



SCHOOL OF DENTAL MEDICINE

ACADEMIC CATALOG AND STUDENT HANDBOOK

2026-2027

LECOM

LAKE ERIE COLLEGE OF OSTEOPATHIC MEDICINE

1858 West Grandview Boulevard • Erie, PA 16509 • (814) 866-6641
4800 Lakewood Ranch Boulevard • Bradenton, FL 34211 • (941) 756-0690
20 Seton Hill Drive • Greensburg, PA 15601 • (724) 552- 2880
1 LECOM Place • Elmira, NY 14901 • (607) 442-3500
5415 Dolphin Point Boulevard • Jacksonville, Florida 32211 • (904) 820-8223

Updated July 1, 2026

TABLE OF CONTENTS

SDM ACADEMIC CALENDARS	VIII
1. GENERAL INFORMATION	1
1.1. Description and Purpose of Academic Catalog and Student Handbook.....	1
1.2. Institutional Mission Statement of the Lake Erie College of Osteopathic Medicine and Values.....	1
1.3. History of LECOM	2
1.4. Statement of Nondiscrimination	9
1.4.1. Statement on Intolerance	9
1.5. LECOM Campuses and Facilities	9
1.5.1. The John M. & Silvia Ferretti Medical Fitness & Wellness Center.....	10
1.6. Degrees and Certificates Awarded by LECOM.....	10
1.7. Notification of Professional Licensure	11
1.8. Accreditation, Licensure and Student Complaints.....	12
1.8.1. Accreditation	12
1.8.2. State Licensure	13
1.8.3. Student Complaints to State Licensing Agencies and Accreditors	13
1.9. Disclaimer	15
1.10. Written Agreements.....	16
2. ACADEMIC PROGRAM - SCHOOL OF DENTAL MEDICINE	17
2.1. Mission and Vision Statements and Educational Goals of the LECOM School of Dental Medicine	17
2.2. Admissions to the School of Dental Medicine.....	18
2.2.1. Admissions Requirements	19
2.2.2. Admission Procedure.....	20
2.2.2.1. Associated American Dental Schools Application Service.....	20
2.2.2.2. LECOM Supplemental Application	20
2.2.3. Admissions Information	21
2.2.4. Transfer Policy	21
2.2.5. Early Acceptance Program	22
2.2.6. Internationally Educated Candidates	22
2.2.7. Tuition and Fees – School of Dental Medicine	23
2.3. Curriculum	24
2.3.1. Problem-based Learning.....	24
2.3.1.1. Introduction and General Overview	24
2.3.1.2. The Tutorial Process in Problem-based Learning.....	24
2.3.1.3. The Group Tutorial Process.....	25
2.3.1.4. Role of Participants	25
2.3.1.5. Content Examinations.....	26
2.3.1.6. Faculty Evaluation of Student Performance	26

2.3.2.	Course Sequence and Credit Hours for the Doctor of Dental Medicine Curriculum.....	26
2.3.3.	Course Descriptions.....	28
2.3.3.1.	Course Numbering and Abbreviation System	28
2.3.3.2.	Course Descriptions.....	28
2.3.4.	Interprofessional Education (IPE)	35
2.4.	School of Dental Medicine Academic Policies and Procedures	37
2.4.1.	Policy and Procedure for Final Grade Appeals	37
2.4.1.1.	Cause for Final Grade Appeals.....	37
2.4.1.2.	Procedure for Final Grade Appeals	38
2.4.2.	Satisfactory Academic Progress Policy.....	39
2.4.3.	Promotion	39
2.4.4.	Probation.....	40
2.4.5.	Remediation.....	40
2.4.5.1.	Policy Statement.....	40
2.4.5.2.	Procedures for the School of Dental Medicine.....	41
2.4.5.3.	Pre-Clinical.....	41
2.4.5.4.	Pre-Clinical Courses with Simulation Laboratory Components.....	42
2.4.5.5.	Clinical Education	42
2.4.5.6.	Remediation Expenses.....	42
2.4.5.7.	Repeating the Year	43
2.4.6.	Dismissal	43
2.4.7.	Letter of Evaluation of the Dean of the School.....	43
2.4.8.	Health and Technical Standards for Admission	44
2.4.9.	Policy on Drug Testing.....	46
2.4.10.	Participation in Special Environments	47
2.4.10.1.	Students Who Believe They Are Sensitive to Chemicals.....	47
2.4.10.2.	The Pregnant Student.....	48
2.4.11.	Veterans Education.....	48
2.4.12.	Registration.....	49
2.4.13.	Required Equipment.....	49
2.4.14.	Academic Advisement.....	50
2.4.15.	Grading and Credit Hours	50
2.4.16.	Examination Decorum.....	52
2.4.16.1.	Students Must be on Time for an Examination	52
2.4.16.2.	Examination Policies and Procedures.....	52
2.4.16.3.	No Student May Be Exempt from Taking Examinations.....	54
2.4.16.4.	Interruptions During an Examination	54
2.4.16.5.	Counseling After Failed Examinations.....	54
2.4.17.	Maximum Length of Completion.....	54
2.4.18.	Attendance, Tardiness and Absences	55
2.4.18.1.	Policy on Attendance.....	55
2.4.18.2.	Meetings Attendance, Event, and Illness Guidelines	56
2.4.18.3.	Qualifying Reasons for Excused Absences	57
2.4.19.	LECOM SDM Policy on Outreach and Service.....	58
2.4.19.1.	Preclinical Absences.....	58

2.4.19.2. Clinical Absences	58
2.4.19.3. LECOM Policy on Outreach Missions	59
2.4.20. Legal Limitations on Practice of Dentistry	59
2.4.21. Policy for Guest Lecturers.....	59
2.4.22. Requirements for Graduation	59
2.4.23. Commencement.....	60
3. FINANCIAL AID.....	61
Introduction – Purpose of LECOM’s Financial Aid Program.....	61
3.1. Financial Aid Procedures and Code of Conduct.....	61
3.2. Application Procedures	62
3.2.1. General Guidelines for Aid Eligibility	63
3.2.2. Additional Aid Requests due to Special Circumstances	64
3.3. Student Financial Assistance and Payment of Tuition and Fees.....	64
3.4. Tuition Refund Policy for Students Who are Self-pay.....	64
3.4.1. The Borrowers Rights to Cancel All or Part of a Loan	65
3.4.2. Veterans Benefits Refund Policy.....	65
3.5. Return of Title IV Funds When a Student Withdraws	65
3.6. Satisfactory Academic Progress for Financial Aid Recipients	66
3.7. Leave of Absence for Financial Aid Recipients.....	66
3.8. State Residency Status for Financial Aid Recipients.....	67
3.9. Terms of Payment.....	67
3.9.1. Late Payment Fee	68
3.10. Institutional Scholarships for LECOM Students	68
4. INFORMATION TECHNOLOGY POLICIES	69
Introduction: General Guidelines for Technology Usage	69
4.1. Technology and Portal Access for Students	69
4.2. Email Usage	70
4.3. Internet Usage	71
4.4. Passwords.....	71
4.5. Information Technology Help Desk	71
4.6. Computer Repair	71
4.7. Social Networking	72
4.8. Use of Copyrighted Materials	73
4.9. Technology-Related Name Changes.....	74
5. LEARNING RESOURCE CENTER (LRC).....	75
Introduction: General Library Information	75
5.1. Conduct for The Learning Resource Center.....	75
5.2. LRC Study Spaces.....	75
5.3. Circulation	75

5.4.	Online Public Access Catalog	75
5.5.	Fines and Fees	75
5.6.	Equipment, Computers and Printers.....	76
5.7.	Reserve Collection.....	76
5.8.	Photocopiers	76
5.9.	Interlibrary Loans	76
5.10.	Electronic Resources.....	76
5.11.	Library Instruction.....	79
6.	CAMPUS SECURITY AND SAFETY	80
	Introduction: Campus Facilities and Security	80
6.1.	LECOM Police and Security.....	80
6.2.	Campus Safety and Security Programs and Information Systems	82
6.3.	Student Identity Verification Policy.....	84
6.3.1.	Distance Education Students – Student Identity Verification	85
6.4.	Vehicle Registration and Parking Regulations	85
6.5.	Student Responsibility for Safety and Security	87
6.5.1.	Campus Crime Prevention Program.....	87
6.5.2.	Reporting Crime	87
6.5.3.	Fire Drill Policy.....	88
6.5.4.	Student Telephone Emergency Message System.....	88
6.5.5.	Costumes	88
6.6.	Drug, Alcohol and Weapons Policy.....	88
6.6.1.	Drug-Free Campus Policy	89
6.6.2.	Substance Abuse Education Programming	90
6.6.3.	Marijuana Usage.....	90
6.6.4.	Smoking.....	90
6.6.5.	Weapons Policy	90
6.7.	Title IX Prohibition of Discrimination on the Basis of Sex.....	90
6.8.	Dangerous Person Policy	93
6.8.1.	Harassment and Hazing.....	93
6.8.2.	Violence and/or Threats of Violence Policy	94
6.8.3.	Hate Crimes	95
6.9.	Suicide Intervention Policy	95
6.10.	Campus Visitors	95
6.10.1.	Visitor Policy for Minors.....	96
7.	REGISTRAR AND EDUCATIONAL RECORDS	97
	Introduction: Institutional Registrar	97
7.1.	Transcripts.....	97
7.2.	Grade Reports	97
7.3.	Updating Student Records	97

7.3.1.	Student Racial/Ethnic Self-Description.....	99
7.4.	Class Rank for Doctors Professional Programs.....	99
7.5.	Issuance of Diplomas	99
7.6.	Family Educational Rights and Privacy Act	99
7.6.1.	Definition of Educational Records	100
7.6.2.	Procedure to Inspect Educational Records	101
7.6.3.	Right of LECOM to Refuse Access	101
7.6.4.	Record of Requests for Disclosure	102
7.6.5.	Disclosure of Directory Information	102
7.6.6.	Correction of Educational Records	102
7.6.7.	FERPA Breach	103
7.6.8.	Placement in Employment.....	103
8.	STUDENT AFFAIRS	105
	Introduction: Student Affairs	105
8.1.	Behavioral Health Services	105
8.1.1.	Protocol for Managing Students in Distress.....	108
8.1.2.	LECOM Behavioral Intervention Team.....	109
8.2.	Student Health Services.....	110
8.3.	Disability Services	112
8.3.1.	Requesting Special Accommodations Due to a Disability.....	112
8.3.2.	LECOM Accommodations for Testing and Licensing Examinations.....	113
8.3.3.	Contact for Disability Services by LECOM Campus.....	113
8.3.4.	Discrimination Prohibited	114
8.4.	Leave of Absence.....	114
8.5.	Mandatory Leave of Absence	116
8.6.	Withdrawal Policy	117
8.7.	Health Records Policy.....	118
8.7.1.	Health Records for First Year Students.....	118
8.7.2.	Mandatory Student Health Insurance Policy.....	118
8.8.	Living Accommodations.....	119
8.9.	Locker Assignment Policy	119
8.10.	Student Death	120
8.11.	Bookstore	121
8.12.	Credit Card Marketing Policy.....	121
8.13.	Student Activities	121
8.13.1.	Grade Requirements for Participation Policy.....	121
8.13.2.	LECOM Student Government.....	121
8.13.3.	LECOM Clubs and Organizations.....	122
8.13.4.	College Committees	122
8.13.5.	Recognition of Student Organizations.....	122
8.13.6.	Student Organization Stationery and Use of College Logos.....	122

8.13.7. Student Sponsored Events	122
8.13.8. LECOM Video Bulletin Board.....	123
8.13.9. Student Participation in LECOM Sponsored Research.....	123
9. STUDENT CONDUCT	124
Introduction: Code of Student Conduct and Discipline.....	124
9.1. Purpose of the Student Code.....	124
9.2. Student Honor Code and Professional Conduct	124
9.3. Attendance, Tardiness and Absences.....	125
9.3.1. Cell Phone Usage	127
9.3.2. LECOM Physical Health Policy including COVID-19.....	128
9.3.3. Cancellation of Class.....	129
9.4. Dress Code Policy.....	129
9.5. Artificial Intelligence (AI) Policy.....	130
9.6. The Student Promotion and Graduation (SPG) Committee and Academic Standing and Professionalism (ASP) Committee	131
9.7. Adjudication of Honor Code Violations	133
9.7.1. Functioning of the Student Code.....	134
9.7.2. Examples of Honor Code Infractions	134
9.7.3. Examples of Non-Honor Code Infractions.....	135
9.8. Penalties	136
9.8.1. Behavioral Penalties	137
9.9. Student Disciplinary Procedures.....	138
9.9.1. Enrollment Status During Appeal	141
9.10. Procedure for Student Grievance/Appeal	141
9.11. Protocol for Input on Matters of Student Concern	141
9.12. Legal Limitations on the Practice of Medicine, Pharmacy, Dentistry, and Podiatric Medicine.....	143
9.13. Academic Freedom	143
9.14. LECOM Facilities Policies	144
9.14.1. Photography, Videotaping, and Audio Recording	144
9.14.2. Recording of Lectures	145
9.14.3. Food and Beverage Directives.....	145
9.14.4. Recycling.....	145
10.APPENDICES	146
Appendix A - Emergency Numbers.....	146
Appendix B - Social Networking Policy	148
Appendix C - Consent To Photograph.....	150
Appendix D - Student Signature Page For Travel Requests	151
Appendix E - Request For Leave Of Absence Form	152
Appendix F - Leave of Absence Form for Financial Aid	153

Appendix G - Student Change of Status Form	154
Appendix H - Name or Gender Designation Change request form	157
Appendix I - The ADA Principles of Ethics and Code of Conduct	158
Appendix J - SDM Student Research Form	159
Appendix K - Title IX Policy and Affirmation of the Prohibition of Discrimination on the Basis of Sex	160
Appendix L - Campus Buildings Physical Descriptions.....	183
Appendix M - LECOM Board of Trustees	186
Appendix N - LECOM Bradenton School of Dental Medicine Administration	187
Appendix O - School of Dental Medicine Faculty Bradenton, Florida.....	193
Appendix P - School of Dental Medicine Faculty, DeFuniak Springs, Florida.....	199
Appendix Q - School of Dental Medicine Faculty Erie, Pennsylvania.....	200

SDM ACADEMIC CALENDARS

LECOM SCHOOL OF DENTAL MEDICINE 2026-2027 ACADEMIC CALENDAR

First Semester Begins: D2, 2029; D3, 2028; D4, 2027	June 1, 2026
Fourth of July (no classes)	July 3, 2026
Registration, Class 2030 D1	July 17, 2026
Orientation for the Class of 2030	July 20 – 24, 2026
Year Begins, First Day of Class- Class of 2030	July 27, 2026
Labor Day (no classes)	September 7, 2026
Thanksgiving Break All Students (no classes)	November 23 – 27, 2026
Class Resumes	November 30, 2026
First Semester Ends – All Classes	December 18, 2026
Second Semester Begins – All classes	January 4, 2027
Martin Luther King, Jr. Day (no classes)	January 18, 2027
Semester End Date – All Classes	May 21, 2027
Commencement Class of 2027	June 6, 2027

2027-2030 ACADEMIC CALENDAR LECOM SCHOOL OF DENTAL MEDICINE 3 YEAR PLANNER

	2027 – 28	2028 – 29	2029 – 30
First Day of Classes for D2, 3 And D4	June 1	May 30	May 29
Fourth of July (no Classes)	July 5	July 4	July 4
Registration For D1 Class	July 16	July 14	July 13
Orientation – D1 Class	July 19 - 23	July 17 – 21	July 16 – 20
First Day of First Semester for D1 Class	July 26	July 24	July 23
Labor Day (no Classes)	Sept. 6	Sept. 4	Sept. 3
Thanksgiving Break (no Classes)	Nov. 22 - 26	Nov. 20 - 24	Nov. 19 - 23
Last Day of Fall Classes	Dec. 17	Dec. 15	Dec. 14
Spring Semester Begins – All Students	Jan. 3	Jan. 2	Jan. 2
Martin Luther King, Jr. Day (no classes)	Jan. 17	Jan. 15	Jan. 21
Last Day of Classes	May 19	May 18	May 17
Commencement	June 4	June 3	May 19

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 stage of the educational process, from admission to graduation, undergoes continuous review and approval by the LECOM administration. LECOM disclaims responsibility for any misrepresentations of its requirements or provisions that may arise due to errors in the preparation of the Academic Catalog and Student Handbook. LECOM reserves the right to modify the Academic Catalog and Student Handbook at any time, with or without prior notice. These modifications may include, but are not limited to, changes in requirements, courses, policies, and procedures.

Each student enrolled at LECOM is individually responsible for understanding and adhering to the current academic regulations, general and specific requirements, and operational policies outlined in the Academic Catalog and Student Handbook, and other official LECOM documents or announcements. The Handbook is available for electronic viewing on the [LECOM website](#).

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 around 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.

Late in 2022, LECOM Health purchased Independence Court, an Erie-based assisted living facility, adding to its already vast nexus of healthcare living options. The Parkside at Glenwood offers enhanced personal care and a memory care unit.

Also in 2022, and in keeping with the commitment that has defined its cutting-edge success, LECOM opened a School of Podiatric Medicine (SPM), and accepted students for the fall semester of 2023. The School is now thriving as an yet another established LECOM offering.

The LECOM-SPM is the eleventh podiatric medical school in the United States. The four-year program, established at the LECOM main campus in Erie, offers unique curricular collaboration with the LECOM College of Osteopathic Medicine and extensive clinical learning within its regional academic health system to meet the need for podiatric doctors throughout the United States.

LECOM began the year 2024 with an upgraded and expanded School of Dental Medicine Simulation (SIM) Lab at the Bradenton, Florida campus. The \$2.5 million investment into the project accommodates increasing class size at the dental school and equips scholars with the latest in educational technology.

January of 2024 also saw LECOM Health Corry Memorial Hospital becoming accredited for an Internal Medicine Residency Program – a first in the United States for a Critical Access Hospital. In keeping with the LECOM mission to create programs of excellence in education, clinical care, research, and community service, the new Residency Program improves access to care for the rural population as future physicians train in the delivery of healthcare at the highest level.

