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This handbook is designed to serve as a guide to the rules, policies, and services of the College of Veterinary Medicine at Orange Park; therefore, it is not intended to establish a contract and the University reserves the right to amend, modify, or change regulations, policies, and financial charges stated in this handbook throughout the year. In such a case, the University will make reasonable efforts to notify the University community of any changes in policies and regulations in a timely manner. Notification shall be made via MyLMU, the University website, or to University issued e-mail accounts as deemed appropriate. Any rules, regulations, policies, procedures, or other representations made herein may be interpreted and applied by the College of Veterinary Medicine at Orange Park to promote fairness and academic excellence, based on the circumstances of each individual situation.

This handbook represents a program of the current curricula, educational plans, offerings, and requirements of the College of Veterinary Medicine at Orange Park. The College reserves the right to change any provisions, offerings, tuition, fees, or requirements at any time within the student's period of study at the veterinary medical school.

Lincoln Memorial University College of Veterinary Medicine
at Orange Park
335 Crossing Blvd.
Orange Park, FL, 32073
423.869.6822

University and College General Information

Throughout this document the various entities will be referred to by their full name or the following short versions.

LMU or the University refers to Lincoln Memorial University as a whole. LMU-OPCVM or the College refers to the entire College of Veterinary Medicine at Orange Park, regardless of degree/program. DVM refers to the Doctor of Veterinary medicine program. MVCC refers to the Master of Veterinary Clinical Care program.

LMU-College of Veterinary Medicine at Orange Park Administration

- Kimberly Carney, DVM, MPH, DACVPM—Dean

Mission Statements

LMU Mission Statement

The mission and purpose of Lincoln Memorial University, as approved by the board of trustees on November 10, 2017, is available through the LMU website (<https://www.lmunet.edu/about-lmu/heritage-mission.php>).

Lincoln Memorial University is a comprehensive values-based learning community dedicated to providing quality educational experiences at the undergraduate, graduate, and professional levels. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

While primarily committed to teaching, the University supports research and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational, service, and research opportunities available to students, Lincoln Memorial University seeks to improve life for the students it serves. While serving students from throughout the state, nation, and many other countries, the University retains a commitment to enrich the lives of people and communities in the Appalachian region.

LMU-OPCVM Mission Statement

The mission of the Lincoln Memorial University College of Veterinary Medicine at Orange Park (LMU-OPCVM) is to develop competent, confident, career-ready veterinary professionals through innovation and excellence in veterinary education, service, and research that advances the health and well-being of humans, animals, and the environment. The mission is achieved by:

- Graduating students with a Doctor of Veterinary Medicine degree and providing advanced training for veterinary technicians

- Providing a values-based learning community as the context for teaching, research, and service
- Investing in quality academic programs supported by excellent faculty, facilities, technology, and partnerships
- Providing quality research opportunities for students and faculty in animal health, One Health, and veterinary education
- Focusing on excellence in instruction and clinical experiences in biomedical sciences, public health, and comprehensive veterinary health care for companion, exotic, and production animals
- Promoting diversity, equity, inclusion, and belonging by seeking to address systemic barriers, fostering a sense of belonging, and cultivating an environment where all individuals are encouraged to develop their potential
- Embracing compassionate veterinary care that values service and leadership as an enduring commitment to professionalism and the highest ethical standards

Degrees Offered

The College of Veterinary Medicine at Orange Park offers two degrees for students with various interests.

The **Doctor of Veterinary Medicine** program is to develop competent, confident, career-ready veterinarians through innovation and excellence in veterinary education, service, and research that advances the health and well-being of humans, animals, and the environment. Students graduate with a Doctor of Veterinary Medicine and are eligible to sit the North American Veterinary Licensing Exam.

The **Master of Veterinary Clinical Care (MVCC)** program is a 100% online, asynchronous program for credentialed veterinary technicians who desire to have advanced knowledge in patient case management, evidence-based medicine and clinical practice, critical thinking, practice management, clinical skills, and professional skills.

LMU Governance

Board of Trustees

Lincoln Memorial University is a private, non-profit institution controlled by a self-perpetuating Board of Trustees. Board members are elected on the basis of commitment to the programs and purposes of LMU. Board members receive no remuneration from but work on

behalf of the University. The Board establishes the broad guidelines of philosophy and institutional purpose and names the President to carry out their guidelines.

- Autry O. V. (Pete) DeBusk, Chairman
- Brian C. DeBusk, First Vice-Chairman
- Gary J. Burchett, Second Vice-Chairman
- James A. Jordan, Third Vice-Chairman
- Sam A. Mars, III, Secretary
- Roger A. Ball – Tazewell, TN
- Arthur (Art) D. Brill - Martinsville, IN
- Gary J. Burchett - Harrogate, TN
- Jerome (Jerry) E. Burnette - Knoxville, TN
- Autry O.V. (Pete) DeBusk - Knoxville, TN
- Brian C. DeBusk - Knoxville, TN
- Nicole L. DeBusk - Knoxville, TN
- Frederick S. Fields - San Francisco, CA
- Robert W. Finley - Lockport, IL
- Richard A. Gillespie - Knoxville, TN
- Charles W. Holland - Knoxville, TN
- James A. Jordan - Lauderdale By The Sea, FL
- Terry L. Lee - Harrogate, TN
- Sam A. Mars, III - Harrogate, TN
- Timothy B. Matthews - Knoxville, TN
- Alan C. Neely - New Tazewell, TN
- Dorothy G. Neely - Tazewell, TN
- Mark M. Padgett – New Tazewell, TN
- Noah Patton* - Tazewell, TN
- Todd E. Pillion - Abingdon, VA
- Kenneth O. Rankin – Dublin, OH
- Carroll E. Rose – Tazewell, TN
- James Jay Shoffner - Middlesboro, KY
- Joseph F. Smiddy – Church Hill, TN
- E. Steven (Steve) Ward - Knoxville, TN
- Michele Wilson-Jones – Stearns, KY
- Jerry W. Zillion - Germantown, MD

* Alumni Representative

Officers of Lincoln Memorial University

- Jason McConnell, DBA – President of the University
- Stacy Anderson, PhD, DVM, MS – Executive Dean, College of Veterinary Medicine
- Ryan Brown, JD – Chief Counsel for Administration
- Kimberly Carney, DVM, MPH – Dean, College of Veterinary Medicine at Orange Park
- Jody Goins, EdD – Executive Vice President for Administration
- David Laws – Vice President of Facilities Planning, Management, & Safety Services

- Christopher Loyke, DO, FACOFP – Dean and Chief Academic Officer, DeBusk College of Osteopathic Medicine
- Matthew Lyon, JD, MPA – Vice President and Dean, Duncan School of Law
- Debra Moyers, DBA – Executive Vice President for Finance
- Jay Stubblefield, PhD – Executive Vice President for Academic Affairs
- Frank Woodward, DPA – Vice President for University Advancement

Accreditation & Licensure

Institutional Accreditation

For information on LMU's institutional accreditation, please visit <https://www.lmunet.edu/about-lmu/accreditation>.

Lincoln Memorial University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, educational specialist, and doctorate degrees. Lincoln Memorial University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Lincoln Memorial University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Florida Licensure

LMU-OPCVM was granted licensure from the Florida Commission for Independent Education on INSERT DATE. Additional information may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.

Florida Complaint Procedures

Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Florida State Government and shall be reviewed and handled by that licensing board (<https://www2.myfloridalicense.com/veterinary-medicine/>).

For students attending programs in Florida, complaints related to state consumer protection laws (e.g., laws related

to fraud or false advertising) shall be referred to the Florida Office of the Attorney General and shall be reviewed and handled by that Unit (<https://www.myfloridalegal.com/how-to-contact-us/file-a-complaint>).

For students attending programs in Florida, who have a grievance that has not been resolved through other avenues, they can contact the Florida Department of Education- Commission on Independent Education either by sending a letter to: Commission for Independent Education 325 W. Gaines Street, Suite 1414, Tallahassee, FL. 32399-0400, Or by email: CIEINFO@fldoe.org, Or Fax: 850-245-3238

Professional College Accreditation

LMU-OPCVM was granted a Letter of Reasonable Assurance from the American Veterinary Medical Association Council on Education (AVMA COE) on INSERT DATE WHEN RECEIVED.

The accreditation standards are available at: AVMA Accreditation Standards (<https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Colleges/Pages/coe-process.aspx>)

Accreditation Grievances

Students wishing to file a complaint related to the accreditation standards and procedures should make these complaints in writing using the survey available to them online at: https://lmu.co1.qualtrics.com/jfe/form/SV_egLkHrSs1AjP7mJ or directly to the Dean.

University and College Facilities and Departments

Campus Facilities

The 1000-acre LMU campus -- its grounds, its buildings, its equipment, and its human resources -- is one of the most strikingly beautiful and functional in the country. Located in a rural setting just 55 miles north of Knoxville, Tennessee, the main campus is a visual treat under dynamic, experienced administrative leadership and a committed, well-prepared faculty. LMU has an atmosphere of openness and concern for the needs of each individual and sets a premium on creating the best conditions for learning.

LMU-OPCVM Facilities

The LMU-OPCVM primarily operates from two locations, the Orange Park College of Veterinary Medicine Building, located in Orange Park, FL, and the Jacksonville Humane Society nearby in Jacksonville, FL. Large animal activities occur at selected times in the curriculum at the DeBusk Veterinary Teaching Center in Ewing, VA. Normal operating hours across all facilities are Monday through Friday, 8:00 am to 4:30 pm. Students should always have their student ID/swipe card visible above the waist. All student vehicles must be registered with the University Office of Student Services during the completion of academic registration.

Orange Park College of Veterinary Medicine Building (OPCVM)

Located on Wells Lake in Orange Park, FL, just south of Jacksonville, the OPCVM building includes a large lecture hall which seats over 150 people in flexible configurations. The building also has 15 state-of-the-art communications laboratories, simulation, clinical skills, and anatomy laboratories, basic and clinical sciences classrooms, numerous study rooms, student break areas, faculty offices, student and academic services offices, clinical relations and outreach offices and the deans' suite. The building includes numerous smaller spaces, designed with the flexibility to accommodate small group/active learning, wellness activities, and student club events. The OPCVM building is available to faculty, staff and students during normal business hours or anytime through ID/Swipe access. After normal business hours or 6:00 pm, students will need their ID/Swipe card to enter and remain in the building. No guests are allowed in the building. The OPCVM building can be reached at NEW NUMBER WHEN AVAILABLE.

Orange Park Anatomy and Research

Less than a mile from the OPCVM building, the Orange Park Anatomy and Research building is a 35,000 square foot facility that houses veterinary and human anatomy teaching spaces, specimen preparation and storage areas, and 4,500 square feet of collaborative research laboratories.

DeBusk Veterinary Teaching Center (DVTC)

The DVTC, located in Ewing, VA, includes 100,000 square feet of facilities designed for teaching veterinary sciences, specifically designed for education, research, and service in veterinary medicine. It is used for large animal (food animal and equine) core clinical skills instruction, including safe animal handling. The DVTC can be reached at 423.869.6535. The DVTC Policies and Procedures offers guidance on this facility.

LMU-OPCVM And LMU Departments

Lincoln Memorial University and LMU-College of Veterinary Medicine at Orange Park seek to provide students with resources they need to excel. All LMU and LMU-OPCVM resources are available to LMU-OPCVM students, both DVM and MVCC. Listed are the departments that may be most useful for students.

LMU-OPCVM Departments Office of the Dean

The Office of the Dean, overseen by the Dean of LMU-OPCVM, is responsible for strategic planning and oversight for the entire college with a special emphasis on external affairs as well as wellbeing and inclusive excellence.

Career Services and Alumni Affairs

Career Services and Alumni Affairs maintains connections between students, alumni, and external partners to aid in networking opportunities for career advancement. **While the field of veterinary medicine has traditionally provided ample opportunity for employment, the institution does not guarantee employment upon completion of the DVM Program.*

Master of Veterinary Clinical Care

The master's degree for veterinary technicians is overseen by the Program Director of the Master of Veterinary Clinical Care. The director coordinates services from the entire LMU-OPCVM for the benefit of the students in this program.

Office of Clinical Sciences

The Office of Clinical Sciences, overseen by the Associate Dean for Clinical Sciences is responsible for the coordination of activities crucial to the running of the college including the Office of Clinical Relations, Operations, and the Department of Clinical Skills.

Office of Clinical Relations

The office of Clinical Relations, overseen by the Assistant Dean of Clinical Relations, is responsible for developing and maintaining clinical sites, student assessment during clinical rotations, and logistics of clinical rotations, in coordination with the Office of Clinical Relations and Outreach at Lincoln Memorial University Richard A Gillespie College of Veterinary Medicine.

Office of Academic Affairs

The Office of Academic Affairs (OAA), overseen by the Associate Dean of Academic Affairs, is responsible for admission of qualified students, the development and management of curriculum, managing student progress through the curriculum to include management of students' academic records, reviewing and developing strategic plans for outcomes and assessment, supporting accreditation efforts, supporting faculty recruitment, development, and scholarship, and supporting all initiatives of the college.

LMU-OPCVM is a student-focused institution - the input and opinion of students is important. The OAA works closely with student leaders to continuously improve the LMU-OPCVM program. Any student who feels that they have a question or request that has not been addressed regarding progress through the program or curriculum should see the Dean or any member of the Dean's Executive Council.

Office of Student Affairs

The Office of Student Affairs, overseen by the Assistant Dean for Student Affairs, is responsible for providing academic support and assisting veterinary students to find academic, professional, and personal resources needed to promote student success. In addition, the OSA is a center for campus life and oversees all student activities, student government functions, student clubs, the student representative program and all other non-academic student-life issues. The OSA is committed to creating an environment that is conducive to learning so that all students reach their full academic potential. It works closely with various college and university committees to create an environment that facilitates student learning.

Office of Admissions

The Office of Admissions, overseen by the Director of Admissions, is responsible for all admissions and pre-arrival matriculation procedures. The official email address for any general Admission questions is opveterinaryadmissions@lmunet.edu.

Office of Research and Basic Sciences

The Office of Research and Basic Sciences (ORBS), overseen by the Associate Dean of Research and Basic Sciences, is responsible for developing and maintaining a robust, high-quality programme of research that facilitates student engagement in research. In addition, the ORBS facilitates grant acquisition and management as well as training in research for all faculty. Basic science faculty are housed within this section.

LMU Departments

A comprehensive list of resources available from LMU to students is available through LMU's website at <https://www.lmunet.edu/student-life/index.php>.

Information Services

The office of information services is available by phone or text (423.869.7411), email (helpdesk@LMU.net), or by visiting their on-site offices. More information about information services is available on their website at <https://www.lmunet.edu/information-services/index.php>.

Note: The official manner of communication from the administration and faculty to CVM students is via university e-mail. All LMU-OPCVM students are required to use and read all e-mail correspondence from LMU-OPCVM and the University.

Office of Accessible Education Services

Lincoln Memorial University, in compliance with the ADA act, is committed to providing accessible education services to students. The Office of Accessible Education Services may be reached at 423.869.7121. More information about the office may be found online at <https://www.lmunet.edu/student-life/accessible-education-services/accessible-education-services>.

Counseling Services Office

Lincoln Memorial University Counseling Services are available on-site and on-line to help students with personal, career, and academic concerns that affect academic success and quality of life. Students may directly contact LMU Counseling Services at 423.869.6277. All meetings are confidential. Referral to local counseling and assistance resources is available upon request by the student. For more information, go to LMU Counseling Services website at <https://www.lmunet.edu/counseling/index.php>.

Empathia

As a supplement to LMU Counseling Services, Empathia is offered at no cost as a resource to students. This is an online service that provides service to support the needs of students in a number of areas, including mental health counseling, wellness services, financial/legal support and referrals, and more. Empathia resources are available 24/7 through phone (855.695.2818), text "hello" to 61295, mobile app StudentLife, or web (StudentLifeServices.com). Sign in using the password LMU1.

Library Resources

A comprehensive on-line collection is available on the Library's website at <https://library.lmunet.edu/library>. A

collection of reference materials, medical journals and books is available in the OPCVM in the first floor student study and reference area. The on-site librarian can be reached at ADD PHONE AND OFFICE.

If on the Harrogate campus, the Lon and Elizabeth Parr Reed Health Sciences Library located on the second floor of the Carnegie Vincent Library houses the medical print and electronic journals, books, and manuscripts for students, faculty, and other health professionals of the University and LMU-CVM. A small collection of reference materials is available at the DVTC. To reach the main Library, please call 423.869.7079 or visit the Library's website at <https://library.lmunet.edu/library>.

Campus Police and Security

Campus Police and Security may be reached at 423-869-6911.

Lincoln Memorial University has an on-campus police force that provides supervision for the entire campus in conjunction with LMU standards and policies and State of Tennessee certification requirements. The LMU Campus Police and Security Team is professionally trained and licensed by the State of Tennessee. Security is administered and monitored through the LMU Office of Student Services. At least one police officer is on duty seven days per week, 24 hours per day to secure campus facilities, protect and assist students, personnel, visitors and to monitor traffic regulations. The Orange Park campus in Florida also has a 24 hour per day licensed security presence and maintains constant communications with the Harrogate campus. The main Campus Police and Security Office is located in the Tex Turner Arena and can be reached via dispatch at 423.869.6911. All students, faculty, staff, and visitors are encouraged to report criminal activity and any other safety concern as soon as safely possible. Upon request, reports can be submitted through a voluntary confidential reporting process.

Campus Police and Security provides numerous services to the LMU community, including, but not limited, to vehicle patrols, foot patrols, door locks and unlocks, escort service after hours, camera monitoring, and dispatching for both emergency and non-emergency situations. For more information regarding LMU's Campus Police and Security, please visit <https://www.lmunet.edu/campus-police-and-security/>.

LMU utilizes LiveSafe to notify university members in the event of an emergency. All LMU students are encouraged to enroll in the LiveSafe Emergency Alert System. For further information regarding LiveSafe, refer to <https://www.lmunet.edu/campus-police-and-security/livesafe.php>.

In accordance with Public Chapter 317, "College and University Security Information Act," enacted July 1, 1989, in the state of Tennessee, LMU submits monthly crime statistics to the Tennessee Bureau of Investigation (TBI). Specific policies and procedures are available upon request from the Campus Police and Security Department. In the event of an emergency or any other security need, look for an officer, call a police officer at (423) 526-6526 (dial in your phone number), or phone the Security Office at (423) 869-6911. Warnings (crime, emergencies, or weather-related) particular to the University community are coordinated through all or a combination of the following: LMU Police, the Office of the President, the Office of Student Services, and the LMU Health and Safety Committee (12/18/03).

Crime Statistics at LMU for the past calendar years are listed in the general student handbook in accordance with The Clery Act, 20 U.S.C. §1092 and 34 CFR 668.46(b)(1) & 34 CFR 668.46(c)(1)-(2).

Financial Aid Office

The Office of Financial Aid is responsible for providing qualified students with the appropriate documentation and counseling to secure financial assistance in the form of loans, scholarships, and grants. The Office of Financial Aid can be reached at 800-325-0900, extension 6336.

LMU-OPCVM Department Directory

To be developed, this section includes some key points of contact for the LMU-OPCVM offices and departments mentioned throughout the LMU-OPCVM Student Handbook. The most up to date information is available by searching the LMU directory at <https://www.lmunet.edu/directory/index.php>.

Office of the Dean

Kimberly Carney, DVM, MPH, DACVPM
Kimberly.Carney@LMU.net

Office of Academic Affairs

Office of Administration

Office of Clinical Relations and Outreach

LMUCVM.ClinicalRelations@LMU.net
423.869.7010

Exam Services

Office of Student Affairs

Office of Admissions

Faculty Listing-DMV

A complete listing of Faculty is available in the LMU-OPCVM online Directory.

The hiring plan is attached below since many faculty have not yet been hired.

FACULTY MEMBER:	COURSE(S) TAUGHT:	DEGREES/DIPLOMAS HELD & AWARDING INSTITUTION:
Kimberly Carney (F)	OPDVM 710: One Health I, Summer; 1.5, G	BSAg: UGA; DVM: UGA; MPH: ETSU; UTK: PhD (Higher Ed Admin-IP)
Gary Vroegindewey (P)	OPDVM 716: Professional Identity I, Summer; 1, G OPDVM 736 Professional and Life Skills I, Spring; 1, G	MSS: US Army War College; DVM: U of Missouri
To Be Hired (F)-Communications/ Professional Skills	OPDVM 726: Professional Identity II, Fall; 1, G	DVM
To Be Hired (F)-Academic and Inclusive Excellence	OPDVM 700: First Year Transition, Summer; 0.5, G	MEd or MPH or MSW
Crystal LeRoy (P)-Anatomy	OPDVM 702: Musculoskeletal System, Fall; 4, G	BS: UCentral Florida; DVM: Lincoln Memorial University
To Be Hired (F)-Anatomy	OPDVM 702: Musculoskeletal System, Fall; 4, G	DVM or PhD
Donald Noah (F)-One Health	OPDVM 720: One Health II, Fall; 3, G	BS: Ohio state; MPH: U of Minnesota; DVM: Ohio State
To Be Hired (F)-Pathology	OPDVM 714: Intro to Pathology, Summer; 1, G	DVM + PhD or DACVP
Carlos Crocker (P)-Physiology	OPDVM 707: Endocrine System, Spring; 2, G	BS: Cal Poly Pomona; MS Cal Poly Pomona; PhD: UC Davis
Julie Hunt (F)-Clinical Pathology	OPDVM 704: Hematology System, Fall; 1, G	BA: Alfred University; MS: Ross University; DVM: Michigan State University
To Be Hired (F)-Microbiology	OPDVM 718: Immunology, Summer; 2.5, G OPDVM 728: Microbiology, Fall; 6, G	DVM + PhD or DACVM
To Be Hired (F)-SA Medicine	OPDVM 701: Integumentary System, Fall; 1, G OPDVM 705: Cardiopulmonary System, Spring; 5, G	DVM preferably + DACVIM (SA) or DABVP
To Be Hired(F)-SA Surgery	OPDVM 703: Nervous & Sensory System, Fall; 4, G OPDVM 732: Introduction to Surgery, Spring, 2, G	DVM + DACVS
Christopher Kelly (F)-Anesthesia/ Emergency/ Critical care	OPDVM 737: Intro to Anesthesia & Analgesia, Spring; 2, G	BA: Knox College; DVM: Iowa State; Certificate of Residency: Kansas State; MS: U of Tennessee

FACULTY MEMBER:	COURSE(S) TAUGHT:	DEGREES/DIPLOMAS HELD & AWARDING INSTITUTION:
To Be Hired (F)-Pharmacology or Anesthesia	OPDVM 717: Basic Pharmacology, Summer; 1, G	DVM + PhD or DACVAA or DACVCP or DABVT
Peter Helmer (F)-Avian/Exotics	OPDVM-769B Poultry Elective, Spring; 1, G	DVM: Ontario Veterinary College/U of Guelph
To Be Hired (F)-Food Animal	OPDVM 721: Clinical Reasoning, Spring; 1, G	DVM preferably + DABVP or DACVIM or DACVS or DACT
Elizabeth Devine(P)-Equine	OPDVM 706: Urogenital System, Spring, 3, G	BS: Colorado State; MS: Kansas State; DVM: Iowa State
Jennifer Banach (P)-Research	OPDVM 719: Evidence-Based Vet Med 1, Summer; 1.5, G, OPDVM 759: Evidence Based VetMed II, 1, Fall; 1, G	BS: Quinnipiac U; DVM: University College Dublin
Jamie Clanin (F)-Clinical skills /veterinary medicine	OPDVM 712: Animal Husbandry/Welfare, Summer; 2, G	BS: Clemson U; DVM: University of Tennessee
Jeanmarie Short(P)- Clinical skills /veterinary medicine	OPDVM 713: Introduction to Diagnostic Imaging, Summer; 2, G	DVM: Va-Md regional College of Veterinary Medicine
Lynda Miller(F)-Clinical skills /veterinary medicine	OPDVM 715: Clinical Skills I, Summer; 1, G	BS: UWisconsin; DVM: U of Florida; PhD: U of Kentucky
To Be Hired (F)-Clinical skills /veterinary medicine	OPDVM 711: Medical Science, Summer; 1, G	DVM
To Be Hired (F)-Clinical skills /veterinary medicine	OPDVM 725: Clinical Skills II, Fall; 1, G	DVM
To Be Hired (F)-Clinical skills /veterinary medicine	OPDVM 732: Clinical Skills III, Spring, 2, G	DVM

Faculty Listing - MCVV

FACULTY MEMBER:	COURSE(S) TAUGHT:	DEGREES/ DIPLOMAS HELD & AWARDING INSTITUTION:
Mandy Tolson (F)	MVCC501: Veterinary Management and Leadership; Fall, 3 cr, G; MVCC 590C: Advanced Emergency & Critical Care, Fall, 2 cr, G, MVCC 590E: Veterinary Imaging, Fall, 2 cr; MVCC 590A: Emergency and Critical Care, Spring, 2 cr, G; MVCC 590G: Shelter Medicine, Spring, 2 cr, G; MVCC 505: Anesthesia and Pain Management, Spring, 3 cr, G	BS, MS, DVM: North Carolina State
Jennifer Banach (P)	MVCC 503: Principles of Surgery and Wound Management, Fall, 3 cr, G; MVCC508: Diagnostics and Clin Path, Fall, 3 cr, G; MVCC	BS: Quinnipiac University; BMV:

FACULTY MEMBER:	COURSE(S) TAUGHT:	DEGREES/ DIPLOMAS HELD & AWARDING INSTITUTION:
	506: Population Med and One Health, Spring, 1 Cr., G; 590B: Companion Life Stages, Spring, 2 cr., G	University College of Dublin
Jamie Clanin (P)	MVCC 507A: Small Animal Internal Med, Fall, 3 cr. G	BS: Clemson; DVM: U of Tn
Carlos Crocker (P)	MVCC 502: Clinical Veterinary Physiology, Fall, 3 cr. G; MVCC 509: Pharmacology	BS, MS: CalPoly; PhD: UC-Davis
	Foundations, Spring, 3 cr., G	
Crystal LeRoy (P)	MVCC 590D: Veterinary Dentistry, Fall, 2 cr., G	BS: UCentral Florida; DVM: Lincoln Memorial University
Jean Marie Short (P)	MVCC 590F: Small Animal Dermatology, Fall, 2 cr., G	DVM: Virginia Maryland Regional

Admissions

DVM Degree

Admissions Requirements For Doctor Of Veterinary Medicine Minimum Academic Requirements for Admission

- At least 46 semester or 66 quarter units from a regionally accredited college or university. (If a student intends to practice in the state of New York, they require at least 60 semester units.)
- Minimum overall 3.0 GPA (on 4.0 scale) or higher in all coursework as calculated by VMCAS. Students not meeting these criteria, with a GPA of <3.0, who have demonstrated a commitment to academic excellence in the last 2 years of study or most recent 60 semester hours may be considered on a case-by-case basis.

