



## **SCHOOL OF DENTAL MEDICINE**

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

**2024-2025**

**LECOM**  
LAKE ERIE COLLEGE OF OSTEOPATHIC MEDICINE

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Updated February 18, 2025

**LECOM SCHOOL OF DENTAL MEDICINE  
2024-2025  
ACADEMIC CALENDAR**

First Semester Begins: D2, 2027; D3, 2026; D4, 2025	May 28, 2024
Fourth of July (no classes)	July 4, 2024
Registration, Class 2028, D1	July 12, 2024
Orientation for the Class of 2028	July 15 – 19, 2024
Year Begins, First Day of Class- Class of 2028	July 22, 2024
Labor Day (no classes)	September 2, 2024
Thanksgiving Break All Students (no classes)	November 25 – 29, 2024
Class Resumes	December 2, 2024
First Semester Ends – All Classes	December 13, 2024
Second Semester Begins – All classes	January 6, 2025
Martin Luther King, Jr. Day (no classes)	January 20, 2025
Semester End Date – All Classes	May 23, 2025
Commencement Class of 2025	June 8, 2025

**2025-2028 ACADEMIC CALENDAR  
LECOM SCHOOL OF DENTAL MEDICINE  
3 YEAR PLANNER**

	2025 – 26	2026 – 27	2027 – 28
First Day of Classes for D2, 3 And D4	June 2	June 1	June 1
Fourth of July (no Classes)	July 4	July 3	July 5
Registration For D1 Class	July 11	July 17	July 16
Orientation – D1 Class	July 14 – 18	July 20 - 24	July 19 - 23
First Day of First Semester for D1 Class	July 21	July 27	July 26
Labor Day (no Classes)	Sept. 1	Sept. 7	Sept. 6
Thanksgiving Break (no Classes)	Nov. 24 – 28	Nov. 23 – 27	Nov. 22 - 26
Last Day of Fall Classes	Dec. 19	Dec. 18	Dec. 17
Spring Semester Begins – All Students	Jan. 6	Jan. 5	Jan. 4
Martin Luther King, Jr. Day (no classes)	Jan. 19	Jan 18	Jan. 17
Last Day of Classes	May 22	May 21	May 19
Commencement	June 7	June 6	June 4

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# 1. GENERAL INFORMATION

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

The LECOM School of Dental Medicine (“SDM” or “School”) Academic Catalog and Student Handbook is a reference guide to provide information to students about the SDM. The Academic Catalog and Student Handbook contains information about academic standards, grading, class attendance, tuition and fees, refund policy, student promotion, retention, graduation, academic freedom, students’ rights and responsibilities, the filing of grievances and appeals, along with other information about LECOM and pertinent to the student body. Separate reference guides are provided for the School of Pharmacy, School of Dental Medicine, School of Podiatric Medicine, Graduate School of Biomedical Sciences, School of Health Services Administration, and the Masters of Medical Sciences in Bradenton. In addition, there is a Clinical Clerkship Manual that covers additional topics pertinent to the clinical years and clinical curriculum.

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 Academic Catalog and Student Handbook and other official documents or announcements of LECOM. This Handbook can be viewed electronically on the LECOM web site at <https://lecom.edu/academics/academic-catalog/>

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

The Academic Catalog and Student Handbook is reviewed annually to ensure accuracy and to reflect any revisions to programs or policies. A new Academic Catalog and Student Handbook is published on or about July 1 of each year.

## 1.2. INSTITUTIONAL MISSION STATEMENT OF THE LAKE ERIE COLLEGE OF OSTEOPATHIC MEDICINE AND VALUES

### **Institutional Mission Statement**

The **mission** of the Lake Erie College of Osteopathic Medicine is to prepare students to become osteopathic physicians, pharmacy practitioners, dentists, and podiatric physicians through programs of excellence in education, research, clinical care, and community service to enhance the quality of life through improved health for all humanity. Serving as a guiding light and cornerstone in medical education and true to the core principles of its founders, the Lake Erie College of Osteopathic Medicine has expanded its reach to include exceptional programs in graduate studies designed to provide scholars superlative education in the respective areas of study. The professional programs are dedicated to serve all students through innovative curriculum and the development of postdoctoral education and interprofessional experiences.

**Institutional Values** indicate how we desire to behave with one another and how we regard our professional community. With its holistic focus on creating an effective learning environment, the LECOM administration, faculty, and student body work together to achieve the following:

1. **Quality in Osteopathic Medical Education**  
continuous improvement of performance that meets or exceeds administrative, faculty and student expectations.
2. **Acceptance of Accountability**  
affirmative response to and action on duties and responsibilities given.
3. **Cooperative Relationship**  
a joint effort and a caring commitment to achieve common goals.
4. **Trust, Honesty, and Integrity**  
adherence to values; truthfulness, worthy of confidence.
5. **Collegiality**  
the spirit of working together for the common good.
6. **Commitment to the Whole**  
an allegiance to a positive course of action for the good of the whole.
7. **Respect for Different Perspectives**  
reverence for and dignified treatment of each individual.
8. **Diversity**  
distinction with identity.
9. **Proactive Organization**  
persistence, perseverance, and leadership to achieve a vision and strategic goals.

### **1.3. 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 the 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 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.

In 2015 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.

As part of the LECOM commitment to wellness for this growing age group, LECOM also purchased Parkside Senior Living Communities consisting of three independent living and personal care apartment complexes, located in Erie, Northeast, and Millcreek, then added two additional long-term care facilities in 2016, LECOM at Village Square and LECOM Nursing and Rehabilitation Center. Since then, LECOM has added four more senior living communities in Northwestern PA: Parkside at Corry (2020), Parkside at Glenwood (2022), Parkside at Elmwood, and LECOM at Elmwood Gardens (2023).

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 Public Health (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 31<sup>st</sup> 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 themselves - 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.

## 1.4. STATEMENT OF NONDISCRIMINATION

LECOM prohibits and does not engage in discrimination on the basis of race/ethnicity, religion, gender or sex to include sexual orientation, gender identification, and gender expression, pregnancy, national origin, ancestry, ethnicity citizenship, age, genetic characteristics, disability, or any other characteristic protected by applicable law. This policy applies to all LECOM programs and activities, including but not limited to admission, employment, education, scholarship, graduation, loan policies, practices, and procedures.

LECOM seeks to admit qualified students and hire qualified employees for the creation of a diverse body of thought and interest within its community of scholars. Our definition of diversity includes race/ethnicity, religion, gender, or sex to include sexual orientation, gender identification, and gender expression, national origin, ancestry, ethnicity citizenship, age, genetic characteristics, disability, or any other characteristic, 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. The 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.

### 1.4.1. 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. Toward that end, LECOM provides opportunities for educational programs and activities to create an inclusive environment.

## 1.5. OFFICE OF DIVERSITY, EQUITY, AND INCLUSION

LECOM's initiative to support this educational undertaking is through the Office of Diversity, Equity, and Inclusion. Teresa Hunter-Pettersen M.D., M.P.A., M.S., Associate Professor of Medical Education, is the Institutional Director of Diversity, Equity, and Inclusion. Through Dr. Pettersen's efforts, LECOM has established the following Vision, Purpose, and Value Statements:

### **DEI Vision Statement**

The vision statement of Lake Erie College of Osteopathic Medicine (LECOM) is to celebrate the oneness of humanity, to foster meaningful discourse in an educational environment that supports a humble posture of learning that is systematic across all Institutional Programs; steep in mutual respect and trust for the diverse community we represent in promoting our mission to education and community service.

### **DEI Purpose Statement**

LECOM's institutional educational policies acknowledge the value of a diverse and vibrant community.

LECOM strives to continue to increase its visibility to broaden the diversity and inclusivity of its student body, administration, and faculty representation. LECOM's academic community invests in the attainment of an education as well as training consistent with its vision.

### **Provisions for the Highest Quality Educational Experience**

As a doctor's professional practice institution, LECOM is committed to providing the highest quality educational experience and continually seeks to improve our pedagogical practices and curricular offerings. Students at LECOM bring with them differing backgrounds and perspectives which are to support, to encourage and to engage in the educational learning environment, which leads to deeper understanding, excellence, and innovation from members of the health professions team. Central to LECOM's approach is the pedagogical strategy of classroom discussion, used to broaden and enhance student thinking. These discussions rely on the differing viewpoints, perspectives, and insights that a diverse group of students and faculty bring to the dynamics of adapting a humble posture of learning environments.

### **Preparations for Graduates aimed at Careers in a Diverse Society**

In a multicultural, demographic society, representative of the United States means that LECOM graduates will most likely meet, work with, and serve a vast array of people from diverse backgrounds to whom familiarity and knowledge is not known from their own multicultural background. Even if the differences between our graduates and the patients and colleagues they will serve are not visible, the realities of our diverse society mean our graduates will certainly meet a wide variety of viewpoints and opinions. The best way to prepare LECOM students to succeed in an increasingly diverse society is to expose our students in meaningful ways to a process-oriented learning approach that adjusts for meeting and addressing health equity needs in the patient-centered environment.

### **Diversity, Equity, and Inclusion – The ADDRESSING Model**

Responsive to the expressed needs of students being trained in the health professions along with best practices in diversity, equity, and inclusion work across higher education, LECOM has adopted the ADDRESSING Model of Cultural Competency as described by Pamela A. Hays, Ph.D. Dr. Hays' work is a resource that better recognizes and understands cultural influences as a multidimensional amalgamation representative of age, developmental and acquired disabilities, religion, ethnicity, socioeconomic status, sexual orientation, indigenous heritage, national origin, and gender. The ADDRESSING Model focuses on the unique characteristics of an individual based on intersectionality of the multiple facets that influence an individual life experience. This framework orients the learner about how to become cognizant of realities that underrepresented communities experience such as: living in poverty, living with ethical boundaries while trying to ascertain health services and resources in a complex system in urban and rural communities across the United States. Students will focus on interpersonal communication skills focused on learning about diverse cultures through experience with members of diverse groups as it relates to the development of culture-specific relationship skill building. Students will focus on developing interpersonal and communication skills as it relates [to working effectively with people of diverse ages, ethnic cultures, religions, disabilities, gender identities, nationalities, and classes]<sup>1</sup> as to ensure the development of an appropriate professional relationship and rapport.

Students that LECOM attracts and trains to be leaders in the health professions are an integral and important part of the contributions the Institution supports towards education and healthcare. LECOM strives to meet the demand for strong leadership and innovation with skillful, compassionate practice in the health profession.

## **1.6. LECOM CAMPUSES AND FACILITIES**

### Erie, Pennsylvania Campus

LECOM Main Building  
1858 West Grandview Blvd.  
Erie, PA 16509

LECOM West Building  
2000 West Grandview Blvd.  
Erie, PA 16509

LECOM Bayfront Building  
1 LECOM Place  
Erie, PA 16505

LECOM Education Center (LEC)  
2951 W. 38<sup>th</sup> Street  
Erie, PA 16509

John M. & Silvia Ferretti Medical Fitness & Wellness Center  
5401 Peach Street  
Erie, PA 16509

### Greensburg, Pennsylvania Campus

LECOM at Seton Hill Campus  
Lynch Hall  
20 Seton Hill Dr.  
Greensburg, PA 15601

### Elmira, New York Campus

LECOM Elmira Building  
1 LECOM Place  
Elmira, NY 14901

### Bradenton, Florida Campus

College of Medicine and School of Pharmacy Building  
5000 Lakewood Ranch Blvd.  
Bradenton, FL 34211

School of Dental Medicine and School of Health Services Administration Building  
4800 Lakewood Ranch Blvd.  
Bradenton, FL 34211

### **1.6.1. 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 will have access to the facilities of Elmira College.

## **1.7. DEGREES AND CERTIFICATES AWARDED BY LECOM**

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

Doctor of Osteopathic Medicine (D.O.)  
Doctor of Dental Medicine (D.M.D.)  
Doctor of Pharmacy (Pharm.D.)  
Doctor of Podiatric Medicine (D.P.M.)  
Doctor of Healthcare Administration (D.H.A.)  
Doctor of Philosophy in Anatomy Education (Ph.D.)  
Doctor of Philosophy 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. M.C.T.)  
Master of Science in Medical Education (M.S. Med. Ed.)  
Master of Science in Nursing – Clinical Nurse Leader (M.S.N. – C.N.L.)  
Post Baccalaureate Certificate – Pharmacy Enrichment  
Post Associate Certificate – Pre-Pharm.D. Enrichment  
Post Associate Certificate – R.N. to Pharm.D. Bridge

## **1.8. NOTIFICATION OF PROFESSIONAL LICENSURE**

LECOM professional programs, Osteopathic Medicine, Pharmacy, Dentistry, and Podiatric Medicine all meet the school education requirements for licensure in all states in the United States. Attainment of the D.O., Pharm.D., D.M.D., and D.P.M. degree is one component of the state licensure process.

LECOM medical students are eligible to sit for the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 1, Level 2-CE, and Level 2-PE (suspended indefinitely); and LECOM graduates are eligible to sit for the COMLEX Level 3 examination. All components of COMLEX must be successfully passed to obtain licensure in the United States. Individual states may have additional requirements, including requirements for successful completion of graduate medical education (i.e., residency training). Specific requirements for obtaining licensure as an osteopathic physician in the state where a license will be sought should be obtained from that state's licensing board.

LECOM pharmacy graduates are eligible to sit for the North American Pharmacists Licensure Examination (NAPLEX) and the subsequent Multistate Pharmacy Jurisprudence Exam (MPJE). All components of the licensing examination must be successfully passed to obtain licensure in the United States. Individual states may have additional requirements. Specific requirements for obtaining licensure as a pharmacist in the state where license will be sought should be obtained from the state's licensing board.

LECOM dental students and graduates are eligible to sit for the Integrated National Board Dental Examination (INBDE) and American Board of Dental Examiners (ADEX) examinations. All components of licensure examinations must be successfully passed to obtain licensure in the United States. Individual states may have additional requirements, including requirements for successful completion of graduate dental education (i.e., residency training). Specific requirements for obtaining licensure as an osteopathic physician in the state where a license will be sought should be obtained from that state's licensing board.

LECOM podiatric medical students and graduates are eligible to sit for the American Podiatric medical Licensing Examinations (APMLE) Level I, II, and II CSPE; and LECOM graduates are eligible to sit for the APMLE Level III examination. All components APMLE must be successfully passed to obtain licensure in the United States. Individual states may have additional requirements, including requirements for successful completion of graduate podiatric medical education (i.e., residency training). Specific requirements for obtaining licensure as an osteopathic physician in the state where a license will be sought should be obtained from that state's licensing board.

## **1.9. ACCREDITATION, LICENSURE AND STUDENT COMPLAINTS**

### **1.9.1. Accreditation**

#### **Institutional Accreditation**

LECOM is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The Commission is recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

1007 North Orange Street  
4<sup>th</sup> Floor, MB #166  
Wilmington, DE 19801  
(267) 284-5011.

#### **College of Osteopathic Medicine Accreditation**

LECOM College of Medicine is accredited by the American Osteopathic Association (AOA), Commission on Osteopathic College Accreditation (COCA).

142 E. Ontario Street  
Chicago, IL 6611-2864  
(312) 202-8000

#### **School of Pharmacy Accreditation**

LECOM School of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE) Board of Directors.

190 South LaSalle Street, Suite 3000  
Chicago, IL 6603-3446  
(312) 664-3575

### **School of Dental Medicine Accreditation**

LECOM School of Dental Medicine is accredited by the Commission on Dental Accreditation (CODA) and has been granted accreditation status of, “approval without reporting requirements.” The Commission is a specialized accrediting body recognized by the United States Department of Education.

211 East Chicago Avenue  
Chicago, IL 6611  
(312) 440-4653

### **School of Podiatric Medicine**

LECOM School of Podiatric Medicine is accredited by the Council on Podiatric Medical Education (CPME) and has been granted “candidacy status,” on October 24, 2022. The Commission is a specialized accrediting body recognized by the United States Department of Education.

11400 Rockville Pike; Suite 220  
Rockville, MD 20852  
(301) 571-9200

## **1.9.2. State Licensure**

### **State of Pennsylvania Licensure**

The Lake Erie College of Osteopathic Medicine is licensed by the Department of Education of the Commonwealth of Pennsylvania.

Bureau of Postsecondary and Adult Education

Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126  
(717) 783-6788

### **State of New York Licensure**

LECOM at Elmira is under the general supervision of the New York State Board of Regents.

NY State Department of Education  
89 Washington Avenue, Board of Regents, Room 110 EB  
Albany, New York 12234  
(518) 474-5889

### **State of Florida Licensure**

All LECOM programs located at the Bradenton, Florida campus are licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding the institution can be obtained by contacting:

Commission for Independent Education  
325 West Gains Street, Suite 1414  
Tallahassee, FL 32399  
(888) 224-6684

### **National Council for State Authorization Reciprocity Agreements (SARA)**

LECOM participates in the SARA as 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.

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

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

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

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

### 1.9.3. Student Complaints to State Licensing Agencies and Accreditors

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.

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](mailto:cieinfo@fldoe.org)  
Or Fax: 850-245-3238

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

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 **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>

SARA complaint process: <https://nc-sara.org/sara-student-complaints>

SARA FAQs about complaints: <https://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)

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 an accreditation site visit should make these complaints in writing to the Provost, Dean of Academic Affairs, Dean of the School of Pharmacy or Dean of the School of Dental Medicine, who will maintain records of the receipt, adjudication, and resolution of such complaints.

LECOM students may contact LECOM's accreditor, the Middle States Commission on Higher Education (MSCHE) directly regarding an institution's compliance with the Commission's standards for accreditation, requirements of affiliation, and policies and procedures outside of a scheduled accreditation review. Additional information is available by email at [complaints@msche.org](mailto:complaints@msche.org) or via the commissions website: [Complaints and Third Party Comments - Middle States Commission on Higher Education \(msche.org\)](https://www.msche.org/complaints-and-third-party-comments)

**College of Medicine** students may also contact the AOA directly. The American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) Department of Accreditation may be contacted by mailing 142 East Ontario Street, Chicago, IL, 60611, by phone at (312) 202-8124, and by e-mail at [predoc@osteopathic.org](mailto:predoc@osteopathic.org).

COCA Accreditation Complaint Policy and Complaint Form:  
<https://osteopathic.org/accreditation/accreditation-guidelines/>

**School of Pharmacy** students may also be sent to the following web sites: [csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org) (regarding a professional degree program) or [ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org) (regarding a continuing education provider).

**School of Dental Medicine** may also contact CODA directory. A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 E. Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653. Additional information on filing complaints can be found at <https://coda.ada.org/en/policies-and-guidelines/file-a-complaint>

**School of Podiatric Medicine** may also contact Council on Podiatric Medical Education (CPME) directly by contacting the CPME at 9312 Old Georgetown Road, Bethesda, MD 20814 and by email at [CPMEstaff@cpme.org](mailto:CPMEstaff@cpme.org) Additional information on filing complaints can be found at <https://www.cpme.org/files/CPME%20925%20October%202018%20final.pdf>

## **1.10. DISCLAIMER**

The Lake Erie College of Osteopathic Medicine (LECOM) reserves the right to make changes in course offerings, curricula, academic policies, tuition and fee schedules and other rules and regulations affecting students to correct errors, omissions, inconsistencies, and changes required by regulatory, accrediting and/or other governing bodies, as necessary. Date of effectiveness and interpretation of said rules, regulations and policies are within the sole discretion of LECOM. These changes will apply to students who are enrolled at the time of the changes as well as those who will become enrolled in the future. LECOM is not responsible for and disclaims any misrepresentations of its requirements or provisions that might arise because of errors in the preparation of the Academic Catalog.

The Academic Catalog is reviewed annually to ensure accuracy and to reflect any revisions to programs or policies. A new Academic Catalog is published on or about July 1 of each year.

## **1.11. WRITTEN AGREEMENTS**

Students in the College of Osteopathic Medicine, School of Pharmacy, School of Podiatric Medicine, and School of Dental Medicine, will have a significant portion of their education provided while on clinical rotations away from LECOM. LECOM has agreements with clinical preceptors/sites that are available for review. The number of such agreements is substantial and varies from year to year. The terms of these agreements impose no additional costs to LECOM students. Additional costs may, however, be incurred by students on rotations in terms of travel and living expenses. These costs vary widely, depending on the location of the rotation and the circumstances of the individuals.

## **2. ACADEMIC PROGRAM – SCHOOL OF DENTAL MEDICINE**

### **INTRODUCTION AND HISTORY OF THE LECOM SCHOOL OF DENTAL MEDICINE**

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

#### **2.1. MISSION AND VISION STATEMENTS AND EDUCATIONAL GOALS OF THE LECOM SCHOOL OF DENTAL MEDICINE**

##### **Mission Statement**

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

##### **Vision Statement**

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

##### **Educational goals of the LECOM School of Dental Medicine**

LECOM’s specific evidence-based quality dental educational program will train our students to provide patient-centered care and will:

- Prepare our students to provide optimal therapeutic and economic outcomes, promote disease prevention, and enhance patient and provider education.
- Assess professional competencies throughout the program.
- Empower students with the knowledge and skills necessary to work effectively in an inter-professional, interdisciplinary, and multicultural environment.
- Enhance the educational process through maximum use of advanced technology.
- Provide an environment that promotes the development of critical thinking skills.
- Provide an environment supportive of camaraderie, collegiality, and service.
- Attract, through mentoring, professional development and a reward system, and retain the “best” faculty and staff.

- Encourage, support, and reward scholarship, which provides both faculty and students varied opportunities to discover and share new knowledge.
- Commit to improving the health of our community through volunteerism, service learning, and active involvement in community partnerships.
- Cultivate in students and faculty the responsibility and commitment to improving the dental profession through active involvement in professional associations and promoting the practice of dentistry.

In response to shifting patient demographics and designs; changing health system expectations; evolving practice requirements and staffing arrangements; new information; a focus on continuously improving quality; and new technologies, the School of Dental Medicine designs the Predoctoral Dental Education Program as a competency-based program.

The defined competency domains required of all LECOM SDM's graduates to attain in order to enter the profession as independent, competent general dentists are:

Domain I: Critical Thinking

Domain II: Professionalism

Domain III: Communication and Interpersonal Skills

Domain IV: Health Promotion

Domain V: Practice Management and Informatics

Domain VI: Patient Care

Domain VII: Knowledge

### **Core Values**

The SDM is committed to a culture that equally values:

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

#### **2.1.1. Guiding Principles and Beliefs**

The LECOM School of Dental Medicine believes that:

- Oral health is necessary for overall health.

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

## 2.2. ADMISSIONS TO THE SCHOOL OF DENTAL MEDICINE

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

### 2.2.1. Admissions Requirements

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

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

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

Pre-professional course requirements are as follows\*:

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

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

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

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

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

C. Letters of recommendation:

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

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

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

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

## 2.2.2. Admission Procedure

Individuals interested in applying to the School of Dental Medicine must complete an American Dental Education Association (ADEA) Associated American Dental Schools Application Service (AADSAS) and a LECOM Supplemental Application.

### 2.2.2.1. Associated American Dental Schools Application Service

LECOM participates in a centralized application service, the American Dental Education Association (ADEA) Associated American Dental Schools Application Service (AADSAS), for the collection of information. All interested applicants must complete the web-based application. The AADSAS service collects, computes grades and transmits standardized information to the applicant as well as LECOM. AADSAS takes no part in the evaluation, selection, or rejection of applicants. Individuals interested in applying to LECOM should begin the application process by applying to the AADSAS Online Application at [www.adea.org](http://www.adea.org). Additional information about AADSAS and the AADSAS Online Application can be obtained by contacting: AADSAS, 1400 K Street NW, Suite 100, Washington, DC 20005, Phone: 202-289-7201, Fax: 202-289-7204.

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

The official AADSAS application deadline is February 1. However, to be competitive within the rolling

admissions process, prospective students should submit their AADSAS applications as early as possible after June 5 of the year prior to their desired matriculation.

#### **2.2.2.2. LECOM Supplemental Application**

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

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

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

The submission of supplementary materials is mandatory and non-negotiable.

#### **2.2.3. Admissions Information**

For further information about the School of Dental Medicine, please contact the Office of Admissions for LECOM Bradenton at (941)756-0690 or LECOM Erie at (814) 866-6641. Accepted students who are found to have provided false written or oral information or falsified/modified documents to LECOM are subject to the rescission of an offer of acceptance or expulsion. Additionally, any infraction of published LECOM rules and regulations by an accepted student before matriculation may result in rescission of the offer of acceptance.

