



**SCHOOL OF DENTAL MEDICINE**  
**ACADEMIC CATALOG**  
**AND**  
**STUDENT HANDBOOK**  
**2021-2022**



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

**LECOM SCHOOL OF DENTAL MEDICINE**  
**2021-2022**  
**ACADEMIC CALENDAR**



June 1, 2021	First Semester Begins: D2, 2024; D3, 2023; D4, 2022
July 5	Fourth of July (no classes)
July 16	Registration, Class 2025, D1
July 19	Academic Year Begins, First Day of Class- D1, Class 2025
July 19 - 23	Orientation for the Class of 2025
September 6	Labor Day (no classes)
November 22 - 26	Thanksgiving Break for D1, D2, D3, D4 (no classes)
November 29	Classes Resume
December 17, 2021	First Semester Ends – All Classes
January 3, 2022	Second Semester Begins – All Classes
January 17, 2022	Martin Luther King, Jr. Day (no classes)
May 20, 2022	Semester End Date – All Classes
June 5, 2022	Commencement Class of 2022

# **2021-2025 ACADEMIC CALENDAR**

## **4 YEAR PLANNER**



### **2021 – 2022 Academic Year - First Semester**

June 1, 2021	First day of classes for D2, D3, and D4
July 5, 2021	Fourth of July – no classes
July 16, 2021	Registration for Class of 2025, D1
July 19, 2021	Orientation and the first day of class - Class 2025, D1
September 6, 2021	Labor Day – no classes
November 22 - 26, 2021	Thanksgiving Break - no classes
December 17, 2021	Last day of class

### **2021 – 2022 Academic Year - Second Semester**

January 3, 2022	Second Semester begins for D1, D2, D3 and D4
January 17, 2022	Martin Luther King, Jr. Day – no classes
May 20, 2022	Last day of classes
June 5, 2022	Commencement Class of 2022

### **2022 – 2023 Academic Year - First Semester**

May 31, 2022	First day of classes for D2, D3, and D4
July 4, 2022	Fourth of July – no classes
July 15, 2022	Registration for Class of 2026, D1
July 18, 2022	Orientation and the first day of class - Class 2026, D1
September 5, 2022	Labor Day – no classes
November 21 - 25, 2022	Thanksgiving Break - no classes
December 16, 2022	Last day of class

### **2022 – 2023 Academic Year - Second Semester**

January 3, 2023	Second Semester begins for D1, D2, D3 and D4
January 16, 2023	Martin Luther King, Jr. Day – no classes
May 19, 2023	Last day of classes
June 4, 2023	Commencement Class of 2023

### **2023 - 2024 Academic Year - First Semester**

May 30, 2023	First day of classes for D2, D3, and D4
July 4, 2023	Fourth of July – no classes
July 14, 2023	Registration for Class of 2027, D1
July 17, 2023	Orientation and the first day of class - Class 2027, D1
September 4, 2023	Labor Day – no classes
November 20 - 24, 2023	Thanksgiving Break - no classes
December 15, 2023	Last day of class

### **2023 – 2024 Academic Year - Second Semester**

January 2, 2024	Second Semester begins for D1, D2, D3 and D4
January 15, 2024	Martin Luther King, Jr. Day – no classes
May 17, 2024	Last day of classes
June 2, 2024	Commencement Class of 2024

### **2024 - 2025 Academic Year - First Semester**

May 28, 2024	First day of classes for D2, D3, and D4
July 4, 2024	Fourth of July – no classes
July 12, 2024	Registration for Class of 2028, D1
July 15, 2024	Orientation and the first day of class - Class 2028, D1
September 2, 2024	Labor Day – no classes
November 25 - 29, 2024	Thanksgiving Break - no classes
December 13, 2024	Last day of class

### **2024 – 2025 Academic Year - Second Semester**

January 2, 2025	Second Semester begins for D1, D2, D3 and D4
January 1, 2025	New Year Day- no classes
January 20, 2025	Martin Luther King, Jr. Day – no classes
May 16, 2025	Last day of classes
June 8, 2025	Commencement Class of 2025

## Table of Contents

LECOM SCHOOL OF DENTAL MEDICINE.....	2
2021 – 2022 Academic Year - First Semester .....	3
2021 – 2022 Academic Year - Second Semester .....	3
2022 – 2023 Academic Year - First Semester .....	4
2022 – 2023 Academic Year - Second Semester .....	4
2023 - 2024 Academic Year - First Semester .....	4
2023 – 2024 Academic Year - Second Semester .....	5
2024 - 2025 Academic Year - First Semester .....	5
2024 – 2025 Academic Year - Second Semester .....	5
 1 GENERAL INFORMATION .....	 11
1.1 DESCRIPTION AND PURPOSE OF ACADEMIC CATALOG AND STUDENT HANDBOOK.....	11
1.2 POLICY AND STATEMENT OF NONDISCRIMINATION.....	11
1.3 MISSION STATEMENT.....	12
1.4 HISTORY OF LECOM.....	12
1.5 HISTORY OF THE SCHOOL OF DENTAL MEDICINE.....	16
1.6 DEGREES AWARDED.....	16
1.7 ACCREDITATION AND LICENSURE .....	17
1.8 WRITTEN AGREEMENTS .....	18
1.9 EARLY ACCEPTANCE PROGRAM .....	18
 2 ABOUT THE SCHOOL OF DENTAL MEDICINE.....	 19
2.1 MISSION STATEMENT.....	19
2.2 VISION .....	19
2.3 SCHOOL OF DENTAL MEDICINE GOALS.....	19
2.4 CORE VALUES.....	20
2.5 GUIDING PRINCIPLES AND BELIEFS .....	20
2.6 ADMISSIONS.....	20

2.6.1 COMPETITIVE ADMISSIONS.....	21
2.6.2 ROLLING ADMISSIONS.....	21
2.6.3 ADMISSIONS REQUIREMENTS.....	21
2.6.4 UNDERGRADUATE REQUIREMENTS.....	21
<b>2.7 ADMISSION PROCESS .....</b>	<b>22</b>
2.7.1 LECOM SUPPLEMENTAL APPLICATION.....	23
2.7.2 INTERNATIONAL STUDENTS .....	23
2.7.3 HEALTH AND TECHNICAL STANDARDS FOR ADMISSION.....	24
<b>2.8 REGISTRATION .....</b>	<b>25</b>
<b>2.9 TRANSFER POLICY .....</b>	<b>26</b>
<b>2.10 TUITION AND FEES.....</b>	<b>27</b>
<b>3 ACADEMIC PROGRAM AND POLICIES .....</b>	<b>28</b>
<b>3.1 CURRICULUM.....</b>	<b>28</b>
<b>3.2 PROBLEM BASED LEARNING .....</b>	<b>28</b>
3.2.1 INTRODUCTION AND GENERAL OVERVIEW .....	28
3.2.2 THE TUTORIAL PROCESS IN PROBLEM-BASED LEARNING .....	28
3.2.3 THE GROUP TUTORIAL PROCESS.....	29
3.2.4 ROLE OF PARTICIPANTS.....	30
3.2.5 CONTENT EXAMINATIONS .....	30
3.2.6 FACULTY EVALUATION OF STUDENT PERFORMANCE.....	30
<b>3.3 ANNUAL COURSE SEQUENCE AND CREDIT HOURS .....</b>	<b>31</b>
<b>3.4 COURSE DESCRIPTIONS .....</b>	<b>34</b>
3.4.1 COURSE NUMBERING AND ABBREVIATION SYSTEM .....	34
<b>3.5 ADDITIONAL ACADEMIC POLICIES &amp; PROCEDURES .....</b>	<b>44</b>
3.5.1 VETERANS EDUCATION .....	44
3.5.2 ACADEMIC ADVISEMENT .....	44
3.5.3 STUDENT PROGRESS AND GRADUATION COMMITTEE (SPGC).....	45
3.5.4 GRADING AND CREDIT HOURS.....	45
3.5.5 POLICY AND PROCEDURE FOR FINAL GRADE APPEALS .....	47
3.5.6 PROMOTION.....	49
3.5.7 ACADEMIC PROBATION.....	50
3.5.8 REMEDIATION .....	51
3.5.9 DISMISSAL .....	54
3.5.10 LEAVE OF ABSENCE* .....	54
3.5.11 WITHDRAWAL POLICY .....	56
3.5.12 STANDARDS OF ACADEMIC SATISFACTORY PROGRESS .....	57
3.5.13 ATTENDANCE, TARDINESS AND ABSENCES.....	57
3.5.14 POLICY ON ATTENDANCE .....	57
3.5.15 LECOM POLICY ON OUTREACH AND SERVICE .....	61
3.5.16 PARTICIPATION IN SPECIAL ENVIRONMENTS.....	62
3.5.17 ACADEMIC FREEDOM.....	63
3.5.18 POLICY FOR GUEST LECTURERS.....	63
3.5.19 EXAMINATIONS AND GRADUATION.....	64
3.5.20 REQUIREMENTS FOR GRADUATION.....	65

3.5.21 COMMENCEMENT .....	66
<b>4 INSTITUTIONAL SERVICES .....</b>	<b>67</b>
<b>4.1 FINANCIAL AID/FINANCIAL SERVICES.....</b>	<b>67</b>
4.1.1 PURPOSE OF LECOM'S FINANCIAL AID PROGRAM.....	67
4.1.2 FINANCIAL AID CODE OF CONDUCT .....	67
4.1.3 FINANCIAL AID APPLICATION PROCEDURE .....	68
4.1.4 STUDENT FINANCIAL ASSISTANCE AND TUITION AND FEES PAYMENT .....	68
4.1.5 APPLICATION FOR ADDITIONAL LOAN FUNDING .....	69
4.1.6 SATISFACTORY ACADEMIC PROGRESS STANDARD FOR FINANCIAL AID RECIPIENTS .....	69
4.1.7 LEAVE OF ABSENCE FOR FINANCIAL AID RECIPIENTS.....	69
4.1.8 STATE RESIDENCY STATUS.....	70
4.1.9 TERMS OF PAYMENT .....	70
4.1.10 LATE PAYMENT FEE .....	70
4.1.11 TUITION REFUND POLICY .....	70
4.1.12 VETERANS BENEFIT TUITION REFUND POLICY .....	71
4.1.13 TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS .....	71
<b>4.2 INFORMATION/TECHNOLOGY POLICIES.....</b>	<b>73</b>
4.2.1 GENERAL GUIDELINES .....	73
4.2.2 E-MAIL .....	73
<b>4.3 LEARNING RESOURCE CENTER .....</b>	<b>76</b>
4.3.1 GENERAL LIBRARY INFORMATION .....	76
4.3.2 CONDUCT IN THE LIBRARY AND DESIGNATED STUDY/BREAKOUT ROOMS .....	76
4.3.3 CIRCULATION PROCEDURES .....	77
4.3.4 ONLINE PUBLIC ACCESS CATALOG.....	77
4.3.5 FINES AND FEES .....	77
4.3.6 RESERVE COLLECTION .....	77
4.3.7 PHOTOCOPIERS .....	77
4.3.8 LRC COMPUTERS AND PRINTERS.....	77
4.3.9 INTERLIBRARY LOANS .....	77
4.3.10 ELECTRONIC RESOURCES.....	78
4.3.11 LIBRARY INSTRUCTION AND LITERATURE SEARCHES .....	79
<b>4.4 CAMPUS SECURITY AND SAFETY.....</b>	<b>80</b>
4.4.1 CAMPUS FACILITIES .....	80
4.4.2 LECOM POLICE AND SECURITY OFFICE .....	80
4.4.3 CAMPUS SAFETY AND SECURITY PROGRAMS AND INFORMATION SYSTEMS.....	82
4.4.4 VEHICLE REGISTRATION AND PARKING REGULATIONS.....	83
4.4.5 STUDENT RESPONSIBILITY FOR SAFETY AND SECURITY .....	84
4.4.6 DRUGS, ALCOHOL AND WEAPONS POLICY.....	86
4.4.8 SUICIDE INTERVENTION POLICY .....	90
4.4.9 VIOLENCE AND/OR THREATS OF VIOLENCE POLICY .....	91
4.4.10 DANGEROUS PERSON POLICY .....	91
4.4.11 VISITORS POLICY.....	92
<b>4.5 REGISTRAR/EDUCATIONAL RECORDS .....</b>	<b>93</b>
4.5.1 OFFICE OF THE REGISTRAR .....	93
4.5.2 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT .....	96
4.5.3 EDUCATIONAL RECORDS POLICY.....	97
4.5.4 EDUCATIONAL RECORDS .....	98



4.5.5 ANNUAL NOTIFICATION .....	98
4.5.6 PROCEDURE TO INSPECT EDUCATIONAL RECORDS .....	98
4.5.7 RIGHT OF LECOM TO REFUSE ACCESS .....	98
4.5.8 RECORD OF REQUESTS FOR DISCLOSURE .....	99
4.5.9 DISCLOSURE OF DIRECTORY INFORMATION .....	99
4.5.10 CORRECTION OF EDUCATIONAL RECORDS .....	99
4.5.11 FERPA BREACH POLICY .....	100
<b>5 STUDENT LIFE .....</b>	<b>102</b>
<b>5.1 STUDENT AFFAIRS .....</b>	<b>102</b>
5.1.1 MISSION STATEMENT OF THE OFFICE OF STUDENT AFFAIRS .....	102
5.1.2 BEHAVIORAL HEALTH SERVICES .....	102
5.1.3 STUDENT HEALTH SERVICES .....	105
5.1.4 PROTOCOL FOR MANAGING STUDENTS IN DISTRESS .....	106
5.1.5 STUDENT RACIAL/ETHNIC SELF-DESCRIPTION .....	107
5.1.6 DISABILITY SERVICES .....	107
5.1.7 CAMPUS SPEAKERS .....	109
5.1.8 BOOKSTORE .....	109
5.1.9 LIVING ACCOMMODATIONS .....	109
5.1.10 STUDENT TELEPHONE EMERGENCY MESSAGE SYSTEM .....	110
5.1.11 CANCELLATION OF CLASS .....	110
5.1.12 REQUIRED EQUIPMENT .....	110
5.1.13 STUDENT ACTIVITIES .....	111
<b>5.2 STUDENT CONDUCT .....</b>	<b>113</b>
5.2.1 CODE OF STUDENT CONDUCT AND DISCIPLINE .....	113
5.2.2 PURPOSE OF THE STUDENT CODE .....	113
5.2.3 PENALTIES .....	118
5.2.4 STUDENT DISCIPLINARY PROCEDURES .....	119
5.2.5 PROCEDURE FOR REVIEW BY THE CHAIRPERSON OF SPG COMMITTEE .....	120
5.2.6 PROCEDURE FOR REVIEW BY THE SPG COMMITTEE .....	120
5.2.7 AUTHORITY OF THE SPG COMMITTEE FOR STUDENT DISCIPLINARY PROCEDURES .....	121
5.2.8 DUTIES OF THE CHAIR OF THE SPG COMMITTEE .....	121
5.2.9 PROCEDURE FOR APPEALS OF DECISIONS OF THE SPG COMMITTEE .....	121
5.2.10 ENROLLMENT STATUS DURING APPEAL .....	122
5.2.11 PROCEDURE FOR STUDENT GRIEVANCE/APPEAL .....	122
5.2.12 PROTOCOL FOR INPUT ON MATTERS OF STUDENT CONCERN .....	123
5.2.13 STUDENT COMPLAINTS TO STATE DEPARTMENTS OF EDUCATION .....	125
5.2.14 LEGAL LIMITATIONS ON PRACTICE OF DENTISTRY .....	126
<b>5.3 CAMPUS POLICIES AND REGULATIONS .....</b>	<b>126</b>
5.3.1 SMOKING .....	126
5.3.2 DRESS CODE POLICY .....	126
5.3.3 STUDENT IDENTIFICATION/KEY CARD POLICY .....	127
5.3.4 HEALTH RECORDS POLICY .....	127
5.3.5 MANDATORY STUDENT HEALTH INSURANCE POLICY .....	128
5.3.6 LOCKER ASSIGNMENT POLICY .....	129
5.3.7 POLICY STATEMENT ON INTOLERANCE .....	129
5.3.8 HARASSMENT AND HAZING .....	129
5.3.9 FOOD AND BEVERAGE DIRECTIVES .....	130
5.3.10 RECORDING OF LECTURES .....	130
5.3.11 RECYCLING .....	131

5.3.12 SOCIAL COMPUTING GUIDELINES .....	131
5.3.13 CREDIT CARD MARKETING POLICY .....	131
<b>6 APPENDICES.....</b>	<b>132</b>
<b>APPENDIX A .....</b>	<b>132</b>
<b>APPENDIX B.....</b>	<b>135</b>
<b>APPENDIX C.....</b>	<b>137</b>
<b>APPENDIX D .....</b>	<b>138</b>
<b>APPENDIX E.....</b>	<b>140</b>
<b>APPENDIX F.....</b>	<b>141</b>
<b>APPENDIX G .....</b>	<b>142</b>
<b>APPENDIX H .....</b>	<b>143</b>
<b>APPENDIX I.....</b>	<b>144</b>
<b>APPENDIX J .....</b>	<b>145</b>
<b>APPENDIX K.....</b>	<b>169</b>
<b>APPENDIX L .....</b>	<b>170</b>
<b>APPENDIX M .....</b>	<b>175</b>
<b>APPENDIX N .....</b>	<b>180</b>
<b>APPENDIX O .....</b>	<b>181</b>
<b>APPENDIX P.....</b>	<b>183</b>

# **1 GENERAL INFORMATION**

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

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

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

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

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

Upon the end of each academic year, representatives of the School of Dental Medicine, along with the Directors of Student Affairs at each location and LECOM counsel, review the annual Academic Catalog and Student Handbook to 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 on the basis of race, color, religion, gender or sex to include sexual orientation and transgender persons, national origin, ancestry, ethnicity citizenship, age, genetic characteristics, disability, or any other characteristic protected by applicable law. This policy applies to all LECOM programs and activities, including but not limited to admission, employment, education, scholarship, graduation, loan policies, practices, and procedures.