In 2024, LECOM graduated its first class of medical doctors from its New York State campus, LECOM at Elmira. This inaugural graduation marks another step forward as LECOM advances the expansive network of highly trained medical professionals throughout the nation.

Ever cognizant of rural needs, LECOM opened the Rural Health Clinic of Wattsburg, located in Greene Township, Pennsylvania, in August of 2024. The Clinic physicians treat patients of all ages, and they provide a range of healthcare services, including Primary Care. The Wattsburg practice is the fourth rural health clinic in the LECOM Health nexus. The others are located in Corry and Union City, Pennsylvania, and Clymer, New York. Each facility is designed to improve access to Primary Care services in non-urbanized areas.

In October of 2024, the new Ambulatory Surgery Center (LECOM ASC) was opened in Millcreek

Township, Pennsylvania. With the creation of this new Center, and with other third-decade plan initiatives, LECOM is increasing the reach and reputation of its medical and academic enterprise. A 23,000 square-foot facility supporting a full range of innovative care, the Center engages multidisciplinary specialists, bringing together cutting-edge medicine and compassionate care to treat the whole patient.

In mid-November of 2024, a LECOM Health ribbon-cutting ceremony launched the first Specialty Hospice Unit in Erie County - at the LECOM Nursing and Rehabilitation Center. An entire wing of the Center has been renovated for the Specialty Hospice Unit.

In early February of 2025, LECOM Health unveiled LECOM Medical Center and Behavioral Health Pavilion as the new name of its flagship hospital during a special ceremony that took place in the Atrium at LECOM. Formerly known as Millcreek Community Hospital, LECOM Medical Center and Behavioral Health Pavilion features a new 34,000-square-foot expansion across two stories including a new emergency room, an intensive care unit, 20 medical surgical beds, and a state-of-the-art cardiovascular laboratory. The facility also includes emergency patient rooms dedicated solely to behavioral health.

Rounding out an array of milestones, LECOM was proud to celebrate its receipt of a successful 10-year AOA-COCA accreditation renewal for its medical school. This noteworthy triumph recognizes the LECOM dedication to academic excellence, to innovative teaching, and to an enduring commitment to shaping the future of healthcare.

Now, in its 33rd 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, dentistry, and podiatric medicine. 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 healthcare.

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, color, 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. LECOM CAMPUSES AND FACILITIES

Erie, Pennsylvania

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

LECOM Education Center (LEC)
2951 West 38th Street
Erie, PA 16509

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

LECOM Bayfront Building
1 LECOM Place
Erie, PA 16505

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

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

Elmira, New York
LECOM Elmira Building
1 LECOM Place
Elmira, NY 14901

Jacksonville, Florida
LECOM at Jacksonville University
5415 Dolphin Point Boulevard
Jacksonville, Florida 32211

Bradenton, Florida - Branch 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

1.5.1. The John M. & Silvia Ferretti Medical Fitness & Wellness Center

LECOM, in partnership with the LECOM Medical Center, launched a project that integrates healthcare services and fitness programs into one comprehensive center. The LECOM John M. and Silvia Ferretti Medical Fitness and Wellness Center combines a state-of-the-art fitness center with the clinical offices of Medical Associates of Erie, offering the Erie community a place to pursue disease prevention and receive medical treatment.

The first two floors of the three-story building house the spa-quality fitness center, featuring 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 is dedicated to the clinical offices providing services in internal medicine, integrative medicine, geriatrics, orthopedic surgery, and obstetrics/gynecology. This union of a comprehensive fitness center and medical offices underscores osteopathic medicine's commitment to preventive and holistic healthcare. The LECOM John M. and Silvia Ferretti Medical Fitness and Wellness Center opened in March 2009, and all matriculating students are eligible for membership.

For students at the Bradenton campus, fitness facilities are available at the adjacent YMCA. Students at LECOM at Seton Hill can utilize the fitness center and athletic facilities at Seton Hill University, LECOM at Elmira students have access to the facilities at Elmira College and LECOM at Jacksonville University students will have access to the facilities of Jacksonville University.

1.6. 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

1.7. 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 of the United States (COMLEX-USA) Level 1, Level 2-CE, and Level 2-PE (suspended indefinitely); and LECOM graduates are eligible to sit for the COMLEX-USA Level 3 examination. All components of COMLEX-USA 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 and II; and LECOM graduates are eligible to sit for the APMLE Level III examination. All components of the 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 a podiatric physician in the state where a license will be sought should be obtained from that state's licensing board.

1.8. ACCREDITATION, LICENSURE AND STUDENT COMPLAINTS

1.8.1. 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
4th Floor, MB #166
Wilmington, DE 19801
(267) 284-5011.

College of Osteopathic Medicine Accreditation

LECOM College of Osteopathic 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 was initially granted “candidacy status” on October 24, 2022. On May 12th, 2025, the SPM was granted “Preaccreditation” status. The Council is a specialized accrediting body recognized by the United States Department of Education.

11400 Rockville Pike; Suite 220
Rockville, MD 20852
(301) 581-9220

Masters of Health Services Administration

The LECOM School of Health Services Administration’s (SHSA) Masters in Health Services Administration (MHSA) program is accredited by the Commission on Accreditation of Healthcare Management Education (CAHME). CAHME is the only organization recognized to grant accreditation to individual academic programs offering a professional master’s degree in healthcare management education by the Council on Higher Education Accreditation (CHEA).

PO Box 911
Spring House, PA 19477
301-298-1820
info@cahme.org

1.8.2. 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.

Division of Higher Education, Access, and Equity
Pennsylvania Department of Education
607 South Drive, 3rd Floor
Harrisburg, Pennsylvania 17120
Phone: 717-783-6786
RA-HigherEducation@pa.gov

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 and LECOM at Jacksonville University, Jacksonville, FL 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](#):
[Directory of participating SARA institutions](#)

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

1.8.3. 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:

Division of Higher Education, Access, and Equity
Pennsylvania Department of Education
607 South Drive, 3rd Floor
Harrisburg, Pennsylvania 17120
Phone: 717-783-6786
RA-HigherEducation@pa.gov
(for submission of form or questions)

Or see the following link for the [process and form](#).

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

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

Send Letter To:

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

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](#):

[SARA complaint process](#)

[Directory of participating SARA institutions](#)

[Pennsylvania SARA information](#)

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, Dean of the School of Dental Medicine, or Dean of the School

of Podiatric 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 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-Middle-States-Commission-on-Higher-Education)

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. COCA [Accreditation Complaint Policy](#) and [Complaint Form](#)

School of Pharmacy students may also be sent to the following web sites: csinfo@acpe-accredit.org (regarding a professional degree program) or 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 the [Commission on Dental Accreditation site](#).

School of Podiatric Medicine may also contact Council on Podiatric Medical Education (CPME) directly by contacting the CPME at 11400 Rockville Pike, Suite 220, Rockville, MD 20852 and by email at CPMEstaff@cpme.org Additional information on filing complaints can be found at the [Council on Podiatric Medical Education site](#).

Masters of Health Services Administration (MHSA) may also contact the Commission on Accreditation of Healthcare Management Education (CAHME) at PO Box 911, Spring House, PA 19477, and by email at info@cahme.org or by visiting their website at <https://cahme.org/contactinformation/>

1.9. DISCLAIMER

The Lake Erie College of Osteopathic Medicine (LECOM) reserves the right to make changes to course offerings, curricula, academic policies, tuition and fee schedules, and other rules and regulations affecting students. These changes may be made to correct errors, omissions, inconsistencies, or to comply with requirements from regulatory, accrediting, or other governing bodies. The date of effectiveness and interpretation of these rules, regulations, and policies are at the sole discretion of LECOM. These changes will apply to current students as well as those who enroll in the future. LECOM disclaims any responsibility for misrepresentations of its requirements or provisions that may arise due to errors in the preparation of the Academic Catalog.

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

1.10. WRITTEN AGREEMENTS

Students in the College of Osteopathic Medicine, School of Pharmacy, School of Podiatric Medicine, and School of Dental Medicine will complete a significant portion of their education through clinical rotations away from LECOM. LECOM has agreements with various clinical preceptors and sites, which are available for review. The number of these agreements is substantial and may vary each year. The terms of these agreements do not impose additional costs on LECOM students. However, students may incur additional costs related to travel and living expenses during rotations. These expenses can vary widely, depending on the location of the rotation and the individual circumstances of the students.

2. ACADEMIC PROGRAM - SCHOOL OF DENTAL MEDICINE

Introduction and History of the LECOM School of Dental Medicine

The Lake Erie College of Osteopathic Medicine (LECOM) initiated formal planning for the establishment of the School of Dental Medicine (SDM) in 2009 in response to a growing national and regional need for dental education and oral health services, particularly in the state of Florida. Following an institutional review confirming the availability of academic, clinical, and financial resources, LECOM advanced to the implementation phase of the program.

An academic leadership team, including the founding Dean, was appointed to prepare and submit the Initial Application for Accreditation to the Commission on Dental Accreditation (CODA). In January 2011, CODA granted initial accreditation status. The School officially opened in July 2012 with an inaugural class of one hundred students, and the first cohort graduated in June 2016.

Since beginning operations in 2012, the LECOM School of Dental Medicine has maintained continuous accreditation and is currently fully accredited by the Commission on Dental Accreditation. Over time, the School has expanded its curriculum, clinical training opportunities, and community partnerships to reflect advances in dental education and the evolving needs of the profession.

Guided by current academic leadership, LECOM SDM remains committed to excellence in education, innovation in curriculum design, and service to diverse and underserved populations. The School continues to prepare future dental professionals for ethical, patient-centered practice while supporting LECOM's broader mission to improve access to quality healthcare.

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 providing high quality, ethical and empathetic patient-centered care to serve the needs of a diverse population. Through the integration of science, critical thinking, technology, and effective communication skills, LECOM prepares future dentists to be skilled caregivers, strong patient advocates, and leaders in their communities, professional associations, and research.

Educational Goals of the LECOM School of Dental Medicine

LECOM's evidence-based, quality dental educational program will:

- Train students to provide patient-centered care.
- Prepare students to provide optimal therapeutic and economic outcomes, promote disease prevention, and enhance patient education.
- Develop students' professionalism knowledge, skills and attitudes.
- Empower students with the knowledge and skills necessary to work effectively in an inter-professional, interdisciplinary, and diverse environment.

- Prepare the student in the utilization of innovative technology throughout the curriculum.
- Provide an environment that promotes the development of critical thinking skills.
- Provide an environment supportive of camaraderie, collegiality, and service.
- Encourage and support scholarly activities, providing both faculty and students with diverse opportunities to discover and share new knowledge.
- Provide opportunities for the improvement of health in the community through volunteerism, service learning, and active involvement in community partnerships.
- Cultivate a sense of responsibility and commitment in students and faculty to improve the dental profession through active involvement in professional associations and the promotion of dental practice.

The LECOM School of Dental Medicine established its predoctoral dental education program as one that is competency-based. The defined competency domains required of all LECOM SDM's graduates to attain upon entering 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

2.2. 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 institutional accredited college or university in the United States 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 4.0 scale.

To be considered for the 4-year D.M.D. program at the LECOM School of Dental Medicine, all applicants must meet the following minimum requirements:

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

Pre-professional course requirements are as follows*:

Biology with lab	8 Semester Hrs. /12 Quarter Hrs.
General Chemistry with lab	8 Semester Hrs. /12 Quarter Hrs.
Organic Chemistry with lab	8 Semester Hrs. /12 Quarter Hrs.
Biochemistry	3 Semester Hrs. /5 Quarter Hrs.
English Composition/ Technical Writing	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 their most recent DAT scores through the American Dental Education Associate application service (ADEA AADSAS).
 - Scores in the area of 19 (previous scoring system) or 410 (new scoring system) 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 by 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 grade point average 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. 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: [ADEA AADSAS | Applicant Login Page Section](#)

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.

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 an 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.

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. 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

The SDM uses multiple criteria to select the most qualified candidates from the application 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 an interview at regular intervals during the admissions cycle. The first acceptance offers are released in December of the year preceding matriculation. The specific date is set annually by AADSAS. This 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 (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.

Application to the EAP is completed on-line. Following the receipt of an inquiry, the applicant is provided a username and password to enter the [LECOM Application 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. Internationally Educated Candidates

The following policy has been established for candidates applying for admission to LECOM SDM with credentials from a dental school not in the U.S.:

- Candidates applying for admission to LECOM SDM must meet all general admissions requirements as stated in the admissions policy.
- An application must be directly submitted to LECOM and may be obtained via email at DentalFLA@lecom.edu. A \$150 application fee will apply.
- Proficiency in the English language; both written and spoken, is required, through a TOEFL score evaluation.
- 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. Candidates must send their World Education Services or International Education Consultants evaluation to LECOM.

- All course work taken at international institutions that are submitted to LECOM for evaluation must be translated into English.
- Credit may be given for any work completed in international graduate dental schools.
- A bench test to assess an applicant’s hand skills is required. A \$500 fee will apply.
- Final determination of credit awarded will be at the discretion of LECOM SDM.
- Candidates must have permanent residency status (Permanent Resident Card) or be a U.S. citizen.

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>1st, 2nd, 3rd, and 4th year students</i>	\$62,940
Curriculum Fee	\$500
Technology Fee	\$500
Dental Equipment Fee (each year)	\$500
Virtual Textbooks	\$1,553
Student Government Fee	\$50
Disability Insurance (Mandatory) Variable Age Dependent	\$562
Health Insurance (<i>Mandatory Unless Approved for Waiver</i>)	\$4,524

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)	\$20
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

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 biomedical and medical sciences delivered through Problem-Based Learning (PBL) sessions, and pre-clinical dental education instruction with 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 biomedical and medical sciences. The primary purpose is not to diagnose and treat “virtual patients”, but to develop an understanding of the biomedical 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 promotes not only the acquisition of knowledge, but also the development of communication skills, effective group dynamics, and lifelong learning habits an essential investment in each student’s professional future. PBL emphasizes self-directed learning within a collaborative, team-based structure. Students are organized into small teams of 7–10 learners, each guided by a faculty facilitator, and meet three times per week to work through a structured sequence of more than 70 patient cases.

Faculty members do not deliver content in a traditional lecture format; instead, they guide the group’s inquiry and support students as they develop their own understanding of each case. Faculty are also available for consultation outside of scheduled PBL sessions. During each case, students identify “learning issues” key topics that require deeper study to fully understand the clinical scenario and its underlying scientific principles. Between sessions, students investigate these learning issues independently or in small, informal study groups. These topics subsequently form the foundation for assessment and examination. Timely engagement with these learning issues is essential to ensure learning remains contextualized and each case is understood coherently and in an integrated manner.

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 group member has responsibilities that are important to the process's success (See Roles of Participants). Members must feel free to challenge one another constructively and comfortably being challenged, without feeling personally threatened or insulted. In the early stages of group dynamics, this is difficult because members are uncomfortable with the behavior, but with familiarity, it becomes an enjoyable exercise that helps the group and its members focus on areas where their knowledge needs to be extended.

The PBL cases are based on actual patients. The Progressive Disclosure Model of Problem-Based Learning is used. Initially, only the patient's name, age, gender, and chief complaint are presented to the group. Following the 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, a discussion follows. During the process, the students raise "learning issues", topics that they need to know more about. Groups will discuss the dental management implications for each patient.

The facilitator will monitor the group and, if they digress too far, redirect them by asking appropriate discussion questions. 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 provided with the patient's age, gender, and chief complaint. One student plays the role of the patient and receives full details of the patient's history. Another student plays the role of a doctor, interviewing the patient to obtain the history and receiving the physical examination results 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 test results or diagnostic reports. The facilitator progressively discloses the appropriate information 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, radiographs, tomographic scans, and audio-visual materials.

At the group's next tutorial session, one student will present the patient using a format that summarizes and assesses known subjective and objective information and proposes a plan for continued management. This will initiate ongoing discussion, not only of the new knowledge and its use in evaluating their hypotheses, but also of seeking 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 within a single case, adding additional learning issues until the group is satisfied that it has gained sufficient knowledge of biomedical 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 ensure that each member participates by prompting others. In addition, the facilitator monitors how accurately the group is addressing the desired objectives. The facilitator also evaluates group members' willingness to contribute and to complete their independent studies, to the extent they can contribute to the group effort.

Students are responsible for actively participating in group discussions. They must be willing to both give and accept constructive criticism, acknowledge knowledge gaps where they exist, and 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. Students are guided in selecting learning chapters from the required course texts, ensuring the material they study for each examination is clearly defined. The examinations comprise multiple-choice questions, written in the style of the INBDE. A small, additional component of the student assessment is derived from the 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, students' 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

2.3.2. Course Sequence and Credit Hours for the Doctor of Dental Medicine Curriculum

Abbr.	Number	Course Title	Credit Hours
Dental 1st Year Fall Semester			
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
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
Dental 1st Year Spring Semester			
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
Dental 2nd Year Fall Semester			
HPC	1003	Hygiene – Patient Clinic	1.0
ORS	1001	Oral Surgery	2.0
ORT	1001	Orthodontics I	1.0

Abbr.	Number	Course Title	Credit Hours
PBL	1012	Problem-Based Learning III	8.0
PER	1002	Periodontology II	1.0
RAD	1002	Radiology Interpretation Workshop	1.0
RCC	1002	Endodontics	4.0
RCC	1003	Fixed Prosthodontics	7.0
RCC	1004	Removable Partial Dentures	3.0
RCD	1003	Restorative Dentistry - Complete Dentures Clinic	1.0
SIP	1001	Special Issues in Patient Care	1.0
Total Semester Hours			30.0
Dental 2nd Year Spring Semester			
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
Dental 3rd Year Fall Semester			
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
Dental 3rd Year Spring Semester			
CCC	1003	Comprehensive Care – Patient Clinic	26.5
TBL	1002	Team Based Learning II	2.5
Total Semester Hours			29.0
Dental 4th Year Fall Semester			
CCC	1004	Comprehensive Care – Patient Clinic	28.0
Total Semester Hours			28.0
Dental 4th 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			219.0

Problem-Based Learning (PBL) courses at LECOM School of Dental Medicine are assigned credit hours based on the total expected student workload, including in-class participation, required readings, case preparation (e.g., SOAP notes), and examination study. All PBL courses meet for multiple sessions each week and emphasize integration of basic and clinical sciences through active, case-based learning. Early courses focus on introducing new foundational concepts, while later courses build on prior knowledge and apply learning to clinical decision-making and patient management. The assigned credit hours reflect the rigor, time commitment, and educational intensity of the PBL curriculum and

are aligned with institutional and accreditation standards for credit hour determination.