Pre-Requisite Coursework for Admission

To fulfill the prerequisite, the coursework must meet the following criteria:

- Courses must be completed at a regionally accredited college or university

- Courses must be completed with a grade of a "C-" or higher. Final grades for all prerequisite courses must be verified by LMU-OPCVM.
- Courses for all science prerequisites must have been completed within the last 10 years of application. Science prerequisites include: Biology, Genetics, Biochemistry, Advanced Science Electives, Organic Chemistry, General Chemistry, Physics and Anatomy or Physiology.

In Progress or Planned Courses

Prerequisites courses can be "in progress" or "planned" at the time of application submission; however, official transcripts reflecting successful completion of those prerequisites must be submitted to LMU by the published deadlines.

Advanced Placement (AP) Credits

AP credits will be accepted for prerequisite courses if they appear on an official college transcript with the subject and number of credits received and are equivalent to the appropriate college-level coursework. A generic listing of "AP credit" or "transfer credit" without the specific subject and number of credits will not be accepted.

Minimum Academic Requirements For Admission			
LMU-OPCVM Prerequisite	Semester Units	Quarter Units	Notes
Biology	8	12	General biology series; lecture & lab
Genetics	3	4	Lecture. Animal Breeding or Reproduction courses must be approved on a case-by-case basis.
Biochemistry	3	4	Lecture
Anatomy or Physiology	3	4	Lecture or Lecture & Lab. Anatomy, Physiology, or Anatomy & Physiology courses.
Advanced Science Electives	8	12	Lecture. Courses must be 300 level or higher. Examples may include Anatomy, Cell Biology, Immunology, Microbiology, Molecular Biology, Physiology or Virology, depending on the school's course numbering.
Organic Chemistry	6	9	Lecture & Lab
General Chemistry	6	9	Lecture & Lab
Physics	3	4	Lecture (Algebra or calculus-based acceptable)
English	3	4	
Social Sciences	3	4	Potential courses include, but are not limited to: Anthropology, Economics, Geography, Philosophy, Political Science or Sociology. Also included:

Minimum Academic Requirements For Admission			
			Ethics, Critical Thinking, Cultural Diversity, Social Responsibility, One Health, & Human-Animal Bond.
Minimum	46	66	

Graduate Record Exam (GRE)

Applicants are not required to take the GRE.

Veterinary Experience

Applicants must demonstrate experience and knowledge of the veterinary profession. There is not a minimum number of hours applicants must complete. However, time spent actively participating in the profession is beneficial.

Casper

LMU-OPCVM requires applicants to complete the Casper exam. Casper is an online assessment that effectively screens applicants for non-academic, soft skills, such as empathy, professionalism, self-awareness, and ethics via situational judgement questions. The 60–90-minute assessment consists of twelve scenario-based prompts that will allow our program to gain a more in-depth and developed vision of an applicant's non-academic attributes. More information regarding Casper can be found at <https://takecasper.com>.

DVM Transfer Students

LMU-OPCVM only accepts transfer students from AVMA COE accredited colleges.

Transfer Applicant Requirements

In order to be considered for a transfer to LMU-OPCVM, applicants must:

- Be actively enrolled in and taking classes at an AVMA COE accredited college of veterinary medicine at the time of application and transfer.
- Have a minimum of a 3.0 overall GPA in veterinary school.
- Meet all LMU-OPCVM prerequisite coursework.
- Completed coursework from current CVM must be similar to LMU-OPCVM curriculum prior to the time of transfer. (Prior to starting the transfer application, we highly recommend emailing us to verify that the coursework the applicant has completed is similar enough to the LMU-OPCVM curriculum to transfer. In

the email, please include a list of courses completed and/or currently taking and the semester into which the transfer is requested.)

Transfer students are required to take all scheduled courses at LMU starting the first semester they are enrolled. Transfer students are not eligible to opt out of any scheduled courses.

Required Transfer Application Materials

The following materials are required to be considered for a transfer:

- A letter of intent to transfer that includes:
 - a well-written explanation of the student's reason(s) for requesting a transfer;
 - an indication of the semester and year of the curriculum into which the transfer is requested.
- A current curriculum vitae or resume.
- A letter of character and academic reference (including class rank and overall GPA) from the Associate Dean of the College of Veterinary Medicine from which the student desires the transfer.**
- Three letters of reference from former instructors who are members of the faculty of the College of Veterinary Medicine from which the student wishes to transfer.**
- Official transcripts from all colleges/universities attended.**

**Transcripts and letters of recommendation sent by the student will not count as official. They must come directly from the source to be considered official.

Transfer Materials can be mailed to:

Lincoln Memorial University
College of Veterinary Medicine at Orange Park
Office of Admissions
505 Plaza Circle
Orange Park, FL 32073
or emailed to: opveterinaryadmissions@lmunet.edu

Transfer Application Deadline

Applications for Spring Semester are due by November 1. Applications for Summer Semester are due by February 1. Applications for Fall Semester are due by April 1. Only complete applications will be considered.

Approval of Transfer Request

All completed transfer applications will be reviewed by the LMU-OPCVM Admissions Committee. Under most circumstances, the decision will be based upon the following factors:

- The existence of an appropriate vacancy.
- The approval of the transfer from the sending school.
- The student's reason(s) for requesting transfer.
- The student's academic performance.
- The level of support communicated in the letters of reference.
- The satisfaction of all CVM curricular requirements.

Transfer applicants will be notified by LMU if their request to transfer is approved.

Technical Standards And Essential Functions For DVM

Lincoln Memorial University-College of Veterinary Medicine at Orange Park (LMU-OPCVM) recognizes the Doctor of Veterinary Medicine (D.V.M.) degree as a broad degree requiring that the holder has acquired general knowledge and skills and shows an ability to apply these in a reasonably independent and autonomous manner in all fields of veterinary medicine. To earn a D.V.M. degree, a student must complete the clinical component, which involves direct care of actual patients as well as communication with clients, colleagues, and veterinary medical professionals.

In accordance with the American Veterinary Medical Association Council on Education (AVMA COE), outcomes of the LMU-OPCVM program must be measured, analyzed, and considered to improve the program. Student achievement during the pre-clinical and clinical curriculum and after graduation must be included in outcome assessment. New graduates must have the basic scientific knowledge, skills, and values to independently provide entry-level health care at the time of graduation. The AVMA COE requires that graduating students will have attained the following competencies:

1. Comprehensive patient diagnosis (problem-solving skills), appropriate use of clinical laboratory testing, and record management
2. Comprehensive treatment planning, including patient referral when indicated
3. Anesthesia and pain management, patient welfare
4. Basic surgery skills, experience, and case management

5. Basic medicine skills, experience, and case management
6. Emergency and intensive care case management
7. Health promotion, disease prevention/biosecurity, zoonosis, and food safety
8. Client communications and ethical conduct
9. Critical analysis of new information and research findings relevant to veterinary medicine.

The LMU-OPCVM has established technical standards and essential functions required to complete the DVM degree which provide a framework to balance several competing interests including (1) the rights of candidates; (2) the safety of candidates, their colleagues, and veterinary patients; (3) the significant clinical and professional skills training component of the LMU-OPCVM curricula; (4) the requirements imposed upon the LMU-OPCVM for accreditation by the AVMA-COE; and (5) the conditions for licensure of LMU-OPCVM graduates. For purposes of this policy, the term Candidate refers to candidates for admission, enrolled students who are candidates for promotion and graduation, and visiting students.

Technical Standards and Essential Functions

The technical standards and essential functions established by the faculty require that all candidates possess the physical, cognitive, and behavioral abilities necessary to complete all required aspects of the curriculum and are, therefore, requirements for admission, promotion, and graduation. Although these technical standards and essential functions serve to delineate the necessary minimum physical and mental abilities of all candidates, they are not intended to deter any candidate for whom reasonable accommodation will allow completion of the D.V.M. curriculum. LMU-OPCVM does not discriminate on the basis of disability and will make reasonable academic accommodations to facilitate enrollment and participation of qualified individuals with disabilities so long as those accommodations do not 1) fundamentally alter the educational program, 2) pose a direct threat to the student, patients, or others, or 3) otherwise create an undue hardship on the LMU-OPCVM.

All candidates for admission will be considered without regard to their disability status. All candidates receiving a letter of acceptance to LMU-OPCVM will receive a copy of the Technical Standards & Essential Functions policy. Admission to LMU-OPCVM is conditioned upon a candidate's ability to perform the essential functions with or without accommodation and meet the technical standards. Candidates are required to acknowledge their understanding of the Technical Standards & Essential Functions policy and certify their ability to perform the

essential functions with or without reasonable accommodation to meet the LMU-OPCVM technical standards.

The Acknowledgement and Certification Form must be returned with the Acceptance of Admissions form and deposit.

Candidates must be able to meet the following technical standards and perform all the following essential functions with or without accommodation:

Observational Skills Standard

Candidates must be able to observe and participate actively in lectures, laboratories, and demonstrations, in the pre-clinical and clinical curriculum. In the clinical skills courses and during the clinical year, candidates must be able to assess, monitor, and treat patients based on observation both close at hand and at a distance.

Essential functions required to meet this technical standard include, but are not limited to:

- Observe gross anatomic and pathological specimens.
- Perform diagnostic microscopy.
- Observe changes in physical appearance in patients as part of clinical examination.
- Recognize alteration in patients' condition based on body language.
- Obtain vital physical information from a patient through auscultation, palpation, olfactory differentiation, and manipulation.
- Use of vision, somatic sensation, and hearing, including distinguishing the origin of sound from multiple patients in an area or observing signs of distress or aggression.

Communication Skills Standard

Candidates must be able to speak understandably and to hear sufficiently in order to obtain and disseminate information from and to clients, colleagues, and veterinary medical professionals.

Essential functions required to meet this technical standard include, but are not limited to:

- Ability to communicate effectively, efficiently, and sensitively either naturally or through an assistive device utilizing verbal, non-verbal, and written communication.
- Ability to communicate during surgical procedures in loud environments while participants are wearing surgical masks. The primary language of instruction will be English.

Motor Skills Standard

Candidates must possess sufficient physical strength and coordination to perform daily veterinary functions. In addition, candidates must be able to demonstrate large/gross motor skills needed to perform various daily functions.

Essential functions required to meet this technical standard include, but are not limited to:

- Fine motor tasks, such as diagnostic microscopy, surgical and anatomical instrument handling, palpation of pulses, tendons, bones, and lesions, and patient restraint
- Gross motor tasks, such as movement from danger when handling a patient in variable settings to include confined areas or outdoor pastures; standing for a minimum for two (2) hours, and safe restraint of patients ranging from less than 1-kg to more than 800-kg.
- Physical ability to routinely bend and squat while performing tasks.
- Physical ability to routinely lift objects and/or animals weighing up to 10-kg to a height of 1 meter.
- Physical ability to occasionally lift objects and/or animals weighing 20-kg to a height of 1 meter.
- Physical ability to carry objects and/or animals weighing 20-kg for a distance of at least 2 meters.

Intellectual-Conceptual, Integrative and Quantitative Abilities Standard

Problem solving is a critical skill required of veterinary medical professionals. Candidates must be able to comprehend three dimensional relationships and understand the spatial relationships of structures. Essential functions required to meet this technical standard include, but are not limited to:

- Independently and accurately calculate algebraic equations in a timely manner,
- Reason, analyze, and synthesize information and significant findings from a history, physical examination, or lab data obtained from patients, clients and colleagues in order to provide a reasoned diagnosis.
- Recall and retain information in settings where reference materials are unavailable

Behavior and Social Attributes Standard

Candidates must possess emotional health and maturity needed for full utilization of intellectual abilities and good judgment as it relates to patient diagnosis and care.

Essential functions required to meet this technical standard include, but are not limited to:

- Develop relationships which are mature, sensitive, and effective through interactions with clients, colleagues, and veterinary medical professionals.
- Tolerate strenuous workloads under physically and/or mentally stressful conditions and adapt to changing environments and situations.
- Function in the above manner for continuous periods of time longer than eight (8) hours.
- Manage a high case load with multitasking.
- Make timely decisions during emergency situations.
- Maintain collegial behavior in all official academic, extracurricular, and social functions of the LMU-OPCVM.
- Contribute to a positive work and study atmosphere by reinforcing and promoting a non-threatening cultural environment.

Candidates who may need accommodations to perform essential functions and meet the technical standards are responsible for contacting the Lincoln Memorial University Office of Accessible Education Services (423.869.7121) to request accommodations at the beginning of each semester. The Office of Accessible Education Services and LMU-OPCVM will engage in an interactive process with the candidate to identify reasonable accommodations that may allow the candidate to complete all required aspects of the curriculum in accordance with LMU's Accessible Education Services Accommodations Policy and Procedure.

Candidates who are unable to perform an essential function with or without accommodation or are unable to meet a technical standard as determined by LMU-OPCVM will have their admission rescinded or will be administratively withdrawn from the D.V.M. program. Candidates will be notified in writing of the rescission of admission or administrative withdrawal.

Appeal Procedure for Technical Standards and Essential Functions:

Only candidates who have been administratively withdrawn may request an appeal. Candidates requesting an appeal may seek an independent medical evaluation by a qualified professional of the candidate's choice to assess the candidate's ability to perform the essential function(s) and/or meet the technical standard(s) in question. The evaluation would be at the student's expense.

To request an appeal, candidates must submit their request to appeal in writing that must include the basis of the appeal, the essential function(s) and/or technical standard(s) in question, and a request for a hearing. The

request to appeal must be submitted to the Dean of LMU-OPCVM within five (5) working days of the notification of administrative withdrawal. Incomplete or late requests will not be accepted.

The appeals board shall be chaired by either the Assistant Dean for Student Affairs and Admissions or the Associate Dean of Academic Affairs. The Chair shall serve as a non-voting member of the board, except in the event of a tie vote. The voting members of the board shall include a veterinary student who is of equal or greater academic year as the candidate; a faculty member whose academic/professional discipline best encompasses the technical standards and essential functions in question; and a representative from each of the following committees: Admissions Committee; Outcomes and Assessment Committee; Student Progress Committee; and Curriculum Committee.

The membership of the appeals board cannot include any individual who was involved in the decision to administratively withdraw the candidate. In the event of a conflict involving a member of the appeals board, the member must be recused, and a new member appointed by the Chair. In the event of a conflict involving the Chair, the Chair must be recused, and a new Chair appointed by the LMU-OPCVM Dean.

A hearing shall be conducted within ten (10) working days of receipt of the request to appeal. At the hearing, the members of the appeals board, the candidate, a designated representative of LMU-OPCVM, and a designated representative from the Office of Accessible Education Services shall be present. The candidate may bring a non-attorney advisor to the hearing, but the advisor is prohibited from participating in the hearing. The Chair shall preside over the hearing. The appeals board will allow and consider relevant testimony and documentary evidence, including an independent medical evaluation from a qualified professional, from the candidate, the designated representative of LMU-OPCVM, and the designated representative of the Office of Accessible Education Services. The Candidate may be requested to perform the essential function(s) and/or technical standard(s) in question during the hearing. The hearing will be recorded, and the recording will be kept on file for one (1) year.

Upon conclusion of the hearing, the appeals board will deliberate in a closed session and vote to either affirm or overturn the decision to administratively withdraw the candidate. A decision must be made by majority vote. In the event of a tie, the Chair will serve as the tiebreaker. The

decision will be communicated in writing to the candidate. The decision of the appeals board is final, and there is no further right of appeal.

Any questions regarding this policy should be directed to the Associate Dean for Administration and the Assistant Dean for Student Affairs.

- Lincoln Memorial University-College of Veterinary Medicine at Orange Park would like to acknowledge the following institutions, whose technical standards policies were reviewed or considered in drafting this policy:
- College of Veterinary Medicine, Iowa State University
- College of Veterinary Medicine, North Carolina State University
- College of Veterinary Medicine, The Ohio State University
- College of Veterinary Medicine, Kansas State University
- University of Minnesota Medical School
- Tufts University Medical School
- University of Wisconsin Medical School
- Mayo Medical School
- UNC Medical School, Physical Therapy Program
- Lincoln Memorial University-Richard A Gillespie College of Veterinary Medicine

Ethical, Attitudinal, and Behavioral Requirements

In addition to all LMU required behavior, the LMU-OPCVM firmly believes that as a part of the veterinary profession and as a professional veterinary education program we must hold ourselves to a high standard to practice our core values. Desirable characteristics of veterinary professional students are based not only on academic achievement, but also on non-academic factors that serve to ensure that students have the behavioral and social attributes necessary to contribute positively to the veterinary profession. LMU-OPCVM students possess the necessary character traits, attitudes, and values that will result in beneficent and ethical veterinary care. These include, but are not limited to, the following:

1. An OPCVM student must never perform any action that might be construed as the practice of veterinary medicine, except as permitted under the laws of the applicable jurisdiction in which the student may function in the role of providing animal health care under the direction of a licensed veterinarian. It is the OPCVM student's responsibility to know and understand the applicable laws and regulations pertaining to the practice of veterinary medicine.
2. An OPCVM student must be able to relate to instructors, classmates, staff, clients and their animals with honesty, compassion, empathy, integrity, and dedication.
3. An OPCVM student must not allow considerations of religion, disability, ethnicity, gender, sexual orientation, politics, or social standing to preclude productive and constructive relationships with instructors, staff, classmates, or clients.
4. An OPCVM student must not allow considerations of breed or species to influence relationships with his/her patients or teaching animals. For example, a student must never intentionally withhold medical care from a feline patient out of a dislike or distrust of cats.
5. An OPCVM student must be able to understand and use the authority, special privileges, and trust inherent in the OPCVM student-client relationship for the benefit of both the client and the patient and avoid behaviors that constitute misuse of this power.
6. An OPCVM student must never compromise care of an animal that has been left in his or her care or is his or her responsibility, regardless of whether this care conflicts with personal schedules or activities.
7. An OPCVM student must be able to fully utilize his/her intellectual ability, to exercise good judgment, to complete patient care responsibilities promptly and properly and to relate to patients, patients' owners, faculty, administrators, staff and colleagues with courtesy, compassion, maturity, and respect for their dignity.
8. An OPCVM student must demonstrate maturity, including the ability to adapt to local culture, the ability to exercise good judgment and tolerance and acceptance of social, cultural and/or political differences.
9. An OPCVM student must be able to work collaboratively and flexibly as a professional team member.
10. An OPCVM student must behave in a professional manner despite stressful work demands, changing environments and/or clinical uncertainties.
11. An OPCVM student must have the capacity to modify behavior in response to constructive criticism.
12. An OPCVM student must be open to examining personal attitudes, perceptions and stereotypes that may negatively impact patient care or interpersonal relationships.
13. An OPCVM student must possess an intrinsic desire for excellence and be motivated to become an effective veterinarian.

14. Because the medical profession is governed by ethical principles and bylaws, an OPCVM student must have the capacity to understand, learn, and abide by relevant and applicable values and laws. Examples of breaches of veterinary medical ethics include, but are not limited to cheating, plagiarism, or other forms of academic dishonesty; submitting fraudulent medical records or certificates; willfully withholding medical treatments ordered by a clinician; betraying a client's confidence; or animal cruelty, whether through acts of commission or omission.

Matriculation for Doctor of Veterinary Medicine

Criminal Record Report

All LMU-OPCVM DVM students must have an updated criminal record report from the university-approved vendor before starting veterinary school. The Criminal Record Report may be updated prior to starting the clinical year. These reports are purchased at the expense of the student. Failure to comply with this mandate will result in denial to matriculate or an enrolled student being withdrawn from his/her present program. The student will sign a disclosure and release form indicating knowledge of this policy and their belief that they do not have any criminal history that would disqualify them from clinical experience or patient contact. The appropriate forms are available through the Office of Admissions.

Vaccination Requirements

Students (DVM) matriculating to LMU-OPCVM must provide proof of vaccination uploaded through the university-approved vendor by the Semester 1 deadline communicated by administration upon matriculation. Students who desire an exemption from any of the required vaccines must complete and upload an LMU-OPCVM Vaccination Waiver; otherwise, students will not be allowed to start the LMU-OPCVM DVM program.

Required vaccines include rabies*, varicella, Tdap, and MMR. Additional vaccines may be required if the student lives in University Housing.

- a. Rabies vaccination must include at least an initial 2-dose series following the CDC schedule recommendation. If this was completed more than one year prior to the beginning of the CVM Semester 1, proof of protective titer or booster vaccination must be completed and submitted.

- b. Students not providing proof of rabies vaccination, titer, or a completed waiver prior to the start of the first year will NOT be able to participate in live animal labs, which may lead to course failure.

Prior to Semester 5, students must provide proof of a protective rabies* titer (at least one year after initial series) or booster vaccination (between 3 weeks and 3 years after initial series). Students will submit documentation of protective titer or booster vaccination through the university approved vendor.

- a. Students must have recently signed (within 2 years) the LMU-OPCVM Vaccination Waiver on file if they do not want to receive immunizations.
- b. Failure to provide proof of a protective titer, booster, or waiver prior to the start of semester 6 will result in the student NOT being able to participate in live animal experiences and may result in final grade repercussions, potentially leading to course failure.

**Rabies vaccination requirements and interpretation of titers are based on current CDC recommendations.*

Student Health Insurance

Graduate professional students (DVM) must have health insurance coverage. Health insurance is provided through Lincoln Memorial University. Students are automatically enrolled in the program. Students with existing coverage must submit documentation through the insurance waiver-out portal of the LMU United Healthcare website at least 30 days prior to the beginning of the academic year.

MVCC Degree

Admissions For Master of Veterinary Clinical Care

The MVCC program only accepts new students to begin in the Fall semester. Applications for Fall matriculation open November 1 and close June 15. The admissions committee will review applications completed and verified in that window in late June 2024. Decision notifications will be delivered late June through early July.

Application Status and Review Requirements

Only complete and verified applications will be reviewed.

It is the responsibility of the applicant to monitor the status of their PostbacCAS application and ensure delivery of all application materials by the deadline for their desired start date. Applications that are incomplete or unverified will not be evaluated for admission.

A complete application has all letters of recommendation, transcripts, and essays received through PostbacCAS.

All materials should be submitted through PostbacCAS. The Office of Graduate Programs is not responsible for transcripts, letters, or essays that were submitted outside the PostbacCAS system. Sending materials outside of PostbacCAS may delay or prevent the evaluation of an application.

Check the current PostbacCAS application cycle due dates online. Any applications that are not verified by the end of the cycle will be required to re-submit. The admissions committee will not consider unverified applications.

Applicant Eligibility Requirements

All applicants to the MVCC program must:

- be credentialed veterinary technicians with proof of credentials*
- hold a four-year bachelor's degree with a cumulative GPA of 2.8+**

All applicants to the MVCC program must demonstrate completion of the following required prerequisite coursework:

- Six (6) credits of 100+ level Biology
 - Anatomy, Physiology, and Microbiology are acceptable substitutions.
- Six (6) credits of 100+ level Chemistry
 - Pharmacology (up to six (6) hours) is an acceptable substitution.
- Six (6) credits of 100+ level English
 - Applicants with foreign coursework who did not take English courses may substitute an official TOEFL score, provided the score is submitted via official channels and is no older than 2 years. See below for TOEFL requirements.

*Applicants who meet all other admissions criteria but who work in a state that does not provide veterinary technician credentialing may contact CVMGradPrograms@LMU.net for eligibility.

**Applicants with a cumulative GPA below 2.8 may be considered for the program but will be admitted under automatic academic probation for their first semester.

MVCC Required Application Materials

- Complete the PostbacCAS Application
 - Official Transcripts for all institutions attended
 - Two (2) letters of recommendation
 - Two (2) personal essays in response to the following prompts:
 - Why do you feel the MVCC program is the next step in your career, and what do you hope to contribute to your field after graduation? Please include specific examples from your career and/or education to support your response. 500 words maximum.
 - What do you see as primary barriers to technician utilization and technician retention in the veterinary profession? How do you feel technicians could be better utilized within the current scope of practice? 500 words maximum.
 - Application fee (PostbacCAS fee + LMU Application fee)
 - Full CV
 - Proof of Veterinary Technician Licensure or Credentials

When reviewing application files, the committee looks at numerous applicant criteria, including undergraduate/graduate coursework, letters of recommendation, personal statements, and any other pertinent materials that may be included with the file. Upon acceptance into the graduate program, applicants will receive an official packet of materials including an acceptance letter and any other items than may be deemed necessary. Deadlines regarding program deposits, residential life, immunization records, etc. will be included in the acceptance packet.

Applicants with Foreign Coursework

Applicants to the MVCC program who have completed coursework at an institution external to the United States must complete the standard application procedure outlined above. All data included in the application (essays, demographic information, reference letters, CVs, etc.) must be written in English.

Any transcripts from institutions located outside of the United States must be evaluated by either the World Education Services (WES) or Josef Silney & Associates, Inc. Transcripts and evaluations should be submitted as normal through PostbacCAS.

