



Graduate School of Biomedical Sciences

ACADEMIC CATALOG AND STUDENT HANDBOOK

2022-2023



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2022-2023 ACADEMIC CALENDAR

Graduate School of Biomedical Studies

June 1, 2022	Classes and Mid-year Cohort Begin – MSMEd; Ph.D.2, 3 and 4 2 nd Semester Summer Session MSBS
August 1, 2022	Classes begin for MMS Erie; Ph.D. in Anatomy Education Yr 1 & Ph.D. in Microbiology Education Yr 1
August 19, 2022	End of Summer Session – MSMEd
August 22, 2022	Classes Begin, 2 nd Semester Fall Session – MSMEd
September 5, 2022	Labor Day (College Closed)
November 23-25	Thanksgiving Break (College Closed 24 th & 25 th)
December 9, 2022	End of Semester – MMS Erie
December 16, 2022	End of semester – MSMEd, MSBS, & all Ph.D. students
January 3, 2023	Classes & Beginning Year Cohort Begin - MSMEd; All programs
January 16, 2023	Martin Luther King Jr. Day (College Closed)
May 12, 2023	End of Academic Year – MMS Erie; MSBS; Ph.D. programs
May 28, 2023	Commencement LECOM Erie and LECOM at Seton Hill
May 29, 2023	Memorial Day (College Closed)
May 26, 2023	End of 1 st Semester – MSMEd
May 30, 2023	Classes & Mid-year Cohort begin - MSMEd
June 4, 2023	Commencement LECOM Bradenton

1. GENERAL INFORMATION

1.1. DESCRIPTION AND PURPOSE OF ACADEMIC CATALOG AND STUDENT HANDBOOK

The Academic Catalog and Student Handbook for the Graduate School of Biomedical Sciences contains information about the organization of LECOM, admissions process, academic requirements, course descriptions, policies, regulations and student support services.

Each step of the educational process, from admission through graduation, requires continuing review and approval by the LECOM administration. LECOM is not responsible for and disclaims any misrepresentations of its requirements or provisions that might arise as a result of errors in preparation of the Academic Catalog and Student Handbook. LECOM reserves the right, at any time, with or without notice to modify the Academic Catalog and Student Handbook, including but not limited to changes in requirements, courses, policies, and procedures.

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

At the end of each academic year, representatives of the College of Medicine and Graduate School of Biomedical Sciences, along with the Director of Student Affairs and LECOM counsel, review the Academic Catalog and Student Handbook to insure accuracy of all provisions and to insert a description of any changes to curricula or policies. A new Academic Catalog and Student Handbook is published on or around July 1 of each year.

1.2. POLICY AND STATEMENT OF NONDISCRIMINATION

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

LECOM seeks to admit qualified students and hire qualified employees for the creation of a diverse body of thought and interest within its community of scholars. Our definition of diversity includes race/ethnicity, religion, sexual orientation, and more, but is certainly not limited to those considerations. The candidate's background in the sciences, future career intentions, unique abilities, personality, and general accomplishments also are carefully reviewed in seeking to have a diverse student body. For instance, a student who has demonstrated unique talents and skills in research, or who has a unique life mission in public health service, brings to our student body another important measure of diversity.

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

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

1.3. MISSION STATEMENT

The mission of the Lake Erie College of Osteopathic Medicine 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, made a decision to open a new school of medicine.

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

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

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

With the graduation of the LECOM inaugural class on May 24, 1997, the College received full accreditation from the American Osteopathic Association. Since that time, LECOM has granted the Doctor of Osteopathic Medicine (DO) Degree to more than 8,200 graduates.

For almost three decades, the Lake Erie College of Osteopathic Medicine has realized its foundational promise under the skillful and steady direction of its President and CEO, John M. Ferretti, D.O., who has established, expanded, and advanced the LECOM mission.

Dr. Ferretti is a Board Certified Internist who was among the College founders and who is a nationally recognized leader in osteopathic medicine. Dr. Ferretti's visionary leadership of the whole of the Institution has ushered in an era of national prominence and unprecedented growth.

In 2000, within a period of only eight years after its founding, LECOM experienced an intensity of rapid growth as a small group of first-year medical students arrived as pioneers in a new Learning Pathway. LECOM would be the first of its kind to introduce an effectively innovative approach to medical education, Problem-Based Learning (PBL). By working in small groups through a paradigm of self-directed study, PBL students are tasked to think clinically and to solve problems in the same way in which a physician diagnoses a patient.

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 (now LECOM West) property in 2011, the College is now expansively situated along West Grandview Boulevard where a park-like, 53-acre campus boasts an excellent view of Lake Erie.

A continually growing medical and wellness campus also stretches along Peach Street in Erie as the College and community engage in the whole-body wellness paradigm that has become LECOM Health, the only health system in the United States with an Osteopathic Academic Health Center. The College, Millcreek Community Hospital, and Medical Associates of Erie - 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. The Commonwealth of

Pennsylvania approved the LECOM School of Pharmacy in May of 2001 with its unique three-year, accelerated curriculum. Classes began in September of 2002, and LECOM held its first pharmacy school graduation in June of 2005. Following that commencement, the LECOM School of Pharmacy received full accreditation from the Accreditation Council for Pharmacy Education. Since that time, LECOM has granted the Doctor of Pharmacy (PharmD) degree to more than 3,300 graduates.

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.

In keeping with its proven tradition of leading the field in medical education, LECOM initiated the Masters 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 physicians to become teachers and leaders in the clinical education of future physicians. In addition to filling the need for teaching physicians, LECOM recognized the need for professors who could teach anatomy, one of the vital basic sciences required in medical education, so the College introduced a Doctor of Philosophy (Ph.D.) in Anatomy Education.

To further the education of potential medical, pharmacy, and dental school recruits, the College also offers the Masters of Science in Biomedical Sciences Degree, a Masters in Medical Science Degree, and the Health Sciences Post Baccalaureate Certificate.

Seeking to quickly and effectively fill the need for more physicians, LECOM added two accelerated programs in the medical college: the Primary Care Scholars Pathway (in 2007), and the Accelerated Physicians Assistant Pathway (in 2011). These Programs allow qualified students to complete the Doctor of Osteopathic Medicine Degree in just three years.

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 an ever increasing medical school enrollment.

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

Ever vigilant to marking innovative trends in education, LECOM added two distance education pathways in 2014. The School of Pharmacy Distance Education Pathway is one of only four online-distance education programs in the nation for pursuing the Doctor of Pharmacy Degree. The online classes for the Masters in Health Services Administration have provided the highly sought after opportunity for professionals aspiring to take leadership roles in the administration of hospitals, clinical practices, and in other healthcare facilities. Realizing that healthcare professionals are encountering cultural and social attitudes, values, and beliefs that may differ from their own personal perceptions, LECOM developed an online degree for the Master in Science in Biomedical Ethics Degree. This Program fills the need for healthcare workers and administrators who are better prepared to recognize and effectively handle the ethical complexities and dilemmas woven into modern medical practice.

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 one that also 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 LECOM Center for Health and Aging into its family of health and educational services. The affiliation offers programs, services, and lifelong learning opportunities for individuals age 50 and older, has complemented and enhanced the ability of the LECOM Institute for Successful Aging to serve the growing elderly population throughout the region.

In 2015, as LECOM wholly recast the very paradigm in comprehensive patient-centered health care, the LECOM Institute for Successful Aging opened the 144-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 consisting of three independent living and personal care apartment complexes, located in Erie, North East, and Millcreek. And added two additional long-term care facilities, LECOM at Village Square and LECOM Nursing and Rehabilitation Center.

The prodigious undertaking further solidifies LECOM as the seminal provider of a healthful and proactive amalgam of comprehensive services that afford older adults independent decision-making options throughout each part of the continuum of care.

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, the Lake Erie College of Osteopathic Medicine met the new year of 2016 with multiple acquisitions, including Corry Memorial Hospital, LECOM Nursing and Rehabilitation Center, and the Visiting Nurse Association of Erie County. Growth continued in 2017, as LECOM Health (joined by Allegheny Health Network) became a partner with Warren General Hospital in Warren, Pennsylvania.

In January of 2014, the College began its Graduate School of Biomedical Sciences with the Master of Science in Medical Education (MSMed Ed), the Master of Science in Biomedical Sciences (MSBS), the Master of Medical Science (MMS), the Doctoral Program in Medical Education, the Doctoral Program in Anatomy Education, the Doctoral Program in Medical Microbiology Education, the Doctoral Program in Pharmacy Education, and the Master of Science in Nursing – Clinical Nurse Leader (MSN-CNL) programs. The Graduate School of Biomedical Sciences was established to provide educational and research opportunities for students in a variety of different career paths.

In September of 2018, LECOM announced the formation of the LECOM School of Health Services Administration (SHSA). The school teaches the business of healthcare as it prepares future leaders to meet the evolving need for competent and well-trained administrators and providers.

The SHSA program offers the Doctor of Healthcare Administration (DHA), Master in Health Services Administration (MHSA), Master of Science in Medical Cannabinoid Therapeutics (MS MCT), Master of Science in Biomedical Ethics (MSBE), and Masters in PublicHealth (MPH). The LECOM SHSA programs provide students with indispensable knowledge, leadership, and communication skills required to plan, direct, and coordinate medical and health service organizations such as hospitals, health care facilities, public health care organizations, pharmacies, private practice groups, and senior living centers. The knowledge gained from these programs is vital to the understanding, planning, and implementation of sound fiscal policy, strategic planning, industry compliance, ethics, and responsible governance.

The beginning of all promising enterprises, undertakings, or accomplishments begins with an idea. With that idea usually follows a set of circumstances, which, in retrospect, appear to have forecast a prophetic outcome.

On July 15, 2019, the New York State Board of Regents approved the LECOM request to operate its Doctor of Osteopathic Medicine Program in Elmira, New York. With this approval, LECOM welcomed 120 first-year medical students to its newest campus, LECOM at Elmira, in July of 2020.

An expansive, 49,000 square foot state-of-the-art academic building now houses LECOM on the Elmira College campus in Elmira, New York, where LECOM scholars are now trained in the medical excellence that defines a LECOM education.

The leadership at LECOM has held fast to the tenet that the great use of life must be spent for something that will outlast it. Every LECOM endeavor has spoken to that noble end, and in every mission, enduring service and unyielding exceptionalism has been at its heart.

In August of 2019, officials with Corry Memorial Hospital (CMH), an affiliate of LECOM Health, celebrated the Grand Opening of the Corry Medical Arts Building. The state-of-the-art facility is now the home of the Corry Rural Health Clinic as well as offices for primary care and specialty physicians. Residents of Corry, Pennsylvania now have access to expanded healthcare options allowing them to receive high-quality care in their own region. The clinic offers a broad spectrum of services, including family medicine, geriatrics, internal medicine, podiatry, urology, endocrinology, orthopedic surgery, OB-GYN, general surgery, and gastroenterology.

In September of 2019, LECOM Health opened an outpatient pharmacy on Peach Street and it acquired Colonial Family Pharmacy. As of November of 2020, both pharmacies were branded as Colonial Family Pharmacy. LECOM Health has extended its ever stalwart commitment to the Erie region by offering pharmacy services at two convenient Erie locations. Colonial Family Pharmacy offers outpatient pharmacy services in the small-town, personalized, and friendly manner that customers have come to expect from community pharmacies. Recommendations for the correct over-the-counter products for specific needs or conditions - including smoking cessation, pain management, diabetes, and high blood pressure - are backed by the knowledge and training that is the hallmark of the LECOM imprimatur.

In January of 2020, LECOM Health consolidated many of its mental health services. With the opening of the LECOM Institute for Behavioral Health, outpatient psychiatric care and medication management became readily accessible from a team of ten psychiatrists, as well as from expert counselors and compassionate support staff. An established leader in behavioral health care, LECOM Health began providing the needed services at Millcreek Community Hospital in 2001.

Already the fourth largest provider of behavioral health services in Pennsylvania, continuing enhancement and development of behavioral health services has been an ongoing theme at LECOM.

The LECOM Institute for Behavioral Health offers 101 psychiatric and inpatient detox beds at MCH; and recently, it has added a new, 10-bed residential psychiatric health facility for children and adolescents designed to assist youngsters between the ages of seven and seventeen who are navigating emotional difficulties.

Further augmenting the wide range of behavioral healthcare offerings at the Institute, the newly affiliated Achievement Center of LECOM Health provides quality therapeutic services to children and families throughout the region. Achievement Center programs are designed to meet the unique needs of children and adolescents who are experiencing emotional, social, physical, or behavioral challenges.

Furthering its enduring pledge to the healthful improvement of underserved areas, LECOM opened the Union City Rural Health Clinic in June of 2020.

LECOM Health opened its newest senior residential facility in November of 2020. Parkside at Corry features 39 spacious and beautifully designed apartment homes. Boasting a wide range of amenities and services, Parkside at Corry promotes an independent and healthful senior lifestyle.

Early in 2021, LECOM combined the resources of LECOM Health and Corry Counseling Services to further expand behavioral healthcare options, particularly in rural and underserved locales. For more than four decades, Corry Counseling Services has assisted children and adults with mental and developmental disabilities throughout Erie, Warren, and Crawford Counties; now, as part of LECOM Health, the mission expands and strengthens.

In July 2021, LECOM purchased the former Porreco Campus from Edinboro University of Pennsylvania. The newly named LECOM Education Center sits on the 28-acre property on West 38th Street, about seven miles outside of Erie. The new facility will be used for small group study for the medical schools Problem Based Learning and Directed Study programs.

Now, in its 30th year, LECOM has established 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 has solidified its venerable place in medical education through a multiplicity of attributes; one of its most noteworthy offerings focuses upon its student-centered Learning Pathways. LECOM became one of the first institutions to present its curriculum in multiple learning styles designed to address the specific educational needs of its students and it accorded to them a choice of three- or four-year programs.

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

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

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

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

1.5. THE JOHN M. & SILVIA FERRETTI MEDICAL FITNESS & WELLNESS CENTER

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

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

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

1.6. DEGREES AWARDED

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

Doctor of Dental Medicine (D.M.D.)

Doctor of Healthcare Administration (D.H.A.)

Doctor of Osteopathic Medicine (D.O.)
Doctor of Pharmacy (Pharm.D.)
Doctor of Philosophy in Anatomy Education (Ph.D.)
Doctorate in Medical Education (Ph.D.)
Doctor of Philosophy in Microbiology Education (Ph.D.)
Doctor of Philosophy in Pharmacy Education (Ph.D.)
Masters in Health Services Administration (M.H.S.A.)
Masters in Public Health (M.P.H.)
Master of Medical Science (M.M.S.)
Master of Science in Biomedical Ethics (M.S.B.E.)
Master of Science in Biomedical Science (M.S. in Biomedical Science)
Master of Science in Medical Cannabinoid Therapeutics (M.S..MCT)
Master of Science in Medical Education (M.S. Med. Ed.)

1.7. ACCREDITATION AND LICENSURE

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

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

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

LECOM is also accredited by the Middle States Commission on Higher Education:

1007 North Orange Street
4th Floor, MB #166
Wilmington, DE 19801

The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

LECOM students interested in: (1) making complaints related to the accreditation standards and procedures, or (2) making complaints regarding the use of these accreditation standards and procedures during AOA-COCA site visits should make these complaints in writing to the Dean of Academic Affairs, who will maintain records of the receipt, adjudication, and resolution of such complaints. Students may also contact the AOA directly. The American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) Department of Accreditation

may be contacted by mailing 142 East Ontario Street, Chicago, IL, 60611, by phone at (312) 202-8124, and by e-mail at predoc@osteopathic.org.

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

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

2. ACADEMIC PROGRAM – Graduate School of Biomedical Sciences

The delivery of learning may change to an online curriculum due to the pandemic, weather related event or similar act beyond the scope of either the student or the institution.

2.1 GENERAL INFORMATION

The Graduate School of Biomedical Sciences was established to provide educational and research opportunities for students in a variety of different career paths. Degrees offered include Master of Medical Science, Master of Science in Biomedical Science, Master of Science in Medical Education, Doctor of Anatomy Education, Doctor of Medical Microbiology Education and Doctor of Pharmacy Education. The Master of Medical Science program is offered at both the Erie and Bradenton campuses and provides coursework integrating basic and clinical sciences. The Master of Science in Biomedical Science program is offered at the Erie campus to current medical students and provides a structured curriculum to medical students interested in a career as a physician-researcher. The Master of Science in Medical Education is an online program and provides a structured curriculum to produce graduates as education specialists. The doctoral programs in Anatomy, Medical Microbiology and Pharmacy Education are offered at the Erie campus and provide opportunities for students to become subject-matter experts in Anatomy, Medical Microbiology and Pharmacy education and receive formal training in educational practice, and conduct an original educational-based dissertation project.

2.2 GRADUATE PROGRAMS

2.2.1 Master of Medical Sciences

LECOM offers unique educational programs intended to increase opportunities and options in science for college graduates. The Master of Medical Sciences offers a rigorous curriculum integrating basic and clinical sciences.

MMS GOALS

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

Goal 1 – Educational Excellence

- A. To attract highly qualified applicants with the knowledge and skills to complete a rigorous MS level program.
- B. To provide students with educational and support resources to be successful in the program.

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

- A. To provide students with a challenging and rigorous curriculum of basic biomedical science.
- B. To introduce students to basic biomedical research principles and practices.

- C. To provide practical experience through critical thinking, problem solving and application of research principles.
- D. To guide students in the use of evidence-based medicine to optimize appropriate decision-making abilities by emphasizing study design, data analysis and reporting.

Goal 3 – Medical Science Centered Curriculum

- A. To prepare graduates with a well-rounded foundation in basic medical sciences
- B. To provide a curriculum aimed at developing critical thinking, decision making, and problem-solving skills, which prepares the graduate with a basic medical science foundation.

Goal 4 – Professionalism Excellence

- A. To provide the student with the fundamental knowledge base of the attributes of professionalism.
- B. To encourage the student to embrace the tenants of professionalism, ethics and humanism.

2.2.1.1 Curriculum

An MMS Curriculum is offered at both the Erie and Bradenton campuses. This catalog covers the program at the main campus at Erie, Pennsylvania. The MMS program is designed to enhance the science background of participating students. Classes are held daily Monday through Friday. Classes are not held on designated holidays, and other holidays or occasions as so identified. Students in the MMS program must adhere to all policies and regulations of LECOM.

The Erie campus MMS curriculum is listed below.

ERIE CAMPUS MMS CURRICULUM

Fall Semester

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

Spring Semester

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
GEN 1510	Medical Genetics	1
ANT 1505	Anatomy	5
IMM 1501	Immunology	1
PTH 1501	Pathology	4
PHC 1503	Pharmacology & Toxicology	3
MMS 1115	Embryology	1

The LECOM MMS program incorporates courses covering basic biomedical science. The program encompasses a total of 38 weeks of academic study as follows:

- August – December (19 weeks)
- January – May (19 weeks)

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

2.2.1.2 Admission Process

To be considered for acceptance into the MMS program for the 2022-2023 academic year, applicants must submit an online application, a \$50 application fee and at least one letter of recommendation to LECOM prior to July 1, 2022. The requirements and additional recommendations for admission are as follows:

- A. Possess a bachelor's degree from an U.S. accredited U.S. or Canadian college or university;
- B. Complete at least eight semester hours (with a “C” or better in each class) in each of the following: general biology, general chemistry, organic chemistry, and four semester hours of general physics with labs;
- C. Earn a cumulative grade point average of 2.7 on a four-point scale; and
- D. The MCAT, for those interested in the College of Medicine track, and the DAT for those who are interested in the School of Dental Medicine, are not required for entry to the Masters program. A minimum MCAT score of 497 is required to be eligible to be considered by the College of Medicine following successful completion of the MMS program. Test results must be within three years of the application year. A minimum DAT score of 17 is required for consideration for the School of Dental Medicine with a 17 or higher in each subsection.
- E. For those interested in the medicine track only, applicants may submit ACT or SAT scores in order for an Academic Index Score (AIS) to be calculated in place of the MCAT.

Prospective students must submit a nonrefundable deposit of \$50, to the Office of Admissions at least two weeks prior to the start of classes. The \$50 deposit is applied to the tuition charges upon matriculation.

It should be noted that many criteria, in addition to academic credentials, play a role in the admissions process to professional schools. While the MMS program does provide an opportunity for the student to demonstrate their academic capability, it does not assure admission to any professional school. As such, successful completion of the Master of Medical Science does not guarantee admission to a program at LECOM or any other program.

The MMS program has a rolling admission process with matriculation in August. Based on the cumulative nature of the curriculum, students may only begin the program in August.

2.2.1.3 Supplemental Policies

Academic Advisement

Students are assigned a faculty advisor upon matriculation. Designated faculty of the medical school will serve as academic advisors for medical and dental MMS students. Dental MMS students will be assigned an advisor from the Department of Anatomy.

Students should view faculty advisement as a privileged part of the academic process. If either the student or faculty member does not find the relationship helpful, either is free to seek a change in writing from the Director of the MMS Program.

The academic advisor-advisee relationship can become one of the most valuable aspects of professional education. It will provide an opportunity to develop sustained individual contact between faculty and students on both academic and personal levels. Students should meet with their faculty advisor at least twice the first term and once the second term, as well as after each poor performance on an exam.

Seating and Attendance Record

Students will have assigned seats, the arrangement of which is based alphabetically by last name. Assigned seating serves two main purposes: aids instructors in learning student names and provides accurate attendance records for all students. Attendance is taken according to these parameters:

- Students must be in their assigned seats by the time class is scheduled to start (according to the official US time, available at www.time.gov), regardless of whether the instructor begins lecturing before or after that time. If an assigned seat is empty when class starts, the student will be marked absent.
- If a student is late to class unexcused, s/he must notify the MMS Administrative Assistant during class hours to be marked tardy instead of absent.
- If the Administrative Assistant is not available, tardy students should inform the instructor during break or at the end of class of their name and present their student ID card for verification. Otherwise, the student is considered absent.
- If a student leaves and does not return before the class ends, it is considered an absence.

Absences and tardiness may be excused with proper documentation. Attendance is documented, used to assess professionalism, and will be reflected in reference letters.

Food and Beverage Directives

Refer to the corresponding section in the Student Handbook. Additional emphasis: Food and drink (water bottles or other containers of liquids) are NOT permitted in the lecture hall.

Examination Decorum

Exams are secure documents. Any perceived or real attempt to compromise the exam (such as transcribing or photographing any part of it) is considered unethical behavior.

Students must be on time for examinations. Students late for an exam (late is defined as not being seated in front of an exam when the exam begins):

- If no student has completed the examination and left the testing room – the student will be permitted to take the exam (with NO extra time) and will start with a 10% grade deduction in each course covered on the exam. ***Late arrivals allowed to test will be held to the original time allotted for the exam regardless of the timing in Examsoft.***
- If a student has completed the exam and left the testing room – the late student will NOT be permitted to take the exam and will receive a “0” for each subject on the exam.

Make-up Exam Policy. If a student misses an examination due to an excused absence, the student will be permitted to take a make-up examination whose timing is at the discretion of the Course Director. For excused absences due to illness, a written statement from the attending physician (must be a non-family member) is required before the student will be allowed to take the examination. We reserve the right to change the content and format of the exam.