2.3.3. Course Descriptions

2.3.3.1. 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
SIP	Special Issues in Patient Care
TBL	Team Based Learning
TMD	Temporomandibular Joint Dysfunction

2.3.3.2. 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, lecture- and laboratory-based course designed to provide students with a foundational understanding of the structure and organization of the human body, with emphasis on concepts essential to dental education. The course promotes a systematic exploration of regional and systemic anatomy, highlighting clinically relevant structure–function relationships and the interdependence of anatomical systems. Learning is supported through didactic instruction, laboratory-based activities, and the use of digital and computer-based anatomical resources to visualize structures and spatial relationships. By integrating anatomical knowledge with clinical context, this course aims to prepare students for subsequent coursework and the application of anatomy in patient care and clinical decision-making.

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 Hours

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 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.

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 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 Implant Dentistry. Each student is assigned to a group and a Preceptor advisor. Preceptors provide 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: Paired students will deliver a presentation on an assigned topic using the Evidence-Based Learning (EBL) format, adhering to a designated protocol and style. This approach ensures that students present their topics using the most current and credible evidence. The specific format guidelines will be provided 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, Hospital Dentistry, and Implant 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.

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 demonstrate 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 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 affect 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.

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, neoplasia, and 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 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 – 2.0 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 needs 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

This didactic course will provide a comprehensive understanding of the anatomical, microbial, immunological, and pathological aspects of periodontal health and disease, preparing students to recognize, prevent, and manage periodontal conditions effectively. It will introduce the macroscopic and microscopic structures of the healthy periodontium. It will cover the underlying causes and factors contributing to the development of periodontal diseases and conditions. Mechanisms involved in the formation of dental biofilm and calculus will be presented, highlighting their significance in the pathogenesis of periodontal diseases. The role of dysbiosis in the oral microbiome will be discussed concerning the pathophysiology of periodontal diseases and conditions. Understanding the body's defense mechanisms against oral pathogens and the immunopathological processes involved in periodontal diseases will be explored. The course will cover the clinical manifestations and histopathological features of gingivitis and periodontitis. Strategies for preventing periodontal disease onset and progression will likely be taught, including oral hygiene practices, professional cleanings, and lifestyle modifications.

PER 1002 - Periodontics II – 1.0 Credit Hour

The course will provide foundational knowledge essential for the clinical management of periodontal diseases and conditions. Emphasis will be placed on correct diagnosis, developing appropriate treatment plans, and prognosis for patients with periodontal disease. The relationship between periodontitis and systemic health, acknowledging the potential impact that oral health can have on overall health will be addressed. Clinical procedures associated with both non-surgical and surgical phases of periodontal therapy will be covered. Special attention will be given to evaluating the effectiveness of periodontal treatment and establishing maintenance protocols to sustain oral health gains achieved through therapy. The use of pharmacological agents in periodontal therapy, likely

including antimicrobial agents and adjunctive medications, will be addressed. The importance of integrating evidence-based practices derived from basic and clinical research into periodontal treatment protocols will be emphasized. Strategies for integrating periodontics into general dental practice will be discussed, reiterating the relevance of periodontal maintenance programs in overall patient management.

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

This didactic course will cover the clinical management of more advanced periodontal diseases and conditions, utilizing foundational knowledge from previous courses and new content. The science and art of dental implant therapy will be introduced. Clinical procedures associated with the surgical phase of both periodontal therapy and dental implants will be presented and discussed. Special emphasis will be placed on evaluating the effectiveness of periodontal treatment. The use of pharmacological agents, biomaterials, and biological agents in periodontal therapy and dental implant procedures will also be discussed. The relationship between Periodontics and other disciplines within Dentistry will be explored, highlighting the interdisciplinary nature of dental care. Strategies for integrating periodontics into general dental practice will be discussed, reiterating the relevance of periodontal maintenance programs in overall patient management. The importance of integrating clinical research findings into practice will be emphasized, highlighting evidence-based approaches to treatment.

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

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 – Radiology Interpretation – 1.0 Credit Hour

Students will learn 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 plans, 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 will work in pairs and be assigned an edentulous patient. They will be responsible for diagnosing, developing a treatment plan, and fabricating a removable prosthesis for the patient.

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.

2.3.4. 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	N/A	(Stand Alone)	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

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

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

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

- 1. Assignment of a grade that is malicious and/or discriminatory: i.e., in determining the grade, the Course 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 their designee to sit in at 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 seven (7) days 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 with 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 findings 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 the 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 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.

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 point 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 causes as stated in this document, such as seriously deficient ethical, professional, personal, or illegal conduct.

2. A student on academic 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.

3. A student on academic probation must meet with their faculty advisor at least twice a month.

4. The student will remain on academic 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](#)).
- 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.

5. Academic probation should be regarded as a serious matter and is an official notice to the dental student that the quality of the student's performance during the probationary period must improve 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 that 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 rests solely with the SPG Committee 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 75% (C or Pass), and this grade will be recorded on the transcript along with the failed grade. The original course grade will appear on the transcript as an F (failure) but is excluded (E) from the GPA calculation. The remediation grade will be recorded on the transcript with an C with an (I) meaning included.

Any fees associated with remediation shall be collected by the Office of the Dean 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 a 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. Pre-Clinical

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

- A remedial examination fee will be assessed for 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

2.4.5.4. 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.

2.4.5.5. 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 on the 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 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 course director.

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.

2.4.5.6. 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 Office of the Dean, 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. ([see section 2.4.2](#))

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.

2.4.5.7. 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 for paying all tuition and fees through private financing as federal loans are not available until academic progress is made. Repeating students must pay 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 dress code.
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 biomedical 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 imtemperate 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 accommodation 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 accommodation 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 accommodation for the admission process.
- While dental students can disclose a disability and request 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. Accommodation is not retroactive.
- A candidate who believes they may be eligible for reasonable accommodation(s) is 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
- 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 their 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, they may do so of their own volition knowing that options exist. Once a student advises the professor that they are (or may be) pregnant, the student will be directed to the Office of Student Affairs for information to enable them to make an informed decision regarding the following options:

- Obtain, at their own expense, appropriate clothing to reduce their 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 appropriate precautions with the use of nitrous oxide.
- 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 screens 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 their 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 their 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); 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

Each course or system syllabus will contain the grading policies for the course or system. Grades midway between two grade points will be rounded following standard rounding rules for grades. For example, 89.5 will be rounded to 90, and 89.4 will be rounded to 89.

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
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 a decorum and demeanor that is consistent with accepted academic and professional standards at all times. Professional attire is required for all examinations, unless otherwise indicated. Failure to wear professional attire may result in dismissal from the exam. The student will then be treated as if they had an unexcused absence. The Course Director will determine whether students may use calculators, scratch paper, etc. Before entering the examination room, **students must leave all personal items (books, notes, study aids, coats, etc.) in the student lockers**. Once the examination has started, no talking is permitted, and students' questions will not be answered by the proctors (except for those related to technical issues with Examplify). 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 a time. After completing the exam, students should quietly leave the examination room and the adjacent area to avoid disturbing students who are 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. Incidents 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, Smart glasses, 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.
 - i. A pencil and scratch paper will be provided if needed.

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

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

2. Students arriving more than 10 minutes late for the examination without an excuse will receive a grade no higher than 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. Students 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 student is permitted to go to the restroom at a time. Students must:
 - a. Obtain proctor permission
 - b. Flip their note sheet over or place it under their computer.
 - c. Sign out before leaving.
 - d. A proctor may escort students 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) 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 the 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.

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 (Exemplify).

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 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 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 (Section [9.7.1 Functioning of the Student Code](#)). 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)
- Others as approved by SDM Administration

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.

Excused absences for personal reasons

Students must submit a request for an absence from school for personal reasons to the appropriate Assistant Dean. 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

Only **two events per semester** will be counted towards make up time 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 or its equivalent, 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 the Graduation Clearance Form on the Surveys tab of the LECOM portal (portal.lecom.edu). This form, which must be completed prior to graduation, is placed with the student's permanent electronic record and serves as the students' final clearance from campus.
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 D.M.D. 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 who complete the requirements for graduation after the graduation date may participate in the commencement ceremony provided their anticipated completion date occurs prior to August 31 of the year of graduation. A diploma will not be granted at the graduation ceremony. Students who do not complete the requirements for graduation by the August 31 date must participate in the Commencement Ceremony the following year unless an exception is granted by the Dean. Only under unusual circumstances and with the approval of the Dean 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.

3. FINANCIAL AID

INTRODUCTION – PURPOSE OF LECOM’S FINANCIAL AID PROGRAM

The fundamental purpose of the financial aid program at LECOM is to provide education and assistance to accepted and enrolled 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. LECOM participates in the Direct Loan Program, funded by the Department of Education which includes the following types of loans: Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans. Students applying for federal financial aid are required to complete the FAFSA (*Free Application for Federal Student Aid*) annually at Studentaid.gov. A student must complete a FAFSA to have loan eligibility determined by LECOM. 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 Office of Financial aid by sending an email to financialaid@lecom.edu or by calling (814) 866-8433.

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 student portal, LECOM Experience. This will become available once the student’s FAFSA is pulled into LECOM student information system. Students who choose to use federal aid must complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. The Office of Financial Aid uses the FAFSA to determine eligibility for federal loans. Students applying for financial aid are required to complete the FAFSA annually.

Students applying for financial aid are required to complete the documents below.

Financial Aid Checklist		
Document Name	Who Needs to Complete	Where to Complete
FAFSA	Incoming & Current Students	Studentaid.gov
Entrance Counseling	Incoming Students Only	
Unsubsidized Master Promissory Note (MPN)	Incoming Students Current Students (as needed)	
* Grad PLUS Master Promissory Note (MPN)	Current Students (as needed)	
* Grad PLUS Application	Current Students	
Private Loan Funding	Incoming Students	ELMSelect

To view your requirements, log into the Banner Student Self-Service Center/Financial Aid/Home Tab

- With the implementation of the One Big Beautiful Bill starting July 1, 2026, the Direct PLUS Loan program will be phased out to new borrowers (a student borrowing loans for a new program at a new school). Only students who are enrolled in the same program at the same school who have borrowed any federal loan prior to July 1, 2026, will be eligible to receive the Grad PLUS loan under the legacy provisions.
- **Accepted Incoming Students (Starting with the Class of 2030)**
Incoming students who need to borrow additional funds beyond the annual loan limit cap for professional students (\$50,000) are able to apply for a private educational loan for the remaining cost of their education.

To view a list of private lenders we have certified loans from in the past, select your campus (Jacksonville students will need to use the LECOM Elmira hyperlink) and your program of study.

ELMSelect Private Lending Resources

Campus Location	Loans Programs Offered
LECOM Erie	<ul style="list-style-type: none"> ✓ Graduate Students (masters) ✓ Healthcare Professional Students ✓ Osteopathic Medicine
LECOM Bradenton	<ul style="list-style-type: none"> ✓ Graduate Students (masters) ✓ Health Professional ✓ Medical/Dental
LECOM at Seton Hill	<ul style="list-style-type: none"> ✓ Osteopathic Medicine
LECOM at Elmira	<ul style="list-style-type: none"> ✓ Osteopathic Medicine

Please note, private loan applications are based on credit approval. Some students may be required to seek a credit worthy endorser to co-sign their loan.

- **Currently Enrolled Students (who meet the criteria above) ***

If a student chooses to use the Direct PLUS Loan, the application must be completed annually. The Direct PLUS Loan application is available April 1st and requires a credit check. To qualify for a Direct PLUS Loan, students must not have an adverse credit history. If the credit check shows that the student has an adverse credit history, the Office of Federal Student Aid will explain how the student may still be able to qualify for a Direct PLUS Loan by seeking a credit worthy endorser (co-singer) or by submitting an appeal.

- **Legacy Provision**

If a borrower has a Federal Direct Loan made before July 1, 2026, while enrolled in a credentialed program, the borrower can continue to borrow under current loan limits for 3 academic years or the remainder of their expected time to credential, whichever is less.

3.2.1. General Guidelines for Aid Eligibility

Per federal regulations, basic eligibility requirements for Federal Student Aid includes:

- have received a high school diploma or recognized equivalent as defined by state/federal law;
- demonstrate financial need for need-based federal student aid programs;
- be a U.S. citizen or eligible noncitizen;
- have a valid Social Security Number (SSN);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- maintain Satisfactory Academic Progress (SAP) (Section 3.6);
- provide consent and approval to have federal tax information transferred directly into the Free Application for Federal Student Aid (FAFSA) form;
- sign the certification statement on the FAFSA form stating you are not in default on a federal student loan, owe money on a federal student grant, and you'll only use federal student aid for educational purposes; and
- show they are qualified to obtain a college education.

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

3.2.2. Additional Aid Requests due to Special Circumstances

The Lake Erie College of Osteopathic Medicine Office of Financial Aid, in accordance with federal regulations, establishes a standard budget for all aid recipients based on expected tuition and other campus fees, average housing costs, average book and supply expenses, and average transportation costs. Students exhibiting special circumstances may request a Professional Judgment (PJ) starting after all initial disbursements have been made. When a special circumstance occurs, it is possible to re-evaluate a student's aid eligibility to adjust the components (i.e., housing, food, transportation, etc.) of a student's Cost of Education (COE) budget. Adjustments submitted for consideration must be documented and reasonable as they pertain to the COE and are on a case-by-case basis. To be considered for a professional judgment, a student must have already borrowed up to the Cost of Education budget for 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 PAYMENT OF TUITION AND FEES

LECOM disburses the payment of federal student aid funds to a student's account once loan funds are received (Federal Student Aid or private loan sources). If an accepted financial aid award is still being processed or funds have not been received by the registration due date, any associated late fees will be waived until LECOM receives the loan proceeds. Award offers and self-payments should be accepted or received two weeks prior to the start of the term. Late 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 FOR STUDENTS WHO ARE SELF-PAY

A self-pay 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 an earlier written notice is received. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from the student.

3.4.1. The Borrowers Rights to Cancel All or Part of a Loan

Within certain timeframes, a student may notify the school that they want to cancel all or part of their loan. Students may ask the school to cancel all or part of their financial aid within 30 days of the term. We will process your cancellation request; however, if the request is made outside the applicable timeframe, we are not required to do so.

Students do not have to pay interest or the loan fee on the part of their loan that is cancelled or returned within the timeframes described above. The Department of Education will adjust the student's loan amount to eliminate any interest and loan fee that applies to the amount of the loan that is cancelled or returned.

3.4.2. 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.

While students can borrow both financial aid and utilize their VA benefits, the aid received cannot exceed the Cost of Education for the academic year. Students who accept financial aid first will have their term charges paid from their financial aid disbursements. When VA benefits are received, the aid used to borrow these funds is returned on the student's behalf.

The following federal formula is used to calculate aid eligibility for those wishing to utilize both financial aid and VA benefits.

Application of Veterans Benefits to LECOM Education	
Formula: Cost of Education – Other Financial Assistance = Aid Eligibility	
Example:	
Cost of Education	\$64,768.00
VA Benefits (minus)	\$28,938.04 (minus)
Aid Eligibility	\$35,829.96

3.5. RETURN OF TITLE IV FUNDS WHEN A STUDENT 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 by these regulations include federal direct subsidized, unsubsidized, and graduate PLUS loans.

Financial aid funds are disbursed to student accounts at the start of each term. Students earn funds for the time they attend classes or are actively participating in rotations. If a student withdraws during the term, a Return to Title IV Funds (R2T4) calculation is performed to determine the amount of aid the student has earned for the period of enrollment (the start of the term to the student's last date of attendance).

For example, a student who completed 30% of the term, earned 30% of their disbursed aid. The institution must return any unearned aid (i.e., 70%). A student who completed more than 60% of the term, has earned all Title IV aid for the period of enrollment. Students on rotations who have completed 50% of their rotations within the term have also earned all Title IV aid.

If a student did not receive all the funds that could be 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 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 where Title IV funds 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 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 master promissory note signed by the student when they borrowed the funds.

3.6. SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

A student receiving scholarships and/or loans through federal and/or private resources must remain in good academic standing and make Satisfactory Academic Progress (SAP) to retain their awards. To make SAP a student must meet all their educational requirements and not exceed the pace of completion towards their degree or certificate. If a student fails to maintain institutional standards, the student is considered not to be making SAP 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 SAP and will not be eligible for federal and private educational loans.
- Students required to repeat a term or academic year are no longer eligible for federal loans and will need to obtain a private educational loan for the term(s) they are repeating coursework.
- Students removed from clinical rotations, including failure of a board examination, are not making SAP and are not eligible for subsequent financial aid until they progress to their next semester.

Additionally, each LECOM College/School adheres to specific criteria for maintaining SAP, 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 Leave of Absence (LOA) for financial aid is a temporary interruption in a student's program of study. LOA refers to a specific period of time during a program when a student is not in attendance. LOAs do not include institutionally scheduled breaks. Students must follow the procedure outlined in Section 8.4. When a school grants a student a LOA, their enrollment status is reported as an approved leave of absence. If a student does not return within 180 days, the school must report the student as withdrawn. As part of the application process for a LOA, a student must meet with a Financial Aid Administrator to complete exit counseling to determine how the LOA will affect their aid eligibility.

While on an approved leave of absence, the following applies regarding financial aid:

- If granted an LOA, a student's enrollment status will be reported as an "approved leave of absence" to the National Student Loan Database System (NSLDS).
- Students who graduate, leave school, or drop below half-time enrollment status, have a six-month grace period before they begin making payments on their student loans. No payments are

required during the grace period. Taking a LOA could result in the depletion of some or all of their grace period on their student loan(s).