If English is not the applicant's native language, or if an applicant attended an institution located outside of the United States and did not complete six (6) hours of 100+

English courses*, the applicant must submit one of the following test scores via an official report sent directly from the Educational Testing Service (ETS) to PostbacCAS.

- iBT (Internet-based TOEFL): minimum score of 61.
- CBT (Computer-based TOEFL): minimum score of 173.
- PBT (Paper-based TOEFL): minimum score of 500.

TOEFL scores older than 2 years will not be accepted.

*Applicants who earned a baccalaureate degree (or equivalent) from an American or English-speaking institution are not required to take the TOEFL.

Transfer Credit Policy

Applicants may request to transfer a maximum of six (6) relevant graduate credit hours. The MVCC Admissions Committee must approve all transfer credit requests, and students must request the transfer before the first day of classes in the student's first semester in the MVCC program.

University and College Services and Policies

University Policies and Services

Accessible Education Services, Accommodations

LMU is committed to providing accessible educational support services to enable students with disabilities to participate in, and benefit from, all University programs and activities. Every effort is made to reasonably accommodate the needs of a student with a disability. It is important for students to understand that it is the student's responsibility to request accessibility services at a post-secondary institution, and timely requests for services are imperative for the best possible outcomes in seeking and receiving reasonable accommodations. Our mission is to work with individual students as a team to remove barriers that may hinder their ability to fully participate in the academic experience at Lincoln Memorial University.

Accessible educational support services are administered by the Office of Accessible Education Services. To learn more about the Office of Accessible Education Services,

visit online at <https://www.lmunet.edu/student-life/accessible-education-services/accessible-education-services>. Any issues related to accessibility, the Americans with Disabilities Act ("ADA"), or Section 504 of the Rehabilitation Act of 1973 ("Section 504") should be directed to:

Director of Accessible Educational Services
aes@LMUNET.edu

Procedure to Request an Accommodation

The following procedure must be followed for any student with a disability to be considered for accommodations through Lincoln Memorial University:

1. Accommodations must be requested by the student **EACH** semester for semesters 1-6 and before the start of Clinical Year blocks 1 and 6 in clinical year. To request an accommodation, the student must submit a Student Request for Accommodations Form and the required medical documentation to the Office of Accessible Education Services by the following deadlines: **September 1 (Fall semester); February 1 (Spring semester); June 20 (Summer semester)**. Accommodation requests will be considered after the deadline only if the disability first presents itself after the corresponding deadline; but, in any event, no fewer than fourteen (14) days preceding the requested effective date of the accommodation.
2. Upon receipt of a student's request for accommodations, the Director of Accessible Education Services will contact the student to discuss specific accommodation needs and request any additional information necessary to make a determination on the student's request.
3. If accommodations are approved, a Letter of Accommodation listing the accommodations for that semester will be provided to the student. The Letter of Accommodation will be sent through Adobe Sign for signatures. Signatures must be obtained from the student, the Director of Accessible Education, and the Assistant Dean of Student Affairs for OPCVM.
4. Accommodations are not retroactive, so it is extremely important that signatures are obtained as soon as possible.
5. If accommodations are denied, the student may appeal the decision by following the grievance procedure listed below.

Accommodations remain in effect only for the academic semester in which the accommodations are granted. There are no automatic renewals of accommodations. Students must request accommodations for each semester by following the procedure outlined above.

Documentation Requirements

Students requesting accommodations or services from LMU because of a disability are required to submit sufficient documentation to determine eligibility for those accommodations or services in accordance with Section 504 and the ADA. A diagnosis of a disability does not necessarily qualify a student for academic accommodations under the law. To establish that a student is covered under Section 504 and the ADA, the documentation must indicate that the disability substantially limits a major life activity. If academic or classroom-based adjustments and/or accommodations are requested, learning must be one of the major life activities affected. Students requesting services for the manifestations of multiple disabilities must provide supporting documentation for all such disabilities.

LMU will determine eligibility for and appropriateness of requested services on a case-by-case basis based on the adequacy and completeness of the documentation submitted. **If the documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation, the University has the discretion to require additional documentation. Any costs incurred in obtaining additional documentation shall be incurred by the student.** In general, it is not acceptable for such documentation to include a diagnosis or testing performed by a member of the student's family or by a member of the LMU Office of Mental Health Counseling. Evidence that a student has received prior accommodations, either at LMU or another institution, is not considered adequate or complete documentation.

LMU will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. LMU reserves the right to request a reassessment of the student's disability when questions arise regarding previous assessment, provision of services or accommodations, or when the student requests additional services or accommodations above and beyond what has been previously provided to the student.

The following documentation requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a disability, the impact on the individual's educational performance, and the need for academic accommodations for purposes of the ADA and Section 504. Students are encouraged to provide these documentation requirements to their medical professional to ensure that all requirements are met and to facilitate a timely response to the student's request for accommodation.

1. A Qualified Professional Must Conduct the Evaluation - Students must provide diagnostic documentation from a licensed clinical professional (e.g., medical doctor, psychologist, neurophysiologist, education diagnostician, etc.) who specializes in a field consistent with the diagnosis and who is familiar with the student's medical history and functional implications of the impairments. The documentation must be provided on the professional's letterhead or official medical record and include the professional's full name, license number, certifications, the facility at which the professional practices, the date, and signature of the professional. The professional should not be a member of the student's family or a member of the LMU Office of Mental Health Counseling.
2. Documentation Must be Current - Reasonable accommodations are based on the current impact of the disability on the student's daily life activities and/or academic performance. In most cases this means that a diagnostic evaluation should be age-appropriate, relevant to the student's learning environment, and show the student's current level of functioning. If documentation does not address the student's current level of functioning, a re-evaluation may be required.
3. Documentation Must Include a Specific Diagnosis - The report must include a clear and direct statement that a disability does or does not exist. Terms such as "learning difficulty," "appears," "suggests," or "probable" do not support a conclusive diagnosis.
4. Documentation Must be Comprehensive - The documentation must include a summary containing relevant historical information, instructional interventions, related services, and age of initial diagnosis. Documentation relative to a learning disability, ADD/ADHD, or psychological disability must also include objective data regarding aptitude, achievement, and information processing, as indicated in the Student Request for Accommodation Form. Documentation relative to dining service accommodations must include specific dietary restrictions and/or food allergies for which an accommodation is being sought.
5. Recommendations for Accommodations - The documentation must include specific recommendations for accommodation(s). A prior history of an accommodation, without a demonstration of a current need, does not in and of itself warrant the provision of that accommodation. Each accommodation recommended by an evaluator should include a medical-based rationale. The evaluation should support the recommendations with specific test results or clinical observations. If an accommodation is not clearly identified in the

diagnostic report, LMU has the right to seek clarification and/or additional information from the student's physician.

Temporary Accommodations

In the event that a student has a temporary disabling condition, the student may request temporary accommodations utilizing the process and documentation requirements set forth above. Temporary accommodations remain in effect until the student's medical professional has indicated the accommodations are no longer necessary or the end of the academic semester, whichever comes first. If the temporary disabling condition persists into the following semester, the student must again request accommodations following the procedure set forth above.

If a student requires a temporary parking pass because of a temporary disabling condition, the student may request a Temporary Disabled Permit through Lincoln Memorial University's Campus Police and Security or online at <https://www.emailmeform.com/builder/form/F040P0kb2bH7r1>. All students requesting a Temporary Disabled Permit must also complete the application for a temporary parking placard through the State of Tennessee.

ADA/Section 504 Grievance Procedure

For all grievances concerning disability-related matters including, but not limited to, a request for accommodation, the provision of accommodations, or access to facilities, students should access the Student Complaint Process. For more information about requesting an accommodation or LMU's policy on accessible education services, please visit <https://www.lmunet.edu/student-life/accessible-education-services/accessible-education-services>.

Pregnant and Parenting Student Academic Adjustments

Lincoln Memorial University's (LMU) Office of Institutional Compliance—via our Title IX team—is proud to serve our pregnant and parenting students. Under Title IX, pregnant and parenting students have rights regarding their access to education. If you are pregnant or parenting, Title IX protections and reasonable related academic adjustments include but may not be limited to the following:

- Guaranteed Access to Classes & School Activities
- Excused Absences and Medical Leave
- Protection from Harassment
- Access to Title IX Policies and Procedures

Please review the full policy at

[PregnancyandParentingStudentAcademicAdjustmentsPolicyFinalAug2020\(lmunet.edu\)](#)

LMU Code of Student Conduct

Please refer to the Railsplitter Community Standards Guide, located on the LMU website.

Sexual and Other Discriminatory Harassment

Lincoln Memorial University prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information in all University programs and activities. Lincoln Memorial University prohibits retaliation against any individual for 1) filing, or encouraging someone to file, a complaint of discrimination; 2) participating in an investigation of discrimination; or 3) opposing discrimination. "Retaliation" includes any adverse action or act of revenge against an individual for filing or encouraging someone to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination. The Office of Institutional Compliance investigates allegations of prohibited discrimination, harassment, and retaliation involving members of the LMU community. LMU is committed to providing an environment free of all forms of discrimination, including gender or sex-based discrimination. All LMU employees are Mandatory Reporters; this means that if any LMU employee is informed of a situation that may involve sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence, dating violence, or any other form of prohibited gender or sex-based discrimination, the employee is required to report the information to the Title IX Coordinator. If students would like to speak with an individual who does not have this obligation, confidential counseling is available free of charge through the LMU Office of Mental Health Counseling. Appointments can be scheduled online: <https://www.lmunet.edu/counseling/index.php>. If students have experienced discrimination, help and support is available.

To make a report, please contact:

Title IX Coordinator & Institutional Compliance Officer
Grant-Lee 115 (Harrogate)
Office: 423.869.7099
TitleIX@LMU.net

An online reporting form is available at https://cm.maxient.com/reportingform.php?LincolnMemorialUniv&layout_id=50. For more information about resources available on and off campus, and to view the harassment, discrimination, and sexual misconduct policies, visit <http://www.lmunet.edu/titleix>.

Hazing

All forms of hazing on the part of any individual, group of individuals or organizations are subject to civil and University disciplinary action. No initiation or other activity shall be undertaken which endangers the health and safety of an individual, or demands an individual to engage in conduct of an unbecoming or humiliating nature, or in any way detracts from an individual's academic pursuits.

For purposes of this policy and University disciplinary action, LMU defines hazing to include any action taken or situation created, wherever it occurs, which induces mental or physical discomfort, embarrassment, harassment, or ridicule. Such actions including paddling, creation of excessive fatigue, physical or psychological shock, wearing apparel which is conspicuous and not in good taste, public ridicule of students, buffoonery, morally degrading or humiliating games or events, work sessions which interfere with regulations or policies of LMU or the laws of the State of Tennessee. Tennessee law [T.C.A. §47-7-123] prohibits hazing and offers the following definitions: (1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and (2) "Higher education institution" means a public or private college, community college or university. (b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

Students have the responsibility to bring any form of harassment or hazing that they experience or observe to

the immediate attention of LMU. They need not complain first to the offending person. All complaints or reports should be directed either to the LMU-OPCVM Assistant Dean of Student Affairs or the Title IX Office. A prompt, thorough, and fair investigation will be conducted based on the individual's statement of what has occurred. In an effort to protect the individual who reports or complains of harassment, to encourage prompt reporting, and to protect the accused's interests during the pending investigation, access to information related to the investigation will be maintained on a strict "need to know" basis and all individuals involved in an investigation will be instructed not to discuss the matters in question outside of the investigation. LMU will retain confidential documentation of all allegations and investigations and will take appropriate corrective action to remedy all violations of this policy.

Investigations will normally include conferring with the parties involved and any named or apparent witnesses. Signed statements from the parties and witnesses will usually be requested, though complainants are not required to make a written complaint. All complainants and witnesses will be protected from coercion, intimidation, retaliation, interference or discrimination for raising a bona fide complaint or properly assisting in an investigation. If the investigation reveals that the complaint is valid, prompt and appropriate corrective action designed to stop the harassment immediately and to prevent its recurrence will be taken.

Retaliation against any complaining individual, any witness, or anyone involved in a complaint is strictly prohibited. LMU will follow up any complaint or investigation as appropriate to ensure that no retaliation occurs. Students should immediately report any perceived retaliation to the LMU-OPCVM Assistant Dean of Student Affairs. The University will not tolerate retaliation and will take prompt and immediate steps to eliminate it. Whether a particular act or incident produces a discriminatory employment or academic effect or amounts to harassment, or whether it otherwise violates this policy, requires a factual determination based on all the facts and circumstances. Given the nature of this type of discrimination, the University recognizes that false accusations of sexual or other discriminatory harassment can have serious effects on innocent individuals. Therefore, if after investigating any complaint or report, it determines the complaint or report is not bona fide and was made in bad faith or for an improper purpose, or that an individual has provided false information regarding a complaint or investigation, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

LMU trusts and expects that all students will continue to act responsibly to establish and maintain a pleasant and respectful community environment, free of discrimination or harassment, for all. LMU has a zero tolerance policy for sexual or other discriminatory harassment. Thus, students are subject to discipline for any inappropriate behavior.

Academic Environment

The University considers both the in-class and the out-of-class learning spaces to be equally important. Thus, in both cases, we strive to create environments conducive to optimal learning. Cell phones are to be turned off at all times while classes are in session so as not to interrupt the flow of instruction and learning. Laptops should judiciously be used only for course materials while classes are in session. Additionally, children are not to be brought to class without special permission from the ADSA. Students who violate this policy may be asked to leave.

Academic Freedom

College and University students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens within the University mission enjoy; and as members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administration officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus. (Adapted from the 1992 American Association of University Professor's statement on Student Rights and Freedom).

Student Records

Student Academic Record & Letters of Good Standing

Student grades are recorded, stored, and secured with the Lincoln Memorial University Registrar. For further information about obtaining official transcripts, please call the Registrar's office at 423-869-6292.

Current semester grade, class rank, and grade point average are managed and stored electronically by the Coordinator of Outcomes and Assessment for DVM students. All other student academic records will be maintained in the Office of the Dean. Requests from

students to have their academic record released must be made in writing via email to the Office of the Dean OPCVMDean@lmunet.edu. Any LMU-OPCVM students wishing to review their academic record must make an appointment with the Dean.

Students may request a letter of good standing from the Dean's office via email OPCVMDean@lmunet.edu. Academic status is based on the grades last recorded with the registrar. LMU-OPCVM records grades with the registrar at the completion of each semester and final semester grades are used to determine academic standing.

Verification of enrollment will only be made for educational reasons. For instance, verifications will not be made to employers or landlords. In this case, the students should use letters of acceptance, transcripts, or receipts of payment.

Student Right to Privacy of Education Records

The University complies with the provisions of the Family Education Rights and Privacy Act (FERPA), 1974, as amended. This law maintains that the institution will provide for the confidentiality of veterinary student education records. Please see the Railsplitters Community Standards Guide for more details by visiting online at <https://www.lmunet.edu/student-life/handbooks>.

Students can access their student information by using their Web Advisor account. Each student is given a PIN number to access the following information: schedule, transcript, financial records and financial aid. This information will remain confidential as long as students secure their PIN numbers.

Lincoln Memorial University maintains a list of all persons, except other college officials, who have received a copy of the veterinary student's education record.

Eating and Drinking in Classrooms

To maintain a safe and clean environment, no eating or drinking will be permitted in any classroom, laboratory, or auditorium. *Exceptions may be made at the discretion of administration.*

Instructional Continuity In Case of Temporary Campus Closure

Students should expect scheduled instruction to continue even if class meetings are canceled due to weather, epidemic illness, or other factors. Students will be required to complete alternate instructional activities online as directed by the course instructor. Laboratories may be re-scheduled into open time slots in the semester schedule.

Tuition and Fees

Tuition and fees are subject to change and are determined by LMU main campus. Current cost of attendance is available at <https://www.lmunet.edu/student-financial-services/tuition-and-fees/graduate-and-professional>.

The DVM program:

Tuition per year for year 1 & 2: \$80,364 (three semesters per year); Year 3: \$53,576

Estimated total program tuition: \$214,304

Estimated cost of Books and supplies: \$300 per year

Estimated Annual fees: \$600

Other Expected costs (not including cost of living): None

The MVCC program:

Tuition per credit: \$680

Estimated total program tuition: \$20,400

Estimated cost of Books and supplies: \$300 per year

Estimated Annual fees: \$600

Other Expected costs (not including cost of living): None

Please note that some fees may not be specifically listed. Any questions about tuition rates, fees, or financial aid should be directed to the Student Financial Services team.

Office of Financial Aid

For LMU's institutional policies regarding the reimbursement of funds, return of Title IV funds, financial commitment and outstanding balance/collection, as well as Cost of Attendance Budgets, please review the information available on the Student Financial Services website for detailed information (<https://www.lmunet.edu/student-financial-services/index.php>).

Veterans Benefits and Transition Act of 2018

In accordance with the Veterans Benefits and Transition Act of 2018, Section 367(e) of title 38 (Public Law 115-407), a student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation & Employment, or Chapter 33, Post 9/11 GI Bill® *benefits shall be permitted

to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a Certificate of Eligibility can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs website- eBenefits, or a VAF 28-1905 form for Chapter 31) and ending on the earlier of the following dates:

- The date on which payment from the VA is made to the institution.
- Ninety days after the date the institution certified tuition and fees following receipt of the Certificate of Eligibility.

The university shall not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require the student to borrow additional funds in order to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

Beginning with the terms starting after December 17, 2021, students using their Post 9/11 GI Bill will be required to verify their enrollment at the end of each month. Students receiving the Montgomery GI Bill will not be impacted by this change. They are already required to verify their enrollment.

After December 17, 2021, all impacted students with a US mobile phone number on file with the VA will receive an opt-in text as their next enrollment period approaches. Students who do not have a mobile phone number on file will not be able to use text verify. They will be automatically enrolled into email verification.

* GI Bill is a registered trademark of the US Department of Veteran Affairs.

Refund of Credit Balance

In the event a combination of grants, scholarships and/or payments create a credit balance to the student's account, the Finance Office will refund the credit balance to the student by means of a check or by direct deposit if the student has signed up via Web Advisor. All institutional scholarships must be applied toward tuition, fees and on-campus room and board expenses. All federal, state and institutional grants are credited to the student's account first, and any scholarships are applied to the balance of the student's aid eligibility for the semester.

For further and the most up to date information, please consult the LMU Financial Aid Office (<https://www.lmunet.edu/financial-aid/graduate/index.php>).

Refund of Financial Aid

The Return of Title IV Funds (federal). Federal Regulations determine how colleges and universities handle Title IV funds when a recipient withdraws from school. This policy is separate from the university's refund of institutional charges. The return of Title IV funds includes Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal PLUS loans, Federal Perkins Loans and Federal Direct Stafford Loans. The policy states that up through the 60% point in each semester a pro-rata schedule will be used to determine how much Title IV aid the student has earned. For example, if the student has attended 31% of the enrollment period, the student has earned 31 % of his/her Title IV aid, and 69% of the aid must be returned to the federal government. After the 60% point in the semester, the student has earned 100% of the aid for which the student was eligible. Additional information on the return of Title IV funds may be obtained from the Financial Aid Office.

Refund of Housing Reservation and Damage Deposit

The housing reservation and damage deposit is refundable at the end of the student's tenure in campus housing provided no damage or loss has occurred in the student's room as indicated by a check-out sheet and keys have been returned. If a student has an outstanding account balance with the University, any refundable deposit must first be applied against the student's outstanding account. If the student's outstanding account balance exceeds the refundable deposit, the student will not be entitled to a refund of the deposit. Cancellation of housing by a resident during the semester forfeits the resident's deposit. A written request for refund must be made to the Housing Director. *Once the Request is made the process of the refund can take up to 120 days.*

Refund of Institutional Tuition, Room and Board Charges

LMU operates with an annual budget developed through advance planning built around the institutional mission and goals, including financial obligations to faculty and

others who provide necessary services essential for operation. In the event a student drops one or more classes, withdraws, or is administratively dismissed from the University for disciplinary or financial reasons after registration is completed and prior to the end of a semester of enrollment, the student's eligibility for a refund of tuition and/or room and board will be pro-rated as indicated by this refund policy. A student must complete a Change of Schedule form, obtained from the Office of the Registrar for dropping one or more classes. Any situation in which all classes are dropped is considered to be a withdrawal from the University. Any notification of withdrawal and a request of refund must be made in writing. Should the student fail to officially withdraw, all semester charges will become immediately due and payable. The official withdrawal process begins in the Office of the Registrar. A withdrawal form must be completed and all the necessary signatures obtained. Oral requests do not constitute *official notification*. The official date of withdrawal used to compute the refund is the date that the Registrar's Office physically receives the form. Applicable institutional charges for fall and spring semesters will be refunded according to the following schedule:

Refund Schedule

Semester	Amount
During the first week of the semester	100%
During the second week of the semester	75%
During the third week of the semester	50%
During the fourth week of the semester	25%
After the fourth week of the semester	0%

No refund of institutional charges will be made after the fourth week of the semester.

Refund schedules pertaining to summer and mini terms are adjusted to the varying length of the terms. They appear in the *Class Schedule* published for the given term.

Room and board fees will not be refunded to any student who withdraws from campus residency but remains enrolled at LMU during the semester or term.

Equal Opportunity Statement

In support of the Mission Statement and the principles on which it is based, Lincoln Memorial University is committed to equal opportunity for all students, staff, and faculty and to nondiscrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff. Lincoln Memorial University reaffirms its commitment to personnel

and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

All personnel and educational activities conducted by Lincoln Memorial University are subject to the equal opportunity, affirmative action, and nondiscrimination provisions of the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964, as amended by H.R. 1746; the Civil Rights Act of 1991; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended by U.S.C. Title 41, Chapter 60; the Age Discrimination Act of 1967, as amended in 1974 and 1982; Executive Order 11246 (1965), amended by Executive Order 11375 (1968); the Americans With Disabilities Act of 1990 (PL101-336), as amended, and Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1972, amended in 1974.

All members of the University community bear responsibility for compliance with the equal opportunity, affirmative action, and nondiscrimination policies disseminated through the current University publications, including, but not limited to the LMU Student Handbook (ONLINE), the Lincoln Memorial University Undergraduate Catalog, other program catalogs and handbooks, and the Lincoln Memorial University Employee Handbook. Compliance is monitored and reported annually through the offices of the Vice President for Academic Affairs, the Vice President for Academic Services and Institutional Effectiveness, the Vice President and Dean for Enrollment and Student Affairs, the Office of Institutional Compliance, and the Office of Human Resources.

College Policies and Services

Electronic Mail Policy

All LMU students in the LMU-OPCVM programs shall utilize their LMU.net.edu e-mail address for communication within the college. All official communications to students will be sent to this e-mail address. It is the student's responsibility to check their LMU email account *daily*. During clinical rotations, students will use their LMU.net.edu account

when submitting assignments or submit items as outlined through Medtrics™. Failure to check and respond to email may result in missing important information and may result in receiving incomplete or failing grades for a course. Course announcements may also be made through Canvas. Students should subscribe to and monitor notifications.

Professional Appearance

All LMU-OPCVM students are expected to be dressed appropriately at all times with particular attention given to personal hygiene, cleanliness, safety, and especially professional demeanor.

Students need to demonstrate that they have the proper judgment about attire to wear for a given educational activity. Clients should feel comfortable in a student's presence. A student who makes a client, simulated client, or visitor feel uncomfortable is not showing good judgment in this critical area.

Students are provided with an LMU-OPCVM nametag in addition to the LMU student ID badge. The name tag is to be worn for all Clinical Skills and Professional Life Skills lab sessions. Exceptions may be made for sessions where the badge may become a safety hazard, as determined by the Lab Leader.

Students who come to school dressed unprofessionally will be asked to leave campus, change clothes, and return in appropriate attire. Any absence from class or an exam because of the student's lack of judgment will be considered an unexcused absence. Points may also be deducted from Professional Life Skills courses or individual courses per the syllabus at the discretion of faculty or administration. The dress code is enforced between the hours of 7:30 am–4:30 pm on Monday through Friday or as specifically requested by the Office of Student Affairs via the ADSA. Specific dress code elements may be superseded by approved accommodations through the Office of Accessible Education.

Students are expected to follow professional, casual dress guidelines for on-campus activities, including, but not limited to, attendance of class. Students should dress more professionally for other activities, such as guest speakers, conferences, and special events like the White Coat Ceremony. Students will be notified ahead of time of events that require attire other than professional casual.

Professional Casual Dress Code Guidelines and Examples While on CVM Campuses

Professional casual is neat and should look appropriate in a professional college. Avoid inappropriately tight or baggy clothing; professional casual is classic rather than trendy. Everything should be clean, wrinkle-free, well-fitted, and not show excessive wear. Scrubs should not be worn except in laboratory sessions. The only exception is a lecture held between laboratory sessions. Scrubs must be covered by a clean, white lab coat.

Pants: Men: Khakis or slacks are acceptable. Women: Khakis or slacks, skirts, or dresses. Both: Jeans will be permitted if they fit properly. Faded jeans or jeans that have holes or tears in them are not permitted. Leggings may be worn under a skirt or dress. A skirt or dress must be no shorter than three finger-widths above the knee. The style of dress or skirt must be appropriate for class (e.g., no formal wear).

Shirts/Sweaters: Men: Button-up shirts, polo shirts, sweaters, and turtleneck shirts are acceptable. Women: Tailored shirts, blouses, sweaters, and polo shirts are acceptable. Sweaters are acceptable; but low-cut necklines are never appropriate. Polo/golf shirts for both men and women are acceptable. Fleece or quarter-zip outerwear are acceptable provided the under-layer garments meet dress code standards. Ties: Ties are not necessary for classes. Students will be informed of events where more professional dress is required, such as guest speakers or special events.

Footwear: Must be clean and in good repair and appropriate for the professional or educational activity. Athletic shoes are not considered professional casual.

Watches, jewelry, and other accessories: Watches, jewelry and other accessories should not be excessive or distracting. Accessories must be easily removeable when they create a hygiene or safety hazard.

Undergarments: Should not be visible.