### **COMPETITIVE ADMISSIONS**

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

### **ROLLING ADMISSIONS**

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

#### **2.2.4. Transfer Policy**

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

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

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

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

Students accepted for transfer must minimally complete their last two (2) years at LECOM. Applicants requesting to transfer into LECOM must be eligible for readmission to the school or college they are currently attending.

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

### **2.2.5. Early Acceptance Program**

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

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

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

### **2.2.6. International Students**

The following policy has been established for international candidates applying for admission to

LECOM and/or for students with credentials from a college, university or dental school not in the U.S.:

- International students applying for admission to LECOM must meet all general admissions requirements as stated in our admissions policy as well as completing the required ADEA AADSAS and Supplemental Applications.
- International students applying for **advanced standing admission** to LECOM must meet all general admissions requirements as stated in our admissions policy. An application must be directly submitted to LECOM and may be obtained via email at [DentalFLA@lecom.edu](mailto:DentalFLA@lecom.edu). A \$150 application fee will apply.
- For international students applying for admission to LECOM that are **not advanced standing**, a minimum of two (2) years undergraduate training (60 semester hours of credit) must be completed at a United States institution of higher education prior to consideration for admission to LECOM.
- Proficiency in the English language; both written and spoken, is required.
- All course work taken at international institutions must be evaluated by World Education Services, Inc., P.O. Box 745, Old Chelsea Station, New York, NY 10011, (212) 966-6311, or Josef Silny & Associates, Inc., International Education Consultants, P.O. Box 248233, Coral Gables, FL, 33124, (305) 666-0233.
- All course work taken at international institutions that are submitted to LECOM for evaluation must be translated into English.
- Credit for advanced standing may be given for any work completed in foreign graduate dental schools. International students must send their World Education Services or International Education Consultants evaluation to LECOM. A bench test to assess an applicant's hand skills may be required. Final determination of credit awarded for advanced standing will be at the discretion of LECOM.
- International students must have permanent residency status (Alien Registration Card) to be eligible to receive any type of financial assistance through the College loan programs.

### 2.2.7. Tuition and Fees – School of Dental Medicine

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

Application Fee - ( <i>LECOM Supplemental</i> ) Nonrefundable fee ( <i>payable upon submission of application for admission</i> )	\$50
Matriculation Fee Nonrefundable fee ( <i>payment credited to the tuition fee upon matriculation</i> )	\$2,000
Tuition <i>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year students</i>	\$59,675
Curriculum Fee	\$350
Technology Fee	\$300

Lab Fee	\$100
Dental Equipment Fee (each year)	\$500
Student Government Fee	\$50
Disability Insurance (Mandatory)	<i>Variable Age Dependent</i>
Health Insurance ( <i>Mandatory Unless Approved for Waiver</i> )	\$4,752

#### **ADDITIONAL FEES**

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

All students in the School of Dental Medicine **are required to purchase** dental equipment for the D1, D2, and D3 years as arranged by the school. Required equipment and price list are provided in the matriculation agreement sent upon acceptance. The student’s Financial Aid Cost of Education Budget includes necessary funds for the purchase of this required equipment and materials.

## **2.3. CURRICULUM**

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

### **2.3.1. Problem-based Learning**

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

### **2.3.1.1. Introduction and General Overview**

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

### **2.3.1.2. The Tutorial Process in Problem-based Learning**

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

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

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

### **2.3.1.3. The Group Tutorial Process**

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

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

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

#### 2.3.1.4. Role of Participants

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

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

#### 2.3.1.5. Content Examinations

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

#### 2.3.1.6. Faculty Evaluation of Student Performance

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

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

#### 2.3.1.7. Course Sequence and Credit Hours FOR THE Doctor of Dental Medicine Curriculum

Abbr.	Number	Course Title	Credit Hours
<b>Dental 1<sup>st</sup> Year Fall Semester</b>			
ANT	1003	Clinical Human Gross Anatomy	3.0
DAM	1001	Dental Anatomy & Materials	4.0
GPD	1001	General Practice Dentistry I	4.0
HPC	1001	Hygiene Patient Clinic I	1.0

<b>Abbr.</b>	<b>Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
IHP	1001	Introduction to Histopathology	2.0
PBL	1010	Problem Based Learning I	5.5
RAD	1001	Foundations of Oral and Maxillofacial Radiology	1.0
RCD	1001	Restorative Dentistry – Complete Dentures	4.0
PER	1001	Periodontology I	1.0
WRK	2020	Emergency Preparedness	0.0
Total Semester Hours			25.5
<b>Dental 1<sup>st</sup> Year Spring Semester</b>			
DBS	1001	Dental Biostatistics	1.0
GPD	1002	General Practice Dentistry	2.0
HPC	1002	Hygiene Patient Clinic II	2.0
PBL	1011	Problem Based Learning II	8.0
RCC	1001	Restorative Comprehensive Care I	6.5
IPE	1001/2	Inter-professional Education I &II (online)	0.0
Total Semester Hours			19.5
<b>Dental 2<sup>nd</sup> Year Fall Semester</b>			
HPC	1003	Hygiene – Patient Clinic	1.0
ORS	1001	Oral Surgery	2.0
ORT	1001	Orthodontics I	1.0
PBL	1012	Problem-Based Learning III	8.0
PER	1002	Periodontology II	1.0
RAD	1002	Radiology Interpretation Workshop	0.5
RCC	1002	Endodontics	4.0
RCC	1003	Fixed Prosthodontics	7.0
RCC	1004	Removable Partial Dentures	3.0
RCD	1003	Restorative Dentistry - Complete Dentures Clinic	1.0
SIP	1001	Special Issues in Patient Care	1.0
Total Semester Hours			29.5
<b>Dental 2<sup>nd</sup> Year Spring Semester</b>			
CCC	1001	Comprehensive Care Patient Clinic	2.0
PBL	1013	Problem-Based Learning IV	8.0
PED	1001	Pediatric Dentistry	3.0
PER	1003	Periodontology III	1.0
ORT	1002	Orthodontics II	0.5
RCC	1005	Restorative Comprehensive Care	7.5
TMD	1001	Occlusion	0.5
Total Semester Hours			22.5
<b>Dental 3<sup>rd</sup> Year Fall Semester</b>			
CCC	1002	Comprehensive Care – Patient Clinic	36.5
GDT	1001	Geriatrics/Special Needs Dentistry	1.0
MSD	1001	Management/Supervision of Dental Practice	0.5
MSD	1002	Management/Supervision of Dental Practice	2.0
PED	1100	Topics in Pediatric Dentistry	1.0
TBL	1001	Team Based Learning I	2.5
TMD	1002	Temporomandibular Disorders	1.0
Total Semester Hours			44.5
<b>Dental 3<sup>rd</sup> Year Fall Semester</b>			
CCC	1003	Comprehensive Care – Patient Clinic	26.5

Abbr.	Number	Course Title	Credit Hours
TBL	1002	Team Based Learning II	2.5
			Total Semester Hours
			29.0
Dental 4 <sup>th</sup> Year Fall Semester			
CCC	1004	Comprehensive Care – Patient Clinic	28.0
			Total Semester Hours
			28.0
Dental 4 <sup>th</sup> Year Spring Semester			
CCC	1005	Comprehensive Care – Patient Clinic	20.0
IPE		Inter-professional Education	0.0
			Total Semester Hours
			20.0
			Total Program Hours
			218.5

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

## 2.3.2. Course Descriptions

### 2.3.2.1. Course Numbering and Abbreviation System

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

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

### 2.3.2.2. Course Descriptions

#### LECOM SDM Standard Numerical Course Designations:

The numerical system utilized by the SDM connotes ascending coursework within a sequence of

courses. Courses with a 1001 designation are the initial course within a sequence with ascending numbers designating later or subsequent coursework within a specific discipline.

### **ANT 1003 - Clinical Human Gross Anatomy – 3.0 Credit Hours**

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

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

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

### **CCC 1001 - Comprehensive Care Patient Clinic – 2.0 Credit Hour**

D2 Transition into LECOM Dental Group Practices:

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

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

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

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

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

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

**D3 Grand Rounds Component:** Students will present clinical cases that have been diagnosed and

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

**CCC 1004 - Comprehensive Care Patient Clinic – 28.0 Credit Hours**

**CCC 1005 - Comprehensive Care Patient Clinic – 20.0 Credit Hours**

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

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

**DAM 1001 - Dental Anatomy and Morphology – 4.0 Credit Hours**

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

**DBS 1001 - Dental Biostatistics – 1.0 Credit Hour**

DBS1001 is an introductory course in biostatistics, research design and methodology, and epidemiology. This course is offered to first year dental students. Topics covered include the nature of data, descriptive statistics, research study design, statistical inference, confidence interval estimation, elementary probability, comparison of two-sample means and proportions, simple linear regression, and correlation.

Parametric and non-parametric methods are discussed. Other research methodology such as systemic review and meta-analysis are also covered. The course will introduce the basic principles and methods of epidemiology and demonstrates the applicability to public health and dentistry.

### **GDT 1001 - Topics in Geriatrics and Special Needs Dentistry – 1.0 Credit Hour**

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

### **GPD 1001 - General Practice Dentistry I – 4.0 Credit Hours**

### **GPD 1002 - General Practice Dentistry II – 2.0 Credit Hours**

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

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

### **HPC 1001 - Hygiene Patient Clinic – 1.0 Credit Hour**

### **HPC 1002 - Hygiene Patient Clinic – 2.0 Credit Hours**

### **HPC 1003 - Hygiene Patient Clinic – 1.0 Credit Hour**

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

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

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

### **IHP 1001 - Introduction to Histopathology – 2.0 Credit Hours**

IHP 1001 is a course offered to first year dental student with emphasis on pattern recognition of normal tissue and organ structure (histology), correlation of tissue architecture with normal physiologic function, and comparison to microscopic processes and lesions observed in the diseased state

(histopathology). The course introduces the student to the structure and function of cells and the organization of cells into basic tissues. Students will also learn the basic pathologic processes that underlie all diseases, such as cellular pathology, inflammation and repair, fluid, and hemodynamic derangements, neoplasias, and also the study of genetic, immunologic, metabolic and deficiency, infections, environmental, pediatric, and geriatric diseases.

**MSD 1001 - Management & Supervision of a Dental Practice – 0.5 Credit Hour**

**MSD 1002 - Management & Supervision of a Dental Practice – 2.0 Credit Hours**

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

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

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

**ORT 1001 - Orthodontics I – 1.0 Credit Hour**

**ORT 1002 - Orthodontics II – 1.0 Credit Hour**

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

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

**PBL 1011 - Problem Based Learning II – 8.0 Credit Hours**

**PBL 1012 - Problem Based Learning III – 8.0 Credit Hours**

**PBL 1013 - Problem Based Learning IV – 8.0 Credit Hours**

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

**PED 1001 - Pediatric Dentistry – 0.5 Credit Hour**

Pediatric dentistry is the branch of dentistry dealing with children from birth through adolescence. This course introduces the students to the concepts of pediatric and adolescent growth and development; disease causality and prevention in a pediatric patient; child psychology and behavioral management;

and restorative techniques and modalities adapted to the pediatric patient. In addition, the course also focuses on the care of special needs patients, such as people with cerebral palsy, mental retardation, and autism.

#### **PED 1100 - Topics in Pediatric Dentistry – 1.0 Credit Hour**

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

#### **PER 1001 - Periodontics I – 1.0 Credit Hour**

#### **PER 1002 - Periodontics II – 1.0 Credit Hour**

#### **PER 1003 - Periodontics III: Surgery and Implant Restoration – 1.0 Credit Hour**

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

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

#### **RAD 1001 - Foundations of Oral and Maxillofacial Radiology – 1.0 Credit Hour**

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

#### **RAD 1002 – Workshop – 0.5 Credit Hour**

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

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

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

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

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

composite resin. The course will also provide a foundation of knowledge that is necessary for restoring individual teeth exhibiting moderate to extensive destruction resulting from dental caries.

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

### **RCC 1002 - Restorative Comprehensive Care II: Endodontics – 4.0 Credit Hours**

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

### **RCC 1003 - Restorative Comprehensive Care III: Fixed Prosthodontics – 7.0 Credit Hours**

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

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

### **RCC 1004 - Restorative Comprehensive Care IV: Removable Partial Dentures– 3.0 Credit Hours**

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

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

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

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

### **RCD 1001 - Restorative Dentistry Complete Dentures – 4.0 Credit Hours**

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

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

### **RCD 1003 - Restorative Dentistry Complete Dentures Patient Clinic – 1.0 Credit Hour**

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

### **SIP 1001 - Special Issues in Patient Care – 1.0 Credit Hour**

Students will learn current concepts related to dentistry through evidence-based data accumulated through critical review of the literature. The course will focus on special issues in patient care related to pain management and substance use disorders. Emphasis will be placed on using critical thinking skills to recognize and effectively manage patients who are experiencing dental pain or displaying signs of substance use disorders.

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

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

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

### **TMD 1001 - Temporomandibular Joint Dysfunction: Occlusion – 0.5 Credit Hour**

### **TMD 1002 - Temporomandibular Joint Dysfunction: Disorders – 1.0 Credit Hour**

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

### **WRK 2020 – Emergency Preparedness Professional Development Course – P/F noncredit**

This course introduces students to emergency preparedness training, planning and practices.

## **2.3.3. Interprofessional Education (IPE)**

As future healthcare professionals, students will be expected to practice with a variety of interprofessional members of the healthcare team to provide the best patient care possible. LECOM trains students to be prepared for this interprofessional (IPE) environment. Students in LECOM's professional degree programs, including osteopathic medicine (COM), pharmacy (SOP), dentistry

(SDM), and podiatry (SPM) are required to participate in a series of IPE curricular activities. LECOM's IPE curriculum is focused to teach the behavior of collaborative practice that forms the foundation of connected health care teams to execute safe, high-quality, accessible, and patient-centered care desired by all. The IPE curriculum consists of a series of courses and experiences underpinned by four IPE competencies as developed by the Interprofessional Education Collaborative: Roles and Responsibilities, Teams and Teamwork, Communication, and Values and Ethics.

**LECOM IPE courses.** All IPE courses are Pass/Fail (with the exception of the Pharmacy School, which does assess them for part of a grade) and noncredit. Successful pass and completion is required to graduate and is monitored by preclinical and clinical administration and the Institutional Director of IPE to ensure compliance.

1. **IPE 1001: Introduction to IPE.** In this online course, first-year or second year students from the COM, SOP, SDM, SPM are all enrolled together in a large Institutional online course to learn the fundamentals of IPE. In the first part of the course, students gain knowledge of the four IPEC competencies through online modules involving reading assignments, PowerPoint slides, and online quizzes. In the second part of the course, students are broken out proportionately into small interdisciplinary groups of 20 students each. Here, students collaborate together by applying their IPE knowledge to a series of case scenarios related to each IPEC competency through asynchronous online forum group discussions. Faculty from all professional schools facilitate these online discussion groups. Students must pass this IPE course with a minimum of 80% to pass the host course in which this IPE course is embedded, but does not impact the final grade in the host course. However, for pharmacy students, the numeric score earned in IPE 1001 partially contributes to the final course average in the host course. Host courses are listed in the table below.

School	Campus	Host Course #	Host Course Name	Year of Student
COM	Erie	HPO 1006	History & Physical I	First Year
COM	Bradenton	CLE 1002	Clinical Examination I	First Year
COM	Elmira	HPO 1006	History & Physical I	First Year
COM	Seton Hill	HPO 1006	History & Physical I	First Year
SDM	Bradenton	GPD 1001	General Practice Dentistry I	First Year
SOP	Erie	APC 1003	Applied Patient Care III	First Year
SOP-DE	Erie	APC 1004	Applied Patient Care IV	Second Year
SOP	Bradenton	APC 1003	Applied Patient Care III	Second Year
SPM	Erie	HPO 1006	History & Physical I	First Year

2. **IPE 1200: Applied IPE - Clinical Case Scenario.** In this standalone non-credit online course students improve their IPE skills by working together in small, online discussion groups through a computerized IPE case-scenario tutorial. This online course builds on the IPE 1001- Introduction to Interprofessional Education course. IPE course goals are achieved through five online discussion forums where students apply their learning in the four interprofessional competencies. Each student engages in active learning of interprofessional care through the course materials and is assessed on the course content, its importance, and relevance in the health professions. Students from LECOM's health professions schools are proportionated into groups of 10 with a faculty facilitator to work through the case scenario to review, hone, and put into practice their IPE behavioral skills involving communication, roles, teamwork, and ethics.

Students must pass this course with a minimum of 80% or will be sent to their respective School's student disciplinary committee. The table below lists where this IPE course occurs in the curriculum of the professional programs, campuses, and student years:

School	Location	Year of Student
COM	Erie	Second Year
COM	Seton Hill	Second Year
COM	Elmira	Second Year
SOP	Erie	Second Year
SDM	Erie & Defuniak	Fourth Year
SPM	Erie	Second Year

3. **IPE 2001: Reflections in Inter-Professional Care.** In this final online course, all final-year medical and pharmacy students close the loop in LECOM's IPE curriculum by critically analyzing a memorable IPE learning experience encountered during clinical rotations that left an indelible impression. In experiential learning, where students learn through experience, reflection is central. In this online course, students first review the IPE Competencies through required readings, videos, and a short quiz. Then, students create a reflective analysis paper of the remarkable IPE encounter they experienced by applying the REFLECT rubric, which enables students to understand and reflect upon the importance and process of inter-professional care in collaboration within a variety of health professions students. This low-burden, high-impact course is designed to allow all medical and pharmacy students, regardless of campus location, the opportunity to embrace effective IPE and to develop elements of competence in the four Interprofessional Education Collaborative (IPEC) domains. Students must pass this senior-level IPE course with a minimum of 80% to pass the host course in which this IPE course is embedded, as listed in the table below:

School	Location	Host Course #	Course Name	Year of Student
COM	Erie	DOR 1036	Senior Capstone	Fourth Year
COM	Bradenton	DOR 1036	Senior Capstone	Fourth Year
COM	Seton Hill	DOR 1036	Senior Capstone	Fourth Year
COM	Elmira	DOR 1036	Senior Capstone	Fourth Year
COM-PCSP	Erie	DOR 1036	Senior Capstone	Third Year
COM-APAP	Seton Hill	DOR 1036	Senior Capstone	Third Year
SOP	Erie	PPE 1005	Pharmacy Practice Essentials	Third Year
SOP-DE	Erie	PPE 1005	Pharmacy Practice Essentials	Fourth Year
SOP	Bradenton	PPE 1005	Pharmacy Practice Essentials	Fourth Year
SPM	Erie	TBD	TBD	Fourth Year

**Additional IPE Experiential Learning Opportunities in the curriculum:**

1. LECOM IPE RESEARCH DAY: The annual LECOM research day is an IPE event where students from all schools come together to view and discuss research posters and presentations. LECOM IPE RESEARCH DAY is held at the Erie campus each Fall semester and at the Bradenton campus each Spring semester.
2. Interprofessional clinical opportunities exist in the dental clinics (involving medical and

pharmacy students) and at the LECOM Senior Living Center in Erie, PA, the latter of which was funded by a major national foundation award for the LECOM LIGHT grant. Other opportunities have included Mental Health First Aid for Veterans, Mental Health First Aid, and the Yellow Ribbon program.

3. Most clinical rotations include interprofessional collaborations among students, preceptors, and other healthcare professionals where LECOM students get to learn from and experience IPE collaborative practice.

## **2.4. SCHOOL OF DENTAL MEDICINE ACADEMIC POLICIES AND PROCEDURES**

### **2.4.1. Policy and Procedure for Final Grade Appeals**

#### **2.4.1.1. Cause for Final Grade Appeals**

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

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

1. Assignment of a grade that is malicious and/or discriminatory: *i.e., in determining the grade, the Course Coordinator clearly did not apply the same standards they used for grading other members of the class whose work and behavior were similar to those of the appealing student.*
2. Assignment of a grade that is arbitrary and/or capricious: *i.e., the Course Coordinator had apparently no discernible rationale for arriving at the grade given.*
3. Assignment of a grade that has resulted from human error: *i.e., the Course Coordinator reported an incorrect grade as the consequence of a mistake in computation, in recording or in some other mechanical aspect of the grading process. In such instances, it is assumed that the error will be corrected as a result of Step 1 of the Appeals Procedure (Faculty-Student Conference).*

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

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

## 2.4.1.2. Procedure for Final Grade Appeals

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

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

#### *Didactic Courses:*

1. A student-faculty member conference shall take place within ten (10) class days after official notification of the grade from the Registrar's office.
2. If either the student or faculty member wants the conference to take place in the presence of a third party, a request will be submitted to the appropriate Assistant Dean or another member of the SDM to sit in on the conference.
3. The student shall explain the reasons for appealing the grade (see Section [2.4.1.1 Cause for Final Grade Appeals](#)), and the faculty member shall explain the reasons for assigning the grade.
4. If the faculty member believes the grade should not be changed, the student shall be notified in writing (with a copy to the appropriate Assistant Dean) within five (5) class days after the conference has occurred.
5. The Assistant Dean or their Designee will consider all the facts presented by the student and faculty member and make a decision regarding any grade change based on the criteria listed in Section [2.4.1.1 Cause for Final Grade Appeals](#).
6. The student will be notified in writing within a reasonable time period of the Assistant Dean's or his Designee's decision.

#### *Clinical:*

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

### *Step 2: Appeal to the SPG Committee*

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

1. This appeal must be submitted in writing or electronically addressed to the Chairperson of the SPG Committee, and shall contain the student's reasons for appealing the grade. (See Section [2.4.1.1 Cause for Final Grade Appeals](#)).
2. The appeal should be made within 10 (ten) working days after the student receives the written notification from the Assistant Dean or his Designee.
3. After considering all the facts, the SPG Committee will determine if the grade should be changed.

### *Step 3: Appeal to the Dean*

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

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

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

### **2.4.2. Satisfactory Academic Progress Policy**

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

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

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

### **2.4.3. Promotion**

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

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

### **2.4.4. Probation**

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

Members of the faculty or administration will render a special report in writing to the SPG Committee regarding any student whose professional or personal conduct is deemed

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

2. When a student is placed on probation, the Dean will notify the student in writing of the reasons for probation. A copy of this letter will be placed in the student's permanent file and distributed to the Chairperson of the SPG Committee and the student's faculty advisor. The SPG Committee will ascertain when the terms of the probation have been satisfied and recommend to the Dean that probation can be rescinded. A copy of this letter will be placed in the student's permanent file if the probation is labeled "Disciplinary" as opposed to "Conduct."
3. A student on probation may not serve as an officer of any official Dental School clubs or organizations or engage in time consuming extracurricular activities (student organizations, employment) or attend off-campus conferences.
4. A student on probation must meet with his or her faculty advisor at least twice a month.
5. The student will remain on probation until the following minimally acceptable standards are met:
  - The student will be removed from probation when the specified terms have been remediated according to the remediation policy (Section 2.4.5.1).
  - The student will be removed from probation when the specified terms of probation for ethical, professional, or personal conduct are met.
  - Students on probation for failing a didactic or clinical course will be removed from probation when they have met the terms of their probation.
  - Fourth year students on probation will be subject to review by the SPG Committee and may be recommended for continuation on, or removal from, probation at that time.
6. Academic probation should be regarded as a serious matter and is official notice to the dental student that the quality of the student's performance during the probationary period must improve in order to remain eligible to continue in the SDM. Any student who fails to improve their performance in the areas identified by the SPG Committee during the probationary period, may continue on probation, be asked to withdraw, or be dismissed from the SDM.

## **2.4.5. Remediation**

### **2.4.5.1. Policy Statement**

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

If a student receives a failing grade in a course, that student's academic performance will be reviewed by the SPG Committee and procedures for remediation will be recommended by the Committee to the

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

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

#### **2.4.5.2. Procedures for the School of Dental Medicine**

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

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

#### **2.4.5.3. Problem-Based Learning**

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

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

#### 2.4.5.4. Pre-Clinical

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

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

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

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

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

#### 2.4.5.5. Pre-Clinical Courses with Simulation Laboratory Components

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

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

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

#### 2.4.5.6. Clinical Education

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

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

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

If the student is allowed to repeat the clinical course or academic year, the highest grade a student may

earn through remediation is a 75% (Pass). The remediation grade will be recorded on the transcript along with the original grade.

