



**Vol. 2**

**LECOM**  
**School of Dental Medicine**

**Academic Catalog and**  
**Student Handbook**  
**2013-2014**

**LECOM School of Dental Medicine**  
**4800 Lakewood Ranch Boulevard**  
**Bradenton, FL 34211**

**Effective July 1, 2013**

## **DESCRIPTION AND PURPOSE OF THE STUDENT HANDBOOK**

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

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

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

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.

## **POLICY AND STATEMENT OF NONDISCRIMINATION**

The LECOM School of Dental Medicine, in compliance with Titles VI and IX of the Civil Rights Act of 1973, and Sections 102 and 302 of the Americans with Disabilities Act of 1990, does not discriminate on the basis of race, color, creed, ethnicity, national origin, religion, sex, age, genetic characteristics, sexual orientation, disability or any other category protected by law. In accordance with sex discrimination laws, the SDM forbids acts of sexual harassment. In compliance with the Age Discrimination in Employment Act of 1967 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the SDM does not discriminate against any students or applicants for student positions on the basis of their age, ethnic origin, marital status or because of a veteran’s disability or veteran service of the Vietnam Era, because of their medical condition. Further, the SDM does not discriminate on the basis of citizenship within the limits of the law. This non-discrimination policy covers access to, and service within, all School programs and activities inclusive of application for and treatment in School admissions.

Pursuant to Executive Orders 11246 and 11375, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended, the SDM is an equal opportunity employer.

# LECOM SCHOOL OF DENTAL MEDICINE ACADEMIC CALENDAR



## **Inaugural Class 2016 - Second Semester 2013 (Inaugural Year)**

May 17, 2013

Last day of classes Academic Year 2012 -2013

## **2013 – 2014 Academic Year - First Semester 2013 (Year 2)**

May 28, 2013

First day of class for D2s, Class 2016

July 4, 2013

Fourth of July – No classes

July 12, 2013

Registration for Class of 2017 (D1s)

July 15, 2013

Orientation and the first day of classes for D1s

September 2, 2013

Labor Day – No classes

November 25-29, 2013

Thanksgiving Break for D1's and D2s – No classes

December 20, 2013

Last day of classes

## **2013 – 2014 Academic Year - Second Semester 2014**

January 6, 2014

First day of classes for D1s and D2s

January 20, 2014

Martin Luther King, Jr. Day – No classes

May 16, 2014

Last day of classes

## **2014 – 2015 Academic Year - First Semester 2014 (Year 3)**

May 27, 2014

First day of class for D2s and D3s

July 4, 2014

Fourth of July – No classes

July 11, 2014

Registration for Class of 2018 (D1s)

July 14, 2014

Orientation and the first day of classes for D1s

September 1, 2014

Labor Day – No classes

November 24-28, 2014

Thanksgiving Break for D1s,D2s and D3s – No classes

December 19, 2014

Last day of classes

# LECOM SCHOOL OF DENTAL MEDICINE ACADEMIC CALENDAR



## **2014 – 2015 Academic Year - Second Semester 2015**

|                  |   |
|------------------|---|
| January 5, 2015  | First day of classes for D1s, D2s and D3s |
| January 19, 2015 | Martin Luther King, Jr. Day – No classes  |
| May 15, 2015     | Last day of classes                       |

## **2015 – 2016 Academic Year - First Semester 2015 (Year 4)**

|                      |  |
|----------------------|--|
| May 26, 2015         | First day of classes for D2s, D3s and D4s        |
| July 3, 2015         | Fourth of July observed – No classes             |
| July 10, 2015        | Registration for Class of 2019 (D1s)             |
| July 13, 2015        | Orientation and the first day of classes for D1s |
| September 7, 2015    | Labor Day – No classes                           |
| November 23-27, 2015 | Thanksgiving Break for D1s, D2s, D3s and D4s     |
| December 18, 2015    | Last day of classes                              |

## **2015 – 2016 Academic Year - Second Semester 2016**

|                      |  |
|----------------------|--|
| January 4, 2016      | First day of classes for D1s, D2s, D3s and D4s   |
| January 18, 2016     | Martin Luther King, Jr. Day – No classes         |
| May 13, 2016         | Last day of classes                              |
| May 31, 2016         | First day of classes for D2s, D3s, D4s           |
| June 5, 2016         | Class of 2016 Commencement                       |
| July 4, 2016         | Fourth of July – No classes                      |
| July 8, 2016         | Registration for Class of 2019 (D1s)             |
| July 11, 2016        | Orientation and the first day of classes for D1s |
| September 5, 2016    | Labor Day – No classes                           |
| November 21-25, 2016 | Thanksgiving Break for D1s, D2s, D3s, and D4s    |
| December 17, 2016    | Last Day of classes                              |

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# **1. GENERAL INFORMATION**

## **1.1 MISSION STATEMENT**

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

## **1.2 HISTORY OF LECOM**

As the 20th Century drew to a close, those in governance of the Millcreek Community Hospital (MCH) in Erie, Pa. 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. This group of health care leaders looked closely at the medical educational role, specifically clinical rotations from other colleges of osteopathic medicine and its own residency programs, and determined to open a medical school in Erie.

At a time during which much of the medical community did not see a need for additional medical colleges much less the need for more 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 intensely train needed new doctors and to accommodate the open positions at MCH and at other hospitals throughout the region.

The journey began in September of 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 nation's 16th college of osteopathic medicine with its receipt of a Commonwealth of Pennsylvania Charter in December 1992. The Charter Class began on August 9, 1993. With the graduation of LECOM's 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 degree to more than 2900 graduates.

The founding President, Joseph J. Namey, D.O., was an acclaimed general practitioner and a tireless advocate of osteopathic medicine. A longtime resident of Erie, Dr. Namey has been credited with enhancing the image of osteopathic medicine across the country. John M. Ferretti, D.O., succeeded Dr. Namey, becoming the second president of LECOM. Dr. Ferretti is a board certified internist, who was among the College founders and is a nationally recognized leader in osteopathic medicine. Under Dr. Ferretti's guidance, the Lake Erie College of Osteopathic Medicine has gained national prominence.

By 2002, College growth and enrollment required LECOM to triple the size of the original medical school building, adding 100,000 square feet of modern teaching, learning, and research facilities.

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 2001. Classes began in September 2002, and with a three-year, accelerated curriculum, LECOM held its first pharmacy school graduation in June 2005. Following that commencement, the School of Pharmacy received full accreditation from the Accreditation Council for Pharmacy Education. Since that time, LECOM has granted the Doctor of Pharmacy Degree to 849 graduates.

LECOM is a private, non-profit corporation and it is part of the Millcreek Health System, which includes Millcreek Community Hospital, Millcreek Geriatric Care and Education Center, LECOM, Medical Associates of Erie (a physician practice group), and the John M. and Silvia Ferretti Medical Fitness and Wellness Center. With the acquisition of the neighboring LORD Corporation property in 2011, LECOM now encompasses a park-like, 53-acre campus with an excellent view of Lake Erie.

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 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 it graduated its first class in 2011. The vision of LECOM continued in 2009 with the extension of LECOM Erie to the campus of the private liberal arts institution of Seton Hill University in Greensburg, Pennsylvania. LECOM at Seton Hill added an additional 104 medical students to the first-year class and in 2012 it will have more than 400 students in total enrollment.

With the nation still facing a family physician shortage in 2007, the College introduced the Primary Care Scholars Pathway that would enroll students committed to family medicine or internal medicine. The program condensed the four-year osteopathic medicine curriculum into three years by concentrating on those subjects and clinical experiences most needed by a primary care physician. Four years later, the College added a second three-year, osteopathic medicine degree program designed for Certified Physician Assistants, the Accelerated Physician Assistant Pathway.

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 2008. This post-graduate course trains physicians to become teachers and leaders in the clinical education of future physicians. The College also offers a Master of Science in Biomedical Sciences and a Health Sciences post-baccalaureate certificate.

In July 2012, the LECOM School of Dental Medicine welcomed its first class of one hundred students in Bradenton, establishing yet a new era in the betterment of healthcare education.

Augmenting the educational advancements, LECOM has been ever-cognizant of its role in community enrichment. With the 2009 opening of the LECOM 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

Millcreek Health System, but also provides a facility that offers to the populace of Erie County an opportunity to pursue a better quality of life through prevention and wellness. In 2011, LECOM expanded its community offerings in Erie by opening the Coffee Culture Café and Eatery to provide a relaxing study space for students and an attractive venue for the public to enjoy coffee or a light fare.

Now in its 20th year, LECOM has developed a reputation as a leader in medical education with its graduates highly sought after in the fields of medicine and pharmacy. LECOM also has set the standard for affordable education in a private medical college setting where graduates achieve outstanding board scores and journey forward to make a difference in the field of health care.

The College established its place in medical education through many innovations; 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-year or four-year programs.

Coupled with an excellent 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.

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 to the communities and to the larger world that they will serve in the calling of a lifetime.

### **1.3 HISTORY OF THE SCHOOL OF DENTAL MEDICINE**

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

### **1.4 MISSION OF THE SCHOOL OF DENTAL MEDICINE**

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.

### **1.5 SCHOOL OF DENTAL MEDICINE VISION**

The SDM vision is to educate competent practitioners with knowledge, experience, critical thinking, judgment, compassion, and skills to interrelate with all health care providers and serve the public.

## **1.6 INSTITUTIONAL VISION**

The primary goal of the SDM is to prepare dental professionals committed to provide high-quality, ethical and empathetic patient-centered care to serve the needs of a diverse population. Through the integration of sciences with critical thinking, technologic and effective communication skills we will prepare future dentists to be quality care givers, strong patient advocates and leaders in their communities, in professional associates and in research activities.

## **1.7 SCHOOL OF DENTAL MEDICINE GOALS**

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

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

## **1.8 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

## **1.9 GUIDING PRINCIPLES AND BELIEFS**

The LECOM School of Dental Medicine believes that:

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

## **1.10 DEGREE AWARDED**

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

## **1.11 ACCREDITATION STATEMENT**

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

The SDM is accredited by the Commission on Dental Accreditation (CODA) and has been granted the accreditation status of "initial accreditation". CODA, which operates under the auspices of the American Dental Association (ADA), is recognized by the U.S. Department of Education as the national accrediting body for dental education programs at the post-secondary level in the United States.

For further information, please contact the American Dental Association, 211 E. Chicago Avenue, Chicago, IL 60611; 1-800-621-8099

LECOM dental 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 a Commission on Dental Accreditation site visit should make these complaints in writing to the Associate Academic Dean, who will maintain records of the receipt, adjudication and resolution of such complaints.

### **1.12 LICENSURE**

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

## 2. ADMISSIONS

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

### 2.1 COMPETITIVE ADMISSIONS

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

### 2.2 ROLLING ADMISSIONS

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

### 2.3 ADMISSION REQUIREMENTS

To be competitive, an “average” applicant should have earned a bachelor’s degree from an accredited college or university and must possess a science GPA of 3.0. A successful candidate typically possesses a total GPA of 3.4 or greater on a 4.00 scale.

### 2.4 UNDERGRADUATE REQUIREMENTS

Applicants shall meet the following minimum requirements:

- 2.4.1** Complete 60 semester hours of pre-professional course requirements from an accredited college or university prior to matriculation. The SDM will not accept advanced placement credit for prerequisite courses. Applicants participating in special affiliated programs with LECOM and other exceptions to this policy will be considered on an individual basis. Earn a minimum of a 2.7 grade point average on a 4.0 scale, with no required course grade lower than C. 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.  |
| Anatomy with lab *                        | 4 Semester Hrs. /6 Quarter Hrs.   |
| Microbiology with lab *                   | 4 Semester Hrs. /6 Quarter Hrs.   |
| Biochemistry                              | 3 Semester Hrs. /4.5 Quarter Hrs. |
| Physics *                                 | 8 Semester Hrs. /12 Quarter Hrs.  |
| Physiology *                              | 4 Semester Hrs. /6 Quarter Hrs.   |
| English Composition/<br>Technical Writing | 6 Semester Hrs./9 Quarter Hrs.    |

*\*Strongly recommended courses. General education electives in subject areas such as humanities and social sciences are also recommended.*

**2.4.2.** Submit competitive scores on the U.S. Dental Aptitude Test (DAT).

- Scores in the area of 18 or higher will be expected for the Academic Average, Reading Comprehension and Perceptual Ability sections.
- The DAT test must have been taken no more than 3 years prior to application.

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

**2.4.3.** Submit three letters of recommendation.

- A letter of recommendation from either a pre-dental advisory committee or two letters of recommendation from undergraduate or graduate college/university science professors and two letters from a person with a D.D.S./D.M.D. degree and/or a person who can testify to the integrity and ethical standards of the applicant.
- Letters written by immediate family members will not be accepted.
- All letters of recommendation must be submitted directly from the authors. The Office of Admissions will not accept letters submitted by student candidates.

**2.4.4.** Demonstrate a commitment to service through community service or extracurricular activities.

**2.4.5.** Demonstrate motivation for and commitment to health care as shown by employment, volunteer work or other life experiences.

**2.4.6.** Possess the oral and written communication skills necessary to interact with patients and colleagues.

**2.5 ADMISSIONS PROCESS**

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

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

Students may apply online at: <http://aadsas.adea.org/aadsas2008/application.html>

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

## **2.6 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 and submit the \$50.00 non-refundable application fee. Payment of the application fee is required at the time the application is submitted. Applicants are encouraged to complete their applications as early as possible to receive early consideration for an interview. The deadline for submitting the LECOM Supplemental Application is March 31 of the application year.

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

## **2.7 HEALTH AND TECHNICAL STANDARDS FOR ADMISSION**

A candidate must have abilities and skills in six areas: 1.) Observation; 2.) Communication; 3.) Motor; 4.) Conceptual, integrative, and quantitative; 5.) Behavioral and social professionalism; and 6.) General health.

All candidates must meet the health and technical standards requisite for admission and participation in the educational programs of the SDM. The Doctor of Dental Medicine (D.M.D.) degree signifies that the holder is prepared for entry into the practice of general dentistry and graduates must have the knowledge and skills to function in a broad variety of situations and render appropriate and safe oral healthcare to patients.

The candidate for the D.M.D. degree must be able to demonstrate intellectual-conceptual, integrative and quantitative abilities; skills in observation, communication and motor functions; mature behavioral and social attributes; professionalism and good health. Technological compensation and reasonable accommodations will be made for disabilities in these areas, but a candidate must otherwise be qualified and be able to fulfill educational requirements and competencies in a reasonably independent manner without a trained intermediary.

(The use of a trained intermediary implies that the candidate's judgment must be mediated by someone else's powers of selection and observation). LECOM will make reasonable accommodations for other qualified students as required by law.

1. *Observation:* The candidate must be able to accurately make observations at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation, is enhanced by the functional use of all of the other senses.
2. *Communication:* The candidate must be able to communicate effectively, efficiently and sensitively in both oral and written form and be able to perceive nonverbal communication.
3. *Motor:* The candidate must be able to coordinate both gross and fine muscular movements, maintain equilibrium and have functional use of the senses of touch and vision. The candidate must possess sufficient postural control, neuromuscular control and eye-to-hand coordination to perform profession-specific skills and tasks.
4. *Conceptual, Integrative and Quantitative Abilities:* The candidate must be able to problem

solve, measure, calculate, reason, analyze, record and synthesize large amounts of information in a timely manner. The candidate must be able to comprehend three-dimensional relationships and understand spatial relationships.

5. *Behavioral and Social Attributes, Professionalism:* The candidate must possess the emotional maturity required for full utilization of his/her intellectual abilities; the exercise of good judgment; the consistent, prompt completion of all responsibilities; and the development of mature, sensitive and effective relationships. The candidate must be able to tolerate physically, mentally and emotionally taxing workloads and to function effectively under stress. The candidate must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties. Compassion, honesty, integrity, concern for others, effective interpersonal skills, willingness and ability to function as an effective team player, and an interest and motivation to learn, are all personal qualities required during the educational process. Any breach of this Standard may constitute a lack of professionalism.
6. *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 dental curriculum. The candidate must be free of active infectious diseases, which are highly contagious in a health care setting which presents risk to the health of others.