An **unexcused** absence for an examination will result in the student receiving a grade of 0% for that exam and a referral to the Dean.

Prior to a test, familiarize yourself with examination and attendance policies. Review the syllabi of the courses covered for special instructions/policies. All exams will require just you, in dress code, your ID badge and your laptop.

- All **extraneous items (phones, study aids, etc.) must be left outside of the building.** Exceptions: **Coats, book bags, and purses** may be brought with you but must be left outside of the examination room on the provided tables and coat racks.
- Electronic devices are prohibited unless indicated otherwise. No calculators are permitted as one is available in Exemplify.

ExamSoft Testing Policies 2022-2023

- Students must arrive 15 minutes prior to the scheduled start of any exam/quiz with a working computer and the appropriate power cord.
- Students must have the test downloaded to their computer the night before the exam. If difficulties are encountered while downloading the exam or other computer problems arise, the student must email the MMS Administrative Assistant prior to the close of the download window. Failure to comply will result in a 10% score reduction on each course covered on the exam/quiz.
- Please sit in your assigned seat.
- Wait QUIETLY for any instructions and the signal to begin the exam.
- Student ID number: MUST be used to login into your exam!
- Should computer issues arise that are out of the student’s control and prevent completion of the ExamSoft exam notify the proctor immediately.
- No questions will be answered pertaining to the content of the test. Interpretation of the test item and case scenario are part of the test.

- The examination must be submitted/uploaded electronically before the student leaves the testing room. If the student encounters issues uploading, please notify a proctor.
- Students must turn in their “scrap/note” paper as they exit the exam. Additional pieces of scrap paper may be available, after surrender of the original page (i.e. students may possess only 1 scrap page at a time).
- Question challenges or comments must be written in the comments section available on Exemplify. Indicate “Challenge:” followed by your reasoning for a challenge to be considered. Question challenges will not be considered after the exam. The comments section is reserved for question challenges for the faculty to review. Students must refrain from using this section as “notes”.
- Students must show the proctor the confirmation (green) screen verifying they have uploaded the exam as they exit the exam room.
- Leaving the room: One student per gender will be permitted to use the restroom at one time. The use of the restroom during an examination does not extend allotted testing time. Students are permitted to use the restroom after 30 minutes of examination time has elapsed and before 30 minutes remain in the scheduled testing period. If you need to use the restroom, obtain permission from the proctor and before leaving, make sure to “Hide exam” through the “actions” tab at the top of your exam. Flip your note sheet over or place under your computer. Sign out on the designated restroom sign out sheet. Students may be escorted by a proctor to the bathroom. Do not discuss the exam with anyone while an exam is in progress.
- No extra time will be granted for failure to comply with the above mentioned items.
- Exams and quizzes that are administered in the classroom setting require the presence of the student. Taking an in-class exam or quiz at a location other than in the assigned classroom is an honor code violation and the student will be subject to SPG committee actions up to and including dismissal. Any student that furnishes an exam security code to another student for any purpose is also subject to dismissal.
- It is your responsibility to keep track of the time remaining. The proctor may assist by offering notifications as time is running out.
- Do not congregate in areas adjacent to the lecture hall after completing your exam.
- Deviation from the items above may result in a 0% for the examination.

PLEASE NOTE: Since you are being told upfront NOT to possess cell phones, smart watches, calculators with data storage or other electronic devices during the examination, doing so will indicate you are trying to compromise the exam’s integrity and result in a “0” for that exam. Due to special circumstances, students may take exams remotely. They will be proctored via zoom and are required to follow zoom testing policies.

TEST QUESTION CHALLENGES AND GRADING

All challenges MUST be made on the day of the exam in the comments section available on Exemplify. No extra time will be permitted for students to log challenges. Question challenges raised beyond this time WILL NOT be considered.

Faculty will view student challenges, evaluate performance on all questions statistically for

discrimination and class performance and if necessary, adjust the exam accordingly. This is to ensure all counted questions are fair and reliable measures of knowledge. Questions may be designated as bonus, and questions that are deemed statistically unreliable may be dropped from the exam, at the final discretion of the course director. Examples of questions that will be dropped are those which are poorly worded, have no correct answer, or multiple correct answers. Students are notified of which questions were dropped at the instructor's discretion.

Exam grades are released only after the faculty has made final decisions regarding these potential key changes. Students will be notified of their grades within 2 regular class days after the exam.

2.2.1.4 MMS Remediation Policy

Goal: to offer a student the opportunity to remediate failed course(s) in order to complete the MMS degree.

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

1. If a student fails a course (grade below 70% after the final examination), they will be permitted to take a remediation exam before the start of the next session or semester. Please note that students must earn a score of 70% or better to earn a passing score on a course remediation exam. If the student passes the remediation exam, their grade will be 70% C in the course. Even though a course is remediated, the original course failure still counts towards the total number of failed courses. For example, if a student fails a course in the fall semester and then successfully remediates this course, they are only permitted to remediate two courses in the spring semester. Dates of completion are as follows:
 - Fall – Remediation exam on or before January 3, 2023
 - Spring – Remediation exam on or before May 22, 2023
 - The dates for remediation are at the final discretion of the Dean of Graduate School of Biomedical Science.
2. If a student fails a remediation exam, they will receive an F for the course. If a student fails the remediation exam for a Fall semester course, they will be dismissed from the program. If the student fails a remediation exam for the Spring semester course, they will not be granted a degree and will be dismissed from the program. Students are not permitted to retake the MMS program.

2.2.2 Master of Science in Biomedical Sciences

2.2.2.1 Introduction

The MSBS program is available only to current first year medical students at the Erie Campus concurrent with the DO curriculum. The MSBS program is centered on original research and aims to develop students into physician-researchers.

2.2.2.2 Program Description

LECOM offers a research-focused curriculum concurrent with the DO program for students who desire a strong research background and/or are interested in a career as a physician-researcher. The MSBS program is a graduate level program for medical students that serves as a structured research experience. Through coursework, research design, laboratory experience and a comprehensive research project, the MSBS program will produce graduates qualified for clinical medicine able to develop independent research programs.

2.2.2.3 Goals of the Program

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

Objectives:

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

Goal II - Develop basic biomedical presentation and research skills.

Objectives:

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

2.2.2.4 Admissions Requirements

Applicants to the LECOM MSBS program must complete an application and submit one letter of recommendation from a full-time LECOM faculty member. Applicants must meet the following minimum requirements:

1. Be a current OMS1 student at the Erie Campus in good academic standing.
2. Have an overall GPA of 3.4 at the completion of the OMS1 year with no failures in any course, module or system
3. Be in good standing with no disciplinary issues

Highly qualified applicants will be interviewed by LECOM Research faculty prior to acceptance in the program.

2.2.2.5 General Information

The MSBS program will comprise two overlapping phases:

Phase 1 – Mastery of Research Skills [summer between OMS1 and OMS2]: During this phase students will take courses in Research Techniques, Application of Biostatistics and Journal Club and complete CITI training. These courses will foster the skills necessary to develop a hypothesis-based research plan and the attitudes required for ethical involvement in biomedical research. Students will also be exposed to the research of various faculty members in order to select a Research Advisor.

Phase 2 – Development and completion of a Thesis Project [completed during OMS4 year]: During this phase, students (in collaboration with their Research Advisor) will develop a hypothesis-driven research project, conduct experiments, analyze data and defend their research in an open defense. This phase will include Research, Data Club and Thesis courses.

The MSBS program curriculum is listed below:

YEAR 1

Summer 1 (between OMS1 and OMS2 years)

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MBS 1511	Research Techniques	1 credit
MBS 1501	Application of Biostatistics	1 credit
MBS 1502	Journal Club I	1 credit
MBS 1503	Research I (June)	5 credit
MBS 1504	Research II (July)	5 credit

Fall OMS2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MBS 1515	Journal Club II	1 credit
MBS 1516	Research III	5 credits
MBS 1517	Qualifying Exam/Proposal	3 credits

Spring OMS2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MBS 1518	Research IV	5 credits

YEAR 2

Summer 2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MBS 1520	Journal Club III	1 credit
MBS 1522	Research V	5 credits

Fall OMS3

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MBS 1524	Journal Club IV	1 credit
MBS 1526	Research VI	2 credits

Spring OMS3

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MBS 1528	Data Club	1 credit
MBS 1530	Research VII	3 credits

YEAR 3

Summer 3

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MBS 1532	Journal Club V	1 credit
MBS 1535	Thesis Writing	3 credits

Fall OMS4

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MBS 1537	Thesis Defense	2 credits

Additional Requirements and Deadlines:

It is the student's responsibility to:

1. Identify a Research Advisor (RA) by June 1 of Year 1. It is the RA's responsibility to guide the student in design and development of their research project and proposal.
2. Assemble a Thesis Committee including the RA and at least additional 2 full-time LECOM faculty involved in research by June 15 of Year 1. Composition of the Thesis Committee is at the final discretion of the RA. Committee Members who are not LECOM faculty can only be added with approval of the RA. Committee members must agree to serve in this role and their accepting the role of Committee Member must be documented by signing the Committee Approval Form.
3. Arrange a meeting by the end of the fall semester of their OMS2 year to present their Thesis Proposal to the Committee.
 - a. Incorporate feedback from the Thesis Committee and if deemed necessary by the Committee, submit a revised proposal.
 - b. Approval of thesis aims will be confirmed by the committee signing the Proposal Approval form
 - c. When the Committee approves the student's proposal, the Committee will sign the Proposal Approval Form and the proposal will become the student's final thesis aims. Additional Aims or avenues for data collection cannot be added after thesis aims are approved.
4. Arrange at least 1 committee meeting per semester to update the committee on progress on the thesis project. Each meeting will be documented by the Committee Meeting Form. This form is to be signed by the RA and members of the thesis committee and submitted to the Administrative Assistant for the Graduate School of Biomedical Science. Submission of this form will indicate satisfactory academic progress.
5. Submit all signed forms (Committee Approval Form, Proposal Approval Form, Committee Meeting Form) to the Administrative Assistant for the Graduate School within 10 business days of the associated meeting.
6. Coordinate their time and/or rotations during their OMS3 year to complete their research requirements. This may include using one or both electives OMS3 year and using the vacation slot for research.

Failing an academic course:

1. There is no remediation of a failed course in the MSBS program. If a student fails an academic course, the student will retake the same course at its next offering and will be charged tuition for the repeated course.
2. An exception to this policy is given for the Proposal. Students who fail the proposal presentation will be permitted to re-do the proposal presentation as early as 1 week from the failure.

Missing Deadlines (non-Research or Thesis courses):

1. Deadline extensions may be granted for extenuating circumstances (illness, data loss from

computer damage, etc). It is the student's responsibility to submit the required deadline extension forms to the office of Graduate Studies.

2. Failure to submit assignments by the assigned deadline will result in the deduction of 10% points from the initial point value of the assignment per day submitted past the deadline.

Plagiarism:

1. Acts of plagiarism, falsification of data, manipulation of data or knowingly misrepresenting data in any way represents scientific misconduct will result in a grade of 0 for the assignment, referral to the SPG committee and possible dismissal from the program.
2. Plagiarism is defined as using someone else's ideas, findings or hypotheses as your own. Plagiarism will be taken seriously and faculty maintain the right to submit thesis documents for plagiarism screening. Students found to have committed an act of plagiarism will fail the course and be referred to the SPG committee. An offense of plagiarism may result in dismissal from the MSBS program.

Defense of the Thesis:

When the RA of the student's Thesis committee is satisfied with the written Thesis document and determines the thesis is ready for the Final Defense, the RA will distribute the document to the Committee members. The student must be in good academic standing to submit their Thesis to the Committee. The following guidelines must be followed for the defense:

1. The Thesis defense will occur no sooner than 3 weeks after the Committee receives the final document.
2. It is the responsibility of the MSBS student to coordinate a defense time and date with the Committee Members and to reserve a lecture hall (open defense) and conference room (closed defense).
3. The Defense will include an:
 - a. Open, public defense (~60 minutes, with up to 30 minutes for questions)
 - b. Closed, defense with only the Committee (no time limit)
4. The Defense will consist of the MSBS student presenting their thesis using Powerpoint. Use of additional formats must be approved by the RA. The student is responsible for bringing their presentation to the Defense, loading it on the computers and making sure it can be projected in lecture hall and conference room.
5. It is the responsibility of the Committee members to be as flexible as possible when scheduling the defense. Further, it is the responsibility of the Committee members to come to the defense prepared, having read the Thesis. Issues or concerns may be brought forth to the MSBS student and RA on or before the defense. No comments, suggestions or alterations will be accepted from the Committee by the RA once the closed defense has concluded.
6. It is the responsibility of the RA to guide the MSBS student in their preparation for the public defense. The RA will serve as moderator for questions and discussion during both the open, public defense and the closed defense.
7. Once all questions and concerns have been addressed in the closed session, the MSBS student will be asked to leave the conference room. The Committee will then vote to pass/fail the student. Only the following outcomes are permitted:
 - a. Pass (no revisions required)
 - b. Pass with revisions (revisions to dissertation document)
 - c. Fail and re-defend at a later date (major flaws in writing and presentation of data and

- its analysis, and/or interpretation) - Committee members that submit this vote must submit, to the Dean of Graduate Studies, a detailed explanation stating why the student must re-defend and direct the student to specific aspects in their dissertations that need to be addressed.
- d. Fail with no possible re-defense (major flaws in study design) - Committee members that submit this vote must submit, to the Dean of Graduate Studies, a detailed explanation stating why the student failed and why the dissertation cannot be re-defended. This letter should make specific reference to the signed and approved proposal.
8. Votes of Pass/Fail must be unanimous.
 9. The MSBS student will then be invited back into the conference room and informed of the outcome of the vote.
 10. The student must obtain signatures on a printed version of the thesis signature page from all committee members for the final thesis. This form must be submitted to the Administrative Assistant for the Graduate School and will designate final approval of the thesis project.

Integrity:

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

2.2.3 Master of Science in Medical Education (MSMED)

2.2.3.1 Introduction

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

2.2.3.2 Program Description

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

Goal 1 – To develop expertise in educational practice. Students will:

- A. Apply learning theory, instructional design & cognition, and other aspects of educational psychology to health professions education issues.
- B. Apply Kern model of Curriculum Development.

- C. Develop effective skills in lecturing, presentation and mentoring/precepting.
- D. Develop knowledge and skill in feedback, assessment, and evaluation.

Goal 2 – To develop expertise in educational research and scholarship methodology. Students will:

- A. Design educational research projects.
- B. Develop knowledge and skills in educational research methods.
- C. Apply statistical methods to educational data.

Goal 3 – To develop expertise in academic administration and leadership. Students will:

- A. Develop knowledge, skills, and behaviors in leadership.
- B. Apply administrative techniques of various roles in health care education.
- C. Design and lead faculty development programs in various health care roles.

The MSMEd program’s goals and objectives are achieved through 32-credit hours of distance education curricula consisting of twelve courses organized into three curricular components.

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

The MSMEd curriculum is provided below:

Spring 1

Course Numbers	Course Title	Credit Hours
MAS 1535	Educational Psych for Med Ed	3.5
MAS 1530	Ed Research Methods	2.5

Summer 1

Course Numbers	Course Title	Credit Hours
MAS 1519	Curr 1- Needs and Rationale	2
MAS 1502	Clinical Teaching Skills	3.5

Fall 1

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MAS 1520	Curriculum II: Goals and Obj	2
MAS 1531	Biostatistics	2.5

Spring 2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MAS 1516	Effective lecturing skills	2.5
MAS 1504	Educational Leadership	3.5

Summer 2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MAS 1521	Curriculum III: Strategies and Implement.	2
MAS 1515	Educational Assessment and Evaluation	2.5

Fall 2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MAS 1522	Curriculum IV – Evaluation	2
MAS 1503	Administrative Skills	3.5

Evaluation of student learning is accomplished through assessment of student writing activities, including article integrations, written comprehensive final exams, and forum postings, a master's thesis project, and a live capstone conference. The PRIME Conference in Medical Education is a live, face-to-face event occurring at the LECOM Erie Campus, held near the end of the final semester. All students are required to attend, participate and pass this event, which provides hands-on workshops and practice settings to experience and apply concepts, skills, and behaviors learned in the Program to real-life educational scenarios. This program is distinguished from other masters-level medical or health professions education programs by an emphasis on curriculum development and scholarship, culminating in a Curriculum Thesis Project. The minimum passing score on all MSMEd assignments is 80%.

Accelerated MSMEd Pathway

The accelerated pathway for the MSMEd degree is a one-year tract where coursework is doubled up. Students take four courses per trimester instead of two courses, thus cutting the time to complete the degree in half. This accelerated pathway is intended for those students who are not employed full time and thus have the time to devote to the program as a full-time graduate student. This allows the enrolled student to graduate with the degree in one year instead of two years. All degree requirements & courses described above are the same in the accelerated pathway.

2.2.3.3 Admission Requirements

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

2.2.4 Doctoral Program in Anatomy Education (DAE)

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

1. Develop mastery in the knowledge of anatomical sciences.
2. Develop mastery in the skills of educational practice in the anatomical sciences.
3. Develop professional and leadership behaviors of a competent anatomical sciences educator.
4. Develop mastery of principles of educational research.

2.2.4.1 Curriculum and Faculty

All coursework within the DAE Program is presented at LECOM Erie by LECOM faculty. As such, students must be present at the Erie campus for all laboratory activities.

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

The DAE curriculum is as follows:

Fall Year 1

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DAE 1001	Medical Gross Anatomy + Lab	10
DAE 1002	Human Embryology	1
DAE 1003	Journal Club I	1
MAS 1531	Biostatistics	2.5

Spring Year 1

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DAE 1010	Neuroanatomy	5
DAE 1011	Histology + Lab	4
DAE 1012	Journal Club II	1
DAE 1013	Physiology	3
MAS 1530	Ed Res Methods	2.5

Summer

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MAS 1535	Ed Psych	3.5
MAS 1502	Clin Teaching Skills	3.5

Fall Year 2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
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DAE 2001	Special Dissect/Adv Anatomy I	2
DAE 2002	Anatomy Teaching (TA) I	7
DAE 2003	Research I	3
DAE 2013	Journal Club III	1
MAS 1541	Ed Needs Assessment	2

Spring Year 2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DAE 2010	Special Dissect/Adv Anatomy II	2
DAE 2011	Neuroanatomy Teaching (TA) I	2.5
DAE 2012	Research II	3
DAE 2013	Journal Club IV	1
MAS 1516	Effect Lec. Skills	2.5
MAS 1542	Ed Goals & Objectives	2

Summer

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MAS 1543	Ed Teaching Strategies	2
MAS 1515	Ed. Assessment	2.5
DAE 3001	Research: Proposal	3

Fall Year 3

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DAE 3010	Special Dissect/Adv Anatomy III	2
DAE 3011	Anatomy Teaching (TA) II	7
DAE 3012	Dissertation I	4
DAE 3013	Journal Club V	1
MAS 1503	Administrative Skills	3.5

Spring Year 3

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DAE 3020	Special Dissect/Adv Anatomy IV	2
DAE 3021	Neuroanatomy Teaching (TA) II	2.5
DAE 3022	Dissertation II	4
DAE 3023	Journal Club VI	1
MAS 2551	IPE Teaching Practicum	1
MAS 1544	Ed Curr Implementation	2
MAS 2549	Prep for Professoriate	1

Summer

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DAE 4001	Dissertation III	4
DAE 4002	Qualifying Exam [Anat & Med Ed]	3

Fall Year 4

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DAE 4010	Special Dissect/Adv Anatomy V	2

MAS 2550	Med Ed Teaching Prac	3	
MAS 4020	Teaching Practicum [Histo]		1
DAE 4012	Dissertation III	9	
DAE 4013	Journal Club VII	1	

Spring Year 4

Course Numbers	Course Title	Credit Hours	
DAE 4020	Special Dissect/Adv Anatomy VI	2	
MAS 4021	Teaching Practicum [Anat]	2	
DAE 4012	Dissertation: Defense	9	
DAE 4023	Journal Club VIII	1	

2.2.5 Doctoral Program in Medical Microbiology Education (DME)

A doctoral-level program in medical microbiology education is offered at the LECOM Erie campus, with a curriculum focused on preparation of graduate students for delivery of medical microbiology, immunology, and antimicrobial pharmacology to medical students as well as students in other graduate and undergraduate programs. Students will complete laboratory-based, lecture-based, and online courses and defend a dissertation on innovative teaching techniques in the microbiology curriculum. Graduates will be adept in delivery of medical microbiology utilizing a variety of curricular techniques, making graduates highly skilled and sought after.

The DME Program involves four goals, where the student will:

1. Develop mastery in the knowledge of the medical microbiology and immunology sciences.
2. Develop mastery in the skills of medical microbiology and immunology education.
3. Develop positive professional behaviors of a competent medical microbiology and immunology educator.
4. Develop mastery of principles of educational research.

2.2.5.1 Curriculum and Faculty

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

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

The DME curriculum is as follows:

Fall Year 1

Course Numbers	Course Title	Credit Hours	
DME 1001	Medical Micro and Immuno	6	
MBS 1505	Introduction to Research Techniques	1	

DME 1002	Principles of Antimicrobial Therapy	2
DAE 1003	Journal Club	1
MAS 1531	Biostatistics	2.5

Spring Year 1

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DME 1003	Innovative Teaching Strategies	4
DME 1004	Microbial Pathogenesis	4
DAE 1012	Journal Club	1
MAS 1530	Ed Res Methods	2.5

Summer

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MAS 1535	Ed Psych	3.5
MAS 1502	Clinical Teaching Skills	3.5

Fall Year 2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DME 1005	Advanced Topics in Med Micro I	2
DME 1013	Medical Microbiology Teaching	7
DME 1019	Research Applications Biostats	2
DAE 2003	Research	3
DAE 2013	Journal Club	1
MAS 1541	Ed Needs Assessments	2

Spring Year 2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DME 1006	Advanced Topics in Med Micro II	2
DME 1014	Medical Microbiology Teaching	2.5
DME 2012	Research	3
DAE 2013	Journal Club	1
MAS 1516	Effect Lec. Skills	2.5
MAS 1542	Ed Goals & Objectives	2

Summer

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MAS 1543	Ed Teaching Strategies	2
MAS 1515	Ed. Assessment	2.5
DAE 3001	Research: Proposal	3

Fall Year 3

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DME 1007	Advanced Topics in Med Micro III	2
DME 1015	Medical Microbiology Teaching	7
DME 2021	Dissertation I	4
DAE 3013	Journal Club	1
MAS 1503	Administrative Skills	3.5

Spring Year 3

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DME 1010	Advanced Topics in Med Micro IV	2
DME 1016	Medical Microbiology Teaching	2.5
DME 1022	Dissertation II	4
DAE 3023	Journal Club	1
MAS 2551	IPE Teaching Practicum	1
MAS 1544	Ed Curricular Implement	2
MAS 2549	Preparing for Professoriate	1

Summer

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DME 1023	Dissertation III	4
DME 1028	Qualifying Exam [Micro & Med Ed]	3

Fall Year 4

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DME 1009	Advanced Topics in Medical Micro	2
MAS 2550	Teaching Practicum [Microbiology]	2
MAS 2550	Med Ed Teaching Prac	3
DME 1024	Dissertation	9
DAE 4013	Journal Club	1

Spring Year 4

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
DME 1010	Advanced Topics in Medical Micro	2
MAS 1030	Teaching Practicum [Immunology]	1
DME 1025	Dissertation V: Defense	9
DAE 4023	Journal Club	1

2.2.6 Doctoral Program in Medical Education (DMEd)

2.2.6.1 Purpose of the DME

The purpose of the DMEd program is produce educator-scholar leaders in health professions education. It continues the progress established by the LECOM MSMed Program to offer students additional training in and to more deeply explore medical education through coursework, mentored teaching practicums, and dissertation-level research. Graduates are educator-scholar leaders who are highly knowledgeable and skillful medical education specialists. They are well equipped to produce innovative research in medical education and to improve the educational training of health care providers. The DMEd program provides graduate-level learning in educational practice, educational research methodology and analysis, and administrative leadership. Students are required to complete online coursework, teaching practicums, and conduct original research in the field of medical

education in the form of a written and publicly-defended dissertation.

