

Lincoln Memorial University – College of Veterinary Medicine at Orange Park

CATALOG 2026-2027



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Volume 1

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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

- Christopher Kelly, DVM, MS, NRP Associate Dean of Clinical Sciences
- Fortune Sithole, BVSc, PhD, MSc, DACVPM Associate Dean of Academic Affairs
- Greg Brennan, DVM, PhD Associate Dean of Research and Basic Sciences

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 veterinarians 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
- 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
- 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.

• **Officers**

- 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

• **Members**

- 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, Sr. - 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
- (Joseph) Mark Padgett - Sarasota, FL
- Noah Patton**- Tazewell, Tennessee
- 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

*Trustee Emeritus

**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
- 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
- Qi Wang, DDS- Dean, College of Dental Medicine
- 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 June 23, 2025. 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 August 29th, 2025.

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 primary locations in Orange Park, FL: The College of Veterinary Medicine Building and Anatomy facility, both located on Wells Road. Two additional partner training sites are the Jacksonville Humane Society nearby in Jacksonville, FL and Clay County Animal Services in Clay County. 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, 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.

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.

OPCVMDean@lmunet.edu

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

OPVetAdmissions@lmunet.edu.

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 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 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.

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.

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.

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.

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 finaid@lmunet.edu.

The LMU Office of Institutional Compliance

Mission Statement

The Office of Institutional Compliance at Lincoln Memorial University is committed to upholding the values stated in the University Mission and Purpose Statement as well as the University's Equal Opportunity, Affirmative Action, and Nondiscrimination Policy. The Office of Institutional Compliance investigates allegations of prohibited discrimination, harassment, and retaliation involving members of the LMU academic community. The Office of Institutional Compliance is committed to identifying and providing appropriate training for students, faculty, staff, and affiliated organizations to ensure compliance with state and federal laws to create an environment conducive to growth and learning.

Title IX at LMU

The Office of Institutional Compliance oversees the University's compliance with federal law and handles all complaints of discrimination. The Title IX Coordinator is designated to oversee the University's compliance with Title IX of the Education Amendments of 1972. The Title IX

Coordinator coordinates the University's response to alleged discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking, in accordance with the University's policies and procedures. The Deputy Title IX Coordinator(s) & Compliance Officer(s) support the Title IX Coordinator in these efforts.

Ms. Rebekah Webb, M.Ed., Title IX Coordinator & Institutional Compliance Officer

Phone: (423) 869-6315 or Emails:

rebekah.webb@lmunet.edu and titleix@lmunet.edu

Office: Cumberland Gap Offices #3 (Next-door to the Lincoln's Closet)

609 Colwyn St., Cumberland Gap, TN 37724

LMU-OPCVM Department Directory

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 following links

LMU directory at <https://www.lmunet.edu/directory/index.php>

LMU-OPCVM Leadership at <https://www.lmunet.edu/orange-park-college-of-veterinary-medicine/about-opcvm/leadership>

LMU-OPCVM Directory Link coming soon

OPCVM Faculty

Faculty Member	Hire Date	Degrees/Diplomas Held and Awarding Institution
Kimberly Carney	2018	BSAg: University of Georgia
		MPH: East Tennessee State University
		DVM: University of Georgia
Gary Vroegindewey	2014	BA: University of Missouri
		MSS: United States Army War College
		DVM: University of Missouri
Crystal Le'Roy	2022	BS: University of Central Florida
		DVM: Lincoln Memorial University
Donald Noah	2019	BS: The Ohio State University
		MPH: University of Minnesota