LECOM seeks to admit qualified students and hire qualified employees for the creation of a diverse body of thought and interest within its community of scholars. Our definition of diversity includes

race/ethnicity, religion, sexual orientation, and more, but is certainly not limited to those considerations. The candidate's background in the sciences, future career intentions, unique abilities, personality, and general accomplishments also are carefully reviewed in seeking to have a diverse student body. For instance, a student who has demonstrated unique talents and skills in research, or who has a unique life mission in public health service, brings to our student body another important measure of diversity.

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

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

### **1.3 MISSION STATEMENT**

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

### **1.4 HISTORY OF LECOM**

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

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

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

LECOM School of Dental Medicine Academic Catalog and Student Handbook – Effective Date 10/7/2021

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 HISTORY OF THE SCHOOL OF DENTAL MEDICINE**

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

## **1.6 DEGREES AWARDED**

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

Other degrees offered at LECOM include:

Doctor of Osteopathic Medicine (D.O.)

Doctor of Pharmacy (Pharm.D.)



Doctor of Philosophy in Anatomy Education (Ph.D.)  
Doctor of Philosophy in Medical Microbiology Education (Ph.D.)  
Doctor of Health Services Administration (D.H.A.)  
Doctor of Pharmacy Education (Ph.D.)  
Master of Science in Medical Education (M.S. Med. Ed.)  
Master of Science in Biomedical Sciences (M.S. in Biomedical Sciences)  
Master in Health Services Administration (MHSA)  
Master of Medical Science (MMS)  
Master of Science Biomedical Ethics (MSBE)  
Master of Public Health (MPH)  
Master of Science in Nursing- Clinical Nurse Leader (MSN)

## **1.7 ACCREDITATION AND LICENSURE**

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

The program in dental education is accredited by the Commission on Dental Accreditation (and has been granted the accreditation status of “approval without reporting requirements”). The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Ave., Chicago, IL 60611. The Commission’s web address is <http://www.ada.org/en/coda>.

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.

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

The email will read as follows:

The Commission on Dental Accreditation (CODA) will review complaints that relate to a program’s compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs

but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, promotion or dismissal of faculty, staff or students.

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

## **1.8 WRITTEN AGREEMENTS**

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

## **1.9 EARLY ACCEPTANCE PROGRAM**

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

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

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

## **2 ABOUT THE SCHOOL OF DENTAL MEDICINE**

### **2.1 MISSION STATEMENT**

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

### **2.2 VISION**

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

### **2.3 SCHOOL OF DENTAL MEDICINE GOALS**

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

## **2.4 CORE VALUES**

The SDM is committed to a culture that equally values:

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

## **2.5 GUIDING PRINCIPLES AND BELIEFS**

The LECOM School of Dental Medicine believes that:

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

## **2.6 ADMISSIONS**

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

## 2.6.1 COMPETITIVE ADMISSIONS

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

## 2.6.2 ROLLING ADMISSIONS

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

## 2.6.3 ADMISSIONS REQUIREMENTS

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

## 2.6.4 UNDERGRADUATE REQUIREMENTS

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

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

Pre-professional course requirements are as follows\*:

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

33 Semester Hrs./49 Quarter Hrs.

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

B. Competitive scores on the U.S. Dental Aptitude Test\* (DAT).

- Each candidate must submit his or her most recent DAT scores through the American Dental Education Associate application service (ADEA AADSAS).
- Scores in the area of 19 or higher will be expected for the Academic Average, Reading Comprehension, Perceptual Ability, and Science sections.
- The DAT test must have been taken no more than 3 years prior to application.

\*Note: The Canadian Dental Aptitude Test cannot be substituted for the U.S. Dental Aptitude Test (DAT).

C. Letters of recommendation:

- At a minimum, submit two individual letters of recommendations from undergraduate science instructors OR an evaluation by a pre-professional health advising committee from the applicant's undergraduate institution. Letters of evaluation should attest to the applicant's academic and scholastic abilities as well as their personal character. Letters of recommendation from a dentist are highly recommended but not required.
- Letters written by immediate family members will not be accepted.
- All letters of recommendation must be submitted directly from the authors. The Office of Admissions will not accept letters submitted by applicants.

D. Demonstration of commitment to service through community service or extracurricular activities.

E. Demonstration of motivation for and commitment to health care as reflected through employment history, volunteer work, or other life experiences.

F. Demonstration of good oral and written communication skills necessary to interact with patients and colleagues.

## 2.7 ADMISSION PROCESS

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

AADSAS  
1400 K Street NW  
Suite 100  
Washington, DC 20005  
Phone: 202-289-7201  
Fax: 202-289-7204  
[www.aadea.org](http://www.aadea.org)

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

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

### **2.7.1 LECOM SUPPLEMENTAL APPLICATION**

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

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

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

### **2.7.2 INTERNATIONAL STUDENTS**

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

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

### 2.7.3 HEALTH AND TECHNICAL STANDARDS FOR ADMISSION

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

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

- A. Observation: A candidate should be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.
- B. Communication: Candidates must have sufficient facility with the English language. A candidate should be able to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A candidate should be able to communicate effectively and sensitively with patients. Communication includes not only speech, but also reading and writing. The candidate should be able to communicate effectively and efficiently in verbal and written forms with all members of a health care team.
- C. Motor: A candidate must be able to perform basic life support (including CPR), transfer and position disabled patients, and position and reposition self around patients in various treatment settings. The candidate must be able to operate dental equipment and controls and utilize fine hand movements. D.M.D. candidates should have sufficient motor function to elicit information from patients by palpation, percussion, and other manual diagnostic skills. The candidate should be able to perform radiology procedures and read radiographs. A candidate should be able to reasonably execute motor movements required to provide comprehensive dental care to patients. All candidates for LECOM health professional degrees are required to possess coordination of both gross and fine muscular movements, equilibrium, and the functional use of the senses of touch and vision.
- D. Intellectual, Conceptual, Integrative, and Quantitative Abilities: These required abilities include measurement, calculations, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of dentists, requires all of these intellectual abilities. In addition, the candidates should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.



- E. Behavioral and Social: Candidates must possess the emotional health required for full use of their intellect, the exercise of good judgment, the prompt completion of all responsibilities in the diagnosis and care of patients and the development of mature, sensitive, and effective relationships with patients and colleagues. The candidate must be able to cope with strenuous workloads and changing environments with flexibility, and to cope with ambiguity in decision making. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are essential for the successful functioning dentist. The candidate must be free of psychopathic or sociopathic behaviors which are contrary to professional and ethical standards. Emotional stability of the student is required, along with successful completion of the curriculum, to succeed. If the emotional stability of a student becomes a concern to the administration, an evaluation by a mental health professional may be required. Exhibition of any of the above behaviors is inconsistent with the standards of LECOM and may result in denial of admission or expulsion from LECOM.

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

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

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

## **2.8 REGISTRATION**

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

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

- Final official transcript(s) from previously attended colleges and/or universities
- Physical examination form
- Immunization records as outlined on the physical examination form
- Emergency data form
- Safety report form

- Participation in the LECOM health insurance program
- Criminal background check. In most cases, a misdemeanor conviction will not affect admission; a felony conviction could affect admission, as could failure to disclose either a misdemeanor or felony conviction; Background checks need to be completed by the deadline specified in the matriculation document, and no later than June 10 of the matriculation year.
- Signed matriculation agreement.
- Attendance at orientation is mandatory for first year students. Matriculation is subject to satisfactory completion of all academic requirements, including completion of the Immunization Status Report and immunity to all diseases as outlined in the report and payment of tuition, fees and other charges to LECOM.

## 2.9 TRANSFER POLICY

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

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

1. A completed AADSAS application.
2. A completed LECOM Supplemental Application with \$50.00 non-refundable application fee.
3. Official transcripts from all previously attended institutions.
4. A letter from the applicant indicating why they wish to transfer to the SDM and explaining any circumstances resulting in their request for a transfer from their current institution.
5. A letter from the Dean of the dental school they are currently attending providing the student’s enrollment status and the terms of withdrawal from that institution.
6. Letters of recommendation from two (2) faculty members at the institution where the student is currently enrolled.
7. Official copy of NBDE Part I results.
8. Additional documents or letters of recommendation as determined by the Dental School Admissions Committee may be requested.

Acceptance of transfer students is dependent upon the student’s qualifications, curricular compatibility, and available space in the class they wish to enter. Additional course work may be required to satisfy LECOM’s curriculum. The School of Dental Medicine Admissions Committee will evaluate prior course work to determine credit hours accepted for transfer. Students accepted for transfer must minimally

complete their last two years at the SDM. Applicants requesting to transfer into the SDM must be eligible for readmission to the dental school they are currently attending.

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

## 2.10 TUITION AND FEES

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

Application Fee - <i>(LECOM Supplemental)</i>	\$50
Nonrefundable fee (payable upon submission of application for admission)	
Matriculation Fee <i>Nonrefundable fee (payment credited to the tuition fee upon matriculation)</i>	\$2,000
Tuition 1st Year Students	\$56,235
Tuition Years 2-3	\$55,955
Tuition Year 4	\$55,415
Curriculum Fee	\$350
Technology Fee	\$300
Lab Fee	\$100
Graduation Fee	\$300
Student Government Fee	\$50
Disability Insurance <i>(Mandatory)</i> <i>(Variable/Age Dependent)</i>	\$695
Health Insurance <i>(Mandatory Unless Covered)</i>	\$4,178
<b>Additional Fees for the School of Dental Medicine</b>	
Late Payment Fee (per week)	\$50
Breakage Fee (Loss/damage to college property and equipment is charged to the student(s) responsible) Cost of replacement	
Transcript Fee	\$10

Student Identification/Key Card- Replacement	\$25
Remediation Course Fee (depends on course length)	\$500/max
Remediation Exam Fee	\$100

### **3 ACADEMIC PROGRAM AND POLICIES**

#### **3.1 CURRICULUM**

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

#### **3.2 PROBLEM BASED LEARNING**

Problem-Based Learning (PBL) consists of a clinical framework for the integration and application of the basic and medical sciences. The primary purpose is not to diagnose and treat “virtual patients”, but to develop an understanding of the basic and medical sciences, which support how body systems work in normal and pathological states. In PBL, studies are based around patient cases that provide the context for acquiring the underlying knowledge and understanding of clinical science. This method of learning promotes critical thinking and clinical reasoning skills, and retention of knowledge is enhanced through its contextual nature. Since the PBL process principally involves small group discussion and personal study, it also strongly promotes interpersonal skills and independent learning.

##### **3.2.1 INTRODUCTION AND GENERAL OVERVIEW**

The Problem-Based Learning (PBL) format facilitates learning not only information, but also communication skills, group interactions, and learning how to learn (a critical investment in each students’ future). Problem-Based Learning (PBL) emphasizes self-directed learning within a team approach. The teams (groups of 7-10 students), each with a faculty facilitator, meet three times each week to study a sequence of more than 70 patient cases. The faculty members do not teach in the traditional sense but facilitate the efforts of the student group in understanding the cases for themselves. All faculty members are available for consultation outside of PBL sessions. During studying each case, learning issues – topics the students should study in greater depth to understand the case and the underlying science – are identified. Between meetings, students work independently, or in small, informal groups, on these learning issues, which later form the basis for their examinations. It is essential to study these topics in a timely manner while proceeding through the cases, so that learning is truly contextual, and each case is understood.

##### **3.2.2 THE TUTORIAL PROCESS IN PROBLEM-BASED LEARNING**

The center of Problem-Based Learning is the tutorial group (generally 8 students plus one faculty facilitator). Each member of the group has responsibilities, which are important if the process is to succeed

(See Roles of Participants). Members must feel free to challenge one another in a constructive manner and feel comfortable with being challenged, but without feeling personally threatened or insulted. In the early stages of group dynamics, this is difficult because members are uncomfortable with this behavior, but with familiarity, it becomes an enjoyable exercise, which serves to help the group and its members focus on those areas where their knowledge must be extended.

The PBL cases are based on actual patients. The Progressive Disclosure Model of Problem-Based Learning is used. Initially, only the name, age, gender, and chief complaint of the patient are presented to the group. Following discussion, the group will request additional information, such as the results of a history and physical examination. Additional discussion follows and the students begin to form an initial differential diagnosis. After this discussion, the group will request new data, such as various test results, and again, discussion follows. During the process, the students raise "learning issues", topics that they need to know more about. Following completion of a case, the students submit their final learning issues to the PBL Director. The final learning issues serve as the basis for examination questions.

The facilitator will monitor the group and redirect them by asking appropriate questions for discussion if they digress too far. The students are given the latitude to pursue unproductive directions and decide for themselves that a particular learning issue was not essential to understanding the patient's problems.

### **3.2.3 THE GROUP TUTORIAL PROCESS**

At the beginning of a PBL case study, all group members are given the age, gender and chief complaint of the patient. One student plays the role of patient and he/she is given full details of the patient history. Another student plays the role of doctor, interviewing the patient to obtain the history, and obtaining the results of a physical examination from the facilitator. The student group will draw up a range of differential diagnoses – although, before they gain experience, this may be merely a list of affected systems. They then proceed as a team, requesting various data, such as laboratory tests, or diagnostic procedures. The appropriate information is progressively disclosed by the facilitator in response to student requests.

Outside the tutorial session, the students engage in independent and small group study, addressing the learning issues adopted in the group session. Appropriate resources for acquiring this knowledge include textbooks, journals, microscope slides, X-rays and tomographic scans, and audio-visual materials.

When the group meets for its next tutorial session, one student will present the patient using a format in which the known subjective and objective information is summarized and assessed, and a plan for continued management is proposed. This will initiate continued discussion, not only of the new knowledge and its use in evaluating their hypotheses, but also for the seeking of more information about the patient. In light of the new information, they approach the case anew, listing new ideas, formulating new hypotheses and learning issues, as new case information is provided and added to what they already have. Followed by another group self-evaluation, another period of independent study, and another meeting. In the early stages of PBL, this process may be repeated several times during a single case, as additional learning issues are added until the group is satisfied that it has gained sufficient knowledge of basic scientific concepts to understand the basic mechanisms underlying the clinical picture presented in the case.

### **3.2.4 ROLE OF PARTICIPANTS**

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

The students have the responsibility to participate actively in the discussions of the group. They must be willing to both give and accept constructive criticism, to admit to knowledge deficiencies where they exist, and to complete their independent study assignments to contribute effectively to the group effort.

### **3.2.5 CONTENT EXAMINATIONS**

In the PBL component of the program, cases are studied in blocks, each followed by an examination that tests knowledge and understanding of the learning issues relating to the cases. The students select learning issues in the form of chapters from required texts for the course, so that the material they study for each examination is defined. The examinations comprise multiple-choice questions, written in the style of the medical examining boards. A small, additional component of the student assessment is derived from evaluation of their performance in tutorial sessions by the facilitator.

### **3.2.6 FACULTY EVALUATION OF STUDENT PERFORMANCE**

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

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

### 3.3 ANNUAL COURSE SEQUENCE AND CREDIT HOURS

#### **D1 – Semester 1**

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

#### **D1 – Semester 2**

DBS 1001 Dental Biostatistics	1.0
GPD 1002 General Practice Dentistry	2.0
HPC 1002 Hygiene Patient Clinic II	2.0
IPE 1001/1002 Inter-professional Education I &II (online)	0.0
PBL 1011 Problem Based Learning II	8.0
RCC 1001 Restorative Comprehensive Care I	6.5
<b>Total 19.5</b>	

**D2 – Semester 1**

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

**Total 29.5****D2- Semester 2**

CCC 1001 Comprehensive Care Patient Clinic	2.0
PBL 1013 Problem-Based Learning IV	8.0
PED 1001 Pediatric Dentistry	3.0
PER 1003 Periodontology III	1.0
ORT 1002 Orthodontics II	0.5
RCC 1005 Restorative Comprehensive Care	7.5
TMD 1001 Occlusion	0.5

**Total 22.5**



**D3 – Semester 1**

CCC 1002 Comprehensive Care – Patient Clinic	36.5
GDT 1001 Geriatrics/Special Needs Dentistry	1.0
HSD 1001 Hospital Dentistry	0.5
MSD 1001 Management/Supervision of Dental Practice	0.5
MSD 1002 Management/Supervision of Dental Practice	2.0
PED 1100 Topics in Pediatric Dentistry	1.0
TBL 1001 Team Based Learning I	2.5
TMD 1002 Temporomandibular Disorders	1.0
<b>Total</b>	<b>45.0</b>

**D3 – Semester 2**

CCC 1003 Comprehensive Care – Patient Clinic	26.5
TBL 1002 Team Based Learning II	2.5
<b>Total</b>	<b>29.0</b>

**D4 – Semester 1**

CCC 1004 Comprehensive Care – Patient Clinic	28.0
<b>Total</b>	<b>28.0</b>

**D4 – Semester 2**

CCC 1005 Comprehensive Care – Patient Clinic	20.0
<b>Total</b>	<b>20.0</b>

<b><u>TOTAL CREDITS</u></b>	<b><u>218.0</u></b>
-----------------------------	---------------------

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

## **3.4 COURSE DESCRIPTIONS**

### **3.4.1 COURSE NUMBERING AND ABBREVIATION SYSTEM**

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

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

### LECOM SDM Standard Numerical Course Designations:

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

#### **ANT 1003 - Clinical Human Gross Anatomy – 2 Credit Hours**

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

#### **CCC COURSE SERIES (CCC 1001-1005)**

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

#### **CCC 1001 - Comprehensive Care Patient Clinic – 2 Credit Hour**

D2 Transition into LECOM Dental Group Practices:

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

#### **CCC 1002 - Comprehensive Care Patient Clinic – 36.5 Credit Hours**

#### **CCC 1003 - Comprehensive Care Patient Clinic – 26.5 Credit Hours**

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

Each third-year student is provided with basic clinical training experience in the following disciplines of dentistry: Oral Diagnosis, Oral and Maxillofacial Surgery, Endodontics, Periodontics, Operative Dentistry, Fixed Prosthodontics, Removable Prosthodontics, Pediatrics, Orthodontics, Geriatrics, and Hospital Dentistry. Each student is assigned to a group of two preceptors. These preceptors provide their students with mentorship and training in diagnosis, treatment planning, sequencing, and the actual

LECOM School of Dental Medicine Academic Catalog and Student Handbook – Effective Date 10/7/2021

treatment of their assigned patients. Consultations in the various specialties of dentistry occur as required. The preceptors direct and coordinate the total dental health care of the patients of each of their students. Individual student meetings are scheduled to discuss clinical performance.