Goals of the DMEd Program include student developmental achievement to the level of expert in the following domains:

1. knowledge of medical education practice
2. skills of medical education research
3. positive attitudes and professional behaviors of an educational-scholar leader.

2.2.6.2 Curriculum and Faculty

All coursework within the DME Program is created and delivered by LECOM Erie.

The DMEd Program is a 4-year program of 92 credit hours of graduate coursework. The curriculum is delivered entirely online. Students who obtained the LECOM Master of Science in Medical Education degree matriculate into year 3 of the 4-year DME program as mapped on the DME curriculum.

The DMEd curriculum map is below:

Year & Semester	Course Name	Credit Hours
YEAR ONE		
Year 1: Summer	MAS 1502 Clinical Teaching Skills	2
	MAS 1535 Educational Psychology for Medical Educators	3.5
Year 1: Fall	MAS 1541 Educational Scholarship I - Needs & Rationale	2
	MAS 1530 Educational Research Methods	2.5
Year 1: Spring	MAS 1516 Effective Lecturing Skills	2.5
	MAS 1542 Educational Scholarship II- Goals Objectives	2
Year 1 Total Credits		15

YEAR TWO		
Year 2: Summer	MAS 1543 Educational Scholarship III- Strategies & Assessments	2
	MAS 1515 Educational Assessment & Evaluation	2.5
Year 2: Fall	MAS 1544 Educational Scholarship IV – Implementation and Evaluation	2
	MAS 1503 Administrative Skills	3.5
Year 2: Spring	MAS 1504 Educational Leadership	3.5
	MAS 1532 Educational Statistics	2.5
	MAS 1550 Pioneering Research and Innovation in Medical Education Conference	1
Year 2 Total Credits		17

YEAR THREE		
Year 3: Summer	DME 3010: Advanced Cognitive Psychology	3
	DME 3041 Dissertation I: Proposal	3
	DME 2003 Research I – Literature Review	3
Year 3: Fall	DME 1003 Journal Club I	1
	DME 3020 Advanced Educ Research Methods	3
	DME 3042 Dissertation II – The IRB Process	3
	MAS 2549 Preparing for the Professoriate	1
	DME 3030: Developing Faculty Developers	2
Year 3: Spring	DME 3040 Strategic Planning and Accreditation	3
	DME 1012 Journal Club II	1
	DME 3050 Educational Finance & Law	3
	DME 3043 Dissertation III: Implementation	3
	DME 3010 Teaching Practicum: Interprofessional Education	1
Year 3 Total Credits		30

YEAR FOUR		
Year 4: Summer	DME 3005 Clinical Teaching II: Instructional Design and Technology	3
	DME 3044 Dissertation IV: Data Analysis	3
	DME 4002 Comprehensive Exam	2
Year 4: Fall	DME 1004 Journal Club III	1
	DME 3012 Teaching Practicum: MSMEd course	3
	DME 3002 Statistical Correlation & Regression	3
	DME 3045 Dissertation V: Results	4
	DME 3013 Mentored Teaching	3
Year 4: Spring	DAE 2013 Journal Club IV	1
	DME 4045 Dissertation V: Conclusion	3
	DME 4050 Dissertation Defense at PRIME	4
	Year 4	30
Program Total Credits		92

2.2.7 Doctoral Program in Pharmacy Education (PE)

A doctoral-level program in pharmacy education is offered at the LECOM Erie and Bradenton campuses, with a curriculum focused on preparation of graduate students for delivery of pharmacology, pharmaceuticals, and clinical practice sciences to pharmacy students, as well as students in other graduate and undergraduate programs. Students will complete laboratory-based, lecture-based, and online courses and defend a dissertation on innovative teaching techniques in the pharmacy curriculum. Graduates will be adept in delivery of pharmaceutical and clinical sciences utilizing a variety of curricular techniques, making graduates highly skilled and sought after.

The PE Program involves four goals, where the student will:

1. Develop mastery in the knowledge of pharmaceutical education.
2. Develop mastery in the skills of educational practice in pharmacy education.
3. Develop professional and leadership behaviors of a competent pharmacy educator.
4. Develop mastery in the skills of pharmacy education research.

2.2.7.1 Curriculum and Faculty

All coursework within the PE Program is presented at LECOM Erie & Bradenton by LECOM faculty.

The PE program will cover lecture and directed study courses, journal club, research, qualifying exams, teaching practicums and a dissertation defense. The first two years consist mainly of course work, but culminate with the candidate developing an original innovative research proposal which will form the foundation of their research project. The third year begins with a qualifying

examination and culminates in a public oral defense of the student's dissertation project. A year-by-year breakdown of the coursework is provided below. Note that the curriculum below is specific for students entering the program fall 2020 at the Erie campus, and is subject to change for subsequent years pending the LECOM School of Pharmacy's implementation of a modular curriculum.

The PE curriculum is as follows:

Fall Year 1

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
PCC 1008	Pharmaceutics I	2
PHS 1003	Pharmacy, Drugs, & Healthcare	3
IMM 1001	Immunology	1.5
MAS 1531	Biostatistics	2.5
	Pharmacy Teaching Experience	2
DAE 1003	Journal Club	1

Winter Year 1

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
PCC 1009	Pharmaceutics II	2
MCB 1002	Microbiology	2.5
PHY 1009	Anatomy & Physiology I with Lab	2.5
RES 1001	Research Methods & Epidemiology	2
	Innovative Teaching Strategies	2
DGI 1002	Drug Information	1.5

Spring Year 1

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
PHT 1001	Pharmacotherapeutics I with Principles of Pharmacology	2.5
PHY 1012	Anatomy & Physiology II with Lab	2.5
PCC 1010	Basic Pharmacokinetics	2.5
MAS 1530	Educational Research Methods	2.5
	Pharmacy Teaching Experience	2
DAE 1012	Journal Club	1

Summer Year 1

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
MAS 1535	Educational Psychology for Med Ed	3.5
MAS 1543	Educational Teaching Strategies	2
MAS 1502	Clinical Teaching Skills	3.5
MAS 1515	Educational Assessment	2.5
	Education Research in Pharmacy	1

Fall Year 2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
PCK 1001	Clinical Pharmacokinetics	2

PHC 1006	Pharmacology & Medicinal Chemistry I	2.5
PHT 1002	Pharmacotherapeutics II	4.5
PHT 1012	Pharmacotherapeutics II Lab	0.5
DAE 2003	Research I	3
	Pharmacy Teaching Experience	2
DAE 2013	Journal Club	1

Winter Year 2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
PHC 1007	Pharmacology & Medicinal Chemistry II	3
PHT 1003	Pharmacotherapeutics III	4.5
PHT 1013	Pharmacotherapeutics III Lab	0.5
PHT 2012	Research II	3

Spring Year 2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
PHC 1008	Pharmacology & Medicinal Chemistry III	3.5
PHT 1004	Pharmacotherapeutics IV	4.5
PHT 1014	Pharmacotherapeutics IV Lab	0.5
DAE 3001	Research Proposal	3
	Pharmacy Teaching Experience	2
DAE 2013	Journal Club	1

Summer Year 2

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
PHT 1005	Pharmacotherapeutics V	4.5
PHT 1015	Pharmacotherapeutics V Lab	0.5
	Dissertation I	6
	Qualifying Exam [Pharmacy & Med Ed]	3

Fall Year 3

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
	Dissertation II	6
MAS 1503	Administrative Skills	3.5
	Pharmacy Teaching Experience	2
DAE 3012	Journal Club	1

Winter Year 3

<u>Course Numbers</u>	<u>Course Title</u>	<u>Credit Hours</u>
	Dissertation III	9
	Advanced Topics in Pharmacy Teaching Practicum	2

[Drug Information] 1

Spring Year 3

Course Numbers	Course Title	Credit Hours
	Dissertation IV: Defense	9
	Teaching Practicum	
	[Pharmaceutics or PMC III]	2
DAE 3023	Journal Club	1

2.2.8 Admission Requirements for PhD Programs

To be considered for admission to any of the PhD programs, prospective students must satisfy the following minimum requirements:

- Possess a bachelor's degree from an accredited college or university or have completed a Master's Degree in Anatomy or Anthropology (DAE) or Microbiology, Immunology, or equivalent (DME) or Pharmaceutical Sciences or equivalent (PE).
- Have a cumulative undergraduate or graduate grade point average of at least 3.0 on a four-point scale; and have scored a minimum of 300 on the GRE. The GRE requirement may be waived for students enrolled in the DO program, or with MS, MD or DO degrees at the discretion of the Dean of the Graduate School of Biomedical Sciences
- Applicants should demonstrate a strong desire to teach in their respective discipline (e.g. Anatomy, Microbiology/Immunology, Pharmacy) at the undergraduate, graduate or medical school level and conduct discipline-based educational research.

Prospective applicants must submit a non-refundable application fee of \$50.

2.2.8.1 Eligibility for Doctoral Programs

While all LECOM PhD programs are designed as 4-year curricula for students with a bachelor's (BS/BA) degree, students with other backgrounds are eligible. Although transfer credits will not be accepted towards any of the PhD programs, students with advanced standing may be given special consideration as detailed below:

1. Students with a terminal degree (DO, MD), MS (or equivalent) degree in Anatomy/Anthropology/Medical Education (MSMed) or LECOM medical students may be permitted to enroll in a 3-year accelerated version of the curriculum. To be eligible for a 3-year DAE curriculum, students will be required to successfully test out of DAE 1001, 1002, 1010 and 1011.
2. Students with a terminal degree (DO, MD), master's degree in Microbiology/Immunology may be permitted to enroll in a 3-year version of the curriculum. Students will be required to test out of DME 1001, 1002 and 1004.

3. Students with a terminal professional or graduate degree with extensive pharmacology or education coursework, or LECOM PharmD students are eligible for the PE program and may be permitted to enroll in a 3-year accelerated version of the course. Students will be required to test out of core PE courses.
4. Students with a terminal degree (DO, MD), MS (or equivalent) degree who have taken (and passed with a grade of B or better) or taught in core Anatomy courses (Gross Anatomy, Embryology, Neuroanatomy and Histology), core Microbiology/Immunology courses or Pharmacy courses within the past 3 years at an institution other than LECOM may be permitted to test out of one or multiple of these courses by taking a comprehensive course exam. Transcripts and a course syllabus are required to determine a student's eligibility for a test-out exam. If a student has taught in one of these core courses in the past 3 years, a letter from the course director describing the student's teaching role will be required to determine eligibility. Eligibility is at the final discretion of the DAE, DME or PE director. Comprehensive, test-out exams must be taken before the start of the semester where the course being tested is offered. Students must earn a score of at least 80% to pass the comprehensive, test-out exam. Students who earn a passing grade on a comprehensive exam will earn the credits listed above. Failure to achieve this score will require the student to take and pass the LECOM DAE, DME or PE course as scheduled in order to earn credits towards the PhD requirements. Students who fail (earn a grade below 80%) on a comprehensive exam are not eligible for a 3-year PhD curriculum.
5. Students who have completed courses in LECOM's MSMEd program within 5 years of their acceptance to the DAE, DME or PE programs may be given credit for completed courses towards doctoral degree requirements, which in conjunction with testing out of core subject courses may permit acceptance into the 3-year accelerated curriculum.
6. LECOM medical students in the DAE program who have completed the first 2 years of the DO curriculum, are in good academic standing and have passed COMLEX Level 1 will need to take and pass comprehensive course exams as described above (#4).

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

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

2.2.8.2 Enrollment and Costs

Enrollment:

The DAE and DME Program will each enroll up to two students per year/class. The PE Program will enroll up to one student per year/class (the student may enroll at either LECOM Erie or Bradenton campus pending faculty availability). Campus location must be discussed with PE Director prior to matriculation.

Tuition:

Year One: \$6,275
Year Two: No tuition
Year Three: No tuition
Year Four: No tuition

LECOM provides assistantships of \$10,000 per year for years two through four to students in the DAE, DME and PE programs for their roles as Teaching Assistants and Teaching Practicums. Assistantships are only available for years two, three and four of the PhD curriculum. Assistantships are not available if a student requires an extra semester or a fifth year to complete program requirements. Additionally, students will have access to funds (\$2,000) during their fourth year (3rd year for the PE program) for travel to research meetings to present their research.

PhD students will not receive an assistantship if:

- They have not made satisfactory progress (see Section 2.2.14 below)
- They have a grade of incomplete in any PhD course
- They are not enrolled in Anatomy, Neuroanatomy Teaching or Teaching Practicum (DAE), Medical Microbiology Teaching or Teaching Practicum (DME), Teaching Experience or Teaching Practicum (PE)

2.2.8.3 Additional Policies for Doctoral Programs

Academic Integrity:

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

Professionalism:

Professional behavior enhances the academic setting and is expected at all times. PhD students are expected to treat each other, other LECOM students, faculty and staff with professionalism at all times and in all communications and interactions. PhD Teaching Assistants represent LECOM in all lab, teaching and research activities, both on and off campus. Further, it is expected that PhD students represent themselves and LECOM in a professional manner on social media. Students who fail to maintain the highest level of professionalism will be referred to SPG and may be subject to conduct probation or dismissal.

Qualifying Exams:

In the summer before the student's final year of the program, the Doctoral Student will take a qualifying examination consisting of two separate exams. One exam will cover their core disciplines and the second exam will cover Medical Education topics. It is up to the student to schedule this examination with their Academic Advisors. The student will receive one grade for this course that is equally weighted between core subjects and Medical Education. Details of these exams regarding scoring and rubrics are available in the course syllabus. Grading of these exams will be at the discretion of the Academic Advisors. Successful completion of this examination will be documented by the Academic Advisors signing the Qualifying Exam form. Failure of this exam will be subject to the remediation policy provided in Section 2.2.10.

Research Courses (2nd year):

The research courses (DAE/DME 2003 and 2012) are taken during the second year of the curriculum. During both courses, students will meet weekly with the Academic Advisors to design a plan of progress. Additional course/learning objectives may be designated by the course director in the course syllabus. The main outcome of DAE 2003 will be a literature review on topics/areas of study designed by the students and the Academic Advisors. Requirements for the literature review are detailed in the course syllabus. The main outcome of DAE 2012 will be a prospectus of their Dissertation project. Requirements for the prospectus are detailed in the course syllabus. The Research Proposal (DAE 3001) course requires the students to:

1. Assemble a Dissertation Committee of 3 or 5 members (described below).
2. Present their Dissertation Proposal to the Committee. It is the student's responsibility to organize meetings with their Dissertation Committee.
3. Incorporate feedback from the Dissertation Committee and if deemed necessary by the Committee, submit a revised proposal.
4. When the Committee approves the student's proposal, the proposal will become their final Dissertation Aims. Additional Aims or avenues for data collection cannot be added after Dissertation Aims are approved.
5. Approval of the Dissertation Aims will be confirmed by the Committee signing the Proposal Approval form. No changes to the aims will be entertained by the Committee Chair after the Proposal Approval form has been signed.
6. Students will not be permitted to enroll in Thesis DAE 3012/DME 1021 until the signed Proposal Approval form has been received by the Dean of the Graduate School of Biomedical Sciences.
7. Regarding items 4 and 5 above, re-evaluation, revisions and re-approval of the aims may be required if the project(s) fail, have inadequate or poor outcomes during execution of the aims in the thesis course (see Thesis courses below)

Students who fail to meet the deadlines provided in the syllabi for Research courses (DAE/DME 2002 and/or 2012) or their proposal (end of semester) will be determined to not have met satisfactory progress (see below).

Thesis Courses (3rd and 4th years):

The Thesis courses (DAE 3012, 3022, 4012 and 4022; DME 1021-1025) are taken during the third and fourth years of the curriculum. During these courses, the doctoral student is conducting research in fulfillment of their Dissertation Aims and presenting their progress to their Dissertation

Committee. Committee meetings will occur at least once per semester. Completion of these meetings will be documented and confirmed by the Committee signing the Thesis Committee Meeting form. It is the doctoral student's responsibility to schedule and arrange these meetings, obtain and complete the appropriate forms with faculty signatures, and return the completed forms to the office of Graduate Studies no later than 3 business days following their scheduled committee meeting. Failure to complete these meetings and/or demonstrate research progress will indicate failure to make satisfactory progress (see below).

A student's aims and study design may require re-evaluation, revisions and re-approval if:

1. Ethical issues or concerns impacting delivery of content or data collection are identified
2. Sessions, surveys and/or assessments are not delivered as approved by the committee
3. Confounding variables were introduced intentionally or not that may impact the sessions, data collection or results
4. The aim, project or experiment is deemed by the committee to have failed. Reasons for failed projects, include but are not limited to inadequate sample size, or insignificant results

Grievance Policy & Chain of Command:

1. For challenges to exam questions/items, please refer to testing decorum below.
2. For other non-content and non-dissertation concerns, students should take their concerns to:
 - a. Academic advisors
 - b. Dean of Graduate School of Biomedical Science
 - c. Student Promotion and Graduation committee
3. For concerns related to their dissertation, students should take their concerns to:
 - a. Committee Chair
 - b. Dean of Graduate School of Biomedical Science
 - c. Student Promotion and Graduation committee

Academic Advisors & Dissertation Committee:

1. Academic Advisors:
 - a. Dr. Kulesza and Dr. Terrell will serve as Academic Advisors for all doctoral candidates in the DAE.
 - b. Dr. Keller will serve as Academic Advisors for all doctoral candidates in the DME
 - c. Dr. Austin or Dr. Yang will serve as Academic Advisors for all doctoral candidates in the PE
2. Dissertation Committees:
 - a. For the DAE, DME and PE: The dissertation committee will include one of the Academic Advisors as the Committee Chair, the 2nd Advisor and 1 or 3 additional members deemed appropriate by the advisors. At least 1 committee member must be outside the faculty of the students PhD program. The PE program requires at least one committee member from outside of the School of Pharmacy.
 - b. Any non-advisor Committee members must agree to this role and sign the Dissertation Committee consent form before participating in any manner as a committee member. It is the responsibility of the student to prepare this document with the committee member's signature and return it to the office of Graduate Studies.
3. The committee must be selected by the start of the Doctoral Candidates 3rd year or the beginning of the Thesis course, whichever comes first.

Teaching Practica:

Doctoral students will complete two teaching practica in their final year of the program: one in the fall and one in the spring for the DAE and DME programs, and one in the fall and one in the winter for the PE program. The requirements for the Teaching Practica are detailed in the course syllabi. Satisfactory completion of the teaching practica will be confirmed by the Academic Advisors signing the Teaching Practicum form.

Defense of the Dissertation:

When the Chair of the doctoral student's Dissertation committee is satisfied with the written Dissertation document and determines the Dissertation is ready for the Final Defense, the Chair will distribute the document to the Committee members. The student must be in good academic standing to submit their Dissertation to the Committee. The following guidelines must be followed for the defense:

1. The Dissertation Defense will occur no sooner than 3 weeks after the Committee receives the final dissertation document.
2. It is the responsibility of the Doctoral Student to coordinate a defense time and date with the Committee Members and to reserve a lecture hall (open defense) and conference room (closed defense).
3. The Defense will include an:
 - a. Open, public defense (60 minutes, with up to 30 minutes for questions)
 - b. Closed, defense with only the Committee (no time limit)
4. The Defense will consist of the Doctoral Student presenting their Dissertation using Powerpoint. Use of additional formats must be approved by the Committee Chair. The student is responsible for bringing their presentation to the Defense, loading it on the computers and making sure it can be projected in lecture hall and conference room.
5. It is the responsibility of the Committee members to be as flexible as possible when scheduling the defense. Further, it is the responsibility of the Committee members to come to the defense prepared, having read the Dissertation. Issues or concerns may be brought forth to the Doctoral Student and Committee Chair on or before the Dissertation Defense. No comments, suggestions or alterations will be accepted from the Committee by the Chair once the closed defense has concluded.
6. It is the responsibility of the Chair to guide the Doctoral Student in their preparation for the public defense. The Chair will serve as moderator for questions and discussion during both the open, public defense and the closed defense.
7. Once all questions and concerns have been addressed in the closed session, the Doctoral Student will be asked to leave the conference room. The Committee will then vote to pass/fail the student. Only the following outcomes are permitted:
 - a. Pass (no revisions required)
 - b. Pass with revisions (revisions to dissertation document)
 - c. Fail and re-defend at a later date (major flaws in writing and presentation of data and its analysis, and/or interpretation) - Committee members that submit this vote must submit, to the Dean of the Graduate School of Biomedical Sciences, a detailed explanation stating why the student must re-defend and direct the student to specific aspects in their dissertations that need to be addressed.
 - d. Fail with no possible re-defense (major flaws in study design) - Committee members that submit this vote must submit, to the Dean of the Graduate School of Biomedical

Sciences, a detailed explanation stating why the student failed and why the dissertation cannot be re-defended. This letter should make specific reference to the signed and approved proposal.

8. The final vote or pass/fail will go to the majority. The committee chair will confirm the results of the vote to the Dean of the Graduate School of Biomedical Sciences within 3 business days.
9. The Doctoral Candidate will then be invited back into the conference room and informed of the outcome of the vote.

Computer Issues:

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

Testing Decorum:

1. Exams are secure documents. Any perceived or real attempt to compromise the exam (e.g. transcribing, photographing) is considered unethical behavior and will result in disciplinary action and possible dismissal. This includes relaying to other students, questions or content of exams within the COM (i.e. medical students) and GSBS (i.e. other PhD students).
2. Candidates must be on time for examinations. Students who anticipate being late for an exam for unforeseen circumstances (traffic, snow, etc) are required to contact the GSBS Administrative Assistant and/or their Academic Advisors ASAP. Candidates late for an exam as a result of a lapse of personal responsibility or error in personal judgment will receive a 0% for the exam.
3. An unexcused absence for an exam will result in the student receiving a 0% for that exam and referral to the Student Promotion and Graduation Committee.
4. Candidates are not permitted to carry any electronic devices into the testing environment. Doing so will be perceived as an attempt by the student to compromise the exam.
5. Test challenges:
 - a. Challenges of test items must occur within the time allotted for the exam.
 - b. Challenged items will be considered by the program directors and/or course directors.
6. See below procedure for final grade appeal.