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

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

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

#### **2.4.5.7. Remediation Expenses**

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

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

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

#### **2.4.5.8. Repeating the Year**

A student granted permission to repeat the academic year may do so only once, for one singular year, during their matriculation at LECOM. Permission will not be granted for any additional repeat years. Failure to make academic progress after repeating the year will result in dismissal. A repeating student shall be responsible to pay all tuition and fees through private financing as federal loans are not available until academic progress is made. Repeating students must pay 25% of tuition and fees and their full balance due for disability insurance and health insurance prior to returning as a repeater. Funds for their remaining balance must be in place prior to the end of the second week of the semester to be permitted to continue attending LECOM as a repeater. (see Section **2.4.17 Maximum Length of Completion**).

#### **2.4.6. Dismissal**

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

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

1. Receiving a failing grade in a remediated course.
2. Failing (<75%) of two (2) courses or a clinical semester in any academic year.

3. Unsatisfactory professional and personal behavior, including but not limited to, the following:
  - a. Attendance
  - b. Cooperation with instructors
  - c. Interaction with fellow students, associates, the SDM or dental personnel
  - d. Approach to and interaction with patients
  - e. Personal appearance not in compliance with the SDM's or outreach site dress code.
  - f. Conviction of a felony or a crime involving moral turpitude.
4. Failure to demonstrate continued academic and professional growth and achievement.
5. Conviction of a felony or a crime involving moral turpitude.

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

#### **2.4.7. Letter of Evaluation of the Dean of the School**

The Academic Dean's Letter of Evaluation for the School of Dental Medicine is an evaluation of the overall performance of the student. This letter reflects the observations of and interactions with each student that the Dean has experienced during each student's tenure at LECOM. This letter is based on each student's achievement in the LECOM curriculum and will include the student's current overall GPA. With the reports submitted by the Assistant/Associate Dean of Preclinical Education and the Associate/Assistant Dean of Patient Care Services, this letter is intended to present a holistic evaluation of each student.

#### **2.4.8. Health and Technical Standards for Admission**

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

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

The Admissions Committee will evaluate each candidate according to the requirements of the Health and Technical Standards through review of records, written statements, and interviews. Each candidate will be provided with a copy of the Health and Technical Standards as part of the admission materials. An accepted candidate will be required to sign a statement acknowledging acceptance and understanding of the Health and Technical Standards.

#### **A. Observation**

A candidate must be able to observe demonstrations, laboratory sessions, experiments in the basic sciences, including but not limited to: anatomic, physiologic, pharmacologic and microbiologic demonstrations, dental simulation and clinics. A candidate should be able to observe patients accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision, somatic sensation, and smell. It is necessary for a candidate to have adequate visual capabilities to carry out these functions and conduct proper evaluation and treatment integration of all patients.

## **B. Communication**

A candidate must be able to speak, hear, and observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A candidate should be able to communicate effectively and sensitively with patients, peers, and faculty. Communication includes not only speech, but also listening, reading, writing, and the use of computers and other devices. A candidate must be able to communicate effectively and efficiently in oral and written form with all members of a health care team.

## **C. Motor**

A candidate must be able to perform basic life support (including CPR), transfer and position disabled patients, and position and reposition self around patients in various treatment settings. The candidate must be able to operate dental equipment and controls and utilize fine hand movements. D.M.D. candidates should have sufficient motor function to elicit information from patients by palpation, percussion, and other manual diagnostic skills. The candidate should be able to perform radiology procedures and read radiographs. A candidate should be able to reasonably execute motor movements required to provide comprehensive dental care to patients. All candidates for LECOM health professional degrees are required to possess coordination of both gross and fine muscular movements, equilibrium, and the functional use of the senses of touch and vision.

## **D. Intellectual, Conceptual, Integrative, and Quantitative Abilities**

These required abilities include measurement, calculations, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of dentists, requires all of these intellectual abilities. In addition, the candidates should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.

## **E. Behavioral, Social, and Professional Conduct**

A candidate must possess the emotional health required for full use of their intellect, the exercise of good judgment, the prompt completion of all responsibilities in the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients and colleagues. A candidate must be able to cope with strenuous workloads and changing environments with flexibility and be able to cope with ambiguity in decision making. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are essential for the successful functioning physician. A candidate must demonstrate an empathic and humanistic approach to colleagues and patients, as well as exhibit compassion, integrity, concern for others, interpersonal skills, interest, and motivation.

A candidate must understand the impropriety of and be prepared to abstain from fraternizing or having sexual relationships with patients or their families.

A candidate must be free of psychopathic or sociopathic behaviors which are contrary to professional and ethical standards. Emotional stability of a candidate is required, along with

successful completion of the curriculum. If the emotional stability of a candidate becomes a concern to the administration, an evaluation by a mental health professional may be required. Behavior inconsistent with the standards of LECOM will result in denial of admission or expulsion from the institution.

A candidate with a history of illegal drug use, improper use of prescribed medications, or intemperate use of alcohol will typically not be eligible for admission into the program. A candidate who is identified after admission as having such behaviors will be referred and required to participate in the Physicians Health Program/PRN/Elmira NYS provider.

#### **F. Ethical and Legal**

A candidate must maintain and display ethical and moral behavior commensurate with the role of a physician. A candidate must be intellectually honest, ethical, law abiding, and without felony convictions. A candidate must acknowledge felony offense(s) or misdemeanor offense(s) occurring prior to matriculation and/or while enrolled at LECOM. Such disclosure is required of all charges and convictions, including expunged.

A candidate should have no record of suspensions for academic misconduct or behavior showing disregard for the law or other individuals. A candidate must acknowledge institutional action(s) occurring prior to matriculation at LECOM. Institutional action(s) include, but are not limited to, Title IX violations.

A candidate must undergo a state or federal criminal background check at the time of matriculation and may be required to undergo additional background checks prior to clinical rotations. Submitting false statements may be grounds for rescinding acceptance.

#### **G. General Health:**

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

#### **H. Compliance with Monitoring Program**

A candidate 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. No candidate 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.

#### **Candidates with Disabilities**

LECOM operates in accord with Section 504 of the 1973 Vocational Rehabilitation Act and American Disabilities Act (PL 101-336) and recognizes that certain disabilities may be accommodated without compromising the standards required by the School or the integrity of the curriculum. Thus, LECOM will make reasonable accommodation(s) for otherwise qualified candidates as required by law. Technological compensation may be made for disabilities in some areas, but a candidate for the D.M.D. degree must be able to perform in a reasonably independent manner without a trained intermediary. The use of a trained intermediary implies that a candidate's judgment or senses may have to be mediated by someone else's powers of selection and observation. Following matriculation, a candidate must continuously meet the Health and Technical Standards throughout enrollment at LECOM.

Candidates who have questions about or want to request accommodations and/or services should contact [Disability Services](#).

### **Request for Accommodations**

- A candidate who has not been offered admission to the School of Dental Medicine may disclose a disability and request accommodation during the admission process. This is not required unless the candidate wants to request an accommodation for the admission process.
- While dental students can disclose a disability and request an accommodation at any time during their enrollment, students are encouraged to disclose the need for accommodation(s) as soon as possible. Time for documentation review and arrangement of accommodation(s) is necessary and may take up to four to six weeks. Accommodations are not retroactive.
- A candidate who believes they may be eligible for reasonable accommodation(s) are required to contact [Disability Services](#).

### **2.4.9. Policy on Drug Testing**

LECOM School of Dental Medicine acknowledges that the trust placed in the delivery of health care services by students is critical to the community and our patients. It is, therefore, the policy of the School of Dental Medicine to ensure a drug free educational environment and that the delivery of health care services provided by students is safe. Students who interact with patients and their peers while under the influence of drugs and/or alcohol are not only risking their own well-being, but also endangering the safety of patients, peers, and health care team members.

Any degree of impairment of a student in a class, clinical environment or extramural site due to the use of medication whether illegal, prescribed or over-the-counter, or alcohol compromises patient safety, violates professional ethical standards, and shall not be tolerated. In addition, distribution of drugs while on school premises is forbidden.

The School of Dental Medicine requires students to submit to drug screening prior to or at any time while they are engaged in patient care. The screening may test for the presence of the following substances and any others deemed appropriate for the individual circumstances at hand:

- MDMA/Ecstasy
- Amphetamines
- Cocaine Metabolites
- Marijuana Metabolites
- Opiates 2
- Phencyclidine
- Barbiturates
- Benzodiazepines
- Methadone
- Propoxyphene
- Methaqualone

The School of Dental Medicine also supports drug screening, where applicable, as a condition of the legal affiliation agreements executed between the School or its programs and affiliate sites. Fees for all drug screenings will be at the student's expense.

### **2.4.10. Participation in Special Environments**

#### **INTRODUCTION**

Dental education occurs in a special environment in which all students must participate in order to

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

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

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

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

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

#### **2.4.10.2. The Pregnant Student**

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

- Obtain, at her own expense, appropriate clothing to reduce her exposure to potentially harmful chemicals or an appropriate filter mask.
- Wear a radiation monitoring badge provided by the LECOM School of Dental Medicine.

- Take appropriate precautions when obtaining dental radiographs.
- Take a Leave of Absence from school and resume coursework the following year after the birth of the baby.

### 2.4.11. Veterans Education

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

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

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

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

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

### 2.4.12. Registration

All students are required to register in person on the registration day specified in the applicable calendar. Failure to register on the specified day without prior permission may be grounds for withdrawal. Tuition, fees, and prior debts are payable in full on or before the start of each semester. In addition, prior to registration, incoming students must make sure the College has received the following documents by the deadline assigned in the student's matriculation packet.

- Final official transcripts from previously attended colleges and/or universities;
- Physical examination form;
- Immunization records as outlined on the physical examination form;
- Criminal background check and drug screen;
- Health and Technical Standards
- Record Release Form
- Signed matriculation agreement;

LECOM reserves the right to rescind the acceptance or make acceptance contingent on the student entering 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 and alcohol test; or

- A prospective student is involved in a drug or alcohol incident following completion of the application for admission

Attendance at orientation is mandatory for first year students. Matriculation is subject to satisfactory completion of all academic requirements, including completion of the Immunization Status Report and immunity to all diseases as outlined in the report, and payment of tuition, fees and other charges to LECOM. Background checks and drug screen must be completed prior to matriculation.

### 2.4.13. Required Equipment

#### 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 laptop prior to the first day of orientation. Students are responsible for all costs associated with ownership of the computer.

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

#### Dental Equipment

All students in the School of Dental Medicine **are required to purchase** dental equipment for the D1, D2, and D3 years as arranged by the school. Required equipment and price list are provided in the matriculation agreement sent upon acceptance. The student's Financial Aid Cost of Education Budget includes necessary funds for the purchase of this required equipment and materials.

Equipment or materials that are not part of the LECOM School of Dental Medicine formulary are strictly prohibited from use in the school and its clinics.

### 2.4.14. Academic Advisement

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

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

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

### 2.4.15. Grading and Credit Hours

One of the goals of the Dental School is to create a learning environment that maximizes learning opportunities and fosters lifelong learning. Educational opportunities available at LECOM-SDM are designated as didactic courses; restorative comprehensive care (RCC) series; problem-based learning (PBL) and self-directed study modules; team-based learning (TBL); or clinical rotations and clinical courses. A didactic course is a free-standing unit and usually focuses on one specific discipline (e.g., oral surgery, periodontics, occlusion, etc.). A restorative comprehensive care series contains multiple disciplines, both dental didactic and simulation lab sessions, and usually focuses on one specific dental restorative discipline at a time (e.g., operatory dentistry, fixed prosthodontics, etc.). A PBL and TBL

module/course is a series of case studies based upon actual patient conditions. A clinical rotation or a clinical course is a specific period of instruction in an area of clinical dentistry (patient-care-based) where the student learns from a blended methodology the fundamentals and nuances of the practice of dentistry from the mentoring dentist preceptors. This experience may include chairside instruction, directed readings, discussions, case presentations, attendance at Grand Rounds, clinical lectures, and work in the dental patient clinic. A student's achievement in the LECOM SDM curriculum is measured via formative and summative assessment methods. Course exams help students identify areas they need to review and further concentrate on.

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

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

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

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

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

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

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

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

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

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

## **2.4.16. Examination Decorum**

### **2.4.16.1. Students Must be on Time for an Examination**

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

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

### **2.4.16.2. Examination Policies and Procedures**

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

The Course Director will decide if students may have calculators, scratch paper, etc. Prior to entry into the examination room, the students **must** leave all personal items (books, notes, study aids, coats, etc.) in the student lockers or designated areas in the lecture hall. Once the examination has started, no talking is permitted, and student’s questions will not be answered by the proctors (other than those relating to technical issues with Exemplify). Students shall sit at every other seat in straight, aligned rows during exams. Students who need to use the restrooms must request permission before leaving the examination room. No more than one student will be allowed to leave the examination room at one time. After completing the exam, students should quietly leave the examination room and the area adjacent to the examination room so as not to disturb students still taking the exam.

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

Incident of dishonesty will be referred to the SPG Committee for investigation.

1. Items Not Allowed to be Worn or in Personal Possession
  - a. All electronic devices, including:
    - i. Phones, Smart Watches, etc.-
  - b. Coats, including hoodies/shirts with large front pockets
    - i. If worn, scrub shirt must be on top
  - c. Study aids, books, notes, etc.
  - d. Paper, Pens, Pencils. A pencil and scratch paper will be provided if needed.

**ANY** of the above items may be left on the proctors table. If any of the items are discovered in the student's possession during the exam, it will be considered cheating and the student will fail the examination automatically.

Phones and Electronic devices **MUST** be switched off during the exam.

2. Students arriving more than 10 minutes late to the examination without an excuse will receive a grade no higher than a 75%.
  - a. Late arrivals allowed to test will be held to the original time frame for the exam.
    - i. **EXAMPLE:** If the exam is scheduled for 8-9 and the student arrives at 8:30, then the student only has 30 minutes to take the exam.
  - b. Arriving late due to traffic issues is **NOT** an acceptable excuse. Student must plan accordingly.
3. Students may **NOT** begin an exam after the first student has completed the exam.
4. Students are **NOT** permitted to communicate once the exam begins.
5. Students absent from an exam **MUST** submit a physician's note from that day. If not, the exam will be recorded as a 0%.
6. Students must turn in all scrap/note paper as they exit the exam room.
7. No more than one male and one female student are permitted to go to the restroom at the same time. Students must:
  - a. Obtain proctor permission
  - b. Flip their note sheet over or place under their computer.
  - c. Sign out before leaving.
  - d. Students may be escorted by a proctor to the bathroom
  - e. Sign in when returning
8. **NO** extra time will be granted for failure to comply with the above mentioned items.
9. Proctors may require a student to move to a new seat at any time during an exam, for any reason.
10. Students are **NOT** permitted to remain immediately outside of the examination location following submission of their exam.

**EXAMPLIFY TESTING POLICIES (Includes all of the above and the following)**

1. Students must arrive at the exam/quiz with a working computer and the appropriate power cord.

2. 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 course director and the administrative assistant (Susan Fazzino [sfazzino@lecom.edu](mailto:sfazzino@lecom.edu)) prior to the exam.
3. Should computer issues arise that are out of the student's control and prevent completion of the ExamSoft exam, the proctor will offer a paper version of the exam to the student.
4. Upon entering the lecture hall students must:
  - a. Take their seat.
  - b. Start their computer, Exemplify program, and be ready for exam start.
  - c. Students may **NOT** continue to review notes, PowerPoints, etc. after taking their seat in the exam room.
5. The examination must be submitted/uploaded electronically and they must show the proctor the confirmation screen verifying they have uploaded the exam before they exit the exam room.
6. If the student encounters issues uploading, please notify a proctor.
7. Question challenges or comments must be entered in the comments section available on Exemplify. This section is reserved for question challenges for the faculty to review. Students must refrain from using this section as "notes".

**Deviation from the items above may result in a 0% for the examination.**

**We understand that sometimes things happen that are outside of your control. Therefore, Course Directors may make policy exceptions on a case-by-case basis at their discretion.**

#### **2.4.16.3. No Student May Be Exempt from Taking Examinations**

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

#### **2.4.16.4. Interruptions During an Examination**

If a fire alarm or other emergency condition occurs during an examination, either paper or computer-based, students will immediately cease taking the examination and evacuate the building. All materials should be turned over and left on the desk.

Proctors will ensure that all students leave the examination rooms in a timely manner. Students may be asked to evacuate to a specific location. Students are to remain in an area where they can clearly hear the announcement(s).

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

After the fire alarm or other cause of interruption has ended, students will return to their assigned seat in a timely manner (within 15 minutes) and resume the examination when announced by the proctor to do

so. Students returning later than 15 minutes following the “all clear” signal may be excluded from continuing the examination.

Resumption of an interrupted exam will follow the guidelines of the particular exam being administered (NBME, NBOME, ExamSoft).

#### **2.4.16.5. Counseling After Failed Examinations**

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

#### **2.4.17. Maximum Length of Completion**

LECOM follows the standard for maximum length of completion and requires that all School of Dental Medicine students complete all requirements for graduation within the 150% (six (6) years following matriculation) standard timeline to achieve the degree. The following guidelines are provided:

##### **Leave of Absence**

If a student is unable to return within the timeframe necessary to meet the 6-year rule for graduation, they must receive permission to extend their education past the six (6) years from the date of original matriculation. LECOM counts all time from date of matriculation. If a student reaches the 6-year time frame, the student will be considered withdrawn from matriculation. It is the student’s responsibility to seek out and receive permission to extend their education past six years based on any extenuating circumstances.

##### **Mandatory Leave of Absence**

A student on a mandatory leave of absence must also complete the curriculum within the 150% (six (6) years following matriculation) standard timeline to achieve the LECOM requirements for graduation. A student placed on a mandatory leave of absence may be required to take an examination prior to being permitted to return. If the student is unable to return within two years and has received permission to continue matriculation, all coursework must be repeated.

##### **Withdrawal of a Student**

A student who withdraws and is considered for readmission will be required to complete matriculation within six (6) years of the original matriculation date.

#### **2.4.18. Attendance, Tardiness and Absences**

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

##### **2.4.18.1. Policy on Attendance**

Mandatory attendance for all students is required in clinics, rotations, and classes. Students not adhering to this attendance policy will be subject to disciplinary action. Unexcused absences will be viewed as violations of the Code of Student Conduct and Discipline and may result in disciplinary action at the discretion of the Student Promotion and Graduation Committee/Assistant Dean/or Dean of the School of Dental Medicine. This disciplinary action may include, but is not limited to, loss of remedial privileges, removal from any leadership position with any student club, organization, or student government office,

etc. (See Section [9.7.1 Behavioral Penalties](#)). Tardiness to class or clinic will not be tolerated and may be subject to disciplinary action as well. In extreme cases, absenteeism or tardiness may result in dismissal.

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

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

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

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

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

*\*Planned absences of 1-2 weeks are classified as Short-Term Excused Absence, and absences longer than 2 weeks are classified as Leave-of-Absence. For these types of absences, follow the procedure outlined in Section [8.4](#).*

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

#### **2.4.18.2. Meetings Attendance, Event, and Illness Guidelines**

When appropriate, students are encouraged to attend meetings that will enhance their education. They are urged to participate in LECOM approved events to promote involvement in dental related and

community events once it is deemed suitable to their level of expertise. Students must be in good academic standing (no failures) and attendees must be a delegate, alternate, presenter or have a participatory role at the meeting to be approved. Requests for travel must be made no less than thirty (30) days in advance.

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

### **Dental meetings and conferences**

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

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

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

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

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

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

Students are allowed five days during their third year and an additional five days during the fourth year to attend externships. Externships must be completed at CODA approved residency programs. All externships must be approved by the Director of Patient Care Service as well as the Assistant Dean of Patient Care Service. The Program Director of the residency program must provide a brief evaluation of the students' performance. Externship days do not need to be made up.

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

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

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

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

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

### **2.4.18.3. Qualifying Reasons for Excused Absences**

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

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

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

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

## **2.4.19. LECOM SDM Policy on Outreach and Service**

### **2.4.19.1. Preclinical Absences**

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

All excused absences must be submitted in a timely manner, according to the policy set forth in Section [2.4.18 Attendance, Tardiness and Absences](#).

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

### **2.4.19.2. Clinical Absences**

Attendance is mandatory for all clinical courses, rotations, and clinic sessions. Students not adhering to

this attendance policy will be subject to disciplinary action at the discretion of Student Promotion and Graduation Committee or Assistant Dean of Patient Care Services.

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

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

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

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

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

#### **2.4.19.3. LECOM Policy on Outreach Missions**

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

#### **2.4.20. Legal Limitations on Practice of Dentistry**

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

during LECOM –approved health fairs, and the like, with appropriate supervision.

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

#### 2.4.21. Policy for Guest Lecturers

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

#### 2.4.22. Requirements for Graduation

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

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

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

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

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

### **2.4.23. Commencement**

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

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

All graduating students shall comport themselves in a thoroughly professional manner throughout the graduation ceremony. Graduates will already be wearing their hood for the roll call and will be handed a diploma cover at one end of the ceremonial stage, then proceed across the stage and down the stairs to be directed to the photo area. Guest hooding is not permitted. 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 their receipt of the diploma may be delayed.

### **2.4.24. 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 located 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. FINANCIAL AID

#### **Introduction – 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 their chances of admission to their program of choice.

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.

Financial assistance to meet the cost of education is primarily available from Federal and private loan programs originated or certified by LECOM. LECOM participates in the William D. Ford Direct Loan Program (Direct Loan Program), which includes the Federal Direct Subsidized, Unsubsidized, and PLUS Loan Programs. Students applying for federal financial aid are required to complete the FAFSA (*Free Application for Federal Student Aid*) annually online at <https://studentaid.gov>. LECOM uses the information submitted on the FAFSA to determine loan eligibility. LECOM also participates in private educational loan programs. Private education loans are certified in compliance with federal and state regulations.

Additional information may be obtained from the LECOM Erie Financial Aid at (814) 866-6641 or email [financialaid@lecom.edu](mailto:financialaid@lecom.edu); the LECOM Bradenton Financial Aid at (941) 756-0690 or email [BradentonFinAid@lecom.edu](mailto:BradentonFinAid@lecom.edu); or the LECOM at Seton Hill Financial Aid at (724) 552-2867; or LECOM at Elmira Financial Aid inquiries can be directed to (607) 442-3500 or by using the financial aid email: [financialaid@lecom.edu](mailto:financialaid@lecom.edu).

#### **3.1. FINANCIAL AID PROCEDURES AND CODE OF CONDUCT**

The Higher Education Opportunity Act requires institutions that 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. 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 adheres to the following student lending code of conduct:

- 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 LECOM Financial Aid 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 LECOM Financial Aid 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 LECOM Financial Aid 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, or 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 their 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 staffing.

## **3.2. APPLICATION PROCEDURES**

All accepted students must complete the LECOM Authorization and Consent Form on the LECOM student portal, *myLECOM*. Students who choose to use federal loans must complete the federal Free Application for Federal Student Aid (FAFSA) at [studentaid.gov](http://studentaid.gov). LECOM Financial Aid staff use the information on the FAFSA to determine eligibility for loans. Students applying for financial aid are required to complete the FAFSA annually.

If a student chooses to use the Direct Graduate PLUS loan, the PLUS application must be completed annually. Please note that the PLUS loan application is not available until after April 1 and requires an acceptable credit score. Students who do not qualify due to their credit score will be notified at [studentaid.gov](http://studentaid.gov) if a co-signer is needed to secure the loan.

Per federal regulations, to receive federal student aid, a student must be a U.S. citizen or eligible non-citizen, maintain satisfactory academic progress (Section 3.6) not owe a refund on a federal or state grant, or be in default on a federal student loan. Financial Aid may request other supplemental information as needed to determine eligibility.

### **3.2.1. Application for Additional Loan Funding**

Reapplication for additional financial assistance, including cost of education budget increase requests, and second loan requests will not be processed until 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.

## **3.3. STUDENT FINANCIAL ASSISTANCE AND TUITION AND FEES PAYMENT**

Loan proceeds are applied to a student's account when LECOM receives disbursement from federal 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 is denied a loan or has difficulty obtaining loans because of credit rating, LECOM will not waive tuition and fee charges while these matters are being resolved. There will be no exceptions to this policy.

## **3.4. 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 30 days of any of the foregoing in accordance with the following schedule:

- 100% during the first week of the semester;

- 75% during the second week of the semester;
- 50% during the third week of the semester; or
- 25% during the fourth week of the semester.