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

**D3 Grand Rounds Component:** Students will present clinical cases that have been diagnosed and treatment planned in the LECOM Dental Group Practices with the guidance and mentorship of their clinical preceptor. They will present their case to their fellow peers and clinical faculty in a forum designed to encourage dialogue through questions and answers. Through the Grand Rounds the students will learn and develop critical thinking skills used in the process of diagnosis and treatment planning. The exposure they will receive through the presentations that are presented by each individual student, embellished through input by all Clinical Preceptors from all the LECOM Dental Group Practices, will expose the student dentists to far more cases than the traditional dental school clinic methodology. This enables the students to apply and expand their critical thinking skills. Grand round cases are also to be presented following a specified format to ensure students apply the concept and practice of Evidence Based Decision Making (EBDM). The specific format will be made available by the Director of EBL/Grand Rounds.

#### **CCC 1004 - Comprehensive Care Patient Clinic – 28 Credit Hours**

#### **CCC 1005 - Comprehensive Care Patient Clinic – 20 Credit Hours**

These courses (CCC 1004 and CCC 1005) take place at off-site locations in DeFuniak Springs, Florida and Erie, Pennsylvania. The courses provide each fourth-year student with the continuation in basic clinical training experience in the following disciplines of dentistry: Oral Diagnosis, Oral and Maxillofacial Surgery, Endodontics, Periodontics, Operative Dentistry, Fixed Prosthodontics, Removable Prosthodontics, Pediatrics, Orthodontics, Geriatrics, and Hospital Dentistry. Each fourth-year student is assigned to a preceptor group. These preceptors provide their students with continued training in diagnosis, treatment planning, sequencing, and the clinical care of their assigned patients. Consultations in the various specialties of dentistry occur as required. The preceptors direct and coordinate the total dental health care of the patients of each of their students. Individual student meetings are scheduled to discuss clinical performance.

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

### **DAM 1001 - Dental Anatomy and Morphology – 4 Credit Hours**

This course in dental anatomy and morphology is part of the student's simulation clinic curriculum designed to introduce the student to the basic morphological characteristics of the human dentition and associated contiguous structures. The format includes lectures and laboratory. The laboratory component is designed to assist in the development of student's manual dexterity skills and at the same time facilitate the learning of dental anatomy of the human dentition. The course also provides students with techniques and guidelines that could be applied to most, if not all, situations they may encounter in general clinical practice.

### **DBS 1001 - Dental Biostatistics - 1 Credit Hour**

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

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

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

### **GPD 1001 - General Practice Dentistry I – 4 Credit Hours**

### **GPD 1002 - General Practice Dentistry II - 2 Credit Hours**

GPD 1001 and GPD 1002 course series provides early exposure to dentistry by rotating first-year students to the LECOM student dental group practices to observe and assist third year student dentists. The initial aspect of the course includes didactic and clinical instruction as well as topics related to the history of dentistry, pharmacy, and Osteopathic philosophy for a better understanding of the dentists' role in the healthcare team. Instruction will include basic dental skills and rationale, which will provide a greater understanding during observation in a patient care clinical setting. These basic skills will include dental ergonomics, fourhanded dentistry, infection control and their applications as they are utilized in the private dental practice. The didactic radiology module will encompass a basic understanding of radiographic safety and principles.

Students will observe and discuss the importance of cultural competency within a private dental practice. Topics to be discussed during the didactic component of the cultural competency module include ethnicity, race, culture, and diversity within multiple populations. In addition, the response of diverse cultures to illness, traditional medical care and medications will be included. The effective use of interpreters and folk beliefs will be explored as it relates to practices that effect healthcare treatment. The preceding concepts will then be assimilated to the dental arena and provide an increased understanding and skill level of interpersonal communication and interviewing techniques.

**HPC 1001 - Hygiene Patient Clinic – 1 Credit Hour****HPC 1002 - Hygiene Patient Clinic – 2 Credit Hours****HPC 1003 - Hygiene Patient Clinic – 1 Credit Hour**

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

**HSD 1001 - Hospital Dentistry – ½ Credit Hour**

This course is designed to expose the pre-doctoral students to dental care provided in a hospital environment/setting. The course covers basic principles and concepts such as the process of hospital governance, credentialing and applying for hospital privileges; the role of the dentist in hospital-based care; medical records; and admission triage of patients into either inpatient, outpatient, or emergency department for treatment. Students will also be introduced to the identification and treatment of patients with special needs or medical conditions requiring hospital-based care.

**IPE Inter-Professional Education (IPE 1001 and IPE 1200) – 0 Credit Hours**

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

**IHP 1001 - Introduction to Histopathology - 2 Credit Hours**

IHP 1001 is a course offered to first year dental student with emphasis on pattern recognition of normal tissue and organ structure (histology), correlation of tissue architecture with normal physiologic function, and comparison to microscopic processes and lesions observed in the diseased state (histopathology). The course introduces the student to the structure and function of cells and the organization of cells into basic tissues. Students will also learn the basic pathologic processes that underlie all diseases, such as cellular pathology, inflammation and repair, fluid, and hemodynamic derangements, neoplasias, and also the study of genetic, immunologic, metabolic and deficiency, infections, environmental, pediatric, and geriatric diseases.

**MSD 1001 - Management & Supervision of a Dental Practice –½ Credit Hour****MSD 1002 - Management & Supervision of a Dental Practice – 2 Credit Hours**

The MSD course series is designed to introduce the third-year dental students to human and financial resource management of dental practice. Beginning with helping the students better understand their own personal work and communication styles, the course includes interpersonal communications with staff and patients; team building; conflict resolution; managing stress; financial management of a practice; gender and cultural relations; dental insurance; and personal and professional insurance needs. The goal

of this course is to give the student current information needed to make wise decisions about building and maintaining a successful dental team and practice that is congruent with one's personal and professional philosophy.

### **ORS 1001 - Oral Surgery – 2 Credit Hours**

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

### **ORT 1001 - Orthodontics I – 1 Credit Hour**

### **ORT 1002 - Orthodontics II – 1 Credit Hour**

Orthodontic course series is designed with several purposes. It introduces the undergraduate dental student to the area of dentistry concerned with the supervision, guidance, and correction of the growing or mature dentofacial structure. In this course, the relevant areas of orthodontics will be introduced including: growth and development of the craniofacial structures, diagnostic methods, biology of tooth movement and biomechanics, and clinical diagnosis and treatment planning. Students will learn the diagnosis, treatment planning, and treatment objectives to manage specific orthodontic problems; understand post-orthodontic treatment growth and relapse changes and the use of orthodontic retention appliances; and the principles and procedures in preventive, interceptive, and corrective orthodontics examined through a case analysis and treatment planning format.

### **PBL 1010 - Problem Based Learning I – 5.5 Credit Hours**

### **PBL 1011 - Problem Based Learning II – 8 Credit Hours**

### **PBL 1012 - Problem Based Learning III – 8 Credit Hours**

### **PBL 1013 - Problem Based Learning IV – 8 Credit Hours**

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

### **PED 1001 - Pediatric Dentistry – ½ Credit Hour**

Pediatric dentistry is the branch of dentistry dealing with children from birth through adolescence. This course introduces the students to the concepts of pediatric and adolescent growth and development; disease causality and prevention in a pediatric patient; child psychology and behavioral management; and restorative techniques and modalities adapted to the pediatric patient. In addition, the course also focuses on the care of special needs patients, such as people with cerebral palsy, mental retardation, and autism.

### **PED 1100 - Topics in Pediatric Dentistry – 1 Credit Hour**

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

### **PER 1001 - Periodontics I – 1 Credit Hour**

### **PER 1002 - Periodontics II – 1 Credit Hour**

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

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

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

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

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

### **RAD 1002 – Workshop - 1 Credit Hour**

This is a series of workshops assigned to teach students in the art and science of radiology interpretation. The cases are from LECOM clinical patients, selected to appropriately instruct students at the beginning of second-year level.

### **RCC COURSE SERIES (RCC 1001-1005)**

The RCC course series serves collectively as a case-based simulation clinic course. In each RCC course, patient cases will be presented in the same format as that utilized in the LECOM patient care clinics. These cases will encompass the stages of life, from childhood, adolescence, adulthood, and geriatrics to give students the entire scope of procedures they will treat as a general dentist.

### **RCC 1001 - Restorative Comprehensive Care I: Operative Dentistry – 6.5 Credit Hours**

The overall purpose of this course is to facilitate the transition of students from the pre-clinic laboratory to the clinic setting. Students are expected to demonstrate competency in the surgical treatment of dental caries prior to being certified ready for patient treatment. Treatment planning in Operative Dentistry will



be discussed, which includes the diagnosis of dental caries and other dental abnormalities; and the understanding of different treatment options relating to the diagnosis. The course will provide exercises that simulate the preparation and restoration of individual teeth exhibiting moderate to extensive destruction resulting from dental caries. These simulation exercises will include the preparation and restoration of teeth utilizing dental amalgam, intra-coronal and partial veneer cast gold, porcelain, and composite resin. The course will also provide a foundation of knowledge that is necessary for restoring individual teeth exhibiting moderate to extensive destruction resulting from dental caries.

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

### **RCC 1002 - Restorative Comprehensive Care II: Endodontics – 4 Credit Hours**

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

### **RCC 1003 - Restorative Comprehensive Care III: Fixed Prosthodontics – 7 Credit Hours**

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

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

### **RCC 1004 - Restorative Comprehensive Care IV: Removable Partial Dentures– 3 Credit Hours**

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

### **RCC 1005 - Restorative Comprehensive Care V: Treatment Planning – 7.5 Credit Hours**

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

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

### **RCD 1001 - Restorative Dentistry Complete Dentures – 4 Credit Hours**

**Lecture:** The lecture portion of the course introduces the student to the principles and procedures requisite to treatment planning and designing and fabricating removable complete dentures. The students will be introduced to the techniques involved in providing information to the laboratory to fabricate removable complete dentures. The student will be introduced to the clinical procedures used in diagnosis for removable complete dentures. This course will also focus on oral maxillofacial anatomy emphasizing those areas most relevant to the general dentist.

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

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

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

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

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

### **TBL 1001 – Team Based Learning I- 2.5 Credit Hours**

### **TBL 1002 – Team Based Learning II- 2.5 Credit Hours**

TBL is a composite of two courses that use clinical cases as a framework for learning. This course series is intended as an evidence based collaborative learning/teaching strategy designed around modules which are taught in a three-step process: preparation, in-class readiness assurance testing, and application focused exercise. These modules include the following: Periodontology, Oral Pathology, Oral Medicine, Cariology

and Patient Risk Assessment, Oral Surgery, Endodontics, Prosthodontics (Removable and Fixed), Pediatric Dentistry, and Orthodontics.

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

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

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

## **3.5 ADDITIONAL ACADEMIC POLICIES & PROCEDURES**

### **3.5.1 VETERANS EDUCATION**

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

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill®

(Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

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

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

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

### **3.5.2 ACADEMIC ADVISEMENT**

Students will be assigned a faculty advisor upon orientation. Students should view faculty advisement as a privileged part of the academic process. The assigned faculty advisor will advise each student individually and/or as a group. If either the student or faculty member does not find the relationship helpful, either is free to seek a change in writing to the Dean.

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

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

### **3.5.3 STUDENT PROGRESS AND GRADUATION COMMITTEE (SPGC)**

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

1. The Committee is comprised of the Assistant Deans and appointed full-time dental pre-clinical and clinical faculty members, and legal counsel, as necessary.
2. Each semester, the Committee shall periodically review the academic achievements and performance of all students. The names and grades of students in academic difficulty shall be made available to the Committee by Course Directors with additional input from the Assistant Dean of Preclinical Education and Assistant Dean of Clinical Education.
3. The SPGC has the authority to call any student before it who has shown academic, ethical, or behavioral problems. Students are submitted to the Committee for consideration from:
  - Dean
  - Assistant Deans
  - Faculty members
4. Students may be referred to the Committee for:
  - Honor code violations including any allegations of cheating or academic dishonesty, or Non-honor code violations including issues of professionalism, failure to meet financial obligations to the College or behavioral issues either on campus, or
  - Failure to progress academically or academic failure.
5. With a referral to the SPGC, the student name is submitted to the SPGC and placed on the agenda for the next regularly scheduled meeting. If the matter is urgent, a special meeting of the Committee is called. Prior to the meeting, the Committee is provided with any written records, academic records, advisor input, attendance records, etc. prior to the meeting with the student.
6. The referred student meets with the Committee and is 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.
7. After the student has left the meeting and the Committee has considered the written records in front of it, the members confer and then vote on recommendations to be submitted to the SDM Dean.
8. The Chairman of the Committee prepares and submits the Committee's recommendations to the SDM Dean who may accept, reject, or modify the recommendations. Appeals to the Dean's decision may be taken to the LECOM President within seven days of notification of the Dean's decision.

### **3.5.4 GRADING AND CREDIT HOURS**

One of the goals of the Dental School is to create a learning environment that maximizes learning opportunities and fosters lifelong learning. Educational opportunities available at LECOM-SDM are designated as didactic courses; restorative comprehensive care (RCC) series; problem-based learning (PBL) and self-directed study modules; team-based learning (TBL); or clinical rotations and clinical

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

Except for clinical courses (patient-care-based education) and clinical rotations which use the Pass/Fail grading system, the Letter Grades with numerical values and ranking system will be utilized at LECOM SDM for all didactic courses, RCC course series, PBL courses, and TBL courses.

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

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

If offered, bonus or extra credit points will not exceed 5% of the total points of a course or system. Each course or system syllabus will contain the grading policies for the course or system. Grades midway between two grade points will be rounded up to the next higher integer.

Clinical rotation or clinical course (patient-care-based education) use the Pass/Fail grading system. A "Pass" grade indicates a score within the numerical range of 75-100, and a "Fail" grade indicates a score of 74 and below. Students must achieve a grade of "Pass" in all clinical-based courses along with a "Pass" in each clinical competency exam to be qualified for graduation from the SDM and conferring of the D.M.D. degree. In addition, the following designations are used to report grades by the Registrar under the "Pass/Fail" system:

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

A cumulative grade point average will be calculated and posted on the transcript. Class ranking is available upon request from the Office of the Registrar and is based on actual grade percentages earned in each course. Class rank for students of the SDM using this Letter Grading System is available at the end of the first year- first semester; first year- second semester; second year- first semester; second year- second semester; end of third year; and end of fourth year.

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

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

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

### **3.5.5 POLICY AND PROCEDURE FOR FINAL GRADE APPEALS**

#### **3.5.5.1 CAUSE FOR FINAL GRADE APPEALS**

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

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

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

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

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

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

### **3.5.5.2 PROCEDURE FOR FINAL GRADE APPEALS**

#### *Step 1: Faculty/Student Conference*

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

#### *Didactic Courses:*

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



*Clinical:*

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

*Step 2: Appeal to the SPG Committee*

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

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

*Step 3: Appeal to the Dean*

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

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

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

### **3.5.6 PROMOTION**

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

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

4. A student will be promoted only if all academic, legal, and financial requirements to the SDM have been satisfied.

### **3.5.7 ACADEMIC PROBATION**

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

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

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

6. Academic probation should be regarded as a serious matter and is official notice to the dental student that the quality of the student's performance during the probationary period must improve in order to remain eligible to continue in the SDM. Any student who fails to improve his/her performance in the areas identified by the SPG Committee during the probationary period, may continue on probation, be asked to withdraw, or be dismissed from the SDM.

### **3.5.8 REMEDIATION**

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

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

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

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

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

## Problem-Based Learning

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

- A remedial examination fee will be assessed to all individuals taking a remedial exam. The fee must be paid to the Office of Student Affairs prior to the student taking the remedial exam.
- Students scoring between 65% and 74% for a module will take a comprehensive remedial examination. The remedial examination will be comprised of questions on learning issues from the PBL pathway course failed.
- Failure of the remedial examination will result in the student being retested on areas that were identified as deficiencies. If a student continues to score less than 75%, he/she will be referred to the SPG Committee and may be subject to dismissal.
- If a student scores below a 65% in a PBL pathway course, the SPG Committee may recommend the student for dismissal or for repeating the year.