Failing an academic course:

1. Courses in the PhD programs require a final grade of 80% or better to pass. A score below 80% is considered failing.
2. There is no remediation of a failed course in the doctoral programs. If a student fails an academic course (final grade below 80%), the student will retake the same course at its next offering and will be charged tuition for the repeated course. Students earning a grade below 80% will not be permitted to progress (i.e. cannot enroll in subsequent or higher level courses) in the curriculum until the course has been successfully completed. Students who earn below 80% in a course will be considered to have not made satisfactory progress.
3. An exception to this policy is given for the Qualifying Exam. Students who fail this exam will be permitted to retake the exam one time as early as two weeks from the initial administration. Students who fail the Qualifying Remediation exam will be dismissed from their respective program.

Missing Deadlines (non Research or Thesis courses):

1. Deadline extensions may be granted for extenuating circumstances (illness, data loss from computer damage, etc). It is the student’s responsibility to submit the required deadline extension forms to the office of Graduate Studies.
2. Failure to submit assignments by the assigned deadline will result in the deduction of 10% of the total points available from the initial point value of the assignment per day submitted past the deadline.

Plagiarism:

1. Acts of plagiarism will result in a grade of 0 for the assignment, referral to the SPG committee and possible dismissal from the program.
2. Plagiarism is defined as using someone else’s ideas, findings or hypotheses as your own. Plagiarism will be taken seriously and DAE/DME/PE faculty maintain the right to submit doctoral candidates’ thesis documents for plagiarism screening. Students found to have committed an act of plagiarism will fail the course and be referred to the SPG committee. An offense of plagiarism may result in dismissal from the respective program.

2.2.9 Tuition and Costs

Tuition for the various graduate studies programs are listed below.

Doctoral Program

Year 1:	\$6,575
Year 2:	0
Year 3:	0
Year 4:	0

Repeated course in doctoral programs or MSMEd: **\$550/credit**

Master of Science in Medical Education Tuition **\$19,710***
Technology Fee **\$300**

Master of Science in Biomedical Sciences **\$550/credit**

Master of Medical Science **\$21,930**
Technology Fee **\$300**

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

Contact program director for additional discounts.

2.2.10 Registration

LECOM reserves the right to rescind the acceptance or to condition acceptance on a student's entrance into an alcohol or drug treatment program if:

- A prospective student has failed to properly disclose a drug or alcohol incident during the admissions process; or
- A prospective student fails the required pre-matriculation drug or alcohol test; or
- A prospective student is involved in a drug or alcohol incident following completion of the application for admission

2.2.11 Promotion

- A. Students in the MMS program must complete the program within 2 years of original matriculation.
- B. Students in the MSMEd program must complete the program requirements within five years of original matriculation.
- C. Students in the MSBS program must complete the program within three years from the original matriculation.
- D. Students in either the DAE or DME programs must complete the program within five years from the original matriculation.
- E. If a student is unable to meet the maximum timeframe allotted, he/she will be dismissed.
- F. Students in the MSMEd, MSBS, DAE, DME and PE programs will be evaluated for satisfactory academic progress at the end of each semester.
- G. *The Masters and Doctoral programs require all coursework to be taken at LECOM. No transfer credit from other institutions will be permitted.*

2.2.12 Academic Policies and Procedures

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

Grading

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

W - Withdrawal	0
WP - Withdrawal/pass	0
WF - Withdrawal/fail	0

***Note that grades in doctoral level courses of C or F need to be retaken at the next offering. Please refer to the section “Failing an Academic Course”.**

2.2.13 Policy and Procedure for Final Grade Appeals

2.2.13.1 Cause for Final Grade Appeals

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

- A. Each of the following reasons, if supported by sufficient evidence, shall constitute “good cause”:
1. Assignment of a grade that is malicious and/or discriminatory: i.e., in determining the grade, the Course Director or Coordinator or Program Director clearly did not apply the same standards he/she used for grading other members of the class whose work and behavior were similar to those of the appealing student.
 2. Assignment of a grade that is arbitrary and/or capricious: i.e., the professor had apparently no discernible rationale for arriving at the grade given.
 3. Assignment of a grade that has resulted from human error: i.e., the professor reported an incorrect grade as the consequence of a mistake in computation, in recording or in some other mechanical aspect of the grading process. In such instances, it is assumed that the error will be corrected as a result of Step 1 of the Appeals Procedure (Faculty-Student Conference).
- B. The following reasons do not constitute “good cause” for the purposes of appealing a grade:
1. Disagreement with the course requirements established by the professor.
 2. Disagreement with the grading standards established by the professor.
 3. Disagreement with the judgment of the Professor in applying his/her grading standards so long as he/she has made a reasonable effort in good faith to be fair and consistent in exercising that judgment. Good faith on the professor’s part shall be presumed unless the student can offer convincing arguments to the contrary.
 4. The student’s desire or “need” for a particular grade, while compelling to the individual on a personal level, shall not be considered “good cause” for purposes of appeal.
 5. Scoring less than 75% on a remediation examination or in a remedial course.

2.2.13.2 Procedure for Final Grade Appeals in the College (MMS, MSBS, MSMEd, DAE, DME)

Step 1: Faculty/Student Conference

A student wishing to appeal a final grade shall confer with the faculty member who assigned the grade, and also inform the Dean of the Graduate School of Biomedical Sciences in writing or electronically. The student's letter on this matter should clearly state which of the three categories of "good cause" (see above) applies to their case.

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

If the student is not satisfied with the decision of the Dean, he/she may file an appeal to the SPG Committee for the Graduate School of Biomedical Sciences.

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.
2. The appeal should be made within ten (10) working days after the student receives the written notification from the Dean of the Graduate School of Biomedical Sciences.
3. Within a reasonable period of time, usually five (5) working days, the Chair of the SPG shall notify the student and faculty member in writing or electronically of the date, time and place of a scheduled SPG hearing.
4. After considering all the facts, the SPG Committee will make a decision. The student and the faculty member shall be given written notice of the SPG decision by the Dean and shall be informed of their right to appeal the decision to the President of the College.
5. The faculty member or the student may appeal the decision in writing to the President within ten (10) calendar days. No grade shall be recorded until the time limit is up or a release signed by the student is on file. Appeals should be sent to LECOM to the attention of the Office of the President.
6. The decision of the President is final. The President shall notify the student and the Dean of his decision in writing.
7. The Dean shall notify the registrar within a reasonable amount of time (usually five (5) working days) electronically or in writing of the final decision.

2.2.14 Satisfactory Academic Progress Policy

Satisfactory Academic Progress for each of the programs is listed below:

1. For the Doctoral Programs:
 - a. Earning at least a B (80%) in all discipline courses
 - i. Anatomy: Anatomy, Embryology, Histology, Neuroanatomy, Physiology
 - ii. Microbiology: Medical Microbiology and Immunology, Principles of Antimicrobial Therapy, Microbial Pathogenesis
 - b. Maintain an end of the year GPA of at least 3.0.
 - c. Meeting all Research, Thesis and Dissertation deadlines and completion of all assignments

2. For the MSMEd Program:
 - a. Earning a B (minimum 80%) in all courses
3. For the MMS and MSBS programs, a student is making satisfactory academic progress if the grade received for each course, system, module, or rotation is 70% (C) or greater. Any grade below a 70% (C) must be successfully remediated as described in Section 2.2.1.4 and Section 2.2.2.4 prior to the student advancing to the next semester or completing the program. Exceptions to this policy will be considered on an individual basis. This policy applies to all students regardless of whether they receive Title IV funding (Federal Direct Loans).

Students who have not made satisfactory academic progress will be put on academic probation. Student in the doctoral programs will not receive their stipend or be permitted to enroll in a subsequent class/course until all course requirements are completed and they are reinstated to satisfactory academic progress. Students are not permitted to begin/enroll in courses after the semester start date.

Evaluation by the SPG Committee occurs no later than the end of each semester or payment period. The SPG Committee notifies Financial Aid so that a notification can be made to the student about financial aid warning status. A student who has failed any course, system, module, or rotation will be assessed pursuant to the rules in Section 2.2.1.4 and Section 2.2.2.4.

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

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

The coursework for students at LECOM is offered in sequence.

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

If a student fails to achieve satisfactory academic progress while on “Financial Aid Warning” status, he/she **will not** be eligible for financial aid until all requirements for satisfactory academic progress have been achieved. A student may reestablish eligibility to receive assistance under the Title IV, HEA programs by coming into compliance with the rule that all courses, systems, modules, or rotations are passed. See Section 2.3.5, Remediation. See Section 3.1.6 Satisfactory Academic Progress Standard for Financial Aid Recipients.

2.2.15 Promotion

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

- A. Faculty will recommend students to the Dean of the Graduate School of Biomedical Sciences for promotion.
- B. A student will not be recommended for progression to the next academic semester or year with any outstanding grades of (I) or (F).
- C. When considering a student for promotion, the student's professional, ethical, and personal conduct will also be taken into consideration. Therefore, a student must adequately conform to the standards set forth in the Academic Catalog and Student Handbook to be eligible for promotion.
- D. A student will be promoted only if all academic, legal and financial requirements to LECOM are satisfied.

Students are not permitted to repeat/retake the MMS program. Specifically, students in these situations will not be permitted to reenroll in the MMS program:

- Students who complete MMS course requirements and earn the MMS degree
- Students who fail 4 or more courses and are dismissed from the program
- Students who fail a remediation exam and are dismissed from the program

Students who have been granted a leave of absence will be considered on an individual basis.

2.2.16 Academic Probation

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

A student in the MMS or MSBS programs may be placed on probation upon failure of a course or for other cause, such as seriously deficient ethical, professional, personal or illegal conduct.

A student in the MSMEd or doctoral programs may be placed on probation for failing a course, earning a grade below B in any of the discipline courses or for other cause, such as seriously deficient ethical, professional, personal or illegal conduct.

Members of the faculty or administration will render a special report in writing to the SPG Committee regarding any student whose professional or personal conduct is deemed unsatisfactory. Professional and personal conduct includes, but is not limited to, the lack of attendance, cooperation with instructors, interest shown in assigned work, appropriate attitude toward peers and associates, attendance at

regularly scheduled meetings with faculty advisors or personal appearance appropriate to the circumstances.

The terms of probation for ethical, professional, or personal conduct will be specified at the time the student is placed on probation.

- B. When a student is placed on probation, the appropriate Dean will notify the student in writing of the reasons for probation. A copy of this letter will be distributed to the Chairperson of the SPG Committee and the student's faculty advisor. The Committee will ascertain when the terms of the probation have been satisfied and recommend to the appropriate Dean that probation can be rescinded. The student's faculty advisor will also be notified. A copy of this letter will be placed in the student's permanent file if the probation is labeled "Disciplinary" as opposed to "Conduct."
- C. A student on probation may not serve as an officer of an official LECOM club or organization and shall not engage in time consuming extracurricular activities.
- D. A student in Graduate Studies on probation must meet with his or her faculty advisor at least every two weeks.
- E. The student will remain on probation until the following minimally acceptable standards are met:
 - 1. The student will be removed from probation when the specified courses, systems, modules or rotations have been remediated according to the following remediation section.
 - 2. The student will be removed from probation when the specified terms of probation for ethical, professional, or personal conduct are met.
 - 3. Students in their final year are subject to SPG Committee review prior to removal from probation.
- F. Academic probation should be regarded as a serious matter and is official notice to the student that the quality of the student's performance during the probationary period must improve in order to remain eligible to continue in Graduate Studies. Any student, who fails to improve his /her performance in the areas identified by the SPG Committee during the probationary period may be dismissed from the program.

2.2.17 Health and Technical Standards

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

Candidates for degrees must be able to demonstrate intellectual-conceptual, integrative and quantitative abilities; possess skills in observation, communication, and motor functions; and display mature behavioral and social attributes. Technological compensation can be made for some disabilities in some of these areas, but a candidate must be able to perform in a reasonably independent manner without a trained intermediary. (The use of a trained intermediary implies that

the candidate's judgment or senses may have to be mediated by someone else's powers of selection and observation.) LECOM will make reasonable accommodations for other qualified students as required by law.

2.2.18 Student Health Insurance Policy

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

2.2.19 Veteran's Education

LECOM is an approved institution for the training of students eligible for veterans' benefits. LECOM will consider veteran status in a positive fashion in making decisions regarding admission. The Office of Financial Aid VA-certified official provides personal support and current information on assistance available to the veteran. In accordance with Title 38 US Code 3679 subsection (e), LECOM adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. LECOM will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
- However, to qualify for this provision, students may be required to:
 - Produce the VA Certificate of Eligibility (COE) by the first day of class;
 - Provide a written request to be certified;
 - Provide additional information needed to properly certify the enrollment as described in other institutional policies.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

2.2.18 Transfer Credits

The Graduate School of Biomedical Sciences does not accept transfer credits.

2.2.19 Leave of Absence

Students in the first semester of any program are not eligible for a Leave of Absence. Students are not permitted to take a leave of absence if they are failing a course or if they are not in good academic standing.

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

- The student must complete a Request for a Leave of Absence Form (Appendix E) after consultation with the student's advisor and the appropriate Dean.
- Part B of the Request for Leave of Absence Form requires the student to receive financial aid counseling by the LECOM Office of Financial Aid and complete a Leave of Absence Form for Financial Aid (Appendix F).
- The completed Request for Leave of Absence Form (Appendix E) completed Leave of Absence Form for Financial Aid (Appendix F), letter explaining the reason for the request, and documentation appropriate to the reason (for example, a letter which includes a diagnosis from the attending physician for a medical reason) are all to be provided to the appropriate Dean.
- Requests for a medical Leave of Absence must be accompanied by letter from a physician (DO/MD) that includes a diagnosis supporting the request. A physician's clearance is also required to return from a medical leave of absence.
- The request will be reviewed, and an official letter will be sent to the student indicating whether or not the leave of absence has been approved. If the leave of absence is approved the letter will include the frequency of required interim contact by the student with LECOM during the absence and will designate the LECOM official who the student is to contact.
- If the leave of absence is approved by the Dean, copies of the Request for Leave of Absence Form and the official letter from the Dean will be provided to the Director of Student Affairs, the Office of Financial Aid, the SPG Committee of the student's program and the Bursar.
- When a student returns from a Leave of Absence, tuition for the semester or term of return will be charged on a prorated basis. If the leave is approved, tuition charged will be in accordance with LECOM's refund policy.
- During the leave, the student will be required to contact a designated LECOM representative at intervals specified in the approval letter.
- Any request for an extension of a student's leave of absence must be made in writing to, the appropriate Dean at least 30 days in advance of the end of the current leave. The appropriate Dean must approve the extension.
- During a Leave of Absence, a student must maintain some type of health insurance. For a medical Leave of Absence, the student may remain enrolled in the LECOM Student Health Plan for up to six months. An additional six month coverage is allowable with LECOM approval. The student shall pay all required premiums directly to the local provider at Hub International.
- Students who are on an approved Leave of Absence for sixty (60) days or more, must meet with the Chairperson of the SPG Committee of the Student's program, the Director of Student Affairs, and the appropriate Dean (or if the Dean designates, the Dean's representative) two weeks prior to being reinstated in their program of study.
- Students may be required to provide documentation of ability to return to the program depending on the circumstances of their leave of absence.
- Students on medical leaves of absence are required to provide a medical release from their treating physician prior to their return to class. To return to school, students must provide an up-to-date immunization record, a current background check, and evidence of ability to pay if so directed by the Director of Student Affairs. A student returning from a LOA shall be responsible for tuition and fees for the return semester.

2.2.20 Mandatory Leave of Absence

LECOM offers a robust program of services and accommodations to ensure qualified students with disabilities have equal opportunity to participate in LECOM's programs and activities (see Section 4.1.6. of the Academic Catalog and Student Handbook). In situations where a student is unable or unwilling to carry out substantial self-care obligations, where current medical knowledge and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of others, or where a student poses an actual risk to their own safety not based on mere speculation, stereotypes, or generalizations about individuals with disabilities, and the student does not want to take a leave voluntarily, the Dean of the student's particular College or School has the authority to place the student on a mandatory leave of absence. Before placing a student with a disability on a mandatory leave of absence, LECOM will do an individualized assessment to determine if there are reasonable accommodations that would permit the student to continue to participate in the educational program without taking a leave of absence. Such decision may be appealed in writing to the President within seven business days of notification. A student on a mandatory leave of absence may request reinstatement when the circumstances that resulted in the leave no longer exist or have moderated in severity such that the student no longer poses a significant risk to the health or safety of others or an actual risk to their own safety. The request shall provide evidence of the change in circumstances. Reinstatement may be granted by the same official who imposed the mandatory leave. If a request is denied on grounds of health or safety, the decision may be appealed in writing to the President within seven business days of notification of denial.

2.2.21 Withdrawal Policy

Attendance at LECOM is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. LECOM reserves the right to require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. A student wishing to voluntarily withdraw from further study at LECOM for any reason during or at the end of the academic year should go through the following procedures:

- A. The student is encouraged to consult with the Program Director. If still wishing to withdraw, obtain a withdrawal form from the Program Director.
- B. The student should submit the completed withdrawal form to the Office of Student Affairs at his or her location.
- C. If the withdrawal occurs during the first 50% of the designated length of a course, the student will receive a "W" for that course. If withdrawal occurs during the last 50% of the designated length of a course, the student will receive a "WP" or "WF", depending upon the determination by the instructor of the course as to whether the student was passing or failing at the time of last date of attendance.
- D. No withdrawals will be permitted during the final two weeks of a semester or term. Once a student has withdrawn and has received a full or partial refund of tuition and fees and/or financial aid, the student is not eligible for a medical leave of absence.

A student withdrawing or dismissed is not entitled to any refund of tuition and fees except as outlined in Tuition Refund Policy (Section 3.1.11 in this catalog).

2.2.22 Commencement

Attendance at Commencement is mandatory for all graduating students. Commencement shall be held approximately two weeks following the end of the academic year. Requests for awarding of the degree in absentia, such as in the case of incurring a medical condition where participation in graduation would present a significant health hazard, must be submitted to and approved by the President. Each graduate is required to wear the academic regalia designated by LECOM. All graduating students shall comport themselves in a thoroughly professional manner throughout the graduation ceremony. Students will be handed a diploma cover at one end of the ceremonial stage and then proceed across the stage. There shall be no overtly demonstrative conduct by students as they cross the stage. Any student who fails to honor these standards will be addressed by the Provost and his/her receipt of the diploma may be delayed.

2.2.23 Online Learning Regulations

Student Location Policy

In compliance with federal regulations, LECOM is required to obtain each student's current location while enrolled in courses which is not necessarily the same as permanent or legal address. A student's location will be obtained during the matriculation process. Students must report to LECOM any change of location within seven days of a change. Additionally, students must provide their location at the start of each academic term. Students can update this information on the portal at any time.

Students participating in a LECOM education program **must** be in a U.S. state, the District of Columbia, Puerto Rico, or the U.S. Virgin Islands. Moreover, students are required to notify LECOM if there is a change to their location while taking LECOM courses. "Location" is not the same as permanent or legal address. It may not be where they have a lease and most of their belongings. It is where they are located while taking classes.

3. INSTITUTIONAL SERVICES

3.1 FINANCIAL AID/FINANCIAL SERVICES

3.1.1 Purpose of LECOM's Financial Aid Program

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

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

LECOM uses the information submitted on the *Free Application for Federal Student Aid* (FAFSA) to determine eligibility for the various loan and scholarship programs available to students. Students applying for federal financial aid are required to complete the FAFSA annually online at <https://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; the Bradenton Office of Financial Aid at (941) 756-0690 or email BradentonFinAid@lecom.edu; or the LECOM at Seton Hill Office of Financial Aid at (724) 552-2867 or financialaid@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.

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

3.1.2 Financial Aid Code of Conduct

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

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

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

3.1.3 Financial Aid Application Procedure

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

3.1.4 Student Financial Assistance and Tuition and Fees Payment

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

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

3.1.5 Application for Additional Loan Funding

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

3.1.6 Satisfactory Academic Progress Standard for Financial Aid Recipients

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

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

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

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

3.1.7 Leave of Absence for Financial Aid Recipients

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

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

- A. The student's enrollment status will be reported to the lenders as Leave of Absence.
- B. If the student is notified by his/her lender(s) that his/her loans are in repayment, then the student will need to contact the lenders(s) and request a hardship forbearance or economic hardship deferment.
- C. Upon return from the leave of absence, any and/or all subsequent financial aid disbursements may be delayed until the student again meets the standards for satisfactory academic progress towards the completion of his/her degree.
- D. If the student does not return from the leave of absence, his/her loans will go into repayment based on the start date of the leave of absence. This could result in the depletion of some or all of the grace period of the student loan(s).
- E. The leave of absence and any additional leaves of absence must not exceed a total of 180 days in any 12-month period. The 12-month period begins on the first day of the student's official leave of absence.

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

3.1.8 State Residency Status

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

3.1.9 Terms of Payment

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 text book 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.

3.1.10 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 sufficient to meet the payment of tuition and fees on the due date. If tuition is not paid in full on the due date, a late fee of \$50 per week will be assessed until such time as all financial obligations are met.

3.1.11 Tuition Refund Policy

A student, who cancels, withdraws for personal or medical reasons, is suspended, or is dismissed, will receive a refund of tuition and fees within thirty days of any of the foregoing in accordance with the following schedule: 100 percent during the first week of the semester, 75 percent during the second week, 50 percent during the third week, and 25 percent during the fourth week. No refunds will be granted to students who withdraw or are withdrawn, for any reason, after the fourth week, except as detailed in Sections 3.1.12 (Veterans Benefit Tuition Refund Policy) and 3.1.13 (Treatment of Title IV Funds When A Student Withdraws). Students are financially responsible for any outstanding balance owed upon discontinued enrollment.

3.1.12 Veterans Benefit Tuition Refund Policy

Students receiving Veterans Education Benefits who fail to complete the program, withdraw or are dismissed for any reason prior to the completion of the program, will be charged for tuition, fees and other charges on a pro rata basis. Charges for the completed portion of the program shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges for the full length of the program. LECOM will comply with the provisions of 6E-1.0032 (6)(i), FAC and other applicable federal and state requirements within its refund policy.

3.1.13 Treatment of Title IV Funds When a Student Withdraws

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

The amount of assistance that you have earned is determined on a pro rata basis. For example, if a student completed 30% of the payment period or period of enrollment, the student earns 30% of the assistance that was originally scheduled to be disbursed. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that was scheduled to be disbursed for that period.

If a student did not receive all the funds that were earned, a student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must receive the student's permission before it can disburse them. A student may choose to decline some or all of the loan funds so that the student does not incur additional debt. The school may automatically use all or a portion of the post-withdrawal disbursement for all other school charges. If a student does not give permission, the student will be offered the funds.

There may be Title IV funds that a student was scheduled to receive that cannot be disbursed to the student once the student withdraws 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:

- Institutional charges multiplied by the unearned percentage of the funds, or;
- The entire amount of excess funds.

