was provided.

An appeal must be filed with the Title IX Coordinator within seven (7) business days of the date of the decision-maker's written determination. The appeal must include an explanation of the basis of the appeal. The Title IX Coordinator will forward the appeal, the decision-maker's written determination, and all other materials from the investigation and hearing to the President of LECOM for a final decision.

The President will review the materials provided using a preponderance of the evidence standard and will issue in a reasonably timely manner an Appeal Outcome Letter detailing the final decision and the rationale for the result, which may affirm, reverse or modify the determination of the decision-maker. The decision of the President is final. The written appeal decision will be simultaneously provided to both parties.

## **VII. RIGHTS AND RESPONSIBILITIES**

- A. Reports and complaints have different meanings. An individual has a right to make a report of sexual misconduct to LECOM, which may be accompanied by request for supportive measures. An individual also has a right to make a complaint of sexual misconduct, which is a request to initiate LECOM's informal resolution process or a formal disciplinary process, which includes an investigation and may proceed to a formal hearing.
- B. Prior to the conclusion of a sexual misconduct investigation, the reporting party may request to withdraw the complaint by contacting the Title IX Coordinator or designee in writing. He or she will determine whether to close the case or conclude the investigation without the Complainant's continued participation.
- C. An individual also has the right to report sexual misconduct to law enforcement, separate and apart from any report or complaint made to LECOM.
- D. At the time a report is made, the reporting party does not have to decide whether to file a complaint or make a report of sexual misconduct to law enforcement.
- E. An affected party has the right to request supportive measures from LECOM, which may include interim contact restrictions.
- F. The reporting party has the right to seek medical treatment to address physical and mental health and to preserve evidence.
- G. A report may become a formal complaint, either initiated by the Complainant or the Title IX Coordinator. To file a formal complaint, please contact the Title IX Coordinator/designee.

## **VIII. 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

**Elmira, New York Resources**

Family Services of Chemung County

(607) 733-5696

Chemung County Crisis Program

(607) 737-5369

New York State Domestic Violence Hotline

(800) 942-6906

Sexual Assault Resource Center

(888) 810-0093

Committee for Physicians Health (New York)

(518) 436-4723

**New York Students' Bill of Rights \*\***

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;

3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or Respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

\*\* Applicable to students enrolled at LECOM at Elmira.

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## APPENDIX L - 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.

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**APPENDIX M- LECOM BRADENTON:  
COLLEGE OF OSTEOPATHIC MEDICINE  
ADMINISTRATION, FACULTY AND STAFF**

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President /CEO

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

**Steven G. Inman, C.P.A., C.G.M.A.**  
CFO / Vice President of Finance

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Associate Dean of Academic Affairs

**Robert J George, D.O.**  
Associate Dean of Academic Affairs, Emeritus

**James Gnarra, Ph.D.**  
Assistant Dean of Preclinical Education

**Anthony Ferretti, D.O.**  
Associate Dean of Clinical Education - Emeritus

**Steven Ma, D.O.**  
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Dean, School of Health Services Administration

**Dan Welch, M.L.S.**  
Institutional Director of the Learning Resource Center/IT

**Aaron E. Susmarski, J.D.**  
Institutional Director of Human Resources  
Institutional Title IX Coordinator

**Office of Student Affairs**  
**Ronald Shively**  
Director of Student Affairs

**Nicole L. Papanikos**  
Registrar

**Debra A. Horne**

**Olivia Barry**

Assistant Director of Student Affairs

Admissions Counselor

**Denay Coale-Hunter**

Financial Aid Officer

**Mariela Solis**

Admissions Representative, SOP

**Kandyse Taylor**

Administrative Assistant

**Chandler Waldemarson**

Admissions Coordinator SDM

**Betty Brucee**

Receptionist / Admissions Representative

**Management and Support Staff**

**Joseph Tolomeo**

Operations Supervisor

**Jeffrey Shores**

Skilled Maintenance

**Oliver B. Howe**

Skilled Maintenance

**Michael Arrigo**

Food Service Manager

**Yvonne G. Arrigo**

Food Service Assistant

**Cindy Metz**

Food Service Assistant

**Gordon Hemingway**

Director of Network Operations

**Kandyse Taylor**

Administrative Assistant

**Falin Brucee**

Administrative Assistant

**Cameron Lang**

IT Services

**James Hanlon**

IT Service Manager

**Chad Carrier**

Director of Security

**Leothus C. Jackson, Jr.**

Lead Security Officer

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**Roger Biringer, Ph.D.,** *Associate Professor of Biochemistry*; Ph.D., University of California, M.S., San Jose State University, M.A., University of California

**Anupam Bishayee, Ph.D.,** *Professor of Pharmacology*; Ph.D., Jadavpur University; M.Pharm, Jadavpur University; B.Pharm., Jadavpur University

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