## Pre-Clinical

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

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

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

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

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

## Pre-Clinical Courses with Simulation Laboratory Components

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

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

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

### **Clinical Education**

In the case of a failing grade in any of the clinical courses (CCC) the student may be required by the SPG Committee to remediate the course. The appropriate Dean may assign the individual student to a full-time preceptor for any remedial or subsequent clinical remediation. See the Clinic Handbook for more information on when and how the remediation will be scheduled. The student may be charged on a pro rate basis for the cost of any required make-up clinical time. In addition, the student may be required to obtain academic or professional counseling.

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

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

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

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

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

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

#### **3.5.8.1 REMEDIATION EXPENSES**

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

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

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

### **3.5.9 DISMISSAL**

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

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

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

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

### **3.5.10 LEAVE OF ABSENCE\***

*\* Note that a Leave of Absence is different and is not the same as an Excused Absence*

Academic Leave of Absence refers and is limited to students who, while in good academic standing, are forced to withdraw temporarily from the dental program due to reasons beyond their control, such as illness, military service, financial exigency, or pressing personal reasons justifying an interruption of the degree program. No academic activities may be conducted during a Leave of Absence and this leave may not be used to avoid payment of tuition. Students may be given a leave of absence for other reasons (e.g., medical leave) as noted elsewhere in this Academic Catalog and following LECOM's policies. Students who have had federal financial aid may be subject to additional restrictions and should check with the Financial Aid Office.

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

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

1. The student must consult with his or her faculty advisor, and the faculty advisor should immediately inform the Dean.
2. The student must then write an official request for a leave of absence and personally present it to the Dean. The student will define the “period of time” of the leave of absence requested.
3. The Dean will send an official letter to the student indicating whether or not the leave of absence has been approved. This letter will define the “period of time” of the approved absence.
4. If approval is granted for the leave of absence, students receiving financial aid must meet with the Office of Financial Aid to discuss how the leave of absence will affect their eligibility for financial aid and complete a Request for Leave of Absence form (Appendix D) and a Leave of Absence Form for Financial Aid (Appendix C).
  - a. If the leave of absence is for medical/psychological reasons, a letter from a physician/clinician must be included with the signed forms stated above. The letter from the physician/clinician must include the start date and the anticipated return date.
  - b. Additionally, the student must submit a release letter from the physician/clinician giving permission to return to school.
  - c. The student will contact the Office of Student Affairs to deliver the approved, signed plan and required documentation to the Dean prior to leaving for the Leave of Absence.
  - d. The student must notify the Office of Student Affairs upon their return and provide the Office with the physician release letter if the leave of absence is for a medical/psychological reason.

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

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

Students may also request a **Short-Term Excused Absence**, defined as a planned absence of 1-2 weeks. The procedure for a short-term excused absence request is as followed:

1. The student must complete the LECOM SDM Approved Absence Form (Appendix E). The student must also meet with all Course Directors who will be delivering a course for the time the student will be away from campus. The student must submit a written academic plan for their leave regarding how they will maintain their academic performance and make up missed studies

and exams upon their return. The Course Director(s) will review and sign the plan or revise as needed.

2. Approved plans are submitted to the appropriate Assistant Dean for approval and signature.
3. The student must then complete the Request for Leave of Absence Form (Appendix D), which requires a meeting with the Offices of Student Affairs and Financial Aid. The purpose of this meeting is to inform the student about possible financial aid implications that may occur should he/she not return within the time period requested on the form.
  - a. If the short-term excused absence is for medical/psychological reasons, a letter from a physician/clinician must be included with the signed forms stated above. The letter from the physician/clinician must include the start date and the anticipated return date.
  - b. Additionally, the student must submit a release letter from the physician/clinician giving permission to return to school.
  - c. The student will contact the Office of Student Affairs to deliver the approved, signed plan and required documentation to the Dean prior to leaving for the Short-Term Excused Absence.
  - d. The student must notify the Office of Student Affairs upon their return and provide the Office with the physician release letter if the short-term excused absence is for a medical/psychological reason.

If a student has an emergency situation, cannot attend class for a legitimate reason, and is unable to request a Leave of Absence, the student will be automatically placed on Short-Term Excused Absence after the 3<sup>rd</sup> day absent from class. The student must complete the paperwork requirements for a Short-Term Excused Absence within 2 weeks and before returning to class.

### **3.5.11 WITHDRAWAL POLICY**

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

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

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

- A. If appropriate, the student should consult with his or her faculty advisor.
- B. If after consultation with his or her advisor, the student still wishes to withdraw, the student should complete a Student Change of Status form (Appendix I).
- C. The student should submit the completed withdrawal form to the Director of Student Affairs and the appropriate Dean.



- D. If the student still wishes to go through with the withdrawal, he or she needs to officially inform the Dean with their completed withdrawal form.
- E. 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.
- F. No withdrawals will be permitted during the final two weeks of a semester or term.
- G. 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.
- H. A student who has withdrawn from LECOM and wishes to be reconsidered for admission must reapply and go through the entire application process.

### **3.5.12 STANDARDS OF ACADEMIC SATISFACTORY PROGRESS**

Students must pass all courses and rotations with at least a 75% (C) or greater to be considered making satisfactory progress. A student with a failing grade must remediate for promotion and graduation. Remediation, however, is a privilege granted only in appropriate circumstances. Students must complete all requirements for graduation within six years from the date of matriculation.

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

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

### **3.5.13 ATTENDANCE, TARDINESS AND ABSENCES**

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

### **3.5.14 POLICY ON ATTENDANCE**

Mandatory attendance for all students is required in clinics, rotations, and classes. Students not adhering to this attendance policy will be subject to disciplinary action. Unexcused absences will be viewed as violations of the Code of Student Conduct and Discipline and may result in disciplinary action at the discretion of the Student Promotion and Graduation Committee/Assistant Dean/or Dean of the School of

Dental Medicine. This disciplinary action may include, but is not limited to, loss of remedial privileges, removal from any leadership position with any student club, organization, or student government office, etc. (See section 5.2.3.2 for “Behavioral Penalties”). Tardiness to class or clinic will not be tolerated and may be subject to disciplinary action as well. In extreme cases, absenteeism or tardiness may result in dismissal.

In cases of unplanned absence or lateness, the student must notify the appropriate Administrative Assistant in the office of the Assistant Dean as soon as possible prior to the missed class/activity.

- D1 and D2 students: contact the Administrative Assistant of the Assistant Dean of Pre-Clinical Education.
- D3 and D4 students: contact the Administrative Assistant of the Assistant Dean of Clinical Education.

There are no excused absences from class without a physician’s note or prior arrangements made with both the respective Course Director or Directors and the appropriate Assistant Dean.

In the event a student must miss a class for specific approved reason of a duration of less than 1 week\*, the student must submit a completed Approved Absence Form (Appendix E) at least 10 days prior to the planned absence or submitted upon returning to class for urgent absences.

- All requests for approved absences must be accompanied by confirming documents (conference/event agendas, doctor’s note for medical, airline itinerary) or it will not be considered.
- The student is responsible for all material missed during the absence and clinic time must be made up.
- Students requesting to attend conferences, meetings, research symposiums, etc., must be in good academic standing.
- The student must also meet and obtain signature from **all** Course Directors who delivered/will deliver a course(s) for the time the student was/will be away from campus. If the absence includes missing an exam, the student must provide the course and name of course director who must approve the makeup exam.
- After obtaining signatures from all the course(s), the completed Approved Absence Form must be submitted to the appropriate Assistant Dean for FINAL APPROVAL.
  - D1 and D2 students: Assistant Dean of Pre-Clinical Education
  - D3 and D4 students: Assistant Dean of Clinical Education
- Student will be notified by email if the request is approved. Sessions/exams missed with an **unapproved absence cannot be made up and the student will receive a failure for the day.**

*\*Planned absences of 1-2 weeks are classified as Short-Term Excused Absence, and absences longer than 2 weeks are classified as Leave-of-Absence. For these types of absences, follow the procedure outlined in Section 3.5.10 of this Handbook.*

In the case of an emergency when a student is unable to attend their clinic session, the student will be required to call in to the Director of Patient Care Services. Clinic sessions not attended, for any reason,

LECOM School of Dental Medicine Academic Catalog and Student Handbook – Effective Date 10/7/2021

will be required to be made up at the discretion of the Director of Patient Care Services or the Assistant Dean of Clinical Education.

### **3.5.14.1 MEETINGS ATTENDANCE, EVENT, AND ILLNESS GUIDELINES**

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

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

#### **Dental meetings and conferences**

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

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

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

#### **Externships and post-graduate interviews**

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

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

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

### **Health fairs/career days**

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

### **Excused absences for personal reasons**

Students must submit a request for an absence from school for personal reasons to appropriate Assistant Dean (see Section 3.5.14). Only those events that are related to immediate family matters will be considered as excused; however, verification may be requested and must be submitted at least 10 days in advance, unless it is of an emergent nature. Students who are sick will be allowed to make up missed work if they notify the course director or directors and the office of the Assistant Dean within 24 hours by email. Make up will be at the Course Director's discretion. Within 24 hours of returning to SDM, students must submit an Approved Absence Form and must provide a copy of a doctor's note if absent more than two days.

### **3.5.14.2 QUALIFYING REASONS FOR EXCUSED ABSENCES**

#### **Excused absences may be for qualifying reasons including:**

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

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

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

### 3.5.15 LECOM POLICY ON OUTREACH AND SERVICE

#### Preclinical Absences

Attendance is mandatory for all D1 and D2 classes. Students not adhering to this attendance policy will be subject to disciplinary action at the discretion of the Student Promotion and Graduation Committee or Assistant Dean.

All excused absences must be submitted in a timely manner, according to the policy set forth in Section 3.5.14 (Attendance, Tardiness, and Absences).

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

#### Clinical Absences

Attendance is mandatory for all clinical courses, rotations, and clinic sessions. Students not adhering to this attendance policy will be subject to disciplinary action at the discretion of Student Promotion and Graduation Committee or Assistant Dean of Clinical Education.

Subject to approval from the Directors of Patient Care Services, with final approval from the Assistant Dean of Clinical Education, students may make up absences through participation in LECOM Sanctioned Service Opportunities.

- Any weekend or after-hours non-clinic time volunteering at a LECOM Sanctioned Service Opportunity may be applied toward make-up time for absences.
- Any LECOM Sanctioned Service Opportunity that is less than 5 hours may count as one half-day (D3) or one half-session (D4)
- Any opportunity that is 5 hours or more may count as the equivalent of one full clinic day (D3) or one full clinic session (D4).

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

- Give Kids A Smile (GKAS)
- High School Mouthguards
- Remote Area Medical (RAM)
- Missions of Mercy (MOM)
- AAA Pirate's Screenings
- Senior Day Centers
- Day of Hope
- Health Fairs within the community, elementary, middle, and high schools in both Sarasota and Bradenton Counties, including Pace Center for Girls
- Girl Scouts Initiative
- Stand Down Veterans Day; and
- Super Sealant Day

Students may only sign up for **three events per semester** unless otherwise approved by Director of Patient Care Services (D3-Bradenton or D4- Erie/DeFuniak Springs).

### **3.5.15.1 LECOM POLICY ON OUTREACH MISSIONS**

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

### **3.5.16 PARTICIPATION IN SPECIAL ENVIRONMENTS**

#### **INTRODUCTION**

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

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

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

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

- The student will be directed to the Office of Student Affairs which will inform the student of the following options: The student may wish, at the student's expense, to be medically evaluated. The Office of Student Affairs will assist in identifying a Board-Certified Allergist and may, upon request from the student, assist the student in obtaining an appointment at the earliest possible opportunity. If the student who is diagnosed as allergic wishes to reduce exposure to the chemicals in question, this may be accomplished by wearing extra clothing and gloves that do not hinder their ability to perform required tasks. This will be at the student's expense.

- The student will be given three (3) working days in which to make a decision. During this period, if the student decides not to attend the class in question, the absences will not be counted. The student will, however, be held responsible for the material covered and examinations given during the absences. After three (3) working days, if the student has not made a decision in writing to the Director of Student Affairs, any further absence from courses will be counted against his/her attendance record, which could result in consideration for dismissal from LECOM.

### **The Pregnant Student**

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

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

### **3.5.17 ACADEMIC FREEDOM**

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

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

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

### **3.5.18 POLICY FOR GUEST LECTURERS**

Guest lecturers are welcome to provide their expertise to our students after having submitted credentials to the Curriculum Committee and having the presentation reviewed by the appropriate faculty member/course director. Guest lecturers are to declare any affiliation with products or manufacturers that

are included in the lecture material and the content must conform to the tenets and philosophy of the School of Dental Medicine in matters of curriculum and patient care.

### **3.5.19 EXAMINATIONS AND GRADUATION**

#### **3.5.19.1 EXAMINATION DECORUM**

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

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

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

#### **3.5.19.2 NO STUDENT MAY BE EXEMPT FROM TAKING EXAMINATIONS**

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

#### **3.5.19.3 STUDENTS MUST BE ON TIME FOR AN EXAMINATION**

Examinations will not be given more than fifteen (15) minutes after the scheduled time or, at the discretion of the course director, after the first student has left the room. If a student misses an examination due to an excused absence that met the qualifying reasons for excused absences, the student must first submit a request in writing, via the Approved Absence Form (Appendix E), to the course director to receive a decision of either approval (and reschedule) or no approval for the make-up examination. For *excused* absences due to illness, a written statement from the attending physician is required before the student



will be allowed to take the make-up examination. Once the form is completed, it **MUST** be submitted to the appropriate Assistant Dean for final approval.

Examinations missed due to an **unexcused absence** will be addressed on an individual basis by the course director and the appropriate Assistant Dean.

### **3.5.19.4 COUNSELING AFTER FAILED EXAMINATIONS**

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

### **3.5.20 REQUIREMENTS FOR GRADUATION**

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

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

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

Students who complete the requirements for graduation after June 1 of a calendar year may participate in the commencement ceremony provided their anticipated completion date occurs prior to August 31 of that

year. A diploma will not be granted at the graduation ceremony. For students completing the requirements after the graduation date, diplomas shall be dated with the last day of the month and year in which all requirements are met.

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

### 3.5.21 COMMENCEMENT

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

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

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

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

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

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

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

## 4 INSTITUTIONAL SERVICES

### 4.1 FINANCIAL AID/FINANCIAL SERVICES

#### 4.1.1 PURPOSE OF LECOM'S FINANCIAL AID PROGRAM

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

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

LECOM uses the information submitted on the *Free Application for Federal Student Aid* (FAFSA) to determine eligibility for the various loan and scholarship programs available to students. Students applying for federal financial aid are required to complete the FAFSA annually online at <https://studentaid.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 can be directed to (607) 442-3500 or by using the financial aid email: [financialaid@lecom.edu](mailto:financialaid@lecom.edu).

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

#### 4.1.2 FINANCIAL AID CODE OF CONDUCT

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

LECOM is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing.

In support of this and in an effort to rule out any perceived or actual conflict of interest between LECOM officers, employees or agents and education loan lenders, LECOM has adopted the following student lending code of conduct for the Erie, Bradenton, 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.

#### **4.1.3 FINANCIAL AID APPLICATION PROCEDURE**

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

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

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

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

#### **4.1.4 STUDENT FINANCIAL ASSISTANCE AND TUITION AND FEES PAYMENT**

Loan proceeds will be applied to the student's account when LECOM receives notification of the disbursement from Direct Lending or private loan sources. If a loan has been approved but is still in process or if the loan proceeds are not received by the registration due date, tuition and fee charges will be waived until the loan proceeds are received by LECOM. Tuition and fee charges will not be waived for students who file loan applications after matriculation. Exceptions to this policy will be made on an individual basis.

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

#### **4.1.5 APPLICATION FOR ADDITIONAL LOAN FUNDING**

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

#### **4.1.6 SATISFACTORY ACADEMIC PROGRESS STANDARD FOR FINANCIAL AID RECIPIENTS**

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

Students who are on 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.

#### **4.1.7 LEAVE OF ABSENCE FOR FINANCIAL AID RECIPIENTS**

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

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

- A. The student's enrollment status will be reported to the lenders as Leave of Absence. 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.
- B. 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.
- C. 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).
- D. 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.

The LECOM policy is compliant with the federal regulations governing financial aid.

#### **4.1.8 STATE RESIDENCY STATUS**

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

#### **4.1.9 TERMS OF PAYMENT**

The Course and Fee Statement (billing statement) will be posted to the LECOM Portal approximately 30 days prior to the start of each semester. Course and Fee Statements will not be mailed to the student current address on record. *To view the Course and Fee statement, log on to the Portal and go to the Bursar's Office tab.* There will be an option to view and print the Course and Fee Statement.

The first semester bill will include half of the annual tuition, all fees, and the disability and health insurance premiums, if applicable, less any matriculation payments. Dental, Pharmacy, and first- and second-year Erie Medical students will also have virtual textbook fees applied to their bill. The second semester bill will include the second semester tuition, and if applicable, the second semester health insurance premium and any necessary adjustments.

First year students must have tuition and fee charges paid in full two weeks prior to the start of their first semester at LECOM. For continuing students and new students admitted late, payment is due one week prior to the first day of each semester. Tuition and fees are due one week prior to the start of the second semester for all students.

LECOM does not accept credit card payments for payments of tuition and fees. Any check that is returned by the bank for non-sufficient funds will be assessed a \$25.00 service fee.