Candidates are required to certify that they understand and meet these Technical Standards. Candidates must provide such certification prior to matriculation. Candidates who may not meet the Technical Standards must inform the Director of Admissions, who will then contact the Director of Student Affairs. The Director of Student Affairs, in consultation with the Dean, will identify and discuss what accommodations, if any, the SDM would need to make that would allow the candidate to complete the curriculum. The SDM is not able to grant accommodations that alter the educational standards of the curriculum or that would cause undue hardship to LECOM. Students must be able to fulfill and meet the Technical Standards for the duration of enrollment in the SDM.

## **2.8 REGISTRATION**

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

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

1. Final official transcript(s) from previously attended colleges and/or universities;
2. Physical examination form;
3. Immunization records as outlined on the physical examination form;
4. Emergency data form;

5. Safety report form;
6. Participation in the LECOM health insurance program;
7. Criminal background check. In most cases, a misdemeanor conviction will not affect admission; a felony conviction could affect admission, as could failure to disclose either a misdemeanor or felony conviction; and
8. Signed matriculation agreement.

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

Second, third and fourth year students must provide proof of student health insurance and documentation updating their immunization record prior to the start of **each** academic year.

Students who either fail to satisfy these matriculation requirements or omit or falsify information required on official admissions documents automatically forfeit their seat at the SDM. Students will not receive further notification regarding this forfeiture. Further information on admissions for the SDM can be found on the LECOM website, [www.lecom.edu](http://www.lecom.edu) or by calling 941-756-0690.

## **2.9 TRANSFER POLICY**

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

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

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

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

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

### **3. STUDENT EXPENSES AND FINANCIAL AID**

#### **3.1. TUITION AND FEES FOR THE SCHOOL OF DENTAL MEDICINE FOR THE 2013-2014 ACADEMIC YEAR**

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 - (LECOM Supplemental) \$50**

Nonrefundable fee payable upon submission of application for admission

**Matriculation Fee \$2,000**

Nonrefundable fee, payment credited to the tuition fee upon matriculation

**Tuition (FL Resident): \$48,000**

**Tuition (Non-Resident): \$48,000**

**Curriculum Fee: \$300**

**Technology Fee: \$300**

**Graduation Fee: \$250**

**Student Government Fee: \$50**

**Student Disability Insurance (Mandatory): (Variable/Age Dependent)**

**Student Health Insurance: \$3,000**

#### **3.2. ADDITIONAL FEES FOR THE COLLEGE/SCHOOL**

**Late Payment Fee: \$50 per Week**

**Breakage Fee: Cost of replacement**

Loss or damage to College property and equipment is charged to the student(s) responsible.

**Transcript Fee \$5**

**Student Identification/Key Card Replacement Fee: \$25**

**Remediation Course Fee: \$500**

**Remediation Exam Fee: \$100**

#### **3.3. STATE RESIDENCY STATUS**

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

#### **3.4. TERMS OF PAYMENT**

Payment of tuition and fee charges is due at matriculation. Billing statements will be mailed to students before the start of each semester. Half of the annual tuition and all fees are due at registration for the first semester. The remainder of the tuition is due with the start of the second semester.

### **3.5. LATE PAYMENT FEE**

Tuition and fee charges must be paid by registration. All students who have applied for loans to meet their financial obligations must show proof of pending loans sufficient to meet the payment of tuition and fees on the due date. If tuition is not paid in full on the due date, a late fee of \$50 per week will be assessed until such time as all financial obligations are met. If tuition is not paid in full by the second week of the semester, special review of the student's account will be made by the CFO and/or the Financial Aid Office to determine further action.

### **3.6. TUITION REFUND POLICY**

A student who cancels, withdraws for personal or medical reasons, is suspended or is dismissed will receive a refund of tuition and fees in accordance with the following schedule: 75 percent during the first week, 50 percent during the second week, and 25 percent during the third week. No refunds will be granted to students who withdraw, for any reason, after the third week, except as detailed in the following provisions.

### **3.7. VETERANS BENEFIT TUITION REFUND POLICY**

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

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

The law specifies how LECOM must determine the amount of Title IV program assistance that you earn if you withdraw, drop out or are dismissed from school. The Title IV programs that are covered by this law that you may have received while at LECOM include Federal Direct Subsidized, Unsubsidized and Graduate PLUS Loans.

Though your aid is posted to your account at the start of each period, you earn funds as you complete the period. If you withdraw during your payment period or period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

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

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. There may be Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

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

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. (See Volume 5 — Withdrawals and the Return of Title IV Funds, 2013-2014 5–116 FSA HB May 2013.)

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

If you have questions about your Title IV program funds, you may call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov) .

## **4. FINANCIAL AID PROGRAM**

### **4.1. PURPOSE OF LECOM'S PROGRAM**

The fundamental purpose of the financial aid program at LECOM is to provide counseling and assistance to accepted students regarding securing funding to meet the costs of education. A student's need for financial assistance does not affect his or her chances for admission. Financial assistance is awarded in a nondiscriminatory manner without regard to race, color, creed, religion, gender, age, national origin, ethnicity, disability or any other characteristic protected by law.

Financial need is a prerequisite for the awarding of most financial aid. The amount of assistance may be limited by the recipient's financial need. Financial assistance may not be awarded in excess of the cost of education. Financial need is defined as the cost of education less the student's expected family contribution. LECOM uses the information submitted on the *Free Application for Federal Student Aid (FAFSA)* to determine eligibility for the various loan and scholarship programs available to students. Students applying for federal financial aid are required to complete the FAFSA annually online at [www.fafsa.gov](http://www.fafsa.gov).

Financial assistance to meet the cost of education is primarily available from Federal and private loans programs originated or certified by LECOM. Additional information may be obtained from the Bradenton Office of Financial Aid at (941) 756-0690 or email [BradentonFinAid@lecom.edu](mailto:BradentonFinAid@lecom.edu); or the Erie Office of Financial Aid at (814) 866-6641.

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

### **4.2. FINANCIAL AID CODE OF CONDUCT**

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

LECOM is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between LECOM officers, employees or agents and education loan lenders, LECOM has adopted the following student lending code of conduct for the Erie, Bradenton and Seton Hill campuses: LECOM Academic Catalog and Student Handbook – Effective date: 7/1/2012 20

- LECOM does not participate in any revenue-sharing arrangements with any lender.
- LECOM does not permit any officer, employee or agent who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- LECOM does not permit any officer, employee or agent who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.

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

#### **4.3. FINANCIAL AID APPLICATION PROCEDURE**

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

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

The Office of Financial Aid may request a copy of the student's most recent IRS Tax Return Transcript(s), Federal Income Tax Return (Form 1040, 1040A, 1040EZ), the Independent Student Verification Worksheet and/or other supplemental information as needed to determine eligibility.

In addition, all students applying for financial assistance must complete the Authorization and Consent Form, which may be found on the LECOM website. All financial aid documents must be received before requests for assistance can be processed.

Detailed financial aid application instructions are emailed to students who have confirmed their acceptance to LECOM. In addition, application instructions and forms may be found on the LECOM website.

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

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

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

#### **4.5. APPLICATION FOR ADDITIONAL LOAN FUNDING**

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

#### **4.6. SATISFACTORY ACADEMIC PROGRESS STANDARD FOR FINANCIAL AID RECIPIENTS**

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

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

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

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

#### **While on an approved leave of absence the following applies:**

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

This policy is in compliance with federal regulations governing financial aid.

## **5. LEARNING RESOURCE CENTER**

### **5.1 GENERAL LIBRARY INFORMATION**

The LECOM Learning Resource Center (LRC) is committed to providing students and faculty with access to medical, pharmaceutical and dental information directly related to academic study and research. Materials not available within the physical LRC can be requested through Interlibrary Loan at the circulation desk. Regular library hours during the academic year are 8:00 a.m. to 11:00 p.m., Monday through Sunday. Holiday and semester break hours are posted in advance.

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

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

Examples of disruptive behavior in the Learning Resource Center include violation of the SDM's food and drink policy and repeatedly ignoring LRC staff directives regarding disruptive behavior. Students engaging in disruptive behavior will be reported to the CSSP Committee. Defacing, theft, damage or removing any library property without permission will be considered an Honor Code violation.

### **5.3 CIRCULATION PROCEDURES**

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

### **5.4 FINES AND FEES**

All materials must be returned by the date due. A receipt is provided upon request. Items that are not returned by the date due (and arrangements for renewal have not been made) will be assessed **\$1.00 per day**. The borrower is responsible for all late fees and replacement costs. Fines must be paid when material is returned. Failure to pay any fine will result in suspension of borrowing privileges until the account is cleared. Abuse will result in termination of LRC privileges. Bills of collection for material considered lost will be forwarded through the business office for disposition.

### **5.5 RESERVE COLLECTION**

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

## **5.6 PHOTOCOPIER**

A photocopier is available for student use. The machine is located in the LRC copy room. Copies are available in 8½ by 11 inch format. The copiers accept VendaCards. VendaCards are available to purchase from the LRC staff and can be refilled in any increment. Copies are debited at \$0.10 per copy.

## **5.7 INTERLIBRARY LOANS**

InterLibrary Loan request (ILL) can be requested through the LRC. When a request is sent, it is routed to institutions within our Library Consortium. There is no fee involved when an ILL request is obtained through our Library Consortium. When an ILL for a more obscure or specialized journal is requested, it is often routed to institutions that charge a fee. The student will be notified when a charge is incurred. The library does not request loans with fees unless the student specifically authorizes the request.

## **5.8 VIRTUAL MEDICAL LIBRARY**

Learning Resource Center electronic resources can be accessed from anywhere there is an internet connection. This virtual collection includes full-text journals, basic science and clinical medicine textbooks as well as the biomedical databases MEDLINE, International Pharmacy Abstracts, EMBASE and MANTIS. Full description of the Virtual Library is available from LRC staff. Due to the dynamic nature of the collection, resources are continually being enhanced and expanded.

## **5.9 ELECTRONIC RESOURCES**

The LRC provides access to the following:

MEDLINE, is the national Library of Medicine's biomedical database for end user searching.

The OVID MEDLINE software is available at selected LRC computer stations and allows users to formulate their own search strategy and retrieve citations and abstracts. The OVID Core Biomedical Collection I & II provide access to thirty (30) full-text core medical journals which can be searched and printed out.

The LRC also provides access to MANTIS (Manual Alternative and Natural Therapy Index System). MANTIS addresses the alternative medical literature. It indexes approximately 1,000 journals offering peer reviewed articles from several disciplines including Osteopathy.

EMBASE Drugs and Pharmacology (1991-present), International Pharmaceutical Abstracts (1980-present), and Micromedex Healthcare Series.

EMBASE is a major biomedical and pharmaceutical database, known for its international scope and timely in-depth indexing. International Pharmaceutical Abstracts covers the entire spectrum of drug therapy and pharmaceutical information, including CAS Registry numbers and a therapeutic classification for drugs.

Micromedex Healthcare Series is available in the LRC only, but provides an unsurpassed depth of information on drugs, diseases, toxicology, and patient education.

StatRef is an electronic medical library that enables users to cross-search more than 35 medical textbooks such as Current Medical Diagnosis & Treatment, Mosby's Drug Consult, and the Griffith 5 Minute Clinical Consult, and others. StatRef is available in the LRC and through the LECOM web page.

Personal instruction is available by request. Detailed and complex searches will be analyzed and performed by the professional library staff. Librarian mediated searches are finished within 24 hours.

Searches are requested using the yellow form available at the circulation desk or online at the online request page on the LECOM web site.

## 6. ACADEMIC INFORMATION AND POLICIES

### 6.1 VETERANS EDUCATION

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

### 6.2 REGISTRATION

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

1. Final official transcripts from all previously attended colleges and/or universities
2. Physical examination form
3. Immunization record (as outlined on the physical examination form, including Hepatitis Vaccine)
4. Emergency data form
5. Safety report form
6. Copy of Social Security card
7. Proof of health insurance coverage
8. Criminal background check
9. Signed matriculation agreement

Attendance at Orientation is **mandatory** for first year students. Matriculation is subject to satisfactory completion of all academic requirements and payment of tuition, fees and other charges to the SDM. In addition, second, third and fourth year students must provide proof of health insurance and documentation updating their PPD record prior to the start of **each** academic year.

### 6.3 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 Associate Dean of Academic Affairs and the Dean for any advisor changes.

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

A student on probation **must** meet with his or her faculty advisor at least **twice a month** or more frequently as required by the Core Student Standing, Promotions and Professionalism Committee (CSSP).

#### **6.4 CORE STUDENT STANDING, PROMOTIONS AND PROFESSIONALISM COMMITTEE (CSSP)**

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

1. The Committee is comprised of the Associate Dean of Academic Affairs and appointed full-time dental pre-clinical and clinical faculty members, and legal counsel as necessary.
2. Each semester, the Committee shall periodically review the academic achievements and performance of all students. The names and grades of students in academic difficulty shall be made available to the Committee by Course Directors with additional input from the Associate Dean of Academic Affairs.
3. The CSSP 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:
  - Associate Dean of Academic Affairs, Assistant Dean of Simulation Clinic Education, Assistant Dean of Clinical Education
  - Director of Student Affairs; or
  - Faculty members
4. Students may be referred to the Committee for:
  - Honor code violations including any allegations of cheating or academic dishonesty;
  - Non-honor code violations including issues of professionalism, failure to meet financial obligations to the College or behavioral issues either on campus, or
  - Failure to progress academically or academic failure
5. Student names are submitted to the CSSP and placed on the agenda for the next regularly scheduled meeting. If the matter is urgent, a special meeting of the Committee is called. Prior to the meeting, the Committee is provided with any written records, academic records, advisor input, attendance records, etc. prior to the meeting with the student.
6. Students meet with the Committee and are informed of the reason of their appearance. They are given an opportunity to address the Committee and allowed to submit any supporting documentation. The Committee members are given an opportunity to question the student.
7. After 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 SDM Dean.
8. The Chairmen of the Committee prepares and submits the Committee's recommendations to the SDM Dean who may accept, reject or modify the recommendations. Appeals to the Dean's decision may be taken to the LECOM President within seven days of notification of the Dean's decision.

## 6.5 GRADING AND CREDIT HOURS

Educational opportunities available at the SDM are designated as courses or dental clinical rotations. One of the goals of the Dental School is to create a learning environment that maximizes learning opportunities and fosters lifelong learning. Course exams help students identify areas they need to review or concentrate on more. Students must achieve a grade of pass in all courses along with a pass in each clinic competency exam as one of the qualifiers for graduation from the SDM and the conferring of the D.M.D. degree. The didactic courses including PBL I and PBL II will utilize a grading scale. All course directors will submit final grades for courses and clinic competency exams to the Associate Dean of Academic Affairs and the Assistant Dean of Clinic Education for each student. Those students who wish to apply to post-graduate programs or residencies and are in need of actual grades for their pass/fail courses will utilize a scale of 100-89.5 A, 89.4-79.5 B, 79.4-75 C and 74.9 -0 F. This information may be obtained by the student making an appointment with the Associate Dean of Academic Affairs.

## 6.6 SCHEDULE OF COURSES

### 6.6.1 Code for Credit Hours

| Schedule for Courses       |               |
|----------------------------|---------------|
| Code for Credit Hours      |               |
|                            |               |
| 15 Hours Scheduled PBL     | 1 Credit Hour |
| 15 Hours Lecture           | 1 Credit Hour |
| 30 Hours Simulation Clinic | 1 Credit Hour |
| 30 Hours Patient Clinic    | 1 Credit Hour |

### 6.6.2 Semester Schedules

Semester Schedules can be readily accessed on the School of Dental Medicine Portal Page under [Course Schedules](#).