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

If the school is not required to return all the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student must repay in accordance with the terms of the promissory note.

Questions about Title IV program funds can be made to 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>.

3.2 INFORMATION/TECHNOLOGY POLICIES

3.2.1 General Guidelines

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

All electronic devices and all data stored thereon always 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. **You should have no expectation of privacy in any use of LECOM provided devices or systems.**

It is a violation of policy for any data composed, sent, or retrieved via electronic devices to contain content that may be reasonably considered offensive or disruptive. Offensive content would include, but would not be limited to, derogatory comments that would offend someone on the basis of his or her sex, age, race, color, national origin, religion, disability, veteran status, sexual orientation, gender identity/expression or any other protected class. Students’ use of LECOM electronic devices and e-mail system is also subject to the Anti-Harassment policy.

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

For problems accessing the portal or password resets contact the help desk at 1-844-276-9918 option 4 or e-mail issupport@lecom.edu.

For problems accessing course materials contact the appropriate course coordinator.

3.2.2 E-mail

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

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

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

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

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

- Using an e-mail account assigned to someone else.
- Giving someone else access to your account.
- Sending secure exam codes to any other student.
- Sending harassing, obscene and/or threatening messages.
- Sending unsolicited junk mail including chain letters.
- Sending material that infringes upon the copyright or patent of another person.
- Sending commercial, political or advertising material.
- Operating a personal business using your LECOM e-mail account.
- Sending mass e-mails without proper authorization.
- Soliciting on behalf of another organization.
- Automatic forwarding of your LECOM e-mail account to another e-mail account, e.g. gmail.com, yahoo.com, and outlook.com.
- Using e-mail to reveal confidential information about students or employees to anyone who has neither a need nor a right to have the information, including information that is protected by FERPA or HIPAA.
- Sending or forwarding hate mail, discriminatory remarks, pornographic material, political propaganda, spam or other e-mail nuisances.

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

Please be aware that our firewall may not stop all malicious programs or inappropriate content. Phishing emails are very common. Do not respond to e-mails that ask for personal information or click on any links within them. If you question the validity of an email, please forward it to

issupport@lecom.edu for verification. Also, please remember to keep your anti-virus software up to date. If you have any problems or questions, please call IT support at 1-844-276-9918 option 4 or e-mail issupport@lecom.edu.

3.2.3 Internet Usage Policy

Individuals given Internet access via LECOM computers are expected to use the Internet to enhance the performance of their work and study responsibilities. No one shall place school material (copyrighted software, internal correspondence, confidential materials, etc.) on any publicly accessible Internet site without permission. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet (including FTP and e-mail) may be at risk of detection by a third party. Caution must be exercised when transferring such material in any form. It is against federal law and LECOM policy to violate copyrights or patents of another person on or through the Internet. Students, faculty and staff are prohibited from downloading or using copyrighted material in any way without obtaining written authorization. Only computers with up-to-date anti-virus software will be given Internet access. Only faculty and staff with LECOM issued laptops and cell phones are granted access to the LECOM 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 decide about whether specific uses are consistent with acceptable use policies.

3.2.4 Cell Phones and Other Electronic Devices

Cell phone usage should be kept to a minimum. It should never interfere with class. Use of cell phones while in class is prohibited. Use of personal hotspots in the lecture halls interferes with the LECOM Wi-Fi network and is prohibited. Students should refrain from using cell phones or texting while driving.

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

3.2.5 LECOM Photography Procedures

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

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

Individuals in the photographs must meet LECOM dress code standards. (*see Section 4.3.2*).

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

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

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

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

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

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

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

3.2.6 Copyright Materials

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

3.3 LEARNING RESOURCE CENTER

3.3.1.1 General Library Information

The LECOM Learning Resource Center (LRC) is committed to providing students and faculty with access to information for the medical, pharmaceutical, dental and other graduate programs directly related to academic study and research. Materials not available within the physical LRC can be requested through Interlibrary Loan at the circulation desk. Library hours may vary by campus.

3.3.2 Conduct in the Library and Designated Study/Breakout Rooms

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

3.3.3 Circulation Procedures

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

3.3.4 Online Public Access Catalog

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

3.3.5 Fines and Fees

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

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

3.3.6 Reserve Collection

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

3.3.7 Photocopiers

Photocopiers are available for student use. The machines are in the LRC copy room. Copies are \$.10 each in 8 1/2 by 11-inch format. The copiers also offer a scan-to-email feature.

3.3.8 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.

3.3.9 Interlibrary Loans

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

3.3.10 Electronic Resources

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 seven 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 2,700.

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.

3.3.11 Library Instruction and Literature Searches

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

3.4 CAMPUS SECURITY AND SAFETY

3.4.1 Campus Facilities

LECOM desires to create a safe, supportive environment for its students and employees. To this end, LECOM created several programs to ensure campus safety. LECOM facilities are well maintained, and security is given consistent attention to protect students, staff, and faculty. Generally, LECOM facilities are open from 6:00 a.m. to 12:00 a.m., Monday through Friday during academic sessions. Saturday, Sunday and holiday facility hours are 8:00 a.m. to 12:00 a.m. Times may vary by location and during examination periods or special events.

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 Campus Safety 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 though increased awareness, behavior guided by reason, and by taking precautionary steps to avoid situations that lead to the possible occurrence of crime.

3.4.2 LECOM Police and Security Office

The LECOM Police and Security 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 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 Building
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

3.4.3 Campus Safety and Security Programs and Information Systems

Daily Crime Log

The LECOM Police and Security Office maintains a daily log of all criminal incidents that occur on

the campuses and satellite facilities pursuant to federal and state statutes. The contents of this log are open to public inspection. Any student or prospective student, faculty member or staff member of LECOM wishing to examine the Daily Crime Log may do so. The Log is located in the Campus Police and Security 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.

3.4.4 Vehicle Registration and Parking Regulations

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

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

Parking Regulations

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

- No vehicle may be left in the LECOM parking lots overnight.
- Student, faculty or staff parking in spaces designed for visitors is strictly prohibited.
- Parking in spaces designated for handicapped persons without a handicapped license plate or placard is strictly prohibited. Violators are subject to fines and penalties established by the state.
- Parking, stopping or standing in fire lanes is prohibited at all times.
- Parking in areas designated as “Tow-Away Zones” subjects the vehicle to be removed from the campus at the owner’s expense.

3.4.5 Student Responsibility for Safety and Security

3.4.5.1 Introduction

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

- Report any safety or security concerns to the 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 your issued Card/Key every time you enter or exit a building. Report strangers who do not have a badge and “tailgate” you into a building or secured area.
- Strictly obey traffic and parking regulations on campus. This is especially important when driving in congested parking areas and around pedestrian traffic areas.
- Never park, stop or stand in fire lanes. This could cause a serious delay in the response time for fire fighters in the event of a fire emergency on campus.
- Keep personal items inside locked lockers.
- Never leave bags or other personal items in hallways during examinations (they should be in cars or lockers.).
- NO COSTUMES, Dress, or Masks including mascot uniforms, which alter, cloak, or

conceal an individual's identity are permitted on any LECOM property.

3.4.5.2 Campus Crime Prevention Program

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

- All incoming first year students receive a presentation from the LECOM 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.

3.4.5.3 Reporting Crime

Any person who is the victim of a crime, including but not limited to domestic violence, dating violence, sexual assault, or stalking, either on or off campus, is encouraged, but not mandated, to report the incident to the appropriate law enforcement agency. Every member of the LECOM community is encouraged to report a crime promptly if the victim wants a report to be made or is unable to make a report. Moreover, the LECOM 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 3.4.2. Reports can also be made in person at the LECOM Police and Security Offices, Seton Hill University Police Department or Elmira College Campus Safety. 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 Elmira College Campus Safety.

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 Safety.

3.4.5.4 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.

3.4.6 Drugs, Alcohol and Weapons Policy

3.4.6.1 Introduction

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

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

3.4.6.2 Weapons Policy

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

3.4.6.3 Drug-Free Campus

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

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

3.4.6.4 Substance Abuse Educational Programming

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

3.4.7 Sexual Assault and Other Sexual Misconduct Prevention Program and Procedures

Sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, and stalking are forms of discrimination on the basis of sex and are violations of Title IX of the Educational Amendments Act of 1972. LECOM has a zero-tolerance policy of all such conduct whether perpetrated by employees, students, or campus visitors, whether committed on or off campus. The *LECOM Policy Statement on Title IX Compliance and Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence*, attached to this handbook as Appendix J, explains the LECOM Title IX policy, definitions, and the procedures to be followed in the event that sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, or stalking is alleged, including an investigation and resolution which may result in discipline. See Section 4.3.8 for more about hazing and non sex-based harassment.

The procedure to be followed in the event of an allegation of one of these violations is in the *LECOM Policy Statement on Title IX Compliance and Affirmation of the Prohibition of Sexual Harassment, Misconduct or Violence* attached as Appendix J and not in Section 4.2 (Student Conduct) of this handbook.

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

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

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

LECOM Title IX Institutional Coordinator and Deputy Coordinators

Institutional Title IX Coordinator

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

LECOM Erie

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

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

LECOM Bradenton (including dental clinic at DeFuniak Springs)

Ms. Debra Horne, Deputy Coordinator
Director of Student Affairs
(941) 782-5933
dhorne@lecom.edu

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

LECOM at Seton Hill

Dr. Dennis Min, Deputy Coordinator
Assistant Professor of Gastroenterology
(724) 552-2892
dmin@lecom.edu

LECOM at Elmira

Dr. Richard Terry, Deputy Coordinator
Associate Dean of Academic Affairs
(607) 321-3111
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 Office or Elmira College Campus Safety 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.

3.4.8 Suicide Intervention Policy

Any LECOM student who engages in suicidal behaviors and/or verbalizations must be evaluated by a LECOM approved psychiatrist, psychiatric resident, or psychologist. An individualized assessment will be made as to whether the student can continue with or resume their coursework, clinical rotation, or practice experience as described in Section 2.2.21, Mandatory Leave of Absence.

Any LECOM student, regardless of campus or school, is required to 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.

3.4.9 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, 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.”

3.4.9.1 Hate Crimes are Strictly Forbidden by LECOM

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on certain characteristics. The Clery Act requires reporting in the Annual

Security Report, available on the LECOM website, of hate crimes committed due to the perpetrator's bias towards the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity. Incidents may involve physical assault, damage to property, and theft. They may also involve bullying, harassment, verbal abuse or insults, or offensive graffiti or letters. Any student who engages in any of these prohibited acts is a "dangerous person."

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

3.4.10 Dangerous Person Policy

Any LECOM student engaging in coursework or participating in clinical rotations or practice experiences shall not threaten to, attempt to, or actually perpetuate violence, abusive physical acts, or abusive emotional acts toward another person that is likely to result in physical or emotional injury or pain or the destruction of property. The prohibited acts may be direct or indirect, overt or covert, serious or in jest. The scope of this policy includes any LECOM program, building, grounds, vehicles, rental space, affiliated hospitals, or locations of official LECOM functions.

Violations of this policy may result in an order for an evaluation by a LECOM approved psychiatrist, psychiatric resident, or psychologist; suspension; or dismissal from LECOM. LECOM has zero tolerance for threats or violent acts.

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

Examples of dangerous comments may include oral or written statements. The statements may be made using paper, emails, websites, social media, or other medium. Examples of prohibited statements include but are not limited to, "*I will kill you; I hate you, I will hurt you, I'm going to hit you, You will be sorry*". Examples of dangerous behaviors include, but are not limited to: brandishing a firearm or other weapon; stalking; harassing; sending threatening notes; intimidating body mannerisms; threatening to injure an individual or to damage property, 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.

3.4.11 Visitors

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

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

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

Persons having business to conduct with LECOM employees will be required to have an appointment. Security must be notified of site visits/guests in advance. If the site visitor/guest does not have a scheduled meeting and an unscheduled meeting is not possible, the guest will be advised to call and make an appointment. The personal office phone number will not be given out, instead the guest will be given the college campus main phone number.

Erie: (814) 866-6641
Bradenton: (941) 756-0690
LECOM at Seton Hill: (724) 552-2880
LECOM at Elmira: (607) 442-3500

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.

3.4.11.1 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.

3.5 REGISTRAR/EDUCATIONAL RECORDS

3.5.1 Office of the Registrar

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

3.5.1.1 Transcripts

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

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

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

3.5.1.2 Grade Reports

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

3.5.1.3 Change of Address/Change of Name

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.

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.

3.5.1.4 Diplomas

Graduates receive their diplomas immediately following Commencement provided all requirements have been met and all rotations are completed. Each graduate receives an 11 x 14 diploma appropriate 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. Requests to replace a diploma due to name/gender change are subject to guidelines found in Section 3.5.1.3.

3.5.1.5 Family Educational Rights and Privacy Act

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

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

- A. Eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of any request. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records on site. Schools may charge a fee for copies. No charge will be made for retrieving or searching records.
- B. Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- C. Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student seeks or intends to enroll;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

3.5.2 Educational Records Policy

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

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

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

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

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

The following are not educational records under FERPA:

- Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute. A "substitute" means an individual who performs on a temporary basis the duties of the personnel who makes the record and does not refer to an individual who permanently succeeds the maker of the record in his or her position.
1. An employment record of a student whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
 2. Personal health records of the student, used only in connection with the provision of treatment of a student, and not disclosed to anyone other than the individuals providing treatment (provided that the records can be viewed by a physician or other appropriate professional of the student's choice).

3. Law enforcement records which are maintained apart from educational records solely for law enforcement purposes, are not disclosed to individuals other than law enforcement officials of the same jurisdiction.
4. Alumni records which contain information about a student after he or she is no longer in attendance at LECOM and the records do not relate to the person as a student.

3.5.3 Educational Records

LECOM will maintain the following types of educational records:

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

3.5.4 Annual Notification

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

3.5.5 Procedure to Inspect Educational Records

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

3.5.6 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.

3.5.7 Record of Requests for Disclosure

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

3.5.8 Disclosure of Directory Information

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

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

3.5.9 Correction of Educational Records

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

- Students must submit their request in writing to Student Affairs to amend a record. In doing so, the student should identify the part of the record he or she wants to be changed and specify why he or she believes that it is inaccurate, misleading, or in violation of his or her privacy rights.
- LECOM may comply with the request or it may decide not to comply. If it does not comply, LECOM will notify the student of the decision and will advise him or her of the right to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

- Upon request, LECOM will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing.
- The hearing will be conducted by a hearing officer who is a disinterested party, appointed by the Director of Student Affairs, However, the hearing officer may be a LECOM official. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s Educational Records. The student may be assisted or represented by one or more individuals, including an attorney.
- The hearing officer will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- If the hearing officer decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right to privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or statement setting forth reasons for disagreeing with the decision.

3.5.10 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 fully avoided possible. Finally, FERPA protected information (as well as test questions) should never be kept on any LECOM computer. All protected information must be stored in the portal or on your secured user folder located on LECOM server.

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

1. Verify that a breach of FERPA-protected information has occurred.
2. Identify as precisely as possible what information is involved and the nature of the breach.
3. If possible, put a stop to the disclosure (cease a transmission, recall emails, etc.)
4. Notify the IT Department, the Registrar, the Dean of the school involved and the Provost’s office immediately upon verification of a breach.
5. Document all that is known about the breach.
6. An incident response team will be assembled by the responsible Dean in consultation with the Provost’s office.
7. Data “owners” (individuals whose data has been breached) should be notified if they are not aware of the breach.
8. Notice should be given to all affected students at the direction of the Dean. Notice will usually be from the Dean, with the approval of the Provost.
9. Preserve all evidence relating to the breach.
10. A full investigation will be undertaken.

11. If criminal actions are involved in the breach, security and local law enforcement should be notified, with the approval of the Provost's office.
12. Determine how to mitigate any damage done and how to prevent the reoccurrence of the breach.
13. The Provost shall then assemble responsible officials of all schools; thoroughly review what happened; and implement all necessary institution-wide safeguards.

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

3.5.11 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.

4. STUDENT LIFE

4.1 STUDENT AFFAIRS

4.1.1 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.

4.1.2 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

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

Emergency and 24/7 Support:

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

Also now available at 988 is the existing National Suicide Prevention Lifeline, where compassionate, accessible care and support is available for anyone experiencing mental health-related distress. People can also dial 988 if they are worried about a loved one who may need crisis support.

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 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
 Rachael Patten, LMSW (607) 873-6691
 Clinical Associates of the Southern Tier (607) 936-1771

4.1.3 Student Health Services

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

In Erie, LECOM, through its partners at Millcreek Community Hospital and Medical Associates of Erie, provides excellent general health care services for students with no co-pay using the Highmark Blue Cross/Blue Shield Community Blue student insurance coverage. 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 at 200 West Grandview Blvd. or the Plaza 38 Medical Center located at 2010 W. 38th Street 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”. These services include:

- Forbes Family Medicine-PCMH
2550 Mosside Boulevard, Suite 500, Monroeville, PA.
412-457-1100
- Milstein Medical Group
1123 Woodward Drive, Greensburg, PA
724-837-9070

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 without a personal physician in the area, LECOM at Elmira has entered into an agreement with Arnot*Health* to provide “Student Health Services” in numerous accessible locations Elmira. They include:

- Arnot*Health*
555 St Joseph’s Boulevard, Elmira, NY 14905
607-737-4100
- AMS Eastside Primary Care
200 Madison Avenue, #2B, Elmira, NY 14901
607-732-1310
- AMS IMAST Internal Medicine
200 Madison Avenue, 3rd Floor, Elmira, NY 14901
607-734-1581
- AMS OB/GYN (Women’s Health Center)
600 Fitch Street, #102, Elmira, NY 14095
607-734-6544

Any LECOM at Elmira student who has an urgent or acute matter can seek care at any of the following locations:

- Arnot Ogden Medical Center
600 Roe Avenue, Elmira, NY 14905
607-737-4194
- St Joseph’s Hospital
555 St Joseph’s Boulevard, Elmira, NY 14901
607-337-7806
- AMS – Horseheads Walk-In Care

100 John Roemmelt Drive, Horseheads, NY 14845
607-737-4499.

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 4.2.1 of the student handbook. In the case of emergencies, we understand that this is not always possible. We ask that in those cases where prior excused absences are not possible, that you inform the proper personnel as soon as you are able. If you are missing an examination or required laboratory, please also provide documentation regarding the nature of the emergency and the steps taken as soon as you are able to the appropriate personnel as outlined in 4.2.1. Medical appointments planned in advance that require an absence from class require the student to fill out a “Student Request Form For Excused Absence” in advance of the planned absence.

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

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

4.1.4 Protocol for Managing Students in Distress

1. Student Affairs, Faculty and staff will ensure that students know to seek immediate assistance if feeling any distress or medical issue during class time.
2. Students feeling a need for medication during class may either take it in the class or excuse themselves for a brief period to take the medicine.
3. Where medication is not involved, and a student feels any type of medical distress, the student may excuse themselves to make use of a rest room or request aid.
4. If students excuse themselves, they should return to class if possible or alert Security if they feel a need to leave. Security will alert Student Affairs.
5. Such students should not attempt to drive themselves if there is any doubt of their ability to do so. Likewise, Security should advise the student to wait and arrange for transportation if the student seems impaired.

6. Where a student expresses a need for aid to an instructor, Student Affairs and/or Security should be immediately contacted by the instructor.
7. Student Affairs/Security will make any reasonable accommodation for a student. If the situation calls for immediate medical treatment, 911 will be called. Security may also arrange for transport for the student to their residence or to a medical facility if the situation does not call for an emergency response.
8. Where appropriate, Security or Student Affairs should call the student's emergency contact.
9. In every case, when in doubt, LECOM personnel should err on the side of the greatest possible accommodation for the student. If the situation includes behavioral/emotional problems and/or distress, especially involving a zero-tolerance policy violation, the Director of Behavioral Health will likely be consulted and assist with intervention.
10. The student will not be allowed back in school without designated (e.g., psychiatric/psychological) medical/clinical professional clearance through written documentation and/or may have to comply with specific security measures.

4.1.5 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.

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

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

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

All requests for special accommodations are reviewed by the Director of Student Affairs, Vice President for LECOM at Seton Hill or the Associate Dean of Academic Affairs at LECOM at Elmira 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 & LECOM at Elmira

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

LECOM Bradenton

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

LECOM at Seton Hill

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

4.1.7 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 not on vital source as well as reference and review books are available for purchase. 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 the LECOM Student Portal under the Bookstore tab. 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.

4.1.8 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.

4.1.9 Student Telephone Emergency Message System

Should an emergency 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 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.

4.1.10 Cancellation of Class

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

4.1.11 Required Equipment

A. Laptop Computer

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

B. Recommendations

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

4.1.12 Student Activities

4.1.12.1 Grade Requirements for Participation

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

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

Students wishing to attend off campus meetings or conferences must submit requests for approval (Appendix D) (normally *at least* thirty days in advance of the travel date, circumstances permitting); be approved in advance; and be excused from any classes that will be missed. Travel arrangements can only be made by the student *after* receiving the approval to travel. To receive housing, food or transportation support from LECOM, students must be willing to assist in LECOM activities, if any, at the event. All rules relating to student conduct are in force when students attend any such meetings or conferences. No travel requests will be granted where a student is failing a course. No international travel will be permitted.

4.1.12.2 LECOM Student Government

The Student Government is the official voice for all students. The organizations are open to all students and welcome proposals and participation from the entire student body. The responsibilities of Student Government include collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the student body, promoting osteopathic medicine, supporting club and class activities and working to improve the quality of life for all students at LECOM. The Office of Student Affairs serves as the liaison between the administration and Student Government.