- * If the grace period expires, the student will be notified by their servicer(s) that their loan(s) have gone into repayment. Repayment dates are based on the start date of the LOA.
- * Students planning on returning who have received a repayment notification must contact their loan servicer to request a hardship forbearance OR economic hardship deferment.
- While on LOA, a student will not be assessed any additional institutional charges and is not eligible for any additional Title IV aid or private educational loan funding.
- Students who do not resume attendance at the institution at or before the end of the LOA and/or whose approved LOA, together with any additional LOAs, exceed a total of 180 days in a 12-month period will be treated as a withdrawal in accordance with federal regulations.
- Students who return from a LOA will not be able to receive any subsequent financial aid disbursements until they meet the standards for Satisfactory Academic Progress (SAP) and progress towards the completion of their degree.

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

Students can view their Account Summary (i.e., billing statement) and Financial Aid award offers on [Student Self-Service](#) approximately 30 days prior to the start of each semester. Statements are not mailed and must be viewed online. Matriculation payments will be credited to their accounts in the fall term of the students first year.

Fall term charges include:

- half of the annual tuition
- half of the annual health insurance premium (if applicable)
- all fees (which are frontloaded every academic year),
- virtual textbooks (dependent upon program and year in school), and
- disability insurance premium.

Spring term charges include:

- second half of the annual tuition,
- half of the annual health insurance premium (if applicable),
- 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 requirements for financial aid met and accepted their award offer prior to the term starts.

Charges may be paid online, through [Student Self-Service](#) /Student Accounts/Account Summary page, by using Visa, MasterCard, Discover, or American Express credit cards. Service fees associated with the use of the credit card are paid by the student. Students may also opt to pay by personal check or money order. 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 term. 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. Late fees will be waived on a case-by-case basis for late admittance students.

3.10. INSTITUTIONAL SCHOLARSHIPS FOR LECOM STUDENTS

LECOM supports its students through a scholarship program with funds raised by the institution through activities such as the annual scholarship auctions, scholarship fundraisers, 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 prequalified Medical, Pharmacy, and Dental LECOM students with access to institutional scholarship forms during the fall term. All completed forms that are submitted by students who meet all prerequisites prior to the deadline are considered for distribution of scholarship monies.

Students may receive only one institutional scholarship per academic year. While students are encouraged to apply for all scholarships for which they meet the eligibility criteria, those selected for more than one award will receive the scholarship of the highest value.

Institutional scholarships are awarded in two categories: academic merit and exceptional need. Academic merit scholarships, such as the LECOM Academic and Affiliated Sports Scholarships, are based on academic excellence and support of the LECOM community. Successful candidates who receive funds based on academic merit 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. Additionally, 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.

Exceptional need scholarships are available to LECOM students who provide evidence that they are unable to continue their education at the institution based on insufficient funds. These need-based scholarships are determined on a one-on-one basis through consultation with a Director of Financial Aid, Dean of the student's program, the Executive Director of Enrollment Services, and Information Systems, and the Provost. Should any student within the institution face such financial hardships they should reach out to a Financial Aid Administrator, program director, or Dean to initiate the process of consideration for these scholarships.

Students who are enrolled in more than one LECOM program (i.e., dual enrollment) may be eligible to receive a **tuition-waiver scholarship**. LECOM students who apply, qualify, and are accepted into any secondary LECOM master's degree program may receive up to a 50% tuition waiver for that secondary program.

To remain eligible for institutional scholarships, students must be in good academic and professional standing. Students are not eligible if they have disciplinary or professionalism issues, receive a full-tuition scholarship, are required to repeat one or more terms, are classified as decelerated or delayed, or are remediating coursework.

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/ethnicity, 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 Box

Students at LECOM have access to Office 365, encompassing the full Office Suite and a 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 three 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 60 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 (Experience)

LECOM operates a Student Information System (SIS) that is known as the LECOM Institutional Portal, Experience. Experience 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, bookstore, and many more helpful information sites such as accreditation updates, research opportunities, and information technology information.

Students are granted access to their Experience 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 Experience 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. 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 @[school].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 privacy and confidentiality of information. Therefore, no one shall place LECOM-provided material (e.g., course materials, copyright 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, Experience.

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

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 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 service 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 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 oneself 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.

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, Experience.

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, Experience, 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. LRC STUDY SPACES

The Learning Resource Center (LRC) offers a range of study spaces designed to support diverse student needs, including individual study carrels for quiet, focused work; open areas with tables and chairs for flexible individual study; and comfortable seating options for relaxed reading or review. In addition, at some campuses the LRC provides dedicated group study rooms equipped with tables, chairs, and whiteboards, allowing students to collaborate without disrupting others. Together, these study environments create a supportive and functional setting that enhances student learning and academic success.

5.3. 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.

5.4. 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 on the LECOM portal, Experience.

5.5. 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.

5.6. 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 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](#).

5.7. 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.

5.8. 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. Photo copiers only print in an 8 1/2 by 11-inch format. The copiers also offer a free scan-to-email feature.

Printing

Printing in the LRC is managed by a program called Papercut. All incoming students are assigned a print account. Black and white printing is 10 cents per page; color prints are 20 cents. Each account is assigned 5 free pages to begin with. Instructions on how to use the Papercut account are available on the LRC web page and copies are also available at the LRC circulation desk. Payment for copies is cash only. Please manage your accounts carefully as refunds are not given at the end of your student tenure.

5.9. INTERLIBRARY LOANS

Interlibrary loan service is used for items not available from the LRC collection. Through the use of e-mail, scanning technology and DOCLINE, most routine requests have a turn-around time of three to seven working days. Books and monographs require from three to ten working days. An interlibrary request form should be completed and submitted to an LRC employee to initiate a loan request. This form is to be completed and submitted from the LRC website on the LECOM portal, Experience.

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.

5.10. ELECTRONIC RESOURCES

Access to all digital resources for the Learning Resource Center may be gained through a secure login on the LECOM portal, Experience. Navigation to the LRC page the LECOM portal, Experience, provides users with the ability to use the OVID Discovery single-search, a 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 bring 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. **PubMed LinkOut** - LinkOut is a service that allows you to link directly from PubMed and other NCBI databases that are available free of charge from the National Library of Medicine to the LECOM Learning Resource Center's complement of full text journal literature.
3. **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. The content is authored by a faculty of esteemed physicians and is peer-reviewed. Updates are published three (3) times a year.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.

9. **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.

10. **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.

11. **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. The 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 the textbooks required for 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, locating specific information fast and easily. 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, a link 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.

5.11. 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 the LRC LECOM portal, Experience.

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 systems and procedures in place to facilitate campus safety. LECOM facilities are well maintained, and security is given consistent attention to assist in the safety of - 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 LECOM campuses and properties under the control of LECOM. Campus security is provided twenty-four hours a day, seven days a week at most 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 who have been appropriately trained and certified may carry firearms and non-lethal weapons while on duty for the protection of the LECOM community. The K-9 unit at LECOM Erie not only supports campus safety operations but also serves as a significant regional asset, offering assistance to local partners as needed. At the Main campus in Erie, Campus Police will be dressed in full uniform and may be wearing body cameras while performing their duty.

LECOM Security Officers and contracted security officers are not police officers, and do not have the authority to make arrests. They are authorized by LECOM to enforce policies established by the institution. In addition, they staff the security offices, monitor the surveillance camera system, patrol the campus, and assist police officers in their duties when applicable. LECOM Security Officers and LECOM Police Officers wear similar uniforms. Contracted security officers wear the uniform of their employer. Approved security officers who are trained and certified may carry firearms and/or less lethal

weapons on duty.

At LECOM Bradenton, the Department consists of security officers who patrol the campus twenty-four hours per day, seven days per week. LECOM Bradenton Security consists of both LECOM Security Officers and contracted security officers.

Security is provided at LECOM DeFuniak Springs by contracted security, however due to the limited hours of operations, coverage is not provided twenty-four hours per day. The DeFuniak Springs campus is located within the jurisdiction of the DeFuniak Springs Police Department, who patrol the campus regularly.

LECOM at Seton Hill is located within the Seton Hill University Campus, and security is provided by Seton Hill University Police. Seton Hill University Police are responsible for patrolling the Seton Hill University campus twenty-four hours per day, seven days per week.

Security is provided at LECOM at Elmira twenty-four hours per day, seven days per week by contracted security. Elmira Police Department also conducts regular patrols on LECOM property. Security on Elmira College Campus is also provided twenty-four hours per day, seven days per week by Elmira College's Office of Campus Safety. Elmira College Campus Safety is not responsible for LECOM property.

Security is provided at LECOM at Jacksonville University twenty-four hours per day, seven days per week by contracted security. Jacksonville Police Department also conducts regular patrols on LECOM property. Security on Jacksonville University Campus is also provided twenty-four hours per day, seven days per week by Jacksonville University's Department of Campus Safety and Security. Jacksonville University Campus Safety is not responsible for LECOM property.

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

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

LECOM at Jacksonville University

Security Office
Located within Main Entrance
(904) 820 - 8223

Jacksonville University Campus Security
Howard Administration Building
2800 University Blvd N.
Jacksonville, FL 32211
(904) 256 – 7585
campus.security@ju.edu

**To contact local law enforcement:
Dial 9-1-1 from a LECOM phone
Dial 9-1-1 from a non-LECOM phone**

6.2. CAMPUS SAFETY AND SECURITY PROGRAMS AND INFORMATION SYSTEMS

Daily Crime Log

LECOM Police and Security maintains a daily log of all criminal incidents that occur on LECOM property 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 in Erie, Elmira, Bradenton, and Jacksonville. 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 emergencies, 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 LECOM Portal and/or Campus Security page

It is incumbent that every member of the LECOM community actively participate in the Campus Security Program by frequently checking and reading the information disseminated through the various media comprising the LECOM 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 students 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.

LECOM at Jacksonville University students are encouraged to register for Jacksonville University Alert Emergency Notification system so that they may be notified of emergencies, campus closures, or other critical situations on the Jacksonville University campus. The following link is provided for students to register for the JU Alert system: <https://www.ju.edu/emergency/notifications/index.php>

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 programs at the Institution. Photo-identification/key cards are issues to all on campus students, faculty, and staff, along with 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 accepted students on campus 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.

- 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 secure areas. If a student fails to scan out when leaving, they will not be able to reenter.

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 sharing information 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 though 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 though attainment of licensure credentials. It is imperative that LECOM use the 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

All students, faculty, and staff at LECOM are provided with a LECOM 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 they 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 (LMS). 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 person's 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 student's 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 campuses.

Parking Regulations

All vehicles are subject to the following restrictions and regulations:

- No vehicle may be left in the LECOM parking lot overnight.
- Parking in spaces designed for visitors is strictly prohibited.
- Parking in spaces designated for handicapped people 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 institution's 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 institution's policies related to 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
- Intentionally injuring wildlife with a 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 the 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.
- LECOM Security, in conjunction with Student Affairs, Administration, and Human Resources and the various student organizations 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, Elmira College Campus Security or Jacksonville University 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 Jeanne Clery Campus Safety Act, the LECOM Police and Security are 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. The LECOM Security at LECOM at Jacksonville University is designated as the Campus Security Authority to receive reports of crimes at Jacksonville University.

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, Seton Hill University Police Department, Elmira College, or Jacksonville University 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/Evacuation teams consisting of faculty and staff are present at the 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 or masks including mascot uniforms which alter, cloak, or conceal an individual's identity are permitted on any LECOM property. This includes Halloween attire. Medical face masks worn during a health emergency or pandemic are an exception. 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, alcohol, abuse of legal drugs, or that otherwise comes to the attention of law enforcement will be referred to the PHP (Pennsylvania Physicians' Health Program) at LECOM Erie or LECOM at Seton Hill; to the PRN (Professionals Resource Network) at LECOM Bradenton or LECOM at Jacksonville University; or to CHP (Committee for Physician Health) at LECOM at Elmira, possibly for an evaluation. A referral will be made regardless of legal standing, including in cases in which any sentence was fully served, or conviction records were expunged prior to enrollment at LECOM. Students will be expected to be monitored throughout their matriculation at LECOM as recommended by PHP/PRN/CHP 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. 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 healthy 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 healthy 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 the use of such products 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, or Jacksonville University 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 be needed to 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; group code: lecomstudent
- SupportLinc for LECOM Employees: (888) 236-6709 or via its website at 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

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. 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, and 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 [9.7 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 people 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 Jeanne Clery Campus Safety Act, LECOM annually reports any occurrences of hate crimes and hazing incidents 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 people 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
- LECOM at Jacksonville University: (904) 820-8223

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 the 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 works with the Electronic Residency Application Service (ERAS), San Francisco Match, ResidencyCAS, 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 and release of transcripts. Any request for an official transcript must be completed through [Parchment](https://www.parchment.com/u/registration/73994100/institution) and requires a \$20.00 processing fee per transcript. (<https://www.parchment.com/u/registration/73994100/institution>)

Normal processing of transcript requests is completed within two to three business days and three weeks following the end of an academic semester. 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 in LECOM transcripts.

Official transcripts will not be provided to any student who is delinquent in submitting any required health forms or if clinical rotation requirements have not been received by the appropriate clinical education office(s).

Additionally, official transcripts, letters of recommendation, and evaluations may be withheld for students who are delinquent in financial obligations to LECOM, its affiliates, or who are in default on federal, state, or institutional loans. However, in compliance with 34 CFR 668.14(b)(32), LECOM will provide the official transcript for any payment period in which the student received Title IV federal financial aid and has paid all institutional charges for that period.

7.2. GRADE REPORTS

Grade reports are accessible to students through the Student Self-Service application.

7.3. UPDATING STUDENT RECORDS

LECOM requires legal proof of any change to 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 \$100 fee for each diploma that is being ordered. 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, 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 that a correct mailing address is on file with LECOM. Mailing Address changes may be made online through General Self Service under the Personal Information tab. One's permanent address cannot be modified.

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 written request made from the LECOM email account. Normal processing is within two to three business days and three weeks for processing following the end of a semester. Class rank for students of the College 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.

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;
- Documentation submitted directly to LECOM cannot be reissued to the student/graduate or another party; 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. Storing of documentation that includes the above information 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 permanently stored on any LECOM computer. All protected information must be stored in the Student Information System, BOX, or in a secured user folder located on a 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 students, faculty, and administration in concert with the educational mission of the institution. In addition, Student Affairs provides 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 - code: lecomstudent
2. Mobile App: eConnect Mobile App (links to app stores at the 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 of 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

Jacksonville, FL

In case of a mental health crisis call 988
Wekiva Springs Behavioral Health (904) 296-3533
Physician Health Programs (PHP, FL) (800) 888-8776
Professional Resource Network (PRN, PA) (866) 747-2255 or (717) 558-7819
Gateway Community Services: Addiction Treatment Center (904) 387-4661
Rape Crisis Center: Women's Center of Jacksonville (904) 722-3000 ext. 217
Hubbard House: Domestic Violence (904) 354-3114 (Voice)
(904) 210-3698 (Text)

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 in accessing 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 can 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, psychologists, and serve 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

Thomas M. Laton, D.O.
Director of Behavioral Health
Assistant Clinical Professor of Psychiatry
LECOM: Erie, Elmira, and Seton Hill
1858 West Grandview Boulevard
Erie, PA 16509
Office B2-214
(814) 860-5126
tlaton@lecom.edu

Marvin Hendon, Ph.D.
Director of Behavioral Health
LECOM: Bradenton
5000 Lakewood Ranch Boulevard
Bradenton, FL 34211
Office 283
(941) 782-5913
mhendon@lecom.edu

Courtney K. Baker, D.O.
Behavioral Health Liaison
Assistant Professor of Psychiatry
LECOM at Seton Hill
20 Seton Hill Drive
Greensburg, PA 15601
(724) 552-2878
cbaker@lecom.edu

Octavia Flanagan, RN, WHNP-BC, Ph.D.
Behavioral Health Liaison
Assistant Professor of Primary Care
LECOM at Elmira
1 LECOM Place
Elmira, NY 14901
Office 216
(607) 442-3505
oflanagan@lecom.edu

Paula Salas, M.D.
Behavioral Health Liaison
Assistant Professor
LECOM at Jacksonville University
5415 Dolphin Point Boulevard
Jacksonville, FL 32211
(904) 820-8223
psalas@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. Behavioral Health Directors 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 they feel any distress or medical issues 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 about their ability to do so. Likewise, Student Affairs and/or Security should advise the student to wait and arrange

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 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 support.

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 [8.7.2 Mandatory Student Health Insurance Policy](#)).

LECOM Student Health Insurance Plan (SHIP) is with Highmark Blue Cross Blue Shield which offers students the option of a Virtual Medical Appointment 24 hours a day 7 days a week. Please use the provided link to learn more about [Highmark Virtual Medicine](#) and how to make an appointment.

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 38th Street
Erie, PA
(814) 868-5481

LECOM Medical Center

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.
412-457-1100

Forbes Family Medicine – Murrysville

4262 Old William Penn Highway, Suite 109
Murrysville, PA 15668
Phone (412) 325-5810

AHN Hempfield Primary Care

6321 Route 30, 2nd Floor
Greensburg, PA 15601
Phone (724) 671-1750

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 provided include:

Arnot Ogden Medical Center

600 Roe Avenue
Elmira, NY 14905

AMS IMAST Internal Medicine

200 Madison Avenue, 3rd Floor
Elmira, NY 14901

607-737-4100

AMS Eastside Primary Care

200 Madison Avenue, #2B
Elmira, NY 14901
607-732-1310

607-734-1581

AMS OB/GYN (Women's Health Center)

600 Fitch Street, #102
Elmira, NY 14095
607-734-6544

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

Arnot Ogden Medical Center

600 Roe Avenue
Elmira, NY 14905
607-737-4194

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 has 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:

PrimeCare of 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 53rd Avenue East
Bradenton, Florida 34203
941-755-4242
A minimal co-pay will apply.