## School of Dental Medicine Courses Offered

### D1 First Semester

| Course Title                           | Code     | Total Credit Hours |  |  |  |  |  |  |  |
|--|----------|--------------------|--|--|--|--|--|--|--|
| Dental Anatomy and Materials           | DAM 1001 | 4                  |  |  |  |  |  |  |  |
| Problem-Based Learning I Basic Science | PBL 1010 | 3                  |  |  |  |  |  |  |  |
| Restorative: Complete Dentures         | RCD 1001 | 4                  |  |  |  |  |  |  |  |
| Dental Assisting                       | DAS 1001 | 4                  |  |  |  |  |  |  |  |
| Gross Anatomy                          | ANT 1003 | 2                  |  |  |  |  |  |  |  |

**First Semester Total**

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| 17 |
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## Schedule of Courses

### D2 First Semester

| Course Title                                     | Code     | Total Credit Hours |  |  |  |  |  |  |
|--|----------|--------------------|--|--|--|--|--|--|
| Periodontics                                     | PER 1001 | 1                  |  |  |  |  |  |  |
| Orthodontics                                     | ORT 1001 | 1                  |  |  |  |  |  |  |
| Problem-Based Learning II<br>Oral Science        | PBL 1012 | 2                  |  |  |  |  |  |  |
| Restorative:<br>Comprehensive Care               | RCC 1002 | 8                  |  |  |  |  |  |  |
| Restorative: Complete<br>Dentures Patient Clinic | RCD 1003 | 1                  |  |  |  |  |  |  |
| <b>Total for weeks 1-8</b>                       |          | <b>13</b>          |  |  |  |  |  |  |

## Schedule of Courses

### D2 First Semester

| <i>weeks 9-28</i>                         |          |           |  |  |  |  |  |  |  |
|---|----------|-----------|--|--|--|--|--|--|--|
| Oral Surgery                              | ORS 1001 | 2         |  |  |  |  |  |  |  |
| Periodontics                              | PER 1002 | 1         |  |  |  |  |  |  |  |
| Orthodontics                              | ORT 1002 | 1         |  |  |  |  |  |  |  |
| Problem-Based Learning II<br>Oral Science | PBL 1013 | 8         |  |  |  |  |  |  |  |
| Restorative:<br>Comprehensive Care        | RCC 1003 | 14        |  |  |  |  |  |  |  |
| Hygiene Patient Clinic                    | HPC 1001 | 1         |  |  |  |  |  |  |  |
| <b><i>Total for weeks 9-28</i></b>        |          | <b>27</b> |  |  |  |  |  |  |  |
| <b><i>First Semester Total</i></b>        |          | <b>40</b> |  |  |  |  |  |  |  |

## Schedule of Courses

### D2 Second Semester

| Course Title                              | Code     | Total Credit Hours |  |  |  |  |  |  |  |
|---|----------|--------------------|--|--|--|--|--|--|--|
| Periodontics                              | PER 1003 | 1                  |  |  |  |  |  |  |  |
| Orthodontics                              | ORT 1003 | 1                  |  |  |  |  |  |  |  |
| Pediatric Dentistry                       | PED 1001 | 0.5                |  |  |  |  |  |  |  |
| Temporomandibular Joint Dysfunction       | TMD 1001 | 0.5                |  |  |  |  |  |  |  |
| Restorative:<br>Comprehensive Care        | RCC 1004 | 10                 |  |  |  |  |  |  |  |
| Problem-Based Learning II<br>Oral Science | PBL 1014 | 8                  |  |  |  |  |  |  |  |
| Comprehensive Care:<br>Patient Clinic     | CCC 1001 | 1                  |  |  |  |  |  |  |  |
| Dental Assisting<br>(Weeks 11-20)         | DAS 1003 | 1                  |  |  |  |  |  |  |  |

**Second Semester Total**

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| <b>23</b> |
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## Schedule of Courses

### D3 First Semester

| Course Title                               | Code     | Total Credit Hours |  |  |  |  |  |  |  |
|--|----------|--------------------|--|--|--|--|--|--|--|
| Temporomandibular Joint Dysfunction        | TMD 1002 | 1                  |  |  |  |  |  |  |  |
| Mgmt. and Supervision of a Dental Practice | MSD 1001 | 0.5                |  |  |  |  |  |  |  |
| Hospital Dentistry                         | HSD 1001 | 0.5                |  |  |  |  |  |  |  |
| Comprehensive Care: Patient Clinic         | CCC 1002 | 9                  |  |  |  |  |  |  |  |
| Special Issues in Patient Care             | SIP 1001 | 0.5                |  |  |  |  |  |  |  |
| <b>Weeks 1-8</b>                           |          | <b>11.5</b>        |  |  |  |  |  |  |  |
| Mgmt. and Supervision of a Dental Practice | MSD 1002 | 2                  |  |  |  |  |  |  |  |
| Pediatric Dentistry Topics                 | PED 1002 | 1                  |  |  |  |  |  |  |  |
| Geriatric Dentistry Topics                 | GDT 1001 | 1                  |  |  |  |  |  |  |  |
| Comprehensive Care: Patient Clinic         | CCC 1003 | 30                 |  |  |  |  |  |  |  |
| <b>Weeks 9-28</b>                          |          | <b>34</b>          |  |  |  |  |  |  |  |
| <b>First Semester Total</b>                |          | <b>45.5</b>        |  |  |  |  |  |  |  |

## Schedule of Courses

### D3 Second Semester

| Course Title                          | Code     | Total Credit Hours |  |  |  |  |  |  |  |
|---------------------------------------|----------|--------------------|--|--|--|--|--|--|--|
| Comprehensive Care:<br>Patient Clinic | CCC 1004 | 30                 |  |  |  |  |  |  |  |

***Second Semester Total***

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| 30 |
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## **6.7 POLICY AND PROCEDURE FOR FINAL GRADE APPEALS**

### **6.7.1 CAUSE FOR FINAL GRADE APPEALS**

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

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

1. Assignment of a grade that is malicious and/or discriminatory: *i.e., in determining the grade, the Course Coordinator clearly did not apply the same standards he/she used for grading other members of the class whose work and behavior were similar to those of the appealing student.*

2. Assignment of a grade that is arbitrary and/or capricious: *i.e., the Course Coordinator had apparently no discernible rationale for arriving at the grade given.*

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

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

1. Disagreement with the course requirements established by the Course Coordinator.

2. Disagreement with the grading standards established by the Course Coordinator.

3. Disagreement with the judgment of the Course Coordinator in applying his/her grading standards so long as he/she has made a reasonable effort in good faith to be fair and consistent in exercising that judgment. Good faith on the Course Coordinator’s part shall be presumed unless the student can offer convincing arguments to the contrary.

4. The student’s desire or “need” for a particular grade, while compelling to the individual on a personal level, shall not be considered “good cause” for purposes of appeal.

### **6.7.2 PROCEDURE FOR FINAL GRADE APPEALS**

A. 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 Associate Dean of Academic Affairs in writing.

*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 Associate Dean of Academic Affairs or another member of the SDM to sit in on the conference.
3. The student shall explain the reasons for appealing the grade (see Cause for Final Grade Appeals), and the faculty member shall explain the reasons for assigning the grade.
4. If the faculty member believes the grade should not be changed, the student shall be notified in writing (with a copy to the Associate Dean of Academic Affairs) within five (5) class days after the conference has occurred.
5. The Associate Dean of Academic Affairs will consider all the facts presented by the student and faculty member and make a decision regarding any grade change based on the criteria listed in Cause for Final Grade Appeals, section 6.7.1.
6. The student will be notified in writing within a reasonable time period of the Associate Dean of Academic Affairs decision.

*Clinical*

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

*B. Step 2: Appeal to the CSSP Committee*

If the student is not satisfied with the decision of the Associate Dean of Academic Affairs, he/she may file an appeal to the CSSP Committee.

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

### C. Step 3: Appeal to the Dean

1. If the student is not satisfied with the finding of the CSSP committee, he or she may appeal to the Dean within three (3) calendar days after being notified 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 day after notice of appeal is given. Students may then appeal to the President within seven (7) business days after being notified of the decision rendered by the Dean. All decisions by the President concerning the appeal are final.
2. The Dean shall notify the Registrar within a reasonable amount of time in writing of the final decision.

## **6.8 PROMOTION**

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

1. A student will be recommended to the Dean for promotion by the CSSP Committee.
2. A student may **not** be recommended for progression from one academic year to the next with any outstanding grades.
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.

## **6.9 PROBATION**

1. Probation is defined as a period of time specified by the Dean and Associate Dean of Academic Affairs during which the student's progress will be closely monitored by the CSSP Committee and the Dean and Associate Dean of Academic Affairs. A student may be placed on academic probation after failure of a course or unsatisfactory academic performance as determined by the CSSP Committee. Other causes for probation may include conduct or disciplinary probation.

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

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

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

## **6.10 REMEDIATION**

### **6.10.1 POLICY STATEMENT**

Remediation is a privilege, which may be earned by a student through an active participation in the educational program as demonstrated by regular attendance, individual initiative, and utilization of resources available to him or her. There is no right to remediation. All decisions on remediation rest solely with Administration. All remediations will occur at the end of the academic year.

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

### **6.10.2 REMEDIATION PROCEDURES**

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

The CSSP Committee will consider all failed grades in courses or rotations as requiring remediation.

Educational objectives, competency requirements and evaluation techniques for remedial courses should be the same as the educational objectives, competency requirements and evaluation techniques which underlie courses in the regular curriculum. Where deemed appropriate, the CSSP Committee, after consultation with the Course Director or Associate Dean of Academic Affairs, may recommend the following options for the student:

#### *A. Didactic Courses:*

1. Students scoring below **75%** in a course may take a remedial examination as determined by the CSSP committee. Students need to score at least **75%** to pass a remediation course or exam.
  - a. A Remedial Examination Fee will be assessed to all individuals taking a remedial exam. This fee will be \$100. The fee must be paid to the Registrar in Student Affairs prior to the student taking the remedial exam.
  - b. All remedial examinations must be taken on the dates specified by the Associate Dean of Academic Affairs or Course Director.
2. Students scoring below **75%** in the remedial exam will be required to complete a remedial course, including competency assessments as determined by the instructor. The remedial course may include, but is not limited to, the following:
  - a. Special projects or studies in the deficient area(s).
  - b. Repetition of the course.
  - c. Participation in a self-study course.

All remedial courses will be offered no later than prior to the start of the next academic year. Students will be charged an additional fee of \$500.00 for on-campus remediation. The CSSP Committee may require students to take a course off-campus. Students required to

take a course off-campus will be responsible for registration and any fees involved in those courses. All remedial courses must be completed before progression to the next academic year.

3. Any student failing (<75%) two (2) courses per academic year may result in a recommendation for repeating the year or dismissal and/or academic/professional counseling. Any failure will be reported to the CSSP Committee.

*B. Clinical and Experiential/Outreach Rotations:*

1. In the case of failure of a clinical rotation, the Assistant Dean of Clinical Education along with the preceptor of the site will devise appropriate remediation experiences.
2. Students failing a rotation course may be required to meet with the CSSP Committee to discuss their academic progress. The CSSP Committee may recommend academic/professional counseling, probation, suspension or dismissal.

*C.* The highest grade a student may earn through remediation is C (75%). The remediation grade will be recorded on the transcript with an asterisk. For those students required to remediate off-campus, a footnote will specify the institution where the remediation occurred.

*D.* Any student who is required to remediate a course will be notified in writing by the Associate Dean of Academic Affairs within a reasonable period of time - generally within fifteen (15) working days after receiving the student's grades from the Office of the Registrar.

*E.* Grades earned during an attempted remediation will be reviewed critically by the CSSP Committee, the Dean and Associate Dean of Academic Affairs. Failure to earn at least a Pass (75%) in remediation course may result in dismissal from the SDM.

*F.* Decisions regarding remediation will be made on an individual basis after considering all pertinent circumstances. The decision will be made by the Dean and Associate Dean of Academic Affairs, based upon the recommendations of the CSSP Committee. The CSSP Committee will base its recommendations on the student's academic record and consideration after consultation with the Preceptor, Course Coordinator and/or Associate Dean of Academic Affairs as well as the student involved when appropriate.

### **6.10.3 REMEDIATION EXPENSES**

Remedial examinations require a \$100.00 processing fee paid in advance. Fees for remediation in a course will be determined individually based on a prorated scale. All remediation fees should be delivered to the Registrar in Student Affairs, and all fees must be paid in full and **in advance** of the start of the remediation process.

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

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

### **6.11 DISMISSAL**

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

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

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

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.

### **6.12 LEAVE OF ABSENCE**

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

1. The student must consult with his or her faculty advisor, and the faculty advisor should immediately inform the Dean.
2. The student must then write an official request for a Leave of Absence and personally present it to the Dean. The student will define the "period of time" of the Leave of Absence requested.
3. The Dean will send an official letter to the student indicating whether or not the leave of absence has been approved. This letter will define the "period of time" of the approved absence.
4. If approval is granted for the leave of absence, students receiving financial aid must meet with the Office of Financial Aid to discuss how the leave of absence will affect their eligibility for financial aid and complete a Leave of Absence form (Appendix B) and a Leave of Absence for Financial Aid form (Appendix A).

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

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

### **6.13 WITHDRAWAL POLICY**

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

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

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

1. The student must consult with his or her faculty advisor. The faculty advisor will prepare an appropriate report and send it to the Dean.
2. The student must consult with the Dean to discuss the reason for the withdrawal.
3. If the student still wishes to go through with the withdrawal, he or she needs to officially inform the Dean with a written letter of intent.

A student who has withdrawn from LECOM and wishes to be reconsidered for admission must reapply and go through the entire application process.

### **6.14 STANDARDS OF SATISFACTORY PROGRESS**

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

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

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

### **6.15 ATTENDANCE, TARDINESS AND ABSENCES**

As mature students of a health profession school it is expected that students 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 that students understand the necessity of taking advantage of all learning opportunities presented by the SDM’s curriculum. Students are allotted five sick days per school year (these do not accumulate from year to year) which along with medical necessity could also be utilized for a death in the immediate family or special circumstances (vehicle accident, etc.). These are not to be viewed as days off, but days for specific reasons as stated above. Students 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.

### **6.16 POLICY ON EXCUSED ABSENCES**

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

Although we do not have a mandatory attendance policy, students are expected to attend and participate in all lectures, clinics and courses. If you are unable to attend a session, students should submit an excused absence form which allows them to make up any missed coursework or exam. Students who fail to submit a request for an excused absence will not be allowed to make up missed work and will receive a failing grade.

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 and attendees must be a delegate, alternate, presenter or have a participatory role at the meeting to be approved by the Office of Academic Affairs.

#### **The following are guidelines for attendance at dental meetings/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

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

**Health fairs/career days**

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

**Excused absences for personal reasons**

Students must submit a request for an excused absence from school for personal reasons (i.e. wedding, family event/circumstance). Only those events related to immediate family matters will be considered excused however. Verification may be requested and must be submitted at least 10 days in advance unless it is of an emergent nature.

Course work or exams missed during an unexcused absence cannot be made up and will reflect negatively on final course grade. Students missing an exam will be given an opportunity to take the exam to test their knowledge base but the grade will not be averaged in for the overall grade of the course.

Students who are sick will be allowed to make up work missed if they notify the course director within 24 hours by email. Make up will be at the course director's availability. Students must provide a copy of doctor's note if absent more than two days.

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)

## **6.17 PARTICIPATION IN SPECIAL ENVIRONMENTS**

Dental medical 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 all courses. Failure to participate in required academic classes will result in consideration for dismissal from the SDM.

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. The following steps should be taken by students who fall into these two categories.

### *A. 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 the appropriate Associate or Assistant Dean that they are allergic or sensitive to certain chemicals in the teaching environment, the following actions will be taken:

1. The student will be directed to the Associate Dean of Academic Affairs who will inform the student of the following options:
  - a. The student may wish, at the student's expense, to be medically evaluated. The Associate Dean of Academic 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.
  - b. If the student wishes to reduce exposure to the chemicals in question, this may be accomplished by wearing extra clothing and gloves. Students should also consider wearing an appropriate mask.
2. The student, after being evaluated, will be given three (3) working days in which to make a decision as to the two options. During this period, if the student decides not to attend the class in question, the absences will not be counted. The student will, however, be held responsible for the material covered during the absences. After three (3) working days, if the student has not made a decision in writing to the Associate Dean of Academic Affairs, any further absence from courses will be counted against his/her attendance record which could result in consideration for dismissal from the SDM.

### *B. The pregnant student:*

The pregnant student should notify the Associate Dean of Academic Affairs. It is recognized that students may become pregnant prior to or during their course of study at the SDM. This may pose special problems concerning exposure to x-rays or chemical agents in the teaching environment and rotation sites because possible effects of many agents on fetal development are

unknown. The SDM does not know and cannot determine the potential risk of the teaching environment to the developing fetus. If the student wishes to continue in the course in question, she does so of her own volition knowing that the following options exist. If a student advises the Course Coordinator that she is (or may be) pregnant, the following actions will be taken:

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

1. Obtain, at her own expense, appropriate clothing to reduce her exposure to the potentially harmful chemicals and an appropriate filter mask;
2. Apply in writing for a modified matriculation plan to the Dean;
3. Take a Leave of Absence from school and resume coursework the following year after the birth of the baby;
4. Drop the course and, at own expense, take an approved course at another institution at a subsequent time. This option would have to be approved at the end of the academic year in question pending review of the student's overall record by the CSSP Committee.