#### **4.1.10 LATE PAYMENT FEE**

Tuition and fee charges must be paid by the due dates of each semester. All students who have applied for loans to meet their financial obligations must show proof of pending loans that are enough 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.

#### **4.1.11 TUITION REFUND POLICY**

A student, who cancels, withdraws for personal or medical reasons, is suspended, or is dismissed, will receive a refund of tuition and fees within thirty days of any of the foregoing in accordance with the following schedule: 100 percent during the first week 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 4.1.12 (Veterans Benefit Tuition Refund Policy) and 4.1.13 (Treatment of Title IV Funds When A Student Withdraws). Students are financially responsible for any outstanding balance owed upon discontinued enrollment.

#### **4.1.12 VETERANS BENEFIT TUITION REFUND POLICY**

Students receiving Veterans Education Benefits who fail to complete the program, withdraw, or are dismissed for any reason prior to the completion of the program, will be charged for tuition, fees, and other charges on a pro rata basis. Charges for the completed portion of the program shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges for the full length of the program.

#### **4.1.13 TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS**

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

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

If a student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If a student's post-withdrawal disbursement includes loan funds, the school must get the student's permission before disbursement. A student may choose to decline some or all of the loan funds so that they do not incur additional debt. The school may automatically use all or a portion of the student's post-withdrawal disbursement for all other school charges. If the student does not give permission (some schools ask for this when students enroll), they will be offered the funds. However, it may be in the student's interest to allow the school to keep the funds to reduce their debt at the school.

There may be Title IV funds that the student was scheduled to receive that cannot be disbursed to the student once they withdraw because of other eligibility requirements.

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

- The institutional charges multiplied by the unearned percentage of the student's funds, or
- The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of the student's Title IV program funds.

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

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

For questions about Title IV program funds, 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.gov>.



## 4.2 INFORMATION/TECHNOLOGY POLICIES

### 4.2.1 GENERAL GUIDELINES

LECOM provides electronic communication devices, equipment, and technology, including, but not limited to, telephones, e-mail 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 conduct of business for LECOM.

At all times, all electronic devices and all data stored thereon remain 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. **Students 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 4 or e-mail [issupport@lecom.edu](mailto:issupport@lecom.edu).

For problems accessing course materials contact the appropriate course coordinator.

### 4.2.2 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 School via e-mail. If a student is dismissed, their LECOM e-mail account will be deactivated immediately.

Unacceptable uses of e-mail include, but are not limited to:

- Using an e-mail account assigned to someone else.
- Giving someone else access to the student’s own 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 the student's own LECOM e-mail account.
- Sending mass e-mails without proper authorization.
- Soliciting on behalf of another organization.
- Automatic forwarding of the student's own 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 pornographic or other inappropriate material is received, advise the sender, if possible, to cease; forward the e-mail to Student Affairs or IT; and delete it.

Please be aware that LECOM's 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 the validity of an email is questionable, please forward it to [issupport@lecom.edu](mailto:issupport@lecom.edu) for verification. Also, please remember to keep anti-virus software up to date. Any problems or questions, please call IT support at 1-844-276-9918 option 4 or e-mail [issupport@lecom.edu](mailto:issupport@lecom.edu).

### 4.2.3 INTERNET USAGE POLICY

**Individuals given Internet access via LECOM computers are expected to use the Internet to enhance the performance of their work and study responsibilities.** No one shall place school material (copyrighted software, internal correspondence, confidential materials, etc.) on any publicly accessible Internet site without permission. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet (including FTP and 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 Wi-Fi network. Personal devices are not permitted.

***Unacceptable uses of the Internet include, but are not limited to:***

- 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 the determination about whether specific uses are consistent with acceptable use policies.

#### **4.2.4 CELL PHONES, PHOTOGRAPHS, VIDEOS, AND OTHER ELECTRONIC DEVICES**

Cell phone usage should be kept to a minimum. It should never interfere with class. Use of cell phones while in class is prohibited. Use of personal hotspots in the lecture halls interferes with the LECOM 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 (*Section 4.2.4.*).

No photograph or video/filming is permitted inside the dental school, including the simulation lab, PBL rooms, and the dental clinic. This restriction is intended to protect all involved from potential violation of HIPAA, FERPA, and/or other applicable federal/state laws and regulations. The video CANNOT include images or filming of patients of the SDM to protect patient's privacy and to comply with HIPAA. To take photograph or record video inside the building, authorization/permission MUST be obtained from the SDM Administration. Please send the request for filming to the Executive Administrative Assistant to the Dean. Any student taking unauthorized photograph or producing unauthorized video inside the dental building or school will be subjected to discipline.

#### **4.2.5 LECOM PHOTOGRAPHY PROCEDURES**

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

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

Individuals in the photographs must meet LECOM dress code standards. (*see Section 5.3.2.*)

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 the people/person to pause while the photo is taken.

While photographing an event where 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 for composing and taking 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 the 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 H.

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

## **4.2.6 COPYRIGHT MATERIALS**

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

## **4.3 LEARNING RESOURCE CENTER**

### **4.3.1 GENERAL LIBRARY INFORMATION**

The LECOM Learning Resource Center (LRC) is committed to providing students and faculty with access to information for the medical, pharmacological, 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.

### **4.3.2 CONDUCT IN THE LIBRARY AND DESIGNATED STUDY/BREAKOUT ROOMS**

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

### **4.3.3 CIRCULATION PROCEDURES**

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

### **4.3.4 ONLINE PUBLIC ACCESS CATALOG**

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

### **4.3.5 FINES AND FEES**

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

The borrower is responsible for all late fees and replacement costs. Fines must be paid when material is returned. Failure to pay any fine will result in suspension of borrowing privileges until the account is cleared. Abuse of this or any of the rules of this section will result in termination of LRC privileges and/or disciplinary action.

### **4.3.6 RESERVE COLLECTION**

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

### **4.3.7 PHOTOCOPIERS**

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

### **4.3.8 LRC COMPUTERS AND PRINTERS**

The computers in the LRC provide access to the Internet and to the LRC electronic resources. Network printers are available. The LRC uses Papercut, an account-based printing system. Word processing is also available on the computers.

### **4.3.9 INTERLIBRARY LOANS**

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

responsible for all charges incurred and will be notified if there is a charge for the loan prior to sending the request.

### **4.3.10 ELECTRONIC RESOURCES**

Outline of selected resources:

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

The LRC subscribes to StatRef, an electronic medical library offering cross searching capability to 30 medical textbooks such as AHFS Drug Information, Merck Manual of Diagnosis and Therapy, Concepts in Clinical Pharmacokinetics and Kaplan & Sadock's Synopsis of Psychiatry: Behavioral Sciences/Clinical Psychiatry.

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

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

Pharmacy electronic resources include EMBASE Drugs and Pharmacology (1991-present), International Pharmaceutical Abstracts, IPA (1980-present), Micromedex, Lexi-Comp and Facts and Comparisons.

EMBASE is a major biomedical and pharmaceutical database known for its international scope and timely in-depth indexing. International Pharmaceutical Abstracts covers the entire spectrum of drug therapy and pharmaceutical information including CAS Registry numbers and a therapeutic classification for drugs. The Micromedex Healthcare series provides an unsurpassed depth of information on drugs, diseases, toxicology, interactions, identification, and patient information.

Lexi-Comp and Facts and Comparisons are two web-based drug information databases providing content in the following areas: drug information and interactions, laboratory and diagnostic testing, natural products, Infectious disease and poisoning and toxicology. Updated daily, these databases are accessible in the LRC and selected ones off site through the LECOM LRC web page. The LRC Online Public Access Catalog (OPAC) allows users to search our collection. The OPAC is web based and can be searched on or off campus.

The Learning Resource Center also offers Board Review materials online and interactive anatomy programs.

#### **4.3.11 LIBRARY INSTRUCTION AND LITERATURE SEARCHES**

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

## **4.4 CAMPUS SECURITY AND SAFETY**

### **4.4.1 CAMPUS FACILITIES**

LECOM desires to create a safe, supportive environment for its students 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.

The 911 emergency system serves the area. At LECOM at Seton Hill, Seton Hill University Police patrol the campus. LECOM at Elmira has its own Security Office and has contracted Security Guards for the main LECOM building. LECOM students would contact Elmira College Security only when they are on the Elmira College Campus.

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

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

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.

### **4.4.2 LECOM POLICE AND SECURITY OFFICE**

The LECOM Police and Security Service Unit 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 LECOM Police and Security Service Unit 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, Service Unit includes both sworn Campus Police Officers and Security Officers; LECOM Police and Security patrol all Erie facilities. At LECOM at Elmira and 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. LECOM at Elmira and LECOM Bradenton Security officers are uniformed.

LECOM Security Officers and LECOM contracted 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.

#### **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 and School of Health Services Administration

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 9-1-1 from a LECOM phone

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

### **LECOM at Elmira in Elmira, New York**

#### LECOM at Elmira Security Office

Located within Main Entrance

(607) 442-3510

Cell (607) 857-7550

#### Elmira College Campus Safety

Cory House

710 Park Place

Elmira, NY 14901

Dial x1777 from Elmira College phones

Dial (607) 735-1777 from non-Elmira College phones

### **4.4.3 CAMPUS SAFETY AND SECURITY PROGRAMS AND INFORMATION SYSTEMS**

#### ***Daily Crime Log***

The LECOM Police and Security Office maintains a daily log of all criminal incidents that occur on the campuses and satellite facilities pursuant to federal and state statutes. The contents of this log are open to public inspection. Any student or prospective student, faculty member or staff member of LECOM wishing to examine the Daily Crime Log may do so. The Log is located in the Campus Police and Security Offices. 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.

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.

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

## **4.4.4 VEHICLE REGISTRATION AND PARKING REGULATIONS**

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

## **4.4.5 STUDENT RESPONSIBILITY FOR SAFETY AND SECURITY**

### **4.4.5.1 INTRODUCTION**

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

- Report any safety or security concerns to the LECOM Department of Security or the University police at Seton Hill University and campus security for LECOM at Elmira.
- Report any suspicious persons or situations on campus to the Campus Security Office immediately upon discovery.
- Use individual issued Card/Key every time entering or exiting a building. Report strangers who do not have a badge and “tailgate” someone 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 is permitted on any LECOM property.

#### **4.4.5.2 CAMPUS CRIME PREVENTION PROGRAM**

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

- All incoming first year students receive a presentation from the LECOM Department of Security 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 LECOM Department of Security, in conjunction with the Offices of Student Affairs and Human Resources and the various student organizations, will provide crime prevention presentations as needed or requested throughout the year.

#### **4.4.5.3 REPORTING CRIME**

Any person who is the victim of a crime, including but not limited to 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 Department of Security 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 4.4.2. Reports can also be made in person at the LECOM Police and Security Offices, Seton Hill University Police Department or Elmira College Campus Police. The LECOM Department of Security 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, the LECOM Department of 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, the LECOM Department of Security at LECOM at Elmira and the Elmira college security for Elmira College.

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 or Elmira College campus security.

#### **4.4.5.4 FIRE DRILL POLICY**

When the Fire Alarm sounds, students should react immediately to ensure safety.

- Never ignore or assume the alarm is false or is a test.
- Everyone must evacuate the building by way of the safest and closest exit.
- Never use an elevator to evacuate during a fire alarm activation.
- Once outside the building, move to the area designated for assembly. If unsure, look for faculty/staff holding identifying banners.
- Do not obstruct access to the building by fire fighters and fire trucks.
- Do not attempt to leave the area. Vehicles will not be permitted to leave the parking areas once the alarm is sounded.
- Once outside, do not reenter the building until told to do so by Security.

#### **Fire Alarm Evacuation Drills**

Fire Alarm Evacuation Drills are scheduled early in the fall semester to acquaint all students with the process of evacuating the building and finding the gathering area. Maps are located throughout the building showing the closest evacuation route. Additional drills may occur throughout the year.

Evacuation is MANDATORY for all occupants during all fire alarm activations. Students who refuse to leave the building will be subject to disciplinary action. Any student who is found in the building after evacuation will be subject to disciplinary action.

When the fire alarm sounds, students must leave the building immediately. Never assume the alarm is false or is a drill.

#### **4.4.6 DRUGS, ALCOHOL AND WEAPONS POLICY**

##### **4.4.6.1 INTRODUCTION**

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

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

#### **4.4.6.2 WEAPONS POLICY**

The use, possession, or carrying in any manner or conveyance of firearms, hand billies, 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 or Elmira College 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.

#### **4.4.6.3 DRUG-FREE CAMPUS**

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

- Alcoholic beverages may not be served or consumed on any LECOM campus. In addition, the illegal use or abuse of legal drugs will not be tolerated.
- While on LECOM premises and while conducting business-related activities off LECOM premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.
- No student shall possess, use, manufacture, produce, sell, exchange, or otherwise distribute any drug prohibited by federal or state law at LECOM.
- No student shall possess, consume, furnish, manufacture, sell, exchange, or otherwise distribute any alcoholic beverage except as permitted by state law and LECOM.
- Students found by school application process, security background checks, self-disclosure, or other means to have a history of use, possession, transportation, or any other interactions with illicit substances and/or alcohol or that otherwise comes to the attention of law enforcement will be referred to the PHP/SARPh at Erie or LECOM at Seton Hill and the Florida PRN or Centerstone in Bradenton, possibly for a psychiatric evaluation. For LECOM at Elmira, referrals will be to the CPH (Committee for Physicians Health for the State of New York). A referral will be made to PHP/CPH/SARPh/PRN/Centerstone regardless of legal standing as in cases in which any sentence was fully served prior to enrollment at LECOM or conviction records were expunged. Students will be expected to be monitored throughout their matriculation at LECOM by way of recommendations from PHP/CPH/SARPh/PRN/Centerstone or by student request in cases of substance dependency.
- Any student who is subject to the terms of an agreement with or recommendations from the Physicians Health Program (Pennsylvania), the Professional Resource Network (Florida), the New York Committee for Physician Health, or any similar program in another jurisdiction must be in compliance with the terms of that agreement or those recommendations throughout their matriculation at LECOM. In particular, no student may engage in clinical activities of any type if deemed unsafe to engage in practice by, or if not in good standing with, one of these programs.

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

#### **4.4.6.4 SUBSTANCE ABUSE EDUCATIONAL PROGRAMMING**

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

#### **4.4.7 SEXUAL ASSAULT 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. For more about hazing and non-sex-based harassment (*See Section 5.3.8*).

**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 5.2 (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)

### 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 Department of Police and Security Office, and/or the Seton Hill University Police Department, the LECOM at Elmira Security Department and the Elmira College Campus security 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 the *LECOM Policy Statement on Title IX Compliance and Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence*. This can be found in 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.

#### **4.4.8 SUICIDE INTERVENTION POLICY**

Any LECOM student who engages in suicidal behaviors and/or verbalizations must be evaluated by a LECOM approved psychiatrist, psychiatric resident, or psychologist. 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 3.5.10 (Leave of Absence).

Any LECOM student, regardless of campus or school, is required to report, take-action 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.

#### **4.4.9 VIOLENCE AND/OR THREATS OF VIOLENCE POLICY**

There is a zero-tolerance policy 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 and violence or threats of violence involving third part communications. All statements, comments, and gestures related to violent behavior will be dealt with as a serious violation of this policy.

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

##### **4.4.9.1 HATE CRIMES ARE STRICTLY FORBIDDEN BY LECOM**

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, 4.4.5*). 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.

#### **4.4.10 DANGEROUS PERSON POLICY**

Any LECOM student engaging in coursework or participating in clinical rotations or practice experiences shall not threaten, 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, knowingly exposing others to dangerous pathogens and retaliating against any individual who, in good faith, reports a violation of this or any policy. Students should not confront or take any aggressive action against a person who is viewed as potentially dangerous.

#### 4.4.11 VISITORS POLICY

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

LECOM at Elmira: (607) 795-8158

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.

#### **4.4.11.1 VISITOR POLICY FOR MINORS**

- Without Administrative approval, NO juveniles OR juvenile family members of the Faculty, Students, or Staff will be allowed in Academic Areas of the Campus.
- All juveniles on LECOM premises visiting for recruitment purposes must have permission from the Provost, Dean, or Vice President's office (depending on campus) and must be accompanied by a parent or guardian.
- A juvenile is defined as a person under the age of 18.

### **4.5 REGISTRAR/EDUCATIONAL RECORDS**

#### **4.5.1 OFFICE OF THE REGISTRAR**

The Office of the Registrar is the keeper of the educational record for all students. Among the services provided are release of academic transcripts, confirmation of enrollment, recording and dispersal of student grades, change of name and address, maintenance of additional student directory information, enrollment verification, production of letters of good standing, and release of diplomas. In addition, the office also oversees Electronic Residency Application Service (ERAS) and physician licensing verification.

##### **4.5.1.1 TRANSCRIPTS**

**The official transcript includes the complete academic record at LECOM.** Academic credit transferred from other colleges and/or universities will be indicated on the transcript if the credit is applied toward a degree at LECOM. Transfer grades are not included on the LECOM transcript.

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.

#### **4.5.1.2 GRADE REPORTS**

Grades are sent out to students by U.S. Mail within 30 days of the end of the semester. 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.

#### **4.5.1.3 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 Request for Official Name/Gender Designation Change Request Form 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.

#### **4.5.1.4 CLASS RANK**

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

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

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

#### 4.5.1.5 DIPLOMAS

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

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

Replacement of a lost, damaged or destroyed diploma may be requested through the Office of the Registrar and secured upon payment of a \$100.00 fee per diploma ordered.

#### 4.5.2 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

- A. Eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of any request. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records 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.