Hair: Hair must be kept neat and clean, long hair may be required to be controlled as to not create a safety or hygiene hazard (e.g. blocking vision, getting caught in moving equipment, coming into contact with preserved specimens, etc.). Facial hair: If worn, facial hair should be well-groomed.

Hats: Ball caps and visors are not to be worn indoors at any CVM facilities. They may be permitted at the instructors' discretion for outdoor learning, labs, and functions. Cowboy/Western style hats if worn must be removed in classrooms and indoor laboratories.

Cosmetics: If worn, makeup should be professional.

ITEMS THAT ARE NOT PERMITTED: While not an exhaustive list, tube tops, sweatshirts, hoodies, tank tops, short or long-sleeve t-shirts, athletic shorts, flip-flops, athletic slides, excessive body piercing, cut-off shorts, and jeans with holes in them are examples of inappropriate dress and therefore unacceptable. Revealing, excessively tight or baggy clothes are not appropriate.

CLINICAL ROTATIONS: Students on clinical rotations are required to wear appropriate dress as indicated by the rotation site. A clean white jacket and coveralls should be available at a minimum.

LABORATORY COURSES: Courses with a laboratory component, such as anatomy, Clinical Skills, and Professional Life Skills, will require that students dress as directed for these courses. Please see below.

Required <u>Attire</u> for Clinical Skills Laboratories					
Location	Clinical Skills Lab	Jacksonville Humane Society	Surgical Suites	DVTC Equine stables & Equine teaching center	DVTC Bovine teaching center
Footwear	Closed-toe shoes	Clean closed-toe shoes	Dedicated clean closed-toe shoes or shoe covers	Closed-toed shoes, leather or rubber, NOT athletic shoes	Rubber boots that extend at least mid-calf
Clothing	Professional clothing or scrubs	Professional clothing or scrubs	Clean "surgery" scrubs put on at hospital	Scrubs, nice jeans, khakis, polo shirt*	Scrubs, nice jeans, khakis, polo shirt*
Outer Attire	Lab coat	Lab coat	Hat and mask	Optional coveralls	Coveralls – must be removed after lab prior to leaving the DVTC

*This clothing may get dirty

Required <u>Equipment</u> for Clinical Skills Laboratories					
All labs	Small Animal Physical Exam & procedures	Food Animal Physical Exam & procedures	Equine Physical Exam & procedures	Small Animal Surgery	Small Animal Anesthesia

Required Equipment for Clinical Skills Laboratories						Required equipment varies by clinical course and may include thermometer, bandage scissors, suture scissors, calculator, stethoscope, pen light, pen and small notebook, hoof pick, postmortem gloves, postmortem scissor, postmortem forceps, watch with a second hand, hemostats, reflex hammer, lab coat, scrubs, coveralls, and washable rubber footwear. It is the student's responsibility to find out what equipment is required during their clinical affiliate orientation or, even better, prior to the start of the rotation, by contacting the clinical affiliate.
Pen, clicker	Pen, clicker, stethoscope, thermometer, pen light	Pen, clicker, stethoscope, thermometer, pen light	Pen, clicker, stethoscope, thermometer, pen light	Pen, clicker, stethoscope, thermometer, pen light	Pen, clicker, stethoscope, thermometer, pen light, clipboard, calculator, bandage scissors, hemostats	

Relaxed Dress Code Guidance

Under certain circumstances, as determined by the LMU-OPCVM administration, a relaxed dress policy may be allowed for special times or functions. The dress policies DO NOT change for labs or class/function attendance (unless included in the special event) as described in the Student Handbook - this only applies to pre-determined time periods or special events. The guidelines are as follows:

1. Clean, comfortable clothing in good condition to include jeans, sweatpants, leggings, tasteful t-shirts, sweatshirts, and tennis shoes/athletic shoes are permitted for taking the exams or for the special event. If the student has additional classes or functions following exams, or are returning later in the day for functions, they should return to fully professional attire as described in the handbook under Professional Appearance. If the relaxed dress code applies for a special event (e.g., Halloween, Sweats for Pets, etc.), then professional attire is expected for any labs, meetings, or official functions.
2. No crass, lewd or innuendo sayings on visible attire. Students may be asked to cover up or change clothes.

Professional Appearance During Clinical Rotations

Personal appearance and dress for students in the health professions is important in establishing respect and credibility in the doctor-client relationship. The public expects that the veterinary healthcare team be neatly dressed and properly groomed. Students participating in the LMU-OPCVM clinical year program are expected to uphold these standards at all times when on and off rotations. In general, students will dress in the manner prescribed by the clinic in which they are working. Students may be asked to cover tattoos and remove piercings and jewelry. A clean white clinic coat or clean coveralls displaying the LMU-OPCVM logo and name badge are required to be available at all times by all students when in a clinical environment

Special protective clothing must be worn in designated areas as specified by clinical site personnel. In working with livestock, mixed animal, equine, or in a diagnostic lab and pathology rotation, coveralls are required unless the clinical affiliate requires alternative dress. Washable rubber footwear is required for mixed and large animal rotations. Student equipment and apparel must be kept clean to reduce the chance of spreading infectious agents. Students will not wear protective clothing, smocks, lab coats, overalls, or coveralls, in public places away from the OPCVM or clinical sites. These clothing items are to be worn only while engaged in educational, research, and/or service activities directly related to veterinary medicine. Students will be required to change coveralls several times during the day to avoid contamination between farms. In some cases, clinical sites may require scrubs or other protective attire. This attire may be provided by the clinical site, in which case it will remain the clinical site property. Specific dress code for clinical affiliate sites may be found on Medtrics™. When in doubt, contact the clinical affiliate regarding the dress code.

Students will be assigned radiology badges that are to be used and worn at all clinical sites. These badges will need to be directly returned to the monitoring company via pre-paid mailer to monitor radiation exposure levels periodically throughout the year. More information on Radiation Safety and documentation on radiology badges is provided in the OPCVM 759 Introduction to Clinical Year course and maintained in the resources folder in Medtrics™. The cost of replacement of lost badges is the responsibility of the student and it will be assessed at current market value. Grades may be withheld until payment is made. Failure for students to provide regular monitoring of their radiation exposure as required, may result in the student being removed from clinical rotations.

Professionalism Standards In Social Media

Social media is a term that describes any of the various applications and web-based networking sites that students

use to communicate and connect in a private or public venue. The most popular examples are GroupMe, Facebook, Instagram, Snapchat, and Twitter, but other applications are applicable. Any communications about course notifications or information should be through official LMU email, not social media.

The LMU-OPCVM recognizes the major advantages of social networking sites. Not only do they connect students quickly and widely, but they also provide valuable exchanges of information and the ability to comment, to critique and to engage dialogue. However, the University also recognizes that social networking imposes additional standards for professional behavior upon medical and veterinary students. The LMU-OPCVM values individual expression and supports peer-to-peer communications. Any engagement in social media should be framed in professional, mature, and reflective discussions and interactions. Unprofessional postings include profanity, discriminatory statements, personally directed abuse of any individual, alcohol/substance abuse, sexually suggestive material, and violations of patient/client confidentiality. **Additionally, posting of material relating to any veterinarian, staff, client, or patient at a clinical site is strictly forbidden without explicit written permission from the client and clinical site owner.** Signed media release forms should be submitted to the Director of Alumni Engagement and External Affairs.

(While quick and far-reaching, social media posts are also fairly permanent. Although you may think you have deleted an inappropriate post, it is probably archived in someone's file. As a rule of thumb, if you would be embarrassed if your Dean read your statements, then you are better off not posting them. Prospective employers, residency directors, and future clients surf social networking sites to check out your background, interests, and professional standards. Do not post inappropriate photos that provide unflattering references. Remove any unprofessional postings as soon as possible.)

No photos, videos or digital recording of LMU-OPCVM animals should ever be posted on social media. Cameras and cell phones are strictly prohibited in the anatomy and clinical skills labs unless specifically approved by the LMU-OPCVM. Failure to follow this policy will be considered a violation of the Ethics and Honor Code.

Photo Policy

Photography or any use of recording devices (e.g., film or digital cameras, camera phones, sound recorders) is strictly prohibited in animal use areas, unless specifically approved by the LMU-OPCVM. This includes any and all animals or

patients at or owned by LMU-OPCVM. Failure to follow this policy will be considered a violation of the Ethics and Honor Code.

Exceptions:

1. When performed by government inspectors (e.g., USDA Veterinary Medical Officer).
2. When required by personnel authorized by the Institutional Officer assist in clinical diagnosis of disease.
3. When the Institutional Officer has requested to document conditions of the animal facilities.

Public Relations and Marketing Guidelines

The full formal name of the school is Lincoln Memorial University- College of Veterinary Medicine at Orange Park. When referring to Lincoln Memorial University- College of Veterinary Medicine at Orange Park in external communications, on first reference it should be "Lincoln Memorial University- College of Veterinary Medicine at Orange Park (LMU-OPCVM)." Subsequent references should be "LMU-OPCVM." *Please note the dash in the full formal name and the full formal abbreviation.* Please use the full proper name and abbreviation. If space constraints are an issue, the first reference may be shortened to "LMU-College of Veterinary Medicine at Orange Park." When referring to the school for an internal audience (i.e., the LMU campus community), the reference can be "College of Veterinary Medicine at Orange Park (OPCVM)."

All media contact is handled through the LMU-OPCVM Coordinator of External Affairs and Outreach. Students and student clubs shall not submit press releases, calendar items, photographs, advertisements, or other submissions to any media outlet independently. If you wish to send something to the media, please forward all the information to the LMU-OPCVM Coordinator of External Affairs and Outreach; they will submit on your behalf. All media contact requires prior approval from the LMU Office of Marketing and Public Relations. If you are contacted to provide comment to any media outlet, refer the inquiry to the LMU-OPCVM Coordinator of External Affairs and Outreach for follow-up.

Any student or student club activity that requires public use of the LMU-OPCVM name (both events and merchandise) requires the submission of the appropriate approval form. This form and the needed prior approval are handled by the LMU-OPCVM Director of Student Affairs. Student clubs are prohibited from using the LMU-OPCVM

academic seal on any merchandise or publications. All officially sanctioned student club websites must be hosted through the LMU-OPCVM site.

In the case of any adverse event, the LMU Office of Marketing and Public Relations (<https://www.lmunet.edu/news/>) is the sole point of contact between LMU-OPCVM and the public. In any crisis or emergency, refer all inquiries to the LMU Associate Director of Marketing and Public Relations for follow-up.

This document may not cover all Marketing / PR situations that may arise. When in doubt, consult with LMU Associate Director of Marketing and Public Relations.

Video and Audio Recording

It is expressly prohibited to copy and produce any audio or video recordings of LMU-OPCVM lectures without prior written permission from the faculty. Likewise, it is expressly prohibited to distribute such materials, including lecture materials without written permission from the course instructor. Failure to follow this policy will be considered a violation of the Ethics and Honor Code.

Conflict of Interest Policy for Faculty and Students

The LMU-OPCVM faculty and students are prohibited from accepting personal gifts worth more than ten dollars from Industry Representatives.

As representatives of LMU-OPCVM, faculty and students shall not accept industry-funded meals except those in conjunction with educational activities that comply with the American Association of Veterinary Medical Colleges (AAVMC) standards for commercial support. Industry sales representatives are not permitted to interact with LMU-OPCVM students except under the direct supervision of LMU-OPCVM faculty in a structured learning environment.

Honorary or guest authorship on a paper written by a pharmaceutical company is unacceptable.

Name Change

The best time for an official name change with LMU is BETWEEN semesters. A student's name is an important identifier and when it is changed, there are many steps that

need to be addressed so that courses are not disrupted. Legal name changes must be processed by the LMU Registrar (registrar@LMU.net).

Holidays

Official LMU Holidays (Offices closed/no classes): In addition to spring break, which varies from year to year, LMU-OPCVM is closed on the following days: Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, and the Fourth of July. Please note that the clinical year is not governed by Official LMU Holidays.

Inclement Weather

The LMU campus closure due to inclement weather is announced on local radio and TV stations and posted on the LMU website. The LMU-OPCVM will make official announcements via university email concerning the cancellation of classes and laboratories. It is the students' responsibility to stay abreast of weather conditions and notifications.

Accident/Incident Procedures

In the event of an accident/incident, a Student Accident/ Incident Report Form must be completed and filed with the ADSA. This form can be found in the OPCVM Student Services Organization in Canvas. For accidents that occur on Clinical Rotations, please see the Clinical Year section of this handbook, and contact the Assistant Dean of Clinical Relations and Outreach.

Missing Persons Policy

In the event of a suspected missing person, the CVM will follow the University Missing Person Policy found here: <https://www.lmunet.edu/campus-police-and-security/documents/MissingPerson.pdf>. Students should answer any phone calls from the offices of the Dean and the OPCVM Assistant Dean of Student Affairs.

OPCVM Student Ethics and Honor Code

In addition to University level policy, the college recognizes the need for professional behavior across all graduate/professional degrees.

LMU-OPCVM Student Ethics and Honor Code

Establishing and maintaining the highest concepts of honor and personal integrity during veterinary medical education is critical to our training as veterinary professionals. It is our responsibility to actively support these standards; and it is reasonable to expect our fellow students to do the same.

These standards include respect for patients, faculty, staff, fellow students, hospital personnel, community, self, proper documentation, laws, policies regulations and academic standards. I hereby accept the LMU-OPCVM Student Ethics and Honor Code, realizing that it is my duty to uphold the Code and the concepts of personal and collective responsibility upon which it is based.

Professional Conduct

Respect for Humanity

Establishing and maintaining the highest concepts of honor and personal integrity during veterinary medical education are critical to training veterinary professionals. It is the responsibility of the student to actively support these standards and it is reasonable to expect that colleagues will do the same. Behavior and speech should demonstrate respect for the diversity of colleagues. One must avoid disparaging remarks or actions with regard to a person's race, age, gender, disability, national origin, position, religion, or sexual orientation. Students will strive to create an environment that fosters mutual learning, dialogue, and respect while avoiding verbal, written or physical contact that could create a hostile or intimidating environment. Since a person's actions continuously reflect one's intentions, students will adhere to the standards of Professional Conduct when within, representing, or in any way impacting the community, including behaviors in off-campus settings or at non-LMU events where other LMU students are participating or present.

Respect for Patients

Students will take the utmost care to ensure patients are kept safe and treated humanely while under their care. The importance that our patients have in our client's lives is understood; and students will work diligently to practice understanding and sensitivity as it relates to the pet owner. Students will treat our patients with dignity and offer treatment regardless of finances or personal biases. It is a student's duty to provide an accurate diagnosis and to professionally present their findings to the owner with an ethical and clear plan of action. The care and well-being of the patients will always be at the forefront of the decision-making process. Students will always maintain patient and client confidentiality. Failure to provide patient care (e.g. missing shifts, falsifying care records, etc.) is unprofessional and will lead to disciplinary proceedings up to and including dismissal from the program.

Respect for Faculty, Staff, Colleagues, Hospital Personnel, and Community

Students will exhibit respect for faculty, staff, colleagues, and other members of the veterinary health care team. This respect will be demonstrated by professional conduct in mannerism, conversation, and relationships. Students will refer to faculty and staff by their appropriate title, such as "Doctor Smith," or "Mrs. Jones," unless otherwise directed. Students will strive to understand the role and responsibility as well as the importance of their peers, colleagues, and team members. Students will make every effort to maintain an even disposition, display a judicious use of others' time, and handle private information maturely. They will express views in a calm, respectful and mature manner when in disagreement with another individual, understanding that a mutual agreement will not always be reached. Confrontations of such nature will be carried out in a private location as soon as time permits.

During clinical year, comments relative to concerns about the adequacy of animal care, accuracy of diagnosis and appropriateness of therapy are *never* allowed in the presence or hearing distance of the owner/client. These conversations should be conducted in a professional manner directly with the clinician at an appropriate time and location away from the client. Students may wish to converse with their Clinical Course Mentor concerning any treatment plans offered by the clinical affiliate staff. Students should not disagree with treatment plans proposed by the clinicians at the clinical site. Students are to observe in the exam room in the presence of the supervising doctors unless invited to participate.

Respect for Self

A diversity of personal beliefs serves to enrich the veterinary medical profession. Therefore, students are encouraged to uphold personal ethics, beliefs, and morals in both daily conduct and in the practice of this Code. Understanding conflicts may exist that interfere with personal beliefs, students are encouraged to be proactive with communicating these situations.

Respect for Proper Documentation

The written medical record is important in communication between the animal care team and effective patient care; it is also a legal document and available for review. The medical record is the property of the individual clinical site and is *confidential*. As such, it is crucial that students maintain the integrity of patients' medical care through accurate reporting of all pertinent information about which students have direct knowledge. Written medical documents, including electronic correspondence pertaining to patients and their care must be legible, truthful, complete and accurate to the best of a student's knowledge and abilities. To avoid an accidental breach of confidentiality, students will not discuss or share patient information with anyone except those directly related to the case. Appropriate medical and/or personal information about patients/clients should only be shared with other veterinary professionals directly involved or for educational purposes.

Respect for Laws, Policies and Regulations

Laws, policies and regulations at the university, local, state, and federal levels benefit the community and are not to be disregarded or violated. Any matters under the jurisdiction of local, state, or federal laws are explicitly deemed "outside the scope" of this Code.

Substance Abuse

Substance abuse will not be tolerated by any student while enrolled at LMU. Students are not to attend a class, laboratory, or a clinical rotation when under the effects of alcohol or drugs. Students found abusing or misusing alcohol or drugs will face disciplinary action up to and including dismissal. Students needing professional help with alcohol or substance abuse/misuse issues should contact LMU counseling services.

The LMU-OPCVM and its affiliate clinical sites are committed to maintaining a drug-free environment in compliance with applicable laws. The unlawful possession, use, distribution, sale, or manufacture of controlled substances is prohibited on the university campus, its

facilities, or any clinical site. Violation of this policy may result in the appropriate disciplinary action up to and including dismissal.

Management of The Violations of The Ethics and Honor Code

Our honor as community members and students of a professional program is maintained through accountability. We will act in accordance with this code; we expect our peers to do the same. We will act with honor to avoid burdening our peers with responsibility for our own integrity. Actions not in accordance with the aforementioned standards constitute a violation of this Code. Any time period described in the Code may be extended for good cause at the discretion of the LMU-OPCVM Dean or ADSA. Any meeting or hearing described in the Code may be rescheduled for good cause at the discretion of the LMU-OPCVM Dean or ADSA.

Professional Conduct Committee

The LMU-OPCVM chapter of SAVMA and the SGA officers of the LMU-OPCVM appoint students to address violations of the Ethics and Honor Code through the Professional Conduct Committee (PCC). The PCC serves as the student government's representative and promotes professional self-governance. The PCC works with the offices of the ADSA and the SPC to aid in upholding LMU-OPCVM's high standards of professional behavior. All SPC/PCC meetings with students are private and confidential, including, but not limited to, the names of participants and witnesses, proceedings, discussions and deliberations, minutes, and recommendations. The following are prohibited in all SPC/PCC meetings unless otherwise authorized in writing by the ADSA: (1) electronic recording of the meeting, except for official minutes; (2) legal counsel; and (3) all other individuals not part of the SPC/PCC process or not invited to attend the meeting. The SAVMA Executive Board Liaison to the PCC will serve as the Chair. The Chair is a non-voting member that will only vote in the result of a tie.

Reporting procedure for ethics and honor code allegations

A case of a suspected violation or an unresolved situation may be brought to the PCC or ADSA through self-reporting or by the observer of a violation, at which point the case proceeds to an investigation if warranted and, potentially, a subsequent hearing for resolution. Reporting violations should be accomplished by submitting the appropriate Ethics and Honor Code Allegation form available in the OPCVM Student Services Canvas Organization.

Personal Grievances

Grievances of a personal nature that violate the Ethics and Honor Code, may be addressed through mediation facilitated by the ADSA between the two parties. If mediation does not reach a resolution through the ADSA, the process will progress as outlined below

Post-reporting procedure

After submission of a *signed complaint*, the involved parties will be notified within 5 working days of Misconduct Allegation and informed of a preliminary meeting date, time, and location with the ADSA. If the complaint is *anonymous and unsigned*, an investigation of the allegations shall be conducted by the PCC and/or the ADSA. Based on the findings of the investigation, further action may be taken by the ADSA through a preliminary meeting. If the preliminary investigation determines that *no violation occurred*, the matter is considered resolved. Records will be placed in a confidential file and destroyed upon the student's graduation.

If it is suspected that a violation did occur, the process will proceed as outlined below.

Records are to be kept at each level of the process. The Chair will appoint a member to maintain all documentation. All records will be kept on file that is maintained by the ADSA.

Interim Suspension

Interim Suspension is issued in extreme or unusual cases when there is reason to believe, supported by sufficient evidence, that the continued presence of a student on campus presents an immediate danger or threat of harm to themselves or other members of the campus community. This may include but is not limited to, threat of disruption of any University operations or activities. Interim Suspension includes the immediate suspension of all student privileges associated with attending the University, including its related functions. A student who has been placed on Interim Suspension may not attend classes, may not participate in any University activities, and may be prohibited from being on University property pending the investigation of potential violations of the Student Handbook and outcome issued by the LMU-OPCVM Dean.

Preliminary Meeting

In the event that either mediation of a personal grievance did not reach resolution and or the violation was not a personal grievance, a preliminary meeting will be held. The preliminary meeting will be informational and investigative in nature. The ADSA will discuss with the student the

accusations and the student's options. The student will be given the Ethics and Honor Code Charge and Process form to sign, indicating the selected option. The student's options are as follows:

1. If the student accepts responsibility for any/all violation(s), the ADSA will decide if the matter will be resolved either by the ADSA with an administrative decision or referred to the SPC for resolution at the discretion of the ADSA. The student has two (2) working days to notify the ADSA of their decision to accept or not accept responsibility for any/all violation(s).
2. If the student does not accept responsibility for any/all violation(s), the matter will be referred to the PCC and/or individuals designated by the ADSA for investigation. This investigation is not a determination of guilt, but rather the gathering of additional information to determine if there is enough to substantiate the violation. The student will have 48 hours from the meeting with ADSA to select either appearing before the SPC or the PCC to continue to the resolution process. After an option is selected, the ADSA will have five (5) working days to inform either the SPC or PCC of the violation(s).

Resolution procedures

The student will be provided with an opportunity to meet with the chosen committee (SPC or PCC, *See below*). The goal of the meeting is to gain insight into why the violation occurred and allow the student an opportunity to discuss their actions. This meeting will allow the SPC or PCC to make an informed recommendation for sanction up to, and including, dismissal to the Dean. *The student should come prepared to explain their situation and what they would do to correct their situation.* Other than the student, Procedural Advocate, the recording secretary, necessary individuals invited by the committee, and the committee members, no other individuals will be present at the meeting.

If the student then *accepts* responsibility and the ADSA elects to send the case forward instead of an administrative sanction, the SPC will hold a meeting within five (5) working days of notification. The attendance of the student shall be at the discretion of the SPC, but the student may elect to not attend if not required by the SPC. The SPC shall then deliberate and make a recommendation for sanction in writing to the Dean of LMU-OPCVM within five (5) working days for the final decision. The student will be notified of the LMU-OPCVM Dean's decision within five (5) working days of receipt of the Committee's recommendation for sanctions.

If the student in question still *does not* accept responsibility. The student will appear before the committee they selected (SPC/PCC) within five (5) working days. The committee will then make one or more of the following sanction recommendations to the dean.

SPC or PCC Guidance for Resolution of ethics and honor code violations

Once the committee has been presented with all material, and the student has been given the opportunity to speak on their own behalf and present information in support of their position, the committee must then make a recommendation. The discussion will be held in a private conference with only the members (voting and non-voting, including a recording secretary) in attendance. The voting members of the committee will make their recommendation with the understanding that only *a preponderance of evidence is required for action to be taken to reach a recommendation*. The committee should base their recommendation based on the following:

1. What are the relevant circumstances in this case?
2. What is an appropriate resolution in this case?

After an initial recommendation is reached, based on a majority of votes, the committee may adjourn for one working day to allow for individual and private reflection. The committee will then reconvene and either reaffirm its position or reach a new recommendation (again only requiring a majority of votes) on an alternative recommendation.

Forwarding of Recommendations of Resolution

All recommendations by the SPC or PCC will be delivered to the Dean in writing within five (5) working days.

The SPC will forward their recommendation to the LMU-OPCVM Dean for the final decision.

The PCC will forward their recommendation to the Assistant Dean of Student Affairs who affirms, recommends an alternative, or refers to the SPC for further consideration before rendering the recommendation to the LMU-OPCVM Dean withing five (5) working days.

The Dean of LMU-OPCVM will have five (5) working days upon receiving the recommendation for resolution to make the final decision. Decisions are reported *in writing* to the student, with copies sent to the Chairs of the PCC and SPC, and ADSA.

Sanctions

The following are administrative sanctions that may be imposed: (1) a warning, (2) probation, (3) suspension, (4) dismissal, (5) grade sanctions, including but not limited to grade reduction, failure of course or assignment (6) and any other administrative sanction deemed necessary and proper. All disciplinary sanctions are to be based on the nature of the specific behavior and the degree of the violation.

1. The following are developmental sanctions that may be imposed in lieu of or in addition to an administrative sanction: (1) an educational activity, (2) loss or restriction of privilege, (3) mandatory education and training in diversity, empathy, anger management, resiliency, or topic related to the student's violation, and (4) any other developmental sanction deemed necessary and proper. Successful completion of developmental sanctions within the specified period of time will be required to continue enrollment at LMU-OPCVM.