## 7. EXAMINATIONS AND GRADUATION

### 7.1 EXAMINATION DECORUM

Faculty and/or school administrators proctor all examinations. During examinations students are expected to maintain at all times a decorum and demeanor that is consistent with accepted academic and professional standards. Professional dress is required for all examinations unless indicated otherwise. Lack of professional dress may result in dismissal from the exam. The student will then be treated as if he or she had an unexcused absence. It is mandatory that the students bring **only** pencils into the examination site. Prior to entry into the examination room, the students **must** leave all personal items (books, notes, study aids, coats, etc.) in the student lockers. Once the examination has started, no talking is allowed. Students shall be assigned seating during exams. Students who need to use the restrooms must first hand their test papers to the proctor and request permission before leaving the examination room. No more than one student will be allowed to leave the examination room at one time. After completing the exam, students should leave the examination room and the area adjacent to the examination room so as not to disturb students still taking the exam.

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

### 7.2 NO STUDENT MAY BE EXEMPT FROM TAKING EXAMINATIONS

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

### 7.3 STUDENTS MUST BE ON TIME FOR AN EXAMINATION

Examinations will not be given more than fifteen (15) minutes after the scheduled time or, at the discretion of the Course Director, after the first student has left the room. If a student misses an examination due to an excused absence, the student must submit a request in writing, via a form (Appendix C), to the Course Director in order to approve (and reschedule)/not approve make-up examinations. For *excused* absences due to illness, a written statement from the attending physician is required before the student will be allowed to take the examination. If the absence is *unexcused*, the student **may** be allowed to take an examination. **In instances when an unexcused missed examination is permitted to be made up, the maximum grade that can be earned will be C on that examination.**

#### **7.4 COUNSELING AFTER FAILED EXAMINATIONS**

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

#### **7.5 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 at least a C or Pass (75%) in each course, have successfully passed all clinical competency exams, have successfully met the attendance policy and have no unremediated failing grades and no grades of Incomplete (I);
2. Are at least 21 years of age;
3. Matriculated at least four academic years, but not more than six academic years in the dental professional program;
4. Completed all legal and financial requirements of the SDM;
5. Exhibited the ethical, professional, behavioral and personal characteristics necessary for the practice of general dentistry;
6. Completed a Clearance Check Form from the Office of the Registrar. This form, which must be returned to Registrar prior to graduation, is placed with the student's permanent record and serves as the student's 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 in 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 CSSP Committee and Dean. Students **must** complete all requirements for graduation within six years from the date of matriculation for the four year program of study.

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

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

## **7.6 COMMENCEMENT**

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

Students completing graduation requirements after August 31 will receive their diplomas with the following year's graduation date. The Registrar will be responsible for distribution of the diplomas.

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

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

Graduating students may request ONE immediate family member who is a DMD or DDS to assist with the academic hooding during the ceremony. An immediate family member may be a father, mother, brother, sister, spouse, father-in-law, mother-in-law, brother-in-law, grandfather, grandmother, aunt or uncle. The Dean, Associate Dean of Academic Affairs and Directors are the official representatives of the SDM. LECOM faculty may not serve as a guest hooder unless he/she is a family member.

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

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

## **7.7 TRANSCRIPTS**

Enrolled students will receive a grade report after grades have been posted at the conclusion of each semester.

In order to request an official transcript, the Transcript Request Form must be completed and submitted to the Registrar's Office. There is a \$5.00 fee for each transcript and the transcript must be mailed directly to the recipient from the SDM. The transcript is only official when it bears the signature of the Registrar and the seal of the SDM. **Transcripts and grade report forms cannot be faxed.**

Requests for an official transcript must allow a minimum of ten (10) working days for normal processing and three (3) weeks for processing following the end of a semester. Official transcripts will not be provided to students who are delinquent in their financial obligations to SDM or any of its affiliated hospitals or clinics, or delinquent in submitting required health forms and if clinical rotation requirements are not received by the appropriate offices. If SDM has knowledge that a student or graduate is in default on any Federal, State, outside agency, institutional loan, or service obligation, SDM will withhold all official transcripts and letters of recommendation or evaluation for internships, residencies, employment, staff privileges, specialty certification and licensing.

## **8. COURSE DESCRIPTIONS**

### **8.1 PROBLEM BASED LEARNING**

The Problem-Based Learning Pathway (PBL) at LECOM emphasizes student-centered, self-directed learning. Groups of ten students meet with a faculty facilitator three times per week. Faculty members do not teach in the traditional sense. Instead, they serve as facilitators.

#### **8.1.1 Introduction**

A series of cases focus on learning the basic sciences required to understand patient problems. Students then work independently and in small groups on learning issues before the next meeting, at which time the new information is discussed and refined in the context of the case.

#### **8.1.2 The Tutorial Process in Problem-Based Learning**

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

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

The facilitator will monitor the direction of the group, and redirect them by asking appropriate questions for discussion if they digress too far, but this is done only if absolutely necessary. The students are given the latitude to pursue unproductive directions, and decide for themselves that a particular learning issue was not germane to understanding the patient's problems.

#### **8.1.3 The Group Tutorial Process**

Initially, a case requires several tutorial sessions to complete. The group tutorial process may be divided into three phases. In the first phase, one student reads the case while another serves as a "scribe" and writes information on a blackboard. The blackboard is divided into three areas, for facts, general ideas and learning issues. Facts are listed as they are read. The students then begin to discuss the facts, to decide as a group which facts are important and which are irrelevant, and to probe for scientific explanations and correlative information relating to the clinical picture presented. This is accomplished first using existing knowledge of the group members.

At this point, the students must challenge any information presented for accuracy and understanding. As they arise, ideas are listed which are eventually formulated into hypotheses to be tested. With each hypothesis, one or more learning issues (topics about which there is insufficient knowledge to understand the clinical picture or to pursue without additional research) are presented, as well as which resources the students should utilize in order to obtain the appropriate information.

During this process, the students must take particular care to not become preoccupied with making a diagnosis, but to adhere to their primary goal: that of understanding the basic mechanisms, not the diseases, responsible for the clinical symptoms and signs. The final activity of each session is for the group to evaluate its effort. The program objectives may be re-read at this time and recommendations made as to how to improve the group's performance.

During the second phase, the students engage in independent and small group study, addressing the learning issues adopted in the group session. Appropriate resources for acquiring this knowledge include textbooks, journals, microscope slides, X-rays and tomographic scans, audio-visual materials, and designated resource faculty, who may upon request provide information on a topic.

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

#### **8.1.4 Role of Participants**

The facilitator is responsible for providing the case information at the appropriate times during the discussion. He/She also assures that each member of the group participates by prompting, if necessary, the more timid members. In addition, the facilitator monitors how accurately the group is addressing the desired objectives.

The facilitator will also evaluate the efforts of the group members in terms of the willingness to contribute and willingness to complete their independent study to the extent that they are able to contribute to the group effort.

The students have the responsibility to participate actively in the discussions of the group. They must be willing to give and accept constructive criticism, be willing to admit to knowledge deficiencies where they exist and to conscientiously complete their independent study assignments so as to contribute effectively to the group effort. Students also have the responsibility to honestly evaluate the activities of each other, themselves, the facilitator and the group as a whole. Only in this way is improvement possible.

### **8.1.5 Content Examinations**

Each exam includes multiple choice questions, and may include practical questions about laboratory material such as interpretation of slides. The questions will be generated by the faculty and will be based upon the learning issues identified since the last examination. The exam process will be used to identify the students' strengths and weaknesses as well as contribute to their overall evaluation.

### **8.1.6 Faculty Evaluation of Student Performance**

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

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

## **8.2 GENERAL OVERVIEW**

The core of the program is the series of problem-based learning cases which occupies much of the time in years 1 and 2. While an Anatomical course is taken, groups meet only once per week, thereafter groups meet three times per week for the remainder of the first year, and three times per week for the entire second year.

### **8.2.1 Course Purpose of PBL I**

PBL is a format for learning the basic medical sciences (anatomy, histology, embryology, neuroscience, biochemistry, genetics, physiology, pharmacology, pathology, microbiology, and immunology) and their application to understanding management of disease processes. This is a major component of the first two years of dental education and is required for the practice of dentistry. PBL I will consist of PBL groups of ten dental students. This syllabus will follow the School of Dental Medicine form including; grade disputes, make-up exam policy, student integrity, communications and disabilities. The mark for passing for these courses will be set at 75% .

The goals of the Problem Based Learning are:

1. To provide an understanding of the basic medical sciences, and their relation to the practice of dentistry;
2. To provide an understanding of group dynamics and personal reactions to stressful situations so students can more productively interact with each other and with future patients; and
3. To provide the basis for self-directed learning. This includes refining the question that needs to be asked, defining what needs to be understood to understand the question, and accessing the resources that provide that information. This should lead to life-long learning.

### **8.2.2 Course Purpose of PBL II**

PBL II is a format for learning the basic oral sciences. The PBL II curriculum emphasizes the oral facial complex and its' relationship to the body as a whole. PBL II will additionally focus on the normal function of the elements of the oral facial complex, disease processes affecting their function as well as treatment options.

### **8.3 DENTAL ANATOMY AND MATERIALS**

*Dental Anatomy Component:* This course in oral anatomy and dental materials is part of your simulation clinic curriculum and is 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 is designed to assist in the development of your manual dexterity skills and at the same time facilitate the learning of dental anatomy of the human dentition. 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 clinical practice.

*Dental Materials Component:* The purpose of this component is to enable students to apply scientific principles to the selection and utilization of dental biomaterials.

### **8.4 GENERAL PRACTICE DENTISTRY**

This course provides early exposure to today's most prominent type of (Private, Corporate and Public Health) dental settings by rotating students to off-site dental offices of each type for externships. The initial aspect of the course includes didactic and clinical instruction. 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, four handed dentistry, infection control and their applications as they are utilized in the private dental practice. The didactic radiology module will encompass a basic understanding of radiographic safety and principles to enhance comprehension while observing during externships. Students will observe and discuss the principles of office management with the dentist and the dental team to gain an increased understanding of business management components in a private dental practice. Students will observe and discuss the importance of cultural competency within a private dental practice. Topics to be discussed during the didactic component of the cultural competency module include ethnicity, race, culture and diversity within multiple populations. In addition, the response of diverse cultures to illness, traditional medical care and medications will be included. The effective use of interpreters and folk beliefs will be explored as it relates to practices that effect healthcare treatment. The preceding concepts will then be assimilated to the dental arena and provide an increased understanding and skill level of interpersonal communication and interviewing techniques.

#### **8.4.1 GERIATRIC DENTAL TOPICS**

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.

#### **8.4.2 GROSS ANATOMY SELF STUDY**

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

#### **8.5 HOSPITAL DENTISTRY**

This course is designed to expose the pre-doctoral students to dental care provided in a hospital environment.

#### **8.6 HYGIENE PATIENT CLINIC**

This course 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.

#### **8.7 MANAGEMENT & SUPERVISION OF A DENTAL PRACTICE AND CURRENT LEGAL ISSUES**

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

#### **8.8 ORAL SURGERY**

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.

#### **8.9 ORTHODONTICS**

This course has 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. This will also serve:

- To enhance the student's judgment in the areas of diagnosis, treatment planning, and treatment objectives;
- To provide practice experience in the clinical management of specific orthodontic problems;

- To understand post-orthodontic treatment growth and relapse changes and the use of orthodontic retention appliances; and
- To study the principles and procedures in preventive, interceptive, and corrective orthodontics examined through a case analysis and treatment planning format.

### **8.10 TOPICS IN PEDIATRIC DENTISTRY**

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

### **8.11 PEDIATRIC DENTISTRY**

The purpose of this course is to emphasize basic information regarding early childhood development and care for children.

### **8.12 PERIODONTICS**

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

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

### **8.13 RESTORATIVE - COMPREHENSIVE CARE**

This is a case based simulation clinic course: patient cases will be presented in the same format as that utilized in the patient care clinics. These cases will include: children, adolescents, adults and geriatric patients to give students the entire scope of procedures they will treat in both our onsite clinic and outreach clinics. Because of the case-based nature of this course, the objectives are not assigned to any part but will be covered upon the successful completion of RCC1001-1004.

#### **8.13.1 Orthodontic**

- To enhance the student's judgment in the areas of diagnoses, treatment planning, and treatment objectives;
- To provide practical experience in the clinical management of specific orthodontic problems;
- To understand post-orthodontic treatment growth and relapse changes and the use of orthodontic retention appliance; and
- To study the principles and procedures in preventive, interceptive and corrective orthodontics examined through a case analysis and treatment planning format laboratory.

### **8.13.2 Treatment Planning**

- a. The course 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.
- b. 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 paperwork 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.

### **8.13.3 Dental Materials**

The student will be able to apply scientific principles to the selection and utilization of dental biomaterials:

- a. To ensure that all major aspects of dental biomaterials have been studied;
- b. To enable a deeper understanding of major scientific concepts in areas of rapid development;
- c. To understand the limitations of current materials and areas of current research interest;
- d. To appreciate areas of intensive research (many represented by research in the SDM);
- e. To understand areas of controversy in relation to choice of materials; and
- f. To prepare students for a lifetime of learning in dental biomaterials.

### **8.13.4 Periodontal**

The course will help develop the student not only in basic periodontal instrumentation techniques, but also help develop skills in communication, time utilization, documentation, infection control and professionalism.

### **8.13.5 Operative Dentistry**

The overall purpose of the 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, intracoronal 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.

#### **8.13.6 Endodontic**

The purpose of this course is to train the dental student in the management of uncomplicated endodontic procedures.

#### **8.13.7 Prosthodontic**

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 removable prosthodontics as treatment of choice and to recognize limited occlusal abnormalities. The students will be introduced to tooth modifications and to the techniques involved in providing information to the laboratory to fabricate fixed partial dentures, removable complete and partial dentures. The students will be introduced to the clinical procedures used in fixed partial dentures, removable complete and partial prosthodontics. This course provides 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.

#### **8.13.8 Dental Care Delivery and Oral Epidemiology**

This course is designed to introduce students to the roles and responsibilities of a dental professional and to expose them to the fundamental elements of dental public health. This includes dental care delivery, epidemiology, professional ethics, health economics, and health policy. The course directors encourage students to develop analytical skills and to think critically about the delivery of dental care.

#### **8.13.9 Prevention and Oral Health Promotion**

This course is designed to introduce students to various aspects of prevention in the practice of dentistry. Emphasis is placed on the epidemiology of various oral diseases/conditions, on models of health education and health promotion, and on specific preventive strategies at individual and community levels.

#### **8.13.10 Radiographic**

This course consists of a systematic study of intraoral and extraoral radiographs emphasizing radiographic interpretation of developmental and acquired anomalies of teeth, osseous structures and maxillary sinus; and manifestations of systemic diseases in jaws and associated structures. The purpose of this course is to assist students to detect and to evaluate radiographic evidence of deviations from normal so that they can make valid recommendations and judgments on the basis of radiographs alone or in conjunction with other procedures in arriving at a differential diagnosis, a tentative diagnosis, and the definitive or final diagnosis. Emphasis is placed on developing the

ability to use concepts already learned in oral and general pathology and basic biological science courses in understanding and evaluating the nature of the disease process. A further purpose is to present to the student a systematic approach to the physical evaluation of the dental patient including techniques of interviewing, physical examination and basic diagnostic procedures.

### **8.13.11 Patient Management**

A diagnostic database is an essential aspect of patient evaluation that students will use during the examination of ALL patients in the various adult clinical programs in SDM of Dentistry. For every initial patient evaluation upon admission to the dental school program it is required to determine a comprehensive diagnosis and database prior to the treatment of the patient.

## **8.14 RESTORATIVE DENTISTRY - COMPLETE DENTURES**

### **8.14.1 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. 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.

### **8.14.2 Laboratory**

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.