### 4.5.3 EDUCATIONAL RECORDS POLICY

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

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

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

**Directory:** Includes the following information relating to a student:

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

**Educational Records:** Records, files, documents, or other materials that contain information 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:

1. 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.
2. 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.
3. Personal health records of the student, which are 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).
4. 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.
5. 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.

#### **4.5.4 EDUCATIONAL RECORDS**

LECOM will maintain the following types of educational records:

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

#### **4.5.5 ANNUAL NOTIFICATION**

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

#### **4.5.6 PROCEDURE TO INSPECT EDUCATIONAL RECORDS**

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

#### **4.5.7 RIGHT OF LECOM TO REFUSE ACCESS**

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

- Letters and statements of recommendation for which the student has waived his or her right to access, 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 attending LECOM; or

- Those records which are excluded from the FERPA definition of Educational Records.

#### **4.5.8 RECORD OF REQUESTS FOR DISCLOSURE**

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

#### **4.5.9 DISCLOSURE OF DIRECTORY INFORMATION**

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

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

#### **4.5.10 CORRECTION OF EDUCATIONAL RECORDS**

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

- Students must submit their request in writing to Student Affairs to amend a record. In doing so, the student should identify the part of the record he or she wants 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.

#### **4.5.11 FERPA BREACH POLICY**

Individuals who handle any element of the academic records of LECOM students should take all possible means to maintain the confidentiality of those records. Avoid sending academic records via email. When it is necessary, encryption should be used. In doing so, carefully check 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. 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.***

#### **4.5.12 PLACEMENT IN EMPLOYMENT**

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

## **5 STUDENT LIFE**

### **5.1 STUDENT AFFAIRS**

#### **5.1.1 MISSION STATEMENT OF THE OFFICE OF STUDENT AFFAIRS**

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

#### **5.1.2 BEHAVIORAL HEALTH SERVICES**

Because professional education may be highly stressful as well as rewarding, guidance and referral services are available through the Office of Student Affairs and the Director of Behavioral Health (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 of 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>
---	---

***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

### **5.1.3 STUDENT HEALTH SERVICES**

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

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

For students without a personal physician in the area, LECOM at Seton Hill has entered into an agreement with the Allegheny Health Network to provide "Student Health Services" through Forbes Family Medicine-PCMH in Monroeville and Milstein Medical Group in Greensburg. Forbes Family Medicine is located at 2550 Mossidae Boulevard, Suite 500, Monroeville, PA. The phone number is 412-457-1100. Milstein Medical Group is located at 1123 Woodward Drive, Greensburg, PA. The phone number is 724- 837-9070. Both practices accept the Highmark health insurance product offered through LECOM and many other insurance products. Students without LECOM health insurance should verify insurance information directly with the provider's office.

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

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

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 at all 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 3.5.13 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 3.5.13. 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. If you feel you or a fellow student are having a medical emergency or any other emergency, call 911 immediately.

#### **5.1.4 PROTOCOL FOR MANAGING STUDENTS IN DISTRESS**

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

- Student Affairs, Faculty and staff will ensure that students know to seek immediate assistance if feeling any distress or medical issue during class time.
- Students feeling a need for medication during class may either take it in the class or excuse themselves for a brief period to take the medicine.
- Where medication is not involved, and a student feels any type of medical distress, the student may excuse themselves to make use of a rest room or request aid.
- If students excuse themselves, they should return to class if possible or alert Security if they feel a need to leave. Security will activate the Emergency Response Paging System.
- Such students should not attempt to drive themselves if there is any doubt of their ability to do so. Likewise, Security should advise the student to wait and arrange for transportation if the student seems impaired.
- Where a student expresses a need for aid to an instructor, Student Affairs and/or Security should be immediately contacted by the instructor.
- Student Affairs/Security will make any reasonable accommodation for a student. If the situation calls for immediate medical treatment, 911 will be called. Security may also arrange for transport for the student to their residence or to a medical facility if the situation does not call for an emergency response.
- Where appropriate, Security or Student Affairs should call the student’s emergency contact.
- In every case, when in doubt, LECOM personnel should err on the side of the greatest possible accommodation for the student. If the situation includes behavioral/emotional problems and/or distress, especially involving a zero-tolerance policy violation, the Director of Behavioral Health will likely be consulted and assist with intervention. The student will not be allowed back in school without designated (e.g., psychiatric/psychological) medical/clinical professional clearance through written documentation and/or may have to comply with specific security measures.

### 5.1.5 STUDENT RACIAL/ETHNIC SELF-DESCRIPTION

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

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

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

### 5.1.6 DISABILITY SERVICES

#### Discrimination Prohibited

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

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

#### Requesting Special Accommodations Due to a Disability

Students requesting special accommodations for examinations, laboratory procedures, or other activities must submit a *Request for Special Accommodation Due to a Disability Form* and required supporting documentation to the Director of Student Affairs at the Erie or Bradenton campus or to the Vice President of LECOM at Seton Hill at the LECOM at Seton Hill campus. The completed form and required documentation must be submitted thirty (30) days prior to the start of the semester to permit sufficient time for the review and approval process to be completed prior to the start of the semester. Requests submitted at other times may take up to thirty (30) days to be processed upon the receipt of the completed request form and all required documentation.

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

submitted along with the completed *Request for Special Accommodation Due to a Disability Form*. See the *Request for Special Accommodation Due to a Disability – Guidelines for Documentation* for more information about required documentation.

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

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

#### LECOM Accommodations for Testing and Licensing Examinations

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

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

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

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

#### Contact for Disability Services by LECOM Campus

##### LECOM Erie

Dr. David P. Fried  
Director of Student Affairs, Emeritus  
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)

### **5.1.7 CAMPUS SPEAKERS**

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

### **5.1.8 BOOKSTORE**

The LECOM Bookstore at the Erie campus building and the LECOM Bradenton, LECOM at Elmira, and LECOM at Seton Hill, is online only.

The required textbooks as well as reference and review books are available for purchase. Special orders are welcomed with a small deposit. The complete listings, which include the ISBN, edition, and retail price, of all required textbooks for the College of Medicine and the School of Pharmacy are available on [lecombookstore.com](http://lecombookstore.com) or the LECOM Student Portal under the Bookstore tab. The Bookstore tab also offers a textbook rental option and a textbook buyback program.

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

### **5.1.9 LIVING ACCOMMODATIONS**

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

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

Students are expected to maintain living accommodations near campus (less than 30 mins travel) to increase academic success by limiting the time lost to travel and to be close in instances when academic schedules undergo unforeseen updates or changes.

### **5.1.10 STUDENT TELEPHONE EMERGENCY MESSAGE SYSTEM**

Should an emergency situation arise with a student's family, the family may contact the Office of Student Affairs to initiate contact with the student. 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. Verifiable student information may also be requested.

### **5.1.11 CANCELLATION OF CLASS**

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

### **5.1.12 REQUIRED EQUIPMENT**

#### **Laptop Computer**

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

#### **Recommendations**

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

#### **Dental Equipment**

Dental instrument, surgical loupes/magnifiers, and supply kits are mandatory purchases from the LECOM School of Dental Medicine approved vendors. Students will be provided annually with information regarding cost of purchase, time of payment and method of payment.

## **5.1.13 STUDENT ACTIVITIES**

### **5.1.13.1 GRADE REQUIREMENTS FOR PARTICIPATION**

Students must maintain at least a 3.0 grade point average or a minimum average, have no course failures, may not be on probation for any reason, is not repeating an academic year and must be passing all currently enrolled courses to:

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

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

### **5.1.13.2 LECOM STUDENT GOVERNMENT**

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

### **5.1.13.3 DENTAL SCHOOL CLUBS AND ORGANIZATIONS**

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

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

- Academy of LDS Dentists
- Asian American Student Dental Organization
- Forensic Odontology Group
- LECOM Association of Endodontics
- Student National Dental Association
- Christian Dental Society

\*Pledging is not permitted at LECOM.

#### **5.1.13.4 SCHOOL COMMITTEES**

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

#### **5.1.13.5 RECOGNITION OF STUDENT ORGANIZATIONS**

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

#### **5.1.13.6 STUDENT ORGANIZATION STATIONERY AND USE OF COLLEGE LOGOS**

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

#### **5.1.13.7 STUDENT SPONSORED EVENTS**

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



### 5.1.13.8 SCHEDULING EXTRACURRICULAR ACTIVITIES

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

### 5.1.13.9 CODE OF ETHICS

At the LECOM School of Dental Medicine we adhere to the American Dental Associations Code of Ethics (Appendix P).

## 5.2 STUDENT CONDUCT

### 5.2.1 CODE OF STUDENT CONDUCT AND DISCIPLINE

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

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

### 5.2.2 PURPOSE OF THE STUDENT CODE

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

### **5.2.2.1 STUDENT HONOR CODE**

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

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

All students must respect and follow the rules on copyrights. Unauthorized use of or distribution of copyrighted materials, including but not limited to, peer-to-peer file sharing is a violation of federal law that can subject students to fines or imprisonment and would be considered an honor code violation which can result in expulsion, etc.

### **5.2.2.2 HONOR CODE VIOLATIONS**

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

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

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

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

The student, or any involved faculty or staff member who does not agree with the finding and/or sanction of the Committee, may have the decision reviewed. The desire to appeal must be made in writing to the appropriate Dean within three (3) working days of the Committee’s decision. Should the student and the

other party agree to the findings and sanction(s) formulated by the Committee, then the sanction shall be final and implemented accordingly, and rights are thereby waived. The decision must be signed by the student and the administration. Appeals may be taken from the decision of the appropriate Dean to the President within seven (7) working days of the notification of the Dean's decision. The decision of the President shall be final. The President will only hear arguments and evidence presented below.

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

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

In accordance with the Family Educational Rights and Privacy Act, the individual against whom an allegation is made shall have access to his or her records. Anyone found to have violated this confidentiality provision shall be subject to discipline through established disciplinary procedures.

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

### **5.2.2.3 FUNCTIONING OF THE STUDENT CODE**

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

Examples of these types of infractions are listed in Examples of Non-Honor Code Infractions.

### **5.2.2.4 EXAMPLES OF HONOR CODE INFRACTIONS**

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

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

- Obtaining an un-administered test or information about an un-administered test; or
  - Obtaining an administered secure examination that has been designated for viewing only.
- B. Plagiarism or the appropriation of an author's work and the unacknowledged incorporation of that work in one's written work offered for credit;
  - C. Forgery, alteration, destruction, or misuse of School documents, medical records, prescriptions, physician's excuses, etc.
  - D. Dishonesty, concerning academic and non-academic issues, such as dishonesty regarding insurance coverage or otherwise knowingly furnishing false information to a school official;
  - E. Attempted or actual theft of property of the SDM or a member of LECOM's community or campus visitor;
  - F. Tampering with the election of any School recognized student organization;
  - G. Theft, unauthorized access or other abuse of computer systems or time relating to LECOM endeavors of the SDM;
  - H. Unauthorized possession, duplication or use of keys to any LECOM premises, or unauthorized entry or use of LECOM premises;
  - I. Any violation of HIPAA; including placing on social media or personal devices or transmitting via personal email protected health information;
  - J. Misrepresentation regarding standardized tests or boards;
  - K. Using the password of another;
  - L. Enrolling in another school contemporaneously with LECOM SDM;
  - M. Failing to report any alcohol or drug related arrest or citation; or any other arrests/ citations for violation of federal, state, or local laws (not including minor traffic offences) within five business days of the occurrence; or
  - N. Conspiring, planning, or attempting to achieve any of the above acts.

### **5.2.2.5 EXAMPLES OF NON-HONOR CODE INFRACTIONS**

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

- A. Non-sex-based harassment and hazing.
- B. Inappropriate dress or appearance.
- C. Not appearing for patient appointments.
- D. Being intoxicated.
- E. Illegal use, possession, or sale of any quantity, whether usable or not, of any narcotic drug or controlled substance or being under the influence of any said narcotic, drug, or controlled substance, without a valid prescription.
- F. Having cell phones or pagers on while lectures or laboratories are in session;
- G. Use of profane or threatening language.

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

## 5.2.3 PENALTIES

### 5.2.3.1 INTERIM DISCIPLINARY ACTION

The Office of Student Affairs or the Office of the Dean/Assistant Dean may take immediate interim disciplinary action. Such action may include deactivation of a student's ID badge with restricted access to LECOM facilities. It may also include suspension, pending a hearing against a student for violation of a rule or regulation of LECOM, when in LECOM's judgment the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. In such cases, the Office of Student Affairs, the appropriate Dean, or the chair of SPG, will, if possible, meet with the student prior to suspension, discuss the reasons for the interim suspension and allow the student to explain their reasons for not being dismissed or suspended pending a full hearing if such a hearing is requested by the student. In all cases referred to the Office of Student Affairs, whether or not interim action is taken, the student will meet, when possible, with the Office of Student Affairs and discuss the case.

### 5.2.3.2 BEHAVIORAL PENALTIES

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

- A. *Admonition*: This consists of a verbal or written warning. Admonitions will not become a part of the student's longitudinal record and may not be reviewed or appealed by the student. Admonitions and all of the following penalties may contain a directive that the student be evaluated or submit to treatment for any perceived psychological issues.
- B. Ineligibility for election and/or removal from student office or organizational office for specified period of time.
- C. Withholding of official transcript, barring re-admission to the SDM, and/or blocking a student from enrolling for a specified period of time.
- D. Restitution, whether monetary or by specific duties or reimbursement for damages to or misappropriation of the SDM, student, staff, or faculty property.
- E. *Academic sanctions*: Writing a paper, reduction of grade on an examination, assignment or course; repetition of a course(s); being assigned additional clinic or laboratory activities or coursework; repeating of exam or coursework or other appropriate penalties.
- F. *Conduct Probation*: A penalty levied for a specific time, the duration of which will be determined by the seriousness of the circumstances. It carries with it a warning that any further violation of the SDM's regulations will result in more serious disciplinary action. Conduct probation will be removed from the student's longitudinal record by the Office of the Dean.
- G. *Disciplinary Probation*: A penalty for a definite period determined by the circumstances of the case. This is the most severe penalty under which a student may remain in the SDM. Disciplinary probation may result in a warning that further violations may be cause for disciplinary suspension or expulsion.

A record of the disciplinary probation remains a part of the student's longitudinal record in the Office of the Dean.

- H. *Suspension*: This penalty may be imposed for continued and/or flagrant violation of the disciplinary probation terms, or it may be imposed directly in first offense cases that warrant such action. In the case of suspension, the student will be barred from all campus and non-campus activities. Typically, students found guilty of drug or alcohol offenses will be suspended at least pending a review of their situation.
- I. *Withdrawal*: Withdrawal is administrative removal of a student from a class or from the SDM and may be imposed in instances of unmet financial obligation to the SDM; for reasons of health; or pending the outcome of competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such time as specific conditions have been met.
- J. *Expulsion*: Expulsion is permanent severance from the SDM.
- K. *Revocation of Degree*: The revocation of degree may occur for discovered misconduct of prior students. Allegations of misconduct, which may result in a revocation of a degree, will be considered by the appropriate academic process.

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

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

## **5.2.4 STUDENT DISCIPLINARY PROCEDURES**

### *Authority for Initiation of Disciplinary Action*

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

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

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

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

### **5.2.5 PROCEDURE FOR REVIEW BY THE CHAIRPERSON OF SPG COMMITTEE**

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

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

Failure to meet with the Dean before instituting a formal review by said Committee or failure to follow the specified procedures to institute the Committee's review may constitute a waiver of all rights for further review of the matter.

### **5.2.6 PROCEDURE FOR REVIEW BY THE SPG COMMITTEE**

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

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

- Name, address, and student telephone number;
- Description, date(s) and place(s) of alleged act(s);



- Date discipline was recommended;
- The recommended disciplinary penalty;
- Date of conference with the Director and the appropriate Assistant Dean or the Dean's Designee;
- Circumstances which merit review;
- Signature and date.

### **5.2.7 AUTHORITY OF THE SPG COMMITTEE FOR STUDENT DISCIPLINARY PROCEDURES**

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

### **5.2.8 DUTIES OF THE CHAIR OF THE SPG COMMITTEE**

The Chair of the Committee shall:

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

### **5.2.9 PROCEDURE FOR APPEALS OF DECISIONS OF THE SPG COMMITTEE**

Within three (3) calendar days after a decision has been received, either or both parties may give notice of appeal to the Dean. The decision will be reviewed upon the basis of the written notes of the hearing and/or documents filed and produced at the hearing and/or any witnesses the Dean wishes to call. The Dean may request both parties to submit oral or written arguments to support their positions. In order for the appeal to be considered, all the necessary documentation to be filed by the appealing party, including written

arguments, when appropriate, must be filed with the Dean within seven (7) business days after notice of appeal is given. The Dean may approve, reject, or modify the decision in question or may require that the original hearing be re-opened for the presentation of additional evidence and reconsideration of the decision.

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

### **5.2.10 ENROLLMENT STATUS DURING APPEAL**

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

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

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

### **5.2.11 PROCEDURE FOR STUDENT GRIEVANCE/APPEAL**

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

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

Formal student complaints related to Commission on Dental Education (CODA) standards should be sent in writing to the appropriate Assistant Dean within seven (7) calendar days of the occurrence or discovery of the occurrence in question. He/she will meet with the student to review the complaint. If further review

of the complaint is warranted, the Assistant Dean will notify the Dean and initiate an investigation of the complaint as expeditiously as possible. In general, the review should take no more than seven (7) calendar days. He/she will forward a written report of the review to the student and to the Dean.