No refunds will be granted to a student who withdraws or is withdrawn, for any reason, after the fourth week of the semester. A student is financially responsible for any outstanding balance owed upon discontinued enrollment.

Cancellation can be made in person, by electric mail, by Certified Mail or by termination. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment. Cancellation after the third (3rd) business day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).

Termination Date: In calculating the refund to a student, the last day of actual attendance by the student is used in the calculation unless earlier written notice is received. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

### **3.4.1. Veterans Benefits Refund Policy**

A student receiving veterans benefits and who fails to complete the program, withdraws, or is 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 complies with the provisions of 6E-1.0032 (6)(i), FAC and other applicable federal and state requirements within the refund policy.

## **3.5. TREATMENT OF TITLE IV FUNDS WHEN A STUDENT VOLUNTARILY WITHDRAWS**

Federal Title IV regulations specify the amount of Title IV aid a student has earned, if a student withdraws, is dismissed, or stops attending. The Title IV programs covered these regulations include federal direct subsidized, unsubsidized, and PLUS loans.

Financial aid funds are posted to a student's account at the start of each period. The student will earn funds while they complete the academic term. If a student withdraws during the academic term or period of enrollment, the amount of Title IV aid that was earned up to the last day of attendance is determined by a specific formula. The amount of assistance earned is determined on a pro rata basis. For example, if a student completed 30% of the academic term or period of enrollment, the student has earned 30% of the loan funds that were originally scheduled to be disbursed. The institution must return the excess funds equal to the Title IV aid return calculation.

If the student has completed more than 60% of the academic term or period of enrollment, the student has earned all of the Title IV aid that was scheduled to be disbursed for that period.

If a student did not receive all the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must receive the student's permission before the funds can be disbursed. To avoid incurring additional debt, a student may choose to decline some or all of the loan funds. With the student's permission, the institution may automatically use all or a portion of the post-withdrawal disbursement for all other institution-related charges.

There may be occasions Title IV funds student that a student was scheduled to receive cannot be

disbursed to the student upon withdrawal because of other eligibility requirements.

If the institution is not required to return all of the excess funds, the student can elect to return the remaining amount. All loan funds must be repaid in accordance with the terms of the promissory note signed by the student when they borrowed the funds.

### **3.6. SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS**

A student 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.

- A student on a leave of absence for any reason is considered not to be making satisfactory academic progress and will not be eligible for federal and private financial assistance, including federal and private education loans.
- Students required to repeat a semester or year, are no longer eligible for federal financial aid and will need to obtain a private educational loan.
- Students who are removed from clinical rotations, including failure of a board examination, are not making satisfactory academic progress and are not eligible to receive subsequent financial aid until they progress to their next semester. If this period of leave extends to more than 180 days, a return of the Title IV return of calculation must be performed.

Additionally, each College/School adheres to specific criteria for maintaining satisfactory academic progress, which are defined in individual College/School policies. Exceptions to this policy will be made on an individual basis and in compliance with federal and state regulations governing financial aid.

### **3.7. LEAVE OF ABSENCE FOR FINANCIAL AID RECIPIENTS**

A student who requests to suspend enrollment for a period of time is considered on a leave of absence. Students must follow the procedure outlined in Section 8.4 and receive approval to be on an approved leave of absence. As part of the application process for a leave of absence, a student receiving financial aid must meet with Financial Aid staff and submit a completed Leave of Absence Form for Financial Aid to determine how the leave of absence will affect their eligibility for financial aid.

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

- The student's enrollment status will be reported to the lender(s) as a leave of absence.
- The leave of absence and any additional leaves of absence exceed a total of 180 days in any 12-month period, the Title IV return of calculation must be performed. The 12-month period begins on the first day of the student's official leave of absence.
- 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 their degree.
- If the student does not return from the leave of absence, their loan(s) 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 loan(s).
- If the student is notified by their lender(s) that their loans are in repayment, then the student will need to contact the lender(s) and request a hardship forbearance or economic hardship deferment.

### **3.8. STATE RESIDENCY STATUS FOR FINANCIAL AID RECIPIENTS**

For purposes of financial aid, state residency status is determined per state law at the time of original application and that status is maintained for all years of attendance at LECOM.

### **3.9. TERMS OF PAYMENT**

A Course and Fee Statement (i.e., billing statement) and Financial Aid awards are posted to the LECOM student portal, *myLECOM*, approximately 30 days prior to the start of each semester. Statements are not mailed and must be viewed through the institutional student portal, *myLECOM*.

The first semester statement includes half of the annual tuition, all fees, and disability and health insurance premiums, if applicable, less any matriculation payments. Statements for dental, pharmacy, and first- and second-year medical and podiatric medical students also include virtual textbook fees. The second semester statement includes the remaining half of the annual tuition, and if applicable, the second semester health insurance premium and any other necessary adjustments.

Student account balances must be paid in full two weeks prior to the start of the term. Students utilizing financial aid must have all steps to financial aid complete before the term starts.

Student tuition and fees may be paid by using Visa, MasterCard, Discover, or American Express credit cards or by check. Any fee associated with the use of the credit card are paid by the student. Any check that is returned by the bank for non-sufficient funds will be assessed a \$25.00 service fee.

#### **3.9.1. Late Payment Fee**

Tuition and fee charges must be paid by the due dates of each semester. Students who have applied for loans must be sure that pending loans are enough to meet the payment of tuition and fees. If tuition is not paid in full on the due date, or financial aid steps are incomplete, a late fee of \$50 per week will be assessed until such time as all financial obligations are met.

### **3.10. INSTITUTIONAL SCHOLARSHIPS FOR LECOM STUDENTS**

LECOM supports its students through a scholarship program where funds raised by the institution through activities such as the annual scholarship auctions, raffles, charity events, sale of goods, and donations from private businesses and individuals are provided to students to offset cost of tuition. Financial aid provides all LECOM students with access to institutional scholarship forms during the fall and spring terms. All completed forms that are submitted prior to the deadline are considered for distribution of scholarship monies.

Scholarships are awarded in two categories. The first type of scholarship is that of academic excellence and support of the LECOM community. Successful candidates who receive funds for these types of scholarships must demonstrate that they are excelling in their program of study and that they will continue to strive for academic excellence in the coming years of their education. Second, they must demonstrate, through their volunteer community service, that they are dedicated to supporting the LECOM community. Community service opportunities are bountiful both within the institution and through student club organizations which engage in sponsoring community service projects each semester. Students who have a demonstrable record of community service and academic excellence will be strongly considered for these scholarship awards.

The second type of scholarship that is available to LECOM students is based on emergent needs with the student being able to demonstrate insufficient funds to continue their education at the institution without

an infusion of scholarship monies. These need-based scholarships are determined on a one-on-one basis through consultation with the director of financial aid, Dean of the student's program, and the Provost. Should any student within the institution face such financial hardships they should reach out to financial aid and/or their program director or Dean to initiate the process of consideration for these scholarships.

All students who are eligible to receive scholarships must be in good standing within their program. Students who are on academic or conduct disciplinary actions for either academic or professionalism issues are not eligible for the LECOM Scholarship programs.

## 4. INFORMATION TECHNOLOGY POLICIES

### INTRODUCTION: GENERAL GUIDELINES FOR TECHNOLOGY USAGE

LECOM provides electronic communication devices, equipment, and technology, including, but not limited to, telephones, email systems, computer files, internet access, copiers, fax machines, and cellular telephones (collectively referred to as “electronic devices”). At all times, all LECOM-provided electronic devices and all data stored thereon remain LECOM property and LECOM has a legitimate business interest in the proper utilization of such property. Therefore, LECOM reserves the right to monitor, retrieve, or read any data composed, sent, or received on any LECOM-provided electronic device. Anyone using any LECOM-provided electronic device consents to have their use of the device monitored and accessed at any time and at LECOM’s discretion. A user should have no expectation of privacy in any use of LECOM-provided electronic device or system.

It is a violation of policy for any data composed, sent, or retrieved via a LECOM-provided electronic device to contain content that may be reasonably considered offensive or disruptive. Offensive content includes, but is not limited to, derogatory comments that would offend another on the basis of their sex, age, race, color, national origin, religion, disability, veteran status, sexual orientation, gender identity/expression, or any other protected class.

#### 4.1. TECHNOLOGY AND PORTAL ACCESS FOR STUDENTS

LECOM provides access to educational technologies for enrolled students, these include:

##### **Office 365, Email, and One Drive**

Students at LECOM have access to Office 365, encompassing the full Office Suite and an LECOM email address. Even after graduation, alumni will retain access to LECOM email, Office 365, and web-based applications like Word, Excel, and PowerPoint. However, if LECOM Office 365 accounts remain inactive for five years or more post-graduation, they will be deactivated.

Additionally, students are provided with a BOX.com storage account, offering a substantial 1TB storage capacity for storing Office 365 files. Upon graduation, students will have a grace period of 90 days to clear out their BOX.com account. After this period, they will transition to a free 10GB BOX.com account. This transition ensures efficient management of student data and resources following their time at LECOM.

##### **LECOM Institutional Portal (myLECOM)**

LECOM operates a Student Information System (SIS) that is known as the LECOM Institutional Portal, *myLECOM*. *myLECOM* is a centralized student record system that helps the institution manage critical student information and delivery of services. This system allows access to financial aid, academic programs, learning resource center electronic resources, admissions, bookstore, and many more helpful information sites such as accreditation updates, research opportunities, and information technology information.

Students are granted access to their *myLECOM* account at the time of matriculation as part of the LECOM Student Identify Verification Policy (Section 6.3). While students are enrolled at LECOM they will have access to *myLECOM* and continue to do so following graduation to ensure access to 1098T forms and records. Access to the LECOM portal shall continue until April 15 of the year following graduation (or to the date of any extended tax deadline).

## **LECOM Learning Management System (Canvas)**

LECOM operates a Learning Management System (LMS) that is known by its brand name, Canvas, located at [lecom.instructure.com](http://lecom.instructure.com). The Canvas LMS is an institutional platform that all LECOM College and Schools use to deliver course content, learning material, and communications to students. This technology is designed to provide consistent communication about coursework and enhance student engagement in online, hybrid and in-person learning. Canvas LMS is a robust digital foundation for all aspects of learning and may be used by faculty to assess student engagement with course content through real-time analytics built into the system.

Students are granted access to their Canvas LMS account at the time of matriculation as part of the LECOM Student Identify Verification Policy (Section 6.3).

## **4.2. EMAIL USAGE**

Email is used as an official means of communication within the LECOM community. All LECOM email communications to students are sent to LECOM email accounts.

LECOM makes reasonable efforts to maintain the integrity and effective operation of its electronic mail system, but users are advised that the system 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.

Students may not automatically forward their @lecom.edu account to another email account. LECOM is not responsible for the handling of email by outside vendors (e.g., gmail.com, yahoo.com, aol.com, etc.).

Unacceptable uses of email include, but are not limited to, the following:

- Using an email account assigned to someone else;
- Giving someone else access to a LECOM email account;
- Sending secure exam codes to another 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 a LECOM email account;
- Sending mass emails without proper authorization;
- Soliciting on behalf of another organization;
- Using email to reveal confidential information about a student, employee, or patient to anyone who has neither a need for, nor right to the information, including information that is protected by FERPA or HIPAA; and
- Sending or forwarding hate mail, discriminatory remarks, pornographic material, political propaganda, spam, or other email nuisances.

LECOM has the right to send official communications to students via email and the right to expect that such communications be received and read in a timely fashion. All students must use their LECOM accounts when communicating with the institution via email. If a student is dismissed, their LECOM email account will be deactivated immediately.

### **4.3. INTERNET USAGE**

Any individual given internet access via LECOM-provided devices is expected to use the internet to enhance the performance of their work and study responsibilities. The internet does not guarantee the privacy and confidentiality of information. Therefore, no one shall place LECOM-provided material (e.g., copyrighted software, internal correspondence, confidential materials, etc.) on any publicly accessible internet site without permission. Sensitive material transferred over the Internet (including FTP and email) may be at risk of detection by a third party. Caution must be exercised when transferring such material in any form. Only computers with up-to-date anti-virus software will be given internet access.

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.

LECOM reserves the right to determine whether use of the internet is consistent with acceptable use guidelines. Unacceptable uses of the internet include, but are not limited to, the following:

- Any 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;
- Accessing or processing pornographic material;
- Shopping, stock trading, and other personal business;
- Downloading music files or video files;
- Streaming internet radio and other music services;
- Instant messaging; and
- Distribution of unsolicited material to others or peer-to-peer file sharing.

### **4.4. PASSWORDS**

All students who connect to the LECOM network and electronic resources are responsible for reviewing and adhering to POLICY CS-2002 located on the LECOM Portal, *myLECOM*.

### **4.5. INFORMATION TECHNOLOGY HELP DESK**

LECOM IT employs a dedicated helpdesk system designed to address any technical concerns encountered by students during their academic tenure. To facilitate the resolution process, please submit a helpdesk request regarding all issues to:

Email: [issupport@lecom.edu](mailto:issupport@lecom.edu)

Upon submission of a helpdesk ticket, a member of LECOM IT will respond within one business day. All subsequent communications pertaining to the reported issue will be conducted exclusively through the email correspondence generated by the helpdesk system.

### **4.6. COMPUTER REPAIR**

LECOM IT does not perform troubleshooting services on personally owned devices except for the following basic cases:

- Software troubleshooting
- Antivirus software installation
- Basic Wi-Fi and Networking issues

Individuals are required to submit a completed LECOM computer repair form and waiver agreement before any services can be performed.

LECOM IT will not troubleshoot hardware issues or perform hardware repairs on personally owned devices. Individuals will be referred to local computer repair shops for any computer hardware issues.

## **4.7. SOCIAL NETWORKING**

LECOM considers social networking a useful tool for communication and marketing. However, if used improperly, it can result in a variety of adverse consequences, such as disclosure of sensitive or confidential information, copyright violations, and potential damage to the institution’s reputation. As used in this policy, social networking is defined as communicating with others over the internet for social purposes, which typically occurs on social media sites, such as Facebook, X (formerly known as Twitter), and Instagram, or “blogs,” but can also occur on sites offered by television networks, newspapers, and magazines.

The following guidelines apply to the use of social networking via LECOM-owned computers, mobile devices, or other technology, as well as personally owned devices when connected to the LECOM network. The guidelines should also be considered when engaging in social networking on devices that are not linked to the LECOM network.

### **Compliance with Institutional Policies**

- Use of LECOM-issued technology for social networking must be in accordance with all applicable institutional rules.
- Use of the LECOM network for social networking must comply with all institutional policies.
- In some circumstances or events, use of handheld devices may be prohibited.

### **Attribution of Postings**

- Individuals should never attribute social media postings to LECOM or imply that they are endorsed or written by LECOM.
- For faculty, staff, and students if affiliation is listed in a user profile or posting, the profile or posting should include the following disclaimer: “The statements and views expressed in this posting are my own and do not reflect those of my employer or school.”

### **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 Director of IT.

### **Contact Information**

- Due to confidentiality and privacy concerns, faculty, staff, and students are prohibited from importing or uploading any LECOM contacts to any networking sites where the information may be used beyond name recognition purposes.

## Content

- When writing content for posting, individuals are expected to use the same judgment they would use in writing any formal letter. Individuals are expected to post only content that they would be comfortable sharing with colleagues, the LECOM audience, and the general public.
- Individuals are personally responsible for all content they post on social networking sites. Any questions about the propriety of any posting should be referred to and approved by the Provost before posting.
- Online postings may not adversely impact or create problems for LECOM or its audience. Postings should not express personal opinions about other people or about potentially controversial topics, such as politics and religion, or offer referrals, endorsements, or recommendations for or about others.
- Individuals should refrain from posting content that could be characterized as defamation, plagiarism, harassment, advertising, false light, an invasion of privacy, a copyright violation, or infringe on the rights of others.
- Individuals should not post information that would be potentially embarrassing to one's self or LECOM, or call into question one's own or LECOM's reputation, including the dissemination of photographs or other images.
- Individuals should not leak confidential information. Postings should not discuss LECOM business on public postings, unless authorized by the Provost.
- Postings must identify all copyrighted or borrowed material with appropriate citations, links, or permissions.
- Individuals should ensure postings are accurate, truthful, respectful, free of misspellings, and display correct grammar, language, and tone.
- Individuals should obtain approval from LECOM's legal counsel before responding to an inaccurate, accusatory, or negative comment about LECOM, or any matter pertaining to LECOM employees, broadcasts, guests, or legal matters.
- Unless previously authorized by the Provost, individuals may not use the LECOM logo or suggest a post is on behalf of LECOM.
- Individuals may not use the LECOM network or email lists to influence polls, rankings, or web traffic.
- Individuals should show good judgment when "friending" someone within a social network.
- Individuals should promptly remove any content deemed inappropriate or harmful.
- Individuals should 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, violations will not be tolerated and will be sanctioned.

Consequences may include such measures as dismissal from an academic program or any other action deemed appropriate by LECOM.

## 4.8. USE OF COPYRIGHTED MATERIALS

All LECOM faculty, staff, and students must respect and comply with the rules and laws on copyrights, such as the provisions of the Title 17 of the U.S. Code. Unauthorized use of or distribution of copyrighted materials, including, but not limited to, peer-to-peer file sharing (i.e., transmitting copyrighted materials, such as music, movies, and compilations, to others for their use) is a violation of federal law that can subject the sender to fines or imprisonment.

For students, unauthorized use of or distribution of copyrighted materials is considered an honor code

violation, which can result in expulsion from LECOM, or other LECOM-imposed sanctions for misconduct. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages of not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 in civil damages per work infringed. A court can, in its discretion, also assess costs and attorney fees. Willful copyright infringement also can result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

LECOM provides instructions on obtaining permission for the use of copyrighted materials, which are posted in the LECOM Copyright Guide, which can be found on the Learning Resource Center page on the institutional portal, *myLECOM*.

## **4.9. TECHNOLOGY-RELATED NAME CHANGES**

Name changes for records of students will be processed when notification is received by the Registrar (Section [7.3 Updating Student Records](#)).

The email display name of the user will be changed to the new name and a secondary email account will be added under the new name. The new email address can be set as the primary email account, if desired.

Logon IDs to the LECOM network, portal (*myLECOM*), Canvas, MediaSuite, and Wi-Fi will not be changed.

## 5. LEARNING RESOURCE CENTER (LRC)

### INTRODUCTION: GENERAL LIBRARY INFORMATION

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

### 5.1. CONDUCT FOR THE LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) is an area designated for individual study and use of available resources. The abuse of LRC guidelines and procedures will result in termination of LRC privileges and/or disciplinary action.

**Note:** No food or beverages are permitted in the LRC at any time. Cellular telephone use is prohibited in the LRC.

### 5.2. CIRCULATION

All matriculated students have the privilege of using the LRC for study and accessing resources from the LRC collection. A valid, current student ID is required to check materials out.

- Books circulate for 28 days. Book loans may be renewed once.
- Board review materials circulate for 14 days.
- Journals do not circulate.
- Reference material may not leave the LRC.
- Special anatomical teaching models circulate based on the preferences of Course Directors.

### 5.3. ONLINE PUBLIC ACCESS CATALOG

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

### 5.4. FINES AND FEES

All materials must be returned by the date due. Items that are not returned by the date due will be assessed \$1.00 per day unless arrangements for renewal have been made.

The borrower is responsible for all late fees and replacement costs. Fines must be paid when the material is returned or at a later date. Failure to pay any fine or fee will result in the suspension of LRC borrowing privileges until the account is cleared. A receipt for fines and fees paid to the LRC is provided upon request.

### 5.5. EQUIPMENT, COMPUTERS AND PRINTERS

LRC computers provide access to the internet and to the LRC electronic resources, see 5.9 for complete listing of resources. Network printers and photocopiers are available. The LRC uses Papercut, an account-based printing system.

The complete Microsoft Office suite including Word, Excel, PowerPoint, etc., is also available on LRC computers.

Use of any LRC equipment must adhere to the Technology Usage and Guidelines set forth in Section 4 [Information Technology Policies](#).

## 5.6. RESERVE COLLECTION

The Reserve Collection consists of anatomic models, reference materials, and media. Items in the reserve collection must be used in the LRC and may not be checked out. Access to the collection items is requested at the circulation desk.

## 5.7. PHOTOCOPIERS

Photocopiers are available for student use. The machines are located in the LRC copy room. Copies are \$.10 for black and white and \$.20 for color, if available at the campus location. Photo copiers only print in an 8 1/2 by 11-inch format. The copiers also offer a scan-to-email feature.

## 5.8. 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 and submitted from the LRC *myLECOM* website.

Although most libraries loan photocopies on a reciprocal basis, there are some health science libraries that charge a fee for loans. The requester is responsible for all charges incurred and will be notified if there is a charge for the loan prior to sending the request.

## 5.9. ELECTRONIC RESOURCES

Access to all digital resources for the Learning Resource Center may be gained through a secure login on the *myLECOM* portal. Navigation to the LRC page within *myLECOM* provides users the ability to use the OVID Discovery single-search, one-stop shop solution for student and faculty research needs. OVID Discovery is a platform developed specifically for health, biomedical, and pharmaceutical electronic libraries which brings together all resources subscribed to by the LRC.

Selected databases accessible to all authorized users through the LECOM Learning Resource Center include:

1. **MEDLINE** - through Ovid - The LECOM LRC offers access to Medline, the National Library of Medicine's premier biomedical bibliographic database, through the Ovid interface. Users are able to formulate their own search strategies and retrieve citations and abstracts. The Ovid Core Biomedical Collection I, II, III, & IV provides access to 84 full-text medical journals which may be searched and printed.
2. **UpToDate** - is an online medical reference designed to answer questions at the point of care. It contains 8,000+ topic reviews in 13 specialties, plus drug information and interactions. Content is authored by a faculty of esteemed physicians and is peer-reviewed. Updates are published three (3) times a year.
3. **DynaMed** - is a clinical reference database created by a physician for professionals for use at the "point of care." With clinically organized summaries for nearly 2,000 topics, DynaMed is an

evidence based reference shown to answer most clinical questions during practice. DynaMed is updated daily and monitors the content of over 500 medical journals and systematic evidence review databases.

4. **StatRef**- is an electronic medical library that enables users to cross search 25 medical textbooks such as ACS Medicine, Danforth's Obstetrics and Gynecology, Essentials of Musculoskeletal Care and the Merck Manual of Diagnosis & Therapy. Anatomy resources such as interactive mapping, 3-D displays and tutorials are also available through the StatRef platform.
5. **Lexi-Comp** - is a web-based drug information database providing content in the following areas: Drug information and identification, natural products, poisoning and toxicology, laboratory and diagnostic tests and infectious diseases. The database allows the user to query a database of 3,000 images of drugs by form, shape, color, and markings. A drug interaction analysis program is also available.
6. **Ebsco Host** - is a collection of databases that allow searching of medical related literature. There are several searchable databases, all containing access to full-text titles that students may search separately or concurrently. Some of the databases include Nursing and Allied Health Collection, Psychology and Behavioral Science Collection, Health Business Full Text, CINAHL, MEDLINE with Full Text and several more.
7. **EMBASE & IPA** - through Ovid - The EMBASE Drugs and Pharmacology and International Pharmaceutical Abstracts (IPA) databases are also accessible through Ovid. EMBASE indexes literature from 1991 to present and is known for its international scope and timely in depth indexing. *IPA* indexing is from 1980 to present. Abstracts cover the entire spectrum of drug therapy and pharmaceutical information, including CAS Registry numbers and a therapeutic classification for drugs.
8. **Facts and Comparisons** – eAnswers (Drug Information) - Facts & Comparisons eAnswers is a tool that assists students and clinicians with key drug and clinical information to support everyday tasks. Updated daily, Facts & Comparisons eAnswers access over 6,000 comparative drug tables, screen for allergy interactions, check for potential drug interactions, review comparative efficacy data, identify drugs carried in by patients, generate a list of drugs for a disease or symptom, review formulary options, find REMS summaries, quickly reach Patient Assistance Program information and much more.
9. **Evidence Based Medicine Reviews** - through Ovid - A resource in the evidence based medicine movement that combines EBM resources in a single fully-searchable database. A description of several of them is as follows:
  - a. *Cochrane Database of Systematic Reviews* - Consists of experts in over 40 clinical specialties who authoritatively review hundreds of studies in their areas. These reviews allow clinicians to get answers to their most commonly asked questions based on analysis of the available medical literature.
  - b. *Database of Abstracts of Reviews of Effectiveness* - Access to selected systematic reviews on the effectiveness of clinical interventions and policies.
  - c. *ACP Journal Club* - Reviews of journal articles
  - d. *Definitive Controlled Trials* - Contains over 300,000 bibliographic references to controlled trials in health care.