## **8.15 RESTORATIVE DENTISTRY - COMPLETE DENTURES PATIENT CLINIC**

This course provides the D1 and D2 students with basic clinical training and experience in the Removable Prosthodontic discipline of dentistry. Each student is assigned a preceptor, who as a master clinician provides the student with guidance in patient management, diagnosis, treatment planning and fabrication of a removable prosthesis for the edentulous patient. Students, working in pairs, will be assigned a patient to whom they will provide complete care.

## **8.16 TEMPOROMANDIBULAR JOINT DYSFUNCTION**

The purpose of this course 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.

## **8.17 SPECIAL ISSUES IN PATIENT CARE**

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

## **8.18 CLASS OF 2016 SEMESTER SCHEDULES**

Semester Schedules can be readily accessed on the School of Dental Medicine Portal Page under Course Schedules.

## 9. STUDENT CONDUCT

### 9.1 CODE OF STUDENT CONDUCT AND DISCIPLINE

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

#### 9.1.1 Purpose of the Student Code

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

#### 9.1.2 Student Honor Code

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

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

### Honor Code Violations

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

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

Upon concluding its investigation, the Committee shall make a finding as to whether or not a violation has occurred or whether the investigation is inconclusive. If it is decided that a violation has occurred, a sanction shall be formulated. Examples of possible sanctions are described in the “Code of Student Conduct and Discipline.” At that time, the student against whom the sanction has been made will be called before the Committee and be informed, both orally and in writing, as to the findings and sanctions, as well as the established procedural process. They are described in the “Code of Student Conduct and Discipline” and the student is referred to this document for specifics. If the student disagrees with the decision of the Committee, he or she will retain rights through the subsequent procedures as described herein in the “Code of Student Conduct and Discipline” and in the section entitled “Enrollment Status During Appeal.”

The student, or any involved faculty or staff member who does not agree with the finding and/or sanction of the Committee, may have the decision reviewed. The desire to appeal must be made in writing to the appropriate dean within three (3) working days of the Committee’s decision. Should the student and the other party agree to the findings and sanction(s) formulated by the Committee, then the sanction shall be final and implemented accordingly, and rights are thereby waived. The decision must be signed by the student and the administration. Appeals may be taken from the decision of the appropriate dean to the President within seven (7) working days of the notification of the dean’s decision. The decision of the President shall be final. The President will only hear arguments and evidence presented below.

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

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

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

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

### **9.1.3 Functioning of the Student Code**

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

### **9.1.4 Examples of Honor Code Infractions**

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

- A. Cheating on academic work; for example;
  - 1. Copying, giving the appearance of copying or attempting to copy from another student's test or other academic work;
  - 2. Using, during a test, material not authorized by the person giving the test;
  - 3. Collaborating, without authority, with another person during an examination or in preparing academic work offered for credit;
  - 4. Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of an unadministered test;
  - 5. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
  - 6. Obtaining an unadministered test or information about an unadministered test; or
  - 7. Obtaining an administered secure examination that has been designated for viewing only.
- B. Plagiarism or the appropriation of an author's work and the unacknowledged incorporation of that work in one's written work offered for credit;
- C. Forgery, alteration, destruction, or misuse of School documents, medical records, prescriptions, physician's excuses, etc.;
- D. Dishonesty concerning academic and non-academic issues, such as dishonesty regarding insurance coverage or otherwise knowingly furnishing false information to a School official.

- E. Attempted or actual theft of property of the SDM or a member of LECOM's community or campus visitor;
- F. Tampering with the election of any School recognized student organization;
- G. Theft, unauthorized access or other abuse of computer systems or time relating to LECOM endeavors of the SDM;
- H. Unauthorized possession, duplication or use of keys to any LECOM premises, or unauthorized entry or use of LECOM premises;
- I. Any violation of HIPAA; or
- J. Conspiring, planning or attempting to achieve any of the above acts.

### **9.1.5 Examples of Non-Honor Code Infractions**

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

- A. Harassment of patients, faculty, staff or other students as defined in the SDM's Sexual Harassment Policy;
- B. Inappropriate dress or appearance;
- C. Not appearing for patient appointments;
- D. Being intoxicated;
- E. Illegal use, possession or sale of any quantity, whether usable or not, of any narcotic drug or controlled substance or being under the influence of any said narcotic, drug or controlled substance, without a valid prescription;
- F. Having cell phones or pagers on while lectures or laboratories are in session; or
- G. Use of profane or threatening language.
- H. Violation of the SDM's policies or regulations that have been published and are readily available to the students.
- I. Disorderly conduct on Institution-owned or controlled property and at School-sponsored or supervised functions.
- J. Obstruction or disruption of teaching whether in the classroom, laboratories or in the clinics on the Institution's premises or designated outside teaching institutions or of other SDM activities, including public service functions or other authorized activities on or off the Institution's premises.
- K. Use or possession of ammunition, firearms, guns or other objects on the Institution's property which are dangerous or flammable or which could cause damage or injury by fire or explosion to persons or property.

- L. Illegal use, possession, sale, manufacture, distribution or effective control of chemical precursors, controlled substances, controlled substance analogues, dangerous or illegal drugs; misuse, possession or effective control with intent to misuse a legal drug or other substance which when not used in accordance with legal intent could cause harm to the user; possession of drug paraphernalia; or being a party to any of the above, whether on or off campus. The student found in violation of this section shall receive a minimum sanction of suspension for one semester; in addition to the remainder of the semester in which the violation was discovered. Additional or more severe sanctions may be assigned based upon the specific facts of the case.
- M. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and the SDM regulations or public intoxication.
- N. Conduct which is disorderly, obscene or indecent; breach of peace; or aiding, abetting or procuring another to breach the peace on the Institution's premises or at functions sponsored by, or participated in by the Institution.
- O. An act constituting a violation of federal, state, civil or criminal laws or city ordinances.
- P. Misconduct relating to official obligations between the student and the SDM or its officials, including but not limited to, the following:
  - 1. Issuance of a check without sufficient funds;
  - 2. Failure to fulfill financial obligations to the SDM;
  - 3. Failure to fulfill other legally binding obligation(s) to the SDM; or
  - 4. Failure to comply with the sanction(s) imposed under the Student Code of Conduct or sanctions otherwise imposed by the SDM.
- Q. Conduct, which adversely affects the SDM community.
- R. Conspiring, planning or attempting to achieve any of the above acts.

## **9.2 PENALTIES**

### **9.2.1 Interim Disciplinary Action**

The Dean, Associate Dean of Academic Affairs, the Office of Student Affairs or the President of LECOM may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule or regulation of the SDM when 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 Associate Dean of Academic Affairs will, if possible, meet with the student prior to suspension, discuss the reasons for the interim suspension and allow the student to explain their reasons for not being dismissed or suspended pending a full hearing if such a hearing is requested by the student. In all cases referred to the Associate Dean of Academic Affairs whether or not interim action is taken, the student will meet, when possible, with the Associate Deans discuss the case.

### 9.2.2 Behavioral Penalties

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

- A. *Admonition*: This consists of a verbal or written warning. Admonitions will not become a part of the student's longitudinal record and may not be reviewed or appealed by the student. Admonitions and all of the following penalties may contain a directive that the student be evaluated or submit to treatment for any perceived psychological issues.
- B. Ineligibility for election and/or removal from student office or organizational office for specified period of time.
- C. Withholding of official transcript, barring re-admission to the SDM, and/or blocking a student from enrolling for a specified period of time.
- D. Restitution, whether monetary or by specific duties or reimbursement for damages to or misappropriation of the SDM, student, staff or faculty property.
- E. *Academic sanctions*: Writing a paper, reduction of grade on an examination, assignment or course; repetition of a course(s); being assigned additional clinic or laboratory activities or coursework; repeating of exam or coursework or other appropriate penalties.
- F. *Conduct Probation*: A penalty levied for a specific time, the duration of which will be determined by the seriousness of the circumstances. It carries with it a warning that any further violation of the SDM's regulations will result in more serious disciplinary action. Conduct probation will be removed from the student's longitudinal record by the Office of the Dean.
- G. *Disciplinary Probation*: A penalty for a definite period determined by the circumstances of the case. This is the most severe penalty under which a student may remain in the SDM. Disciplinary probation may result in a warning that further violations may be cause for disciplinary suspension or expulsion. A record of the disciplinary probation remains a part of the student's longitudinal record in the Office of the Associate Dean of Academics Affairs.
- H. *Suspension*: This penalty may be imposed for continued and/or flagrant violation of the disciplinary probation terms, or it may be imposed directly in first offense cases that warrant such action. In the case of suspension, the student will be barred from all campus and non-campus activities.
- I. *Withdrawal*: Withdrawal is administrative removal of a student from a class or from the SDM and may be imposed in instances of unmet financial obligation to the SDM; for reasons of health; or pending the outcome of competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such time as specific conditions have been met.

J. *Expulsion*: Expulsion is permanent severance from the SDM.

K. *Revocation of Degree*: The revocation of degree may occur for discovered misconduct of prior students. Allegations of misconduct which may result in a revocation of a degree will be considered by the appropriate academic process.

Students who violate LECOM's rules of conduct or who manifest aberrant behavior may be reviewed by the Behavior Intervention Team, which may refer a student to treatment, disciplinary procedures or, in extreme cases, to law enforcement.

### **9.2.3 Student Disciplinary Procedures**

#### *Authority for Initiation of Disciplinary Action*

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

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

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

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

#### **9.2.4 Procedure for Review by the Chairperson of CSSP Committee**

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

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

#### **9.2.5 Procedure for Review by the CSSP Committee**

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

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

1. Name, address and student telephone number.
2. Description, date(s) and place(s) of alleged act(s).
3. Date discipline was recommended.
4. The recommended disciplinary penalty.

5. Date of conference with the Director and Associate Dean of Academic Affairs.
6. Circumstances which merit review.
7. Signature and date.

#### **9.2.6 Authority of the CSSP Committee for Student Disciplinary Procedures**

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

#### **9.2.7 Duties of the Chair of the CSSP Committee**

The Chair of the Committee shall:

1. As soon as practical after the receipt of a request for hearing, request the Institutional Representative to submit a written statement of his or her position;
2. Thereafter, the Committee Chair shall notify all Committee members of the referral and distribute the statement of the Institutional Representative's position, if any, and any other relevant documents;
3. 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) calendar 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 Associate Dean of Academic Affairs if it is in the best interest of the student or School to do so;
4. Summon witnesses on behalf of the CSSP Committee if the Chair determines it is necessary or if requested by the student and/or the Institutional Representative and indicate when such witnesses are to be available;
5. Preside over the hearing before the CSSP Committee and assure compliance with appropriate procedures to assure due process. Hearing procedures may be modified by the Chair if in his/her judgment such deviation is necessary to effect justice; and

6. Send a written statement to the student within a reasonable time - normally five (5) calendar days after the completion of the hearing - stating any decision or recommendation of the CSSP Committee and disciplinary penalties, if any.

### **9.2.8 Procedure for Appeals of Decisions of the CSSP Committee**

Within three (3) calendar days after a decision has been received, either or both parties may give notice of appeal to the Dean. The decision will be reviewed upon the basis of the written notes of the hearing and/or documents filed and produced at the hearing and/or any witnesses the Dean wishes to call. The Dean may request both parties to submit oral or written arguments to support their positions. In order for the appeal to be considered, all the necessary documentation to be filed by the appealing party, including written arguments, when appropriate, must be filed with the Dean within seven (7) business days after notice of appeal is given. The Dean may approve, reject or modify the decision in question or may require that the original hearing be re-opened for the presentation of additional evidence and reconsideration of the decision.

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

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

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

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

Formal student complaints related to Commission on Dental Education (CODA) standards should be sent in writing to the Associate Dean of Academic Affairs within seven (7) calendar days of the occurrence or discovery of the occurrence in question. He/She will meet with the student to review the complaint. If further review of the complaint is warranted, the Associate Dean of Academic Affairs will notify the Dean and initiate an investigation of the complaint as expediently as possible. In general, the review should take no more than seven (7) calendar days. He/She will forward a

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

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

#### **9.4 ENROLLMENT STATUS DURING APPEAL**

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

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

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

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

When a student has a personal concern involving a teacher or course that is not of general interest to the class, he or she should speak to the teacher directly. If the concern might, however, involve more of the class, it should be taken to the appropriate class representative so that he/she might sample class opinion to find out the extent of the concern. If, in the opinion of the class representative, the concern is valid, the class representative should bring the matter to the attention of the class teacher with the objective of resolving it at that level.

If the matter cannot be resolved between the class and the teacher, it should be taken to the appropriate Course Coordinator or rotation supervisor. If that action proves unsatisfactory the Associate Dean of Academic Affairs should be contacted concerning the matter. If the matter cannot be handled satisfactorily by the Associate Dean of Academic Affairs, or if the students feel it was not handled satisfactorily, it will be sent to the Dean.

If neither the Associate Dean of Academic Affairs, nor the Dean, has been able to satisfy the student(s) that the matter was given adequate attention, the matter should be brought to the attention of the President. The decision of the President will be final.

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

It is a violation of the law and contrary to the policy of this SDM for any unlicensed person to attempt to engage in the professional practice of dentistry. Students, therefore, are cautioned to confine such activities to duly licensed and supervised teaching clinics.

## 10. EDUCATIONAL RECORD

### 10.1 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

### 10.2 EDUCATIONAL RECORDS POLICY

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

**School:** Refers to the SDM.

**Student:** Any person who has matriculated at the SDM and commenced classes, and for whom the SDM maintains educational records. The term does not include any individual who has applied for admission to but has not been in attendance at the SDM, nor does it include alumni.

**Record:** Any information or data recorded in any medium, including but not limited to: handwriting, print, tapes, film, microfilm and microfiche.

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

**Educational Records:** Any record (in handwriting, print, tapes, films, or other medium) maintained by the SDM or an agent of the SDM, which is part of the official record of a student's School work. The term does not include:

1. A personal record maintained by an administrative staff member and kept in the personal possession of the individual who made the record. Information contained in the record must be strictly confidential and not to be revealed or made available to any other person except the maker's temporary substitute. A "substitute" means an individual who performs on a temporary basis the duties of the staff member who makes the record and does not refer to an individual who permanently succeeds the maker of the record in his or her position.
2. An employment record of an individual whose employment is not contingent of the fact that he or she is a student provided the record is used only in relation to the individual's employment.
3. Personal health records of the student maintained by the Dental Clinic in its professional capacity used only in connection with the provision of treatment of a student and not disclosed to anyone other than the individuals providing treatment (provided that the records can be viewed by a physician, dentist or other appropriate professional of the student's choice).
4. Law enforcement records of the SDM which are maintained apart from educational records solely for law enforcement purposes and are not disclosed to individuals other than law enforcement officials of the same jurisdiction.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the SDM and the records do not relate to the person as a student.

### **10.3 ANNUAL NOTIFICATION**

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

#### **10.4 EDUCATIONAL RECORDS**

The SDM will maintain the following types of educational records:

1. Personal data which identifies each student enrolled in the SDM, including full legal name, address, race, date and place of birth, marital status, name of spouse, name of parent or guardian.
2. Descriptions of student academic status (including grade level completed), grades, standardized test scores and clinical evaluation of work competency and achievement.
3. Scores on standardized professional examination boards.
4. Records of extracurricular activities.
5. Health data.
6. Systematically gathered academic, clinical and counseling ratings and observations.
7. Reports of disciplinary and criminal proceedings provided reports contain only factual information and not subjective information.

#### **10.5 PROCEDURE TO INSPECT EDUCATIONAL RECORDS**

1. Students may inspect and review their Educational Record upon request to the appropriate record custodian.
2. Students should submit to the record custodian or an appropriate School staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.
3. The record custodian or an appropriate SDM staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given 45 days or less from the receipt of the request.
4. When a record contains information about more than one student, the student may inspect and review only that part of the record that relates to the student making the request.

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

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

1. Letters and statements of recommendation for which the student has waived his or her right to access.
2. Records connected with an application to attend the SDM.
3. Those records which are excluded from the FERPA definition of Educational Records.