- **Disciplinary Probation**

The specified period of time for disciplinary probation is determined by the nature of the specific behavior and the degree of the violation. In addition to the imposed developmental sanctions, the following shall always be included with the sanction of probation:

- a. Student will be required to meet with the ADSA on a regularly scheduled basis, at its discretion, to review compliance with the policy and procedures of the Ethics and Honor Code.
 - b. To take advantage of opportunities offered through counselors and other programs for development.
 - c. Not hold any office in a student organization, nor attend local or national meetings.
- **Suspension**
 - Suspension is defined as the immediate removal from the student's class due to violations pertaining to the Ethics and Honor Code. This immediate removal is coupled with recession to a new class as previously described for Academic Deficiencies. A suspension may include additional administrative and developmental sanctions that shall be applied based on the nature of the violation. Unless specified, successful completion of all of the imposed sanctions will be required before the student is allowed to return to the LMU-OPCVM program.

Responsibilities of the Professional Conduct Committee Members

- a. To the Community
The PCC's responsibilities to the community include: educating students and faculty about the Code, providing information and literature about the Code and assisting in maintaining awareness of the Code. Committee members will also undergo appropriate training prior to their becoming active members of the Committee through meetings with the Office of Student Affairs.
- b. Within the Committee
The PCC is responsible for interpreting the Code. The Committee will consider each case individually and should be sensitive to both the community and the individual involved when making decisions.

Membership of the Professional Conduct Committee

1st – 2nd year PCC members vs 3rd year PCC members

- 1st – 3rd-year students sit on the committee: 2 representative students from each cohort and the SAVMA Executive Board PCC liaison. The SAVMA PCC liaison will serve as recording secretary and vote in case of a tie.
- 1st – 2nd-year students will preside over all instances brought to the PCC, 3rd year students will preside only for instances that involve 3rd year students.

Appointment Process

- Students will be appointed to the PCC as outlined by the SGA and SAVMA guidelines.
- Once students have been appointed to the PCC as 2nd-years, they will remain on the PCC for the rest of their student matriculation.
- SGA and SAVMA bylaws reflect that if a member is asked to be removed from the PCC during their time on the committee, that another representative will have to be appointed on a case by case basis.

Quorum

- A quorum of 2/3 of the PCC is required to be present at any of its meetings to make the proceedings of that meeting valid.
- Instances that involve 1st – 2nd-year students will be reviewed by 1st – 2nd-year PCC members and a quorum of 2/3 is required.
- Instances that involve 3rd-year students will be reviewed by 1st – 3rd-year PCC members and a quorum of 2/3 is required.

- If PCC member(s) are asked to recuse themselves, then the quorum would still be 2/3 of the voting members but the SAVMA Executive Board PCC Liaison could be asked to fill in as a voting member to complete the quorum.
- If the PCC is unable to reach a quorum of 2/3, the SAVMA Executive Board PCC Liaison can be given the authority to ask an elected member of the SAVMA Executive Board to sit on the PCC for a case as an "alternate."

PCC Member Recusal

- If a PCC member were to recuse themselves because they are a close friend, roommate, significant other, etc. to the person of interest but are not directly involved in the case being presented, they are allowed to attend the meeting and contribute to the discussion. However, the recused member would not be allowed to vote in any decisions.
- If a PCC member is recused because they are a close friend, roommate, significant other, etc. and the member is directly involved in the case being presented, they would also be recused entirely, including but not limited to the ability to attend the meeting, contribute to the discussion, or vote on any decision.

The Assistant Dean of Student Affairs is an advising member of the Professional Conduct Committee and will be made aware of all reports prior to the commencement of the proceedings.

Ratification of the Code

Members of the PCC may ratify this Code by a two-thirds majority vote and approval of the Assistant Dean of Student Affairs, with final approval residing with the Dean of LMU-OPCVM. All incoming classes will be subject to this Code and will sign the pledge during their orientation process.

Amending the Code

This Code may be amended through an annual proposal and voting process, as written in the student governance documents (SCAVMA and SGA). Amendments to the Code will be accepted by a three-quarters majority vote of the PCC and approval of the Dean of LMU-OPCVM.

Special Circumstances

- A. Cases involving substance abuse/mental health that do not involve an honor code infraction will be handed over to the Assistant Dean of Student Affairs without further action by either the PCC or SPC.

- B. Any situations the committee deems to be outside of its purpose will be forwarded to the Assistant Dean of Student Affairs.
- C. The Assistant Dean of Student Affairs reserves the right to provide administrative oversight to any case.

Right to Appeal Ethics and Honor Code Decision

A student wishing to appeal the LMU-OPCVM Dean's decision must submit a letter requesting an appeal to the Student Appeals Committee via email within five (5) working days of receiving notification of that decision. During the process of the appeal, the conditions set forth in the dean's decision will stand (e.g., probation, dismissal/separation).

The Appeals Committee determines if the LMU-OPCVM policies and procedures relating to the case were followed and that no gross misapplication of fact occurred. The committee does not render a judgment on the Ethics and Honor Code violation or academic deficiencies, only that the proper policies and procedures were followed. They will meet with the student and if requested by the student, a PA, but not with witnesses or complainants. The decision of the committee will be forwarded in writing by the chair to the Dean of LMU-OPCVM. The Dean of LMU-OPCVM will forward it to the student by certified mail to their last official address or hand-delivered with return receipt. All decisions of the Appeals Committee will be final and binding. No further option for appeal will be considered.

The Student Appeals Committee has five (5) working days to finalize the case.

DVM Program Specific Material

Veterinarian's Oath

Being admitted to the profession of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health and welfare, the prevention and relief of animal suffering, the conservation of animal resources, the promotion of public health, and the advancement of medical knowledge. I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.

Veterinary Student's Oath

Being admitted as a student of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health and welfare, the prevention and relief of animal suffering, the conservation of animal resources, the promotion of public health, and the advancement of medical knowledge. I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.

Academic Calendar

THE LMU-OPCVM Academic Calendar is below. All Federal holidays will be observed.

OPDVM Academic Calendar 2026-2031

Semester	Start Date	End Date
Semester 1	6/8/2026	8/30/2026
Semester 2	9/7/2026	12/20/2026
Semester 3	1/4/2027	5/2/2027
Semester 4	6/7/2027	8/29/2027
Semester 5	9/6/2027	12/19/2027
Semester 6	1/10/2028	5/7/2028
Semester 7	5/28/2028	N/A
Semester 8	N/A	5/17/2029
Commencement		5/17/2029

Semester	Start Date	End Date
Semester 1	6/7/2027	8/13/2027
Semester 2	9/6/2027	12/18/2027
Semester 3	1/10/2028	4/21/2028
Semester 4	6/5/2028	8/27/2028
Semester 5	9/4/2028	12/17/2028
Semester 6	1/8/2029	5/6/2029
Semester 7	5/21/2029	N/A
Semester 8	N/A	5/16/2030
Commencement		5/16/2030

Semester	Start Date	End Date
Semester 1	6/5/2028	8/13/2027
Semester 2	9/4/2028	12/18/2027
Semester 3	1/8/2029	4/21/2028
Semester 4	6/4/2029	8/27/2028
Semester 5	9/3/2029	12/17/2028
Semester 6	1/7/2030	5/6/2029
Semester 7	5/20/2030	N/A

Semester	Start Date	End Date
Semester 8	N/A	5/15/2031
Commencement		5/16/2031

Semester	Length
Summer	12 weeks
Fall	15 weeks
Spring	17 weeks
Clinical year	40 weeks clinical/ 5 weeks didactic

DVM Curriculum

The LMU-OPCVM DVM curriculum is a full-time, continuous 8-semester (three year) program leading to the degree of Doctor of Veterinary Medicine (DVM). The curriculum will stress the interdependence of the biological, clinical, behavioral, and social sciences. Throughout the curriculum, emphasis will be placed on the diagnosis, prevention, and treatment of the diseases of animals. The curriculum uses live animals, clinical immersion, and team-based learning. Practical clinical skills, including diagnostic, medical and surgical procedures, will be taught from the beginning, reinforced throughout the curriculum as part of the Clinical Skills courses. Professional skills, including personal development, communication with clients, and collaboration with other health professionals and paraprofessionals will be taught as part of the One Health initiative and the Professional Life Skills courses.

A veterinarian must be skilled in problem-solving and demonstrate expertise in diagnosis. To achieve this goal, LMU-OPCVM's curriculum will emphasize the integration of the basic and clinical sciences. The curriculum will be divided into a pre-clinical phase and a clinical phase.

Calculation of Credit Hours

Calculation of credit hours is based on the following formula: Fifteen lecture hours and a minimum of two hours out of class student work per week for approximately fifteen weeks equals one credit hour, thirty laboratory hours equals one credit hour, and four weeks of rotation equals four credit hours.

1.0 Credit hour = 15 Lecture or Seminar Hours and a minimum of two hours out of class student work per week for approximately fifteen weeks

1.0 Credit hour = 30 Lab Hours

Pre-Clinical Curriculum

The first six semesters of the DVM program will provide the student with a solid understanding of the basic sciences that form the foundation for veterinary practice. This

introduction will occur within the philosophy of "clinical immersion", i.e., the early emphasis on practical application of scientific knowledge to real-life veterinary problems. This approach will help students to develop problem-solving skills and prepare them for entry into the challenging field of veterinary practice.

A pre-clinical academic year consists of three semesters:

Academic Year 1 (AY 1): Semesters 1(Summer), 2 (Fall), & 3 (Spring)

Academic Year 2 (AY 2): Semesters 4(Summer), 5 (Fall), & 6 (Spring)

Pre-Clinical Coursework Waivers

Selected basic pre-clinical science courses may be waived by prior completion of comparable coursework, as determined by the Associate Dean of Academic Affairs in consultation with the Course Director. The waiver policy is primarily designed for incoming students who have received a graduate degree in a field that the course they are requesting the waiver for encompasses. The Associate Dean of Academic Affairs may waive the course entirely or require the student to successfully pass a comprehensive examination covering the course material. For each course waived, a waiver petition/form must be completed, with the appropriate signatures, and filed with the Office of Academic Affairs prior to the start of the class. The signed waiver form becomes a part of the academic record at LMU-OPCVM and serves as a record of the student's completion of those course requirements. The student will receive credit for the course but will not receive a letter grade. The class will not be figured into the student's GPA. Students receiving a waiver will not be eligible for official class rank. The granting of a waiver will not reduce a student's tuition. Students who are granted a waiver are strongly encouraged to use their waived course time and expertise to serve as tutors for their classmates. Clinical rotations may not be waived.

Course Descriptions, Course Catalog, and Curriculum Digest

A summary listing of all course descriptions and credit hours is located in Appendix A and B. Courses contain the prefix OPDVM and are numbered from 700-799.

DVM Academic Progress and Grading

DVM Academic Grading

The satisfactory completion of all courses in the professional curriculum is required for a student to receive

the Doctor of Veterinary Medicine (DVM) degree. Preclinical and clinical grades will be recorded by the LMU Registrar as Pass or Fail. The minimum satisfactory grade in any given course is a pass, defined by the following grading scale.

Preclinical Courses (Semesters 1-6):

Passing criteria must be achieved in Individual scores and Overall point scores:

Pass: $\geq 69.5\%$

Fail: $< 69.4\%$

Marginal Pass: $\geq 64.9\%$ to $< 69.4\%$ (One-time per pre-clinical academic year; recorded as pass)

Final course grade calculation will be comprised of a cumulative score of both individual and team assessment points, with a score of 69.5% or greater required to pass. In addition, a student must achieve a score of 69.5% or greater on the cumulative individual components of the course to pass. Individual components include graded items that can be reasonably attributed to a single student.

Marginal Pass

Students with an individual or overall point score between $\geq 64.9\%$ and $< 69.5\%$ are eligible to receive a Marginal Pass instead of a failing grade **once** in semesters one through three (academic year one) and once in semesters four through six (academic year two). The student will be allowed to continue in the program sequence and will be placed immediately on academic probation for the subsequent two academic semesters following the date on which the score(s) were released. All Marginal Passes will be recorded as Pass in student records management system but will be recorded Marginal Pass in the college academic records.

Clinical Rotations (Year 3)

All clinical courses will be graded as Pass ($\geq 69.5\%$) or Fail ($< 69.4\%$).

Preclinical and clinical grades will be recorded by the LMU Registrar as Pass or Fail.

Assessment of Student Learning

Assessment of student learning at LMU-OPCVM occurs throughout the curriculum in a variety of ways. Course Directors have the freedom to create their own means of assessment, using any of these or other methods or any combination of them. Each course syllabus outlines exactly how a student will be graded in each course and explains the type of assessment that will be used.

Assessments may include but are not limited to written (computer-based) exams, which consist of multiple choice,

fill-in-the-blank, or short answer questions, Canvas quizzes, Turning Point (clickers) questions, projects, posters, papers, or group activities, practical exams or OSCEs.

OPCVM Examination Services

The LMU-OPCVM has a dedicated Examination Services (ES) staff for administering block examinations. The examination process is overseen by the Coordinator of Outcomes and Assessment and is directly supervised by the Exam Services Specialists (ESS). The ESS coordinate with faculty to develop examinations in ExamSoft, support students during examinations, schedule and administer examination accommodations, and proctor examinations. For didactic courses, examinations are administered in a computer-based block exam format where up to four subjects are tested in one examination. Examination schedules are available in the OPCVM Class Schedule Calendars (Outlook) but are subject to change.

Students MUST comply with device requirements as published by Exam Services by May 1 of each academic year. The device requirements will be located in the CVM Student Services Canvas Organization Page and included in initial matriculation information. Students are responsible for bringing a compatible electronic device to every block exam. The Exemplify© program should be downloaded onto any device the student expects to use for testing. An external mouse or Apple pencil is optional. All testing devices must have a privacy screen in place for the duration of the exam.

For any further information on exams or assessments, contact the OPCVM Coordinator of Outcomes and Assessment. For issues with the Exemplify© software, contact the ExamSoft© ESS or call ExamSoft© directly at 866.429.8889 for 24-hr support. For computer or technical issues (including LMU internet access), contact the LMU IS department (Information Services) at 423.869.7411.

Block Examination Policy and Procedures

Administration of block exams is the responsibility of the Exam Services Specialists (ESS). The ESS will be in the room during the in-person exam, as will exam proctors. Exams are generally administered in the lecture hall of OPCVM. However, online examinations may be administered in certain circumstances. The dress code for exams is relaxed casual, within the limits of professionalism. Students may not have a watch of any kind (including smart watches), cell phone, or other digital communication device, hats, hoodies, large coats, food, or any kind of papers during an exam. All drinks must be in a clear or solid color, unlabeled container with a spill proof lid. Students may use foam, uncorded earplugs. Bluetooth headphones/earbuds are

not permitted. All personal belongings should be left in a car or locker or, in case of online testing, not located in the testing area.

Days Before the Exam

The exam files will be posted to Exemplify© before the exam day, usually on the Friday prior to a Monday exam block. Students must download all exam files onto their approved testing device prior to 11:59 pm the day before the exam. It is recommended that students turn off and restart their testing device the evening prior an exam, to verify the approved testing device is updated and to prevent exam day issues.

Exam Day Prior to the Exam

For in-person exams, the exam prep time is scheduled for 15 minutes prior to the start time for the block exam. The doors for the exam will open at that time, and students should digitally log in to the exam room using their official LMU ID card. A seating chart will be posted in the room and students will find their assigned seat for each exam. All students must be in the exam room and logged in prior to 5 minutes before the exam begins. For example, if the exam is to begin at 8:15, students must be logged in by 8:10:00 am, or they will be considered late to the exam. The ESS needs the final five minutes prior to start time to complete the preparations for the exam, verify all students are in their places, and ensure all testing devices are working properly.

The following items are permitted in the testing area: approved testing device (*required*), privacy screen (*required*), power cord, pen/pencil, wireless mouse/stylus (Apple pencil, etc.) (optional), earplugs (foam, no cords), and a drink in a clear or solid color, unlabeled container with a spill proof lid (no food). Bags, purses, backpacks, laptop cases, heavy coats, and other personal belongings, such as watches and cell phones, must be left in students' vehicles or lockers.

For online exams, the exam prep time is scheduled for 15 minutes prior to the start time for the block exam. The testing device must be turned on and connected to the internet at this time. The exams must have been downloaded to the testing device prior to 11:59 pm the day before the exam, and students will use this time to make sure the testing area is free of any suspicious materials, such as books, notes, and other electronic devices. There should be no watches, cell phones, other electronic devices, or other people in the testing room. The desk or table where the exam is being taken should have one sheet of blank paper with only the password written on it. Students must take care of any personal needs prior to the exam start time.

During the Exam

For in-person, when it is time to begin, the password for each exam will be displayed on the screens at the front of the testing rooms and scratch paper will be passed out to every student. Upon receiving scratch paper, students should immediately write their name and seat number on the paper. Once the exams have begun, there is to be no talking or other distractions. If a student has an issue with the exam or a device (i.e., technical problems accessing the test or uploading answers) the student should raise their hand, and an ESS will come assist with the issue. Sometimes this may require contacting the software company to troubleshoot problems. In this case, the student may be asked to bring their computer to the back of the exam room so not to distract other students.

Students will not be excused from the exam room until all exams are complete. Restroom breaks will only be allowed for an emergency. After completing all exams in that block and uploading the exams, the student will bring the testing device to a proctor to verify the exam files have uploaded successfully and collect scratch paper. Students must then leave the exam room. *Students must exit the building or go to designated debrief areas following examinations.*

For online exams, when it is time to begin, passwords for each exam will be sent via email to the students' LMU email accounts. Upon receiving the password, students may write the password(s) on the scratch paper for reference. Once the exams have begun, the first question is a prompt to do a security sweep. The camera of the testing device must sweep the room 360° to show the area where the exam is being taken to include: the wall and ceiling above the testing area, the floor around the testing area, and the full desk or table where the testing is being done. After the sweep, the student must show the single piece of scratch paper for that exam, front and back, full sheet, showing no writing other than the password. Time has been added into the exam time to allow for this security sweep and not take away any testing time. When the security sweep is complete, the student will use the "Monitoring" button at the top of the screen to see the angle at which the camera is viewing the test taker. The full head and shoulders should be visible and well-lit during the exam. At the end of the exam, the final question is a prompt to show the scratch paper. This should be done prior to leaving the exam, showing the full page, front and back.

If a student has any technical issues when beginning the exam (i.e., trouble accessing the test), the student must contact Exam Services immediately via email to troubleshoot the issue. For any issues that arise during the test (i.e., power outage), the student should tell the camera what is happening so that the issue may be documented for the exam proctors.

When all exams for the block are complete, it is the student's responsibility to ensure that all answer files and video monitoring files are completely uploaded immediately after testing. The testing device should remain turned on and connected to the internet until the files have finished uploading.

After the Exam

When students complete each exam, they have the opportunity to review answers and see the questions missed in each exam. However, this score may not be final. After the exams are completed, statistics are performed on the individual questions in each exam. The ESS sends the reports to the faculty, who can review each question and how the question performed on the exam. If a question performed poorly, the faculty has the option to keep the question, change the answer for the question, or delete the question. Faculty hand-grade any responses to short answer or fill-in-the-blank questions (FITB) to accept any additional answers. Once the faculty has made any changes and completed any hand-grading, the scores are sent to the faculty for final approval. The approved scores are posted to Canvas. Most exams are posted within 48 hours, but if there are FITB or short answer questions, it could be up to 5 working days before the exam is graded and scores are approved. For essay questions, faculty will have up to 7 working days to submit exam scores.

Exam Penalties

There are multiple issues that could cause a lowering of scores in an exam block beyond answering questions incorrectly.

For in-person exams:

1. A student is considered late to an exam if entering the room less than 5 minutes prior to the exam start time. For example, if an exam is scheduled to start at 8:15, the student must log in prior to 8:10:00. If the log shows the student came in late, the scores on all exams that day will be reduced by 2%. If a student arrives at an exam after any other student has already completed the block and exited, the late student will need to schedule and take make-up exams and is subject to the 2% reduction.
2. Students are required to bring certain items to each exam. If a student does not have required items, the student will receive a warning the first time, then 2% off all exams that day the second time. If a student comes to an exam a third time without required items, the scores on all exams that day will be reduced by 2% and the student will be referred to the

ADSA. If a student fails to bring a privacy screen, the student will be moved to the last row of the testing room. The penalties listed will still apply.

3. Students are always required to have official LMU ID card with them during exams, visible above the waist. The ID is scanned by the wall unit in the lecture hall for attendance purposes or a phone scanner in other locations. If a student does not have their LMU ID, they should report to one of the ESS and sign-in on paper with his or her LMU ID number. A student may sign-in to an exam one time each semester without their LMU ID, using a driver's license or other official ID. If the student reports to an exam for a second time without a working ID, the scores on all exams that day will be reduced by 2%. If it happens a third time, the student will be referred to the ADSA. Not logging in at all and not signing in with an ESS is considered an automatic infraction and scores will be reduced by 2%.
4. Students are always to display honesty and integrity, as is fitting for professional veterinarians. Professional behavior and language are always expected. While not an exhaustive list, excessive looking around during an exam, looking at another student's screen, excessively looking in the student's lap, or moving hands in and out of pockets can be construed as suspicious behavior. Sharing information on an exam or other assessment to a student who has not yet taken it is considered dishonest. Any student suspected to have engaged in academic dishonesty or violating any exam requirement will be referred to the ADSA. If the suspicion is warranted, the student may have consequences varying from a lowering of exam scores to completely discounting the exams as zeroes in that exam block to dismissal from the program.

For online exams:

1. A student will have all exam scores reduced by 2% if they have not downloaded the exam prior to 11:59 pm the day before the exam, if they do not log in within 5 minutes of the exam start time, or if they start an exam more than 5 minutes past the posted start time. If there are technical difficulties, the student should immediately email the ESS for instructions to avoid the 2% penalty.
2. A clean sheet of scratch paper must be shown in its entirety at the start and end of every exam, even if it is not used. If the paper is not shown, full page, front and back, the scores on the exam will be reduced by 2%.
3. A room sweep must show a 360° room view, the ceiling, floor, and desk/table area. The sweep should be slow enough for the proctor to identify objects on

walls and desks. An incomplete or missing room sweep will result in a 2% deduction in scores, as well as a flag for possible security breach.

4. Monitoring visibility and sound are vital for exam security. If the full head and shoulders are not visible, if the student leaves the sight of the camera with no explanation, if there are unexplained noises such as talking during an exam, or any other suspicious activity occurs, the student's exam will be flagged for further investigation. Any suspicious behavior could lead to the student having to meet with the Coordinator of Outcomes and Assessment or the Assistant Dean of Student Affairs and may result in an Ethics and Honor Code Violation.

Practical Examinations and Objective Structured Clinical Examinations (OSCEs)

Select courses have practical examinations portions such as anatomy and histology or OSCEs (Clinical Skills and Professional Life Skills) that are administered separately from block examinations. These examinations are scheduled on the OPCVM Class Schedule for each semester. Please consult the class syllabus and Canvas for more details regarding the structure of these examinations.

Examination Score Reconsideration

Students who question an examination score have until noon on the 7th calendar day after the score is posted to request an examination score reconsideration to the course director via email. Examination scores will not be reconsidered after the 7-day period.

VEA

During the sixth semester of instruction, students will take the Veterinary Educational Assessment (VEA). This exam is designed for two purposes: 1) to give the school an overview of their curriculum and how well students are learning the five basic science areas tested (Anatomy, Physiology, Microbiology, Pharmacology, and Pathology); and 2) to give students a snapshot of where they are strong in background knowledge and where they could use some further studies. VEA scores do not affect a student's ranking or GPA but are used as part of a system to identify students weak in specific areas for which they may need additional academic assistance and to adjust the school's curriculum as needed to provide a strong base in these sciences.

NAVLE

During the fourth year, students will take the North American Veterinary Licensing Exam (NAVLE®). NAVLE® covers a variety of species, all bodily systems, and the professional behavior and expectations of a licensed

veterinarian. Passing this exam is required in most states and provinces for a veterinarian to legally practice on live animals. It is an LMU-OPCVM goal that all students pass the NAVLE® prior to graduation. LMU-OPCVM students are required to take the examination during the fall window as part of OPCVM776 NAVLE Block course. NAVLE preparation support includes the purchase by LMU-OPCVM of one of the commercially available NAVLE preparation programs (e.g., VetPrep or Zuku Review) for each student, graded progression through the chosen NAVLE preparation program in the NAVLE Block CVM 776 course, and access to various additional study materials in the NAVLE Block CVM 776 Canvas site.

Student Grievances Regarding Grades

Academic Due Process – Final Grade Reconsideration

If a student has a grievance about a course grade, the student should first discuss the matter with the course director. Beginning on the day final grades are published, students have seven calendar days to dispute their grades. Any questions or disputes past this point must be addressed to the Assistant Dean of Student Affairs. For concerns about examinations, please see Examination Score Reconsideration section in the Assessment heading.

Promotion

Veterinary students will advance only after having met the academic, financial, and professional requirements of LMU-OPCVM for each semester.

Interruption in DVM Academic Program Progression

Progression in the standard three (3) academic year program can be interrupted for various reasons, resulting in gaps within the scheduled curriculum. These interruptions can consist of different formats including a leave of absence, a recession, withdrawal, or dismissal. It is important to note that regardless of the reason behind the interruption, students must complete the DVM curriculum within a 5-year term from the initial LMU-OPCVM start date. At the discretion of the Dean, additional time may be considered. The process of each interruption, including the detailing of necessary action steps, are detailed below. All students who are leaving the program for any length of time must complete a Student Separation Form. This document can be obtained by contacting the LMU-OPCVM

Assistant Dean of Student Affairs. This form will provide acknowledgement from the following offices/departments in the order as listed:

- LMU-OPCVM Office of Admissions
- LMU-OPCVM Student Services Office
- LMU-OPCVM Assistant Dean of Student Affairs
- LMU Registrar
- LMU Financial Aid Office
 - A meeting with the Financial Aid Office will include discussion regarding how the leave will affect their financial aid eligibility.
- LMU Cashier's Office
 - The official date of the Leave of Absence will be the date of receipt of the student's official request. Any tuition refunds or outstanding balances will be based on this date.

This form will be generated by the OSA and sent to all appropriate parties via Adobe Sign, with completed copies automatically returned to all parties.