10. **Board Review Series – Health Library/Clinical Clerkship Series** – The Health Library includes e-books covering the core disciplines of gross anatomy, physiology, embryology, behavioral science, cell biology, neuroanatomy, microbiology, immunology, biochemistry, molecular biology, pharmacology, and pathology. Nearly 5,000 multiple-choice review questions with answers and explanations. Comprehensive online self-assessments that allow students to track their performance. Clinical Clerkship series covers the core clerkship rotations and is ideal for clerkship students, faculty, and directors and coordinators. Features include more than 30 textbooks from Lippincott Williams & Wilkins, over 150 cases, broken down by rotation along with more than 4,700 multiple-choice Q&A.

### **Additional Resources**

1. **WEB OPAC** - The LECOM Online Public Access Catalog contains all library holdings from the Erie, Bradenton, Elmira, and Seton Hill campuses. Its search engine allows patrons to browse the collection or perform advanced searches using title, author, subject, and/or keywords.
2. **Electronic Books** are utilized in the College of Osteopathic Medicine (COM) Erie, Seton Hill, and Elmira locations, the School of Pharmacy (SOP), the School of Podiatric Medicine, and the School of Dental Medicine (SDM). The COM uses VitalSource, an e-book aggregator that provides electronic access to required textbooks for the Medical students. The software interface used to deliver the content is dense and multi-layered allowing the students to highlight and share information between users, print excerpts and employ a search function, making locating specific information fast and easy. VitalSource allows content on 5 separate devices such as a desktop, laptop, tablet, and smartphone. Content may be accessed anywhere using the web interface or it may be downloaded and stored on personal devices for use anytime, anywhere.
3. **Journal Holdings** – There are two links for journals on the LECOM LRC webpage. One is for the entire print journal collection housed in the LRC. The other is the link to the entirety of the journal holdings through our Full Text Finder program. Journals titles may be searched and are also grouped by their subject. Once a journal is located, links to the journal content is provided. Faculty at all locations are solicited annually via e-mail by the LRC administration for feedback regarding additions or deletions to the journal collection.

## **5.10. LIBRARY INSTRUCTION**

Personal instruction is available on request for all students. If a student wishes to have individualized instruction, they may visit with a librarian at the circulation desk to set a time for the instruction session. Students may also use the “Ask a Librarian” link featured on the Discovery page at *myLECOM*.

## **6. CAMPUS SECURITY AND SAFETY**

### **INTRODUCTION: CAMPUS FACILITIES AND SECURITY**

LECOM strives to create a safe, supportive environment for its students and employees. To this end, LECOM has 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.

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. Security personnel are available, if requested, both day and night at most LECOM campus facilities to escort students, staff, and faculty to their vehicles. Fire extinguishers and fire hose connections are placed throughout LECOM for safety. Emergency defibrillators (AEDs) and medical supplies are also placed at key locations for emergency use.

Although LECOM provides campus safety and security, LECOM cannot guarantee each student's and employee's safety. LECOM does not have absolute control over the surrounding area. Each member of the LECOM community must assume responsibility for helping prevent sexual assaults and other crimes through increased awareness, behavior guided by reason, and by taking precautionary steps to avoid situations that lead to the possible occurrence of crime.

### **6.1. LECOM POLICE AND SECURITY**

The LECOM Police and Security Service Unit is responsible for the provision of law enforcement and/or security for LECOM in Erie, PA and Bradenton, FL. Its mission is to provide a safe and secure environment for the students, visitors, faculty, and staff of LECOM. The 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 controlled facilities.

At LECOM Erie, the Service Unit includes both sworn Campus Police Officers and unsworn Security Officers; LECOM Police and Security patrol Erie facilities. LECOM at Erie 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 at Erie 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 will be dressed in full uniform and will be wearing body cameras at times, while performing their duties.

Security at LECOM at Seton Hill is provided by the Seton Hill University Police Department who are also responsible for patrolling the campus. Similar to the Erie campus, the Seton Hill Police Department is composed of trained professionals with full police powers.

Security is provided at LECOM at Elmira and LECOM Bradenton, by licensed uniformed security officers. 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 Offices, monitor the CCTV surveillance system, patrol the campus, and assist police officers in the performance of their duties. LECOM Bradenton Security

consists of both LECOM security officers and contracted security officers. At LECOM at Elmira, security is provided by contracted security.

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.

#### 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.

### Security Locations and Phone Numbers

#### **LECOM at Erie, PA**

Campus Police and Security Office  
Located inside the north entrance  
1858 West Grandview Boulevard  
Erie, Pennsylvania 16509  
(814) 866-8415

#### **LECOM at Seton Hill, Greensburg, PA**

Seton Hill University Police Department  
Room 115 Administrative Annex  
One Seton Hill Drive  
Greensburg, PA 15601  
(724) 830-4999 from non-SHU phone  
9-724-830-4999 from LECOM phones  
(724) 830-4998 Police Chief

Dial 4-9-9-9 from Seton Hill University 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 Bradenton, FL**

Security Office  
College of Medicine and School of Pharmacy Building  
Located inside the southwest entrance  
5000 Lakewood Ranch Boulevard  
Bradenton, Florida 34211  
(941) 782-5908

Security Office  
School of Dental Medicine and School of Health Services Administration Building  
Located inside the south entrance  
4800 Lakewood Ranch Boulevard  
Bradenton, Florida 34211  
(941) 405-1520

#### **LECOM at Elmira in Elmira, NY**

Security Office  
Located within main entrance  
(607) 442-3510  
Cell (607) 857-7550

Elmira College Campus Safety  
710 Park Place (Cory House)  
Elmira, NY 14901  
x1777 from Elmira College phones  
(607) 735-1777 from all other phones

## 6.2. CAMPUS SAFETY AND SECURITY PROGRAMS AND INFORMATION SYSTEMS

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

The LECOM Police and Security 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, 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 Erie, Elmira, and Bradenton. At LECOM at Seton Hill, the Log is located in the office of the Seton Hill

University Police Department. Requests to view the document may be made to any police or security officer on duty in the office during hours when the buildings are 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 can potentially 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:

- Omnilert Campus Alert system (this is the primary means of communicating alerts)
- PA/Overhead systems
- LECOM Video Bulletin Board
- LECOM E-Mail System
- Social Media postings
- Memoranda or fliers distributed to each student or employee
- Information posted to the *myLECOM* Security campus resource site

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.

### ***PA/Overhead Systems***

LECOM has established a standardized set of codes, which are classified by color, to clearly inform the campus community of the type of security event that may occur on the campus. These codes are distributed to incoming students during orientation along with the emergency contact information for the campus. The following codes are used when broadcasting over the buildings PA/overhead system:

LECOM Code by Color
Blue - Life Threatening
Yellow - Non-Life Threatening
Red - Fire
White - Workplace Violence
Orange - Active Shooter
Purple - Hazardous Material
Green Bomb Threat
Gray - Severe Weather
Black - Earthquake

### ***Campus Security Alerts - Omnilert***

LECOM utilizes Omnilert, an emergency and alert notification system that enables the institution to send notifications via text message and email. The service is available to all current students and employees. LECOM can text and email subscribers with timely information about emergencies, class cancellations, or critical campus reminders. For employees, registering with the system is necessary to receive the notifications. All incoming students are automatically signed up for the Omnilert System. If student do not wish to receive emergency and alert notifications, they must “opt-out” by requesting, in writing, to be removed from the system. 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.

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

## **6.3. STUDENT IDENTITY VERIFICATION POLICY**

Verification of student identity is central to the integrity of the educational process at LECOM both for on campus and distance education program at the Institution. Photo-identification/key cards are issues to all on campus students, faculty and staff, utilization of unique username and passwords via a multifactor authentication system for access to LECOM digital systems, and background screenings provide the foundation for student identify verification at the Institution.

### **Student Photo Identification**

All on campus accepted students are issued a student I.D. number and an I.D. badge. Proof of identity in the form of a 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 an additional picture ID if a student’s appearance has dramatically changed.

LECOM Security and Police arrange for issuance of photo-identification/key cards (I.D. cards) to new students prior to and during new student 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 always be worn and be visible while on campus and at all clinical sites.
- The ID card must be scanned 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, they will not be able to re-enter.

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

### **Information Technology Access**

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

- 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 LECOM processes and for access to Web services, including course content and online exams.
- 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, using passwords that are not easily duplicated, and for adhering to the LECOM password policy. LECOM is not responsible for lost data or work.

### Background Checks

Matriculating students for all LECOM programs must have their identity verified through a third-party service with whom LECOM has a contract. The background check is an essential component of the matriculation process and must be completed within 30 days of the deposit or receipt of the matriculation packet.

The majority of matriculants at LECOM are working toward careers in healthcare through attainment of licensure credentials. It is imperative that LECOM use this industry best practice standard of background checks and identity verification to ensure the integrity of the educational process and the safety of future patients.

### **6.3.1. Distance Education Students – Student Identity Verification**

The purpose of this policy is to ensure that LECOM operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education. The HEOA requires that institutions offering distance education or correspondence courses have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. The Act requires that institutions use one of the following three methods:

- A secure log in and pass code;
- Proctored examinations; and
- New or other technologies and practices that are effective in verifying student identification.

### **Compliance**

The *myLECOM* system is an Institutional authentication and security measure to ensure that accounts are managed more securely across the institution. All students, faculty, and staff at LECOM are provided with a *myLECOM* username ID for secure access to the Institutions systems, including for distance learning. New students claim their username ID after providing their unique student ID number, date of birth, and through multifactor authentication linked to their email or phone. As part of this set up, the system requires that the student create unique security questions and answers to be used in the event that students need to change or reclaim their password.

Students are responsible for providing their complete identity information in any identification verification process. It is against Institutional policy for a user to give someone their password or to allow others to use their account.

LECOM uses Canvas as its learning management system. The Canvas system integrates with the Institutions authentication services to ensure appropriate and secure access to courses and other Student Information Systems. All users of the institution's learning management system are responsible for maintaining the security of IDs and passwords, or any other access credentials as required. Attempting to discover another user's password or attempts to gain unauthorized access to another persons' files or email is prohibited.

In addition, LECOM provides instructors access to class rosters that include student photos associated with their name and account. Live audio and video of students interacting in the course is also a feature of the learning management system. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to use these technologies and to design courses that use assignments and evaluations that support academic integrity.

The institution may charge an additional student technology fee associated with proctoring examinations for distance education students. If a LECOM program has such a fee it is stipulated in the specific program student handbook in the tuition and fees section and on the financial aid webpage for the program.

The Lake Erie College of Osteopathic Medicine complies fully with the provisions of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. This act protects the privacy of a student's information in distance education by requiring, with certain limited exceptions, that the student's consent must be obtained before disclosing any personal identifiable information in the students' education record.

## **6.4. VEHICLE REGISTRATION AND PARKING REGULATIONS**

Each LECOM campus provides free parking for employees, students, and visitors. Campus security staff are responsible for monitoring traffic patterns and ensuring safety across the parking lots. Parking at LECOM campuses is a privilege and parking/driving infractions can result in such privileges being suspended temporarily or permanently.

### **Vehicle Registration**

Except for visitors, a vehicle must have a LECOM-issued parking permit to utilize any LECOM parking lot. The parking permit must be visible and attached to the front windshield of the vehicle. Additionally, swipe cards are required for entry into the parking lots at Seton Hill and Elmira.

### **Parking Regulations**

All vehicles are subject to the following restrictions and regulations:

- No vehicle may be left in a LECOM parking lot overnight.
- 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 strictly prohibited.
- Parking in areas designated as Tow-Away Zones is strictly prohibited and subjects the vehicle to removal from the campus at the owner's expense.

LECOM reserves the right to restrict parking access for individuals who violate the institutions parking regulations.

## **Vehicle Searches**

Any vehicle entering or parked on LECOM property is subject to search by institutional authorities and/or law enforcement personnel (pursuant to state or federal law). Such searches may be conducted without a warrant for any reasonable purpose in protecting the health and welfare of LECOM employees, students, and visitors. Search of a vehicle may include all compartments and components thereof, providing that searching the compartment(s) or component(s) could reasonably produce evidence of the violation of institutional policies or law. Once a search begins, the person in control of the vehicle will not be permitted to remove the vehicle from the premises during the reasonable duration of the search.

## **Potential Vehicle Infractions**

The vehicle speed limit for all roadways within a LECOM campus is 10 miles per hour. Traffic citations may be issued for any infraction of the state codes on the roadways of a LECOM campus and/or notification to administration for disposition via disciplinary committees. LECOM reserves the right to restrict access to parking and driving on LECOM property for individuals who violate the institutions policies related to and the stated infractions. Possible infractions include, but are not limited to, the following:

- Excessive speed
- Reckless driving
- Failure to stop at a stop sign
- Failure to use turn signals
- Driving outside established lanes
- Driving under the influence of drugs or alcohol
- Texting while driving
- Intentional injuring wildlife with vehicle

## **6.5. STUDENT RESPONSIBILITY FOR SAFETY AND SECURITY**

LECOM takes pride in working to provide a safe and secure educational environment. 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, or suspicious persons or situations to campus security and/or local police. “If you see something, say something.”
- 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 an emergency on campus.
- Keep personal items inside locked lockers.
- Never leave bags or other personal items in hallways (they should be secured in cars or lockers).

### **6.5.1. Campus Crime Prevention Program**

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

- All incoming students attend several presentations (in person or virtually) during New Student Orientation introducing LECOM policies and procedures, safety information, evacuation plans, crime prevention, crime reporting, and related topics.
- In accordance with New York state law, all LECOM at Elmira students attend an “Enough is Enough” training seminar.
- 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.
- LECOM Security, in conjunction with Student Affairs, Administration, and Human Resources and the various student organizations, will provide crime prevention presentations as needed or requested throughout the year.

### **6.5.2. 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. A report of a crime can be made by contacting local law enforcement, fire, emergency medical services, or 911. They can also be made in person at the LECOM Security offices at Erie and Bradenton, Seton Hill University Police Department, the LECOM at Elmira Security Office, or Elmira College Campus Security. 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. LECOM Police and Security refers or investigates all reports of criminal activity received from any source. Investigations of serious crimes are referred to local, state, or federal law enforcement agencies, as appropriate.

As required by law, the LECOM Police and Security reports crimes occurring on campus or non-campus buildings or property to the federal and state governments. In accordance with the Clery Act, the LECOM Police and Security is designated as the Campus Security Authority to receive reports of crimes at the Erie, PA and Bradenton, FL campuses. The Seton Hill University Police Department is designated as the Campus Security Authority to receive reports of crimes at the LECOM at Seton Hill location in Greensburg, PA. Security at LECOM at Elmira is designated as the Campus Security Authority to receive reports of crimes at Elmira campus.

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

### **6.5.3. 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. Fire/Evaluation teams consisting of faculty and staff are present at facilities to offer assistance. 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/persons will not be permitted to leave the parking areas once the alarm is sounded; and
- 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 their designated gathering area. Maps are located throughout the building showing the closest evacuation route. Additional drills may occur throughout the year. Evacuation is MANDATORY, all occupants must leave immediately during all fire alarm activations. Students who refuse to leave the building or who are found in the building after evacuation will be subject to disciplinary action. Never assume the alarm is false or is a drill.

### **6.5.4. Student Telephone Emergency Message System**

Should an emergency arise with a student's family, the family may contact 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 their name, telephone number, their relationship to the student, and the nature of the emergency. Verifiable student information may also be requested.

### **6.5.5. Costumes**

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.

## **6.6. DRUG, ALCOHOL AND WEAPONS POLICY**

LECOM recognizes that professional education may be a time of great stress for students. Therefore, LECOM wants to enable 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 their 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.

### **6.6.1. Drug-Free Campus Policy**

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. Stated 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 or sponsored activity.

- While on LECOM premises and while conducting business-related activities off LECOM premises, no student or employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.
- No student or employee shall illegally use or abuse legal drugs.
- No student or employee shall possess, use, manufacture, produce, sell, exchange, or otherwise distribute any drug prohibited by federal or state law at LECOM.
- No student or employee shall possess, consume, furnish, manufacture, sell, exchange, or otherwise distribute any alcoholic beverage except as permitted by federal and state law.
- Students found by school application process, security background check, 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 at LECOM Erie, LECOM at Seton Hill, LECOM at Elmira, or to the Florida PRN in LECOM Bradenton, possibly for an evaluation. A referral will be made to PHP/PRN regardless of legal standing including 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 as recommended by PHP/PRN 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, resources available at LECOM, and consequences for violations of this policy.

### **6.6.2. Substance Abuse Education 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.

### **6.6.3. Marijuana Usage**

LECOM is committed to maintaining a safe and healthful environment 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 students and employees are not permitted to use marijuana at any time under the provisions of the LECOM drug free policy.

### **6.6.4. 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 or sponsored activities, including in parking lots. This includes use of such products or smoking in cars parked on LECOM property. This policy applies equally to all employees, students, and visitors.

Violations of this policy will result in disciplinary action, up to and including expulsion.

### **6.6.5. Weapons Policy**

The use, possession, carrying in any manner, or conveyance of firearms, hand billies, knives, or other dangerous cutting instruments, explosives or any other device that can be deemed to be a weapon(s) 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. Violation of this policy can be considered grounds for immediate discharge from LECOM.

## **6.7. TITLE IX PROHIBITION OF DISCRIMINATION ON THE BASIS OF SEX**

Title IX prohibits discrimination on the basis of sex. Sex-based harassment is a form of discrimination on the basis of sex and encompasses quid pro quo harassment, hostile environment harassment, sexual assault, dating violence, domestic violence, and stalking. Additionally, state law prohibits such conduct. All of these are defined in the LECOM Title IX Policy. **The LECOM Title IX Policy is found in Appendix K in this handbook.**

LECOM does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. 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. LECOM has a zero-tolerance policy of all such conduct whether perpetrated by employees, students, or campus visitors committed on or off campus.

**The procedure to be followed in the event of an allegation of one of these violations is in the Title IX Policy and not in Section 9 Student Conduct of this handbook.**

LECOM provides mandatory educational programs to promote awareness and prevention of sex-based harassment, 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.

### **CRIME REPORTING**

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

**If you are in immediate danger and need and want help, contact local law enforcement. Call 911 in an emergency.**

If you prefer, the LECOM Police and Security Department and/or Seton Hill University Police Department (at the Greensburg, Pennsylvania campus), can contact local law enforcement for you. See the LECOM Title IX Policy for a list of law enforcement with contact information by LECOM campus. This list includes the LECOM Police and Security Department by campus.

### **RECOMMENDED ACTIONS**

If you are the victim of sexual assault, domestic violence, dating violence, or stalking, the following is recommended:

- Preserve any physical evidence that may prove that an incident of sexual assault, domestic violence, dating violence, or stalking occurred and/or to obtain a protective order.
- You may need to get an immediate medical examination and treatment.
  - The examination will determine if you need treatment for injuries or sexually transmitted diseases or pregnancy.

- The examination will also result in the collection of evidence that can be used to identify and convict your attacker.
- You can seek medical attention on your own instead of in conjunction with a report to the police.
- The hospital will treat you and collect the necessary evidence.
- The hospital will notify the police and rape crisis center on your behalf; however, it is your decision to make if you want them involved.
- Even if you do not think that you want to press charges at the time of the medical examination and treatment, it is important to obtain the evidence in case you change your mind at a later date.
- You can seek the services of counselors who specialize in assisting victims and the families of victims of these crimes. These counselors can give advice, assistance, and accompany you through the process. LECOM personnel will assist you in contacting counselor(s) if you request this assistance. See the LECOM Title IX Policy for a list of crime victim and other counseling services by LECOM campus. In addition to those, LECOM offers the following programs:

#### CURALINC WORK-LIFE BALANCE EMPLOYEE ASSISTANCE PROGRAM

CuraLinc Employee Assistance Programs (“EAP”) are available at no charge to LECOM students and employees. The LECOM Student EAP is called StudentLinc while the LECOM Health Employee EAP is called SupportLinc. Calls are kept confidential within the constraints of the law. The CuraLinc EAP offers unlimited telephonic access to counselors to provide support with personal or professional problems 24 hours per day, 365 days per year. Additional information concerning CuraLinc is available on the LECOM Portal by clicking on the Human Resources tab and then selecting CuraLinc Documents.

StudentLinc for LECOM Students: (888) 236-4519 or via its website at [www.mystudentlinc.com](http://www.mystudentlinc.com); group code: lecomstudent

SupportLinc for LECOM Employees: (888) 236-6709 or via its website at [www.supportlinc.com](http://www.supportlinc.com); group code: lecomhealth

#### HIGHMARK BLUES ON CALL

For students or employees who participate in Highmark Insurance, Highmark has the Blues On Call 24-hour nurse line that members can access for referrals to behavioral health coaching. The number is 1-888-BLUE-428 or 1-888-258-3428 or visit [www.highmarkbcbs.com](http://www.highmarkbcbs.com)

### **PROTECTIVE ORDER**

It may be possible for you to obtain a court order requiring an abuser to stop doing certain acts such as abusing you, contacting you, or coming near you and may make the abuser do things such as leaving your home. In addition, it may be possible to impose temporary custody of children and temporary child support, if appropriate. In Pennsylvania it is termed a Protection from Abuse (PFA) order. In Florida it is termed an Injunction for Protection Against Domestic Violence, or a restraining order. New York courts issue Orders of Protection. If such an order is obtained from the local court and properly served on the abuser (by law enforcement and not you) and the abuser then violates the order, the abuser may be arrested by the police. To begin the process to obtain a protective order you can go to the courthouse in the county where you live to complete forms or obtain an attorney to assist you. If you have obtained a protective order that has been properly served on the abuser, kindly provide a copy to the LECOM Police and Security Office (Erie, Pennsylvania; Bradenton, Florida; or Elmira, New York) or to the Seton Hill University Police Department (Greensburg, Pennsylvania).

## **CONFIDENTIALITY IN REPORTING A CRIME**

It is critical for the safety of the entire LECOM community that all incidents of crime are reported immediately so that the LECOM Police and Security Department, the Seton Hill University Police Department, Elmira Security, or local law enforcement can investigate. LECOM personnel will determine if follow-up actions are required, including LECOM issuing a timely warning or emergency notification. If crimes are not reported, little can be done to help other members of the community from also becoming victims. LECOM community members are encouraged to report crimes promptly and to participate in and support crime prevention efforts. If you are the victim of a crime, including but not limited to sexual assault, domestic violence, dating violence, or stalking, but do not want to pursue a Title IX action within LECOM, please consider filing a voluntary report to law enforcement, including the LECOM Police and Security Department.

Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. A confidential report allows LECOM to compile accurate records on the number and types of incidents occurring on our campuses. Reports filed in this manner are counted and disclosed in the Clery Annual Security Report. In limited circumstances, your confidentiality may not be able to be assured and in that circumstance, you will be informed. Anyone may call to report a crime. Callers may remain anonymous.

Although a criminal investigation and prosecution for the offense is the recommended course of action in cases of sexual assault, domestic violence, dating violence, or stalking, the ultimate decision for such action rests with the victim. A Title IX process may still be invoked if a LECOM employee or student is the alleged offender even if the alleged victim decides against law enforcement involvement.

Victims are encouraged to report incidents of discrimination on the basis of sex, including sex-based harassment, sexual assault, domestic violence, dating violence, and stalking, to the LECOM Institutional Title IX Coordinator or a Deputy Coordinator. See the LECOM Title IX Policy for details of reporting, including how to contact the Title IX Coordinator and Deputy Coordinators. Included are, among other things:

- a description of prohibited conduct
- definitions
- how to report sex discrimination, including sex-based harassment (sexual assault, domestic violence, dating violence, and stalking are types of sex-based harassment)
- contact information for the Title IX Coordinator and Deputy Coordinators and law enforcement
- the process after alleged sex discrimination is reported (including supportive measures)
- the complaint resolution and grievance process
- appeal information

## **6.8. DANGEROUS PERSON POLICY**

LECOM adheres to a zero tolerance for threats or violent acts. 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 act(s) may be direct or indirect, overt, or covert, serious, or in jest, including those by a third-party communication or on social media. The scope of this policy includes all LECOM programs, buildings, grounds, vehicles, rental spaces, affiliated hospitals, or locations of official LECOM functions.