## **10.7 DISCLOSURE OF EDUCATIONAL RECORDS**

The SDM will disclose information from Educational Records only with the prior consent of the student. The SDM may, but need not, disclose personally identifiable information without the written consent of a student if the disclosure is:

1. To the student himself or herself, or to anyone who has the written permission of the student.
2. To School or rotation site officials who have a legitimate educational interest in the record (a “legitimate educational interest” shall mean any interest of those officials directly related to the performance of their duties, but shall not include any interest having as its principal source the personal prejudice of any such official).
3. To officials of other colleges or universities in which a student seeks or intends to enroll, provided the student will be notified of the transfer of records and receive a copy of the records if desired.
4. To certain Officials of the U.S. Department of Education, the Comptroller General and state and local educational authorities, in connection with certain state and federally supported educational programs.
5. In connection with a student’s request for or receipt of financial aid necessary to determine eligibility, amount or conditions of the financial aid or to enforce the terms and conditions of the aid.
6. To organizations conducting certain studies for or on behalf of the SDM.
7. To accrediting organizations to carry out their functions.
8. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To authorized officials for audit or evaluation purposes.
11. To appropriate officials in cases of health and safety emergencies.
12. To state and local authorities pursuant to specific state law.

## **10.8 RECORD OF REQUESTS FOR DISCLOSURE**

The SDM will maintain a record of all requests for and/or disclosure of information from a student’s Educational Records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The student educational record may be viewed by the student or by the parents of eligible students.

## **10.9 DISCLOSURE OF DIRECTORY INFORMATION**

The SDM may disclose personally identifiable information from the educational records of a student who is in attendance at the institution if that information is considered directory

information. Any student may refuse the release of any such information by serving written notice to that effect to the Registrar within 30 days after the commencement of any academic year.

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

#### **10.10 CORRECTION OF EDUCATIONAL RECORDS**

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

1. Students must submit their request in writing to the appropriate officials of the SDM to amend a record. In doing so, the student should identify the part of the record he or she wants changed and specify why he or she believes that it is inaccurate, misleading or in violation of his or her privacy rights.
2. The SDM may comply with the request or it may decide not to comply. If it does not comply, the SDM will notify the student of the decision and will advise him or her of the right to challenge the information believed to be inaccurate, misleading or in violation of the student's rights.
3. Upon request, the SDM will arrange for a hearing and notify the student reasonably in advance of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party. However, the hearing officer may be an official of the SDM. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's Educational Records. The student may be assisted by one or more individuals, including an attorney.
5. The SDM 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.
6. If the SDM decides that the challenged information is not inaccurate, misleading or in violation of the student's right to privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or statement setting forth reasons for disagreeing with the decision.

## **11. CAMPUS POLICIES AND REGULATIONS**

### **11.1 SMOKING**

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

### **11.2 SIMULATION CLINIC AND PATIENT CLINIC DRESS CODE POLICY**

All students will wear matching scrub shirt and pants in the color designated for their class for dental courses. In addition, clean, predominately white shoes (closed-toed) and white socks, (crew length or longer) are required. Students may wear white tee shirts underneath their scrub tops, if desired. **Student ID badges must be prominently displayed and worn at all times.**

Students must be professionally dressed for all PBL sessions and will adhere to the SDM dress code. A clean and well-cared-for appearance should be maintained. Men must wear trousers, shoes, dress shirt and necktie. Women are required to wear appropriate dresses or skirts of reasonable length or slacks with appropriate blouses. (Halter tops, midriff tops, crop pants, capri pants, strapless or backless tops or dresses, sundresses and miniskirts are not permitted.) Revealing or tight, form-fitting clothing is unacceptable. Men's hairstyles should be clean and neat, avoiding extreme styles or colors. Hair length should be above the collar of a dress shirt in the back and leaving the ears uncovered. Sideburns should not extend below the bottom of the ears. Beards and moustaches must be neat and trimmed at all times. Excessive body piercing is not acceptable. Shorts, jeans, T-shirts and sandals with bare feet are not permitted. Women are required to wear shoes with stockings or socks. Shorts, jeans, T-shirts and sandals with bare feet are not permitted.

Hats, caps or sunglasses are not permitted to be worn at any time in the building. Any student wearing a hat, cap or sunglasses will be asked to remove it.

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

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

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

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

#### **11.4 HEALTH RECORDS POLICY**

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

Prior to matriculation, first year dental students must submit health and immunization records to the Office of Student Affairs. Health forms and instructions for submitting forms are mailed to all students after their acceptance into the SDM. Each student must submit the following documentation.

An **Immunization Status Report** must be completed and signed by a physician. This report provides documentation of a student's immunity to the following diseases: diphtheria, tetanus, pertussis, chicken pox, polio, rubeola, mumps, rubella, tuberculosis and hepatitis B. Rubella, rubeola, varicella and hepatitis titers documenting immunity are required.

A **Health History** must be completed by the student.

A **Physical Exam** form must be completed and signed by a physician.

A **Records Release** form must be signed by the student authorizing the physician to release the student's health records to the SDM. This form also authorizes the SDM 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. This form also asks for a student's health insurance carrier, the policy holder and the policy number. Students must keep administration advised of the address of their residence; home address, (if different); any e mail other than LECOM's'; their preference for mailings; and any changes to the foregoing.

A signed **Matriculation Agreement** must be submitted wherein the student agrees to submit all of the above mentioned items as well as additional tuition, residency and state or federal background check requirements. The Matriculation Agreement must be submitted by June 1.

#### **11.5 MANDATORY STUDENT HEALTH INSURANCE POLICY**

*Participation in a student health insurance plan available through Highmark Blue Cross and Blue Shield is mandatory for all LECOM Bradenton 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:

1. Students covered by a parental health insurance plan.
2. Students covered by a spouse's health insurance plan.

Students covered by parental health insurance or spousal health insurance must provide proof of coverage at least annually and submit one of the following:

1. A copy of the health insurance policy's face sheet with name, policy number and effective date of coverage.
2. A copy of the policyholder's insurance card with name, policy number and effective date of coverage.
3. A letter of proof of insurance with name, policy number and effective date of coverage from the insurance carrier.

Misrepresentation of coverage will be deemed an honor code violation. Students must confirm insurance coverage in December and in June.

### **11.6 LOCKER ASSIGNMENT POLICY**

The Office of Student Affairs assigns lockers to all 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.

If a student withdraws, transfers or is dismissed from the SDM, he or she must remove items from his/her locker on the last day of attendance. Lockers are the property of LECOM and are subject to search without notice.

### **11.7 POLICY STATEMENT ON INTOLERANCE**

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

### **11.8 HAZING, SEXUAL AND OTHER FORMS OF HARASSMENT POLICY**

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, hazing, stalking, dating violence, domestic violence, or sexual assault. This policy statement is meant to ensure all of our students and employees that, under no circumstances, will LECOM tolerate any form of harassment, hazing, stalking, dating violence, domestic violence, or sexual assault. 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.

Hazing and harassment of another person will result in disciplinary action, up to and including dismissal from the SDM, against any student, employee or staff member who is found, upon investigation, to have engaged in such conduct.

While all forms of hazing and harassment are prohibited, sexual harassment is sometimes less easily understood. For that reason, it is discussed specifically below. **NOTE, HOWEVER, THAT ALL FORMS OF HAZING AND HARASSMENT WILL BE DEALT WITH FOLLOWING THE SAME PROCEDURES THAT ARE SET FORTH FOR SEXUAL HARASSMENT.**

### **11.8.1 Sexual Harassment**

Sexual harassment is a form of unlawful discrimination under state and federal law. It may consist of actual or threatened sexual contact which is not mutually agreeable to both parties, continued or repeated verbal abuse of a sexual nature, a threat or insinuation that a lack of submissiveness will adversely affect the victim's employment, academic standing or other vital circumstances. The behavior must be unwanted and generally persistent and continual.

Examples of sexual harassment include, but are not limited to: pressure, subtle or overt, for sexual favors, accompanied by implied or overt threats concerning one's job, grades or letters of recommendation, inappropriate display of sexually suggestive objects or pictures, unnecessary touching, pinching, patting or the constant brushing against another's body, use of sexually abusive language (including remarks about a person's clothing, body or bodily movement or sexual activities). Any member of the SDM community may resist such harassment and/or complain about such harassment without fear of retaliation.

Certain other conduct of a related nature is also violative of federal and state law and is strictly prohibited by LECOM.

A. **Stalking:** Stalking is a pattern of repeated and unwanted attention, harassment, conduct, or any other course of conduct directed at a specific person that would cause a reasonable person to fear. Examples of stalking actions include:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email;
- Repeatedly leaving or sending victim unwanted items, presents, or flowers;
- Following or lying in wait for the victim at places such as home, school, work, or recreation place;
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets;
- Damaging or threatening to damage the victim's property;
- Harassing victim through the internet;
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth; or
- Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family, work, or neighbors, or others

B. **Dating Violence:** Violence committed by a person who is or has been in a social relationship or a romantic or intimate nature with the victim.

C. **Domestic Violence:** It is a pattern of abusive behavior in a relationship that is used by one person to gain or maintain power and control over another person if the people have at least one of the following relationships:

- Spouses or persons who have been spouses;
- Persons living as spouses or who lived as spouses;
- Parents and children;
- Other persons related by consanguinity (by blood) or affinity (by marriage);
- Current or former sexual or intimate partners;

- Persons who share biological parenthood; or
- Persons who reside or resided in the same dwelling.

Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

D. Sexual Assault: Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient.

E. Consent: Consent related to sexual activity means intelligent, knowing, and voluntary consent and does not include coerced submission. Consent does not include the failure by the alleged victim to offer physical resistance to the offender.

### **11.8.2 Reporting Procedure**

LECOM Bradenton will not tolerate hazing, harassment, stalking or any other conduct mentioned above of or by any member of the SDM community. Specific concerns or complaints regarding hazing and harassment should be brought to the attention of the persons designated below who will promptly, fully and objectively investigate the complaints to determine its merits:

1. In the case of offending students, the report should be made to the Director of Student Affairs who may refer the matter to the Associate Dean of Academic Affairs and/or the CSSP Committee.
2. In all other cases regarding faculty or staff personnel, the report should be made to the Associate Dean of Academic Affairs or the Director of Student Affairs.

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

If you have any questions regarding this policy, you should address them to the SDM Administration.

### **11.8.3 Consensual Relations between Students and Faculty/Staff**

Romantic or sexual relationships between students and faculty and staff can undermine academic integrity and have serious negative consequences for those involved. Thus, it is the policy of LECOM that such relationships are prohibited. Any faculty or staff member found to be involved in such a relationship is subject to disciplinary action up to and including termination. This policy does not apply to faculty/staff who are married to a student prior to the student matriculating at LECOM. However, in such a case a faculty may never be in a position to grade or otherwise evaluate his/her spouse.

## **11.9 FOOD AND BEVERAGE DIRECTIVES**

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

### **11.10 VEHICLE REGISTRATION AND PARKING REGULATIONS**

All vehicles must have a LECOM parking tag attached to the rearview mirror to be parked in a LECOM lot. Security is responsible for the registration of all vehicles on campus and monitoring traffic patterns in and around the campus.

The vehicle speed limit for all roadways within the LECOM campus is 10 miles per hour. Traffic citations may be issued for any infraction of the state codes on the roadways of the LECOM campus. Infractions shall include but are not limited to:

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

#### *Parking Regulations*

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

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

### **11.11 RECORDING OF LECTURES**

Video, digital or cassette taping of lectures or verbatim, or near-verbatim transcribing of lectures, is not authorized by the administration of LECOM and is strictly at the discretion of the instructor. In all instances, prior approval of the instructor must be obtained and the instructor is to be informed that he or she is not under pressure from the administration to be so transcribed and that such permission from the instructor to tape is strictly on a voluntary basis. The privilege may be withdrawn at any time. This rule is applicable to regular LECOM faculty as well as visiting faculty. Any permitted recordings may only be used in connection with educational activities at LECOM.

### **11.12 RECYCLING**

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

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

By recycling, LECOM is helping to solve trash disposal and control problems as well as following local regulations. If you have any questions or new ideas and suggestions for the recycling program contact the Safety Committee.

### **11.13 SOCIAL COMPUTING GUIDELINES**

In light of the pervasive use of such social media as Facebook, MySpace, and Twitter, LECOM has adopted the following guidelines for LECOM students who publish information through these channels:

- Students are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Be mindful that what you publish will be public for a long time – protect your privacy.
- Identify yourself – name and, when relevant, role at LECOM – when you discuss LECOM-related matters. And write in the first person. You must make it clear that you are speaking for yourself and not on behalf of LECOM.
- If you publish content to any website outside of LECOM and it has something to do with work you do or subjects associated with LECOM, use a disclaimer such as this: “The postings on this site are my own and don’t necessarily represent LECOM’s positions, strategies or opinions.”
- Respect copyright, fair use, financial disclosure, and privacy rights laws, including HIPAA.
- Don’t provide LECOM’s or another student’s confidential or other proprietary information. Ask permission to publish or report on conversations that are meant to be private or internal to LECOM.
- Don’t cite or reference LECOM workers, faculty, students or alumni without their approval. When you do make a reference, where possible link back to the source.
- Respect your audience. Don’t use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable to LECOM. You should also show proper consideration for others’ privacy and for topics that may be considered objectionable or inflammatory – such as politics and religion.
- Be aware of your association with LECOM in online social networks. If you identify yourself as a LECOM student, ensure your profile and related content is consistent with how you wish to present yourself with others.
- Get your facts right, be the first to correct your mistakes, and don’t alter previous posts without indicating that you have done so.
- Try to add value. Provide worthwhile information and perspective. LECOM’s brand is best represented by its people and what you publish may reflect on LECOM.
- Do not use the LECOM logo or seal.
- Obey the rules of the social media on which you write.

#### **11.14 CREDIT CARD MARKETING POLICY**

The Lake Erie College of Osteopathic Medicine and School of Pharmacy, LECOM Erie, LECOM at Seton Hill, and LECOM Bradenton campuses, prohibits credit card institutions, banks or any other financial or lending institutions from soliciting students on campus, and will not permit them access to campus mail and/or electronic addresses, to establish credit card accounts.

## **12. CAMPUS SECURITY AND SAFETY POLICIES**

### **12.1 CAMPUS FACILITIES**

The SDM desires to create a safe, supportive environment for its students. To this end, the SDM created several programs to ensure campus safety. The SDM facilities are well maintained, and its security is given consistent attention in the interest of students, staff and faculty. The buildings contain a state-of-the-art security system and the security personnel routinely check and record security and safety lapses. The SDM also relies on assistance from the Manatee County Sheriff's Department in all incidences.

The facilities are open from 6:00 a.m. to 11:00 p.m. during normal academic sessions. Building hours during holidays and scheduled examinations will be communicated to the SDM community in advance. A photo ID key card is required for access in and from the buildings.

For convenience in reporting crimes or unusual incidents, the emergency number for police, fire and ambulance is posted on telephones in the SDM facility. The 911 emergency system serves the Bradenton area.

Landscaping and outdoor lighting on campus are designed for security. Sidewalks are designed to provide well-traveled, lit routes from parking area to building. Grounds-keeping personnel trim shrubs from sidewalks and building entrance to provide a safe, well-lighted route to the building. A code-blue station is provided in the parking lot making contact and communication with the security office remotely and quickly as possible.

All campus lighting is routinely inspected. Night security personnel are available to escort people to the parking areas. Fire extinguishers and fire hoses are placed throughout LECOM for safety. Crime statistics for the previous three (3) years are published or distributed on campus during orientation each year to inform faculty, staff and students of the criminal incidents occurring on campus.

Each student and employee will receive by mail or computer network, the Campus Crime and Security at Post Secondary Education Institutions Survey.

Although LECOM provides campus safety and security, the SDM cannot guarantee each student's and employee's safety nor can the SDM have absolute control over the surrounding area. Each member of the SDM community must assume responsibility for helping prevent sexual assaults though increased awareness, behavior guided by reason, and by taking precautionary steps to avoid situations that lead to the possible occurrence of this crime.

### **12.2 LECOM SECURITY DEPARTMENT**

The LECOM Security Department is located inside the southwest entrance to the College of Medicine building. There is also a security post on the south side of the SDM building. The Department is responsible for the provision of law enforcement and security on campus. Campus security is provided twenty-four hours a day, seven days a week.

The mission of the LECOM Security Department is to provide a safe and secure environment for the students, faculty and staff of the SDM. The Department will ensure that the community and facilities of the SDM remain secure through professional, proactive and quality prevention, suppression and investigation of criminal activity and unsafe physical, operational and environmental conditions on the campus and properties under the control of the SDM.