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

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

## **5.2.12 PROTOCOL FOR INPUT ON MATTERS OF STUDENT CONCERN**

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

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

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

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

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

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

### **Procedure when a complaint is received:**

- To receive formal consideration, all complaints must be signed, dated, and submitted in writing. The complaint should describe the reasonable efforts that were made to resolve the complaint informally or alternatively should describe why such efforts would be unavailing.
- Following receipt, complaints are transmitted within five (5) working days to the Provost, for consideration.

- Following consultation by the Provost with relevant individuals, as needed, the Provost will determine whether the complaint relates to tuition and fee policies, accreditation standards or Institutional policies. Upon receipt of a complaint regarding accreditation standards a letter with the accreditors address will be sent to the complainant, reminding them of their ability to write directly to the accrediting agency.
- If the complaint does not relate to tuition and fee policies, accreditation standards or to established Institutional policies, the person initiating the complaint shall be notified accordingly within twenty (20) working days following receipt of the complaint by LECOM and the matter shall be closed.
- If the complaint does relate to the tuition and fee policies, accreditation standards or to established Institutional policies, the Provost shall acknowledge receipt of the complaint within twenty (20) working days and share with the complaining party a description of the process and policies which pertain to handling such complaints, as detailed below.
- The Provost shall notify the Dean of the complaint's program, or other responsible administrator, as applicable, of the substance of the complaint and shall request a preliminary investigation and report on the findings within thirty (30) days of the Provost's request.
- The Provost may request further information or material relative to the complaint from the complaining party, the Institution, or other relevant sources.
- Requests for confidentiality shall be respected to the extent that identifying information is not necessary for the resolution of the complaint.

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

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

## 5.2.13 STUDENT COMPLAINTS TO STATE DEPARTMENTS OF EDUCATION

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

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

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

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

<http://www.portal.state.pa.us/portal/server.pt/community/highereducation/8711/complaintprocedure/1004474>

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

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

### Send Letter To:

Commission for Independent Education 325 W.  
Gaines Street, Suite 1414  
Tallahassee, FL. 32399-0400  
Or E-mail: [cieinfo@fldoe.org](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:

The State Higher Education Executive Officers (SHEEO) provides individual state contact information available at:

<http://www.sheeo.org/sites/default/files/Complaint%20Process%20Links%2012-2012.pdf>

National SARA Information:

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

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

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

## **5.2.14 LEGAL LIMITATIONS ON PRACTICE OF DENTISTRY**

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

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

## **5.3 CAMPUS POLICIES AND REGULATIONS**

### **5.3.1 SMOKING**

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

### **5.3.2 DRESS CODE POLICY**

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

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

All students must have at least one short, white consultation jacket. Student ID badges must be prominently displayed and worn at all times. A clean and well-cared-for appearance should be maintained. Men must wear dress trousers, shoes, dress shirt and necktie. Men’s hair must be above the collar. Beards and

moustaches must be neat and trimmed at all times. Man-buns and other extreme styles or colors are not permitted. Sandals and other open-toe footwear are prohibited. All other shoes must be worn with socks.

Women are required to wear appropriate dresses of reasonable length (no more than four inches above the knee) or slacks (to the ankle) with appropriate blouses. Leggings are not permitted unless worn with a dress. Sleeveless, strapless, backless, or revealing clothing are inappropriate. Hairstyles should be clean and neat, avoiding extreme length, styles, or colors. Revealing or tight, form fitting clothing is unacceptable. Excessive body piercings (more than one per ear) and all other body piercing are not acceptable. Capri pants, yoga pants, shorts of any length, jeans, T-shirts, and sandals are not permitted. Students are required to wear shoes with stockings or socks.

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

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

### **5.3.3 STUDENT IDENTIFICATION/KEY CARD POLICY**

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

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

### **5.3.4 HEALTH RECORDS POLICY**

#### **Health Records for First Year Students**

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

- An Immunization Status Report must be completed and signed by a physician. This report must indicate that the student has immunity to the following diseases and documentation of a student's immunity must be attached to the report: diphtheria, tetanus, pertussis, chicken pox, polio, rubella, measles, mumps, rubella, and hepatitis B. Students must also have current results of a 2-Step Mantoux PPD. If found to be necessary, a student may be required to receive an additional dose of an MMR vaccine.

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

### 5.3.5 MANDATORY STUDENT HEALTH INSURANCE POLICY

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

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

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

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

Current student health insurance waiver must include:

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



***Misrepresentation of coverage will be deemed an honor code violation.***

### **5.3.6 LOCKER ASSIGNMENT POLICY**

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

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

### **5.3.7 POLICY STATEMENT ON INTOLERANCE**

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

### **5.3.8 HARASSMENT AND HAZING**

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

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

Hazing is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any

organization operating under the sanction of or recognized as an organization by an institution of higher education.

Included is any brutality of a physical nature, such as:

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

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

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

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

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

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

### **5.3.9 FOOD AND BEVERAGE DIRECTIVES**

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

### **5.3.10 RECORDING OF LECTURES**

Video, digital or cassette taping of lectures or verbatim or near-verbatim transcribing of lectures is not authorized by the administration of LECOM and is strictly at the discretion of the instructor. In all instances, prior approval of the instructor must be obtained and the instructor is to be informed that he or she is not under pressure from the administration to be so transcribed and that such permission from the instructor to

tape is strictly on a voluntary basis. The privilege may be withdrawn at any time. This rule is applicable to regular LECOM faculty as well as visiting faculty. Under no circumstances may the content or recording of any faculty lectures be used for any purpose other than for the student's education at LECOM.

### **5.3.11 RECYCLING**

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

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

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

### **5.3.12 SOCIAL COMPUTING GUIDELINES**

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

### **5.3.13 CREDIT CARD MARKETING POLICY**

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

### **5.3.14 MARIJUANA USAGE POLICY**

LECOM is committed to maintaining a workforce that is free from illegal drug use, including marijuana. Marijuana is illegal under Federal Law and continues to be categorized as a controlled substance under Schedule I of the Controlled Substances Act (CSA.) Even though some states have legalized the use of marijuana for medicinal and recreational purposes, marijuana, marijuana extracts and tetrahydrocannabinols (THC) are illegal for human use under Federal law. LECOM employees are not permitted to use marijuana on or off duty under the provisions of our drug free workplace policy.

## **6 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 at Elmira Security**  
Office: (607) 442-3510; Cell: 607-857-7550

**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, PA**

Erie, Pennsylvania Police (Non-Emergency)  
(814) 870-1125

Millcreek, Pennsylvania Police (Non-Emergency)  
(814) 833-7777

Pennsylvania State Police  
(814) 898-1641

##### **Bradenton, FL**

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, PA**

Greensburg Police Department  
(724) 834-3800

Pennsylvania State Police  
(724) 832-3288

**Elmira, NY**

Elmira College Campus Safety  
Dial x1777 from Elmira College phones  
Dial (607) 735-1777 from non-Elmira College phones

Elmira Police Department  
(607) 735-8600

NY State Police  
585-398-4100

**Crime Victim and Other Counseling Services**

**Erie, PA 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, FL 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, PA 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

**Elmira, NY resources**

Family Services of Chemung County  
(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

## **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

### 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: \_\_\_\_\_ Expected Date of Return: \_\_\_\_\_

Reason for request for Leave of Absence: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX D**  
**REQUEST FOR LEAVE OF ABSENCE FORM**

**Part A, to be completed by student (please print)**

Student Full Name:

Phone Number:

E-Mail:

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: \_\_\_\_\_

**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 E**  
**LECOM SDM**  
**Approved Absence Form**



- Attendance is mandatory for all classes and clinic as of May 26, 2015. In the event you must miss a class for specific approved reason, this form must be completed and submitted at least 10 days prior to absence or submitted upon returning to class for urgent absences.
- All absences **must** be accompanied by confirming documents (conference/event agendas, doctor's note for medical, airline itinerary) or it will not be considered.
- The student is responsible for all material missed during the absence and clinic time must be made up.
- Students requesting to attend conferences, meetings, research symposiums, etc., must be in good academic standing.

**Please check year:**                      **D1** ☐                      **D2** ☐                      **D3** ☐                      **D4** ☐

Name of student: (print) \_\_\_\_\_ Student ID #: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

List and attach supporting documents: \_\_\_\_\_

Any examination during absence:                      ☐ Yes                      ☐ No

If you are missing an exam, please provide the course and name of course director who must approve makeup:

Course: \_\_\_\_\_ Name of Course Director: \_\_\_\_\_

☐ Approved                      ☐ Not Approved

Course Director Signature: \_\_\_\_\_

List all courses you will be missing during scheduled absence and obtain Course Director signature(s).

<u><b>Course</b></u>	<u><b>Course Director (PRINT &amp; SIGN)</b></u>	<u><b>Approval</b></u>
_____ Course Director: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Course Director: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Course Director: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

After above section is completed, submit for FINAL APPROVAL:

**D1 & D2:** Assistant 3Dean of Pre-Clinical Education: \_\_\_\_\_

**D3 & D4:** Assistant Dean of Clinical Education: \_\_\_\_\_

**Final Approval:**                      ☐ Yes                      ☐ No

Student will be notified by email if approved. Sessions/exams missed with an unapproved absence cannot be made up and the student will receive a failure for the day.

## APPENDIX F

### TRAVEL REQUEST FORM

I, \_\_\_\_\_, have submitted this completed informational sheet to my Dean,  
\_\_\_\_\_, Program Director and System Coordinator (if applicable) on  
\_\_\_\_\_, and to my SGA President, \_\_\_\_\_, on  
\_\_\_\_\_ for submission to Administration and have retained a copy for my files.

I understand that I must meet the specified 60-day deadline for submission of the request form in order to be considered for housing. I also understand that housing is a privilege and is not always provided for students travelling to conferences.

I understand that males and females will be housed separately; No exceptions unless married.

I understand that specific rooming assignment requests will not be honored.

I understand that once housing arrangements are made, no room changing will be permitted.

I understand that if I am unhappy with my rooming assignment, I am free to make my own hotel reservation, at my expense.

I understand that if I am NOT requesting travel accommodations, I am still responsible for notifying administration 60 days in advance of my intentions to attend said meeting.

I understand that, should any problem(s) arise during the conference, I will contact the Director of Travel for my campus, Director of Student Affairs, or the specific Associate/Assistant Dean of my program, for assistance.

Signed,

Signature:

\_\_\_\_\_

Name: (Please Print):

Date

\_\_\_\_\_

Contact Phone Number:

\_\_\_\_\_

**APPENDIX G**  
**STUDENT RESEARCH FORM**  
LECOM School of Dental Medicine  
Student Research Form

Date: \_\_\_\_\_

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

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

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

Student Current Year (check):            D1 ☐            D2 ☐            D3 ☐            D4 ☐

Mentor(s) Name(s): (Please Print) \_\_\_\_\_

\_\_\_\_\_

Mentor(s) Signature (s): \_\_\_\_\_

\_\_\_\_\_

Students, please be advised: Approval for any Research project is at the discretion of the LECOM Administration.

**Approval:**

Director of Research Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IRB Approval (Clinical Studies): (If needed) \_\_\_\_\_ Date: \_\_\_\_\_

HIPPA Officer Approval: (If needed) \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX H

### 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 I

### STUDENT CHANGE OF STATUS FORM

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

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Local Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Forwarding Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Personal Email: \_\_\_\_\_

#### TYPE OF CHANGE *(Check One)*

- |                                     |                                      |   |   |
|-------------------------------------|--------------------------------------|---|---|
| <input type="checkbox"/> Withdrawal | <input type="checkbox"/> Suspension  | <input type="checkbox"/> Off-Schedule               | <input type="checkbox"/> Long Term LOA  |
| <input type="checkbox"/> Dismissal  | <input type="checkbox"/> Remediation | <input type="checkbox"/> Change of Program/Location | <input type="checkbox"/> Short Term LOA |

#### PROGRAM OF STUDY: *(Check One)*

- |  |   |
|--|---|
| <input type="checkbox"/> College of Medicine (COM)<br>Pathway: _____     | <input type="checkbox"/> MS in Medical Science (MMS)      |
| <input type="checkbox"/> School of Pharmacy (PharmD)                     | <input type="checkbox"/> MS in Biomedical Sciences (MSBS) |
| <input type="checkbox"/> School of Dental Medicine (DMD)                 | <input type="checkbox"/> MS in Medical Education (MSMed)  |
| <input type="checkbox"/> Master of Health Services Administration (MHSA) | <input type="checkbox"/> Post Baccalaureate (COM/SDM)     |
| <input type="checkbox"/> Dr. of Philosophy (DME-PhD/PE-PhD/DAE-PhD)      | <input type="checkbox"/> Post Baccalaureate (SOP)         |

#### LOCATION: *(CheckOne)*

- |                               |                                    |                                     |                                 |
|-------------------------------|------------------------------------|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Erie | <input type="checkbox"/> Bradenton | <input type="checkbox"/> Seton Hill | <input type="checkbox"/> Elmira |
|-------------------------------|------------------------------------|-------------------------------------|---------------------------------|

Reason for Change:

Start Date of Change

End Date of Change:

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

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

Pathway Director Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETE AND RETURN THIS FORM TO STUDENT AFFAIRS**



## **APPENDIX J**

# **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  
[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 perpetrated 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.



**APPENDIX K**  
**LECOM BOARD OF TRUSTEES**  
**STATEMENT OF FINANCIAL CONTROL**

LECOM Board of Trustees has the legal control and power to render decisions related to the LECOM  
School of Dental Medicine

Ms. Mary L. Eckert

John M. Ferretti, D.O.

Silvia M. Ferretti, D.O.

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

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

Mr. Thomas J. Wedzik

James Lin, D.O.

Mr. Gerald Alonge

**APPENDIX L**  
**LECOM BRADENTON**  
**SCHOOL OF DENTAL MEDICINE ADMINISTRATION**

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

President /CEO

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

Provost /Senior Vice President and Dean of Academic Affairs

**Mathew J. Bateman, Ph.D., D.H.Ed.**

Dean, School of Dental Medicine

**Steve Inman**

Vice President of Fiscal Affairs/CEO

**Aaron E. Susmarski, J.D.**

Institutional Director of Human Resources

Institutional EEO Coordinator Institutional Title IX Coordinator

**Katie Dinh, D.M.D**

Assistant Dean of Curriculum and Assessment

Associate Professor of Restorative Dentistry

School of Dental Medicine

**Thomas Yoon, D.D.S**

Assistant Dean of Clinical Education

Director of Specialists

Associate Professor of Periodontics

School of Dental Medicine

**Todd Nolan, Ph.D.**

Assistant Dean of Preclinical Education

Director of Problem Based Learning

Associate Professor of Physiology

School of Dental Medicine

**Scott Denton, D.D.S.**

Director of Patient Care Services

DeFuniak Springs Dental Clinic

**Susan Calderbank, D.M.D**

Director of Patient Care Services  
Erie Dental Clinic

**Alexandria Manibo, D.D.S.**

Director of Patient Care Services  
Assistant Professor of Restorative Dentistry  
Bradenton Dental Clinic

**Inessa Slipak, D.D.S.**

Director of Simulation Clinic  
Assistant Professor of Restorative Dentistry  
School of Dental Medicine

**Nader Abdulhameed, B.D.S., Ph.D.**

Director of Research  
Assistant Professor of Restorative Dentistry  
School of Dental Medicine

**Dan Welsh, M.L.S.**

Institutional Director of the Learning Resource Center/IT

**Eric Nicastro**

Institutional Director of Communications

**Amber Pascuzzi**

Director of Dental Practice, Finance, and Insurance

**Office of Student Affairs**

**Ronald Shively**

Director of Student Affairs

**Debra Horne**

Assistant Director of Student Affairs

**Nicole L. Papanikos**

Bradenton Registrar

**Denay Coale-Hunter**

Financial Aid Officer

**Chandler Waldemarson**

Dental Admissions Representative

**Betty Brucee**

Bradenton Receptionist

## **SDM Management and Support Staff**

### **Shannon Phillips**

Executive Administrative Assistant to the Office of the Dean

### **Susan Fazzino**

Administrative Assistant to the Office of the Dean and Office Manager

### **TBD**

Faculty Administrative Assistant

### **Christine J. Jennings**

Clinical Administrative Support

### **Gordon R. Hemingway**

Institutional Director of Network Operations

### **Timothy S. McDonald**

IT Service Manager

### **James E. Hanlon**

IT Service Manager

### **Brandon A. Darley**

Clinic Support Specialist

### **Michelle Melendez**

ID/AV Technician

### **Robert Wood**

Human Resources Assistant

### **Christopher Workman**

Human Resources Assistant

### **Susan Mason**

Library Assistant

### **Susan Spielberg**

Education Specialist

### **Jack Hines, Jr.**

Director of Security, COM

**Chad Carrier**

Director of Security SDM

**Leothus C. Jackson, Jr.**

Lead Security Officer

**Bob Bryan**

Security Officer

**Franklyn Santil**

Security Officer

**Shirley Parrado**

Director of Health and Safety

Director of Community Outreach

**Nicole R. Squitieri**

Simulation Clinic Supervisor

**TBD**

Procurement Supervisor

**Jodie Dye**

Patient Care Coordinator Supervisor, Bradenton

**Judy Allison**

Patient Care Coordinator Supervisor, DeFuniak Springs

**Jackie Fisher**

Patient Care Coordinator Supervisor, Erie

**Peggy Kenyon**

Dental Hygiene Instructor, Bradenton

**Carol Devore**

Dental Hygienist, Erie

**TBD**

Dental Hygienist, DeFuniak Springs

**Joseph Tolomeo**

Operations Supervisor

**Delbert Briley**

Skilled Maintenance II

**Jeffrey Shores**  
Skilled Maintenance

**Michael Arrigo**  
Food Service Manager

**Yvonne G. Arrigo**  
Food Service Assistant

**APPENDIX M**  
**SCHOOL OF DENTAL MEDICINE FACULTY**  
**BRADENTON, FLORIDA**

Nader Abdulhameed, B.D.S., Ph.D. Biomaterials/Assistant Professor, Simulation Clinic, Director of Research, *B.D.S., Almustansiriyah University, M.S., Certification in Conservative Dentistry, Baghdad University, M.Sc., University of Florida, Ph.D., University of Florida*