Examples of dangerous threats 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, the following: “I will kill you; I hate you; I will hurt you; I’m going to hit you; You will be sorry.” Examples of prohibited and dangerous behaviors include, but are not limited to, the following: brandishing a firearm or other weapon; stalking; harassing; sending threatening notes; exhibiting 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.

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. 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 (see Section [9 Student Conduct](#)).

### **6.8.1. 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 K, *Title IX Policy*, 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:

- 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/ASP Committee.
- In all other cases regarding faculty or staff personnel, the report should be made to the appropriate Dean, the Director of Student Affairs, or any member of the administration.

No student or employee will be retaliated against based on 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 harm done. All LECOM supervisory personnel have an affirmative responsibility to report, discourage and eliminate conduct inconsistent with this policy.

### **6.8.2. 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 party communications. All statements, comments, and gestures, including those made on social media, 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 [Section 9.6 Adjudication of Honor Code Violations](#).

### **6.8.3. Hate Crimes**

LECOM considers a hate crime as a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Such bias may be a preformed negative opinion or attitude toward a group of persons based on certain characteristics or toward an individual's actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity/expression. Incidents may involve physical assault, damage to property, and/or theft. They may also involve bullying, harassment, verbal abuse, or insults, and/or offensive graffiti or letters. Any student who engages in any of these prohibited acts is considered a "dangerous person" as further defined in [Section 6.8](#). Hate crimes are also specifically forbidden by the state criminal laws of Pennsylvania, New York, and Florida and applicable Federal laws.

Any person 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 Policy ([Section 6.5.2](#)).

In accordance with the Clery Act, LECOM annually reports any occurrences of hate crimes and makes the data publicly available on the institutional website.

## **6.9. 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 8.5 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.

## 6.10. CAMPUS 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 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.

People 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.

### College Campus Main Phone Numbers

- 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, or an Assistant Dean.

### 6.10.1. 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 or Dean (depending on campus) and must be accompanied by a parent or guardian.
- A juvenile is defined as a person under the age of 18.

## 7. REGISTRAR AND EDUCATIONAL RECORDS

### INTRODUCTION: INSTITUTIONAL REGISTRAR

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 Registrar also oversees Electronic Residency Application Service (ERAS), CentralApp, San Francisco Match, Visiting Student Learning Opportunities (VSLO), National Association of Boards of Pharmacy (NABP), and other residency matching services as well as physician licensing verification.

#### 7.1. TRANSCRIPTS

The Registrar is the keeper of educational records for all students, which includes oversight of the release of transcripts. Any request for an official transcript must allow a minimum of 10 business days for normal processing and three weeks for processing following the end of a semester. Written authorization of the student is required to release a transcript. A Transcript Request Form must be completed and submitted with a \$10.00 fee for each transcript.

Official transcripts are mailed directly to the recipient. Transcripts will not be faxed or emailed. Unofficial transcripts will not be issued. An official transcript contains the complete academic record at LECOM. Academic credit transferred from other colleges and/or universities is indicated on the transcript only if the credit is applied toward a LECOM degree. Transfer grades are not included on LECOM transcripts.

Official transcripts will not be provided to any student who is delinquent in any financial obligation(s) to LECOM, any of its affiliated hospitals, clinics, and/or delinquent in submitting any required health forms. Official transcripts will not be provided to any student if clinical rotation requirements have not been received by the appropriate clinical education office(s). 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.

#### 7.2. 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.

#### 7.3. UPDATING STUDENT RECORDS

LECOM requires legal proof of any change to the identifying student information contained in an official student record, including financial aid documents, payroll records, billing records, medical records, federal immigration documents, tax forms, student loan documents, and direct deposit files.

##### **Name and/or Gender Change Prior to Graduation**

To request a name and/or gender change in any official student record while the student is matriculated at LECOM, a student must complete a Name/Gender Designation Change Request Form, Appendix H, and present legal documentation of the name and/or gender change.

### **Name and/or Gender Change After Graduation**

A request to change a name and/or gender in LECOM records, including the printing of a new diploma with the name change, will be honored after graduation has occurred only if the proper name and/or gender change form has been completed a Name/Gender Designation Change Request Form, Appendix H. The graduate must present documentation that constitutes proof of a legal name and/or gender change and a payment of a \$500 fee. If a name and/or gender is changed near to graduation, a diploma will not be released to the student until official documentation of the name and/or gender change has been received.

### **Legal Documentation of Name and/or Gender Change**

The student or graduate must present the original legal document or a certified (i.e., notarized) copy with the original notary seal to the Registrar. Faxed copies of documents will not be accepted. Original documents will be copied for the official record and returned to the student. Documentation that constitutes proof of a legal name change is as follows:

One of the following:

- 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; and
- Certificate of Naturalization: Original or copy with original notarized seal.

and

- Two government-issued documents reflecting the new name (e.g., original, or notarized copy of passport, driver's license, or birth certificate, etc., and social security card).

Requests for name changes for degree candidates must be submitted to the Registrar no later than six weeks before the graduation ceremony takes place. Students requesting name changes after this date are not guaranteed that the change will be reflected in the commencement program.

### **Address Change**

Each student is responsible for ensuring a correct mailing address is on file with LECOM. To request a change in mailing address, a student completes a Change of Address Form and submits the form to the Registrar. The Change of Address Form may be submitted in person, by mail, by fax, or by an email originating from the student's LECOM account only and sent to the Registrar. Address changes may also be made online at *myLECOM* - Bursar tab.

### **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, the 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.

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

### **7.3.1. Student Racial/Ethnic Self-Description**

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

## **7.4. CLASS RANK FOR DOCTORS PROFESSIONAL PROGRAMS**

Class rank may be obtained from the Registrar by request. A request for class rank must be made in writing.

Class rank is based solely on percentage grades attained in the coursework and clinical rotations and has nothing to do with grade point averages. Class rank for a graduating student is based on the grades up to and including the final rotation of the academic year.

To be ranked, a student must have credits equivalent to their classmates at the end of the semester. A student will not be ranked in the following instances:

- A student who repeats a year or switches campus locations;
- A student with a grade or grades of Incomplete at the end of the semester; and
- A student who is off schedule in clinical rotations (unless they are caught up with the rest of the students in the class by the end of the semester).

Unranked students may contact the Registrar upon completion of all requirements for graduation to determine the quartile in which they will be ranked.

## **7.5. ISSUANCE OF DIPLOMAS**

Each graduate will receive a diploma immediately following commencement provided all requirements and clinical rotations have been completed. A student who is off schedule will have their diploma 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 on file with the Office of the Registrar.

Diplomas or reproductions of diplomas will not be issued or transmitted in any manner prior to the commencement ceremony. Replacement of a lost, damaged, or destroyed diploma may be requested through the Registrar and secured upon payment of \$100.00 per diploma.

## **7.6. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. The law applies to all institutions that receive funds under applicable programs of the U.S. Department of Education. All LECOM students are annually notified of their FERPA rights via the Academic Catalog and Student Handbook.

FERPA provides students with certain rights regarding their educational records. FERPA also gives parents certain rights with respect to their minor-aged child's education records, which are transferred to the student when they reach the age of 18 or attend an institution beyond the high school level. Any student to whom the rights have been transferred are considered eligible students. All LECOM students are eligible students.

Under FERPA, the rights of eligible students are as follows:

- An eligible student has the right to inspect and review their educational record within 45 days of any request. An institution is not required to provide copies of the educational record unless, for reasons such as great distance, it is not possible for the eligible student to review the educational record onsite. An institution may charge a fee for copies. No charge will be made for retrieving or searching for educational records.
- An eligible student has the right to request that an institution correct an educational record that the student believes to be inaccurate or misleading. If the institution chooses not to amend the record, the eligible student has the right to a formal hearing. If, after the hearing, the institution still chooses not to amend the educational record, the eligible student has the right to place a statement with the record setting forth their view about the contested information.
- Generally, an institution must have written permission from the eligible student in order to release any information contained within an educational record. However, FERPA allows institutions to disclose educational records, without consent, to certain parties and/or under certain conditions, which are as follows:
  - To institutional officials with legitimate educational interest;
  - To other institutions to which a student seeks or intends to enroll;
  - To specified officials for audit or evaluation purposes;
  - To appropriate parties in connection with the financial aid of a student;
  - To 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;
  - To accrediting organizations;
  - To specified officials necessary to comply with a judicial order or lawfully issued subpoena;
  - To appropriate officials in cases of health and safety emergencies; and
  - To state and local authorities within a juvenile justice system, pursuant to specific state law.

### **7.6.1. Definition of Educational Records**

LECOM defines educational records as 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. LECOM maintains the following specific types of educational records:

- Personal data identifying each enrolled student, including full legal name, address, race, date and place of birth, marital status, name of spouse, and name of parent or guardian;
- Description of student academic status, including completed grade level, grades, standardized test scores, and clinical evaluation of competency and achievement;
- Scores on professional examination boards;
- Records of extracurricular activities;
- Health data;
- Systematically-gathered academic, clinical, and counseling ratings and observations; and

- Reports of disciplinary and criminal proceedings provided the reports contain only factual-information and not subjective information.

The following are not considered 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 their position.
- An employment record of a student whose employment is not contingent on the fact that they are a student, provided the record is used only in relation to the student’s employment.
- Personal health records of a student, which are used only in connection with the provision of treatment of the student, and not disclosed to anyone other than the individual(s) providing treatment (provided that the records can be viewed by a physician or other appropriate professional of the student’s choice).
- Law enforcement records that are maintained apart from educational records solely for law enforcement purposes, except when disclosed to law enforcement officials of the same jurisdiction.
- Alumni records that contain information about a student after they are no longer in attendance at LECOM and such records do not relate to the person as a student.

### **7.6.2. Procedure to Inspect Educational Records**

A student may inspect and review their educational record upon written request to Student Affairs. The written request must precisely identify the record the student wishes to inspect. Student Affairs will make arrangements for access to the record as promptly as possible and notify the student of the time and place where the record may be inspected. Access must be given within 45 days or less from the receipt of the request.

When a record contains information about more than one student, the requesting student may inspect and review only that part of the record that relates to the student making the request.

If a student is unclear as to the meaning of any educational record, they may request an interpretation of the contents of the record from Student Affairs.

### **7.6.3. 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 waived their 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
- Any records which are excluded from the FERPA definition of educational records.

#### **7.6.4. Record of Requests for Disclosure**

LECOM maintains a record of all requests for and/or disclosure of information from a student's educational record. The record of each request indicates the name of the party making the request, any additional party to whom the record may be disclosed, and the legitimate interest the party had in requesting or obtaining the information.

LECOM requires that any party to whom it allows access to any educational record(s) maintain the record(s) in strict confidence and use the record(s) only for reasons authorized by FERPA.

Educational records shall not be disseminated via email unless absolutely necessary. When necessary, encryption shall be used, and the sender shall be instructed to carefully check the recipients, contents, and attachments of the email prior to transmission. The transmission of key personal identifiers, such as social security numbers, driver identification numbers, and birthdates will be avoided.

#### **7.6.5. Disclosure of Directory Information**

LECOM may disclose personally identifiable information from the educational record of a student who is attending the institution if that information is considered directory information. Directory information includes the 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. A student may refuse the release of directory 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 record of an individual who is no longer in attendance at LECOM without requiring any specific procedure.

#### **7.6.6. Correction of Educational Records**

A student has the right to ask to have an educational record corrected that they believe to be inaccurate, misleading, or in violation of their privacy rights. The procedure for correcting an educational record is as follows:

- The student must submit a request in writing to amend an educational record to Student Affairs. In doing so, the student must identify the part of the educational record they want to change and specify why they believe that the record is inaccurate, misleading, or in violation of their privacy rights.
- LECOM may comply with the request or may decide not to comply. If LECOM does not comply, the institution will notify the student of the decision and will advise them of the right to challenge the information believed to be inaccurate, misleading, or in violation of their privacy 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 shall be a disinterested party appointed by the Director of Student Affairs. The hearing officer may be a LECOM official. At the hearing, 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 educational record. 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 privacy right, the hearing officer will notify the student of the right to place a statement in the record commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

### **7.6.7. FERPA Breach**

Any individual who handles any element of an educational record of a LECOM student shall take all possible means to maintain the confidentiality of the record. Violations of FERPA, including, but not limited to, a breach, may be subject to progressive discipline, up to and including termination of employment.

FERPA-protected information shall not be kept on any LECOM computer. All protected information must be stored in the portal or in a secured user folder located on the LECOM server.

In the event of any improper disclosure or breach of the confidentiality of any FERPA-protected material, LECOM shall adhere to the following procedure:

1. Verify that a breach of FERPA-protected information has occurred;
2. Identify as precisely as possible what information was involved and the nature of the breach;
3. If possible, stop further disclosure of information (e.g., cease a transmission, recall emails, etc.);
4. Upon verification of a breach, notify Director of Information Technology, Registrar, Dean of the College/School involved, and Provost;
5. Document all that is known about the breach;
6. Assemble an incident response team (by the responsible Dean in consultation with the Provost);
7. Notify data owners (individuals whose data has been breached), if they are not already aware of the breach;
8. Provide notice to all affected students at the direction of the Dean. Notice should be from the Dean with the approval of the Provost;
9. Preserve all evidence relating to the breach.
10. Initiate and conduct a full investigation;
11. If criminal actions are involved in the breach, notify security and local law enforcement with the approval of the Provost;
12. Determine how to mitigate any damage done and identify strategies to prevent a reoccurrence of the breach;
13. Assemble the responsible officials of each College/School (by the Provost) and thoroughly review what happened; and
14. Implement necessary institution-wide safeguards.

### **7.6.8. 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 Institutional Planning, Assessment, and Accreditation

Service Unit and Student Affairs. LECOM does not guarantee employment upon successful completion of graduation and residency requirements.

## 8. STUDENT AFFAIRS

### INTRODUCTION: STUDENT AFFAIRS

The mission of Student Affairs is to provide recruitment and admissions support for all LECOM programs. It is to develop and maintain policies and procedures in support of LECOM's student, faculty, and administration in concert with the educational mission of the institution. In addition, Student Affairs is to provide advising, financial aid counseling, and support services to help students adjust to all aspects of their education at LECOM.

### 8.1. BEHAVIORAL HEALTH SERVICES

LECOM provides confidential resources for behavioral healthcare services to students 24 hours a day, 7 days a week through Student Protection Plus program. The "Student Protection Plus," can be accessed through any of the following ways:

1. Online: [mystudentlinc.com](http://mystudentlinc.com) - code: lecomstudent
2. Mobile App: eConnect Mobile App (links to app stores at the [mystudentlinc.com](http://mystudentlinc.com))
3. Hotline: 24/7/365 by phone at 888-236-4519 to speak directly with licensed clinicians. This number is a dedicated line specifically for LECOM students.

**Every call into Student Linc is answered directly by one of CuraLink's Care Advocates, all of whom possess the following characteristics:**

- Masters or Doctorate degree in a mental health discipline from an accredited university;
- Professional license(s) that is current, in good standing and issued by the state of practice independently;
- Average of eleven (11) years post-graduate experience providing mental health for student assistance (SAP/EAP) services;

After initial consultation students have unlimited telephonic access to StudentLinc's licensed mental health counselors. Students can use StudentLinc to address the following concerns:

- Drug Abuse from Prescription Medication and Recreational Drugs
- Alcohol-Related Problems
- Transition and/or Adjustment Issues
- Stress Related to Coursework
- Cultural Diversity Issues
- Eating Disorders and/or Body Image Concerns
- Suicidal or Homicidal Ideations

In addition to the telephonic resources the web and mobile platforms contain a variety of resources that help students address emotional fitness and wellbeing, they include:

- Interactive Toolkits: self-service training systems for resiliency, mindfulness, sleep fitness, mental health first aid and meditation.
- Flash Courses: 43 short educational modules with post-module certificate
- Search Engines: Dependent care, financial consultation, education, pet care, legal services, etc.

- Interior Pages: Thousands of audio and video lessons, articles, tip sheets, resource links and self-assessments.
- Savings Center: Discount shopping program to make everyday life a little more affordable.
- Wellbeing Place Blog: Fresh resources with a positive impact on student health and wellbeing.
- Additional Resources: Free will and Power of Attorney, Anti-Stigma Hub, Resources

### **Mental Health Emergencies**

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.

Students are encouraged to reach out to community resources that they believe might be of assistance to them.

### **Off-Campus Community Resource**

#### **Erie, Pennsylvania**

Crime Victim Center of Erie County, 24-hour hotline	(814) 455-9414
Millcreek Community Hospital, ask for Behavioral Health Physicians Health Programs (PHP; PA)	(814) 864-4031 (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) 755-6805
Centerstone Crisis Center	(941) 782-4600
Coastal Behavioral Health, Sarasota	
24-hour crisis Stabilization Unit	(941) 364-9355
Assessment	(941) 552-1950
Professional Resource Network (PRN)	(800)888-8776
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

### **On-Campus Resources**

Students on each campus have access to licensed psychologists who serve as LECOM's Directors of Behavioral Health. Directors of Behavioral Health offer consultation, support, and referral Monday through Friday between 8:00 am and 4:30 pm for students who are not in crisis. The LECOM Directors of Behavioral Health function to assist students to access the services of various off-campus licensed professionals and to refer students to for short or long-term counseling or treatment. The Directors may make referrals for counseling or treatment as needed to external professionals in the community which may be confidential.

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 Directors of Behavioral Health, psychologist, serving as consultants. Students are also encouraged to consult with the Campus Directors of Behavioral Health 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.

### **Contacting On-Campus Support**

Richard Hahn, Psy.D.

Interim Director of Behavioral Health  
LECOM: Erie, Seton Hill, and Elmira  
1858 West Grandview Boulevard  
Erie, PA 16509  
Office B2-213  
(814) 860-5172  
[rhahn@lecom.edu](mailto:rhahn@lecom.edu)

Wendy Hahn, Psy.D.

Acting Director of Behavioral Health  
LECOM: Bradenton  
5000 Lakewood Ranch Boulevard  
Bradenton, FL 34211  
Office 283  
(941) 782-5645  
[whahn@lecom.edu](mailto:whahn@lecom.edu)

***Note on confidentiality of student information:*** Information disclosed to the Directors of Behavioral Health 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. Hahn adhere to the ethical code of the American Psychological Association.

In addition to the Directors of Behavioral Health, 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.

### **8.1.1. Protocol for Managing Students in Distress**

LECOM utilizes an Emergency Paging Response System to provide immediate response in the event of an emergency involving any individual on campus. For students who are 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 Student Affairs and/or Security if they feel a need to leave. Security will activate the Emergency Response Paging System.
5. Such students should not attempt to drive themselves if there is any doubt of their ability to do so. Likewise, Student Affairs and/or 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 and/or 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 will 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 the Director of Behavioral Health will 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.

### **8.1.2. LECOM Behavioral Intervention Team**

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. 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.

**LECOM reserves the right to require a student to submit a drug and alcohol screen at any time.** Providing the authorization for the release/receipt of information is mandatory in situations involving violation of LECOM 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. 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.

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 Directors of Behavioral Health to monitor services, and thereby facilitating academic progress and treatment compliance through coordination of supports.

## **8.2. STUDENT HEALTH SERVICES**

LECOM provides 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, TriCare (military), or Medicaid issued by the state where the student will be attending classes (see Section [8.8.2 Mandatory Student Health Insurance Policy](#)).

### **LECOM Erie**

For students without a personal physician in the area, LECOM Erie's clinical partners at Millcreek Community Hospital and Medical Associates of Erie, provides general health care services for students with no co-pay using the LECOM Student Health Insurance Program. Suggested nearby locations where services are provided include:

#### **West Grandview Primary Care**

Mark Baker, DO  
2000 West Grandview Blvd.  
Erie, PA  
(814) 868 -1088

#### **Plaza 38 Medical Center**

2010 West 38<sup>th</sup> Street  
Erie, PA  
(814) 868-5481

#### **Millcreek Community Hospital**

5515 Peach Street  
Erie, PA 16509  
(814) 464-4031

#### **Corry Memorial Hospital**

965 Shamrock Lane  
Corry, PA 16407  
(814) 664-4641

### **LECOM at Seton Hill**

For students without a personal physician in the area, LECOM at Seton Hill has an agreement with the Allegheny Health Network, where they will accept the LECOM Student Health Insurance program. Suggested nearby locations where services are provided include:

#### **Forbes Family Medicine-PCMH**

2550 Mosside Boulevard, Suite 500,  
Monroeville, PA.

#### **Forbes Family Medicine – Murrysville**

4262 Old William Penn Highway, Suite 109  
Murrysville, PA 15668

412-457-1100

Phone (412) 325-5810

**AHN Hempfield Primary Care**

6321 Route 30, 2nd Floor  
Greensburg, PA 15601  
Phone (724) 671-1750

These practices will accept students as new patients. Any LECOM at Seton Hill student who has an urgent or acute matter may contact one of these practices to be seen within twenty-four hours (or referred to emergency care, if appropriate).

**LECOM at Elmira**

For students without a personal physician in the area, LECOM at Elmira has an agreement with ArnotHealth, where they will accept the LECOM Student health Insurance program. Suggested nearby locations where services are provide include:

**Arnot Ogden Medical Center**

600 Roe Avenue  
Elmira, NY 14905  
607-737-4100

**AMS IMAST Internal Medicine**

200 Madison Avenue, 3<sup>rd</sup> Floor  
Elmira, NY 14901  
607-734-1581

**AMS Eastside Primary Care**

200 Madison Avenue, #2B  
Elmira, NY 14901  
607-732-1310

**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

**AMS – Horseheads Walk-In Care**

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

**St Joseph’s Hospital**

555 St Joseph’s Boulevard  
Elmira, NY 14901  
607-337-7806

**LECOM Bradenton**

For students without a personal physician in the area, LECOM at Bradenton an agreement with PrimeCare of Manatee or Urgent Care Walk-in Clinics, where they will accept the LECOM Student Health Insurance program. Suggested locations where services are provided include:

**PrimeCareof Manatee or Urgent Care  
Walk-In Clinics** (a Division of MAX Health)  
Stephen Coppa, D.O  
LECOM Clinical Assistant Professor of  
Internal Medicine

Location  
6110 53<sup>rd</sup> Avenue East  
Bradenton, Florida 34203  
941-755-4242  
A minimal co-pay will apply.

Student health is a priority at LECOM, 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 students 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 Section [9.3 Attendance, Tardiness and Absences](#).

In the case of emergencies, LECOM understands that this is not always possible. In those cases where prior excused absences are not possible, we ask 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 can provide them to appropriate personnel as outlined in 9.3. 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.

- \* When experiencing a medical emergency, students are advised to call 911 immediately. LECOM provides a list of providers in Appendix A for emergency services. If you feel you or a fellow student are having a medical emergency or any other emergency, call 911 immediately.

## **8.3. DISABILITY SERVICES**

### **8.3.1. 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 Assistant Dean of Problem Based Learning for LECOM at Seton Hill 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 Student Affairs.

All requests for special accommodations are reviewed by the designated members of Student Affairs in LECOM at Erie and Bradenton, Assistant Dean for Problem-Based Learning 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

accommodation. The student will receive written notification of LECOM's decision regarding the request for special accommodation. 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.

### **8.3.2. LECOM Accommodations for Testing and Licensing Examinations**

It must be noted that LECOM is only able to provide special accommodation for examinations that are under the institution's control. In particular, the licensure examinations for osteopathic physicians, pharmacists, podiatrists, 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 accommodation on licensure examinations must be made directly to the appropriate board. LECOM's approval of a request for special accommodation 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).
- The American Podiatric Licensing Examinations (APMLE) are administered by the National board of Podiatric Medical Examiners (NBPME).