		DVM: The Ohio State University
Carlos Crocker	2022	BS: California State Polytechnic University, Pomona
		MS: California State Polytechnic University, Pomona
		PhD: University of California, Davis
Julie Hunt	2014	BA: Alfred University
		MS: Ross University
		DVM: Michigan State University
Christopher Kelly	2017	BA: Knox College
		MS: University of Tennessee, Knoxville
		DVM: Iowa State University
Gregory Brennan	2025	BS: Colorado State University
		DVM: Colorado State University
		PhD: University of Washington
Fortune Sithole	2025	BVSc: University of Zimbabwe
		MS: Utrecht University
		PhD: University of Prince Edward Island
Peter Helmer	2023	DVM: Ontario Veterinary College/University of Guelph
Elizabeth Devine	2020	BS: Colorado State University
		MS: Kansas State University
		DVM: Iowa State University
Jennifer Banach	2022	BS: Quinnipiac University
		MVB: University College Dublin
Jamie Clanin	2024	BS: Clemson University
		DVM: University of Tennessee
Jeanmarie Short	2022	DVM: Virginia-Maryland Regional College of Veterinary Medicine
Lynda Miller	2017	BS: University of Wisconsin
		DVM: University of Florida
		PhD: University of Kentucky

Admissions

DVM Degree

Admissions Requirements For Doctor Of Veterinary Medicine

Detailed information about the DVM admissions process can be found by clicking [here](#).

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 either Anatomy or Physiology (this may also be a single combined Anatomy & Physiology course).

Minimum Academic Requirements For Admission			
LMU-OPCVM Prerequisite	Semester Units	Quarter Units	Notes
Biology	8	12	General biology series; lecture & lab

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

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.

Credit from Prior Learning and Challenge Exams

LMU-OPCVM does not accept credit from prior learning (e.g. life experiential credit) or challenge exams.

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.

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 (DVM) 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 DVM 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 DVM 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 of Student Affairs 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 of Academic Affairs and the Assistant Dean of 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

Additional Enrollment Requirements 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.

Rabies vaccination must include at least an initial 2-dose series following the current 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.

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.

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.
- A current curriculum vitae or resume.
- A letter of character and academic reference (including class rank and overall veterinary program 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
335 Crossing Blvd.
Orange Park, FL 32073
or emailed to: OPVetAdmissions@lmunet.edu

Transfer Application Deadline

Applications for Summer Semester are due by February 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.

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/F040Pokb2bH7r1>. 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

[PregnancyandParentingStudentAcademicAdjustmentsPolicyFinalAug2023.pdf \(lmunet.edu\)](#)

LMU Code of Student Conduct

Please refer to the [Railsplitter Community Standards Guide](#), located on the LMU website.

Sexual and Other Discriminatory Harassment

Overview of Process for all Forms of 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.

Title IX Related Process

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@LMUnet.edu

Non-Title IX Discrimination Complaints

Lincoln Memorial University - College of Veterinary Medicine at Orange Park (LMU-OPCVM) is committed to maintaining an environment free from all forms of discrimination. While complaints involving sexual misconduct or gender-based discrimination fall under the jurisdiction of Title IX, other types of discrimination (e.g.,

based on race, color, religion, national origin, age, disability, sexual orientation, veteran status, or other protected categories) are equally prohibited and addressed through institutional processes.

Reporting Procedure

Students who experience or witness discriminatory behavior that does not fall under Title IX are encouraged to report the conduct promptly. Reports may be made to any of the following: LMU-OPCVM Assistant Dean of Student Affairs, Office of Institutional Compliance, or the online reporting form. Upon receiving a report, the University will conduct a prompt, thorough, and fair investigation. This typically includes: interviews with all relevant parties and witnesses, the option to submit written statements (not required), confidential handling of information on a strict "need-to-know" basis. If a violation is found, appropriate corrective actions in keeping with University policy and legal requirements will be taken to stop the discriminatory behavior and prevent recurrence. These procedures follow the University-level protocols utilizing trained staff at the Orange Park campus supported by main campus personnel.

Incidents reported through the OPCVM Ethics and Honor Code process may be elevated to University-level investigation and response.

An online reporting form is available at [Title IX Reporting](#). For more information about resources available on and off campus, and to view the harassment, discrimination, and sexual misconduct policies, visit [The Office of Institutional Compliance](#)

LMU Formal Student Complaint Process

Formal Complaint Process

LMU seeks to address written student complaints when brought to the attention of the administration. The formal complaint process of LMU is a separate process from the program specific appeal/grievance process in an academic program. The University encourages students who have a legitimate concern to participate in the formal complaint process if the concern is not addressed by the program specific appeal/grievance process. The Formal Student Complaint is used to document and track the institution's forthright attempts to address appropriately filed Formal Student Complaints.