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

Students are encouraged to participate in extracurricular activities through membership in the various clubs and organizations established by students. The following clubs and organizations are currently available to interested students on an optional basis:

LECOM Erie

ACOS-MSS (formerly SOSA)
Asian Pacific American Medical Student Association
American College of Osteopathic Family Physicians (ACOFP)
Christian Medical and Dental Association (CMDA)
Dermatology Club
DO2 MAX
Emergency Medicine Club (ER Club)
International Medical Society (IMS)

Internal Medical Club
LECOM Allies (GSDA)
Mentoring Program
Military Medical Club
Muslim Medical Student Association
Neuro/Psychology Club
Oncology Club
Ophthalmology Interest Group
Pediatrics Club
PMNR Club
Radiology Club
Sigma Sigma Phi National Osteopathic Honor Society
Simulation Club
Sports Medicine Club
Student Osteopathic Medical Association (SOMA)
Student American Academy of Osteopathy (SAAO)
Women's Health and Medical Society (WHMS)

LECOM at Seton Hill

Addiction Awareness Club
American College of Osteopathic Surgeons - Medical Student Section (ACOS-MSS)
Anesthesiology Club
Christian Medical and Dental Association (CMDA)
Emergency Medicine Club
Evidence Based Medicine Club
Family Medicine Club
Global and Underserved Medicine Club (GUM Club)
Internal Medicine Club
LGBTQIA+ Club
National Alliance on Mental Illness (NAMI)
Neurology Club
OB/Gyn Club
Oncology Club
Pediatrics Club
Physical Medicine and Rehabilitation Club
Primary Care Club
Radiology Club
Sigma Sigma Phi National Osteopathic Honor Society
Sports Medicine Club
Student American Academy of Osteopathy (SAAO)
Student Government Association
Student Osteopathic Medical Association (SOMA)

Students for Students
Wellness Club

LECOM at Elmira

Anesthesiology Club
Emergency Medicine Club
Family Medicine Club
Global/Underserved Medicine Club
Internal Medicine Club
National Alliance on Mental Illness (NAMI)
OB/Gyn Club
Pediatrics Club
Radiology Club
Sigma Sigma Phi National Osteopathic Honor Society
Student Osteopathic Medical Association (SOMA)
Student Osteopathic Surgery Association (SOSA)
Psychiatry/Neurology Club
Dermatology Club
Orthopedics/PMNR Club
Cardiology Club
African American Student Association
Asian Pacific American Medical Student Association
Christian Medical & Dental Association
LGBTQIA Club
Muslim Medical Student Association
Community Service Club
American Medical Women's Association

LECOM Bradenton

American College of Osteopathic Family Physicians (ACOFP)
AOC of Physical Medicine and Rehabilitation (AOCPMR)
Anesthesiology Club
Christian Medical and Dental Association (CMDA)
Dermatology Club
Emergency Medicine Club (EMed)
Florida Osteopathic Medical Association (FOMA)

Habitat for Humanity (H4H)
Hospital Hope Committee (HHC)
Institute for Healthcare Improvement (IHI)
Internal Medicine Club (IM Club)
Integrative Medicine Club (IMC)
International Medical Society (IMS)
Johnston Surgical Society
Latino Medical Student Association (LMSA)
Mentoring Club
Military Medicine Club
Muslim Medical Student Association (MMSA)
OBGYN/Women's Health Interest Group
Orthopedics and Sports Medicine (OASM)
Pediatrics Club
Radiology
Student American Academy of Osteopathy (SAAO)
Student Osteopathic Medical Association (SOMA)
Student Osteopathic Surgery Association (SOSA)
Student Research Association (SRA)
Sigma Sigma Phi – National Honor Society
Student Advocacy Association

4.1.12.4 College Committees

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

4.1.12.5 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 Provost for final approval. The

approved status of an organization is valid for one year, renewable on an annual basis with submission of the Annual Student Club Registration Form and the Faculty Advisor Form.

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.

Hazing within any organization is strictly prohibited.

4.1.12.6 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.

4.1.12.7 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. The faculty advisor for the participated student organization or the advisor's designee must be present for each student sponsored event.

4.1.12.8 LECOM Video Bulletin Board

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

4.2 STUDENT CONDUCT

4.2.1 Attendance, Tardiness and Absences

As professionals, students are expected to adhere to the attendance policy with diligence. As such, attendance is required at all scheduled instructional periods and will be taken regularly. Absence from instructional periods for any reason does not relieve the student from the responsibility for the material covered during the periods. Unexcused absences will be viewed as violations of the Code of Student Conduct and Discipline and may result in disciplinary action by the SPG Committee including, but not limited to, loss of remedial privileges, removal from any leadership position with

any student club, organization or student government office, and possible notation in the Dean's Letter. In extreme cases, absenteeism or tardiness may result in dismissal.

Excused absences may be granted by the appropriate Dean. If a student misses a class, he/she is still responsible for the material missed. It should be noted that making up certain academic sessions is not permitted. OMM and H & P Clinical Examination courses may have special requirements for attendance, tardiness, and absences. Students in rotations must abide by the Clinical Clerkship Handbook.

In order for an absence to be considered excused for medical reasons, notice must be received by LECOM prior to the missed class or activity, and a note must be submitted from a local primary care physician (who is a non-relative) upon the student's return to class. Students in third- and fourth-year rotations must abide by the additional requirements contained in the LECOM Clinical Clerkship Handbook.

Students may receive excused absences to attend LECOM-related activities or national meetings of student clubs and organizations. No absences will be excused without approval from the pathway director and the appropriate Dean. Any request for an excused absence must be submitted using the Student Request for Excused Absence Form to the Dean of the Graduate School of Biomedical Sciences at least 30 days prior to the anticipated absence. The form can be found under the Student tab on the LECOM Portal.

Students must also obtain an “**Excused Absence Student Request Form**” for a planned absence. This form must be filled out by the student and signed by the pathway director and appropriate Dean. Students should do this in person and have it completed prior to the anticipated absence. Students must be in good standing with a grade point average of 3.0 or a minimum in order to be granted an excused absence for school-related activities or to attend organizational meetings, interviews or any other extra-curricular activity. **The Student Affairs Office may be asked to verify the grade point average.**

No travel arrangements may be made without completing a Travel Request Form (Appendix D) and receiving approval. Absences may be excused for:

- Medical necessity: illness of the student or member of the immediate family. For an absence to be considered excused for medical reasons, a note must be submitted from the examining physician upon the student's return to class stating the specific reason for the absence, with a diagnosis and treatment plan included. *NOTE: Absences prior to seeing the physician will not be excused.*
- Death in family: death of immediate family member, significant other or close relative. Documentation may be required.
- Special circumstances/other: circumstances outside of the above situations (vehicle accidents, etc.).
- Attendance at certain LECOM-related activities such as conferences.

In cases of unplanned absence or lateness, the student must notify the appropriate administrative assistant as soon as possible prior to the missed class/activity. In addition, if the student will miss an

exam, it is the student's responsibility to notify the appropriate administrative assistant via phone and email when it is first noted that an absence will be necessary.

The Student Excused Absence Form can also be used for unplanned absences to be considered excused. This form must be filled out by the student and signed by the pathway director and appropriate Dean. Students should do this in person and are responsible for obtaining any make-up materials within three (3) school days.

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

4.2.2 Code of Student Conduct and Discipline

The Code of Student Conduct and Discipline consists of the Student Honor Code and the Standards of Academic and Social Conduct contained in this section. The Code of Student Conduct and Discipline is **not** a contract and serves only as guidance for the fulfillment of fundamentally fair process procedures. The Board of Trustees and its designees have the authority and may modify or change the Code of Student Conduct and Discipline at any time. **Each student is expected to be knowledgeable about all published policies, rules, and regulations of LECOM.** LECOM will hold each student responsible for compliance with these and all other policies, rules and regulations. The student is responsible for reviewing any published materials that update the items in this Code. **Additionally, students are also expected to comply with all federal, state, and local laws.** Students may be sanctioned for conduct off-campus, which is likely to have an adverse effect on LECOM or the educational process.

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 4.2 (Student Conduct) of this handbook.

4.2.2.1 Purpose of the Student Code

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

4.2.2.2 Student Honor Code

In keeping with the obligations of integrity, honesty, responsibility, and personal honor, which are integral to professional practice. LECOM, the LECOM 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 appropriate Dean and/or 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.

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

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

- A. The SPG Committee is comprised of academic Deans, other administrators, and elected basic science and clinical faculty members.
- B. The SPG Committee meets twice monthly at all locations to review the academic achievements and performance of all students. The names and grades of students in academic difficulty are made available to the SPG Committee by the course director, systems coordinator and/or pathway directors with additional input from the Provost. Student conduct and discipline may also be reviewed. These meetings are in addition to meetings that may be held at each campus to discuss students who are "off schedule" for any reason.
- C. The SPG has the authority to call any student before it who has shown academic or behavioral problems. Students are submitted to the Committee for consideration from:
 - Any of the academic Deans;
 - Director of Student Affairs; or
 - Faculty members.

- D. Students may be referred to the Committee for:
- Honor code violations including any allegations of cheating or academic dishonesty;
 - Non-honor code violations including issues of professionalism, failure to meet financial obligations to the College or behavioral issues either on campus or during clinical rotations; or
 - Failure to progress academically or academic failure.
- E. Student names are submitted to the Chairman of the SPG and placed on the agenda for the next regularly scheduled meeting. If the matter is urgent, a special meeting of the Committee is called. Prior to the meeting, the Committee is provided with any written records, academic records, advisor input, attendance records, etc. prior to meeting with the student. These records will be treated with full confidentiality.
- F. Students meet with the Committee and are informed of the reason for their appearance. They are given an opportunity to address the Committee and allowed to submit any supporting documentation. The Committee members are given an opportunity to question the student.
- G. After students have left the meeting and the Committee has considered the written records in front of it, the members confer and then vote on recommendations to be submitted to the appropriate Dean.
- H. The Chairman of the Committee prepares and submits the Committee's recommendations to the Dean, who may accept, reject or modify the recommendations.
- I. The student will be notified by the appropriate Dean.

This procedure is distinct from that for appeal hearings set forth in Section 4.2.4. or 4.2.5. Appeals to the Dean's decision may be taken to the President within seven days of notification of a decision by the Dean. Students in the Master of Medical Science program may not take appeals to the President.

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

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

Upon concluding its investigation, the Committee shall make a finding as to whether a violation has

occurred, or whether the investigation is inconclusive. If it is decided that a violation has occurred, a sanction shall be formulated. Examples of possible sanctions are described below in section 4.2.3. At that time, the student against whom the sanction has been made will be so informed, in writing, as to the findings and sanctions, as well as the established procedural process. If the student disagrees with the decision of the Committee, he or she will retain rights through the subsequent procedures as described herein and, in the section, entitled “Enrollment Status During Appeal”.

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

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

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

All Committee members shall keep any matter brought before them in absolute confidence. Individuals with official access to this confidential information are limited to the Committee members and individuals with official reasons to have knowledge of the case. In accordance with the Family Educational Rights and Privacy Act, the individual against whom an allegation is made shall have access to his or her records. Anyone found to have violated this confidentiality provision shall be subject to discipline through established disciplinary procedures.

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

4.2.2.4 Functioning of the Student Code

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

4.2.2.5 Examples of Honor Code Infractions

- A. Cheating on academic work, for example:

- Copying, giving the appearance of copying, or attempting to copy, from another student's test or other academic work;
 - Using, during a test, material not authorized by the person giving the test;
 - Collaborating, without authority, with another person during an examination or in preparing academic work offered for credit;
 - Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of an un-administered test;
 - Substituting for another student, or permitting another student to substitute for oneself, to take a test;
 - Obtaining an un-administered test or information about an un-administered test;
 - Obtaining an administered secure examination, which has been designated for viewing only;
 - Failure to abide by the rules of administration of external examinations including, but not limited to, subject examinations or NBOME examinations;
 - Misrepresentations in connection with the taking of standardized examinations or on other material matters; or
 - Using another person's password or identity in any LECOM related matters
 - Obtaining a non-administered test or information or security code for a test for purposes of accessing the exam from an unapproved location.
- B. Plagiarism or the appropriation of an author's work and the unacknowledged incorporation of that work in one's own written work offered for credit or for publication;
- C. Forgery, alteration, destruction, or misuse of LECOM documents, medical records, prescriptions, or physician's excuses;
- D. Dishonesty concerning academic and non-academic issues, such as dishonesty regarding insurance coverage or otherwise knowingly furnishing false information to a LECOM official;
- E. Attempted or actual theft of property of LECOM or of a member of the LECOM community or of a campus visitor;
- F. Tampering with the election of any LECOM recognized student organization;
- G. Theft, unauthorized access or other abuse of computer/IT systems;
- H. Unauthorized possession, duplication or use of keys to any LECOM premises, or unauthorized entry, or use of LECOM premises;
- I. Any violation of HIPAA, including placing HIPAA protected information on personal electronic devices or transmitting such information to home e-mail addresses;
- J. Failing to report any alcohol or drug related arrest or citation; 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;

- K. Being enrolled in a school other than LECOM;
- L. Failure to abide by the conditions of a signed contract with PHP, CPH or PRN, or any other sanctions/requirements imposed by the SPG; or
- M. Conspiring, planning, or attempting to achieve any of the above acts.

4.2.2.6 Examples of Non-Honor Code Infractions

- A. Unprofessional behavior during class, laboratory, clinical rotation, etc., including, but not limited to the following:
 - Non-sex based harassment and hazing;
 - Inappropriate dress or appearance;
 - Not appearing for patient appointments;
 - Being intoxicated;
 - Illegal use, possession or sale of any quantity, whether usable or not, of any narcotic drug or controlled substance or being under the influence of any said narcotic, drug or controlled substance;
 - Violation of any course director's class rules;
 - Wearing ear phones in class; or
 - Use of profane or threatening language.
- B. Violation of LECOM policies or regulations, which have been published and are readily available to the students.
- C. Fighting, horseplay, pranks or other forms of disorderly conduct on LECOM-owned or controlled property and at LECOM-sponsored or supervised functions.
- D. Obstruction, interruption or disruption of teaching whether in the classroom, laboratories, or in clinics on- and off-campus or in designated outside teaching institutions and research facilities, as well as obstruction or disruption of administration, disciplinary procedures, or other LECOM activities, including public service functions or other authorized activities on or off LECOM premises.
- E. Use, possession, or carrying in any manner or conveyance of firearms, hand billies, dirk knives, or other dangerous cutting instruments, explosives, or any other weapons on LECOM-owned or controlled property, at LECOM-sponsored or supervised activities, at Seton Hill University, or at Elmira College.
- F. Illegal use, possession, sale, manufacture, distribution or effective control of chemical precursors, controlled substances, controlled substance analogues, dangerous or illegal drugs; misuse, possession or effective control with intent to misuse a legal drug or other substance which when not used in accordance with legal intent could cause

harm to the user; possession of drug or being a party to any of the above, whether on or off campus; or any violation of federal, state or local laws relating to drugs or alcohol. The student found in violation of this section shall receive a minimum sanction of suspension for one semester; in addition to the remainder of the semester in which the violation was discovered. Additional or more severe sanctions may be assigned based upon the specific facts of the case.

- G. Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and LECOM regulations, or public intoxication.
- H. Conduct, which is disorderly, obscene, or indecent; breach of peace; or aiding, abetting or procuring another to breach the peace on LECOM premises or at functions sponsored by, or participated in by LECOM.
- I. An act constituting a violation of federal, state, civil, or criminal laws or city ordinances.
- J. Misconduct relating to official obligations between the student and LECOM or its officials, including but not limited to the following:
 - Issuance of a check without sufficient funds;
 - Failure to fulfill financial obligations to LECOM;
 - Failure to fulfill other legally binding obligation(s) to LECOM; or
 - Failure to comply with the sanction(s) imposed under the Student Code of Conduct or sanctions otherwise imposed by LECOM.
- K. Conduct which adversely affects the LECOM Community.
- L. Conduct unbecoming of a professional student.
- M. Conspiring, planning, or attempting to achieve any of the above acts.

4.2.3 Penalties

4.2.3.1 Interim Disciplinary Action

The Office of Student Affairs, a member of LECOM administration, or the Office of the Dean/Associate 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 interim action is taken, the student will meet, when possible, with the Office of Student Affairs and discuss the case.

4.2.3.2 Behavioral Penalties

After a student is charged with an infraction, the matter will be taken up by the SPG Committee. The SPG Committee may impose one or more of the following behavioral penalties upon individuals, groups or organizations. Penalties for violation of institutional policies or rules and regulations may be administered regardless of whether the actions of the student are also civil or criminal violations. Whenever disciplinary actions lead to the student leaving LECOM, grades will be assigned in accordance with the LECOM grading policy.

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

- I. **Withdrawal:** Withdrawal is administrative removal of a student from a class or from LECOM and may be imposed in instances of unmet financial obligation to LECOM; for reasons of health; or pending the outcome of competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such time as specific conditions have been met.
- J. **Expulsion:** Expulsion is permanent severance from LECOM.
- K. **Revocation of Degree:** The revocation of degree may occur for discovered misconduct of prior students. Allegations of misconduct, which may result in a revocation of a granted degree, will be considered by the Provost.

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. Failure to report such arrests/citations to school officials will result in disciplinary action by SPG.

4.2.4 Student Disciplinary Procedures

A. Authority for Initiation of Disciplinary Action

Under the direction of the President, the Dean of Academic Affairs, the Associate/Assistant Deans, the Directors of Student Affairs, Pathway Directors, Course/System/ 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 may originate in the Office of Student Affairs, or the appropriate Dean or a faculty member as an initial matter. Exceptions would be those cases which by their nature, or because of state statute, require initial action by another individual, department or committee, such as:

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

procedures set out in this code are to be followed.

Upon failure of the student to meet financial obligations within time limits set by the state statutes, the appropriate department may recommend the student's withdrawal from LECOM. Financial withdrawal is not a disciplinary measure but may require nullification of the institution/student relationship in the event of unpaid financial obligations. The student's withdrawal will be processed by the appropriate Dean after LECOM has complied with the state statutory requirements for notification. After the debt has been paid and all administrative procedures have been met, the student may request, within a set time, reinstatement or re-enrollment.

B. Disciplinary Procedures for an Initial Hearing

The following disciplinary procedures will be used for initial hearings with the Office of Student Affairs, the appropriate Dean or faculty member (the hearing officer):

- When a report alleging misconduct is received, the student may be summoned by the hearing officer. Failure to report after two notices may result in immediate referral to SPG.
- After preliminary investigation of alleged misconduct by the hearing officer, the student will be read the charges, and the procedures will be explained. The student will be given copies of the Code of Student Conduct, and disciplinary procedures and the charges. The student may also be informed of the names of any witnesses and a summary of their testimony. The student will be given an opportunity to present his or her case.
- The hearing officer shall then determine if disciplinary action is necessary and, if so, shall recommend appropriate misconduct penalties including admonition, or a period of conduct probation, to the appropriate Dean or to SPG. The hearing officer may also choose to refer the matter to the SPG Committee. The student may not appeal the sanction admonition. With any greater sanction, the student can either accept the recommended penalties, or request that the matter be reviewed by the SPG Committee. 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, the hearing officer shall forward all materials to the SPG chairperson.

C. Procedure for Review by the SPG Committee

When any initial hearing is referred to SPG, either at the request of the student or the hearing officer, the SPG chairperson has the authority to vary time limits for any request for review by the Committee when it is in the best interest of the student or LECOM to do so.

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

- Student name, address, and telephone number;
- Description, date(s) and place(s) of alleged act(s);
- Date discipline was recommended;
- The recommended disciplinary penalty;
- Date of the initial hearing;
- Circumstances which merit review; and
- Signature and date.

D. *Authority of the SPG*

1. The SPG will have authority to summon witnesses. Refusal to obey the summons may subject the student to disciplinary action.
2. The SPG will have the authority to review disciplinary matters, which have been properly brought before the Committee. Upon completion of its hearing, the Committee will have the authority to issue, modify, reject, or uphold the disciplinary penalties, if appropriate.
3. All members of the SPG will be cautioned to respect the confidentiality of the Committee's entire function and instructed not to discuss the case with anyone other than authorized persons.
4. An Institutional Representative may be named by the Provost to present the case for LECOM.

E. *Duties of the Chair of the Committee shall include:*

1. As soon as practical after the receipt of a request for hearing, request the complainant or the member of administration directly involved in the matter to submit a written statement of his or her position.
2. Thereafter, the Committee Chair shall notify all committee members of the referral and distribute the statement of the Institutional Representative's position (if any) and any other relevant documents;
3. Thereafter, arrange a meeting of the Committee, Institutional Representative, and student. The meeting shall be arranged as soon as practical. The student will normally have three (3) working days' notice prior to the meeting. Such notices shall include a brief explanation of the procedure. The above procedures shall be implemented on a timely basis but may be modified by the Chair if it is in the best interest of the student or LECOM to do so;

4. Summon witnesses if the Chair determines it is necessary or if requested by the student and/or the Institutional Representative and indicate when such witnesses are to be available;
5. Preside over the hearing before the Committee and assure compliance with appropriate procedures to assure due process. Hearing procedures may be modified by the Chair or the Dean if in his/her judgment such deviation is necessary to effect justice; and
6. Send a written statement to the student and the appropriate Dean within a reasonable time - normally five (5) working days after the completion of the hearing - stating any decision or recommendation of the Committee and disciplinary penalties, if any.

F. Procedure for Further Appeals

1. **Appeals to a Dean** - - Within three (3) working days after the decision has been received, either or both parties may give notice of appeal to the appropriate Dean. The decision will be reviewed upon the basis of the written transcript/minutes of the hearing and/or documents filed and produced at the hearing and/or any witnesses the Dean wishes to call. The Dean may request both parties to submit oral or written arguments to support their positions. In order for the appeal to be considered, all the necessary documentation to be filed by the appealing party, including written arguments when appropriate must be filed with the Dean within seven (7) working days after notice of appeal is given. The Dean may approve, reject, or modify the decision in question or may require that the original hearing be re-opened for the presentation of additional evidence and reconsideration of the decision.
2. **Appeals to the President** -- Either or both parties may then give written notice of appeal to the President within seven (7) working days after the decision has been rendered by the Dean and received by the party seeking appeal. The President shall make a determination solely on the record as it exists and/or, at the President's sole discretion, individuals may be summoned to give oral or written statements. The President may approve, reject or modify the decision of the Dean or may send the case back to the Committee for further consideration. All decisions by the President concerning the matters of student disciplinary appeal are final.

4.2.4.1 Enrollment Status during Appeal

Any student dismissed from LECOM, who has filed an official appeal of this decision with the Office

of the President will be permitted to remain in classes and/or clinical clerkship rotations during the period of appeal until or unless one or more of the following circumstances is determined by the Dean of the College to exist:

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

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

4.2.5 Procedure for Student Grievance/Appeal

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

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

4.2.6 Protocol for Input on Matters of Student Concern

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

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

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

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

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

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

Procedure when a complaint is received:

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

complaint within twenty (20) working days and share with the complaining party a description of the process and policies which pertain to handling such complaints, as detailed below.

- The Provost shall notify the Dean of the complaint's program, or other responsible administrator, as applicable, of the substance of the complaint and shall request a preliminary investigation and report on the findings within thirty (30) days of the Provost's request.
- The Provost may request further information or material relative to the complaint from the complaining party, the Institution, or other relevant sources.
- Requests for confidentiality shall be respected to the extent that identifying information is not necessary for the resolution of the complaint.

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

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

4.2.7 Student Death

When the student's death occurs on campus:

1. The individual first responding to the scene should contact Security immediately. Security officers will respond appropriately and take the lead role at the scene.
2. Security will notify the Director of Security who will notify the Provost, President, and Director of Student Affairs.
3. The Director of Student Affairs, in consultation with the Provost, will notify the appropriate deans, Director of Behavioral Health, and Director of Communications.
4. As directed by the Provost, the Director of Student Affairs will notify next of kin.
5. The Director of Behavioral Health will convene a meeting of the B.I.T. Committee to review the incident and appropriate steps to be taken.
6. The Director of Communications will prepare an announcement after family permission, to the campus community and any news media inquiries.
7. The Director of Student Affairs will request a copy of the death certificate and provide that to the Registrar, and will notify Financial Aid, IT and the Bursar to deactivate all accounts.
8. The Director of Behavioral Health will make available appropriate grief counseling services to students, staff, faculty and friends.

When the student's death occurs off campus:

1. Any person who becomes aware of the death of a matriculating student should contact the Security Office Immediately.
2. The Security Office will communicate with appropriate law enforcement and medical personnel to verify the student's death and gather essential information.
3. Steps 2 through 8 above are implemented.