If a student withdraws or is dismissed from the program, the LMU Security Office will also be notified. The student will forfeit their LMU-OPCVM student identification card to LMU Security prior to leaving campus.

Leave of Absence from DVM Program

Any absence request greater than 5 business days requires permission from the Dean and may require a student to take a leave of absence. A leave of absence may be granted from LMU-OPCVM for one of the following reasons: 1) a medical, personal, or family emergency; 2) a financial emergency; 3) maternity; 4) a call to active military service; or 5) pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized teaching facility. The student must meet with the Assistant Dean of Student Affairs to provide justification for the leave. The Assistant Dean of Student Affairs will recommend a student to the Dean for a Leave of Absence. The Dean may grant a Leave of Absence for the student. The Dean may request review of the student's academic performance by the Student Progress Committee prior to making a final decision on granting the leave of absence. *Only students who are in good academic standing with LMU-OPCVM will be granted a leave of absence (See [Student Academic Record & Letters of Good Standing](#)).*

The LMU-OPCVM will notify the student in writing about the decision regarding the Leave of Absence and any requirements about the student's return to campus. Leaves of absence are granted for a maximum of one year. Before a student's leave of absence may begin, he or she must go

through LMU-OPCVM's prescribed check-out procedure that includes completion of the Student Separation Form (See Interruption in Academic Program Progression).

Students seeking to return from a leave of absence must ensure that all approved terms and conditions of the leave are submitted in writing before reinstatement will be granted. The submission of this paperwork is the responsibility of the student and must be submitted to the LMU-OPCVM by the preceding April 20th for summer semester, June 30th for fall semester and October 31st for spring semester of the academic year in which the student wishes to be readmitted. The written request should be directed to the Assistant Dean of Student Affairs.

Students granted a medical leave of absence must have a licensed physician or mental health professional certify in writing that the student's physical and/or mental health is sufficient to continue in the academic program. *See the technical standards and essential functions for guidance.* This letter must be approved by the Assistant Dean of Student Affairs before the student will be allowed to return to LMU-OPCVM.

Disruption of Program Due to Recession

A student who has been recessed is removed from their current academic cohort and allowed to re-enroll as a member of the cohort one graduation year behind (e.g., from Class of 2025 to Class of 2026). Students who are recessed will be required to repeat the entire academic year and pass all courses in all repeated semesters to bolster and retain their knowledge and skills for further progression in the curriculum (See Recessed Student Policy). Upon being recessed, students must complete the Student Separation Form (See Interruption in Academic Program Progression). Deadlines for notification of intent to continue are the preceding April 20th for summer semester, June 30th for fall semester and October 31 for spring semester.

Dismissal or Withdrawal

The LMU-OPCVM reserves the right to dismiss any student at any time prior to graduation. Circumstances warranting such action may be of an academic, ethical, legal, or professional nature. It is imperative that any student who is dismissed or withdraws from the LMU-OPCVM complete the Student Separation Form. Failure to complete the complete the Student Separation Form will result in the LMU-OPCVM withholding all records pertaining to the student's attendance. When the student completes all prescribed obligations, the LMU-OPCVM will release the student's academic records upon request through the Office of the Dean.

If the student is withdrawing, he or she must supply the Dean with a letter of resignation and the Dean will inform the ADSA. If the student is being dismissed, the Dean will inform the ADSA of the dismissal. Upon notification of the student leaving the program, the Office of Student Affairs will produce a memorandum stating the change in the student's status to be distributed to all LMU-OPCVM offices and to LMU-OPCVM course directors.

Class Rank Calculation

Class rank is calculated by the Coordinator of Outcomes and Assessment based on the 100% scale, using actual percentages earned in each course. The course average is multiplied by the credit hours of the course, then the total is divided by the credit hours taken each semester. Ranking average is carried out to as many decimals as is necessary. If two students have identical averages, they will both hold the same rank in the class, and the request after completion of the second semester of the program.

Graduation Honors Calculation

The Valedictorian of the graduating class will be the student with the highest class rank. The Salutatorian will be the student ranked next in the class. The honors of Valedictorian and Salutatorian are reserved for those DVM students who complete all of their required coursework while registered as a DVM student in the LMU College of Veterinary Medicine at Orange Park, graduating with the class in which they originally enrolled. Students who have transferred credits into the program (including Anatomy from a master's program) or have been recessed are not eligible to be the Valedictorian or Salutatorian.

Recessed Grade Process

For a recessed student repeating the academic year, the percentages earned in all repeated courses (second attempt) are used for ranking. If a student does not pass a previously passed course during a repeated semester, they may be required to remediate the course or may be dismissed (see Procedures for Academic Deficiencies). A fee is assessed for repetition of a semester. Please note that all repeated courses and repeated rotations will be displayed on the student's transcript.

Transfer Grade Process

Students who are accepted into the LMU-OPCVM and have already taken accepted veterinary courses may be able to receive transfer credit for those courses. These will not be graded but will be on a pass/fail basis. Grades from credits transferred into the program will not be calculated in class rank. This includes any courses taken at LMU while the

student is in another degree program such as the MS-VBMS. Students with transfer credits are not eligible to receive the titles of Valedictorian or Salutatorian.

DVM Graduation Requirements

A veterinary student who has fulfilled all the academic requirements may be granted the degree Doctor of Veterinary Medicine provided the student:

1. Has complied with all the curricular requirements of LMU-OPCVM;
2. Has successfully completed all coursework requirements in no more than five academic years;
3. Attends, in person, the ceremony at which time the degree is conferred (this requirement may be waived by the Dean for extenuating circumstances);
4. Has demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of veterinary medicine;
5. Has fulfilled all legal and financial obligations to LMU and LMU-OPCVM.

Attendance

Students are expected to attend all classes including selectives, laboratories, simulations, and surgeries, as they are specifically set up for a particular educational purpose which cannot easily be replicated. The LMU-OPCVM requires students to attend all laboratories, small group sessions, and clinical activities as scheduled. Attendance policies, including tardy policy, are outlined in the course syllabi. Lecture attendance for Semesters 3-6 is at the discretion of the Course Director. All learning events (lectures, laboratories, etc.) are mandatory in Semesters 1 and 2.

If a student must miss a mandatory session, students must notify the Assistant Dean of Student Affairs by submitting the Absence Request Form available in the Student Services Canvas Organization. If the request is approved, the student will contact course directors and exam services to discuss missed events and exam make-up. Missed learning events may not be able to be made up, but the student is still responsible for the material. Requests for excused absences must be submitted at least 5 working days **prior** to an absence, but if emergency or unforeseeable issues arise, students may inform the Assistant Dean of Student Affairs as soon as possible by email or through the Absence Request Form. Each absence request will count as a full day, whether it includes one session or multiple.

Reasons for absences that may be excused include: medical concerns (own or of dependents), bereavement, military service, presentation at a conference, official governance position at a conference (note: conference attendance without formal responsibilities is not an excused absence), or religious holiday/special observance. Students must provide documentation for requests to be considered.

In case of absences that do not meet the above reasons, students may be granted up to 3 “personal discretion” absences per semester. These are for events such as weddings, dependents’ special occasions, conference attendance, etc. that are not usually considered excused absences, not to take extra time to prepare for exams. Students should strive to avoid taking personal discretion absences during exams or active learning sessions (labs, group work, case-based learning, etc). Additionally, in courses under 3 credit hours, there may be no more than 2 events missed due to personal discretion absence.

For personal discretion absences, the Absence Request Form must be approved at least 5 working days in advance. Personal discretion days may not be used on the day prior to or the day after a university holiday or on LMU-OPCVM sponsored special events except with special permission from the ADSA. Failure to submit an absence request in a timely manner can be grounds for denial of such request even if the absence itself is for a justified reason.

Any non-emergency absence taken without prior notification or permission may be considered an unexcused absence and will be treated as an act of unprofessional behavior.

An unexcused absence will result in a grade of zero (0) on any graded activity (e.g., the IRAT and GRAT in a Team Learning session).

A student who misses any small-group (e.g., TBL group) activity for any reason is responsible for notifying their small-group members before the absence.

The Assistant Dean for Student Affairs will review the student absence reports, and if a student exhibits a pattern of excessive absences, the student will be required to meet with the Assistant Dean for Student Affairs to explain the reasons and discuss a plan for an attendance recovery plan.

Attendance Sign-In Sheet/Form: Signing in or submitting an attendance sheet/form for another student is unethical and considered an Honor Code Policy violation. Students may ONLY sign in/submit attendance sheets/forms for themselves and no other students.

Please refer to clinical year section for details on the absence policy during clinical year.

Faculty Advisors

At the beginning of Year 1, veterinary students are assigned a faculty advisor for their first two semesters. The Office of Student Affairs is responsible for making these assignments. Primary goals for advisors include establishing rapport and trust with advisees, discussing roles and expectations of advisor/advisee, evaluating and assisting advisee with his/her adjustment to vet school, and discussing advisee’s future plans, aspirations, and preferences. Advisors should contact and/or meet with their advisees throughout the semester to ensure they are aware of resources available (academic counseling, mental health counseling, tutoring, etc.). Advisors work closely with the Assistant Dean of Student Affairs and the Director of Academic Success to identify students who need additional help or accountability.

In the remaining semesters of the program, students will be able to establish a mentoring relationship with a faculty member of their choosing so long as the faculty member agrees to be a “career advisor” for the purposes of aiding in clinical year planning.

Academic Warning

Early Intervention for Students with Academic Difficulty

Any student whose performance is below 75% during a semester in one or more courses will be required to follow specific procedures designed to help improve the student’s performance.

To address the needs and requirements of these students:

1. Students will be required to meet with at least one of the following: their faculty advisor, the Director of Academic Success, the Coordinator of Academic and Inclusive Excellence, or the Assistant Dean of Student Affairs to review their plans for improved performance.
2. The student will be provided the contacts for the available course tutors and may schedule tutoring sessions as desired.
3. The student will be counseled to meet with the OPCVM Director of Academic Success or the OPCVM Coordinator of Academic and Inclusive Excellence to review successful study practices and behavior that can contribute to academic success.

These procedures will be in place for the remainder of the applicable semester, or until all course averages are maintained over 75% for at least two subsequent exam periods. All attendance data will be provided to the

Student Progress Committee as part of its evaluation of the student's performance should a student be required to come before the committee.

Academic Probation

Academic probation encompasses the following situations:

1. Any student who is recessed will be placed on academic probation for the first semester they return.
2. Any student who has a marginal pass in a course will be placed on academic probation for the next semester.
3. Any student with an overall average at or below 75% or an average at or below 75% in two or more classes from the previous semester will be placed on academic probation.
4. Any student whose academic performance remains at or below 75% while on probation, will remain on probation for the subsequent semester(s).

Requirements for a student on academic probation are:

1. Mandatory meeting with the course director of the course(s) with poor academic performance.
2. Mandatory initial meeting with the Director of Academic Success, Coordinator of Academic and Inclusive Excellence and/or the Assistant Dean of Student Affairs to create a success plan for academics, to be on file with the ADSA.
 - This plan may include regularly scheduled meetings with DAS, CAIE, and/or ADSA, counselors, tutors, and other programs or interventions as recommended.
3. Students may not hold any office in a student organization, corporate representative position, nor attend local or national meetings that interfere with class attendance or exam preparation (studying) while on probation. *Students already holding office in a national organization, like SAVMA, may choose to fulfill their duties while on Academic Probation, understanding that this may interfere with their academic progress.

These requirements are in place for the remainder of the applicable term, or until the Student Progress Committee or Assistant Dean of Student Affairs is satisfied the student is making satisfactory academic progress.

Outline of faculty/staff responsibilities to students on Academic Warning or Academic Probation

Course Directors

After each examination, course directors will be available to discuss a plan for success, including, but not limited to, pairing with other students, utilizing additional resources, or participating in individual sessions. Course directors may recommend student to tutors for study sessions. This will be coordinated in conjunction with the office of the Assistant Dean of Student Affairs. All communications with individual students will be documented.

Coordinator of Pre-Clinical Outcomes and Assessment

After each examination, the Coordinator of Outcomes and Assessment identifies students who have failed an exam or whose academic performance is less than 75% in any course and sends an updated grade book to the ADSA, Dean, and Director of Academic Success. Provides regular overall student performance information to the Student Progress Committee, the Assistant Dean of Student Affairs, and the Dean. Provides information on student grades to faculty advisors as requested.

Assistant Dean of Student Affairs

For Academic Warning and Academic probation students, the ADSA coordinates the effort to support the student in consultation with the Director of Academic Success. The ADSA will ensure that the student has open lines of communication between the student, DAS, advisor and the ADSA; that the student is referred to academic and/or mental health counseling services; and that the student is referred for accommodations if necessary.

Director of Academic Success and Coordinator of Academic and Inclusive Excellence

The DAS and CAIE provide academic counseling such as study strategies, time management, testing strategies, among a host of other educational strategies.

Outcomes and Assessment Committee (OAC)

The OAC reviews student grades as part of their overall program assessment. They also make decisions where student performance impacts curriculum. For example, the OAC holistically evaluates students' preparedness for entering clinical rotations. After evaluation, the OAC may, as part of their clinical year curriculum, require additional coursework prior to a student entering clinical rotations.

Procedures for Academic Deficiencies

Description of Roles

Student Progress Committee

The purpose of the Student Progress Committee (SPC) is to ensure that every graduate of LMU-OPCVM has the skills, knowledge, and judgment to assume the responsibilities of a veterinarian. The SPC will monitor student progress both academically and professionally to ensure that all students meet the requirements necessary for graduation. The SPC is comprised of faculty with an Ex-officio member appointed by the Dean from LMU-OPCVM's administration (See LMU Employee Handbook OPCVM Appendix for composition, terms, and limits).

At the end of every grading period (semester), the SPC Chair and Dean-appointed Administrator are given the final course grades. For students who have failed to progress sufficiently, the SPC Chair will schedule a meeting on the last Friday of the semester. Minutes will be kept by a recording secretary. All matters are submitted to a vote, with a simple majority ruling. The Chair will be a non-voting member unless there is a tie vote.

In addition to students who failed a course, the committee may also request to meet with students who consistently score below 75% for final course grades, consistently receive negative comments on clinical rotations, or students with any other academic or professionalism issues. Students purported to have exhibited or performed unethical and/or unprofessional behavior may also be referred to the SPC (See Professional Conduct).

Students who have an academic deficiency may be granted the opportunity to meet with members of the SPC. The goal of this meeting is to gain insight into why the student is having difficulty so that the SPC can make an informed recommendation to the Dean of LMU-OPCVM. *The student should come prepared to explain their situation and proposed steps or actions to correct their situation.* The individuals allowed to attend these meetings are the student with one (1) "Procedural Advocate," the Committee members (SPC/PCC), and a recording secretary. The Committee may choose to invite individuals who have additional information that is pertinent to the reason the student must appear before the SPC. Within five (5) working days, the committee's recommendation will be forwarded in writing to the Dean of LMU-OPCVM. The following are prohibited in all Committee meetings unless otherwise authorized in writing by the Assistant Dean of Student Affairs: (1) electronic recording of the meeting, except for official minutes; (2) legal counsel; and (3) uninvited individuals.

Procedural Advocates

It has been recognized that the potential for additional concern and stress may be caused by a student's requirement to respond to inquiries from the ADSA, SPC, and/or the PCC. The role of a "Procedural Advocate" (PA) has been developed to alleviate some of these negative possibilities and to provide the student support. A student may request a PA to assist them through the SPC process.

The PA will *not be allowed to act* as an attorney or agent for the student during SPC meetings. The role of the PA is limited to assisting, advising, and supporting the student during the SPC process and meetings. The overall role of a PA is to ensure that the student understands the SPC process by reviewing the procedural information with the student prior to SPC meetings. The PA will also ensure that the student understands the outcome and options they may have because of an SPC decision.

All PAs will be trained by the office of the ADSA and other university resources to ensure adequate knowledge of the SPC process. The PA may be a trained LMU-OPCVM faculty or staff. While it is recommended that the student take advantage of the PA's assistance, it is not required. In order to allow a PA to assist a student, the student must sign and submit a FERPA Authorization for Release of Information Form which can be found at <https://www.lmunet.edu/registrar/ferpa/forms.php>. The student may discontinue the assistance of a PA at any time.

The PA is allowed to assist students in both academic and Ethics and Honor Code matters. They are not allowed to speak on behalf of the student at any point and may only address the Committee for clarification of procedural or administrative points. Additionally, PAs are also not allowed to appear at an SPC meeting in lieu of a student. An individual PA shall not assist a student in both the meeting with the committee (SPC/PCC) and the Appeals committee, a new PA will assist in the appeals process.

Outcomes for Student Deficiencies in the Preclinical Semesters (1-6)

For students failing one or more courses during semesters one through six, the SPC shall recommend to the Dean of LMU-OPCVM one of the following actions:

- Failure of one course within an academic year (excluding *Marginal Pass* as noted above). o The student will be recessed or dismissed.
- Failure of two courses within an academic year. o The student will be recessed or dismissed.
- Failure of three courses within an academic year. o The student will be dismissed.

- Students who have three or more cumulative failures in their pre-clinical semesters (1-6) will be dismissed.
- Failure of a previously failed course will result in dismissal.

A semester will only be repeated once. Students must complete the entire curriculum within five years of initial enrollment in LMU-OPCVM.

The LMU-OPCVM Dean reserves the right to administratively withdraw (dismiss) a student at any time due to failure to progress through the curriculum, inability to meet technical standards that preclude progression through the curriculum, or for violations of professional behavior standards or violations of the ethics and honor code.

Transitioning from preclinical to clinical courses (AY 2 to CY)

Students must successfully pass all required pre-clinical assessments and courses prior to entering the clinical year. Failure of courses or required assessments may result in the student being recessed. Students who have not completed pre-clinical course requirements by the end of OPCVM rotation block 2 will not be allowed to progress into their cohort's clinical year and will be required to wait to enter clinical year with the next cohort. Students who are deemed deficient during the semesters 5-6 by the Outcomes and Assessment Committee may be recommended for clinical-based remediation prior to starting the clinical year.

Outcomes for Student Deficiencies in the Clinical Year

Students who fail one or more rotation(s) or who have serious and/or egregious misbehavior shall meet with the Assistant Dean of Clinical Relations and the Assistant Dean of Student Affairs to discuss reasons for failure or the behavior.

- The first failure in the clinical year shall result in either:
 - remediation or repetition of the rotation as determined by the Dean after consultation with the ADCR and ADSA. The decision regarding resolution of the first failure is final and not subject to appeal.

Subsequent failures during the clinical year will result in a referral to the Student Progress Committee (SPC) for further action. For students who appear before the SPC, the SPC shall recommend to the Dean one of the following actions:

- The second failure in the clinical year shall result in the repetition of the rotation or repetition of part or all the academic year.
- The third failure in the clinical year shall result in dismissal.
- The second failure of a previously failed rotation will result in dismissal.
- Failure of remediation will result in the student repeating the rotation unless this constitutes the third cumulative failure, which results in dismissal.
- Serious and/or egregious misbehavior shall result in one of the following recommendations
 - Remediation
 - Repetition of rotation(s)
 - Recession
 - Dismissal from the LMU-OPCVM

Students must complete the OPCVM curriculum within the 5-year term from the initial OPCVM Program start date.

The committee's recommendation will be forwarded to the Dean within five (5) working days. A remediation fee for rotations will be assessed to cover administrative functions.

Students may still walk with their scheduled class of graduation if they are able to complete all requirements for graduation by December 1 of the year of their originally scheduled graduation.

Those students with serious or egregious professional or ethical misbehavior shall also be referred to either the Professional Conduct Committee (PCC) or the SPC. Meetings during a clinical year may occur via teleconference or in person. All rotations must be satisfactorily completed prior to graduation.

The Dean's Actions in Response to SPC Recommendations

Upon receiving the SPC's recommendation the Dean of LMU-OPCVM will review and subsequently affirm, amend, or reverse the recommendation within five (5) working days and notify the student in writing of the decision. In addition, the SPC Chair and the Assistant Dean of Student Affairs will receive copies of the written notification within the same time frame. Course Directors will be notified as needed by the SPC Chair for courses requiring remediation.

Recessed Student Policy

A student who has been recessed is removed from their current academic cohort and allowed to re-enroll as a member of the cohort one graduation year behind. (e.g. from Class of 2028 to Class of 2029). Students who are

recessed will return to the semester of concern in the following academic year, repeating all courses within that semester.

1. Recessed students will be placed on Academic Probation for at least the first semester upon returning.
2. If a student fails a course that they had previously passed, the student shall remediate the course. If a student fails a course that the student had already passed and the student already had two cumulative failures, the student shall be dismissed.
3. Repeated failure of a previously failed course shall result in dismissal.
4. Two failures in previously passed courses shall result in dismissal.
5. See Academic Grades, Rankings, Failures, Honors.
6. See Interruption in Academic Program Progression

Repeat Semester/Block Fee

Students who are repeating a preclinical semester of coursework are subject to a repeat semester fee of \$10,000.

Students who are repeating clinical coursework will be charged a fee for repetition of the clinical year blocks repeated. This fee is determined by the block being repeated and the location the block is repeated at.

Posthumous Degree

Upon the recommendation of the faculty, the LMU Board of Trustees may confer the posthumous degree or degrees the student was pursuing if all requirements were likely to have been completed, for which the student was registered had it not been for the intervention of death.

MVCC Program Specific Material

Veterinary Technician's Oath

I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and by promoting public health. I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, and furthering my knowledge and competence through a commitment to lifelong learning.

Official College Schedule and Holidays (MVCC)

Official University Holidays (Offices closed/no classes):

2024: September 2; November 27-29; December 24-31

2025: January 1 and 20; April 18; May 26 and July 4

Faculty/Staff Conference Week: August 12-16

Fall Semester 2024 - 74 class days - 5 exam days	
Final Registration before classes begin	August 15
Welcome Weekend	August 15
Matriculation Ceremony (2 p.m.)	August 15
Residence hall open (8 a.m.)	August 18
Classes begin	August 19
Last day to complete registration/add classes	August 28
Labor Day (no classes, residence halls remain open)	September 2
Last day to drop course without "WD"	September 20
Homecoming (classes held as scheduled)	October 10-13
Mid-term	October 14-18
Fall Break (no classes)	October 24-25
Last day to drop course without "F"	October 25
Early registration begins	October 28
Thanksgiving holiday (no classes)	November 27-29
Residence halls open (1 p.m.)	December 1
Classes end	December 6
Final exams	December 9-13
Commencement (10 a.m.)	December 14
Residence halls close (2 p.m.)	December 14

Spring Semester 2025 - 74 class days - 5 exam days	
Final Registration before classes begin	January 4
Residence halls open (8 a.m.)	January 5
Classes begin	January 6
Last day to complete registration/add classes	January 15
Maratin Luther King Day (no classes)	January 20
Last day to drop course without "WD"	February 7
Lincoln Day/Founders day (special activities)	February 12
Mid-term	February 24-28
Last day to drop course without "F"	March 7
Early registration begins	March 31
Residence halls close (5 p.m.)	March 21
Spring break (no classes)	March 24-28
Good Friday	April 18
Classes end	April 25
Final exams	April 28-May 2
Commencement (10 a.m.)	May 3
Residence halls close (2 p.m.)	May 3

Summer Term 2025	May 5 - July 25
Memorial Day (no classes)	May 26
Independence Day (no classes)	July 4

*Clinical Year does not follow the Official College Calendar

Enrollment and Course Loads

Full-time status of a Master of Veterinary Clinical Care graduate student is ten (10) graduate credits in a Fall or Spring semester. Part-time status is considered anything less than ten (10) hours. Part-time students must obtain course schedule approval from the MVCC Program Director before registering. For student financial aid eligibility, students should consult a financial aid advisor.

Attendance

Graduate students in the MVCC program have asynchronous online courses and are expected to follow the online attendance and participation policies of the courses in which they are registered.

Academic Progress

Graduate students are required to maintain a 3.0+ GPA in their program of study. Those who do not maintain a 3.0+ GPA will be placed on Academic Probation. The grading scale for LMU-CVM graduate courses is as follows:

A = 90 - 100 %

B = 80 - 89 %

C = 70 - 79 %

F = below 70%

Satisfactory Academic Progress Policy

At the end of each semester in a graduate program, a student's coursework will be evaluated to determine whether they are maintaining the required GPA. Students must maintain a cumulative grade point average (GPA) of 3.0+. Students who perform below this standard will be placed on academic probation until they succeed in meeting the required GPA or are dismissed from the program. If a student is not able to maintain the required GPA, the Graduate Council has the authority to recommend removal of a student from the program. If it is determined to be numerically impossible to reach the required cumulative GPA level, even with earning the highest grades possible in subsequent coursework, the student will be dismissed from the program. The CVM Dean will provide official notification in such cases.

The minimum requirement for degree completion is 2.85 cumulative GPA.

A student placed on academic probation is required to meet with the OPCVM Academic Success Team twice in the semester following notification of probation. One meeting must be held at the beginning of the semester, another at midterms, to discuss academic progress. The student is able to meet with the Success team as many times as necessary or desired, but must meet at least twice. Failure to fulfill this requirement may result in dismissal from the program. The student remains on probation until the deficient coursework is recovered. The probationary semester GPA must be a 2.85+; if a student fails to meet that benchmark, they will remain on probation and be required to complete further academic counseling. If a student is unable to achieve a minimum cumulative GPA of 2.85+ at the end of the second consecutive probationary semester, the student will be dismissed from the program.

Course Repetition Policy

Repeating a course will replace the previously earned grade in calculation of the cumulative GPA in order to remove the probationary status and/or determine graduation eligibility. The original grade continues to be reported on the transcript and should also be reported by the student to avoid the consequences of false reporting to any other educational institution. A course may not be repeated more than once. A student may only repeat two (2) courses in a degree program.

Appeals

In the event that a student wishes to submit an appeal regarding an academic matter decided upon by the Graduate Council, a formal written appeal must be submitted within 5 business days of receiving notification of the Dean's decision. Appeals should be submitted via the Office of Academic Affairs for a hearing by the OPCVM Appeals Committee. The OPCVM Appeals Committee reviews decisions made by the Graduate Council to assure that policies and procedures have been followed in making academic or program changes and decisions.