LECOM at Jacksonville University

For students without a personal physician in the area, LECOM at Jacksonville University has entered into an agreement with Baptist Health where they will accept the LECOM Student Health Insurance program. Suggested locations where services are provided include:

Baptist Primary Care - Arlington

7001 Merrill Road, Suite 10
Jacksonville, FL 32277
Phone: (904) 744-5244

Baptist Primary Care - Regency

9090 Regency Square Blvd. North
Jacksonville, FL 32211
Phone: (904) 724-5576

The Family Practice of Dr. Terry Hashey

9191 R G Skinner Pkwy #603
Jacksonville, FL 32256
Phone: (904) 538-0950

The Family Practice of Dr. Daniel Donofrio

130 Health Park Blvd
St. Augustine, FL 32086
Phone: (904) 826-3469

Emed Multispecialty with Dr. Renee Pulido

2624 Atlantic Blvd
Jacksonville, FL 32207
Phone: (904) 513-3240

The Family Practice of Dr. Paula Salas

3 Shircliff Way #330
Jacksonville, FL 32204
Phone: (904) 384-7370

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

[Baptist Jacksonville Downtown](#)

1350 13th Avenue South
Jacksonville FL, 32250
Phone: [904.202.2000](tel:904.202.2000)

[Baptist Beaches](#)

1350 13th Avenue South
Jacksonville FL, 32250
Phone: [904.627.2900](tel:904.627.2900)

[Baptist & Wolfson Town Center](#)

4085 Town Center Parkway
Jacksonville FL, 32246
Phone: [904.202.6800](tel:904.202.6800)

Student health is a priority at LECOM, students must be healthy to be successful in the curriculum and to give their best to each patient. Students requiring diagnostic and preventative health services are advised to try to seek those appointments outside of the normal curriculum if possible. It is recognized that therapeutic health services are often unpredictable, and interruptions in the curriculum are unavoidable in these circumstances. Whether 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 accommodation 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, the Associate Dean of Academic Affairs at LECOM at Elmira or LECOM at Jacksonville University 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 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 accommodation for 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 Erie
Mark Badaracco, Executive Director of
Enrollment Services and Information Systems
1858 W. Grandview Boulevard
Erie, Pennsylvania 16509
(814) 461-7159
mbadaracco@lecom.edu

LECOM Erie
Thomas Camillo, Director of Student Affairs
1858 W. Grandview Boulevard
Erie, Pennsylvania 16509
(814) 860-5141
tcamillo@lecom.edu

LECOM at Seton Hill
Judy Cross, Student Affairs Representative
20 Seton Hill Drive
Greensburg, Pennsylvania 15601
(724) 552-2869
jcross@lecom.edu

LECOM at Elmira
Angela Wood, Student Affairs Coordinator
1 LECOM Place
Elmira, New York 14901
(607) 442-3560
awood@lecom.edu

LECOM at Jacksonville University
Debra Horne, MS Ed.
Executive Director of Student Affairs
5000 Lakewood Ranch Boulevard
Bradenton Florida 34211
(941) 782-5933
dhorne@lecom.edu

LECOM Bradenton
Debra Horne, MS Ed.
Executive Director of Student Affairs
5000 Lakewood Ranch Boulevard
Bradenton Florida 34211
(941) 782-5933
dhorne@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 to 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:

- The 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 a 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 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.

As Related to the Leave of Absence Policy:

Students may be granted a leave of absence (LOA) from studies for a variety of reasons (medical, personal, family, etc.). The type of LOA designates if the student may remain on the Student Health Plan or if their coverage is terminated.

- Medical Leave of Absence (MLOA) – Students taking a MLOA are required to maintain current insurance coverage for the remainder of the billing period in which they are granted MLOA (or up to 6 months). Students on the Student Health Plan can request an extension for an additional 6 months of coverage, with approval from Student Affairs. Premium must be paid in full prior to the start of the coverage extension.
- Required Academic Leave of Absence – Students who are mandated by LECOM to remediate failing test scores are required to remain on the health insurance at their own expense, during their leave.
- Any other Leave of Absence (LOA) – Students on any other leave of absence are responsible for their own insurance coverage. Coverage with the Student Health Plan will terminate at the end of the month their LOA is granted. Students can request to remain on the policy through the end of the current billing cycle, which has already been paid.

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 a medical leave 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 decisions may be appealed in writing to the President, within seven (7) 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 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, 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.

Health Insurance as Related to Withdrawn or Dismissed:

Students may be terminated from the Student Health Plan for the following reasons:

- Withdrawal from Program – Students who withdraw from their program of study are terminated from the Student Health Plan at the end of the month, following their last day attending. *
- Dismissal – Students who are dismissed from studies are terminated from the Student Health Plan at the end of the month, following their last day of attendance. * Students are typically able to appeal a dismissal and may be granted the ability to return to studies the following fall. In some cases, LECOM will approve a student to remain on the Student Health Plan, provided the student pays any due premium directly to the Administrator. Also, some students may be allowed to ‘Audit’ the Post Baccalaureate or Master’s in Medical Science classes to be eligible to return to classes the following fall. Those students are permitted to remain on the Student Health Plan during the auditing period; provided premiums are paid directly to the Administrator.

*Students may request to remain on the Student Health Plan until the end of the current billing cycle, which has already been paid.

8.7. HEALTH RECORDS POLICY

8.7.1. Health Records for First Year Students

Prior to matriculation, first year students must submit health and immunization records to Student Affairs. All students must be current on immunizations prior to the beginning of courses. Health forms and instructions for submitting forms are provided to all students after their acceptance into LECOM via the LECOM Admissions Portal. Each student must submit the following documentation:

- A **History Summary Form** signed by a health care provider documenting the following 5 childhood immunizations must be submitted via the LECOM Admissions Portal: DTaP, Polio, Hepatitis B, Varicella, and MMR. If a student cannot provide documentation of 5 childhood DTaP immunizations, they are required to complete the Tdap series.
- Students must provide a **Lab Report** signed by a health care provider that indicates immunity to the following diseases chicken pox, measles, mumps, rubella, and hepatitis B.
- 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.*
- 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 at the time of deposit.

8.7.2. Mandatory Student Health Insurance Policy

Participation in the LECOM Student Health Insurance Plan (SHIP) 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 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 Insurance Plan (SHIP)] 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 HUB's Student Health Insurance Program 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 the student; and
- Policy and group number and effective date of coverage.

8.8. 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.

8.9. 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.

8.10. 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

8.11. 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.

8.12. 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.

8.13. STUDENT ACTIVITIES

8.13.1. 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 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.

8.13.2. 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 opinions, 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.

8.13.3. LECOM Clubs and Organizations

College or school specific clubs are listed in the Student Handbooks for each campus program and campus location.

8.13.4. 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 to serve on committees or participate in club or organization activities.

8.13.5. Recognition of Student Organizations

The first step in obtaining recognition for a new student organization is the submission of a petition to the Student Government Association (SGA). The petition must include the goals of the organization, the proposed charter, the name of the faculty advisor, a list of club officers, and a list of charter members. The petition to form a new club or organization must be signed by the prospective officers and the faculty advisor of the new organization.

Once the petition has been approved by the SGA, it must be submitted to the Director of Student Affairs for administrative review, who will forward the petition to the Dean of the College or School 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.

8.13.6. Student Organization Stationery and Use of College Logos

Student clubs or organizations requesting the use of the LECOM logo, seal, or facsimile thereof for correspondence or other purposes must have approval from the Director of Student Affairs and the Director of Communication and Marketing. The request to use the College/School logo or seal, or facsimile must be submitted in a proposal, be signed by the faculty advisor, and be submitted **in writing** to the Director of Student Affairs and the Director of Communications and Marketing. The electronic event request form is found at <https://lecomsga.org>.

8.13.7. Student Sponsored Events

Any event conducted by a student club or organization recognized by LECOM is considered a student-sponsored event. Events of this nature require the approval of the Office of Student Affairs and requests must be submitted electronically via the event request form that is found at <https://lecomsga.org> 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 participating student organization or the advisor's designee must be present for each student sponsored event.

8.13.8. LECOM Video Bulletin Board

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

8.13.9. 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.
6. Must inform the program Director of Research about any resulting publication and/or scholarly presentation (oral and poster).

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.
6. A student is required to provide detailed information of any scholarly activity, including a publication and/or presentation (oral or poster), based on LECOM-sponsored research to campus Director of Research.

9. STUDENT CONDUCT

INTRODUCTION: CODE OF STUDENT CONDUCT AND DISCIPLINE

The Code of Student Conduct and Professionalism consists of the Student Honor Code and Professional Conduct (Section 9.2). The Code of Student Conduct and Professionalism 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 Professionalism 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 Ethical Standards set forth by the professional associations such as the Code of Ethics of the American Osteopathic Association, the American Dental Association, the American Podiatric Medical Association, and the Code of Ethics for Pharmacists.

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.

9.2. STUDENT HONOR CODE AND PROFESSIONAL CONDUCT

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 Professionalism." 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 identify 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 Professionalism 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.

In Person Attendance on Campus

- 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 Assistant /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 an unexcused absence for that instructional period and for that day.

Attendance In On-Line Course

Students enrolled in on-line courses are expected to attend each scheduled virtual synchronous meeting of their registered courses as this experience demonstrates attendance, enhances academic success, and is required. Those students attending should have their video cameras on and be dressed in professional attire. They should be in a place free of disruptions and distraction of during virtual learning interactions. Instructors may include class participation as one component of student evaluation and grading. As a result, lack of attendance may influence a student's ability to do well where presence and participation is highly valued by the instructor. Therefore, it is the student's responsibility to understand and adhere to all policies relating to attendance and consequences for non-attendance listed in their instructor's course syllabus.

Attendance in an online course is further defined as an active post and/or timely submission of deliverables within the course including discussions, written assignments, case studies, and tests. This standard will be used to determine all attendance issues, including but not limited to reports of non-attendance, reports of last date of attendance, and final grade of F in the course, due to lack of attendance.

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 or from an out-of-state physician. 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 section on the [LECOM Experience](http://experience.elluciancloud.com/lecom) (experience.elluciancloud.com/lecom).

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 Student Request for Excused Absence 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.). Notification of approval or denial of the excused absence request will be provided to the student within ten (10) business days. 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 an 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 as 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 Request for 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 missed material. 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 School's Clinical Manual.

Students with a pattern of absenteeism (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).

Geographic Location Requirement

Students must be physically located within the United States or its territories in order to matriculate in one of LECOM's programs. This also includes restrictions on access to LECOM's computer systems, which are only available within the geographic boundaries of the United States and its territories.

- **Monitoring and Compliance:** The institution actively monitors access to its systems and flags any attempts to access LECOM data from outside the allowed geographic region. If such an attempt is detected, the administration is notified.
- **Accountability for Misrepresentation:** If a student misrepresents their location either before or during their enrollment, the student will be referred to the appropriate committee (SPG or ASP) for further review.

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 [9.8.1 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 9.14.1.

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 your ability to effectively engage in self-care, you should consult your 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. Students participating in activities within the simulation laboratory, anatomy laboratory, or other similar instructional settings must be appropriately attired for laboratory duties, including the use of closed-toed shoes, regardless of the date or time of the activity.

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. ARTIFICIAL INTELLIGENCE (AI) POLICY

The rapid advancement of Artificial Intelligence (AI) tools presents both exciting opportunities and important considerations for academic integrity and learning. This policy outlines expectations for students regarding the use of AI in their academic work.

1. Academic Integrity and Originality:

- **Responsibility for Work:** Students are ultimately responsible for the originality and intellectual integrity of all submitted work. AI tools can be used as aids, but the final output must represent the student's own understanding, analysis, and critical thought.
- **Plagiarism:** Submitting work generated by AI as one's own without proper acknowledgment is considered plagiarism. This includes, but is not limited to, text, images, or other media generated by AI.
- **Citation:** When AI tools are used to generate or assist in the creation of content, proper citation is required. Consult your instructor or relevant style guide for specific citation guidelines. If no specific guidelines are provided, a general statement acknowledging the use of AI tools (e.g., "AI tools were used to brainstorm ideas" or "Grammar and style were refined using an AI writing assistant") should be included.

2. Permissible and Non-Permissible Uses:

- **Instructor Discretion:** The permissible use of AI tools will vary by course and assignment. **Students must consult with their instructors for specific guidance on whether and how AI tools may be used for any given assignment.** Unless explicitly permitted by the instructor, the use of AI tools for generating substantive content (e.g., essays, research papers, solutions to problems) is prohibited.
- **Potential Permissible Uses (with instructor permission):**

- Brainstorming ideas
- Summarizing long texts (for personal understanding)
- Grammar and spell checking
- Creating non-substantive elements (e.g., generating image ideas for a presentation background, but not the core content)
- **Non-Permissible Uses:**
 - Generating answers to exams or quizzes.
 - Submitting AI-generated content as original work without significant modification, critical analysis, and proper attribution.
 - Using AI to circumvent learning objectives or develop skills
 - Students should never input instructors' materials into generative AI tools.

3. Data Privacy and Security:

- Students should exercise caution when inputting sensitive or confidential information into AI tools, as the privacy and security of such data cannot always be guaranteed.

4. Consequences of Misuse:

- Violation of this AI policy will be treated as a breach of academic integrity and will be subject to the same disciplinary actions as other forms of academic misconduct, as outlined in [Section 9.2 Student Honor Code and Professional Conduct](#).

Students are encouraged to engage with their instructors in discussions about the appropriate and ethical use of AI tools in their studies.

9.6. THE STUDENT PROMOTION AND GRADUATION (SPG) COMMITTEE AND ACADEMIC STANDING AND PROFESSIONALISM (ASP) COMMITTEE

The Student Promotion and Graduation (SPG) and Academic Standing and Professionalism (ASP – School of Pharmacy) Committees 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 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 Academic Deans 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 a month 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 ASP Committee meets each semester, wherein 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 ASP Committee by Course Coordinators with additional input from the Associate Dean/Pathway Director.
- The School of Dental Medicine SPG Committee meets each semester, wherein 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 SPG Committee shall meet at least monthly (during the academic year) and may meet more frequently as the need arises. 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 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 are 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 9.9 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.

9.7. 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 Professionalism" 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 9.8.1. 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 9.9.1 [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.

9.7.1. 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.

9.7.2. 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 Committee; or
- M. Conspiring, planning, or attempting to achieve any of the above acts.

9.7.3. 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, pepper spray, stun guns, or any other weapons on LECOM owned or controlled property, at LECOM-sponsored or supervised activities, at Seton Hill University, at Elmira College, or at Jacksonville University.
- 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 a 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.

9.8. 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.

9.8.1. 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. Disciplinary actions consisting of the following categories (C, D, E, and F) will include:
 - Ineligibility for election and/or removal from student office or organizational office for specified period-of-time.
 - Withholding of official transcript, barring re-admission to LECOM, and/or preventing a student from enrolling for a specified period of time.
 - Restitution, whether monetary or by specific duties, or reimbursement for damages to or misappropriation of LECOM, student, staff, or faculty property.
- C. **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.
- D. **Conduct Probation:** A penalty levied for a specific time, the duration of which will be determined by the seriousness of the circumstances. Conduct probation will be imposed with 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.
- E. **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.
- F. **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.
- G. **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.

H. **Expulsion:** Expulsion is permanent severance from LECOM.

I. **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.

9.9. 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, being 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, 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.

9.9.1. 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.

9.10. 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 Professionalism, 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.

9.11. 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.

LECOM recognizes the seriousness of filing a complaint with the institution; therefore, in such cases, all documents concerning the complaint will be maintained in a confidential file in the Provost's office unless official action is required by the institution. Confidential information is information received during the complaint that is not otherwise public and/or is not authorized to be made public. This process is designed to promote public confidence and to uphold integrity.

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 accreditor's 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 complainant'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.

9.12. 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.

9.13. 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.

9.14. LECOM FACILITIES POLICIES

9.14.1. Photography, Videotaping, and Audio Recording

Photography, videography, and audio recording are 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.

9.14.2. 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 including AI programs, 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 may not be used for any purpose other than for a student's education at LECOM.

9.14.3. 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.

9.14.4. 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 helps 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

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

Elmira College Campus Safety
Office: (607) 735-1777

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

LECOM at Jacksonville University
Office: (904) 742-6128

Jacksonville University Campus Security
Office: (904) 820-8223

Community Police Non-Emergencies

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

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

Jacksonville, FL

Jacksonville Sheriff's Office
(904) 630 - 7600

Florida Highway Patrol
(Troop G – Jacksonville)
(904) 695 – 4000

DeFuniak Springs, Florida

Walton County Sheriff
(850) 892-8111

DeFuniak Springs Police Department

(607) 737-2987, ext. 104

(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

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)

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

PROGRAM OF STUDY: (Check One)

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

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

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	Thomas Layton, D.O.	tlayton@lecom.edu	
	Marvin Hendon, Ph.D.	mhendon@lecom.edu	
	Courtney Baker, D.O.	cbaker@lecom.edu	
	Octavia Flanagan, Ph.D.	oflanagan@lecom.edu	
	Paula Salas, M.D.	psalas@lecom.edu	
Bookstore	Naz Krol	nirani@lecom.edu	
Bursar	Amy Majczyk	amajczyk@lecom.edu	
Disability Insurance	Beverly Chan	blamourchan@covalagroup.com	
Financial Aid	Financial Aid Office	financialaid@lecom.edu	
Health Insurance	HUB	studenthealth@hubinternational.com	
IT	Jesi Bartlett	jbartlett@lecom.edu	
Learning Resource Center	Dan Welch	dwelch@lecom.edu	
Registrar	Angela Llanos	allanos@lecom.edu	
	Steve Windsow, Ed.D	swinsor@lecom.edu	
Security	Kevin Goode	kgoode@lecom.edu	
	Harry Whipple	hwhipple@lecom.edu	
	Chad Carrier	ccarrier@lecom.edu	
DPOTS	Regan Shabloski	rshabloski@lecom.edu	

Notes:

APPENDIX H - NAME OR GENDER DESIGNATION CHANGE REQUEST FORM

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

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

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

Student ID #: _____

Former Legal Name: _____
Last Name First Name Middle Name

New Legal Name: _____
Last Name First Name Middle Name

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

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

As well as ONE of the documents listed below:

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

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

In order to change your gender designation please provide:

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

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

Student Name: _____ Student Signature: _____

Student's ID: _____ Date: _____

APPENDIX I - 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 - TITLE IX POLICY AND AFFIRMATION OF THE PROHIBITION OF DISCRIMINATION ON THE BASIS OF SEX

LAKE ERIE COLLEGE OF OSTEOPATHIC MEDICINE Title IX Policy and Affirmation of the Prohibition of Discrimination on the Basis of Sex

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, provide that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupation training, or other education program or activity operated by a recipient of Federal financial assistance. Additionally, state law prohibits such conduct.

Lake Erie College of Osteopathic Medicine (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.