Kathie Allen, D.D.S. General Practice Dentistry Preceptor, *D.D.S., University of Detroit Mercy, R.D.H., Ferris State University*

Mary Badawy, Pharm. D. Assistant Professor of Pharmacology, *Ernest Mario School of Pharmacy, Pharm. D., Rutgers University*

Steve Barrett, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Case Western Reserve University, B.S., University of Pittsburgh*

Antonio Benitez, D.M.D. PBL Facilitator, *D.M.D., University of Florida College of Dentistry, B.A., University of South Florida*

Julie Brown, Ph.D. Basic Science Faculty, PBL Facilitator, *Ph.D., University of Virginia, BSMT, Edinboro University*

Joseph Bukowski, D.D.S. Basic Science Faculty, PBL Facilitator, *D.D.S., Georgetown University, B.A., University of Pittsburgh*

Patrick Cardinale, D.M.D. Simulation Clinic Faculty, *D.M.D., University of Pennsylvania School of Dental Medicine, B.S., Hamilton College*

Sharon Colvin, D.D.S. Assistant Professor of Restorative Dentistry, PBL Facilitator, *D.D.S., University of Maryland, B.S., Towson University*

Jose Conde, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Marquette University School of Dentistry*

Lori Degaetano, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Medical College of Virginia B.S., Mount Holyoke College*

Robert Desautels, M.S. PBL Facilitator, *M.S., Southern Connecticut State University, M.S., University of Bridgeport, B.A., Sacred Heart University*

Thanhphuong (Katie) Dinh, D.M.D. Associate Professor of Restorative Dentistry, Assistant Dean of Curriculum and Assessment, *D.M.D., Nova Southeastern University, M.Ed., Johns Hopkins University, M.H.S.A., LECOM School of Health Services Administration, B.S., University of California at Los Angeles*

Peter Engelsberg, D.M.D. General Practice Dentistry Preceptor, *D.M.D., University of Pittsburgh, B.S., Carleton University*

Peter Esposito, D.M.D. Simulation Clinic Faculty, *D.M.D., M.S., University of Connecticut, B.A., Drew University*

Michael Evans, D.D.S. Periodontist, *D.D.S., Baylor College of Dentistry, B.S., Texas A&M University*

Kathleen Gaboardi, D.D.S., Ph.D. Assistant Professor of Endodontics, *D.D.S Vale do Itají University School of Dentistry, Ph.D., University of Michigan, Certificate in Endodontics, University of Florida College of Dentistry*

Kenneth Goodman, D.D.S., Simulation Clinic Faculty, *D.D.S., University of Michigan School of Dentistry, B.S., University of Michigan*

William Hansmann, D.D.S. Simulation Clinic Faculty, *D.D.S., Marquette University School of Dentistry, B.S., St. Norbert College*

Tristan Hensley, D.M.D. General Practice Dentistry Preceptor, *D.M.D., University of Florida School of Dental Medicine, B. S., University of Florida*

Jack Hirschfeld, D.D.S Oral Surgeon, *D.D.S., B.S., McGill University, Montreal Canada*

Hind Sattar Hussein, B.D.S. Assistant Professor of Restorative Dentistry, Simulation Clinic, *B.D.S., Almustansiryah University*

Hyung-Jun, Kong, D.D.S. Prosthodontist, *D.D.S., Northwestern University Dental School, B.S., Ohio State*

Lowell Lakritz, D.D.S. Simulation Clinic Faculty, *D.D.S., Marquette University School of Dentistry*

Purushottam Lamichhane, Ph.D. Assistant Professor of Microbiology/Immunology, PBL Facilitator, *Ph.D., Mayo Clinic College of Medicine, B.S., Buena Vista University*

Stanley Levsky, D.D.S. Periodontist, *D.D.S., Georgetown University, M.S., George Washington University, B.S., University of Florida*

Barry Lipton, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Temple University School of Dentistry*

Apolonio Lirio, D.M.D. Simulation Clinic Faculty, *D.M.D., Temple University School of Dentistry, M.S., Philadelphia College of Osteopathic Medicine, B.S., Georgetown University*

Stacey Lubetsky, D.M.D. Assistant Professor of Pediatric Dentistry, *D.M.D., Nova Southeastern University, B.S., Cornell University*

William Maffett, D.M.D. Simulation Clinic Faculty, *D.M.D., University of Pittsburgh, B.S., Indiana University of Pennsylvania*



Alexandra Manibo, D.D.S. Assistant Professor of Restorative Dentistry, Director of Patient Care Services, *D.D.S., New York University College of Dentistry, B.A., Columbia University*

Nicholas M. Mann, D.M.D. Orthodontist, *D.M.D., University of Florida College of Dentistry, B.S., University of Florida College of Engineering*

Sean Matheny, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Ohio State University, B.S., Ohio State University*

Charles Mattis, D.D.S. Assistant Professor of Restorative Dentistry, General Practice Dentistry Preceptor, *D.D.S., University of Texas, B.S., Abilene Christian University*

Michael Meese, D.D.S. Simulation Clinic Faculty, *D.D.S., Ohio State University, B.A., Ohio State University*

Don Millner, D.D.S. Assistant Professor of Restorative Dentistry, General Practice Dentistry Preceptor, *D.D.S., Temple University Kornberg School of Dentistry, B.A., Long Island University*

David Moffa, D.M.D. Assistant Professor of Restorative Dentistry, General Practice Dentistry Preceptor, *D.M.D., University of Pittsburgh School of Dental Medicine, B.S., University of Pittsburgh*

Lindsay Montague, D.M.D. PBL Facilitator, *D.M.D., University of Florida College of Dentistry, B.S., Virginia Polytechnic Institute and State University*

Mark Moskowitz, D.D.S. Assistant Professor of Restorative Dentistry, General Practice Dentistry Preceptor, *D.D.S., University of Illinois Dental School, B.S., State University of New York at Albany*

Howard Moretsky, D.M.D. Simulation Clinic Faculty, *D.M.D., University of Pittsburgh, B.S., University of Pittsburgh*

Todd Nolan, Ph.D. Associate Professor of Physiology, Assistant Dean of Pre-Clinical Education, Director of Problem Based Learning, *Ph.D., East Carolina University, B.S. Slippery Rock University*

Robert Perez, D.D.S. Simulation Clinic Faculty, *D.D.S., Louisiana State University School of Dentistry, B.S., Loyola University*

Thai Pham, D.M.D., Ph.D. Endodontist, *D.M.D., University of Medicine and Dentistry of New Jersey, Ph.D., Columbia University, B.S., University of South Florida*

Dewan Raja, M.D. Basic Science Faculty, PBL Facilitator, *M.B.B.S., University of Chittagong, M.P.H., Nova Southeastern University*

Pooja Sandesara, D.M.D. General Practice Dentistry Preceptor, *D.M.D., LECOM School of Dental Medicine, B.S., Case Western University*

Monica Scheurer, D.M.D. General Practice Dentistry Preceptor, *D.M.D., University of Florida College of Dentistry, B.S., University of Florida*

August Scialfa, D.D.S. Assistant Professor of Restorative Dentistry, General Practice Dentistry Preceptor, *D.D.S., University of Missouri School of Dentistry, B.A., Washington University*

Krisztina Sebok, D.M.D. PBL Facilitator, *D.M.D., University of Pennsylvania School of Dental Medicine, B.S., Semmelweis University of Medicine*

Inessa Slipak, D.D.S. Assistant Professor of Restorative Dentistry, Director of Simulation Clinic, *D.D.S., NYU College of Dentistry, B.A., Brandeis University*

Don Blair Snoke, D.D.S. Assistant Professor of Restorative Dentistry, General Practice Dentistry Preceptor, *D.D.S., Ohio State University, B.S., Ohio State University*

Mark Stanford, D.D.S. Simulation Clinic Faculty, *D.D.S., Georgetown University, B.S., Columbia University*

Bahar Sultana, M.B.B.S., M.P.H. PBL Facilitator, *M.B.B.S., University of Chittagong, M.P.H., Nova Southeastern University*

John Supczenski, D.D.S. Director of AEGD Clinic, *D.D.S., Georgetown University, B.S., King's College*

Erik Terdal, Ph.D. Associate Professor of Physiology, PBL Facilitator, *Ph.D., Portland State University, B.A., Reed College*

Lawrence Tesser, D.D.S. Periodontist, *D.D.S., Georgetown University, B.A., Brandeis University*

Steven Tinsworth, D.M.D. Orthodontist, *D.M.D., University of Kentucky College of Dentistry, Pre-Dental, Murray State University*

Caroline Truong, D.M.D. Prosthodontist, *D.M.D., University of Florida, B.S., Florida Atlantic University*

Jawanna Wilkins, D.D.S. Assistant Professor of Restorative Dentistry, General Practice Dentistry Preceptor, *D.D.S., University of Tennessee, ED.S, Nova Southeastern University*

Latania Williams, D.M.D. Assistant Professor of Restorative Dentistry, General Practice Dentistry Preceptor, *D.M.D., University of Pennsylvania, B.S. University of Florida*

Shanele Williams, D.D.S. Simulation Clinic Faculty, *D.D.S., Meharry Medical College, M.P.H., Harvard T.H. Chan School of Public Health, B.S., University of Florida*

Thomas C. Williams, D.M.D. PBL Facilitator, *D.M.D., University of Pittsburgh, B.S., University of Pittsburgh*

Thomas M. Williams, D.M.D. Assistant Professor of Restorative Dentistry, General Practice Dentistry Preceptor, *D.M.D., University of Kentucky, B.S., University of Kentucky*

Thomas Yoon, D.D.S. Associate Professor of Periodontology, Assistant Dean of Clinical Education, Director of Specialists, *D.D.S., University of Missouri, M.A., University of Florida, , M.H.S.A., LECOM School of Health Service Administration, B.A., University of Missouri*

Dennis Youngblood, D.D.S. Assistant Professor of Oral Surgery, General Practice Dentistry Preceptor, *D.D.S., Meharry Medical College School of Dentistry, B.A., Morehouse College*

**APPENDIX N**  
**SCHOOL OF DENTAL MEDICINE FACULTY**  
**DEFUNIAK SPRINGS, FLORIDA**

Peter Bayer, D.D.S., Orthodontist, *D.D.S., State University of New York, B.A., B.M.E., Syracuse University*

Susan Cottrell, D.M.D. General Practice Dentistry Preceptor, *D.M.D., B.S., University of Florida*

Deck Couch, D.D.S. Periodontist, *D.D.S., West Virginia University, B.S., University of South Florida*

William Cox, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Emory University School of Dentistry, B.S., Florida State University*

Scott Denton, D.D.S. Assistant Professor of Restorative Dentistry, Director of Patient Care Services, *D.D.S., University of Tennessee Health Science Center, B.S., University of Tennessee*

Bruce Felder, D.D.S. Endodontist, *D.D.S., University of Maryland, B.A. University of Rochester*

John C. Gilmore, D.M.D. General Practice Dentistry Preceptor, *D.M.D., University of Louisville, B.S., University of Alabama*

Dan Henry, D.D.S. General Practice Dentistry Preceptor, *D.D.S., University of Maryland, B.S., Florida State University*

Anthony Le, D.M.D. General Practice Dentistry Preceptor, *D.M.D., University of Florida, B.S., University of South Florida*

Jerome Ottley, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Medical College of Virginia*

Stanley Sheppard, D.M.D. General Practice Dentistry Preceptor, *D.M.D., University of Alabama School of Dentistry, B.S., Pharmacy, Auburn University*

Richard Thomas, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Creighton University, B.S., University of Utah*

Linda Thornton, D.D.S. General Practice Dentistry Preceptor, *D.D.S., New York University, M.S., Trinity University, B.S., Monmouth University*

Barrett Tolley, D.D.S. Oral Surgeon. *D.D.S., University of Maryland, B.S., Florida State University*

Helen Turner, D.M.D. General Practice Dentistry Preceptor, *D.M.D., University of Florida, B.S., Evangel College*

Stephen Zieman, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Loyola University Dental School, B.S., University of Alabama*

**APPENDIX O**  
**SCHOOL OF DENTAL MEDICINE FACULTY**  
**ERIE, PENNSYLVANIA**

John Alonge, D.D.S. Oral Surgeon, *D.D.S., Baltimore College of Dental Surgery, M.S., University of Maryland, B.S., Allegheny College*

Jeffrey Benson, D.M.D. Orthodontist, *D.M.D., University of Pittsburgh School of Dental Medicine, M.S.D., Case Western Reserve University, B.S., Grove City College*

Jeffery Borst, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Case Western Reserve University School of Dentistry, B.S., Gannon University*

Susan Calderbank, D.M.D. Assistant Professor of Restorative Dentistry, Director of Patient Care Services, *D.M.D., University of Pittsburgh School of Dental Medicine, B.S. Chatham College*

Patrick DeMarco, D.M.D. Endodontist, *D.M.D., University of Pittsburgh, B.S., Pennsylvania State University*

Lawrence Fatica, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Georgetown University of Dentistry, B.S., John Carroll University*

Gregory Garcia, D.M.D. Pediatric Dentist, *D.M.D., University of Pennsylvania Dental School, B.A., Thiel College*

William Glecos, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Temple University, Kornberg School of Dentistry, M.B.A., Gannon University, B.S., Gannon College*

Ronald Helminski, D.M.D. General Practice Dentistry Preceptor, *D.M.D., University of Pittsburgh School of Dental Medicine, B.S., Gannon College*

Robert F. Hirsch, D.D.S. Professor Emeritus Restorative Dentistry, *D.D.S., Case Western Reserve University, School of Dentistry, B.A., Case Western Reserve University*

Joseph Kohler, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Temple University, Kornberg School of Dentistry, B.S., University of Pittsburgh*

David Mateer, D.M.D. General Practice Dentistry Preceptor, *D.M.D., University of Pittsburgh School of Dental Medicine, B.A., Washington and Jefferson College*

Howard Miller, D.D.S. General Practice Dentistry Preceptor, *D.D.S., Howard University College of Dentistry, B.A. George Mason University, M.B.A., The College of William and Mary – The Mason School of Business*

Stephen Radack, D.M.D. General Practice Dentistry Preceptor, *D.M.D., University of Pittsburgh School of Dental Medicine, B.S., Grove City College*

Gerald Schoenborn, D.M.D. General Practice Dentistry Preceptor, *D.M.D., University of Pittsburgh School of Dental Medicine, B.A., Washington and Jefferson College*

David Shapter, D.D.S. Pediatric Dentist, *D.D.S., The Ohio State University, M.S., The Ohio State University, B.S., Pennsylvania State University*

Timothy Theisen, D.M.D. General Practice Dentistry Preceptor, *D.M.D., University of Pittsburgh School of Dental Medicine, B.S. Gannon University*

Laurence Veihdeffer, D.M.D. General Practice Dentistry Preceptor, *D.M.D., University of Pittsburgh School of Dental Medicine, B.S., University of Dayton*

## APPENDIX P

### THE ADA PRINCIPLES OF ETHICS AND CODE OF CONDUCT

The dental profession holds a special position of trust within society. As a consequence, society affords the profession certain privileges that are not available to members of the public-at-large. In return, the profession makes a commitment to society that its members will adhere to high ethical standards of conduct.

The *ADA Code* has three main components: The Principles of Ethics, the Code of Professional Conduct, and the Advisory Opinions.

#### THE PRINCIPLES OF ETHICS

The Principles of Ethics are the aspirational goals of the profession. They provide guidance and offer justification for the Code of Professional Conduct and the Advisory Opinions. There are five fundamental principles that form the foundation of the ADA Code:

1. **Patient Autonomy:** The dentist has a duty to respect the patient's rights to self-determination and confidentiality.
2. **Nonmaleficence:** The dentist has a duty to refrain from harming the patient.
3. **Beneficence:** The dentist has a duty to promote the patient's welfare.
4. **Justice:** The dentist has a duty to treat people fairly.
5. **Veracity:** The dentist has a duty to communicate truthfully.

Principles can overlap each other as well as compete with each other for priority. More than one principle can justify a given element of the Code of Professional Conduct. Principles may at times need to be balanced against each other, but, otherwise, they are the profession's firm guideposts.

#### THE CODE OF PROFESSIONAL CONDUCT

The Code of Professional Conduct is an expression of specific types of conduct that are either required or prohibited. The Code of Professional Conduct is a product of the ADA's legislative system. All elements of the Code of Professional Conduct result from resolutions that are adopted by the ADA's House of Delegates. The Code of Professional Conduct is binding on members of the ADA, and violations may result in disciplinary action.

#### THE ADVISORY OPINIONS

The Advisory Opinions are interpretations that apply the Code of Professional Conduct to specific fact situations. They are adopted by the ADA's Council on Ethics, Bylaws and Judicial Affairs to provide guidance to the membership on how the Council might interpret the Code of Professional Conduct in a disciplinary proceeding.

Follow this link for the full [ADA Principles of Ethics and Code of Conduct](#), updated November 2020.