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

#### *A. Daily Log*

The LECOM Security Office maintains a daily log of all criminal and non-criminal incidents that occur on campuses and satellite facilities pursuant to federal and state statutes. The contents of this log are open to public inspection. Any student or prospective student, faculty member or staff member of LECOM wishing to examine the Daily Log may do so. The Log is located in the Campus Security Office. Request to view the document can be made to any security officer on-duty in the office during hours when the building is open for business.

An 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.

#### *B. Campus Security Notification System*

LECOM will inform the campus community concerning security matters through the issuance of timely warnings whenever emergency, safety or security issues arise that pose a threat or will have a significant impact on security for students and employees. Such issues shall include but not be limited to criminal activity on or near the LECOM campus, crime prevention warnings and techniques and changes to security policy or procedure.

The LECOM Security Information Notification System [LSINS] shall include the following media:

- LECOM Video Bulletin Board
- Campus E-Mail System
- Memoranda or fliers distributed to each student or employee
- Information posted to the LECOM Security Department Home Page
- Campus crime prevention or security presentations

It is incumbent upon every member of the LECOM community to actively participate in the Campus Security Program by frequently checking and reading the information disseminated through the various media comprising the Security Information Notification System. Any campus security program can only be as effective as the cooperation and acceptance of the LECOM community.

C. *Campus Security Alerts – e2Campus*

LECOM utilizes “e2Campus,” a notification system that enables the school to send urgent news to cell phones. The service is available to all current students, faculty, and staff. After signing up for the service, LECOM can text cell phones with timely information about emergencies, class cancellations, or critical campus reminders. Registering with the system is necessary to receive the notifications. Depending on personal cell phone plans, there may be a nominal fee from a carrier to receive text messages, but there is no charge from the school to use the service.

#### **12.4 STUDENT AND EMPLOYEE RESPONSIBILITY FOR SAFETY AND SECURITY**

LECOM is an exceptionally safe and secure educational institution. However, individual complacency and inattentiveness concerning personal security can negatively impact the entire school 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 SDM. This responsibility includes, but is not limited to, the following:

- Report any safety or security concerns to the Campus Security Office at Extension **5908**.
- Report any suspicious persons or situations on campus to the Campus Security Office immediately upon discovery.
- Use your issued Card/Key every time you enter or exit the building.
- 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 around the complex. This could cause a serious delay in the response in the response time for fire fighters in the event of a fire emergency on campus.
- Keep personal items that can be stolen inside locked lockers or vehicles.
- Never leave bags or other personal items in hallways during examinations (they should be in cars, lockers or the front of the exam room).
- NO COSTUMES, Dress, or Masks including mascot uniforms which alter, cloak, or conceal an individual’s identity are permitted on any LECOM property.

#### **12.5 CAMPUS CRIME PREVENTION PROGRAMS**

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

- All incoming first year dental students receive a presentation from the Security Department during orientation.
- Prior to orientation all incoming first year students receive an Identification Badge/Card/Key and a Parking Permit.
- The Security Department, in conjunction with the Departments of Student Affairs and Human Resources and the various student organizations, will provide crime prevention presentations as needed or requested throughout the year.

#### **12.6 REPORTING CRIME**

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

witnesses, as well as, professional and pastoral counselors, are encouraged to report known crimes on a voluntary, confidential basis. Moreover, the LECOM Security Office reports crimes occurring on campus or non-campus buildings or property to the federal and state government as required by law.

Reports can be made in the following manner:

- Emergencies or crimes in progress should be reported to the police by dialing 9-1-1 from any telephone.

Non-emergencies can be reported in the following manner:

- To the Manatee County Sheriff's Department at 941-747-3011.
- To LECOM Security by dialing (941) 782-5908 from outside the building or by dialing 5908 from within the building.
- Reports can be made in person to the LECOM Security Office which is located next to the southwest entrance to the Medical College building.

The LECOM Security Department will refer or investigate all reports of criminal activity received from any source. Investigations of serious crimes will be referred to the local, state or federal law enforcement agencies as appropriate. As stated earlier, the Manatee County Sheriff's Department has primary jurisdiction to conduct criminal investigations within Manatee County. LECOM Security will assist the local authorities on investigations involving LECOM as necessary. In addition, LECOM Security will investigate any criminal incidents on the LECOM campus that are not investigated by the local police as a result of being a low priority.

## **12.7 DRUG AND ALCOHOL POLICY**

The SDM recognizes that dental medical education may be a time of great stress for students. Therefore, we want to enable our students and staff to adapt successfully to these stresses without engaging in potentially harmful coping mechanisms such as alcohol or drug abuse. A student, faculty member or employee who needs help will be assisted promptly to help solve his or her problem in an effective, compassionate and confidential manner via the Faculty Advisor, on-campus Counseling Services, Director of Student Affairs or Associate Dean of Academic Affairs.

The illegal use of controlled substances can seriously injure the health of students or staff, such as: adversely impair their performance of their responsibilities, endanger the safety and well being of the community members of the SDM, jeopardize the property of the SDM or its members or visitors, or adversely affect the educational mission of the SDM. Therefore, to provide for the safety of members of the SDM community and its property, the SDM has set the following minimum standards of conduct for members of the community and for those seeking admission to the community.

- The SDM is committed to comply with provisions of the Drug-free School and Communities Act of 1989. The SDM prohibits the unlawful possession, use or distribution of illicit drug and alcohol by students on the college property or as part of any of its activities.
- Alcoholic beverages may not be served or consumed on the SDM campus. In addition, the illegal use or abuse of drugs will not be tolerated.

- No student shall possess, use, manufacture, produce, sell, exchange or otherwise distribute any drug prohibited by federal or state law.
- No student shall process, consume, furnish, manufacture, sell, exchange or otherwise distribute any alcoholic beverage except as permitted by state law and the SDM.
- Students found in violation of this policy will be subject to discipline; review by the LECOM BIT committee; possible referral to treatment programs at Manatee Glens or through the Florida PRN; or, in extreme cases referral to law enforcement.

## **12.8 WEAPONS POLICY**

The use, possession or carrying of firearms, hand billies, dirk knives or other knives, explosives or any other weapons on LECOM owned or controlled property or at LECOM sponsored or supervised activities is forbidden. Firearms, weapons and ammunition when lawfully carried by students, staff or visitors to LECOM, shall be surrendered to the LECOM Security Office for safekeeping while on LECOM property. Any person refusing to surrender a lawfully carried firearm; weapon or ammunition on their person shall be immediately ordered to leave the LECOM campus. The only exception is for authorized law enforcement officers. The commission of a serious crime is grounds for immediate discharge from LECOM.

## **12.9 SEXUAL-ASSAULT PROGRAM PREVENTION AND PROCEDURES**

All forms of sexual assault are violations of federal and state laws and in violation of the LECOM Code of Conduct as outlined in this Handbook. Information on registered sex offenders may be obtained through the Office of Security. In compliance with federal and state laws, the SDM has developed the following sexual-assault policy.

Sexual assaults, sexual violence and sexual harassment are also violative of Title IX of the Educational Amendments Act of 1972. LECOM has a zero tolerance policy against all such conduct. To facilitate the prevention and reporting of sexual assaults, violence, or harassment, LECOM has named Title IX coordinators on each campus. They are:

Bradenton:

Jeffrey E. Myers

Associate General Counsel

941-782-5671; [jmyers@lecom.edu](mailto:jmyers@lecom.edu)

Erie

Richard E. Ferretti

General Counsel

814-866-8124; [rferretti@lecom.edu](mailto:rferretti@lecom.edu)

Seton Hill

Julie K. Freeman

Assistant General Counsel

(724) 552-2871; [jfreeman@lecom.edu](mailto:jfreeman@lecom.edu)

LECOM will offer educational programs to promote awareness of rape, acquaintance rape and related sex offenses and their prevention each year at orientation. The SDM will also direct students to community service organizations in the Manatee/Sarasota area.

If a sexual assault, stalking, domestic violence or related offense should occur, the offense should be reported to the Manatee County Sheriff's Department or the LECOM Department of Security. It is critical that fragile evidence of the crime is preserved and collected as soon as possible if subsequent prosecution of the offender is to be successful.

The victim also has the availability of on campus and community counseling services for support and assistance through the investigation and prosecutorial process as well as subsequent recovery from the traumatic event.

If you are the victim of a sexual assault, there are several options for you to follow:

- Contact the police or LECOM Security Department for assistance.
- At this point an immediate criminal investigation will be initiated.
- You will need to get 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 will be offered the services of counselors who specialize in assisting victims and the families of victims of sexual assault.
- Seek medical attention on your own.
- 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.
- Sexual assault crisis counselors can give advice, assistance and accompany you through the process.
- The Rape Crisis Center provides counseling free of charge and is available 24 hours per day.

Although a criminal investigation and prosecution for the offense is the recommended course of action in sexual assault, the ultimate decision for such action rests with the victim. Should the victim decide against law enforcement involvement, the SDM administrative disciplinary process may be invoked if another student is the offender. In this case, a report of the sexual assault must be made to the Director of Student Affairs or to the Title IX Coordinators. The procedural process will be as follows:

- Disciplinary action and sanctions for the alleged assault will be determined by review process according to the procedures defined in the LECOM Student Handbook.
- Both accuser and accused are entitled to the same opportunities to have others present during campus disciplinary proceedings. Both accuser and accused will be informed of the outcome of any campus disciplinary proceeding brought forth/forward alleging sexual assault.

- The student also has the option of obtaining counseling services during administrative process. If requested, the student will be notified of available options for academic assistance after an occurrence of alleged sexual assault.

### **12.10 SUICIDE INTERVENTION POLICY**

Any student from all of the LECOM colleges and schools who engages in suicidal behaviors and/or verbalizations must be evaluated by a LECOM approved psychiatrist, psychiatric resident or psychologist. The student can only resume their coursework, or practice experience upon written documentation from the evaluating psychiatrist, psychiatric resident or psychologist which clearly and obviously states that the student is not a threat to himself/herself and is capable to return to the academic program.

Any student from all of the LECOM colleges and schools are required to take action, report or intervene when an individual(s) is at potential risk of suicidal behavior. The scope of this policy includes any LECOM program, building, grounds, vehicles, rental space, affiliated hospitals or locations of official LECOM functions. Violations of this policy may include disciplinary action, dismissal or termination. LECOM will make the decision based on the public welfare of the institution. LECOM adheres to a zero tolerance for suicide risk.

For the purpose of this policy, suicidal behavior is defined as direct or veiled statement(s), attempted act(s), threat(s) or gesture(s) in which a person engages in life threatening behavior(s) and/or harmful intentions toward themselves.

### **12.11 VIOLENCE AND THREATS OF VIOLENCE POLICY**

There is a zero tolerance for violence or threats of violence directed toward any student or employee at LECOM. Violence or threats of violence is punishable by expulsion, termination and criminal prosecution when and where appropriate.

Violence according to this policy will include physical altercation, overt threats or covert threats of physical violence, intimidation or emotional abuse. All statements, comments and gestures related to violent behavior will be dealt with as a serious violation of this policy.

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

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

**Hate crimes are typically defined** as a crime or anti-social action in which the perpetrator targets a victim because of his or her actual or perceived membership in a certain social group, usually defined by race, religion, sexual orientation, disability, class, ethnicity, nationality, age, gender, gender identity or political affiliation.

“Hate crime” generally refers to criminal acts which are seen to have been motivated by hatred of one or more of the listed conditions. Incidents may involve physical assault, damage to property, bullying, harassment, verbal abuse or insults, or offensive graffiti or letters. Anyone engaging in

such conduct will be subject to expulsion. Anyone who witnesses such conduct, regardless of whether they are the target, must report the conduct to security, student affairs and/or any member of the LECOM administration.

Statistics are maintained on hate crimes against which LECOM has a policy of Zero Tolerance.

### **12.13 DANGEROUS PERSON POLICY**

Any student from all of the LECOM colleges and schools while attending coursework, participating in or practice experiences shall not threaten to, nor attempt to perpetuate violence, abusive physical and/or emotional acts toward others that is likely to result with intentional injury and/or pain, or the destruction of property regardless whether the act be direct or indirect; overt or covert; serious or in jest. The scope of this policy includes any LECOM program, building, grounds, vehicles, rental space, affiliated hospitals or locations of official LECOM function(s). Violations of this policy may result in: the need for an evaluation by a LECOM approved psychiatrist, psychiatric resident, or psychologist; suspension; or dismissal from LECOM. LECOM will make the decision based on the public welfare of the institution. LECOM has a zero tolerance for threat(s) or violent act(s).

Any student from all of the LECOM schools who intentionally and/or knowingly fails to identify or report a dangerous person, as described in the above paragraph is subject to an Honor Code violation as described in the Academic Catalog/Student Handbook for the SDM section “Student Disciplinary Procedures.”

Example of dangerous comments may include oral states or statements found in emails, websites or other paper or electronic media, and are not limited to: *I will kill you, I hate you, I will hurt you, I'm going to hit you, You will be sorry.* Examples of dangerous behaviors include but are not limited to: *brandishing a weapon/firearm, stalking/harassing, threatening notes, intimidating body mannerisms, threatening to injure an individual or to damage property. Retaliating against any individual who, in good faith, reports a violation of this or any policy.*

### **12.14 VISITORS**

Only matriculated students, staff, faculty and invited and escorted guests are permitted in LECOM buildings. 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 of the College of Medicine without special permission of the Course Director of Gross Anatomy. These regulations are STRICTLY observed.

Students wishing to bring a visitor to any part of the building must arrange for a special visitor's pass in advance. Approval of the special visitor's pass may be obtained from one of the following: the Director of Security, Director of Student Affairs or the Dean.

All persons visiting LECOM must sign the visitor log at the entrances of the building and wear a visitors badge indicating they are authorized to be on campus.

## **13. STUDENT AFFAIRS**

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

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

### **13.2 COUNSELING SERVICES**

Because dental medical education may be highly stressful as well as rewarding, offsite counseling services are available by referral through the Office of Student Affairs. Individual and small group counseling provides a safe, confidential environment where students can explore issues, gain greater self-awareness and develop better decision-making, problem-solving and interpersonal skills. Counseling is encouraged for students experiencing anxiety, academic stress, relationship problems, loneliness, depression, alcohol and/or substance abuse, sexuality conflicts, test anxiety and concerns related to dental school adjustment. Counseling services are provided with the assurance of confidentiality. Counselors subscribe to the ethics and guidelines established by the American Association for Counseling and Development.

Counseling services to assess students' needs, or to make referrals to the Office of Student Affairs or to mental health providers in the community, are available 8:00 a.m. to 4:30 p.m. Monday through Friday in the Office of Student Affairs. Additional hours may be arranged by appointment.

The Office of Student Affairs is available to make appropriate referrals for issues that need more intense attention. The SDM retains the services of off-campus mental health professionals who are available to students for long term counseling. Referrals to off campus counseling are also made for students who request counseling services unknown to the SDM community.

The SDM students will have limited counseling services available to them through certain designated professionals who are members of the faculty. Student must be aware that in meeting with you, these professionals are doing so solely as a member of the faculty and not as your individual physician. Therefore, there should be no expectation of confidentiality as they may share information received from you with members of the administration or other faculty members, on a need-to-know basis. Also, you should be aware that any such professionals may be assigned as your PBL instructor after any meeting, according to the School's normal scheduling policies. Students wishing to consult with the designated professionals should be aware of these provisions and will be required to sign an Authorization for Release of information.

In terms of communications with general faculty members, there is likewise a limited expectation of privacy. Certain matters, such as grades, are kept confidential. However, you should be aware that general conversations/communications with faculty members, even on topics of a personal nature, may be shared with other faculty members or members of the administration to the extent that the faculty member deems it appropriate. At LECOM at Seton Hill, counseling services are available through an arrangement with the Seton Hill University Center for Family Therapy, (724) 552-0339, <http://www.setonhill.edu/academics/familytherapy/center.cfm>.

In Bradenton, student health counseling is available and coordinated by Stephen P. Coppa, D.O. Additional counseling services for student requiring more comprehensive assessment are referred to

the Student Assistance Program through Manatee Glens EAP, 5214 4<sup>th</sup> Avenue Circle East, Bradenton, FL, 34208, (941) 782-4379, [www.manateeglens.org](http://www.manateeglens.org).

All LECOM campuses maintain a Behavioral Intervention Team (BIT) which reviews cases of aberrant behavior by students. 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 discipline students (up to expulsion) or require medical, psychological or psychiatric treatment as a requirement for continued matriculation.