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. 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, all of which are defined below. Some discrimination on the basis of sex may encompass criminal conduct under state and/or federal law and may result in civil and/or administrative legal consequences. Discrimination “on the basis of sex” does not require that the conduct be sexual in nature. This policy covers discrimination on the basis of sex occurring in or impacting a LECOM education program or activity. Conduct that is discrimination on the basis of sex that is subject to LECOM’s disciplinary authority is covered by this policy.

Included below, among other things:

- **a description of prohibited conduct**
- **definitions**
- **how to report sex discrimination, including sex-based harassment**
- **contact information for the Title IX Coordinator and Deputy Coordinators**
- **the process after alleged sex discrimination is reported**
- **the complaint resolution and grievance process**
- **appeal information**

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. 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 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, and the Equal Pay 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 proceedings regarding 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 and related VAWA requirements. LECOM will promptly and equitably respond to all reports of sex discrimination in order to eliminate the conduct, prevent its recurrence, and redress its effects on any individual or the LECOM 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 sex discrimination, including sex-based harassment, however, LECOM strongly encourages the prompt reporting 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 Discrimination on the Basis of Sex* section below to make a report of sex discrimination, including sex-based harassment.

C. Prohibited Conduct

LECOM prohibits discrimination on the basis of sex. The following are forms of prohibited discrimination on the basis of sex:

- Discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity
- Sex-based harassment which encompasses quid pro quo harassment, hostile environment harassment, sexual assault, dating violence, domestic violence, and stalking

Some of these prohibited forms of conduct may also be crimes under state or federal law.

D. Statement on Privacy and Confidentiality

LECOM will take reasonable steps to protect the privacy of parties and witnesses. Privacy generally means that information related to a report of sex discrimination, including sex-based harassment, will only be shared with a limited circle of individuals, including individuals who “need to know” 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 sex discrimination, including the parties' advisors, if any, and witnesses, will be informed that privacy helps enhance the integrity of the investigation and protects the privacy interests of the parties and will be asked to keep any information learned in an investigation or grievance process confidential, to the extent consistent with applicable law.

Certain individuals may be designated as having confidentiality by LECOM or by law. For reports made to employees designated as confidential employees, LECOM would 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. There are no LECOM-designated confidential employees.

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, therefore communications with them are not privileged. Communication with faculty advisors is also not privileged.

LECOM will generally respect a Complainant's choice whether to report an incident to local law enforcement or initiate LECOM's Title IX resolution process, unless LECOM determines that there is an overriding interest with respect to the safety or welfare of individuals or 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 reports alleged sex discrimination to the Title IX Coordinator or a Deputy Coordinator, 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.

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 who 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 evaluation and/or education program. This amnesty provision also applies to student groups making a report of sex-based harassment. 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 sex discrimination, including sex-based harassment, prohibited by this policy, as opposed to complaints which, even if erroneous, are made in good faith, are serious and will subject the person making those accusations to appropriate disciplinary action. Good faith means that a report is made based on fact or reasonable belief and not solely on personal dislike of the person accused.

G. General Considerations about the Title IX Grievance Process

- The major stages of the grievance process are evaluation and potential dismissal; investigation; determination; and appeal.
- 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" implemented after the report of alleged sex discrimination, but unlike supportive measures, 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.

III. DEFINITIONS

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. 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 to which an advisor may participate, but the restrictions must apply equally to both parties. The choice of advisor will not be limited with the exception of decorum issues. A party's advisor must act in a respectful and non-abusive

manner.

Complainant:

A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and was participating or attempting to participate in LECOM's education program or activity at the time of the alleged sex discrimination.

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 initially may be 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. See definition of incapacity below.
- 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 alleged sex discrimination 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 sex discrimination 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.

Incapacity:

Incapacity 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. Incapacity 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.

Intimidation:

Intimidation means to make fearful or to put in 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.

Party:

A Complainant or Respondent.

Parties:

This term refers to the Complainant and the Respondent collectively.

Pregnancy or related conditions:

Pregnancy, childbirth, termination of pregnancy, or lactation; medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

Relevant:

Relevant means related to the allegations of sex discrimination under investigation pursuant to this policy. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision-maker in determining whether the alleged sex discrimination occurred.

Remedies:

Remedies are measures provided, as appropriate, to a Complainant or any other person LECOM identifies as having had their equal access to a LECOM education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the LECOM education program or activity after LECOM determines that sex discrimination occurred.

Respondent:

A person who is alleged to have violated LECOM's prohibition on sex discrimination. When a sex discrimination complaint alleges that a LECOM policy or practice discriminates on the basis of sex, LECOM is not considered a Respondent.

Retaliation:

Retaliation means intimidation, threats, coercion, or discrimination against any person by LECOM, a student, or an employee or other person authorized by LECOM to provide aid, benefit, or service under LECOM's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, was interviewed, provided evidence, assisted, or participated or refused to participate in any manner in an investigation or

grievance process, including an informal resolution process.

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.

Sex-based harassment:

Sex-based harassment prohibited by this policy is a form of sex discrimination and means sexual harassment or other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity that is:

- (1) Quid pro harassment. An employee, agent, or other person authorized by LECOM to provide an aid, benefit, or service under LECOM's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct

or

- (2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from LECOM's education program or activity (i.e. creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - (a) the degree to which the conduct affected the Complainant's ability to access LECOM's education program or activity
 - (b) the type, frequency, and duration of the conduct
 - (c) the parties' ages, roles within the LECOM education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct
 - (d) the location of the conduct and the context in which the conduct occurred
 - (e) other sex-based harassment in the LECOM education program or activity

or

- (3) "Sexual assault," "dating violence," "domestic violence," or "stalking" as defined in this section. The specific offenses of sexual assault, dating violence, domestic violence, and stalking need not satisfy the elements of severity or pervasiveness or subjective and objective offensiveness in order to constitute sex-based harassment.

Stalking:

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

- fear for their 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 can occur in person or using technology. The duration, frequency, and intensity of the conduct

should be considered. Stalking tactics can include, but are not limited to, watching, following, using tracking devices, monitoring online activity, unwanted contact, property invasion or damage, hacking accounts, threats, violence, sabotage, and attacks. In the context of stalking, whether a reasonable person in the Complainant's position would fear for their safety or suffer emotional distress is considered.

Student

Student means a person who has gained admission.

Supportive Measures:

Individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to (1) restore or preserve that party's access to LECOM's education program or activity, including measures that are designed to protect the safety of the parties or LECOM's educational environment; or (2) provide support during LECOM's informal resolution process, if any, investigation, and grievance procedures. 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 alleged discrimination on the basis of sex, including sex-based harassment.

IV. REPORTING DISCRIMINATION ON THE BASIS OF SEX**A. Making a Complaint; Who May Make a Complaint**

A "complaint" is an oral or written request to LECOM that objectively can be understood as a request for LECOM to investigate and make a determination about alleged sex discrimination under Title IX, including sex-based harassment.

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that LECOM investigate and make a determination about alleged sex discrimination under Title IX:

- A "Complainant" which includes a student or employee of LECOM who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or a person other than a student or employee of LECOM who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in LECOM's education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a Complainant (for instance with a minor Complainant); or
- LECOM's Title IX Coordinator

A Title IX Coordinator may proceed without the Complainant participating if the alleged conduct presents an imminent and serious threat to the health or safety of the Complainant or other person(s) or prevents LECOM from ensuring equal access based on sex to its education program or activity.

LECOM may consolidate complaints of sex discrimination against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one Complainant or more than one Respondent is involved, references in this policy to a party, Complainant, or Respondent include the plural, as applicable.

B. Reporting Options

An individual may make a report concerning discrimination on the basis of sex and such reports are encouraged to be made as soon as possible to allow LECOM to respond promptly and effectively.

A person who has experienced discrimination on the basis of sex prohibited under this policy, or a person who witnesses discrimination on the basis of sex, may simultaneously notify LECOM and pursue a criminal complaint with law enforcement. Victims and witnesses have the right to be assisted by LECOM in notifying law enforcement authorities of sex-based harassment, including sexual assault, dating violence, domestic violence, and stalking, 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.

1. LECOM Title IX Coordinator and Deputy Coordinators

LECOM has designated the Title IX Coordinator to oversee complaints of discrimination on the basis of sex at LECOM. An individual who has experienced discrimination on the basis of sex 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 discrimination on the basis of sex and have knowledge about resources and services, both on and off campus, including the availability of supportive measures.

Institutional Title IX Coordinator

Aaron E. Susmarski, J.D.

Institutional Director of Human Resources

(814) 860-5101

asusmarski@lecom.edu

LECOM Erie (Erie, Pennsylvania)

Dr. Nancy Carty, Deputy Coordinator

Assistant Dean of Preclinical Education

(814) 866-8418

ncarty@lecom.edu

LECOM Bradenton (Bradenton, Florida; includes DeFuniak Springs, Florida)

Ms. Debra Horne, Deputy Coordinator

Director of Student Affairs

(941) 782-5933

dhorne@lecom.edu

Dr. Julie J. Wilkinson, Deputy Coordinator

Professor of Pharmacy Practice

(941) 782-5678

jwilkinson@lecom.edu

LECOM at Seton Hill (Greensburg, Pennsylvania)

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

LECOM at Elmira (Elmira, New York)

Dr. Richard Terry, Deputy Coordinator
Associate Dean of Academic Affairs
(607) 321-3111
rterry@lecom.edu

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

2. Electronic and Anonymous Reporting via STOPit Solutions

A report about discrimination on the basis of sex, including sex-based harassment, may be made using the link below. While anonymous reports are accepted, LECOM's ability to address the matter reported anonymously is significantly limited.

Individuals may use this link to electronically make a report of sex discrimination, including sex-based harassment, with LECOM:

<https://appweb.stopitsolutions.com/login>

Please use the following Access Code to login: ONELECOM

An immediate auto-response email will be sent in response to reports made electronically.

3. Criminal Reporting Options

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 LECOM resolution process. 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 sex-based harassment 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.

LECOM police and security are employees of LECOM and are obligated to promptly report incidents of sex-based harassment 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.

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

4. External Reporting Options

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

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

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

V. PROCESS AFTER REPORT OF SEX DISCRIMINATION

A. Title IX Outreach

Upon receipt of a report of an alleged violation of the Title IX policy, the Title IX Coordinator or designee will provide resources and support information by contacting the potential Complainant and offering an initial meeting between the Complainant and the Title IX Coordinator or designee. The initial meeting is optional and the Complainant 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 Complainant.

B. 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 alleged, 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 LECOM community. The goal is to eliminate any unsafe or hostile environment. If a report of a violation of the Title IX policy discloses a serious or immediate threat to the LECOM community, LECOM will issue a timely notification to the LECOM community to protect its health or safety. The timely notification will not include any identifying information about the Complainant.

C. Interim and Supportive Measures

The Title IX Coordinator or a Deputy Title IX Coordinator will promptly contact the Complainant to discuss potential supportive measures, consider the Complainant's wishes with respect to supportive measures, and explain to the Complainant the investigation and grievance process. 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 the grievance process, 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.

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 imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination 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 the Filing of a Complaint

LECOM may dismiss a complaint of sex discrimination if:

- LECOM is unable to identify the Respondent after taking reasonable steps to do so;
- The Respondent is not participating in LECOM's education program or activity and is not employed by LECOM;
- The Complainant voluntarily withdraws any or all of the allegations in the complaint (if the Complainant is a student, withdrawal must be in writing), the Title IX Coordinator declines to initiate a complaint, and LECOM determines that without the Complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- LECOM determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX.

Before dismissing the complaint, LECOM will make reasonable efforts to clarify the allegations with the Complainant.

Upon dismissal, LECOM will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, then LECOM will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing. LECOM will notify the Complainant that a dismissal may be appealed and will provide the Complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the Respondent has been notified of the allegations, then LECOM will also notify the Respondent that the dismissal may be appealed.

Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome.

See *Right to Appeal* section below.

F. Notice After Receiving a Complaint and a Determination is Made to Proceed

After a complaint is received and there is not a decision to dismiss the complaint, written notice must be sent to the known parties that includes:

- Notice of the grievance process
- Notice of the allegations of potential sex discrimination including sufficient details, if known at the time (identities of the parties involved in the incident; conduct allegedly constituting sex discrimination; 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 informal resolution or 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 are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence as determined. It is LECOM's decision whether to allow the parties to access this evidence or receive an accurate description of the evidence.
- 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. DISCRIMINATION ON THE BASIS OF SEX COMPLAINT RESOLUTION AND GRIEVANCE PROCESS**A. Informal Resolution**

After a complaint has been made and has not been dismissed, 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 decision-making process and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. LECOM will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, State, or local law.

At any time prior to agreeing to a resolution, any party may withdraw from the informal resolution process and resume the investigation and decision-making grievance process with respect to the complaint. After the parties have agreed to a resolution at the conclusion of an informal resolution process, the parties are precluded from initiating or resuming investigation and decision-making grievance procedures arising from the same allegations.

B. Participant Roles

The roles of Complainant, Respondent, 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 decisionmaker may be the same person as the Title IX Coordinator or investigator. The facilitator for an informal resolution process must not be the same person as the investigator or the decisionmaker in LECOM's grievance procedures.

C. Conflict of Interest

LECOM requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. 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 a grievance process. 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 a grievance process, 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 decision-making process of complaints alleging sex discrimination in violation of Title IX and any related violations. This means that it is determined whether it is more likely than not that a violation 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, and the need for language assistance or accommodation of disabilities.

While LECOM will attempt to accommodate the schedules of parties and witnesses throughout the grievance process 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, provided evidence, assisted, or participated or refused to participate in any manner in a Title IX investigation or grievance process.

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

Complaints alleging retaliation may be made 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 investigation or grievance process, 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 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 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 to be questioned as part of the Title IX process.

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.
- The investigator and decision-maker may be the same person and may be the Title IX Coordinator.
- LECOM will provide for adequate, reliable, and impartial investigation of complaints.
- There will be no live hearing.
- The burden is on LECOM, not on the parties, to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.
- Both parties must be given an equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible. LECOM has discretion as to whether the parties may present expert witnesses.
- LECOM will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.
- LECOM will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time

for the party to prepare to participate.

- The following types of evidence, and questions seeking that evidence, are impermissible (*i.e.*, will not be accessed or considered, except by LECOM to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:
 - Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
 - A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless LECOM obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
 - Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.
- Both parties must have the same opportunities, if any, to have others present during any meeting or part of the grievance process, including the opportunity to be accompanied to any related meeting 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 process; such restrictions shall apply equally to both parties.
- Reasonable extension of timeframes will be made on a case-by-case basis for good cause with written notice to the parties that includes the reason for the delay.
- LECOM will provide each party and the party's advisor, if any, with an equal opportunity to access either the relevant and not otherwise impermissible evidence or an accurate summary of the evidence in an investigative report, at LECOM's discretion. LECOM will provide a reasonable opportunity to respond to the evidence or the investigative report.
- LECOM will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex discrimination grievance procedures.
- Questioning of the parties and witnesses may be in the following manner:
 - LECOM will provide a process that enables the investigator or decisionmaker to individually question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. A party and the party's advisor, if any, and witnesses do not have a right to attend the individual meetings when other parties or witnesses are being questioned.
 - LECOM's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging

credibility, will:

- Allow the investigator or decisionmaker to ask questions during individual meetings with a party or witness;
- Allow each party to propose questions that the party wants to be asked of any party or witness; and
- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions. It is LECOM's choice whether to provide an audio or audiovisual recording or a transcript.

I. Written Determination:

Following an investigation in the event that an informal process did not occur and successfully conclude, the decision-maker must prepare a written determination as to whether sex discrimination occurred. The written determination must be provided to the parties simultaneously. The written determination will include:

- A description of the alleged sex discrimination
- Information about the policies and procedures that LECOM used to evaluate the allegations
- The decisionmaker's evaluation of the relevant and not otherwise impermissible evidence
- A decision as to whether sex discrimination did or did not occur and whether the Respondent is responsible
- Any disciplinary sanctions LECOM will impose on the Respondent in the event of a finding of responsibility. The potential penalties range from remedies similar to supportive measures to probation, suspension, and dismissal from LECOM.
- Any remedies other than the imposition of disciplinary sanctions imposed on the Respondent that will be provided to the Complainant, and, to the extent appropriate, other students identified to be experiencing/have experienced the effects of the sex discrimination.
- The procedures for the Complainant and Respondent to appeal

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.

J. Right to Appeal

Both parties may appeal from a dismissal of a complaint or a determination regarding responsibility 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 dismissal or responsibility 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 document 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 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 dismissal or responsibility. The decision of the President is final. The written appeal decision will be simultaneously provided to both parties in the event that the Respondent has been notified of the complaint. Notification to the Respondent may not have been made in the event of a dismissal of the complaint.

VII. RIGHTS AND RESPONSIBILITIES

- A. An individual has a right to make a report of sex discrimination, including sex-based harassment, to LECOM, which may be accompanied by request for supportive measures.
- B. Prior to the conclusion of a sex discrimination investigation and grievance process, the reporting party may request to withdraw the complaint by contacting the Title IX Coordinator or designee. If the reporting party is a student, the withdrawal must be in writing. The Title IX Coordinator or designee will determine whether to continue the investigation or grievance process without the Complainant's continued participation.
- C. An individual also has the right to report sexual-based harassment to law enforcement, separate and apart from any report made to LECOM.
- D. At the time a report is made to LECOM, the reporting party does not have to decide whether to make a report 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.

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

IX. 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 LECOM students engaged in a LECOM education program or activity in New York.

8/2024

APPENDIX L - CAMPUS BUILDINGS PHYSICAL DESCRIPTIONS

LECOM Erie located in Erie, Pennsylvania

The Erie Campus formed from an original single campus building (Grandview) that, over time, has expanded to include instructional spaces, research facilities, and shared community resources across the surrounding community that now comprise a robust main campus. Narrative summaries of the facilities that comprise the Erie Campus are provided below.