Financial Aid procedure

1. If a deceased student was the recipient of federal loans, the loans are discharged upon the student's death.
2. It is necessary for the family to provide a death certificate to the student loan servicer.
3. In the case of private loans, the family is advised to contact the lender.

Posthumous Degrees

A posthumous degree may be awarded at the request of or with approval of the family of the deceased if the student, at time of death, was:

1. In good academic standing
2. Enrolled in final semester of study
3. Verified to have passed all necessary Board exams
4. Current on all financial obligations

4.2.8 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, New York or Florida).

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

Bureau of Postsecondary and Adult Education
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Phone (717) 783-8228
Fax (717) 772-3622
Email: RA-pls@pa.gov (for submission of form or questions)

Or see the following link for the process and form.

<http://www.education.pa.gov/Documents/Postsecondary-Adult/College%20and%20Career%20Education/Colleges%20and%20Universities/Higher%20Education%20Complaint%20Form.pdf>

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

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

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

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

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

All State Contacts for Student Complaints:

WCET/SAN provides individual state contact information which is available at this link:

<https://wcetsan.wiche.edu/resources/student-complaint-information-state-and-agency>

National SARA Information:

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

SARA complaint process: **Error! Hyperlink reference not valid.**

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

Pennsylvania SARA information:

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

4.2.9 Legal Limitations on Practice of Medicine

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

Students who engage in unofficial voluntary clinical experiences outside of the curriculum (i.e. like those offered by some hospitals to students between the first and second years of medical school) are cautioned that LECOM’s liability insurance does not cover those activities.

4.3 CAMPUS POLICIES AND REGULATIONS

4.3.1 Smoking

In keeping with LECOM’s intent to provide a safe and healthful environment, smoking or the use of smokeless tobacco products (including vaping) is strictly prohibited in all areas of any LECOM property, including in parking lots. This includes use of such products or smoking in cars parked on

LECOM property. This policy applies equally to all employees, students, and visitors. Violations of this policy will result in disciplinary action, up to and including expulsion.

4.3.2 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.

4.3.3 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 and LECOM at Elmira). 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. Excessive body piercings (more than one per ear), ear gauges, and all other body piercings are not acceptable. 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), ear gauges, and all other body piercings 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.

LECOM will follow guidelines set by the CDC and the Commonwealth of Pennsylvania during any health emergencies and/or global pandemics. The wearing of personal protective equipment (PPE), including masks, may be required at LECOM facilities and functions. LECOM may require PPE for students based on local health emergencies and health emergencies within the student population.

4.3.4 Student Identity Verification Policy

At LECOM, all accepted students, are issued a student I.D. number and an I.D. badge. Proof of identity in the form of driver's license, passport, military I.D., or state issued-photo I.D. is required before issuance of the badge. LECOM reserves the right to request a new picture ID if a student's appearance has dramatically changed.

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

Distance Education students present identification at registration and sign-in at on-campus sites but are not issued badges unless living in geographic proximity with intent to use campus facilities.

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

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

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

- Student User Accounts are granted to support the instructional process, facilitate communications in academic endeavors and promote information sharing on projects

and class assignments. They are not to be used for any other purpose. Security of assigned username and password are the responsibility of the individual student.

- Students are responsible for their own data and accounts and shall not share passwords and account access with any other person. It is the student's responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily duplicated. LECOM is not responsible for lost data or work.

4.3.5 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. All students must be up-to-date on immunizations 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, measles, mumps, rubella, and hepatitis B. Students must also have current results of a 2-Step Mantoux PPD or QuantiFERON-TB Gold Test (QFT-G). If found to be necessary, a student will be required to receive an additional dose of a MMR vaccine.
- A **Health History** must be completed by the student.
- A **Physical Exam** must be completed and signed by a physician. This must be completed within one (1) year of matriculation.
- 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.

For students on rotations, an annual flu shot is required. In addition, 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.*

4.3.6 Mandatory Student Health Insurance Policy

Participation in the LECOM Student Health Plan available through Highmark Blue Cross and Blue Shield Community Blue is required for all LECOM students. Students must maintain the Highmark Blue Cross and Blue Shield health insurance throughout the program of study.

A student may waive the LECOM Student Health Plan if one of these conditions apply:

- Student is covered as a dependent on a parent's health insurance plan, or
- Student is covered as a dependent on spouse's or partner's health insurance plan.
- Student is covered by military insurance through VA or Tricare.
- Student is covered by Medicaid issued by state where student lives while attending classes.

Returning students who have been granted a waiver for any reason, must update the waiver information on the LECOM Portal in June and December of each year and provide a current Proof of Coverage letter from their insurer.

Proof of Coverage shall consist of one of the following:

1. A letter from your insurance carrier (not more than 30 days old) **showing you are an active dependent** on your parent/spouse/partner's policy or are the covered individual through military or Medicaid
2. A letter from your parent/spouse/partner's employer (not more than 30 days old) **showing you are an active dependent** on that policy
3. A screen shot of your benefits website **showing you are an active insured person** with the date the image was made & the effective date of your coverage, clearly shown in the image.

All students in the College of Medicine going out on rotations must be enrolled in the LECOM Student Health Plan unless permitted to waive due to ongoing medical treatment or existing conditions.

Waiver Process

1. Waiver update twice a year. June and December
2. Waiver submitted through insurance portal by matriculation day for incoming students. Proof of coverage required.
3. Returning students update waiver and Proof of Coverage by June 30.

4. Returning students update waiver by December 31 on portal with electronically-signed Statement of Responsibility

“I hereby declare that the information provided in my insurance waiver is accurate and that my coverage is currently active and in compliance with LECOM Insurance Waiver requirements. I assume full responsibility for any and all medical expenses not covered by my insurance. I understand that providing false information shall be considered a violation of the honor code and subject to adjudication by SPG/ASP.”

4.3.7 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.

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

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

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

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

of the individual.

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

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

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

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

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

4.3.9 Food and Beverage Directives

Food and beverages, including chewing gum, are not permitted in lecture halls, laboratories, classrooms, break-out rooms, study rooms, or the Learning Resources Centers at any time.

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

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

4.3.10 Recording of Lectures

Any recording of lectures or verbatim or near-verbatim transcribing of lectures by students is not authorized by the administration of LECOM and is strictly at the discretion of the instructor. In all

instances, prior approval of the instructor must be obtained, and the instructor is to be informed that he or she is not under pressure from the administration to be so transcribed and that such permission from the instructor to tape is strictly on a voluntary basis. The privilege may be withdrawn at any time. This rule is applicable to regular LECOM faculty as well as visiting faculty. Under no circumstances may the content or recording of any faculty lectures be used for any purpose other than for the student's education at LECOM. Recorded lectures provided by the institution are for the sole use of the individual student and may not be shared with others, posted to online sources/sites or distributed/reproduced in any manner.

4.3.11 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.

4.3.12 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.

4.3.13 Credit Card Marketing Policy

LECOM prohibits credit card institutions, banks, or any other financial or lending institutions from soliciting students on campus and will not permit them access to campus mail and/or electronic addresses to establish credit card accounts without prior authorization.

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

New York State Police (Horseheads Barracks)
607-739-8797

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

Crisis Line (24/7 availability)
607-442-6900

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

APPENDIX B - SOCIAL NETWORKING POLICY

Introduction

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

Definition of Social Networking

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

Application of Policy

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

Use of LECOM's Time

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

Social Networking Site Terms of Use

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

Contact Information

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

Content of Posting

Some social networking sites may provide an appropriate forum to keep current on matters of interest, to make professional connections, and to locate links to other pertinent sources. Users must be careful, however, that their online postings do not adversely impact or create problems for LECOM or its audience. *Users are personally responsible for all content they post on social networking sites.* Remember that it is difficult to delete content once posted to a site, so be cautious when writing any posting. If a user has a question about the propriety of any posting, he or she should consult the Provost.

Users must follow these guidelines for all postings:

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

Violations of This Policy

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

APPENDIX C - CONSENT TO PHOTOGRAPH



Lake Erie College of Osteopathic Medicine Consent to Photograph

Print Name: _____

I permit the Lake Erie College of Osteopathic Medicine, aka LECOM, to use photographs and/or video taken of me. I understand that these photographs and/or video will be used for the promotion of LECOM. I release LECOM from all liability for the taking and use of the photographs and/or video.

Signature

Date

Witness Signature

Date

Parent must sign for consent for minor under age 18.

APPENDIX D - STUDENT SIGNATURE PAGE FOR TRAVEL REQUESTS

Student Signature Page for Travel Requests

I, _____, have submitted this completed informational sheet to my Dean, _____, Program Director and System Coordinator (if applicable) on _____, and to my SGA President, _____, on _____ for submission to Administration, and have retained a copy for my files.

I understand that I must meet the specified 60 day deadline for submission of the request form in order to be considered for housing. I also understand that housing is a privilege and is not always provided for students travelling to conferences.

I understand that males and females will be housed separately; No exceptions unless married.

I understand that specific rooming assignment requests will not be honored.

I understand that once housing arrangements are made, no room changing will be permitted.

I understand that if I am unhappy with my rooming assignment, I am free to make my own hotel reservation, at my expense.

I understand that if I am NOT requesting travel accommodations, I am still responsible for notifying administration 60 days in advance of my intentions to attend said meeting.

I understand that, should any problem(s) arise during the conference, I will contact the Director of Travel for my campus, Director of Student Affairs, or the specific Associate/Assistant Dean of my program, for assistance.

Signed,

Signature

Date

Please print:

Name

Contact Phone Number:

APPENDIX E - REQUEST FOR LEAVE OF ABSENCE FORM

LECOM

REQUEST FOR LEAVE OF ABSENCE FORM

Part A, to be completed by student (please print)

Student's Name _____
Last First Middle Initial

E-Mail _____ Phone Number _____

Current Address _____

LECOM Program _____

Beginning Date of Leave Requested _____ Expected Date of Return _____

Reason Leave Requested (check one):

- _____ Medical Leave
_____ Family Leave (i.e. family member health issue, death, etc.)
_____ Other Personal Leave (specify) _____

A leave of absence will not be approved for the purpose of avoiding the consequences of academic failure. A letter must be attached to this form explaining the reason for the request. Additionally, documentation appropriate to the reason must also be attached (for example, for a medical reason a letter, including a diagnosis, from the attending physician). Failure to provide the documentation will result in the denial of the request.

Part B, to be completed by LECOM Financial Aid Department

Student has received the required pre-leave of absence financial aid counseling and a Leave of Absence Form for Financial Aid has been completed.

Financial Aid Counselor's Signature _____ Date _____

Part C, Student Certification and Signature

I certify that I have read and understand the information on this form. It has been explained and I understand the effects that taking a leave of absence will have on my financial aid. Furthermore, I certify that the reason for the requested leave of absence is because of the reason indicated on this form and that all of the information on this form and the accompanying documentation is true and correct.

Student's Signature _____ Date _____

Part D, to be completed by the appropriate Dean (provide this completed Request for Leave of Absence form, the completed Leave of Absence Form for Financial Aid, letter explaining the reason for the request, and documentation to the appropriate Dean after Parts A, B, and C have been completed)

The request for leave of absence has been reviewed and has been

_____ Denied

_____ Approved to begin on _____ and end no later than _____

Dean's Signature _____ Date _____

APPENDIX F - LEAVE OF ABSENCE FORM FOR FINANCIAL AID



LEAVE OF ABSENCE FORM for FINANCIAL AID

This form is for financial aid purposes only and does not represent an approved leave of absence for academic purposes. The purpose of this form is to certify that you are aware of the financial aid implications of a leave of absence.

I, _____, understand that the following applies if I am on a Leave of Absence from the Lake Erie College of Osteopathic Medicine (LECOM) for the dates listed below:

1. While I am on an approved leave of absence, my enrollment status will be reported to my lenders as Leave of Absence.
2. If I am notified by my lender(s) that my loans are in repayment, I will need to contact my lender(s) and request a **hardship forbearance or economic hardship deferment**.
3. While I am on an approved leave of absence, I am not eligible for any additional federal student financial aid and private education loans.
4. Upon my return from leave of absence, any subsequent financial aid disbursements may be delayed until I again meet the standards for satisfactory academic progress towards the completion of my degree.
5. If I do not return from the leave of absence, my loans will go into repayment based on the start date of the leave of absence. This could result in the depletion of some or all of my grace period of my student loan(s).
6. The leave of absence and any additional leaves of absence must not exceed a total of 180 days in any 12-month period pursuant to federal regulations.

Beginning Date of Leave of Absence: _____

Expected Date of Return: _____

Reason for request for Leave of Absence: _____

Student's Signature Date

Reviewed By: _____

APPENDIX G - STUDENT CHANGE OF STATUS FORM

Student ID# _____

Last Name _____ First Name _____ MI _____

Local Address:

Street City State Zip

Forwarding Address:

Street City State Zip

Cell Phone Number: _____ Other Phone Number: _____

Personal Email: _____

TYPE OF CHANGE (Check One)

- Withdrawal Dismissal-no appeal Remediation
- Suspension <180days Dismissal with appeal Off Schedule _____M/TS/R
- Suspension ≥180days Dismissal to repeat the current year
- Change of Program/Location
- Leave Of Absence (LOA)- Personal _____ Months Starting: _____ Ending: _____
- Leave of Absence-Medical _____ Months Starting: _____ Ending: _____

PROGRAM OF STUDY: (Check One)

- College of Medicine MS Biomedical Sciences
- School of Pharmacy MS Medical Education
- School of Dental Medicine MSN Clinical Nurse Leader
- School of Podiatric Medicine MS of BioMedical Ethics
- Master of Health Services Admin. MS of Medical Sciences (MMS)
- MS in Public Health Doctor of Health Care Admin.
- Pharmacy PB/RN-PharmD Ph.D. in Anatomy Education
- Ph.D. in Microbiology Ph.D in Medical Education
- Ph.D in Pharmacy Education Other: _____

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

PATHWAY: (If applicable) _____

Last Date of Attendance: _____

Reason for Change: _____

Student Signature: _____ **Date:** _____

Pathway Director/Dean Signature: _____ **Date:** _____

College/School Dean Signature: _____ **Date:** _____

APPEALS RECORD (if change result of adjudication)

NOTES:

Student Did Not Appeal

Appeal to Dean Date Appeal submitted: _____

Date of Decision: _____

Date student notified of appeal decision: _____

Appeal to President Date Appeal submitted: _____

Date of Decision: _____

Date student notified of appeal decision: _____

***** FOR INTERNAL USE ONLY *****

PLEASE RETURN TO THE STUDENT AFFAIRS OFFICE FOR ROUTING/ NOTIFICATION

	Distribution List		Date of Notification
Admissions Office	Appropriate Admissions Coordinator:		
Advisor	Appropriate Academic Advisor:		
Behavioral Health	Melanie Dunbar	mdunbar@lecom.edu	
Bookstore	Naz Krol	nirani@lecom.edu	
Bursar	Amy Majczyk	amaiczky@lecom.edu	
Disability Insurance	Beverly Chan	blamourchan@covalagroup.com	
Financial Aid	Financial Aid Office	financialaid@lecom.edu	
Health Insurance	HUB	studenthealth@hubinternational.com	
IT	Collin Potter Jesi Bartlett	cpotter@lecom.edu jbartlett@lecom.edu	
Learning Resource Center	Dan Welch	dwelch@lecom.edu	
Registrar	Jeremy Sivillo	jsivillo@lecom.edu	
Security	Kevin Goode Harry Whipple	kgoode@lecom.edu hwhipple@lecom.edu	
DPOTS	Regan Shabloski	rshabloski@lecom.edu	

Notes:

APPENDIX H – NAME OR GENDER DESIGNATION CHANGE REQUEST FORM

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

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

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

Student ID #: _____

Former Legal Name: _____
Last Name First Name Middle Name

New Legal Name: _____
Last Name First Name Middle Name

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

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

As well as ONE of the documents listed below:

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

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

In order to change your gender designation please provide:

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

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

Student Name: _____ Student Signature: _____

Student's ID: _____ Date: _____

APPENDIX I - 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 Institutional Coordinator and Deputy Coordinators

Institutional Title IX Coordinator

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

LECOM Erie

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

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

LECOM Bradenton (including dental clinic at DeFuniak Springs)

Ms. Debra Horne, Deputy Coordinator
Director of Student Affairs
(941) 782-5933
dhorne@lecom.edu

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

LECOM at Seton Hill

Dr. Dennis Min, Deputy Coordinator
Assistant Professor of Gastroenterology
(724) 552-2892
dmin@lecom.edu

LECOM at Elmira

Dr. Richard Terry, Deputy Coordinator

Associate Dean of Academic Affairs

[\(607\) 321-3111](tel:(607)321-3111)

rterry@lecom.edu

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
1 LECOM Place
Elmira, NY 14901
(607) 442-3510

Elmira College Campus Safety
Cory House
710 Park Place
Elmira, NY 14901
(607) 735-1777
security@elmira.edu

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.

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

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

E. Assessment and Timely Warnings

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

V. PROCESS AFTER REPORT OF SEXUAL MISCONDUCT

A. Title IX Outreach

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

B. Interim and Supportive Measures

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

LECOM's primary goal is to ensure that the parties and the LECOM community are safe. Regardless of whether a Complainant chooses to pursue disciplinary action, LECOM will take interim measures to protect those involved and ensure that all safety, emotional, and physical well-being concerns are met.

Reasonable interim measures to protect the safety of the parties will be determined on a case-by-case basis. In making the determination, LECOM will consider, at a minimum, the parties' expressed need, the severity or pervasiveness of the allegations, the continuing effects, the likelihood that the parties will come into contact with each other through daily activities, and whether any legal steps have been taken to protect either party.

Student Supportive Measures:

Some examples of supportive measures LECOM may provide to students include modifying class schedules, workplace schedules, and/or extracurricular activities; assisting in obtaining counseling and academic support services; student financial aid guidance; offering extra time to complete a course if possible; providing escort services on campus from the campus police; and initiating a no contact order. Also see the *Emergency Removal of the Respondent* section.

Staff Supportive Measures:

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

Faculty Supportive Measures:

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

C. Formal Complaint

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

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

In addition to a Complainant, there are circumstances when the Title IX Coordinator may sign a formal complaint. Other third parties cannot. A Title IX Coordinator may sign a formal complaint in the absence of one signed by a Complainant in order to protect the educational community. In deciding whether to sign a formal complaint, the Title IX Coordinator may consider a variety of factors, including a pattern of alleged misconduct by a particular Respondent; allegations of the use of violence and/or the use of weapons; or similar factors. The Title IX Coordinator may sign

a formal complaint only after the Title IX Coordinator has contacted the Complainant (the person alleged to have been victimized by sexual harassment) to discuss the availability of supportive measures, considered the Complainant's wishes with respect to supportive measures, and explained to the Complainant the process for filing a formal complaint.

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

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

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

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

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

D. Emergency Removal of the Respondent

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

E. Dismissal After Filing of a Formal Complaint

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

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

- was not "sexual harassment" as defined; or

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

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

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

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

F. Notice After Filing of a Formal Complaint

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

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

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

VI. SEXUAL MISCONDUCT GRIEVANCE AND RESOLUTION PROCESS

A. Informal Resolution

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

At any time prior to agreeing to a resolution, any party may withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. The parties must

provide voluntary written consent for an informal resolution process to proceed. In that event, the parties must be provided written notice disclosing the allegations and the requirements of the informal resolution process. No informal resolution process is available regarding allegations that an employee sexually harassed a student.

B. Participant Roles

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

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

C. Conflict of Interest

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

D. Burden of Proof

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

E. Standard of Proof

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

F. Timeline for Resolution

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

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

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

G. Retaliation Prohibited

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

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

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

H. Investigation Process of a Formal Complaint

If it is appropriate and the parties choose and complete an informal resolution process there may be no formal investigation. If necessary, a full investigation will be promptly engaged. Such investigations will include interviews with the Complainant, Respondent, and relevant witnesses. In conducting the investigation, the manager of the investigation/resolution process may be assisted by other individuals, including special consultants engaged for the particular investigation. A thorough review of pertinent physical and documentary evidence will also occur. The evidence may include photographs, videos, electronic messages (including emails and text messages), social media postings, and any other relevant resources. The parties should be most scrupulous in preserving all evidence.

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

About the investigation process:

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

About the investigation report:

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

All evidence summarized in the investigative report must be relevant. Evidence is relevant if it is probative of any material fact concerning the allegations, with exceptions. The investigator may redact from the investigative report information that is not relevant and also information protected by a legally recognized privilege, or treatment records for which there is no written consent to use. The investigative report may include facts and interview statements.

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

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

I. Hearings

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

- Hearings are held live, however at the request of either party, the live hearing may occur with the parties located in separate rooms with technology enabling the decision maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
- Parties' advisors may represent parties during the entire live hearing.
- Parties must inform LECOM at least seven (7) days prior to a hearing whether the party intends to bring an advisor of choice to the hearing. If the party does not intend to bring an advisor of choice, LECOM will appoint an advisor for that party for the hearing.
- If a party appears at a hearing without an advisor and LECOM did not have the seven day advance notice to appoint an advisor for the party, the hearing will stop and may be rescheduled if necessary to permit LECOM to assign an advisor to that party to conduct cross-examination.
- Parties and advisors must participate respectfully and non-abusively during a hearing; this includes not yelling at the other party or others in the hearing. If a party's advisor refuses to act in a respectful and non-abusive manner, LECOM may require the party to use a different advisor.
- LECOM may permit the parties' advisors to make brief opening or closing statements.
- LECOM may make an opening or closing statement.
- LECOM may present evidence to the decision-maker which may be used by the decision-maker in reaching a determination regarding responsibility.
- The decision-maker has the right and responsibility to ask questions and elicit information from parties and witnesses on the decision-maker's own initiative to aid the decision-maker in obtaining relevant evidence both inculpatory and exculpatory, and the parties also have an equal right to present evidence in front of the decision-maker so the decision-maker has the benefit of perceiving each party's unique perspective about the evidence.
- At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses relevant and follow-up questions, including to challenge credibility. Cross-examination must be conducted directly, orally, and in real time by the

- party's advisor, but never by a party personally.
- Only relevant cross-examination and other questions may be asked of a party or witness. Before a question is answered by a party or witness, the decision-maker(s) must first determine whether the question is relevant and explain decisions to exclude a question as not relevant.
 - In determining what evidence is relevant, a layperson's determination that a question is not relevant is made by applying logic and common sense, but not against a backdrop of legal expertise.
 - At a hearing, a decision-maker may find that a question is irrelevant because it is not probative of any material fact concerning the allegations.
 - Where evidence is duplicative of other evidence, the decision-maker may deem the evidence not relevant.
 - Information that is not relevant includes information protected by a legally recognized privilege; any party's medical, psychological, and similar records unless the party has given voluntary, written consent; and party or witness statements that have not been subjected to cross examination at a live hearing.
 - 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.
 - If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility.
 - This includes statements made against a party's interest.
 - This includes situations where the party or witness does not appear due to death or post-investigation disability.
 - Family or friends of a party cannot recount the statement of the party who does not appear at the hearing; the party must submit to cross-examination.
 - A party's statements in a police or SANE (sexual assault nurse examiner) report may not be relied upon unless the party or witness submits to cross-examination.
 - Text message and emails, even where parties' statements are intertwined, may not be relied upon unless the makers of the text messages or emails submit to cross-examination.
 - 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.