### **13.3 STUDENT HEALTH SERVICES**

The SDM will assist students in securing general health care services. The costs related to any required laboratory tests, medical procedures, x-rays, medications, etc., are the responsibility of the student if not covered by health insurance.

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

1. Student Affairs and individual instructors will ensure that students know to seek immediate assistance if feeling any distress or medical issue during class time.
2. Students feeling a need for medication during class may either take it in the class or excuse themselves for a brief period to take the medicine.
3. Where medication is not involved, and a student feels any type of medical distress, the student may excuse themselves to make use of a rest room or request aid.
4. If students excuse themselves, they should return to class if possible or alert Security if they feel a need to leave. Security will alert Student Affairs.
5. Such students should not attempt to drive themselves if there is any doubt of their ability to do so. Likewise, Security should advise the student to wait and arrange for transportation if the student seems impaired.
6. Where a student expresses a need for aid to an instructor, Student Affairs and/or Security should be immediately contacted by the instructor.
7. Student Affairs/Security will make any reasonable accommodation for a student. If the situation calls for immediate medical treatment, 911 will be called. Security may also arrange for transport for the student to their residence or to a medical facility if the situation does not call for an emergency response.
8. Where appropriate, Security or Student Affairs should call the student's emergency contact.
9. In every case, when in doubt, LECOM personnel should err on the side of the greatest possible accommodation for the student.
10. The student will not be allowed back in school without medical clearance.

### **13.5 STUDENT RACIAL/ETHNIC SELF-DESCRIPTION**

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

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

SDM may request verification and/or documentation to support a student's self description for eligibility to special disadvantaged, minority/ethnic programs.

### **13.6 SPECIAL ACCOMMODATIONS**

Qualified applicants or students requesting special accommodations for examinations, laboratory procedures or any other LECOM related activities must submit a Special Accommodations Request Form to the Director of Student Affairs within at least thirty (30) calendar days prior to the start of a semester and should be re-evaluated and renewed at least every two years. Supporting documentation from a practitioner with qualifications in learning disabilities must be submitted with the request for special accommodations. The documentation should include what tests were done to assess the learning disability and what the accommodation should be specifically. All requests for special accommodations will be reviewed by the Director of Student Affairs in consultation with the Dean. Strict confidentiality will be maintained in the review of each request. The student will be responsible for any costs related to any additional evaluation or testing required to support the request for special accommodations. The student will receive written notification of the SDM's final decision on the request for special accommodations. The student is responsible for notifying all course coordinators of the approved accommodations prior to the beginning of each semester.

### **13.7 CAMPUS SPEAKERS**

All students wishing to invite speakers to address students or student clubs must first submit, **in writing**, all relevant information to the Director of Student Affairs who will grant permission for guest speakers whose presentations further the mission of the SDM.

### **13.8 BOOKSTORE**

All texts for study are available through LECOM's online bookstore. Also available through the bookstore are college logo imprinted sweatshirts, T-shirts, hats and various supplies relevant to the college atmosphere. MasterCard or Visa may be used for purchases. A book fair is held several times annually helping students familiarize themselves with available study and research media. Additional information is available on the student portal or at [www.lecom.edu/bookstore](http://www.lecom.edu/bookstore).

### **13.9 LIVING ACCOMMODATIONS**

All students live in privately owned, off-campus housing. The Office of Student Affairs maintains a list of rental properties. Listed accommodations are neither "inspected" nor "approved" by the SDM. It is the student's responsibility to inspect a listing to determine its suitability. However, the 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 of the price, quality or safety of off-campus housing.

### **13.10 STUDENT TELEPHONE EMERGENCY MESSAGE SYSTEM**

Students are asked to inform family members/friends that only emergency messages will be relayed to students. The caller must clearly state that an emergency situation exists. The caller will be asked for his or her name, telephone number, his or her relationship to the student and the nature of the emergency. The student emergency message telephone number is (941) 756-0690.

### **13.11 CANCELLATION OF CLASS**

In the event of inclement weather, tune to local radio stations for announcement of school closings. No clinical duties will be canceled because of weather; only didactic and laboratory classes may be canceled. Students should use the e2 campus system to check on closures.

### **13.12 REQUIRED EQUIPMENT**

#### **13.12.1 Personal Computer Systems**

All students are required to have a portable (notebook) computer. The computer will be used to obtain course notes, access the Internet, E-mail and activities. All incoming students must obtain a system prior to the first day of orientation. Network, Internet configuration and software tutorials will be offered during orientation. Students are responsible for all costs associated with ownership of the computer.

#### **13.12.2 Network Cards**

The Ethernet network card or wireless network card is required to interface with all computer services at LECOM. This includes downloading notes, accessing the Internet, personal e-mail and other activities. The Ethernet or network card must be capable of meeting 100BASE-TX standards.

#### **13.12.3 Recommendations**

Due to the rapid change in computer hardware, LECOM publishes current system requirements on the LECOM website. You can access this page through the LECOM website.

Students should contact the Learning Resources and Educational Technology Staff if they have any questions regarding the purchase of a notebook computer.

### **13.13 PARTICIPATION IN DENTAL SCHOOL STUDENT GOVERNMENT, CLUBS, COLLEGE COMMITTEES AND CONFERENCES/MEETINGS**

#### **13.13.1 General Requirements**

Students seeking to attend a conference must complete a travel request form. (Appendix D) Dental students must have at least an 80% average (3.0 GPA) with no course failures and passing all currently enrolled courses to:

1. serve as an officer in the ASDA
2. serve as an officer of a LECOM club or organization
3. serve on a school committee
4. attend any off-campus conference/meeting

Students wishing to attend off campus meetings or conferences must be approved in advance; must be excused from any classes that will be missed; and must complete a student travel request form (Appendix C). 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

#### **13.13.2 Dental Student Government**

The Student Government is the official voice for all dental students. The organization is open to all students at the SDM and welcomes proposals and participation from the entire student body. The responsibilities of Student Government include: collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the student body, promoting

pharmaceutical care, supporting club and class activities and working to improve the quality of life for all students at LECOM. The Director of Student Affairs serves as the liaison between the SDM administration and Student Government.

### **13.13.3 Dental School Clubs and Organizations**

Students are encouraged to participate in extracurricular activities through membership in the various clubs and organizations established by students. The following clubs and organizations will be developed during the first few years:

ASDA

American Dental Education Association Student Chapter

Christian Dental Society

Women's Dental Society

Hispanic Dental Association Student Chapter

Others as interest develops

Pledging is not permitted at LECOM.

### **13.13.4 School Committees**

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

### **13.13.5 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. The petition must include the goals of the organization, the proposed charter, the name of the faculty advisor and list of charter members. This petition must be signed by the prospective officers and the faculty advisor of the new organization. Once approved by the Student Government, the petition is submitted to the Director of Student Affairs for administrative review and approval by the Dean. The approval status of an organization is valid for one year, renewable on an annual basis. Administrative approval is important because only officially approved organizations and groups can use the SDM facilities, be listed in the SDM publications and be eligible for institutional support.

### **13.13.6 Students Organization Stationery and Use of School Logo**

Student clubs or organizations requests to use stationery bearing the SDM/Institutional logo, seal or facsimile thereof in any correspondence, must be sent to the Director of Student Affairs. No such usage is permitted without written approval.

### **13.13.7 Student Sponsored Events**

Any event conducted by a student organization recognized by the SDM is considered a student-sponsored event. Events of this nature require the approval of the Director of Student Affairs or respective organization advisor and logistics should be coordinated through the Office of Student Affairs. Requests should include a statement of facilities required for the event. Scheduling forms for events involving the use of institutional facilities are available from the Office of Student Affairs. Alcoholic beverages are prohibited at all LECOM sponsored events and activities whether on or off campus.

### **13.13.8 LECOM Video Bulletin Board**

Students or student organizations wishing to post an announcement or notice on the College's Video Bulletin Board must first receive approval from the Director of Communications. Once approved, the Office of Student Affairs will submit the announcement to the learning resources technician no later than the Wednesday prior to the week of desired posting. The SDM reserves the absolute right to reject or edit any submitted announcement or notice intended for posting on the Video Bulletin Board.

### **13.13.9 Code of Ethics**

A code of ethics will be written for each class to follow for the time they are pre-doctoral students at the SDM. This will be done during orientation of the D1 year with the Director of Student Affairs being the SDM's representative. The code will be provided to the Dean and Associate Dean of Academic Affairs for final approval. Upon final approval the entire student class will take this Oath of Ethics.

## 14. INFORMATION TECHNOLOGY POLICIES

### 14.1 GENERAL GUIDELINES

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

All electronic devices and all data stored thereon remain at all times LECOM property. LECOM has a legitimate business interest in the proper utilization of this property. Therefore, LECOM reserves the right to monitor, retrieve, or read any data composed, sent, or received on LECOM property. Students using LECOM provided electronic devices consent to having their use of these devices monitored and accessed at LECOM’s discretion. **You should have no expectation of privacy in such use.**

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

### 14.2 EMAIL

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

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

Understand that, with no notice to the user, Network Administrators routinely monitor and make backup copies of computer resources, including but not limited to the network, communication systems, e-mail messages, and internet sites log, to assure the smooth functioning of the computer resources and that they may have the ability to view the user’s files, messages or other communications.

Only computers protected by up-to-date anti-virus software will be given e-mail access. Storage on the email server is limited to 500 MB per user.

Unacceptable Uses of Email:

- Using an E-mail account owned by someone else.
- Sending harassing, obscene and/or other threatening messages to another user.
- Engaging in cyberstalking
- Sending unsolicited junk mail.

- Sending material that infringes upon the copyright of another person.
- Sending chain letters.
- Sending commercial or advertising material to users or other organizations.
- Distributing Email to everyone in the college without proper authorization.
- Distributing hate mail, discriminatory remarks or pornographic material.
- Using Email to share confidential information about students or employees.
- Soliciting on behalf of another organization.
- Automatic forwarding.
- Revealing confidential information to anyone who has neither a need nor a right to have the information.
- Sending or forwarding pornography, spam or other Email nuisances.

If you receive pornographic or other inappropriate material, advise the sender, if possible to cease; forward the Email to [isupport@lecom.edu](mailto:isupport@lecom.edu), attention IT Director; and delete it.

Please be aware that our Email filters do not stop all pornography, adware, spyware, etc. To turn off the automatic download of these images in your Email, please call our help support desk. Please remember to keep your antivirus, spyware and adware up to date. If you are uncertain if it is up to date, please call the help support desk.

### **14.3 INTERNET USAGE POLICY**

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

Unacceptable uses of the Internet:

- Use for an illegal purposes.
- Downloading or using copyrighted materials.
- Any use for commercial or for-profit purposes.
- Using software in violation of license and/or software agreements.
- Any use for product advertisement.
- Promotion of personal political beliefs.
- Access or processing pornographic material.
- Shopping, stock trading and other personal business.
- Downloading music files.
- Instant Messaging (MSN Messenger, AOL Instant Messenger, etc.)
- Distribution of unsolicited material to others, peer-to-peer file sharing.

From time to time LECOM will make determination on whether specific uses are consistent with acceptable use policies.

#### **14.5 CELL PHONES**

Cell phone usage should be kept to a minimum. It should never interfere with class. Use of cell phones while in class or in patient care areas is prohibited.

The use of cell phone cameras is also prohibited during class. No person, especially patients, may be photographed without their explicit consent. Any usage must be with the consensus of individuals and in line with the guidelines in Section 14.6.

#### **14.6 LECOM PHOTOGRAPHY PROCEDURES**

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

Photographs taken by LECOM staff members and by commercial photographers employed by LECOM should be done in accordance with the professional standards of LECOM. All photographs should portray students, faculty, administrators and others in the best possible way.

Individuals in the photographs must meet LECOM dress code standards:

- A clean and well-cared-for appearance should be maintained. Men must wear dress trousers, shoes, dress shirt and necktie. Women are required to wear appropriate dresses of reasonable length or slacks with appropriate blouses. Hairstyles should be clean and neat, avoiding extreme length, styles or colors. Revealing or tight, form fitting clothing is unacceptable. Beards and moustaches must be neat and trimmed at all times. Excessive body piercings are not acceptable. Shorts, jeans, T-shirts, and sandals without socks are not permitted. Students are required to wear shoes with stockings or socks. Hats, caps or sunglasses may not be worn.

Exceptions will be made when students are engaged in clinical work, where the appropriate clinic attire is worn; during events and programs involving physical activity with appropriate, non-revealing attire; and in clinical programs, such as surgery, where scrubs or other attire are required.

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

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

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

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

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

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

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

#### **14.7 COPYRIGHT MATERIALS**

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

**APPENDIX A**  
**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 B**  
**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 D  
TRAVEL REQUEST FORM**

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

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

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

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

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

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

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

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

Signed,

---

Signature

Date

**Please print:**

Name

---

Contact Phone Number:

---

**APPENDIX E**  
**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 F**

### **LECOM BOARD OF TRUSTEES**

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Mr. Richard P. Olinger

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Michael J. Visnosky, Esq.

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**APPENDIX G**  
**LECOM BRADENTON COLLEGE OF OSTEOPATHIC MEDICINE,  
SCHOOL OF PHARMACY AND SCHOOL OF DENTAL MEDICINE**

*Administration, Faculty and Staff*

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President /CEO

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

**Richard P. Olinger**  
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Vice President of Academic Affairs and Academic Dean, LECOM School of Pharmacy

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**Robert F. Hirsch, D.D.S.**  
Dean  
School of Dental Medicine

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

**Anton S. Gotlieb, D.D.S., M.S.**  
Associate Dean of Academic Affairs  
School of Dental Medicine

**Ronald Berezniak, Ph.D.**  
Assistant Dean of Academic Affairs

**Mark Coty, Ph.D.**  
Assistant Dean of Preclinical Education

**Anthony Ferretti, D.O.**  
Assistant Dean of Clinical Education

**Francis M. Curd, D.D.S.**  
Assistant Dean of Clinical Education  
School of Dental Medicine

**Mark Romer, D.D.S.**

Assistant Dean of Simulation Clinic Education  
School of Dental Medicine

**Marjorie K. Bell, M.B.A.,**

Director of Admissions, PBL Facilitator/Instructor  
School of Dental Medicine

**David Fried**

Director of Student Affairs

**Dan Welsh, M.L.S.**

Institutional Director of the Learning Resource Center/IT

**Pierre Bellicini**

Institutional Director of Communications

**Clay P. Rhyne, M.B.A.**

Director of SDM Operations

**Laurie Southwick**

Director of Human Resources

**Office of Student Affairs**

**Ronald Shively**

Director of Student Affairs

**Annette Shively**

Student Affairs Coordinator

**Marjorie K. Bell, MBA**

Director of Admissions

**Denay Coale-Hunter**

Financial Aid Counselor

**Deborah S. Kerris**

Financial Aid Counselor

**Sarah Buck**

Registrar

**SDM Management and Support Staff**

**Donna DiMeo** Supervisor, Dispensary/Infection Control

**Steve Rodgers** Dental Technician

**Jamie L. Furst** Patient Care Coordinator Supervisor

**Ryan Gray** SDM Librarian

**Larry McQueen** Director of Security

**Robert J. Bryan** Security Officer

**Eric Wagner** Security Officer

**Timothy McDonald** IT Service Manager

**Steven J. Buczak** IT Service Manager

**Dr. William Murphy Jr.,** IT Consultant

**Diana Holman** Administrative Assistant to the Dean

**Susan Fazzino** Faculty Administrative Assistant

**Jason Pfothauer** Building Operations Manager

**Yvonne Arrigo** Food Service Manager

**Terry Abbott** Housekeeper

**Harriet Agard** Housekeeper

**Laura Elsenheimer** Housekeeper

## **APPENDIX H**

### **SCHOOL OF DENTAL MEDICINE FACULTY**

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Kirk Zeller, D.D.S. – Instructor, *D.D.S., Emory University School of Dentistry, B.S., Michigan State University*

## APPENDIX I

### SCHOOL OF PHARMACY FACULTY

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Tatiana Yero, Pharm.D., Assistant Professor of Dental Practice, *Pharm.D., Nova Southeastern University, B.S., Florida Southern University*

## **APPENDIX J**

### **COLLEGE OF OSTEOPATHIC MEDICINE FACULTY**

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