LECOM Main Campus Building

1858 West Grandview Blvd, Erie, Pennsylvania – A 170,000 sq ft facility that primarily serves the College of Medicine (2nd floor) and the School of Pharmacy (4th floor). The space includes small group learning rooms, small animal facilities, and labs designed for microbiology, compounding, gross anatomy, physical exam/osteopathic manipulative medicine, and research. Grandview also houses the Learning Resource Centers (LRC) with periodical, reference book, small group meeting rooms, study carrels and reading areas. The facility further contains conference rooms, multipurpose meeting spaces and four lecture halls (two 269-seat; two 156-seat) with integrated lecture technology that connect to all other campuses and affiliates.

Grandview houses the institutional administrative offices located on the 5th floor, including the Office of the President and Office of the Provost. Additionally, 15 faculty offices are located on the east side of the building and 16 faculty offices are located on the west side of the building. The building also has a cafeteria, has a seating capacity of 260 people and additional seating in the Vora Lounge up to 120 people. On the first floor are student affairs offices including registrar, financial aid, admission, and recruiting. At the main entrance to the building are campus police and security office. All spaces are well maintained and offer wi-fi access throughout the entire building.

LECOM West Building

2000 West Grandview Blvd, Erie, Pennsylvania – Neighboring the Main building, LECOM West is the hub for interprofessional education. The facility houses one of the School of Dental Medicine's (SDM) community clinical practice site, classrooms for the Masters in Medical Science (MMS) program, interprofessional biomedical research space, and the SPM. LECOM West also houses 26,000 sq ft of interprofessional biomedical research space that serves faculty and students across all LECOM programs. Renovated in 2017, the space serves individuals engaged in biomedical (bench top) research.

School of Podiatric Medicine (SPM) dedicated space boasts two lecture halls, a skills laboratory, faculty offices, conference rooms, small group learning rooms, and the SPM administrative suite. Office space is provided for members of the SPM, including the Dean, Assistant Deans, and faculty. The SPM has access to two lecture halls (84 and 78 seats) with the full complement of audio and visual systems for lecture presentations.

School of Dental Medicine (SDM) community clinical practice site for fourth year dental students has the same design and layout of the SDM clinical at the Bradenton campus. Each group practice has ten operatories, multipurpose room that contains wet labs, sterilization stations, and meeting space. In addition to the three group practices there are spaces for patient waiting areas, lecture hall (60 seats), additional wet labs, faculty offices, physician office, learning resources center, café, and dental stock room.

The LECOM West building continues to be updated through planned renovations and will continue to evolve to meet the needs of LECOMs education community.

LECOM Education Center (LEC)

2951 West 38th Street, Erie Pennsylvania - In July 2021, LECOM purchased the former Porreco Campus from Edinboro University of Pennsylvania. The newly named LECOM Education Center (LEC) sits on the 28-acre property on West 38th Street, about seven miles outside of Erie. Redevelopment of the newly acquired campus location is ongoing; however, the current facilities house small group study rooms, large rooms for student meetings and gatherings and the medical simulation center.

LECOM Bayfront Building

1 LECOM Place, Erie, Pennsylvania – Approximately 10 miles from Grandview and LECOM West, Bayfront is a 53-acre property overlooking Lake Erie. Bayfront contains 75,574 sq ft of learning space in a four-story building. The building has a 110-seat classroom, eight small group learning rooms, a student lounge, and study areas. Bayfront also houses the IT Data Center, which contains the institutional server and data storage infrastructure.

LECOM at Seton Hill located in Greensburg, Pennsylvania

Lynch Hall, 20 Seton Hill Drive, Greensburg, PA – Integrated with the campus of Seton Hill University, the Greensburg Campus is also a satellite extension of the Erie Campus. The campus is comprised of three buildings. Lynch Hall provides a 216-seat lecture hall, 12 small group learning rooms, and faculty offices. Reeves Hall houses labs for physical exams and osteopathic manipulative medicine courses. The Reeves Memorial Library offers a wealth of learning resources, as well as provides food services, common areas, and athletic/recreational facilities. Students attending classes on the Greensburg Campus may utilize the resources of Seton Hill University, which include exercise facilities, on-campus dining, library and study spaces, and other amenities.

LECOM at Elmira located in Elmira, NY

1 LECOM Pace, Elmira, New York – Located adjacent to Elmira College, the additional campus location is a single building with 44,174 sq ft of space. The building houses the Learning Resource Center, 14 Faculty offices, 4 additional Office Spaces, an Office of Financial Aid, an Office of Student Affairs, and Office of Admissions. The building also provides small group learning rooms including 14 Problem Based Learning rooms, two lecture halls (150-seat each), labs for physical exams and osteopathic manipulative medicine courses, and a research space. Students attending classes on the Elmira Campus may utilize the resources of Elmira College, which include exercise facilities, on-campus dining, library and study spaces, and other amenities.

LECOM at Jacksonville University, Jacksonville, Florida

5415 Dolphin Point Blvd., Jacksonville, Florida – LECOM will build a new, three-floor (approx. 77k sq ft) facility on the northern part of the Jacksonville University campus. The facility will cater specifically to the program's needs and be adjacent to the Brooks Rehabilitation College of Healthcare Sciences. Facilities include a lobby with security, two lecture halls (170-seat capacity each), 20 problem-based learning rooms, a clinical skills lab, multipurpose laboratory space, research laboratory, and various classrooms. There will be office space designed for student affairs, information technology, and several large conference rooms for use by the administration, faculty and students. Key rooms will have advanced technology, including multimedia projection systems, Smart Boards, and tracking cameras. 34 Faculty and 4 administrative offices, the Learning Resource Center, and a student lounge. Faculty offices will include private spaces and multiple conference rooms. The Learning Resource Center will provide study and electronic resources, while multipurpose spaces will cater to virtual reality and large group meetings. Students attending classes on the LECOM at Jacksonville University Campus may utilize the resources of Jacksonville University, which include exercise facilities, on-campus

dining, library and study spaces, and other amenities.

LECOM Bradenton located in Bradenton, Florida

Located on 39 acres in the Lakewood Ranch, FL community, the Bradenton Campus consists of two buildings that serve the College of Osteopathic Medicine, School of Pharmacy, School of Dental Medicine, and School of Health Services Administration.

LECOM College of Osteopathic Medicine and School of Pharmacy Building

5000 Lakewood Ranch Blvd, Bradenton, Florida – The College of Medicine/School of Pharmacy Building provides 109,000 sq ft of space that houses two lecture halls (210-seat each) and 24 small group rooms. The space also houses administrative and faculty offices, along with the Office of Financial Aid, Office of Student Affairs, Office of the Registrar, and Office of Admissions. The College of Medicine/School of Pharmacy Building includes 3,183 sq ft of space dedicated to research facilities, a Learning Resource Center, a gross anatomy lab, a physical exam skills lab, and a patient encounter suite for simulating patient experiences.

LECOM School of Dental Medicine Building

4800 Lakewood Ranch Blvd, Bradenton, Florida – The School of Dental Medicine/School of Health Services Administration Building provides 130,000 sq ft of space that houses state-of-the-art dental equipment and related learning resources. Approximately half of the building is used to teach dental medicine within 21 small group classrooms, a Learning Resource Center, two auditoriums (300-seat and 200-seat), a simulation lab, two complete wet labs, two dispensaries, conference rooms, changing rooms, a cafeteria, and administrative offices. The other half of the building is an educational patient clinic that provides dental care to Bradenton residents. The patient clinic contains 115 separate dental operatories, 11 wet labs, 11 sterilization centers, 23 digital x-ray machines, and 11 individual patient care coordinator stations.

- Students who wish to review the LECOM building Fire Safety Certificate or Certificate of Occupancy should contact the LECOM Police and Security Office at their respective campus location.

APPENDIX M - LECOM BOARD OF TRUSTEES

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

Ms. Mary L. Eckert

John M. Ferretti, D.O.

Silvia M. Ferretti, D.O.

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

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

Joan L. Moore, D.O.

James Lin, D.O.

Mr. John F. Malady

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

Mr. Richard P. Olinger, Emeritus

Ms. Nancy Peaden

Mr. Dennis M. Styn

Mr. Thomas J. Wedzik

APPENDIX N - LECOM BRADENTON SCHOOL OF DENTAL MEDICINE ADMINISTRATION

John M. Ferretti, D.O.

President

Silvia M. Ferretti, D.O.

Provost, Senior Vice President, and Dean of Academic Affairs

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

Vice President of Fiscal Affairs/CFO

Richard E. Ferretti, Esq.

General Counsel, Corporate Compliance Officer and Director of Risk Management

Julie K. Freeman, Esq.

Assistant General Counsel

Regan Shabloski, D.O.

Assistant Dean of Plans, Operations, Training and Safety

Helen R. McKenzie

Executive Assistant to the President

Patricia Brunner

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

Kathleen Spinazzola

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

Ana Rosado Soto

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

EDUCATIONAL ADMINISTRATION

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

Assistant Provost of Institutional Effectiveness

Walter Hu

Assistant to the Assistant Provost of Institutional Effectiveness

Theresa Hunter-Pettersen, M.D., M.P.A., M.S.

Institutional Director of Osteopathic Inclusive Care

Irving (Irv) Freeman, Ph.D., J.D.

Director of Institutional Review Board (IRB)

Walter Hu

Assistant to the Assistant Provost of Institutional Effectiveness

SCHOOL OF DENTAL MEDICINE ADMINISTRATION

Thomas Yoon, D.D.S

Dean, School of Dental Medicine

Associate Professor of Periodontics

Katie Dinh, D.M.D

Vice Dean, School of Dental Medicine

Associate Professor of Restorative Dentistry

Todd Nolan, Ph.D.

Assistant Dean of Preclinical Education

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

Latania Williams, D.M.D.

Assistant 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

Susan Calderbank, D.M.D.

Interim Director of Patient Care Services

Regional Director of Dental Outreach – Erie

Assistant Professor of Restorative Dentistry

Erie Dental Clinic

Inessa Slipak, D.D.S.

Director of Simulation Clinic
Associate Professor of Restorative Dentistry

T.B.D.

Director of Research

James Morrish, D.D.S.

Director of Post Graduate of Orthodontics
Assistant Professor of Orthodontics

William Bell, D.M.D.

Director of Specialists
Assistant Professor of Prosthodontics

Don Millner, D.D.S.

Director of AEGD Clinic
Associate 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

Office of Student Affairs

Debra A. Horne

Executive Director of Student Affairs

Angela Llanos

Registrar

Carlos Rivera

Assistant Director of Financial Aid

Lauren Caso

Financial Aid Counselor

Katlyn Jackson

Admissions Representative

Kianna Wright

Admissions Representative

Cynthia Galang

Admissions Representative

Christine Kramer

Assistant Director of Student Affairs

Betty Brucee

Receptionist /Admissions Representative

SDM Management and Support Staff

Richie Grace Deiparine

Executive Assistant to the Dean

David Dinh

Administrative Assistant Preclinical Education

Daniel Welch, M.L.S.

Institutional Director of the Learning Resource Center

Nicole R. Squitieri

Simulation Clinic Supervisor

Adam Ladaika

Institutional Director of Communication and Marketing

Kim Durocher

Patient Care Coordinator Supervisor, Bradenton

Charlotte Kelley

Patient Care Coordinator Supervisor, Erie

Sandra De. Jesus Dental Hygiene Instructor, Bradenton

Ashlee Krystan Gatlin

Dental Hygienist, DeFuniak Springs

Christine Coleman

Health and Safety Officer – Infection Control

Ashlee Krystan Gatlin

Dental Hygienist, DeFuniak Springs

Robert Borges

Procurement Supervisor, Bradenton

Brendan McCaffery

Procurement Personnel, Bradenton

Michelle Nelson

Procurement Personnel, Erie

Susan Fazzino

Administrative Assistant to the Office of the Dean and Office Manager

Christine J. Jennings

Administrative Assistant Clinical Education

Steve Dimoulas, M.L.I.S – A.H.I.P.

Learning Resource Center – SDM

Sarit Moskowitz, Ph.D.

Education Specialist

Jacqueline Nie

Marketing and Communications Specialist

Brittany Pratt

Patient Care Coordinator Supervisor, DeFuniak Springs

Peggy Kenyon

Dental Hygiene Instructor, Bradenton

Keyla Hernandez

Dental Hygiene Instructor, Bradenton

Chloe Morrison

Central Sterilization Technician

Carol Devore

Dental Hygienist, Erie

Peggy Workman

Procurement Personnel, Bradenton

Gina Whitaker

Procurement Personnel, DeFuniak Springs

Justin Jarrett

Chief Information Security Officer (CISO)
Institutional Director of Information
Technology and Network Operations

Mark Badaracco

Executive Director of Enrollment Systems
and Information Systems

Jesi Bartlett

Student Information Systems Coordinator

Andrew Fulton

Student Information System Technician

Tim McDonald

IT Service Manager

Arthur Jones

IT Service Manager

Cameron Lang

IT Service Manager

James Hanlon

IT Services Manager

Delbert Briley

Operations Manager

Jeffrey Shores

Skilled Maintenance

Braxton Klomp

Assistant to the Director of Operations
Skilled Maintenance

Paul Onofreo

Skilled Maintenance

Aaron Wilson

DeFuniak Springs Site Manager
Skilled Maintenance

Paul Liggins

Dental Building Food Services

Lena Toth

Food Service Assistant

Chad Carrier

Director of Security – LECOM Florida

Jack Hines, Jr.

Director of Security

Leothus C. Jackson, Jr.

Lead Security Officer

Franklyn Santil

Security Officer

Bob Bryan

Security Officer

Tanner Goode

Security Officer

Philip Tuccy

Security Officer

Joseph Murcko

Security Officer

Kevin Murphy

Security Officer

Nazneen I. Krol, B.S.

Institutional Director of Purchasing

Marcie Head
Purchasing Assistant

Cindy Ingaldi
Purchasing and Bookstore Assistant

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

Kathleen J. States, MSHRD, SHRM-CP
Associate Director of Human Resources

Christopher Workman, SHRM-CP
Human Resource Generalist

Robert Wood, SPHR
Human Resource and Payroll Coordinator

APPENDIX O - SCHOOL OF DENTAL MEDICINE FACULTY BRADENTON, FLORIDA

Kathleen Akers, D.D.S., M.S., Periodontist, *Certificate in Periodontics, University of Texas, Houston, D.D.S., Creighton University School of Dentistry, M.S., University of Texas, Houston, B.A., Vanderbilt University*

Kathie Allen, D.D.S., General Practice Dentistry Preceptor, *D.D.S., University of Detroit Mercy, R.D.H., Ferris State University*

Mary Badawy, Pharm. D., Associate Professor of Pharmacology, *Pharm. D., Ernest Mario School of Pharmacy, Rutgers University*

Eliane Porto Barboza, D.M.D., MScD., DScD., Professor of Periodontology, *Certificate in Periodontics, Rio de Janeiro State University School of Dentistry, D.M.D., Federal Fluminense University School of Dentistry, DScD., Boston University, MScD., Boston University, Advanced Studies, Boston University*

Kayanna Beckmann, D.M.D., Simulation Clinic Faculty, *D.M.D., University of Florida, B.S. University of Central Florida*

William Bell, D.M.D., M.S.D., F.A.C.D., F.I.C.D., Director of Specialists and Assistant Professor of Prosthodontics, *Certificate in Prosthodontics and M.S.D., Indiana University School of Dentistry, D.M.D., University of Louisville School of Dentistry, Teaching Certification, Northern Kentucky University, B.A., Thomas Moore College*

Antonio Benitez, D.M.D., PBL Facilitator, *D.M.D., University of Florida College of Dentistry, B.A., University of South Florida*

Angela Bohler, D.M.D., Simulations Clinic Faculty, *D.M.D., Southern Illinois University School of Dental Medicine*

Paul Brand, D.D.S., PBL Facilitator, *D.D.S., University of Michigan, B.S.N., Wayne State University*

Joseph Bukowski, D.D.S., PBL Facilitator, *D.D.S., Georgetown University, B.A., University of Pittsburgh*

David Burt, D.D.S., General Practice Dentistry Preceptor, *Certificate in Orthodontics, United States Dental Institute, D.D.S., Temple University, B.S., Moravian College*

Patrick Cardinale, D.M.D., Simulation Clinic Faculty, *D.M.D., University of Pennsylvania School of Dental Medicine, B.S., Hamilton College*

Michael Chiramonte, D.M.D., Assistant Professor of Restorative Dentistry, *Certificate in Oral/Maxillofacial Surgery Internship, Emory Medical Center, Atlanta, Georgia, D.M.D., Tufts University School of Medicine, B.S., University of Maine*

Jerry Chery, D.D.S., Pediatric Dentist, *Certificate in Pediatric Dentistry, Nicklaus Children's Hospital, D.D.S., Meharry Medical College School of Dentistry, B.A., University of South Florida*

Eun Choi, D.D.S., M.S., D.M.D., M.S.M.Ed., Assistant Professor of Restorative Dentistry, *D.D.S. and M.S., Seoul National University School of Dentistry, D.M.D., Nova Southeastern University College of Dental Medicine, M.S. MEd, Nova Southeastern University Dr. Kiran C. Patel College of Osteopathic Medicine*

Michael Cohen, D.D.S., Endodontist, *Certificate in Endodontics, Columbia University Dental School, GPR, Metropolitan Hospital, NY, D.D.S., Columbia University Dental School, B.S., Brooklyn College*

Sharon Colvin, D.D.S., M.S.M.Ed., Associate Professor of Restorative Dentistry, *D.D.S., University of Maryland, B.S., Towson University*

John Davis Curtis, D.D.S., PBL Facilitator, *D.D.S., University of Michigan, B.S., Alma College.*

Lori Degaetano, D.D.S., General Practice Dentistry Preceptor, *D.D.S., Virginia Commonwealth University School of Medicine, B.S., Mount Holyoke College*

Robert Desautels, M.S., PBL Facilitator, *M.S., Southern Connecticut State University, M.S., University of Bridgeport, B.A., Sacred Heart University*

Thanhphuong (Katie) Dinh, D.M.D., Vice Dean, Associate Professor of Restorative Dentistry, *D.M.D., Nova Southeastern University, M.Ed., Johns Hopkins University, M.H.S.A., LECOM School of Health Services Administration, B.S., University of California at Los Angeles*

Takashi Dixon, D.D.S., General Practice Dentistry Preceptor, *D.D.S., Meharry Medical College School of Dentistry*