- A decision-maker may consider video evidence showing the underlying incident even if a Complainant refuses to answer cross-examination 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 and statements by the Complainant who does not submit to cross-examination at a hearing may not be considered by the decision-maker.
- 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 an 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.

Title IX Enforcement Involving LECOM at Seton Hill and Seton Hill University

In the event a complaint or report is made implicating LECOM's Title IX policy or Seton Hill University's Title IX policy where a respondent is from one of the institutions and a complainant is from the other institution, a Title IX Coordinator (including any Deputy Title IX Coordinator) of the institution that received the complaint or report shall immediately notify a Title IX Coordinator (including any Deputy Title IX Coordinator) of the other institution.

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

APPENDIX J - LECOM BOARD OF TRUSTEES

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

Mr. Gerald Alonge

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.

James Lin, D.O.

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

Mr. Richard P. Olinger

Ms. Nancy Peaden

Mr. Dennis M. Styn

Mr. Thomas J. Wedzik

APPENDIX K - LECOM ERIE: COLLEGE OF OSTEOPATHIC MEDICINE

ADMINISTRATION, FACULTY AND STAFF

John M. Ferretti, D.O.

President/CEO

Silvia M. Ferretti, D.O.

Provost, Senior Vice President and Dean of Academic Affairs

Richard E. Ferretti, Esq.

General Counsel, Corporate Compliance Officer and Director of Risk Management

Julie K. Freeman, Esq.

Assistant General Counsel

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

Vice President of Fiscal Affairs/CFO

Mathew J. Bateman, Ph.D., D.H.Ed.

Assistant Provost of Institutional Effectiveness

Regan Shabloski, D.O.

Assistant Dean of Plans, Operations, Training and Safety

Dave Hopkins, M.S. N.S.C.A- C.S.C.S

Executive Director of LECOM Medical Fitness and Wellness Center

Melanie J. Dunbar, Ph.D., L.P.C.

Director of Behavioral Health

Helen R. McKenzie

Executive Assistant to the President/CEO

Judith A. Zboyovski

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

Alison Lenze

Administrative Assistant to the Office of the Provost

Tiffany Zinn

Social Media Manager

EDUCATIONAL ADMINISTRATION

Deborah Lee-Sanko, MHSA

Executive Director, LECOM Consortium for Academic Excellence (LCAE)
Designated Institutional Official, Graduate Medical Education

Laurie Mahoney

Administrative Assistant, LECOM Consortium for Academic Excellence (LCAE)

Mathew J. Bateman, Ph.D., D.H.Ed.

Assistant Provost of Institutional Effectiveness

Walter J. Hu

Assistant to the Director of Institutional Planning, Assessment, Accreditation and Research

Marwah Obaid

Research Analyst

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Assistant Director of Institutional Planning, Assessment, Accreditation, and Research
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Administrative Assistant–Clinical Education

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Administrative Assistant–Preclinical

Julio Garavello
Clinical Education Coordinator

Laurie Meliss
Special Projects Coordinator, Office of Associate Dean of Academics

Joseph Tolomeo
Operations Supervisor

Jeffrey Shores
Skilled Maintenance

Delbert Briley
Skilled Maintenance

Gordon Hemingway
Director of Network Operations

Cameron Lang
IT Services

James Hanlon
IT Service Manager

Michael Arrigo
Food Service Manager

Yvonne G. Arrigo
Food Service Assistant

Dexter Honeycutt
Librarian – COM/SOP

Katie Kunze
Library Assistant

Chad Carrier
Director of Security/COM & SOP

Jack Hines, Jr.
Director of Security/SDM

Leothus C. Jackson, Jr.
Lead Security Officer

BRADENTON COLLEGE OF MEDICINE FACULTY

Delbert Abi Abdallah, Ph.D., *Associate Professor of Microbiology*; B.S. University of Florida; Ph.D., Cornell University.

Dannell Anschuetz, D.O., *Instructor*; D.O., University of New England College of Medicine; B.A., University of Tennessee

Thomas Arnold, Ph.D., *Professor of Biochemistry*; Ph.D., University of South Florida College of Medicine, B.S., University of Florida

Angela Benton, Ph.D., *Assistant Professor*, Ph.D, University of Mississippi Medical Center; B.S. Mississippi State University; M.S., Mississippi College

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

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

David Boesler, D.O., F.A.A.O., *Associate Professor of Osteopathic Principles and Practice*; D.O., Des Moines University College of Osteopathic Medicine; B.S., Villanova University; B.A., LaSalle University

Denver Briley, D.O. *Assistant Professor of Internal Medicine*, D.O. William Carey University College of Medicine; B.S. University of Memphis

Stephen Coppa, D.O., *Assistant Clinical Professor of Internal Medicine and Director of Student Health Services*; D.O., New York College of Osteopathic Medicine; B.A., New York University

Alfredo Cordova, M.D., *Instructor*; Universidad San Martin de Porres; Pre-Med, Johns Hopkins School of Medicine; M.D.

Stuart D. Critz, Ph.D., *Professor of Physiology*; Ph.D., University of Texas; M.S., Northeastern University; B.S., University of Massachusetts

Paul R. Danahy, M.D., *Clinical Professor of Surgery*; M.D., University of Rochester; B.S., Canisius College

Kimberly Fabre, D.D.S., *Clinical Instructor*; D.D.S., University of Minnesota; A.A., Dental Hygiene, Normandale Community College

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

College of Osteopathic Medicine, B.S., Gannon University

Seth Gardner D.C., M.S., *Assistant Professor*; D.C, M.S., B.S., Palmer College of Chiropractic

Robert George D.O., *Clinical Professor of Family Medicine (Associate Dean Emeritus)*; D.O., University Health Sciences College of Osteopathic Medicine, B.S., Youngstown State University

Othman Ghribi, Ph.D., *Professor*; Ph.D, Paris Descartes University; M.S., Pierre et Marie Curie University; B.S. University Paris Paris VII

James R. Gnarra, Ph.D., *Assistant Dean of Preclinical Education, Professor of Microbiology and Immunology*; Ph.D. University of Virginia; B.S. University of Pittsburgh

Jerry Goodman, M.D., *Clinical Instructor, OB/GYN*; M.D., Indiana University; B.S., Indiana University

Nicole Greenwood, M.D., *Assistant Professor*, M.D., Saba University; B.A.H. Queens University

Meitra Harandi, D.O., *Clinical Instructor, Internal Medicine*; D.O., Kentucky College of Osteopathic Medicine, B.S., William Paterson University

Kenneth Hauck M.D., *Clinical Instructor, Otolaryngology*; M.D., The George Washington University; B.S., United States Military Academy

Milena Henzlova, M.D., Ph.D., *Assistant Professor*; Ph.D., Charles University; M.D., Charles University

Teresa Hunter-Pettersen, M.D., M.P.H., M.S. *Associate Professor of Medical Education*; M.D., LaUniversidad del Noreste; M.P.H., New York University; M.S. Medical Education, LECOM; B.S., St. Joseph's College

Mohamed Hussein, Ph.D., D.V.M., M.S., *Professor of Physiology*; D.V.M., University of Khartoum; Ph.D., M.S., The Ohio State University; M.S., University of Wisconsin-Madison

Murat Ibatullin, M.D., Ph.D., *Associate Professor*; M.D. State Medical University; Ph.D., Neurosurgical Institute

Axay Kalathia, M.D., *Instructor*; M.D., Rutgers – New Jersey Medical School; B.S., B.A., St. John Fisher

Mark Kauffman, D.O., M.S., *Associate Dean of Academic Affairs, Clinical Professor of Family Medicine*; D.O., M.S., Lake Erie College of Osteopathic Medicine; B.S., St. Francis College

Bridget Keller, M.D., *Assistant Clinical Professor of Neurology; Director of Clinical Examination*; M.D., University of Miami Miller School of Medicine; B. A., Rollins College

Suresh Kotagal, M.D., *Instructor*; M.B., Armed Forces Medical College; B.S., Armed Forces Medical College; M.B.B.S. Poona University

Shaan Kunwar, D.O., *Clinical Instructor, Internal Medicine*; D.O., Lake Erie College of Osteopathic Medicine; M.S., Thomas Jefferson University; B.S., Thomas Jefferson University

Boris Libster, D.O., *Assistant Professor*; D.O., New York College of Osteopathic Medicine; A.B. Rutgers University

Bryan Lin, D.O., *Clinical Instructor, Emergency Medicine*; D.O., Lake Erie College of Osteopathic Medicine; B.S. Nova Southeastern University

Richard Lipton, M.D., *Instructor*; M.D., University of Miami School of Medicine; B.S., University of Florida

Francis Liuzzi, Ph.D., M.S., *Professor of Anatomy, Human Clinical Anatomy Course Director*; Ph.D., The Ohio State University; M.S., Rensselaer Polytechnic Institute; B.S., Union College

Santiago Lorenzo, Ph.D., *Associate Professor of Physiology, Course Director of Problem Based Learning*; B.S., M.S., M.S.MED, Ph.D., University of Oregon

Steven Ma, D.O., *Assistant Dean of Preclinical Education; Assistant Clinical Professor of Family Medicine & OPP*; D.O., Philadelphia College of Osteopathic Medicine, B.S., Temple University

Yasmin Mali, M.D., *Physician Faculty*, M.D., Robert Wood Johnson Medical School; B.A., Rutgers University

Jonathan Maltz, M.B.Bch., *Clinical Instructor*; M.B.Bch, University of the Witwatersrand, Johannesburg, South Africa; B.A., University of the Witwatersrand

Diane McKay, Psy.D., *Assistant Professor of Behavioral Health, Course Director of Behavioral Science Course*; Psy.D. Forest Institute of Professional Psychology; B.S. New Jersey City University

Nicole Myers, D.O., *Assistant Clinical Professor of Osteopathic Manipulative Medicine, Course Director of Osteopathic Principles and Practice*; D.O., M.S., Philadelphia College of Osteopathic Medicine; B.S., University of Pittsburgh

Thomas Quinn, D.O., *Clinical Professor of Family Medicine*; D.O., Philadelphia College of Osteopathic Medicine; B.S., LaSalle University

Kevin P. Raisch, Ph.D., *Acting Director of the Masters of Medical Science (MMS); Associate Professor; Director of Research*; Ph.D., Colorado State University; M.S., Iowa State University; B.S., Iowa State University

Oren Rosenthal, Ph.D., M.P.T., *Professor of Anatomy*; Ph.D., University of South Florida; M.P.T., Rutgers University; B.A., University of Buffalo

Edward Salib, D.O., *Instructor*; D.O., New York College of Osteopathic Medicine, NY Institute of Technology; M.B.A., Saint Leo University; B.S., New York Institute of Technology

Robert Schwartz, M.D., *Instructor*; M.D., University of Connecticut School of Medicine; M.P.H., Yale University; B.S., Fairfield University

Brian Selius, D.O., *Instructor*; D.O., Philadelphia College of Osteopathic Medicine, B.S., Suffolk University

Cheryl Lee Sellers, D.O., *Clinical Instructor; Family Practice & OPP*; D.O., Nova Southeastern University; B.A., Smith College

Rebecca Steiner, Ph.D., *Assistant Professor*; Ph.D. Ohio State University; B.S. University of Mount Union

David Walters, M.D., *Assistant Professor*; M.D., Duke University School of Medicine; B.A., Duke University

Laura Yard, M.D., *Instructor*; M.D., University of Texas Southwestern; B.J., University of Missouri- Columbia

Robert Yellon, M.D., *Clinical Instructor, Otolaryngology*; M.D., State University of New York at Stony Brook School of Medicine; B.A., Princeton University

Jonathan Yousef, D.O., *Clinical Instructor, Family Practice & OPP*, D.O., Lake Erie College of Osteopathic Medicine; B.S., SUNY Stony Brook

APPENDIX M - LECOM AT SETON HILL: COLLEGE OF OSTEOPATHIC MEDICINE ADMINISTRATION, FACULTY AND STAFF

LECOM at Seton Hill also shares administrators listed under the College of Medicine Erie Campus.

ADMINISTRATION

Devora Cohen-Karni, Ph.D.

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

Julie K. Freeman, M.U.R.P., M.B.A., J.D.

Assistant General Counsel
Assistant Professor of Family Medicine

Andrew Koval M.S.L.S.

Health Services Librarian

STAFF

Rachel Geary

Admissions Representative

Rebecca Bouille

Student Affairs

Renee Garbeglio

Financial Aid Coordinator

Wanda Wilson

Administrative Assistant/Receptionist

Isolino (Mark) Venzin, M.B.A. Kelly Murphy

IT Service Manager/Facility Coordinator Administrative Assistant

Sharon Martino

LRC Assistant

Jim Vikartosky

Health Sciences Librarian

FACULTY

In addition to the faculty members listed below, several part-time and adjunct faculty members participate in the History and Physical Examination and Osteopathic Principles and Practice courses. Also, some faculty members based primarily at LECOM Erie contribute in a significant way to instruction at LECOM at Seton Hill.

Mark A. W. Andrews, Ph.D. FNAOME, *Professor of Physiology*; B.S., Biology and Chemistry, St. Vincent College; M.S., Applied Physiology, University of Pittsburgh; Ph.D., Physiology and Biophysics, The Medical College of Georgia

Courtney Baker, D.O., *Assistant Professor of Psychiatry*; D.O., Des Moines University

Daniel Borsch, Ph.D., *Assistant Professor of Anatomy and Physiology*; B.S., Biology, University of Pittsburgh; Ph.D., Anatomy, West Virginia University.

Jean Carr, Ph.D., *Professor of Biochemistry and Biostatistics*; Ph.D., Louisiana State University; M.S.H., Tulane University; B.A., St. John's College; M.S., Mount Holyoke College

Devora Cohen-Karni, Ph.D., *Assistant Professor of Biochemistry and Molecular Biology; Director of Problem-Based Learning Pathway*; B.Sc., Materials Engineering, B.A., Chemistry, Technion – Israel Institute of Technology; M.Sc., Structural and Molecular Biology, Weizmann Institute of Science; Ph.D., Molecular Cell Biology and Biochemistry, Boston University.

Kathleen B. Daniele, M.D., *Assistant Professor of Family Medicine*; B.S., University of Notre Dame, M.D., University of Connecticut School of Medicine

Ronald J. Fecek, Ph.D., *Assistant Professor of Microbiology and Immunology; Assistant Director of Problem-Based Learning Pathway, Director of Exam Management year 1*; B.S., M.S., Biology, California University of Pennsylvania; Ph.D., Microbiology and Immunology, West Virginia University

Irving (Irv) Freeman, Ph.D., J.D., *Clinical Professor of Primary Care Medicine, Vice President for LECOM at Seton Hill; Assistant Dean of Academic Affairs*; A.B., Political Science, The University of Michigan; M.A., Educational Leadership, Eastern Michigan University; Ph.D., Higher Education, University of North Texas; J.D., Duquesne University School of Law

Julie K. Freeman, M.U.R.P., M.B.A., J.D., *Assistant Professor of Family Medicine, Assistant General Counsel*; B.A., Urban Studies, University of Pittsburgh; M.U.R.P., M.B.A., University of Pittsburgh; J.D., Duquesne University School of Law

Joseph Galley, Ph.D., *Assistant Professor of Pharmacology*; B.A., Biochemistry, Ph.D., Pharmacology, University of Pittsburgh

Donald G. Linville, Ph.D., *Professor of Pharmacology*, B.S., Biology, Cornell University; M.A., Psychology, SUNY at Binghamton; Ph.D., Pharmacology, Southern Illinois University

Cathleen McGonigle, D.O., *Assistant Professor of Family Medicine, Course Director of Osteopathic Principles and Practices*, B.S., Chemistry, Allegheny College; D.O., Lake Erie College of Osteopathic Medicine.

Timothy A. Mietzner, Ph.D., *Associate Professor of Microbiology*; B.S., Biology, Portland State University; Ph.D., Microbiology, Oregon Health Sciences University

Dennis Min, D.O., *Assistant Professor of Gastroenterology; Director of Exam Management year 2*, B.S., Premedical Studies, Oklahoma State University, D.O. Oklahoma State University College of Osteopathic Medicine

Jennifer Piechowski, Ph.D., *Assistant Professor of Anatomy*; B.S., Biology, Baldwin-Wallace College, M.S., Biology, Case Western Reserve University, Ph.D., Integrated Bioscience, University of Akron

Nicole L. Temofonte, D.O., *Assistant Professor of Internal Medicine; Course Director, History and Physical Examination*, B.S., Biology, St. Vincent College; D.O., Lake Erie College of Osteopathic Medicine

APPENDIX N - LECOM AT ELMIRA: COLLEGE OF OSTEOPATHIC MEDICINE ADMINISTRATION, FACULTY AND STAFF

LECOM at Elmira also shares administrators listed under the College of Medicine Erie Campus.

ADMINISTRATION

Richard Terry, D.O., M.B.A., F.A.C.O.F.P

Associate Dean of Academic Affairs

Professor of Family Medicine

John Weston, D.O.

Director of OPP/H&P

Clinical Professor of Family Medicine/OMM

Constantino Lambrousis, D.O., M.S.

Assistant Director of OMM

Assistant Clinical Professor of Family Medicine/OMM

Kayla Penta, Ph.D.

Director of Problem-Based Learning

Assistant Professor of Basic Sciences

Kristina Cummings, D.O.

Assistant Director of H&P

Assistant Professor of History & Physical Examination

STAFF

Angela Wood, MBA, MSEd

Student Affairs Specialist

Suzanne Harkness

Admissions Representative

TBD

Student Affairs Administrative Assistant

Erin Barone

Financial Aid Representative

Christine Brown, M.L.I.S

Librarian

Patricia Bennett

LRC Assistant

Jennifer Spencer

Regional Clinical Education Coordinator (New York Sites)

Patricia Morse

Executive Assistant to the Office of the Dean

Natalie Woughter

Administrative Assistant to PBL Faculty

Jessica Blackwell

Administrative Assistant to OPP/H&P Faculty

Brandon Crane

IT Support

John Sykes

Skilled Maintenance Supervisor

FACULTY

In addition to the faculty members listed below, several part-time and adjunct faculty members participate in the History and Physical Examination and Osteopathic Principles and Practice courses. Also, some faculty members based primarily at LECOM Erie contribute in a significant way to instruction at LECOM at Elmira.

Rosemary L. Anthony, B.S.N., M.S.E., R.N., *Clinical Instructor*; M.S. Adult Education, Elmira College; B.S.N, College Misericordia

Werner Brammer, M.D., *Physician Faculty*; M.D., University Of Hawaii John A Burns School Of Medicine

Warren Chin, D.O., *Assistant Professor of Family Medicine*; B.A/B.S, Biology/Chemistry, Columbia College; M.S., Physiology, St. John's University, Queens, NY; D.O., New York College of Osteopathic Medicine

Maxim Crasta, Ph.D., *Associate Professor of Physiology*; B.S., Biology, St. Aloysius College; M.S. Kasturba Medical College; Ph.D., Manipal University, India

Jacqueline Crisman, Ph.D., *Professor of Biochemistry*; B.S. Biochemistry, Geneseo State University; M.S., Ohio State University; Ph.D., Ohio State University

Kristina Cummings, D.O., *Assistant Professor of History & Physical Examination*, B.A., Biology, The King's College, D.O., University of New England College of Osteopathic Medicine (UNECOM)

Beth Dollinger, M.D., *Professor of Orthopedic Surgery*, B.S. Neurobiology and Comparative Physiology, McGill University, Montreal, Quebec, Canada, M.D. University of Vermont College of Medicine

Raj Gulati, M.D., F.A.C.S, *Assistant Professor of Anatomy*; M.D., University of Vermont College of Medicine

Zachary Fanaro, D.C., M.S., *Assistant professor of Anatomy*; B.S., University of Florida; D.C., New York Chiropractic College

Octavia Flanagan, Ph.D., RN, WHNP-BC; *Assistant Professor of Problem-Based Learning*; B.S., Nursing, York College of Pennsylvania; Women's Health Nurse Practitioner, WHNP, University of North Carolina at Chapel Hill; M.S., Nursing, University of North Carolina at Chapel Hill; Ph.D., Nursing, University of North Carolina Chapel Hill

Aeryn Fulton, M.D. Ph.D., *Assistant Professor of Immunology*, B.S., University of Pittsburgh, M.D. & Ph.D., West Virginia University School of Medicine

Rick Hartman, D.O., *Assistant Professor of Surgical and Clinical Pathology*; B.S. Chemistry, Lebanon Valley College; D.O., Philadelphia College of Osteopathic Medicine

Constantino Lambroussis, D.O., *Assistant Clinical Professor of OMM*; B.S., Biology, Montclair State University, NJ, M.S., Molecular Biology, Montclair State University, NJ; D.O., Lake Erie College of Osteopathic Medicine

Lorrie Penfield, M.D., *Assistant Professor of Internal Medicine*; B.S., Cornell University; M.A., Teaching, Cornell University; M.D., Upstate Medical Center (SUNY Health Sciences Center at Syracuse)

Kayla Penta, Ph.D., *Assistant Professor of Basic Science*; B.S., Biology and Chemistry, Utica College; Ph.D., University of South Carolina

Roger Schenone, D.O., F.A.C.O.I, *Assistant Professor of Internal Medicine and Geriatrics*, B.S. Life Sciences, New York Institute Technology, D.O. New York College of Osteopathic Medicine

John F. Schiavone, M.D., *Assistant Professor of Internal Medicine*, B.A. Biology, State University of New York at Buffalo, M.D. University of Bologna School of Medicine and Surgery

Randolph Scott, M.D., Pharm.D., *Assistant Professor of General Surgery*; Pharm.D., Creighton University; M.D., Columbia University, College of Physicians & Surgeons

Munir Syed, M.D., M. Phil., *Assistant Professor of Pathology*; M.Phil. Microbiology, University of the Punjab, Lahore, Pakistan; M.B.B.S (M.D.), Medicine & Surgery, Khyber Medical College, University of Peshawar, Pakistan

Varum Soti, Ph. D., *Assistant Professor of Pharmacology*; Bachelor of Pharmacy (B.Pharm.), FTM, Moradabad, UP, Uttar Pradesh Technical University; Master of Pharmacy (M.Pharm.) in

Pharmacology, JSS College of Pharmacy, Ooty, JSS University, Mysore, KA, India; Doctor of Philosophy (Ph.D.) in Pharmaceutical Sciences (Molecular Medicine and Pharmacogenomics), Nova Southeastern University

Brian Watkins, M.D., *Assistant Professor of Anatomy*; B.S. General Sciences, Seattle University; M.S., Cellular Biology & Anatomy, Medical College of WI; M.D., Medical College of Wisconsin

Jeff Wiseman, M.D., M.S., FACS, FASCRS, *Assistant Professor of General Surgery*; B.S., Biology, Muhlenberg College; M.S., Surgery/Physiology, Michigan State University; M.D., Medical College of Pennsylvania