### **8.3.3. Contact for Disability Services by LECOM Campus**

LECOM at Erie  
David Fried, Ph.D.  
1858 W. Grandview Boulevard  
Erie, Pennsylvania 16509  
(814) 866-8116  
[kthomas@lecom.edu](mailto:kthomas@lecom.edu)

LECOM at Bradenton  
Debra Horne, Director of Student Affairs  
5000 Lakewood Ranch Boulevard  
Bradenton Florida 34211  
(941) 782-5933  
[dhorne@lecom.edu](mailto:dhorne@lecom.edu)

LECOM at Seton Hill  
David Fried, Ph.D.  
1858 W. Grandview Boulevard  
Erie, Pennsylvania 16509  
(814) 866-8116  
[kthomas@lecom.edu](mailto:kthomas@lecom.edu)

LECOM at Elmira  
Angela Wood, Student Affairs Coordinator  
1 LECOM Place  
Elmira, NY 14901  
(607) 442-3560  
[awood@lecom.edu](mailto:awood@lecom.edu)

### **8.3.4. 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.

## 8.4. LEAVE OF ABSENCE

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

### Process for Requesting Leave of Absence

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

- Student must meet with their advisor and/or appropriate Associate/Assistant Dean, Director or Pathway director to discuss the LOA.
- The student must complete a *Request for a Leave of Absence Form* (Appendix E) 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 Associate/Assistant Dean.
- Requests for a medical Leave of Absence must be accompanied by letter from the treating physician that includes a diagnosis supporting the request. The treating physician's clearance is also required to return from a medical leave of absence. The physician submitting the diagnosis and clearance cannot be a family member.
- The request will be reviewed followed by an official letter from the Dean 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 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 charges 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 Assistant/Associate Dean at least 30 days in advance of the end of the current leave, and must be approved, by the appropriate Dean.

Once the appropriate parties are notified of the approved leave of absence, access to the LECOM student

portal is deactivated. The student's email account will remain active, but the student will not be included in the email grouping for their respective class.

### **Health Insurance During Leave of Absence:**

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 months of coverage is allowable with LECOM approval. The student shall pay all required premiums directly to the local provider at Hub International.

### **Return from Leave of Absence**

Students who are on an approved Leave of Absence for sixty (60) days or more, must meet with the Associate/Assistant Dean, the Director of Student Affairs, and the appropriate Dean (or if the Dean designates, the Dean's representative) two weeks prior to being reinstated in their program of study.

Students may be required to provide documentation of ability to return to the program depending on the circumstances of their leave of absence. Students on medical leaves of absence are required to provide a medical release from their treating physician prior to their return to class. To return to school, students must provide an up-to-date immunization record, a current background check, and evidence of ability to pay if so directed by the Director of Student Affairs. A student returning from a LOA shall be responsible for tuition and fees for the return semester.

A student may be required to take an examination to determine the retention of material prior to being permitted to return. The student may then be required to review certain topics and be tested to ensure the student is able to progress with their class.

Grades earned by a student are good for two (2) years. If a student is on a leave of absence for greater than two (2) years, all coursework prior to the leave of absence must be repeated.

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

Students should be aware of the following potential implications of a leave of absence:

- The anticipated graduation date may be changed to reflect the time of completion of graduation requirements.
- If a student cannot complete the graduation requirements by July 1 of the year they intend to graduate, eligibility to participate in the match will not be granted.
- The reason for the leave of absence will be included in the Medical School Performance Evaluation (MSPE) or any other Deans letters requested.

## **8.5. 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.

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 (7) business days of notification of denial.

## **8.6. 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 their faculty advisor and/or the appropriate Associate/Assistant Dean. If still wishing to withdraw, obtain a withdrawal form from the advisor or from the Student Affairs.
- B. The student should submit the completed withdrawal form to the Office of Student Affairs at their location (see Appendix G – Student Change of Status Form).
- 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, if eligible, 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.

Once the appropriate departments are notified, the access to the LECOM Student Portal is deactivated and the student account is deleted.

A student who has withdrawn from LECOM and wishes to be reconsidered for admission must reapply and go through the full application process.

## **8.7. ACADEMIC FREEDOM**

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

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

As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that

they are not speaking for the institution.

## Guidelines

The right to academic freedom is essential for enabling faculty members to carry out their functions successfully. The following rights are known collectively as academic freedom:

1. Faculty members have the freedom in the classroom to teach and present material in a fashion that is generally considered appropriate.
2. Faculty members have the right to select methods and topics of research, subject to the review and approval of the appropriate dean, and if applicable, the Institutional Review Board (“IRB”).
3. Faculty members have the right to assign reasonable academic tasks to students, but faculty members must give students full credit for their work.
4. Faculty members have the right to make public research findings and other products of scholarship but have the concomitant responsibility to strive for scholarly objectivity, truth and to respect the privacy and dignity of any research subjects. They must also comply with all applicable laws and regulations.

## 8.8. HEALTH RECORDS POLICY

### 8.8.1. Health Records for First Year Students

Prior to matriculation, first year students must submit health and immunization records to the Student Affairs. All students must be current on immunizations prior to the beginning of courses. Health forms and instructions for submitting forms are mailed as part of the matriculation packet 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 the above-mentioned items as well as additional tuition, residency, and 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 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 Student Affairs. The status of the student is 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 they are training.***

## **8.8.2. Mandatory Student Health Insurance Policy**

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

- Students covered as a dependent by a parental health insurance plan.
- Students covered as a dependent by a spouse's employer health insurance plan.
- ***All students in the College of Medicine going out on rotations must be enrolled in the LECOM Student Health Plan.***

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

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

Current student health insurance waiver information must include:

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

## **8.9. LIVING ACCOMMODATIONS**

All LECOM students live in privately-owned, off-campus housing. 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 identify housing within a reasonable distance of the campus and 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.

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

### **Student Telephone Emergency Message System**

Should an emergency arise with a student's family, the family may contact 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 their name, telephone number, their relationship to the student, and the nature of the emergency. Verifiable student information may also be requested.

## **8.10. LOCKER ASSIGNMENT POLICY**

Lockers are assigned to all first- and second-year medical, pharmacy, dental, and podiatric medicine students. Locker assignments will be made at the beginning of each academic year. All lockers must be cleaned out by the last day of classes for each academic year. Student lockers are not available for use during the summer months. If a student withdraws, transfers, or is dismissed from LECOM, they must clean out their locker and notify Police and Security by the last day of attendance.

At no time does LECOM relinquish control of lockers or any other part of the school building or property. School officials reserve the right to and will randomly search all school property at any time without specific cause. These searches may be done without student/employee consent. These searches may encompass all items stored in lockers or in any other area of school property. In addition, school officials have the right to search student and employee automobiles on school property.

Searches may include, but are not limited to, utilization of a certified police drug detection dog, metal detection devices, or any other device deemed useful in protecting the health and welfare of the school population /employee's and visitors. Any contraband found will be seized.

## **8.11. 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

## **8.12. BOOKSTORE**

The LECOM Bookstore for all campuses is online only. Any textbooks not on VitalSource are available for purchase through the online website. The bookstore stocks LECOM logo apparel & gifts, supplies, and instruments relevant to course work. Only credit cards (MasterCard, Visa, Discover or Amex) can be used for online purchase. LECOM bookstore also offers free pick up at the LECOM Erie campus.

## **8.13. CREDIT CARD MARKETING POLICY**

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

## **8.14. STUDENT ACTIVITIES**

### **8.14.1. Grade Requirements for Participation Policy**

Students must maintain at least a 3.0 grade point average, have no course failures, may not be on probation for any reason, may not be repeating an academic year and must 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.

### **8.14.2. LECOM Student Government**

The Student Government is the official voice for all students. The clubs/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. Student Affairs serves as the liaison between the administration and Student Government.

The SGA provides additional information at its website - <https://www.lecomsga.org/>. It is the organization's responsibility to maintain and update that site.

### **8.14.3. LECOM Clubs and Organizations**

College or school specific clubs are listed in the Student Handbooks for each campus program and campus location ([Appendix Q - LECOM Clubs and Organizations](#)).

### **8.14.4. College Committees**

LECOM encourages student representations on committees. Specifically, student representation is provided on the LECOM Safety Committee, Curriculum Committee, Strategic Planning Committee and Accreditation Self-Study Committee. Students may recommend a list of candidates from their class to serve on committees with final approval from the appropriate dean. Students must be in good academic standing in order to serve on committees or participate in club or organization activities.

### **8.14.5. 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 and/or dues. Hazing within any organization is strictly prohibited.

### **8.14.6. 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.

### 8.14.7. 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. All off-campus events sponsored by a LECOM club or organization are subject to the same approval process and must receive approval prior to the event or activity and prior to contacting any off-campus facility or organization to schedule or host the event. ***Alcoholic beverages are prohibited at any LECOM sponsored student club or organization on or 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.

### 8.14.8. 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. LECOM reserves the absolute right to reject or edit any submitted announcement or notice intended for posting on the Video Bulletin Board.

### 8.14.9. Student Participation in LECOM Sponsored Research

LECOM students who wish to participate in research must adhere to the following institutional guidelines regarding such activity.

Any student wishing to participate in research must meet the following criteria:

1. Must be passing all courses.
2. Must have successfully completed the first semester of their program.
3. Must have a cumulative GPA of 3.0 or higher.
4. Must not be on probation for academic, conduct, or professionalism reasons.
5. Must be on schedule to take board examinations.

In addition, students wishing to participate in research must:

1. Have a faculty mentor for the project.
2. Submit a project title and description, signed by the faculty mentor, to the Director of Research for that school.
3. Have completed all relevant CITI training modules.
4. Satisfactorily complete all relevant safety training.
5. Submit and receive approval from relevant regulatory committees (IACUC, IRB).

Students wishing to complete a research elective rotation in their third or fourth year must:

1. Have a faculty mentor for the project.
2. Submit a project title and description, signed by the faculty mentor, to (a) the Director of Research for that school and (b) the Clinical Education office.
3. Receive approval by the Clinical Education office prior to beginning the rotation.
4. Complete an end-of-rotation summary of their project and findings.
5. Meet all other rotation requirements according to the Clinical Education office.

## 9. STUDENT CONDUCT

### INTRODUCTION: 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. 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.

To the extent applicable, students are also subject to and will be expected to observe the provisions of the Code of Ethics of the American Osteopathic Association. (see Appendix I)

**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 *Title IX Policy* attached as Appendix K and not in Section 9 Student Conduct of this handbook.**

#### 9.1. PURPOSE OF THE STUDENT CODE

LECOM's primary concern is the student. LECOM attempts to provide all students with a learning 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.

#### 9.2. 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/ASP 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 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 to the appropriate dean and/or the Chairperson of the SPG/ASP Committee within seven (7) working days.

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

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

### 9.3. 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/ASP 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.

#### Attendance

- Attendance will be checked daily at random times and possibly multiple times per day.
- Students **must be in their assigned seats**.
- Any assigned seat change request must be requested through the appropriate Asst/Associate Dean. If a seat change request involves exchanging assigned seats with another student, both students must request the seat change.
- Absence is defined as a student who is not present at an instructional period when attendance is taken. If the student had a preapproved excuse for not being present, they are recorded as an excused absence, if they had no preapproval, they are recorded as unexcused absence for that instructional period and for that day.

#### Excused Absences for Planned Activities

##### Medical Reasons

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 physician or other practitioner in a physician's practice upon the student's return to class. The note will not be accepted if the signee is a relative of the student. The note must be sent directly from the physician's office by fax or secure business email. Notes electronically submitted by students are not acceptable. Students on rotation or in the clinical setting must abide by the additional requirements contained in the College or School Clinical Manual.

##### Non-Medical Reasons

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 appropriate Assistant/Associate Dean. Any request for an excused absence must be submitted using the Student Request for Excused Absence Form, to the Assistant/Associate Dean at least 30 days prior to the anticipated absence. The form can be found under the Student tab on the *myLECOM* Portal.

Students must complete the excused absence request form for illness, doctor appointments, conferences, emergencies, funerals, etc. and it must be approved by the appropriate Assistant/Associate Dean.

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/or appropriate Assistant/Associate 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 GPA in order to be granted an excused absence from school-related activities or to attend organizational meetings or

any other extracurricular activity. **The Student Affairs Office may be asked to verify the grade point average.**

If the excused absence is planned in advance, the form should be received by the appropriate Assistant/Associate Dean 30 days in advance (conferences, weddings, established medical appointments, etc.). If the excused absence is emergent (illness, emergencies, funerals, unplanned medical appointments) the student must notify the appropriate Assistant/Associate Dean and Pathway Director the day the issue arises.

### **Excused Absence for Unplanned Reasons**

If this absence is due to unplanned illness or emergency that necessitates missing an instructional period, quiz, or exam the notification of the illness/absence **MUST** be received by the appropriate Assistant/Associate Dean's office by email or phone message prior to the start of the instructional period, quiz, or exam for it to be eligible for consideration of an excused absence.

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 misses 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. This notification must be prior to the start of the instructional period or quiz/exam for it to be eligible for consideration of an excused absence.

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.

### **Missed Class Time**

If a student misses a class, they are still responsible for the material missed. It should be noted that making up certain academic sessions is not permitted. Simulation and laboratory courses such as OMM, H & P, and Clinical Examination may have special requirements for attendance, tardiness, and absences. Students on rotations or clinical settings must abide by the College or Schools Clinical Manual.

Students with a pattern of absences (excused or unexcused) will be referred to the Assistant/Associate Dean for counseling. Students missing >20% of a course's instructional period/quiz/exam days due to excused/unexcused absences may receive an incomplete for the course and will need to take part in the make-up course during the scheduled remediation periods to receive their final grade (whatever they originally earned).

### **Promptness is another trait that a professional health care practitioner 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 will be referred to the Assistant/Associate Dean and may result in disciplinary action and notation in the Dean's Letter of Evaluation.

### **Consequences of Absence**

1. Students will be notified of unexcused absences as they occur, and their total accumulated number will be shown in that notification.
2. Students with **3** unexcused absences will receive a letter of admonition and meet with the Assistant/Associate Dean. Admonition may include restrictions on participation in clubs, research, or extracurricular activities.
3. Students with **4** unexcused absences will be placed on Conduct Probation (Section [9.7.1 Behavioral Penalties](#))
4. Students with **5+** unexcused absences will be referred to SPG/ASP for disciplinary action.
5. Unexcused absence totals will not reset between preclinical years (repeating a year would reset the student to the total at the beginning of their repeated year).

### **9.3.1. Cell Phone Usage**

Personal use of cell phones during class is prohibited. Cell phone usage should be kept to a minimum and should never interfere with instruction, work, or class.

Use of personal hotspots in the lecture halls interferes with the LECOM wireless network and is prohibited.

The use of cell phone cameras or video/audio recording devices is prohibited during class. Any usage of photographs, videos, or audio recordings must be with the consent of individuals as delineated in Section [9.12.1](#).

### **9.3.2. LECOM Physical Health Policy including COVID-19**

The Lake Erie College of Osteopathic Medicine (LECOM) views the safety and well-being of its students, faculty, and staff as a top priority. Due to the nature of the educational environment at the institution, students are in close proximity with peers, faculty, staff, and patients in the clinical setting. It is imperative to be aware of one's individual health status. If you are feeling ill, running a temperature, etc. stay home and follow your campus' call protocol. If an illness is severe, lasts longer than anticipated, or impairs our ability to effectively do self-care, one should consult their primary care physician, or a local urgent care center. It is imperative that students monitor their health status to ensure that they do not inadvertently transmit pathogens to others within their learning environment.

Students exhibiting symptoms, such as:

- Fever
- Vomiting
- Diarrhea
- Runny or stuffy nose
- Sore throat
- Cough
- Sneezing
- Body aches or a mild headache

are encouraged to stay home and contact their Assistant/Associate Dean, preceptor, director of medical education/clerkship director, or other LECOM point of contact to inform them of their current health status. If a student is out for greater than 48 hours (2 days), a return to school excuse from the attending physician is required. Students are further directed to review Section 9.3 for further discussion on the topic of absences, tardiness, and associated policies.

Students, staff, and faculty are to use standard infection control measures to help prevent the spread of illness and keep the LECOM Community safe and healthy.

Simple actions such as:

1. Washing your hands with soap and water frequently.
2. Avoid touching one's face.
3. Using hand sanitizer.
4. Sneezing into a tissue and disposing of properly-- or at a minimum, a sleeve.
5. Sanitizing workspace/eating area before and after use.

Items to consider before returning to campus:

1. Are you feeling better? (have symptoms decreased or resolved?)
  - a. Cough has resolved, decreased to marginal and nonproductive.
  - b. Body aches/sweats have resolved.
  - c. Retained foods/fluids for a whole 24 hrs. without the use of medications.
2. Afebrile for 24 hrs. without the use of antipyretics.
3. Feel capable of putting in a whole academic day.

LECOM continues to maintain best practices for the overall health and safety of all faculty, staff, and students on campuses and clinical training sites. The LECOM Health Operations Center (HOC) closely monitors and evaluates infectious disease situations including the COVID-19/influenza pandemics and environmental factors that can impact our community health. LECOM follows and implements guidelines related to these events to include transmission, length of threat/impact, and considers options based on federal, state, and local government guidelines, including, but not limited to, World Health Organization (“WHO”), Centers for Disease Control and Prevention (“CDC”) guidelines and Departments of Health and Environmental Resources.

LECOM has protocols in place and has taken a series of precautions to mitigate the community spread of respiratory pathogens such as COVID-19 to best protect all LECOM campuses.

### **9.3.3. Cancellation of Class**

Students at all locations should use the Omnilert Campus System to check on possible closures. LECOM Erie and LECOM Bradenton utilize the LECOM Omnilert Campus system, local media, and school email to notify students of events of inclement weather and campus closure. LECOM at Seton Hill is closed whenever the Seton Hill University campus is closed for inclement weather. 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 uses the Omnilert system in conjunction with Elmira College's system in case of a campus emergency or the closure of campus amenities.

In the event of inclement weather, tune in to local radio stations for the announcement of school closings. No clinical duties will be canceled because of the weather; only didactic and laboratory classes may be canceled.

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

## 9.4. DRESS CODE POLICY

Students must maintain a neat-and-clean appearance befitting a student who is 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, LECOM at Elmira 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 or School administration to be professionally attired.

All students must have at least one short, white consultation jacket. Student ID badges must be prominently displayed, and the badges must be 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 must be kept 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 visible body piercings are not acceptable. Sandals and 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. Clothing is inappropriate when it is sleeveless, strapless, backless, or revealing. 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 visible 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. **At all times, wearing unapproved masks or costumes is forbidden.**

Students inappropriately dressed or groomed may be requested to leave the campus and not return until appropriately attired. Any class missed during that time will be considered an unexcused absence. Questionable or disputed cases of dress or grooming shall be presented to 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.

## 9.5. THE STUDENT PROMOTION AND GRADUATION (SPG) COMMITTEE AND ACADEMIC STANDING AND PROFESSIONALISM (ASP) COMMITTEE

The Student Promotion and Graduation Committees (SPG) and Academic Standing and Professionalism (ASP – School of Pharmacy) are responsible for reviewing the academic achievement and advancement of students within their designated College or School. The composition and functions of the committee are as follows:

## **Student Promotion and Graduation Committee**

### **A. Composition of the Committees**

- The College of Medicine/Graduate School of Biomedical Sciences SPG Committee is comprised of academic deans, other administrators, and elected basic science and clinical faculty members.
- The School of Pharmacy the ASP Committee is comprised of the Director of Academic Standing and Promotion, Pathway Dean/Director, the Dean of the School of Pharmacy, Directors of Experiential Education, and elected full-time Pharmaceutical Science and Pharmacy Practice faculty members. The students enrolled in the Distance Education Pathway will be considered by the ASP committee of the Erie campus. Meetings may be conducted live, by video conference, or by phone conference. Recording of meetings is not permitted.
- The School of Dental Medicine SPG Committee is comprised of the Assistant Deans and appointed full-time dental pre-clinical and clinical faculty members, and legal counsel, as necessary.
- The School of Health Services Administration SPG Committee is comprised of the program directors, one of whom acts as chairperson, and one additional faculty member from each program.
- The School of Podiatric Medicine SPG Committee is comprised of the Associate/Assistant Dean and appointed full-time pre-clinical and clinical faculty members, and legal counsel, as necessary.

### **B. Frequency of Meetings:**

- The College of Medicine/Graduate School of Biomedical Sciences 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. 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.
- The School of Pharmacy meets each semester, the ASP Committee shall periodically review the academic achievements and performance of all students. The names and grades of students in academic difficulty shall be made available to the ASP Committee by Course Coordinators with additional input from the Associate Dean/Pathway Director.
- The School of Dental Medicine meets semester, the Committee shall periodically review the academic achievements and performance of all students. The names and grades of students in academic difficulty shall be made available to the Committee by Course Directors with additional input from the Assistant/Associates and Vice Deans.
- The School of Health Services Administration SPG Committee meets on a quarterly and as-needed basis 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 directors.
- The School of Podiatric Medicine Committee shall review the academic achievements and performance of all students concurrently with the Erie COM SPG. The names and grades of

students in academic difficulty shall be made available to the Committee by Course Coordinators.

- C. The SPG/ASP 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 School, or behavioral issues either on campus or during clinical experiences; or
  - Failure to progress academically or academic failure.
- E. Student names are submitted to the Chairperson of the SPG/ASP 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 Chairperson 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 or Chair of SPG committee.

This is distinct from that for appeal hearings set forth in Section 9.8 F 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, Post Baccalaureate Program, Pharmacy Enrichment Program or RN to Pharm.D. Bridge program may not take appeals to the President.

## **9.6. ADJUDICATION OF HONOR CODE VIOLATIONS**

In matters involving the allegations of student Honor Code violations, the SPG/ASP 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 that is 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 9.7.1. At that time, the student against whom the sanction has been made will be 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, they will retain rights through the subsequent procedures as described herein and in Section 9.8.1 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 (FERPA), the individual against whom an allegation is made shall have access to their 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.

### 9.6.1. 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 provided.

### 9.6.2. 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 all 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.
  - Use of Artificial Intelligence (AI) during examinations, quizzes, or other forms of assessment, including standardized assessments unless expressly permitted by course policies.
- 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/ASP; or
- M. Conspiring, planning, or attempting to achieve any of the above acts.

### 9.6.3. Examples of Non-Honor Code Infractions

- A. Nonprofessional behavior during class, laboratory, clinical rotation, online learning environment, 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 headphones or earphones 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.

## 9.7. PENALTIES

### Interim Disciplinary Action

The Office of Student Affairs, a member of LECOM administration, or the Office of the Dean/Associate/Assistant Dean may take immediate interim disciplinary action. Such action may include deactivation of a student's ID badge with restricted access to LECOM facilities. It may also include suspension, pending a hearing against a student for violation of a rule or regulation of LECOM, when in LECOM's judgment the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. In such cases, the Office of Student Affairs, the appropriate dean, or the chair of SPG/ASP, 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 Student Affairs, whether interim action is taken, the student will meet, when possible, with the Office of Student Affairs and discuss the case.

### 9.7.1. Behavioral Penalties

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

- A. **Admonition:** This consists of a verbal or written warning. Admonitions will not become a part of the student's longitudinal record and may not be reviewed or appealed by the student. Admonitions and all the following penalties may contain a directive that the student be evaluated or submit to treatment for any perceived psychological issues.
- B. Ineligibility for election and/or removal from student office or organizational office for specified period-of-time.
- C. Withholding of official transcript, barring re-admission to LECOM, and/or preventing a student from enrolling for a specified period of time.
- D. Restitution, whether monetary or by specific duties, or reimbursement for damages to or misappropriation of LECOM, student, staff, or faculty property.
- E. **Academic Sanctions:** Writing a paper; reduction of grade on an examination, assignment, or course; being assigned additional clinic or laboratory activities or coursework; repeating of an exam, coursework, or even an entire course, academic year or semester; or other appropriate

penalties.

- F. **Conduct Probation:** A penalty levied for a specific time, the duration of which will be determined by the seriousness of the circumstances. It is given 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 types 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/ASP.

## 9.8. STUDENT DISCIPLINARY PROCEDURES

### A. Authority for Initiation of Disciplinary Action

Under the direction of the President, the Dean the College/School, 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 from Student Affairs, 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/ASP Committee in accordance with the procedures stated in the Academic Catalog and Student Handbook. Should either party appeal the decision of the SPG/ASP 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 the 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/ASP.
- 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 their 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/ASP. The hearing officer may also choose to refer the matter to the SPG/ASP 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/ASP 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/ASP, the hearing officer shall forward all materials to the SPG/ASP chairperson.

## **C. Procedure for Review by the SPG Committee**

When any initial hearing is referred to SPG/ASP, either at the request of the student or the hearing officer, the SPG/ASP 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 they were notified that disciplinary action was recommended against them, complete and submit to the chairperson of the SPG/ASP 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/ASP Committees**

1. The Committee will have authority to summon witnesses. Refusal to obey the summons may subject the student to disciplinary action.
2. The Committee 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 Committee 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 their 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 ensure compliance with appropriate procedures to assure due process. Hearing procedures may be modified by the Chair or the Dean if in their 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**

**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. 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.

**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 decide 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.

### **9.8.1. 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/School to exist:

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

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

## **9.9. 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 a 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, and the SPG Committee. The student seeking to resolve a problem or complaint must initiate such action in writing within seven (7) working days from the occurrence of the matter in question. Review of a student problem or complaint at each of the applicable administrative steps will be carried out as expediently as possible. In general, an appeal at a given administrative step should take no more than seven (7) working days.