The OPCVM Appeals Committee is expected to collect information from all parties to the matter in question and hold a hearing in which parties to the appeal will be invited and notified. A decision must be reached by no more than five (5) business days after the initial hearing.

Decisions of this committee will be communicated to the party making the appeal as well as any individuals named in the appeal, along with the relevant Deans and the Executive Vice President for Academic Affairs. Final

decisions will be communicated no more than five (5) business days after a hearing. A log of matters and copies of all communication related to an appeal will be maintained by the OPCVM Dean's Office.

Failure to appear for the appeals hearing will result in automatic Appeals Committee decision to uphold Dean's decision.

Graduate Council

The LMU-OPCVM Graduate Council is the policy-making and recommending body for the graduate programs provided by the LMU-OPCVM. It is composed of the Program Directors of each graduate program and the full-time faculty of the MVCC. The Graduate Council meets regularly to review program functions, admissions status, student academic progress, proposed academic changes, and policy effectiveness. Programmatic recommendations flow from this council to the CVM Dean's Executive Committee of the Richard A. Gillespie College of Veterinary Medicine before being considered by the University Academic Council, University Cabinet, University President, or Board of Trustees.

The Graduate Council Serves as the primary Graduate Appeals Committee to resolve any academic matter that arises in the graduate programs. Academic decisions, including approval or requests to repeat a course, are based upon overall academic performance while in the graduate program.

Maximum Timeframe for Program Completion

MVCC: students must complete their studies within five (5) years after initial registration.

A request for an extension of graduate program completion requires the approval of the Graduate Council and the LMU-OPCVM Dean.

The student bears the ultimate responsibility for ensuring completion of all graduation requirements.

Medical Leave of Absence

A student may petition to their Program Director for a medical leave of absence from a graduate program in the event of a medical condition that prevents normal participation in the required activities of the degree program for more than one week.

Student Organizations and Extracurriculars

Student Government Association

The LMU-OPCVM Student Government Association (SGA) is the official voice for veterinary students. The LMU-OPCVM SGA is open to all veterinary and graduate students at LMU-OPCVM and welcomes proposals and participation from the entire student body. SGA is responsible for acting as the liaison for the veterinary student body; promoting veterinary medicine; supporting classroom activities; and working to improve the quality of life for all LMU-OPCVM students. The advisor for SGA is the Assistant Dean of Student Affairs.

Student Chapter of the American Veterinary Medical Association

The LMU-OPCVM Student Chapter of the American Veterinary Medical Association (SAVMA) is the organization that represents the student body to the national professional organization. It is responsible for disbursing funds for student activities. SAVMA membership is open to all students in the DVM program. Membership fees are included in DVM tuition. SAVMA also oversees and organizes other student organizations.

Other Student Organizations

Veterinary students are encouraged to develop, organize, and participate in student associations and government organizations. The LMU-OPCVM Office of Student Affairs is responsible for providing support for these associations or organizations. The LMU-OPCVM Student Chapter of the American Veterinary Medical Association (SAVMA) is the coordinating body for student organizations. The SAVMA by-laws outline operational processes for affiliate student organizations including election policies.

Registration of Student Organizations

To facilitate a formal, organized system of student organizations and activities, the LMU-OPCVM has adopted processes and policies concerning the registration of student organizations. The registration process is designed to permit students to create a formal organization intended to fulfill a common purpose, to provide opportunities for student interaction through participation in managing the affairs of the group and implementation

of activities/programs and to foster individual student growth and development through responsible involvement in co-curricular activities.

A student organization can be registered if the organization is in compliance with the following criteria and conditions. However, compliance of the required criteria and conditions does not directly or indirectly imply the approval of the organization or its activities by LMU-OPCVM. Student organizations must secure registration forms from the Office of Student Affairs and be approved according to SAVMA by-laws.

Student Organization Annual Requirements

Once student organizations receive official recognition, the organizations must retain LMU-OPCVM support through the following criteria:

1. Completion of a registration form;
2. Participation in SAVMA (*honor societies excluded*);
3. Leadership and advisement of a full-time faculty or staff member;
4. Approval of organizational activities and events through the Office of Student Affairs;
5. Cooperation with national guidelines if a student chapter of a national group
6. Cooperation with LMU policies and procedures;
7. Contribution to and support of the philosophy and mission of LMU;
8. Completion of successful semester evaluation;
9. Completion of all necessary forms (available in the Office of Student Affairs)

Student Sponsored Events

Any on-campus or off-campus event conducted by a student organization must be approved by the ADSA or designated representative. This includes but is not limited to all talks, seminars, exhibits, fundraisers, workshops, and courses. The appropriate forms are available in the Office of Student Affairs.

Student Event Alcohol Policy

Any LMU-OPCVM recognized student organization that organizes or sponsors a sanctioned off-campus event where alcohol is served, used, or sold must use a third-party vendor, such as a hotel or restaurant, to serve the alcohol. The third-party vendor must have a cash bar with individual students paying for their own alcohol. Monetary transactions will be between the individual students and

the third party; there will be no monetary transaction between the LMU student organization and the third-party vendor. Student association funds will not be used to pay for alcohol; likewise, members of the club will not participate in serving the alcohol. Any student organization that violates this rule will be sanctioned.

Merchandise and LMU-OPCVM Logo Policy

All LMU-OPCVM student organizations must have approval from administration before producing organizational merchandise or distributing information to the campus community and/or the public at large. Approval is required to ensure that all appropriate procedures and style guidelines are followed by student organizations. Approval forms may be obtained from and submitted to the LMU-OPCVM Director of Student Services. Any LMU-OPCVM student organization that produces merchandise in violation of this policy may have the merchandise confiscated. Any confiscated merchandise will be replaced at the organization's own expense.

Student Ambassadors Program

Student Ambassadors are selected by the Office of Student Affairs and Office of Admissions to represent LMU-OPCVM. Their primary role will be to assist with admissions and recruiting efforts as well as special events and ceremonies. Students are eligible to be representatives starting after the middle of the first semester, at which point they can fill out an application available in the Office of Student Affairs.

During interviews, preview days, and other special events, the Student Ambassadors will provide tours, take potential students to lunch, and talk to potential students about student life at LMU-OPCVM. From time-to-time, the representatives will also assist with on-campus and off-campus recruiting events and other similar functions.

Industry Partners

The LMU-OPCVM encourages collaborative ties between our student body and veterinary colleagues in the corporate for-profit and non-profit sectors that contribute to the educational mission and benefit the student population. These partnerships provide students an opportunity to develop skills and knowledge necessary to evaluate and interpret information from a variety of sources to minimize bias and conflict of interest.

External entities of any type may not directly contact LMU-OPCVM students or organize events on campus without the permission of the LMU-OPCVM administration. In

accordance with the Federal Educational Rights and Privacy Act (FERPA), release of contact and/or personally identifiable information to external entities by LMU-OPCVM personnel (faculty, staff, or students) is prohibited. This includes student email addresses. This policy outlines the guidelines for industry partners to interact and retain LMU student representatives.

To facilitate collaborative interactions with our students, Industry Partners are allowed to retain a Student Representative according to the guidelines below.

Definitions

Industry Partner—a for-profit or non-profit entity (healthcare vendor, private practice, corporate practice group, etc.) that desires a student representative to coordinate communications and events for the benefit of the entity.

Student Representative—an LMU student hired by the industry partner to communicate with the student body and coordinate events in accordance with this policy.

Roles and Responsibilities of Industry Partner Program

The Assistant Dean of Student Affairs oversees all aspects of the Industry Partners program with the assistance of the Office of Student Affairs.

The LMU-OPCVM Office of Student Affairs manages all the reporting and forms necessary to authorize the Approved Industry Partner/Student Representative relationship. Such responsibilities specifically include approval and processing of event forms for on- and off-campus events, approval and logistical assistance for prescription product distribution, organized by Student Representatives.

The Clinical Relations department shall be responsible for approving Industry Partners whose major function is veterinary practice, confirming them as Approved Clinical Sites. They shall also evaluate the Partner's status and provision of rotations annually.

Expectations of Industry Partners

Annual Renewal of Industry Partner Registration

Industry Partners will file the Industry Partner Registration Form by August 1 of each year with the LMU-OPCVM Office of Student Affairs. This form contains the pertinent contact information for the Industry Partner supervisor and the Student Representative(s), acknowledgement of the current Industry Partner Policy, and basic information about the selection process, expectations of and benefits for the Student Representative.

Approved Clinical Affiliates

Industry Partners whose major function is veterinary practice (i.e., not healthcare vendors, pet food companies) must be Approved Clinical Affiliates and will provide educational opportunities for LMU-OPCVM clinical year students in their practices. If the Industry Partner is not an LMU-OPCVM Approved Clinical Affiliate, they will contact the Clinical Relations and Outreach department at LMUCVM.ClinicalRelations@LMU.net.edu to obtain approval. The Partner's status and provision of rotations may be evaluated with the annual registration of the Partner.

Email Distribution by Industry Partners

Industry Partners distributing information shall do so through their Student Representatives to distribute via email to the class lists. These should be respectful communications of valuable information or promotion of events. Communications (emails) from Student Representatives should include a disclaimer that the information is being distributed by a paid Student Representative. Excessive, distracting, or disruptive emails to the student body will not be permitted. Information shall not be posted on official LMU-OPCVM social media sites.

Violation of Policy by Industry Partners

If an Industry Partner fails to follow this policy, the ADSA and LMU-OPCVM OPDean (or other appointed representative) will review the violation and provide the Industry Partner an opportunity to explain the violation of this policy. A violation of this policy will result in the following:

1. The Industry Partner will be placed on a probationary period. Further violation of the policy during this probationary period will result in immediate suspension for the remainder of the semester and the following semester,
OR
2. The Industry Partner will be placed on immediate suspension, at which time it will be prohibited from making presentations, distributing product and any other informational materials to the LMU-OPCVM students for the remainder of the semester and the following semester. Future re-admittance into the LMU-OPCVM Industry Partners program will then be up to the discretion of the ADSA and OPCVM Dean.

Violation of Policy by Student Representatives

If a Student Representative does not adhere to the above policies, they will be placed on probation for the remainder of the semester and the following semester, with

monitoring by the ADSA. If during probation there is another violation, the ADSA will contact the Industry Partner supervisor and inform them that the student representative will need to be replaced.

If the Student Representative is underperforming academically, the Student Representative may be required to forfeit their position. At the discretion of the ADSA, there can be a meeting of the Industry Partner supervisor, the Student Representative, and the ADSA to discuss restricted responsibilities while the student improves their academic performance.

Hiring a Student Representative

Approved Industry Partners are allowed to utilize Student Representatives to help support educational opportunities, provide liaison opportunities, and act as a conduit for information to the OPCVM. Interviews and selection of a student as a representative must be approved by the Assistant Dean of Student Affairs prior to establishing an association with the student. The Industry Partner will work with the ADSA/OSA to ensure that all eligible students are made aware of the job opportunity and that student applicants are in good standing with the college (>75% for both cumulative and current semester, no ethics and honor code violations). Student Representatives must maintain good standing to remain as Student Representatives.

Any employment relationships between students and external entities will remain only between the two parties. These relationships may include (but are not limited to) contracts, documentation of position expectations, salary/ payment agreements, and work hour requirements. CVM will not be a party to the contract and will not enforce any contract between the parties.

Incentives Distributed by Industry Partners

Food, gift cards, promotional materials, and modest and nominal gifts may be distributed equitably to all students or participants in events. It is the responsibility of the Industry Partner to ensure that all federal, state, and local laws are upheld. Any taxable income must be reported per IRS regulations.

Non-Prescription Product Distribution by Industry Partners

Non-prescription product distribution may be arranged through the Student Representative with approval of the OSA. LMU-OPCVM site may be used for distribution but not for product storage before or after distribution. All products must be picked up during the designated time frame. Room/locations used for distribution must be reserved via the normal pathways and dates submitted to

the student activities calendar. Prescription product distribution must be approved and arranged through the ADSA.

Off-Campus Events with Industry Partners

Industry Partners may organize, through their Student Representative, one off-campus event per semester with no educational requirement to provide casual engagement of students. These events are not sponsored, hosted, or organized by either LMU or LMU-OPCVM, and as such, no University or College liability is assumed. Responsible practices regarding serving alcohol are strongly encouraged and are at the discretion of the Industry Partner and host location.

The Student Representative must complete the Industry Partner Event Request so that the OPCVM OSA can place the event on the student activities calendar.

On-campus Educational Events with Industry Partners

Industry Partners will be allowed to host one educational event per semester, organized by their Student Representative and approved by OSA. All students or all students of one class cohort must be invited to the event.

Presentations should be educational in nature—not promoting brand-specific products or recruiting for job placement. Industry Partners must disclose their sponsorship to an audience before the related subject matter is presented.

- For product-related presentations, at least 60% of the material presented (30 minutes of a 50-minute lecture) must describe etiology, clinical signs, diagnosis, treatment and/or prognosis of conditions relevant to any product discussed. When a specific product, brand or stance is discussed, the focus of the discussion should be on the science related to it.
- For presentations related to professional development, at least 75% of the material presented must be related to the topic and NOT to recruiting-type presentations of the Industry Partner.
- The presentation should be given by a veterinarian, research scientist, or expert in the relevant field.
- The event request will include the title, an outline of the presentation, the speaker's qualifications, and the planned incentives (giveaways).

The on-campus educational event must be requested and organized by the Student Representative at least four weeks prior to the event. The student representative should submit the Industry Partner Event Request, as well as work with OSA to complete other required event

planning forms. The event planning process is outlined on Canvas Organization or upon request from OSA. Requests will not be accepted from the Industry Partner directly. Industry Partners and Student Representatives must adhere to all LMU and LMU-OPCVM policies.

Relation to Other LMU-OPCVM Policies

This Policy should be viewed as in addition to, and does not supersede, any Lincoln Memorial University policies or procedures on conflict of interest. The College of Veterinary Medicine at Orange Park recognizes that identification and/or disclosure of a potential conflict of interest does not necessarily mitigate the potential for inappropriate influence.

Sponsorship by Industry Partners

This Policy does not apply to corporate sponsorship of University- or College-level initiatives. These sponsorship opportunities are handled separately by LMU or CVM administration. This Policy does not apply to approved elective courses, clinical rotations, or preceptorships hosted by an external entity.

Though we do not endorse products or specific statements made by corporate sponsors, LMU-OPCVM gratefully acknowledges and deeply appreciates their financial, educational, and intellectual support. We recognize that the symbiotic relationship between industry and academia contributes to the development of therapeutics, devices, and education and so the excellence of animal and human health care professions.

Student Representative Communications

The Student Representatives are responsible for communication with the Industry Partner, LMU-OPCVM administration, and the LMU-OPCVM student body. Professionalism is expected. Students are encouraged to use BCC for emails to groups. Communications (emails) from Student Representatives must include a disclaimer that the information is being distributed by a paid Student Representative:

*"The following information is being distributed on behalf of *company name.* I am a paid representative of this company and the information contained here does not reflect the views of LMU-OPCVM nor imply endorsement of this company."*

Student Representative Reporting

Student Representatives will complete the Industry Partner Semester Report Form at the end of each semester that reports their workload, perception of the experience, a synopsis of activities and attendance for the semester.

DVM Curriculum Digest

LMU-OPDVM Curriculum Digest

Degree Type

OPDVM

Year 1

Semester 1 - Summer

Item #	Title	Credits
OPDVM-700-A0	First Year Transition: Building Academic Resilience	0.5
OPDVM-712-A0	Animal Husbandry and Welfare	2.0
OPDVM-713-A0	Introduction to Diagnostic Imaging	1.0
OPDVM-714P-A0	Introduction to Pathology	1.0
OPDVM-714A	Intro to Anatomy and Physiology	1.0
OPDVM-717-A0	Basic Pharmacology	1.0
OPDVM-710-A0	One Health I	1.5
OPDVM-715-A0	Clinical Skills I	1.0
OPDVM-719-A0	Evidence-Based Veterinary Medicine I	1.5
OPDVM-718-A0	Immunology	2.5
OPDVM-716-A0	Professional Identity I	1.0
OPDVM-711-A0	Medical Science I	1.0

Year 1

Semester 2 - Fall

Item #	Title	Credits
OPDVM701-A0	Integumentary System	1.0
OPDVM-702-A0	Musculoskeletal System	4.0
OPDVM-703-A0	Nervous & Sensory System	4.0
OPDVM-720-A0	One Health II	3.0
OPDVM-704-A0	Hematology System	1.0
OPDVM-728-A0	Microbiology	6.0
OPDVM-725-A0	Clinical Skills II	1.0
OPDVM-726-A0	Professional Identity II	1.0

Year 1

Semester 3 - Spring

Item #	Title	Credits
OPDVM-705-A0	Cardiovascular and Respiratory Systems	5.0
OPDVM-706-A0	Urogenital System	3.0
OPDVM-707-A0	Endocrine System	2.0
OPDVM732-A0	Introduction to Surgery	2.0
OPDVM-735-A0	Clinical Skills III	2.0
OPDVM-735A-A0	Clinical Skills LA	1.0
OPDVM737-A0	Introduction to Anesthesia and Analgesia	2.0
OPDVM-736-A0	Professional and Life Skills I	1.0
OPDVM-721-A0	Clinical Reasoning I	1.0
OPDVM-769B	Poultry Elective	1.0
OPDVM-769M	Disaster Preparedness Elective	1.0

Year 2

Semester 4 - Summer

Item #	Title	Credits
OPDVM-708-A0	Gastrointestinal System	5.0
OPDVM-709-A0	Hepatobiliary System	3.0
OPDVM-748-A0	Veterinary Nutrition	2.0
OPDVM-747-A0	Veterinary Toxicology	2.0
OPDVM-745-A0	Clinical Skills IV	1.0
OPDVM-746-A0	Professional and Life Skills II	1.0

Year 2

Semester 5 - Fall

Item #	Title	Credits
OPDVM-758-A0	Small Animal Medicine	8.0
OPDVM-752-A0	Small Animal Surgery	3.0
OPDVM-754-A0	Emergency & Critical Care	1.0
OPDVM-757-A0	Clinical Pharmacology I	1.0
OPDVM-755-A0	Clinical Skills V	1.5
OPDVM-756-A0	Professional and Life Skills III	1.0
OPDVM-756B-A0	Introduction to Practice Management	1.0
OPDVM-753-A0	Radiographic Interpretation	1.0
OPDVM-759-A0	Evidence-Based Veterinary Medicine II	1.0
OPDVM-751-A0	Veterinary Dentistry	2.0
OPDVM-769E	Advanced Nutrition elective	1.0

Year 2

Semester 6 - Spring

Item #	Title	Credits
OPDVM-762A-A0	Food Animal Production, Medicine, & Surgery	6.0
OPDVM762B-A0	Equine Medicine & Surgery	4.0
OPDVM-760-A0	Population and herd management	2.0
OPDVM-767-A0	Clinical Pharmacology II	1.0
OPDVM-768-A0	Avian, Exotic, Wildlife Animal Medicine & Surgery	2.0
OPDVM-765A-A0	Clinical Skills VI	1.5
OPDVM-761-A0	Introduction to Clinical Year	0.5
OPDVM766-A0	Theriogenology	1.5
OPDVM-759-A0	Evidence-Based Veterinary Medicine III	1.0
OPDVM-769C	Oncology elective	1.0
OPDVM-769D	Wildlife/Zoo elective	1.0

Year 3

Semester 7-9 - Summer-Spring

Item #	Title	Credits
OPDVM770-A0	Small Animal General Practice	8.0
OPDVM-771-A0	Small Animal Specialty Practice	8.0
OPDVM-773-A0	Gross Pathology	2.0
OPDVM-774-A0	Large Animal Ambulatory	2.0
OPDVM-776-A0	NAVLE Preparation Course	4.0
OPDVM-777-A0	Programmatic Review	1.0
OPDVM-778-A0	Diagnostic Imaging	2.0
OPDVM-779-A0	Clinical Pathology	2.0
OPDVM-780-A0	Required Selective Rotations	14.0
	Total Credits	157

MVCC Curriculum Digest

MVCC Curriculum Digest

Degree Type

MVCC

Required Courses

Item #	Title	Credits
MVCC-501	Veterinary Management & Leadership	3.0
MVCC-502	Clinical Veterinary Physiology	3.0
MVCC-503	Principles of Surgery & Wound Management	3.0
MVCC-504	Evidence Based Medicine	1.0
MVCC-505	Anesthesia & Pain Management	3.0
MVCC-506	Population Med & One Health	2.0
MVCC-507A	Small Animal Internal Medicine	3.0
MVCC-508	Diagnostics and Clinical Pathology	3.0
MVCC-509	Pharmacology Foundations	3.0

Elective Courses

Complete 6 elective credits of MVCC courses.

Item #	Title	Credits
MVCC-590A	Emergency and Critical Care	2.0
MVCC-590C	Advanced Emergency and Critical Care	2.0
MVCC-590D	Veterinary Dentistry	2.0
MVCC-590E	Veterinary Imaging	2.0
MVCC-590F	Small Animal Dermatology	2.0
MVCC-590G	Shelter Medicine	2.0
	Total Credits	30

Course Descriptions

MVCC-501 : Veterinary Management & Leadership

This course explores veterinary management and leadership with an emphasis on diversity, equity and inclusion, cultural sensitivity, and comparative healthcare organization. Topics include: veterinary technician scope of practice, professional organization, technician utilization, and comparative paraprofessional scope of practice and utilization, diversity in the veterinary profession, concepts of leadership and applications to the veterinary profession, current veterinary profession issues and challenges, ethical issues in leadership, and strengthening diversity at the leadership level.

Credits 3.0

MVCC-502 : Clinical Veterinary Physiology

Systems based overview of clinically relevant physiology for the graduate veterinary technician. Students will gain understanding of homeostasis, function, regulation and integration of body systems.

Credits 3.0

MVCC-503 : Principles of Surgery & Wound Management

This course will introduce advanced principles of soft-tissue and orthopedic surgery, wound healing, and wound management. Covers aseptic technique, pre-op work up, room and table prep, perioperative patient care, post-operative short term and long term care, and surgical suture and ligation techniques. Specialized instrumentation, equipment, and sterilization of specialized equipment will be introduced. This course will provide students with a broad knowledge of common small animal surgical diseases and disorders organized by system. The course will include multiple case discussions in order to allow students to apply the knowledge they gain in lecture to situations they may encounter in the clinical setting. Application of anatomic knowledge related to surgical prep and surgical approaches will be included. Students will be required to demonstrate successful completion of related skills for this course.

Credits 3.0

MVCC-504 : Evidence Based Medicine

This course is designed to teach evidence-based medicine (EBM) and information literacy skills that will enable veterinary professionals to conduct critical searches and evaluations of existing literature to improve patient care. Topics include advanced literature searches, developing PICO (Patient, Intervention, Comparison, Outcome) questions, overview of clinical study design, evaluating existing clinical guidelines, critically analyzing and synthesizing research articles using the GRADE criteria, and integrating evidence into practice.

Credits 1.0

MVCC-505 : Anesthesia & Pain Management

This course will provide an in-depth review of anesthesia, anesthesia-related patient care, and pain management in the veterinary patient. Includes pre-anesthetic preparation and evaluation; anesthesia induction, maintenance, and emergence; post-anesthesia care; anesthetic equipment maintenance and trouble-shooting, and multimodal pain management techniques. Emphasis on case-based design of anesthetic protocols for patients with an ASA physical status of I-V. Students will be required to demonstrate successful completion of related skills for this course.

Credits 3.0

Required Prerequisites

[MVCC-502](#): Clinical Veterinary Physiology

MVCC-506 : Population Med & One Health

This course will provide an overview of veterinary public health, population health management, and One Health principles. Topics will include principles of epidemiology, herd health management, zoonotic and infectious disease control, human animal bond, and current topics in One Health. Students will learn about the importance of community stakeholders and interdisciplinary collaboration. This course will expand on principles of DEIB and cultural safety and humility learned in MVCC 501.

Credits 2.0

Required Prerequisites

[MVCC-501](#): Veterinary Management & Leadership

MVCC-507A : Small Animal Internal Medicine

This course will provide students with a broad and comprehensive knowledge of common canine and feline medical diseases and disorders organized by system. This course will introduce the fundamentals of advanced patient management to allow students to make informed decisions when managing simple and complex cases in practice.

Credits 3.0

Required Prerequisites

[MVCC-502](#): Clinical Veterinary Physiology [MVCC-505](#): Anesthesia & Pain Management [MVCC-509](#): Pharmacology Foundations

MVCC-508 : Diagnostics and Clinical Pathology

This course explains pathophysiologic mechanisms responsible for abnormal findings in hematologic, biochemical, urinalysis, and cytologic tests in health and disease of animals. Students will learn a selection of diagnostic tests for various diseases, interpretation of results, quality control, reference intervals, specificity, sensitivity, and positive and negative predictive values.

Credits 3.0

Required Prerequisites

[MVCC-502](#): Clinical Veterinary Physiology

MVCC-509 : Pharmacology Foundations

The course is designed to build a foundation of pharmacologic knowledge. Concepts of pharmacokinetics (drug absorption, distribution, metabolism and excretion) and pharmacodynamics (the action or effects of drugs on living organisms) that underlie the correct use of drugs in veterinary therapeutics will be covered. Exemplary pharmacologic classes of drugs, neuropharmacology of the autonomic and somatic nervous systems, and current topics in veterinary pharmacology will be covered.

Credits 3.0

Required Prerequisites

[MVCC-502](#): Clinical Veterinary Physiology

MVCC-590A : Emergency and Critical Care

This course is a culmination of previous small animal nursing knowledge, skills, and clinical experience. The course will focus on basic emergency and critical care veterinary nursing theory and concepts of patient assessment, fluid pathophysiology, critical patient monitoring, CPR, and disease pathophysiology. The course will include emergency and critical care case studies to apply practical application of knowledge and skills learned, critical thinking, and clinical reasoning. The course goal is to prepare students to respond to emergency and critical patient scenarios in all types of small animal veterinary practices.