Michael Evans, D.D.S., M.S., Periodontist, *Certificate in Periodontics and M.S., University of Oklahoma, D.D.S., Baylor College of Dentistry, B.S., Texas A&M University*

Michael Fernandez, D.M.D., Simulation Clinic Faculty, *GPR Residency, Portsmouth Naval Hospital, D.M.D., University of Florida, College of Dentistry, B.S. Florida State University*

Kathleen Gaboardi, D.D.S., Ph.D., Associate Professor of Endodontics, *Certificate in Endodontics, University of Florida, Ph.D., University of Michigan, Certificate in Endodontics, Federal University of Parana, D.D.S., Vale do Itajaí University School of Dentistry*

Robyn L. Gagnon, D.M.D., Simulation Clinic Faculty, *D.M.D., University of Florida College of Dentistry, B.S., Florida State University*

Jeffery Greene, D.M.D., Simulation Clinic Faculty, *Mitchell Hamline School of Law, AEGD, Central Texas Veterans Administration, D.M.D., Nova Southeastern University College of Dental Medicine, B.M. Florida Atlantic University*

Richard Gryzmolowicz, D.D.S., Simulation Clinic Faculty, *D.D.S., New York University College of Dentistry, B.A., Cornell University*

Seth Hale, Ph.D., Assistant Professor of Molecular Cell Biology, *Ph.D., University of Florida, B.A., New College of Florida*

James Hazlett, D.D.S., Simulation Clinic Faculty, *D.D.S., University of Michigan*

Tristan Hensley, D.M.D., General Practice Dentistry Preceptor, *D.M.D., University of Florida School of Dental Medicine, B.S., University of Florida*

Joshua Howard, D.M.D., General Practice Dentistry Preceptor, *Certificate in Advanced Education General Dentistry, Temple University, D.M.D., University of Connecticut, School of Dental Medicine*

Jeffrey Joffe, D.M.D., General Practice Dentistry Preceptor, *D.M.D., University of Florida, B.S., University of Florida*

Oleg Kalsow, D.M.D., Oral and Maxillofacial Surgeon, *D.M.D., Nova Southeastern University College of Dental Medicine, B.S., University of Florida*

Ramla Kamal, M.B.B.S., M.S., PBL Facilitator, *M.B.B.S., Bayero University Faculty of Medicine, Nigeria, M.S., Graduate – University of Putra Malaysia, Malaysia*

Pear W. Karlsgodt, D.D.S., Simulation Clinic Faculty, *D.D.S., USC School of Dentistry B.S., University of Southern California*

Hyung-Jun, Kong, D.D.S., Prosthodontist, *Certificate in Prosthodontics, University of Florida, D.D.S., Northwestern University Dental School, B.S., Ohio State University*

Michael Kutsyk, D.D.S., General Practice Dentistry Preceptor, *D.D.S., State University of New York – Buffalo School of Dental Medicine*

Earl Larson, D.D.S., Assistant Professor of Restorative Dentistry, *D.D.S., University of Missouri at Kansas City, B.S., University of Missouri at Columbia*

Eugene Lee, D.M.D., Endodontist, *Certificate in Endodontics with M.S. Oral Health Sciences, Temple University and Kornberg School of Dentistry, D.M.D., LECOM School of Dental Medicine*

Stanley Levsky, D.D.S., Periodontist, *Certificate in Periodontics, U.S. Army Institute of Dental Research and Walter Reed Army Medical Center, D.D.S., Georgetown University, M.S., George Washington University, B.S., University of Florida*

Stacey Lubetsky, D.M.D., Associate Professor of Pediatric Dentistry, *Certificate in Pediatric Dentistry, New York Presbyterian Hospital / Columbia University, D.M.D., Nova Southeastern University, B.S., Cornell University*

William Maffett, D.M.D., Simulation Clinic Faculty, *D.M.D., University of Pittsburgh, B.S., Indiana University of Pennsylvania*

Jeffrey Manheimer, D.M.D., Simulation Clinic Faculty, *D.M.D., University of Medicine and Dentistry of New Jersey, B.S., Stanford University*

Alexandra Manibo, D.D.S., Assistant Dean of Patient Care Services, Associate Professor of Restorative Dentistry, *D.D.S., New York University College of Dentistry, B.A., Columbia University*

Nicholas M. Mann, D.M.D., Orthodontist, *Certificate in Orthodontics and M.S., University of Florida, D.M.D., University of Florida College of Dentistry, B.S., University of Florida College of Engineering*

Jeffrey Marvin, D.D.S., PBL Facilitator, *D.D.S., Columbia University College of Dental Medicine*

Sean Matheny, D.D.S., Director of Patient Care Services – Bradenton, Assistant Professor of Restorative Dentistry, *D.D.S., Ohio State University, B.S., Ohio State University*

Rodney McDaniel, D.D.S., Assistant Professor of Restorative Dentistry, *AADSM Dental Sleep Medicine, D.D.S., VCU School of Dentistry, M.A. French, Middlebury College, B.A. French, Virginia Tech*

Michael Meese, D.D.S., Assistant Professor of Restorative Dentistry, *D.D.S., Ohio State University, B.A., Ohio State University*

Deepa Mehta, D.M.D., CAGS, Prosthodontist, *D.M.D., Boston University Goldman School of Dental Medicine, B.D.S., Bombay University Government Dental College*

Alan Miller, D.D.S., PBL Facilitator, *Certificate in Periodontics, New York University, D.D.S., Howard University*

Raffi Miller, D.M.D., Pediatric Dentist, *Residency Pediatric Dentistry, Boston University, DMD, Boston University, BA, Harvard University*

Don Millner, D.D.S., Director of AEGD Clinic and Associate Professor of Restorative Dentistry, *D.D.S., Temple University Kornberg School of Dentistry, B.A., Long Island University*

Ashminie Misir, M.D., M.S., Assistant Professor of Basic Science/Anatomy, *M.D., St. George's University School of Medicine, Grenada, West Indies, M.S., University of South Florida*

David Moffa, D.M.D., General Practice Dentistry Preceptor, *D.M.D., University of Pittsburgh School of Dental Medicine, B.S., University of Pittsburgh*

Lindsay Montague, D.M.D., PBL Facilitator, Oral Pathology Instructor, *Certificate in Oral and Maxillofacial Pathology, University of Florida, D.M.D., University of Florida, B.S., Virginia Tech*

Howard Moretsky, D.M.D., Simulation Clinic Faculty, *D.M.D., University of Pittsburgh, B.S., University of Pittsburgh*

James Morrish, D.D.S., Director of Postgraduate of Orthodontics, Assistant Professor of Orthodontics, *Certificate in Orthodontics, University of Florida, D.D.S., Emory University, B.A., Emory University*

Mark Moskowitz, D.D.S., Assistant Professor of Restorative Dentistry, *D.D.S., University of Illinois Dental School, B.S., State University of New York at Albany*

Jamie Costantini Motyka, D.M.D., Simulation Clinic Faculty, *D.M.D., University of Connecticut School of Dental Medicine, B.A. Biology, Central Connecticut State University*

Todd Nolan, Ph.D., Assistant Dean of Pre-Clinical Education, Associate Professor of Physiology, Director of Problem Based Learning, *Ph.D., East Carolina University, B.S. Slippery Rock University*

Beatriz Panariello, D.D.S., Ph.D., Assistant Professor of Microbiology, PBL Facilitator, *Ph.D., São Paulo State University, D.D.S., São Paulo State University School of Dentistry MSc, Prosthodontics,*

São Paulo State University School of Dentistry

Michael Pawlus, D.D.S., M.S., Periodontist, *Specialty in Periodontics, University of Florida, D.D.S., University of Iowa, M.S. in Biology, University of Florida, B.S. in Biology, University of Iowa.*

Robert Perez, D.D.S., Simulation Clinic Faculty, *D.D.S., Louisiana State University School of Dentistry, B.S., Loyola University*

Stephen Perez, D.D.S., Assistant Professor of Restorative Dentistry, *D.D.S., Emory University B.A., University of South Florida*

Lesley-Anne Phu, D.D.S., Simulation Clinic Faculty, *D.D.S., New York University, B.S., University of Toronto*

Prathibha Pillai, B.D.S., Endodontist, *Certificate in Endodontics and M.S., Rutgers University School of Dentistry, B.D.S., University of Mysore, India*

Arash Rezaee, D.D.S., PBL Facilitator, *D.D.S., Shiraz University of Medical Sciences, Shiraz, Iran*

Adam L. Rose, D.M.D., Oral Surgeon, *Oral Surgery Certificate, Brookdale Hospital Medical Center, D.M.D., LECOM School of Dental Medicine, M.S. Barry University – College of Health Sciences, B.S., Geneva College*

Bitá Sadeghlo, D.D.S., General Practice Dentistry Preceptor, *D.D.S., University of Toronto, M.S., University of Toronto, B.S., Iran University of Science and Technology*

August Scialfa, D.D.S., Assistant Professor of Restorative Dentistry, *D.D.S., University of Missouri School of Dentistry, B.A., Washington University*

Krisztina Sebok, D.M.D., PBL Facilitator, *D.M.D., University of Pennsylvania School of Dental Medicine, B.S., Semmelweis University of Medicine*

Michael Silveus, D.D.S., M.A., Assistant Professor of Restorative Dentistry, *D.D.S., Indiana University School of Dentistry, M.A. Loyola University, B.A. Indiana University*

Inessa Slipak, D.D.S., Director of Simulation Clinic, Associate Professor of Restorative Dentistry, *D.D.S., NYU College of Dentistry, B.A., Brandeis University*

Mark Sokolov, D.D.S., Simulation Clinic Faculty, *D.D.S., University of Michigan Dental School*

Alan Sproles, D.D.S., PBL Facilitator, *Certificate in Endodontic, D.D.S., University Southern Cal Dental School, Los Angeles, CA., M.A.Bs., Grace Graduate School, Logn Beach, CA., B.A., University of Kentucky*

Mark Stanford, D.D.S., Simulation Clinic Faculty, *D.D.S., Georgetown University, B.S., Columbia University*

Laurence Stein, D.D.S., General Practice Dentistry Preceptor, *GPR, Mt. Sinai Hospital of Cleveland, D.D.S., Emory University, A.A., University of Florida*

Bahar Sultana, M.B.B.S., M.P.H., PBL Facilitator, *M.B.B.S., University of Chittagong, M.P.H., Nova*

Southeastern University

Usman Sunusi, Ph.D., M.B.B.S., MSc., Assistant Professor of Biochemistry, *Ph.D. Biochemistry Universiti Putra Malaysia, M.B.B.S. Bayero University Kano, MSc. Bayero University Kano,*

Stacie Test, D.D.S., Simulation Clinic Faculty, *D.D.S., University of Texas Health Science B.S., Texas A&M University*

Terry L. Test, D.D.S., Simulation Clinic Faculty, *D.D.S., University of Texas, B.S., Texas Tech University*

Ruth Vergara, D.D.S., Assistant Professor of Restorative Dentistry, *D.D.S, New York University*

Joseph Vu, D.M.D., MPH, MBA, Simulation Clinic Faculty, *D.M.D., University of Florida College of Dentistry, MPH, University of South Florida College of Public Health, MBA, Saint Leo University College of Business Administration*

Steven S. Weinshel, M.D., J.D., PBL Facilitator, *M.D., Medical College of Wisconsin J.D., Marquette University Law School, B.S., University of Wisconsin-Milwaukee*

Jawanna Wilkins, D.D.S., Assistant Director of PBL, Assistant Professor of Restorative Dentistry, *D.D.S., University of Tennessee, ED.S, Nova Southeastern University*

Latania Williams, D.M.D., Assistant Director of Patient Care Services, Assistant Professor of Restorative Dentistry, *D.M.D., University of Pennsylvania, B.S. University of Florida*

Thomas M. Williams, D.M.D., Assistant Professor of Restorative Dentistry, *D.M.D., University of Kentucky, B.S., University of Kentucky*

Thomas Yoon, D.D.S., M.S., M.H.S.A., Dean, Associate Professor of Periodontology, *Certificate in Periodontology and M.S., University of Florida, D.D.S., University of Missouri, M.H.S.A., LECOM School of Health Service Administration, B.A., University of Missouri*

Sylvia Zannis, D.D.S., C.A.G.S. A.I.A.O.M.T. ND., General Practice Dentistry Preceptor, *American Coll of Integrative Med and Dentistry Neuropath, B.U. Henry Goldman Sch of Dental Med AEGD C.A.G.S.; Univ of Michigan Sch of Dentistry DDS; Michigan St Univ BS Human Bio; Univ College of London Medical Ethics SA Program*

Alexander Ziegler, D.D.S., Pediatric Dentist, *Certificate in Pediatric Dentistry, Tufts University, D.D.S., University of Michigan, B.S., University of Michigan*

APPENDIX P - SCHOOL OF DENTAL MEDICINE FACULTY, DEFUNIAK SPRINGS, FLORIDA

Steven Bryan, D.M.D., Oral Surgeon, *Certificate in Oral and Maxillofacial Surgery, University of Louisville, D.M.D., University of Florida, B.S., Florida State University, A.A., Daytona Beach Community College*

Dan Henry, D.D.S., General Practice Dentistry Preceptor, *D.D.S., University of Maryland, B.S., Florida State University*

John Hudon, D.M.D., Periodontist, *Certificate in Periodontology, Masters in Health Sciences, M.H.S., Medical University of South Carolina, D.M.D., University of Florida*

Patrick Johnson, D.D.S., Pediatric Dentist, *D.D.S., University of Michigan School of Dentistry, Pediatric Dental Resident, Yale University and New Haven Hospital*

Anthony Le, D.M.D., General Practice Dentistry Preceptor, *D.M.D., University of Florida College of Dentistry, B.S., University of South Florida*

John Keith Lisonbee, D.M.D., General Practice Dentistry Preceptor, *D.M.D., Lake Erie College of Osteopathic Medicine – LECOM, Bradenton, B.S., University of West Florida*

Charles Mattis, D.D.S., Director of Patient Care Services – DeFuniak Springs, Associate Professor of Restorative Dentistry, *D.D.S., University of Texas, B.S., Abilene Christian University*

Barbara Joan Mizell, D.M.D., General Practice Dentistry Preceptor, *D.M.D., University of Louisville School of Dentistry*

Jinny Park, D.M.D., General Practice Dentistry Preceptor, *D.M.D., LECOM School of Dental Medicine, B.S., Arizona State University*

Stanley Sheppard, D.M.D., Pediatric Dentist, *Certificate in Pediatric Dentistry, D.M.D., University of Alabama School of Dentistry, B.S., Pharmacy, Auburn University*

Hamida Shirazy, D.M.D., F.A.G.D., Assistant Professor of Restorative Dentistry, *D.M.D., Temple University, B.A., Smith College*

Richard Thomas, D.D.S., General Practice Dentistry Preceptor, *D.D.S., Creighton University, B.S., University of Utah*

Linda Thornton, D.D.S., M.S., F.A.C.P., Prosthodontist, *Certificate in Prosthodontics, Walter Reed Army Medical Center, M.S. in Healthcare Administration, Trinity University, D.D.S., New York University, B.S., Monmouth University*

Stephen Ziemann, D.D.S., General Practice Dentistry Preceptor, *D.D.S., Loyola University Dental School, B.S., University of Alabama*

APPENDIX Q - SCHOOL OF DENTAL MEDICINE FACULTY ERIE, PENNSYLVANIA

Jeffrey Benson, D.M.D., M.S.D., Orthodontist, *Certificate in Orthodontics, M.S.D., Case Western Reserve University, D.M.D., University of Pittsburgh School of Dental Medicine, B.S., Grove City College*

Susan Calderbank, D.M.D., Regional Director of Dental Outreach – Erie, Interim Director of Patient Care Services – Erie, Assistant Professor of Restorative Dentistry, *D.M.D., University of Pittsburgh School of Dental Medicine, B.S. Chatham College*

James Doyle, D.M.D., General Practice Dentistry Preceptor, *D.M.D., University of Pittsburgh, B.S., University of Pittsburgh*

Lawrence Fatica, D.D.S., General Practice Dentistry Preceptor, *D.D.S., Georgetown University of Dentistry, B.S., John Carroll University*

Gabriella Galvez, D.D.S., General Practice Dentistry Preceptor, *D.D.S., University of California, San Francisco School of Dentistry, B.S., Health Science Studies, Quinnipiac University*

James Goldsmith, D.D.S., Pediatric Dentist, *Certificate in Pediatric Dentistry, Children’s Hospital of Pittsburgh, D.D.S., Emory University School of Dentistry, EMBA, Emphasis on Healthcare Management, West Virginia University*

Richard Gradisek, D.D.S., General Practice Dentistry Preceptor, *D.D.S., University of Pittsburgh, B.S., University of Pittsburgh*

William Hoch, D.M.D., Assistant Professor of Restorative Dentistry, *Certificate in Sleep Dental Medicine, Tufts University Dental School, Certificate, Midwest Implant Institute, D.M.D., University of Pittsburgh School of Dental Medicine, MBA, University of Pittsburgh Joseph M. Katz Graduate School of Business*

Joseph Kohler, D.D.S., Assistant Professor of Restorative Dentistry, *D.D.S., Temple University, Kornberg School of Dentistry, B.S., University of Pittsburgh*

Claudia McAllister, D.M.D., Assistant Professor of Restorative Dentistry, *D.M.D., University of Pennsylvania, B.S., Gannon University*

Howard Miller, D.D.S., Assistant Professor of Restorative Dentistry, *D.D.S., Howard University College of Dentistry, B.A. George Mason University, M.B.A., The College of William and Mary – The Mason School of Business*

David Palo, D.D.S., Oral Surgeon, *Certificate in Oral and Maxillofacial Surgery, National Capital Consortium, Walter Reed Army Medical Center, D.D.S., Case Western Reserve University School of Dentistry, B.A., Wittenberg University*

Russell Poe, D.D.S., General Practice Dentistry Preceptor, *D.D.S. Case Western Reserve College of Dentistry*

Adam Pollock, D.D.S., Pediatric Dentist, *Certificate in Pediatric Dentistry, Indiana University, D.D.S.*

Ohio State University, B.S., University of Michigan

Daniel Roberts, D.M.D., General Practice Dentistry Preceptor, *D.M.D., University of Pittsburgh, B.S., University of Pittsburgh*