If a party to the dispute is not satisfied with the decision given, an appeal to the next administrative step may be made. Continuation of the appeal must be made, in writing, within three (3) working days of the decision given. In like manner, the appeal may continue to the Dean of Academic Affairs. The decision made by the Dean of Academic Affairs is final. They shall notify the student of their 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.

## 9.10. 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, incidents of discrimination, and Institutional policies / procedures of or applicable to a LECOM college or school or to the LECOM organization.

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:

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

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, discrimination, 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, discrimination 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, discrimination, 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, discrimination, 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, discrimination, 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 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, adherence to accreditation policies, nondiscrimination 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, nondiscrimination policies and/or Institutional policies. The program and the party filing the complaint should be notified when the program has satisfactorily resolved the matter.

## **9.11. LEGAL LIMITATIONS ON THE PRACTICE OF MEDICINE, PHARMACY, DENTISTRY, AND PODIATRIC MEDICINE**

It is a violation of law and contrary to the policy of LECOM for an unlicensed person to attempt to engage in the professional practice of health care. Students are cautioned to engage in 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 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-year school or missions' trips) are cautioned that LECOM's liability insurance does not cover those activities.

## **9.12. LECOM FACILITIES POLICIES**

### **9.12.1. Photography, Videotaping, and Audio Recording**

Photography, videography, and audio recording is prohibited on all LECOM properties without permission of the institution and consent of all involved subjects (i.e., the individuals being recorded or photographed). All individuals in a photograph, videotape, or recording must sign the LECOM Consent to Photograph, Videography, and Audio Recording Form (Appendix C) and provide the form to the photographer or videographer prior to taping or recording. The Office of Communications and Marketing handles requests and approvals related to permission for photography and videography, as well as maintaining the records of signed consent.

To maintain the quality and consistency of the image of LECOM, the following guidelines must be followed for all photography, videography, and audiotaped activities:

- Photographs and videos taken by LECOM staff or by professionals hired by LECOM must be done in accordance with the professional standards of LECOM, including the LECOM dress code (Section 9.4).
- Photographs, videos, and audio recordings should project a positive portrayal of students, faculty, administrators, and others.
- Before appearing in photographs or videos, subjects should be asked to remove visible name badges, lanyards or identifying information. As necessary, subjects should also be requested to adjust clothing and undergarments to avoid visual distraction.
- Photographs and videos from social events may not show administrators, faculty, staff, students, or others eating, smoking, or holding or consuming alcoholic beverages.
- For photographs, if individuals are engaged in activities involving movement, all activity should be paused for the photo opportunity and individuals should be positioned so that faces are visible in the photograph.
- For photographs, all subjects should be positioned in front of a neutral or attractive background and distracting background objects, such as plants, signs, lamps, etc., should be removed or adjusted.
- Photographs should be taken approximately six to 10 feet away from the subject with the zoom set between 50-105 mm.

LECOM Communications and Marketing offers consultative guidance for photography shoots, video projects, and archived images. Communications and Marketing also serves as a resource for recommendations of photographers and videographers for media-related projects and special events.

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

### **9.12.2. Recording of Lectures**

Any recording of lectures or verbatim or near-verbatim transcribing of lectures is strictly at the discretion of the respective faculty, including both regular and visiting faculty. Prior approval of the faculty must be granted, and the privilege may be withdrawn at any time. In no way, are faculty expected by or pressured from the LECOM administration to be recorded or transcribed.

Recorded lectures provided by LECOM are for the sole use of students and may not be shared with others, posted to online sources/sites, or distributed/reproduced in any manner. Whether recorded by LECOM or by a student (upon approval by faculty), the recording of a lecture or content contained therein be used for any purpose other than for a student's education at LECOM.

### 9.12.3. 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/ASP committee 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.

### 9.12.4. 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 for 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.

## 10. APPENDICES

### APPENDIX A - EMERGENCY NUMBERS

#### *In Emergencies Dial 9-1-1*

#### *LECOM and Campus Police Non-Emergencies*

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**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

**Elmira College Campus Safety**  
Office: (607) 735-1777

#### *Community Police Non-Emergencies*

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**Erie, PA**  
Erie, Pennsylvania Police (Non-Emergency)  
(814) 870-1125

Millcreek, Pennsylvania Police (Non-Emergency)  
(814) 833-7777

Pennsylvania State Police  
(814) 898-1641

**Greensburg, PA**  
Greensburg Police Department  
(724) 834-3800

**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

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

**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

**DeFuniak Springs, Florida**  
Walton County Sheriff  
(850) 892-8111

DeFuniak Springs Police Department  
(850) 892-8513

**State Police**  
Pennsylvania State Police  
(724) 832-3288

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

## ***Crime Victim and Other Counseling Services***

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### **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

### **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

National Suicide Prevention Lifeline  
(800) 273-8255

### **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

### **Elmira, NY Resources**

Family Services of Chemung County  
(607) 737-5369

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

New York State Domestic Violence Hotline  
(800) 942-6906

Sexual Assault Resource Center  
(888) 810-0093

Veterans Crisis Line  
(800) 273-8255 and press

## 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, they 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 traveling 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 and completing an excused absence form.**

**I understand that, should any problem(s) arise during the conference, I will contact the 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*)

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

**PROGRAM OF STUDY:** (*Check One*)

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

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

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



\*\*\*\*\*

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	Richard Hahn, Psy.D.	<a href="mailto:rhahn@lecom.edu">rhahn@lecom.edu</a>	
	Wendy Hahn, Psy.D.	<a href="mailto:whahn@lecom.edu">whahn@lecom.edu</a>	
Bookstore	Naz Krol	<a href="mailto:nirani@lecom.edu">nirani@lecom.edu</a>	
Bursar	Amy Majczyk	<a href="mailto:amajczyk@lecom.edu">amajczyk@lecom.edu</a>	
Disability Insurance	Beverly Chan	<a href="mailto:blamourchan@covalagroup.com">blamourchan@covalagroup.com</a>	
Financial Aid	Financial Aid Office	<a href="mailto:financialaid@lecom.edu">financialaid@lecom.edu</a>	
Health Insurance	HUB	<a href="mailto:studenthealth@hubinternational.com">studenthealth@hubinternational.com</a>	
IT	Jesi Bartlett	<a href="mailto:jbartlett@lecom.edu">jbartlett@lecom.edu</a>	
Learning Resource Center	Dan Welch	<a href="mailto:dwelch@lecom.edu">dwelch@lecom.edu</a>	
Registrar	Angela Llanos	<a href="mailto:allanos@lecom.edu">allanos@lecom.edu</a>	
Security	Kevin Goode	<a href="mailto:kgoode@lecom.edu">kgoode@lecom.edu</a>	
	Harry Whipple	<a href="mailto:hwhipple@lecom.edu">hwhipple@lecom.edu</a>	
DPTS	Regan Shabloski	<a href="mailto:rshabloski@lecom.edu">rshabloski@lecom.edu</a>	

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 - THE ADA PRINCIPLES OF ETHICS AND CODE OF CONDUCT

The dental profession holds a special position of trust within society. As a consequence, society affords the profession certain privileges that are not available to members of the public-at-large. In return, the profession makes a commitment to society that its members will adhere to high ethical standards of conduct.

The *ADA Code* has three main components: The Principles of Ethics, the Code of Professional Conduct, and the Advisory Opinions.

### THE PRINCIPLES OF ETHICS

The Principles of Ethics are the aspirational goals of the profession. They provide guidance and offer justification for the Code of Professional Conduct and the Advisory Opinions. There are five fundamental principles that form the foundation of the ADA Code:

1. **Patient Autonomy:** The dentist has a duty to respect the patient's rights to self-determination and confidentiality.
2. **Nonmaleficence:** The dentist has a duty to refrain from harming the patient.
3. **Beneficence:** The dentist has a duty to promote the patient's welfare.
4. **Justice:** The dentist has a duty to treat people fairly.
5. **Veracity:** The dentist has a duty to communicate truthfully.

Principles can overlap each other as well as compete with each other for priority. More than one principle can justify a given element of the Code of Professional Conduct. Principles may at times need to be balanced against each other, but, otherwise, they are the profession's firm guideposts.

### THE CODE OF PROFESSIONAL CONDUCT

The Code of Professional Conduct is an expression of specific types of conduct that are either required or prohibited. The Code of Professional Conduct is a product of the ADA's legislative system. All elements of the Code of Professional Conduct result from resolutions that are adopted by the ADA's House of Delegates. The Code of Professional Conduct is binding on members of the ADA, and violations may result in disciplinary action.

### THE ADVISORY OPINIONS

The Advisory Opinions are interpretations that apply the Code of Professional Conduct to specific fact situations. They are adopted by the ADA's Council on Ethics, Bylaws and Judicial Affairs to provide guidance to the membership on how the Council might interpret the Code of Professional Conduct in a disciplinary proceeding.

Follow this link for the full [ADA Principles of Ethics and Code of Conduct](#), updated November 2020.

# APPENDIX J - SDM STUDENT RESEARCH FORM

LECOM School of Dental Medicine

## Student Research Form

Date: \_\_\_\_\_

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

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

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

Student Current Year (check):            D1             D2             D3             D4

Mentor(s) Name(s): (Please Print) \_\_\_\_\_

\_\_\_\_\_  
Mentor(s) Signature (s): \_\_\_\_\_

\_\_\_\_\_  
Students, please be advised: Approval for any Research project is at the discretion of the LECOM Administration.

**Approval:**

Director of Research Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IRB Approval (Clinical Studies): (If needed) \_\_\_\_\_ Date: \_\_\_\_\_

HIPPA Officer Approval: (If needed) \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX K – LECOM TITLE IX POLICY

### **I. SUMMARY**

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Additionally, state law prohibits such conduct.

Lake Erie College of Osteopathic Medicine (LECOM) forbids discrimination and harassment on the basis of sex and any form of sexual misconduct in all of its education programs and activities, as well as its employment practices. Likewise LECOM forbids retaliation against anyone who seeks to avail themselves of their rights under Title IX and state law or participates in a related investigation.

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

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

### **II. DEFINITIONS**

#### **Actual knowledge:**

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

#### **Advisor:**

The parties may select an advisor of their choice who may be, but isn’t required to be, an attorney. The advisor may provide support to a party. In a hearing, cross-examination must be done by an advisor, and not by a party. For a hearing, if a party does not have an advisor present, LECOM must provide one without fee to the party. The advisor provided by LECOM to conduct cross-examination at a hearing (if the party does not have an advisor of choice) does not have to be an attorney even if the other party has hired an attorney as their advisor of choice. Advisors conducting cross-examination that are not professionals (attorneys or experienced advocates) must at least be adults capable of understanding the purpose and scope of cross-examination. The parties’ advisors do not have to be of equal competency.

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

*Hearings* section below.

**Complainant:**

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

**Consent:**

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

**Dating Violence:**

Violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship

**Domestic Violence:**

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

- a current or former spouse or intimate partner of the victim; or
- a person with whom the victim shares a child in common; or
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
- a person similarly situated to a spouse of the victim; or
- any other person against an adult or youth victim who is protected from that person's acts under applicable domestic or family violence laws.

**Education Program or Activity:**

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

event or circumstance where the alleged harassment occurred.

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

**Incapacitation:**

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

**Intimidation:**

Intimidation means to make fearful or to put into fear. Generally, proof of actual fear is not required in order to establish intimidation. It may be inferred from conduct, words, or circumstances reasonably calculated to produce fear.

**Parties:**

This term refers to the Complainant and the Respondent collectively.

**Remedies:**

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

**Reporter:**

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

**Respondent:**

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

**Sexual Assault:**

Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. It includes both non-consensual sexual contact and intercourse.

**Sexual Exploitation:**

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

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
- Indecent exposure or inducing others to expose themselves when consent is not present;

- Recording or distributing information, images or recordings of any person engaged in sexual or intimate activity in a private space without that person’s consent.
- Prostituting another individual;
- Knowingly exposing another individual to a sexually transmitted disease or virus without that individual’s knowledge; and
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

**Sexual Harassment:**

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

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

**Stalking:**

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

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

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

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

**Supportive Measures:**

Non-disciplinary, non-punitive individualized service offered as appropriate and reasonably available without fee to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint is filed. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. The measures are designed to protect the safety of all parties or the educational environment or to deter sexual harassment. They may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

**Witness:**

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

**III. POLICY****A. Title IX, VAWA and Nondiscrimination Statement**

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

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

**B. Scope of Policy**

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

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

**C. Statement on Privacy and Confidentiality**

LECOM will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, any Complainant, any individual reported to be the perpetrator of sex discrimination, any Respondent, and any witness except as permitted by the FERPA statute or

otherwise required by law or to carry out the conduct of any Title IX investigation, hearing, or judicial proceeding.

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

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

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

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

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

LECOM will generally respect a Complainant’s choice whether to report an incident to local law enforcement or initiate LECOM’s sexual misconduct resolution process, unless LECOM determines that there is an overriding interest with respect to the safety or welfare of the LECOM community. Where a report involves suspected abuse of a child (an individual under the age of 18 at the time of the incident(s) as reported), all LECOM employees and volunteers are required to notify LECOM police and the appropriate state authority (in Pennsylvania - ChildLine of the

Pennsylvania Department of Human Services; in Florida - the Abuse Hotline of the Florida Department of Children and Families; in New York - Keeping Children Safe of the Administration for Children's Services). All other members of the LECOM community are strongly encouraged to report suspected child abuse to law enforcement and the appropriate state authority.

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

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

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

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

LECOM prohibits the following forms of conduct:

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

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

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

The health and safety of every student at LECOM is of utmost importance. LECOM recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. LECOM strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to LECOM officials or law enforcement will not be subject to disciplinary action under LECOM's code of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

LECOM may request the individual attend an approved alcohol or drug education program and

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

#### **F. Prohibition of False Accusations**

Deliberately false and/or malicious accusations of sexual misconduct, relationship violence, stalking or other conduct prohibited by this policy, as opposed to complaints which, even if erroneous, are made in good faith, are serious and will subject the perpetrator of those accusations to appropriate disciplinary action. Good faith means that a report is made based on fact or reasonable beliefs and not solely on personal animus against the person accused.

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

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

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

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

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

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

agencies.

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

### **LECOM Title IX Coordinator and Deputy Coordinators**

#### Institutional Title IX Coordinator

Aaron E. Susmarski, J.D.

Institutional Director of Human Resources

(814) 860-5101

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

#### LECOM Erie

Dr. Nancy Carty, Deputy Coordinator

Assistant Dean of Preclinical Education

(814) 866-8418

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

#### LECOM Bradenton (including DeFuniak Springs)

Ms. Debra Horne, Deputy Coordinator

Director of Student Affairs

(941) 782-5933

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

Dr. Julie J. Wilkinson, Deputy Coordinator

Professor of Pharmacy Practice

(941) 782-5678

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

#### LECOM at Seton Hill

Dr. Dennis Min, Deputy Coordinator

Assistant Professor of Gastroenterology

(724) 552-2892

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

#### LECOM at Elmira

Dr. Richard Terry, Deputy Coordinator

Associate Dean of Academic Affairs

(607) 321-3111

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

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

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

### **B. Electronic and Anonymous Reporting**

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

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

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

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

### **C. Criminal Reporting Options**

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

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

#### Local Law Enforcement

At all LECOM locations, call 9-1-1 to contact local law enforcement, fire, or EMS to report an emergency or crime. Call 9-9-1-1 from a LECOM or Seton Hill University phone.

#### Erie, Pennsylvania

Erie Police Department

(814) 870-1125

Millcreek Police Department  
(814) 833-7777

Pennsylvania State Police Department  
(814) 898-1641

LECOM Campus Police and Security Office  
Located inside the north entrance  
1858 West Grandview Boulevard  
Erie, Pennsylvania 16509  
(814) 866-8415

If an officer is not at the desk, callers may leave a message or call the cell phone of the officer on duty at (814) 434-3927.

Bradenton, Florida  
Manatee County Sheriff  
(941) 747-3011

Bradenton Police Department  
(941) 932-9300

LECOM Security Office for College of Medicine & School of Pharmacy Building  
Located inside the southwest entrance  
5000 Lakewood Ranch Boulevard  
Bradenton, Florida 34211  
(941) 782-5908

LECOM Security Office for School of Dental Medicine Building  
Located inside the south entrance  
4800 Lakewood Ranch Boulevard  
Bradenton, Florida 34211  
(941) 405-1520

DeFuniak Springs, Florida  
Walton County Sheriff  
(850) 892-8111

DeFuniak Springs Police Department  
(850) 892-8513

Security Office for LECOM DeFuniak Springs Dental Offices  
Located inside the main entrance  
101 LECOM Way

DeFuniak Springs, Florida 32435  
(850) 951-0200

LECOM at Seton Hill in Greensburg, Pennsylvania  
Greensburg, Pennsylvania Police Department  
(724) 834-3800

Pennsylvania State Police  
(724) 832-3288

Seton Hill University (SHU) Police Department  
Room 115 Administrative Annex  
One Seton Hill Drive  
Greensburg, PA 15601  
(724) 830-4999

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

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

New York State Police  
(607) 739-8797

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Student Supportive Measures:**

Some examples of supportive measures LECOM may provide to students include modifying class schedules, workplace schedules, and/or extracurricular activities; assisting in obtaining counseling and academic support services; student financial aid guidance; offering extra time to complete a course if possible; providing escort services on campus from the campus police; and

initiating a no contact order. Also see the *Emergency Removal of the Respondent* section.

**Staff Supportive Measures:**

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

**Faculty Supportive Measures:**

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

**C. Formal Complaint**

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

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

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

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

The signing of a formal complaint by the Title IX Coordinator does not place the Title IX Coordinator in a position adverse to the Respondent. When the Title IX Coordinator initiates an

investigation based on allegations of which the Title IX Coordinator has been made aware, the Title IX Coordinator is not prevented from being free from bias or conflict of interest with respect to any party.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **A. Informal Resolution**

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

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

### **B. Participant Roles**

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

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

### **C. Conflict of Interest**

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

### **D. Burden of Proof**

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

### **E. Standard of Proof**

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

### **F. Timeline for Resolution**

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

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

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

### **G. Retaliation Prohibited**

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

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

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

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

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

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

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

- A Complainant is not required to participate in the Title IX process or to provide any information to the Title IX Coordinator.
- LECOM may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity and were made and maintained in connection with the provision of treatment to the party unless the party provides voluntary written consent to do so for a grievance process.
- Both parties must be given an equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- Neither party should be restricted in the ability to discuss the allegations under investigation or to gather and present relevant evidence.

- Both parties must have the same opportunities, if any, to have others present during any meeting or grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.
- LECOM may establish restrictions regarding the extent to which the parties' advisors may participate in the proceedings; such restrictions shall apply equally to both parties.
- Both parties must be given written notice of all hearings, investigative interviews, or other meetings at which they are invited or expected to attend with sufficient time to prepare. Notice must include the date, time, location, participants, and purpose.
- Both parties must be provided with an equal opportunity to inspect and review any evidence obtained in the investigation of the allegations raised in a formal complaint, including evidence LECOM does not intend to rely on in reaching a determination regarding responsibility. Such evidence includes inculpatory and exculpatory evidence. It includes evidence obtained from a party or other source.
- Non-participating Complainants must also be given the opportunity to inspect, review, and respond to the evidence.
- Prior to completion of the investigative report, both parties must be sent (including their advisor, if any), the evidence subject to inspection and review in an electronic format or a hard copy and given at least ten days to submit a written response. The investigator must consider such written responses prior to completion of the investigative report. This evidence must be available at any hearing so that it may be referred to or used for cross-examination.
- LECOM may impose on the parties and each party's advisor restrictions or require a non-disclosure agreement (NDA) not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process, as long as doing so does not violate Title IX regulations or other applicable laws.

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

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

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

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

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

## **I. Hearings**

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

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

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

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

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

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

The written determination must include:

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

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

If it is determined that a violation of the Title IX policy did not occur, but the reported behavior would violate a different LECOM policy such as the student code of conduct, the case may be referred for resolution as appropriate.

### **K. Right to Appeal**

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

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

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

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

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

## **VII. RIGHTS AND RESPONSIBILITIES**

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

## **VIII. CRIME VICTIM AND OTHER COUNSELING SERVICES**

### Erie, Pennsylvania Resources

Crime Victim Center of Erie County

24 hour hotline: (814) 455-9414

Safe Harbor Mental Health

24 hour Crisis Center: (814) 456-2014

Outpatient Clinic: (814) 459-9300

Safe Net Erie (domestic violence)  
24 hour crisis hotline: (814) 454-8161  
Main number: (814) 455-1774

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

Stairways Behavioral Health  
(888) 453-5806

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

Secundum Artem Reaching Pharmacists with help (SARPh)  
(800) 892-4484

Bradenton, Florida Resources  
Centerstone Student Assistance Program  
(941) 782-4379

Centerstone Crisis Center  
(941) 782-4600

Bradenton- Hope Family Services, Inc.  
(941) 755-6805

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

Blackburn Center (Greensburg, PA)

24 hour hotline: (888) 832-2272  
(724) 837-9540

Westmoreland Mental Health Crisis Intervention Hotline (Westmoreland County, PA)

24 hour hotline: (800) 836-6010

Rape Crisis Center (Pittsburgh Action against Rape) (Pittsburgh, PA)

24 hour helpline: (866) 363-7273  
(412) 431-5665

Center for Victims of Violence and Crime (Pittsburgh, PA)

24 hour hotline: (866) 644-2882

Physicians Health Programs (PHP; Pennsylvania)

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

Elmira, New York Resources

Family Services of Chemung County

(607) 733-5696

Chemung County Crisis Program

(607) 737-5369

New York State Domestic Violence Hotline

(800) 942-6906

Sexual Assault Resource Center

(888) 810-0093

Committee for Physicians Health (New York)

(518) 436-4723

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

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a

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

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

## APPENDIX L - LECOM BOARD OF TRUSTEES

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Associate Professor of Periodontics

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Vice Dean, School of Dental Medicine  
Associate Professor of Restorative Dentistry

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Director of Problem Based Learning  
Associate Professor of Physiology

### **Alexandra Manibo, D.D.S.**

Assistant Dean of Patient Care Services  
Associate Professor of Restorative Dentistry

### **Sean Matheny, D.D.S.**

Director of Patient Care Services  
Assistant Professor of Restorative Dentistry  
Bradenton Dental Clinic

### **Charles Mattis, D.D.S.**

Director of Patient Care Services  
Associate Professor of Restorative Dentistry  
DeFuniak Springs Dental Clinic

### **Richard Troxler, D.M.D**

Interim Director of Patient Care Services  
Assistant Professor of Restorative Dentistry  
Erie Dental Clinic

### **Inessa Slipak, D.D.S.**

Director of Simulation Clinic  
Associate Professor of Restorative Dentistry  
School of Dental Medicine

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Director of Research  
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Assistant Professor of Orthodontics  
School of Dental Medicine

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Director of AEGD Clinic  
Assistant Professor of Restorative Dentistry

**Jawanna Wilkins, D.D.S.**

Assistant Director of Problem Based Learning  
Assistant Professor of Restorative Dentistry

**Amber Pascuzzi**

Director of Dental Practice, Finance, and Insurance

**Susan Calderbank, D.M.D.**

Regional Director of Dental Outreach – Erie  
Assistant Professor of Restorative Dentistry

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### **Carol Devore**

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### **Andrew Fulton**

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Operations Manager – SDM Florida

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**Lena Toth**  
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**Franklyn Santil**  
Security Officer

**Stephen Frederico**  
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**Joseph Murcko**  
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Bradenton College of Medicine and School  
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**Christopher Workman, SHRM-CP**  
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## APPENDIX N - SCHOOL OF DENTAL MEDICINE FACULTY BRADENTON, FLORIDA

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## APPENDIX O - SCHOOL OF DENTAL MEDICINE FACULTY, DEFUNIAK SPRINGS, FLORIDA

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## APPENDIX P - SCHOOL OF DENTAL MEDICINE FACULTY ERIE, PENNSYLVANIA

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