Credits 2.0

MVCC-590C : Advanced Emergency and Critical Care

The course is designed to build a foundation of pharmacologic knowledge. Concepts of pharmacokinetics (drug absorption, distribution, metabolism and excretion) and pharmacodynamics (the action or effects of drugs on living organisms) that underlie the correct use of drugs in veterinary therapeutics will be covered. Exemplary pharmacologic classes of drugs, neuropharmacology of the autonomic and somatic nervous systems, and current topics in veterinary pharmacology will be covered.

Credits 2.0

Required Prerequisites

[MVCC-590A](#): Emergency and Critical Care

MVCC-590D : Veterinary Dentistry

This course examines the field of advanced veterinary dentistry and the advanced delivery of dental service with an emphasis on client communication and veterinary technician utilization.

Credits 2.0

MVCC-590E : Veterinary Imaging

This course will cover all imaging modalities that are used in veterinary medicine that are utilized on cats, dogs and exotic species.

Credits 2.0

MVCC-590F : Small Animal Dermatology

Students will gain an understanding of dermatological conditions in veterinary medicine and treatment of these conditions in a clinical setting. Disease and condition etiology, pathology, progression, treatment, and client education will be discussed.

Credits 2.0

MVCC-590G : Shelter Medicine

This course provides students with an appreciation of the critical role played by animal shelter professionals in protecting the health and welfare of sheltered dogs and cats and establishes a foundation of knowledge and expertise in the practice of Shelter Medicine.

NOTE: While only veterinarians may legally diagnose, prescribe medications, or perform surgery, veterinary technicians should be knowledgeable of evidenced-based best practices so they can follow standard operational protocols (SOPs) under the direct or indirect supervision of a Shelter Veterinarian.

Credits 2.0

OPDVM-700-A0 : First Year Transition: Building Academic Resilience

This course will facilitate the transition to first year veterinary medical school. Students will apply research from learning science, components of positive psychology, and well-being to their individual contexts to best support academic transitions. Topics include organizational strategies to assist with cognitive load, facilitating a reasonable study plan that demonstrates forethought, monitoring learning through sustaining practice with different types of knowledge, among other topics.

Credits 0.5

OPDVM-702-A0 : Musculoskeletal System

A systemic study of normal physiologic, microscopic, macroscopic, and topographical body structure with detailed study of cellular, tissue, and organ function will be applied to describing the pathogenesis of disease for the musculoskeletal system. Students will learn a selection of appropriate diagnostic tests for various diseases and how to interpret the results of these tests. Clinical applications are incorporated throughout the course in alignment with the ultimate goal of contributing to the education of a practitioner.

Credits 4.0

OPDVM-703-A0 : Nervous & Sensory System

A systemic study of normal physiologic, microscopic, macroscopic, and topographical body structure with detailed study of cellular, tissue, and organ function will be applied to describing the pathogenesis of disease for the nervous and sensory system. Students will learn a selection of appropriate diagnostic tests for various diseases and how to interpret the results of these tests. Clinical applications are incorporated throughout the course in alignment with the ultimate goal of contributing to the education of a practitioner.

Credits 4.0

OPDVM-704-A0 : Hematology System

A systemic study of normal physiologic, microscopic, macroscopic, and topographical body structure with detailed study of cellular, tissue, and organ function will be applied to describing the pathogenesis of disease for the hematology system. Students will learn a selection of appropriate diagnostic tests for various diseases and how to interpret the results of these tests. Clinical applications are incorporated throughout the course in alignment with the ultimate goal of contributing to the education of a practitioner.

Credits 1.0

OPDVM-705-A0 : Cardiovascular and Respiratory Systems

A systemic study of normal physiologic, microscopic, macroscopic, and topographical body structure with detailed study of cellular, tissue, and organ function will be applied to describing the pathogenesis of disease for the cardiopulmonary system. Students will learn a selection of appropriate diagnostic tests for various diseases and how to interpret the results of these tests. Clinical applications are incorporated throughout the course in alignment with the ultimate goal of contributing to the education of a practitioner.

Credits 5.0

OPDVM-706-A0 : Urogenital System

A systemic study of normal physiologic, microscopic, macroscopic, and topographical body structure with detailed study of cellular, tissue, and organ function will be applied to describing the pathogenesis of disease for the urogenital system. Students will learn a selection of appropriate diagnostic tests for various diseases and how to interpret the results of these tests. Clinical applications are incorporated throughout the course in alignment with the ultimate goal of contributing to the education of a practitioner.

Credits 3.0

OPDVM-707-A0 : Endocrine System

A systemic study of normal physiologic, microscopic, macroscopic, and topographical body structure with detailed study of cellular, tissue, and organ function will be applied to describing the pathogenesis of disease for the endocrine system. Students will learn a selection of appropriate diagnostic tests for various diseases and how to interpret the results of these tests. Clinical applications are incorporated throughout the course in alignment with the ultimate goal of contributing to the education of a practitioner.

Credits 2.0

OPDVM-708-A0 : Gastrointestinal System

A systemic study of normal physiologic, microscopic, macroscopic, and topographical body structure with detailed study of cellular, tissue, and organ function will be applied to describing the pathogenesis of disease for the gastrointestinal system. Students will learn a selection of appropriate diagnostic tests for various diseases and how to interpret the results of these tests. Clinical applications are incorporated throughout the course in alignment with the ultimate goal of contributing to the education of a practitioner.

Credits 5.0

OPDVM-709-A0 : Hepatobiliary System

A systemic study of normal physiologic, microscopic, macroscopic, and topographical body structure with detailed study of cellular, tissue, and organ function will be applied to describing the pathogenesis of disease for the hepatobiliary system. Students will learn a selection of appropriate diagnostic tests for various diseases and how to interpret the results of these tests. Clinical applications are incorporated throughout the course in alignment with the ultimate goal of contributing to the education of a practitioner.

Credits 3.0

OPDVM-710-A0 : One Health I

This course will focus on the aspects of One Health that relate to the individual and professional foundations of veterinary medicine. It will include the history of veterinary medicine to introduce them to their professional cultural inheritance, human animal bond, animal welfare, the role of animals in human psychosocial health, professional ethics and jurisprudence, work life balance, professional organizations, and future opportunities for veterinarians. This course introduces the basic concepts of epidemiology and biostatistics as applied to veterinary and One Health problems. Emphasis is placed on the principles and methods of epidemiologic investigation, epidemiologic definitions, appropriate summaries and displays of data, and the use of classical statistical approaches to describe the health of populations. Topics include the dynamic behavior of disease; usage of rates, ratios and proportions, odds ratios, and other statistical tools. Various epidemiologic study designs for investigating associations between risk factors and disease outcomes are also introduced, culminating with criteria for causal inferences. The application of these disciplines in the areas of health services, screening, and environment policy are presented. The influence of epidemiology and biostatistics on legal and ethical issues are also discussed. Critical review of scientific literature will be examined.

Credits 1.5

OPDVM-711-A0 : Medical Science I

This course will provide a foundation of general medical knowledge required of a veterinarian. Subjects will include: medical terminology, medical chemistry, medical math, and medical physics.

Credits 1.0

OPDVM-712-A0 : Animal Husbandry and Welfare

Students will be introduced to animal husbandry, welfare, and behavior in major species. Students will learn normal husbandry, normal and abnormal behavior in multiple species and engage in welfare and ethics discussions.

Credits 2.0

OPDVM-713-A0 : Introduction to Diagnostic Imaging

This introductory course covers methods of imaging, radiation safety measures and principles of image interpretation. Radiography and ultrasonography are emphasized, but computed tomography, magnetic resonance imaging, and nuclear scintigraphy are also discussed. Lectures on basic image interpretation include normal findings and classical imaging signs of common conditions.

Credits 1.0

OPDVM-714A : Intro to Anatomy and Physiology

This introductory course will provide a foundational overview of physiologic processes and anatomy to provide students with the vocabulary and basic skills for future systems-based courses.

Credits 1.0

OPDVM-714P-A0 : Introduction to Pathology

Student will learn the pathological changes that occur in tissues and organ systems and how such changes provide the basis for clinically-manifested diseases. They will learn the spectrum and mechanisms of pathological changes in tissues at macroscopic, microscopic and molecular levels.

Credits 1.0

OPDVM-715-A0 : Clinical Skills I

Students will be taught safe handling and restraint techniques and will be introduced to the general physical examination of various domestic animal species. Students will also be introduced to psychomotor skills needed for surgery and other clinical procedures.

Credits 1.0

OPDVM-716-A0 : Professional Identity I

This course will facilitate the holistic approach and evolution of student professional identity within the veterinary medical profession. Students will apply research from veterinary medical practice, theory of identity development, components of positive psychology, and well-being to their individual contexts to best support professional identity growth and development. Topics include individual and professional mindsets, the role of values and beliefs in facilitating professional identity development, and challenges veterinary students and professionals experience with professional identity development, among other topics. The course requires reflection that demonstrates forethought and critical analysis through sustaining practice with different types of knowledge and discussion.

Credits 1.0

OPDVM-717-A0 : Basic Pharmacology

This course covers the basic concepts of pharmacokinetics (drug absorption, distribution, metabolism and excretion) and pharmacodynamics (the action or effects of drugs on living organisms) that underlie the correct use of drugs in veterinary therapeutics. The course is designed to build a foundation of pharmacologic knowledge.

Credits 1.0

OPDVM-718-A0 : Immunology

This course presents current concepts in basic and clinical immunology with special emphasis on protective immunity against infectious diseases and the role of aberrant immune responses in disease.

Credits 2.5

OPDVM-719-A0 : Evidence-Based Veterinary Medicine I

This course focuses on understanding clinical research in infectious disease management. The understanding of the application of evidence-based veterinary medicine is used throughout the working life of veterinarians in contemporary veterinary practices. Basic training in research methodology will be covered to learn clinical study processes and how new scientific evidence is discovered. These skills will be applied to investigating an infectious disease spread within and between populations utilizing mock case studies by appraising scientific evidence about the etiology, diagnosis, treatment, and prognosis of viral, bacterial, fungal, and parasitological diseases.

Credits 1.5

OPDVM-720-A0 : One Health II

This course will introduce the concepts of distribution, diagnosis, treatment, and control of zoonotic diseases and transboundary diseases. It will draw from knowledge gained in with courses regarding infectious agents, immune system, pathophysiology, clinical pathology, and parasitology. The course will examine the One Health aspects of disease and the interrelatedness between individual and population human health, animal health, and the environment. Included will be student team literature search, critical literature analysis and presentations. Student will complete phase one of the United States Department of Agriculture Initial Accreditation Training. This course introduces the basic concepts of the role environmental component of One Health. This will include a broad analysis of environmental impacts of livestock production, climate change, food safety and security, emerging and transboundary diseases. These will be examined across a broad spectrum of ecosystems including air, land, fresh water, and oceans. The links between the environment, human health and animal health will be highlighted including a focus on the Appalachian region. Students will complete the USDA Emerging and Exotic Diseases of Animals for Initial Accreditation Training.

Credits 3.0

OPDVM-721-A0 : Clinical Reasoning I

Clinical Reasoning will introduce students to clinical reasoning and require them to apply clinical reasoning in case examples.

Credits 1.0

OPDVM-725-A0 : Clinical Skills II

Students will be taught basic ligatures and suturing techniques, phlebotomy, intramuscular injection and subcutaneous injection techniques using models and live animals. Students will perform physical examinations of canine and feline species and be introduced to the Subjective, Objective, Assessment and Plan (SOAP) format for medial record keeping.

Credits 1.0

OPDVM-726-A0 : Professional Identity II

This course is the second in the Professional Identity Development pathway. It facilitates a holistic approach and evolution of professional identity within the veterinary medical profession. Students will continue to apply research from veterinary medical practice, theory of identity development, components of positive psychology, and well-being to their individual contexts to best support professional identity growth and development. Topics include a multi-dimensional approach to the role of values and beliefs in facilitating professional identity development, self-regulatory practices including conflict management and emotions, inclusive identity practices, and professional identity within the greater culture of the challenges veterinary students and professionals experience, among other topics.

Credits 1.0

OPDVM-728-A0 : Microbiology

This course will introduce students to important viral, bacterial, fungal and parasitic diseases of animals and help them develop a conceptual framework that can be adapted to incorporate novel approaches that they will encounter during their veterinary careers.

Credits 6.0

OPDVM-735-A0 : Clinical Skills III

Continued development of expertise in handling and interpretation of general physical examination findings in exotics/birds and small animals. Continued progress toward mastery of psychomotor skills for surgery including catheter placement, closure of abdominal incisions, gloving techniques and clamping/ligating. Introduction of basic diagnostic techniques.

Credits 2.0

OPDVM-735A-A0 : Clinical Skills LA

Students will be taught safe handling and restraint techniques, physical examination of large animal species (cattle, horses, small ruminants).

Credits 1.0

OPDVM-736-A0 : Professional and Life Skills I

Students will be introduced to professional communication skills and their importance in veterinary medicine. The Professional Skills course will focus on aspects of: Building Professional Identity, DEIB, Communications, Leadership, Wellbeing, & Financial Literacy.

Credits 1.0

OPDVM-745-A0 : Clinical Skills IV

Students will continue to develop expertise in handling and interpretation of general physical examination findings in small animals. Students will demonstrate continued progress toward mastery of psychomotor skills for surgery including aseptic technique, anesthetic monitoring, and using a spay model.

Credits 1.0

OPDVM-746-A0 : Professional and Life Skills II

Students will be introduced to professional communication skills and their importance in veterinary medicine. The Professional Skills course will focus on aspects of: Building Professional Identity, DEIB, Communications, Leadership, Wellbeing, & Financial Literacy.

Credits 1.0

OPDVM-747-A0 : Veterinary Toxicology

This course is an introduction to principles of toxicology in domestic animals. The student will learn basic principles of veterinary toxicology and learn how to locate toxicological information. The course will present some common toxicants of chemicals and plants (focusing on those found in North America) affecting domestic animals and to learn basic approaches to treatment of poisoned animals.

Credits 2.0

OPDVM-748-A0 : Veterinary Nutrition

This course is a comprehensive overview of domestic animal nutrition, including digestion and metabolism of nutrients, feedstuffs and feeding, ration formulation, and the interaction of nutrition and disease for small animals, horses and food animals. Clinical nutrition aspects will be focused upon.

Credits 2.0

OPDVM-751-A0 : Veterinary Dentistry

Diagnosis, treatment, prognosis, and prevention of dental diseases of the dog, cat, horse, rabbits, and rodents.

Credits 2.0

OPDVM-752-A0 : Small Animal Surgery

This course will cover clinical conditions seen in small animals with an emphasis on surgical treatment and prognosis. It will integrate and build upon the principles of surgery and surgical diseases covered in Introduction to Surgery, applying and expanding anatomical knowledge acquired, and go beyond the genetic and developmental aspects of small animal conditions to address surgical interventions to consider when conservative and medical therapies alone are not appropriate or not producing satisfactory results.

Credits 3.0

OPDVM-753-A0 : Radiographic Interpretation

This course covers principles and application of radiographic image interpretation using the foundation of Roentgen signs. Each case will give students the opportunity to practice the skills of basic image interpretation, including identifying normal findings as well as classical imaging findings associated with commonly encountered radiographic diagnoses. A working knowledge of small animal and equine anatomy and physiology is a pre-requisite for this course.

Credits 1.0

OPDVM-754-A0 : Emergency & Critical Care

This course expands upon knowledge from previous courses and introduces critical care topics and techniques. Students will apply this information during case-based exercises and discussions. Students should prepare in advance for case-based activities by reading assigned material and/or watching pre-recorded presentations. Students will also complete group-based activities and individual assessments.

Credits 1.0

OPDVM-755-A0 : Clinical Skills V

Continued development of expertise in handling and interpretation of general and specific physical examination findings in small animals. Continuation of anesthesia and surgical skills training with introduction of anesthesia and surgery in the live canine or feline patient.

Credits 1.5

OPDVM-756-A0 : Professional and Life Skills III

Students will be introduced to professional communication skills and their importance in veterinary medicine. The Professional Skills course will focus on aspects of: Building Professional Identity, DEIB, Communications, Leadership, Wellbeing, & Financial Literacy.

Credits 1.0

OPDVM-756B-A0 : Introduction to Practice Management

Students will be exposed to concepts in veterinary practice management and ownership. Students will gain insights to the operational workings in a variety of clinical settings. They will acquire knowledge of business operations, team management, and client acquisition and retention.

Credits 1.0

OPDVM-757-A0 : Clinical Pharmacology I

This course covers concepts of pharmacokinetics (drug absorption, distribution, and pharmacodynamics (the action or effects of drugs on living organisms) that underlie the correct use of drugs in veterinary therapeutics; exemplary pharmacologic classes of drugs will be discussed. Selected topics in veterinary pharmacology will be covered including: pain and inflammation, euthanasia, and antimicrobial resistance, evidence based pharmacotherapy and pharmacovigilance.

Credits 1.0

OPDVM-758-A0 : Small Animal Medicine

Diagnosis, treatment, prognosis, and prevention of non-surgical diseases of the dog and cat. Emphasis will be on diagnosis and treatment.

Credits 8.0

OPDVM-759-A0 : Evidence-Based Veterinary Medicine II

This course will introduce students to the methods in biomedical research. Students will gain basic understanding of literature search, critical evaluation of scientific publications, hypothesis development, experimental design, data analysis, use of animals in research, IACUC, IRB, communication of research findings, and grant writing.

Credits 1.0

OPDVM-759-A0 : Evidence-Based Veterinary Medicine III

This course will deepen student understanding of methods in biomedical research. Students will gain basic understanding of experimental design, data collection and analysis, communication of research findings, and grant writing. Student groups will continue the project from the prior semester to collect and analyze data, then communicate their findings as a poster or 3-minute thesis at a college-wide Research Day.

Credits 1.0

OPDVM-760-A0 : Population and herd management

This course provides an overview of the principles of population health and of production management for beef cattle, dairy cattle, small ruminants, swine, and poultry. Includes the application of scientific principles to practical herd management with components of reproduction, nutrition, housing, genetics, economics, records, food safety, and disease control (vaccination).

Credits 2.0

OPDVM-761-A0 : Introduction to Clinical Year

This course is designed to prepare students for their clinical year rotations in fourth year. Clinical Rotation policy, procedure, coursework, organization, expectations and how to maximize success on rotations will be explored and discussed. Instruction will consist of self-guided online modules, in-person sessions and small group discussions.

Credits 0.5

OPDVM-762A-A0 : Food Animal Production, Medicine, & Surgery

This course is designed to educate the veterinary student on the diagnosis, treatment, prognosis and prevention of non-surgical and surgical diseases of food and fiber animals (bovine, ovine, caprine, porcine, camelid) and includes production animal medicine, emerging diseases and common husbandry practices.

Credits 6.0

OPDVM-765A-A0 : Clinical Skills VI

Continued development of expertise in handling and interpretation of general and specific physical examination findings in small animals. Continuation of anesthesia and surgical skills training with introduction of anesthesia and surgery in the live canine or feline patient.

Credits 1.5

OPDVM-767-A0 : Clinical Pharmacology II

The course is designed to complement and expand on the treatment options that students learn as part of their small animal medicine, equine medicine and surgery, and food animal medicine and surgery courses. Basic principles of pharmacokinetics (absorption, distribution, metabolism, and excretion) and pharmacodynamics (biochemical and physiological drug effect, mechanism of action) relevant to veterinary medicine will be covered, paying particular attention to comparative differences among species. Therapeutic uses, contraindications, monitoring, and adverse effects of drugs will be discussed. Rules, regulations, and timely topics in veterinary pharmacology will be addressed.

Credits 1.0

OPDVM-768-A0 : Avian, Exotic, Wildlife Animal Medicine & Surgery

This course is an introduction to the medical, husbandry, and surgical issues routinely seen in avian and "exotic" (small mammals, reptiles) species kept as pets in North America. It provides an overview of gross and radiographic anatomy, physiology, major infectious diseases and their management, and normal behavior in domestic environments

Credits 2.0

OPDVM-769B : Poultry Elective

Credits 1.0

OPDVM-769C : Oncology elective

Credits 1.0

OPDVM-769D : Wildlife/Zoo elective

Credits 1.0

OPDVM-769E : Advanced Nutrition elective

Credits 1.0

OPDVM-769M : Disaster Preparedness Elective

Credits 1.0

OPDVM-771-A0 : Small Animal Specialty Practice

This consists of supervised clinical instruction in a selected, high quality, specialty practice (canine, feline, lab animal, exotic, zoological). Instruction will take place in practices with board certified internists, radiologists, surgeons, anesthesiologists, other specialists, and/or those specialists. Students are active participants in diagnostic and management of a variety of cases with instructive pathophysiological learning issues requiring appropriate medical and/or surgical management in veterinary advanced care, emergency and critical care situations. *At least 2 weeks must be in SA ECC.

Credits 8.0

OPDVM-772-A0 : Population Medicine

Students will be engaged in all aspects of shelter operations, learning why animals are admitted, behavior and enrichment strategies used in this environment, and how community engagement leads to successful adoptions. The rotation will include diagnostic and therapeutic plans, preventive health, officer ride-alongs, and surgical sterilization.

Credits 2.0

OPDVM-773-A0 : Gross Pathology

Students will receive training in diagnostic pathology and exposure to ancillary diagnostic services which include: bacteriology, virology, molecular biology, serology, toxicology, parasitology and clinical pathology. The course is composed of lecture/cooperative/ active /group and self-learning morning sessions. The students will spend the afternoon sessions performing postmortem examinations necropsy floor or will work on necropsy case assignments. The students will deliver diagnostic pathology case presentations on case submissions and will receive clinical pathology assignments.

Credits 2.0

OPDVM-774-A0 : Large Animal Ambulatory

Students will be introduced to diagnostic and therapeutic procedures for large animals which may include internal medicine, surgery, preventative medicine, lameness, herd and flock health consultation, routine procedures, diagnostic imaging, reproductive technology, wound care, dentistry, anesthesia, and general surgical procedures using a combination of live animals, case discussion, models, and cadavers. Students will demonstrate continued communications skills development including communication with owners through written discharge instructions and communication with colleagues via referral letters.

Credits 2.0

OPDVM-776-A0 : NAVLE Preparation Course

Students will prepare and sit for the North American Veterinary Licensing Exam (NAVLE®). Students will conduct independent studies and review in order to prepare for the NAVLE®. Students are not required to pass the NAVLE® to pass the course.

Credits 4.0

OPDVM-777-A0 : Programmatic Review

Course design involves a multifaceted approach to content delivery through exit surveys, financial literacy education, veterinary imaging monitoring verification, and interactive professional communication. This course includes CVM programmatic surveys, AVMA Graduating Senior Survey, financial literacy sessions, and various communication activities.

Credits 1.0

OPDVM-778-A0 : Diagnostic Imaging

This course will provide a structured means for clinical-year DVM students to synthesize and apply the diagnostic imaging knowledge gained in pre clinical training to the clinical setting. The Diagnostic Imaging Course serves to prepare students for radiographic interpretation during their clinical placements, as well as clinical practice.

Credits 2.0

OPDVM-779-A0 : Clinical Pathology

The main goal of this rotation is to ensure that each participant is at a level of competency that every graduating senior should have attained. Through a combination of self-study and online discussion periods, a set of core objectives will be explored. These objectives have been chosen as a representation of basic clinical pathology skills that students should have mastered to practice veterinary medicine competently and include objectives in hematology, cytology and clinical chemistry.

Credits 2.0

OPDVM-780-A0 : Required Selective Rotations

Elective courses consist of supervised clinical instruction in high quality learning experiences available at institutions and practices in North America and around the world, to include general practices, specialty practices (such as medicine, surgery, cardiology, dermatology, neurology, oncology, ophthalmology), species-specific practices, other accredited Colleges of Veterinary Medicine, zoos, and other LMU-CVM approved public and private biomedical institutions.

Credits 14.0

OPDVM701-A0 : Integumentary System

A systemic study of normal physiologic, microscopic, macroscopic, and topographical body structure/anatomy with detailed study of cellular, tissue, and organ function will be applied to describing the pathogenesis of disease for the integumentary system. Students will learn a selection of appropriate diagnostic tests for various diseases and how to interpret the results of these tests. Clinical applications are incorporated throughout the course in alignment with the ultimate goal of contributing to the education of a practitioner.

Credits 1.0

OPDVM732-A0 : Introduction to Surgery

This course will cover principles of surgery, including aseptic technique, fracture healing, perioperative patient care, and basic principles of surgical procedures and techniques. Application of anatomic knowledge to surgical approaches will also be included.

Credits 2.0

OPDVM737-A0 : Introduction to Anesthesia and Analgesia

This course serves as an introduction to veterinary anesthesia, analgesia, and peri-operative case management. It will lay the foundation for the basic principles of anesthesia and analgesia, recalling material learned in prior pharmacology courses.

Credits 2.0

OPDVM762B-A0 : Equine Medicine & Surgery

This course is designed to educate the veterinary student on clinical conditions seen in the horse, with emphasis on clinical signs, diagnosis, medical, and surgical treatment, and prognosis.

Credits 4.0

OPDVM766-A0 : Theriogenology

This course provides foundational knowledge and develops clinical competence in managing the reproductive health of economically important livestock species, horses, and companion animals. Reproductive diseases and pathologies will be discussed. Students will integrate knowledge from various disciplines to diagnose and manage clinical issues pertaining to the reproductive health of animals on an individual-animal or herd basis.

Credits 1.5

OPDVM770-A0 : Small Animal General Practice

This consists of supervised clinical instruction in a selected, pre-approved, high-quality, small animal general practice (canine, feline, pocket pets). Students see a wide variety of medical and surgical cases and are active participants in their diagnostic and therapeutic management, to include documentation of findings and care in problem-oriented medical records and performance of clinical procedures.

Credits 8.0