The Formal Student Complaint Form may be downloaded at: [https://www.lmunet.edu/office-of-institutional-](https://www.lmunet.edu/office-of-institutional-compliance/student-complaint-process)

[compliance/student-complaint-process](#).

The process initiated by this form does not negate or replace any appeal/grievance process of a specific program. The student may be directed to that process as a result of filing this form. That program specific appeal/grievance process in an academic program must be completed by the student before any additional review may take place by the University. The formal complaint process initiates a review of the completed appeal/grievance process. A formal complaint must be filed within 30 days of the receipt of the final decision from the program specific appeal/grievance process.

For proper processing, all information must be completed and delivered to Office of Institutional Compliance, Cumberland Gap Offices #3 (Next-door to the Lincoln's Closet), 609 Colwyn St., Cumberland Gap, TN 37724.

Off -Campus Authorities

All Locations

Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>);

Orange Park, Florida Location

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/>), and then search for the appropriate division).

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/consumer-protection>).

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

Complaint Policies and Procedures for Certain Distance Education Students

The below policies apply to students who are:

- [non-Tennessee residents in State Authorization Reciprocity Agreement \("SARA"\) states](#) and who are enrolled in a distance education program/course or
- who are attending an out-of-state learning placement in a [SARA state](#).

The nature of complaints to be addressed through these policies include violations of SARA policies and dishonest or fraudulent activity. These policies do not apply to complaints concerning student grades or student conduct violations. For more information on complaint subject matter see [SARA Policy Manual](#) Sections 4.2 and 4.3.

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 Professors' 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.

The DVM program uses a pass/no-pass grading system. Detailed academic performance data—including class rank and percentage-based performance indicators—are maintained electronically by the Office of the Associate Dean of Academic Affairs and may be requested, when needed, for scholarships or post-graduate opportunities. Requests from students to have their academic record released must be made in writing via email to the Office of the Associate Dean of Academic Affairs. Any LMU-OPCVM students wishing to review their academic record must make an appointment with the Associate Dean of Academic Affairs.

Students may request a letter of good standing from the Associate Dean of Academic Affairs' office via email.

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. LMU-OPCVM will not provide verifications to employers or landlords. For non-academic situations, 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>.

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.

TUITION AND FEES

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The DVM program:

1st Year DVM (Summer, Fall, Spring)	
Tuition*	\$86,450
Health Insurance	\$3,811
Fees	\$432
Books, Course Materials, Supplies, & Equipment	\$3,900
Housing	\$15,600

Food	\$7,450
Transportation	\$5,000
Miscellaneous	\$3,750
Loan Fees	\$3,000
1st Year Total	\$129,393

2nd Year DVM (Summer, Fall, Spring)	
Tuition*	\$89,050
Health Insurance	\$3,811
Fees	\$432
Books, Course Materials, Supplies, & Equipment	\$3,900
Housing	\$15,600
Food	\$7,450
Transportation	\$5,000
Miscellaneous	\$3,750
Loan Fees	\$3,000
2nd Year Total	\$131,993

3rd Year DVM (Clinical Year)	
Tuition*	\$60,850
Health Insurance	\$3,811
Fees	\$832
Books, Course Materials, Supplies, & Equipment	\$2,925
Housing	\$13,500
Food	\$6,000
Transportation	\$5,000
Miscellaneous	\$2,825
Loan Fees	\$2,100
3rd Year Total	\$97,843

*Assumes a 3% Annual Tuition Increase

**All amounts are subject to change

Estimated total program tuition: \$236,350

The MVCC program:

Tuition per credit: \$680

Estimated total program tuition: \$20,400

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

Estimated Annual fees: \$600

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

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.*

Student Refund Policy

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%

Semester	Amount
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 either may become a hazard risk, 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 and are never permitted in laboratory, anatomy, and any animal care spaces. The style of dress or skirt must be appropriate for class (e.g., no formal wear). Both: Shorts are acceptable in lecture and team based learning sessions only. Shorts must reach at least mid-thigh and be of a professional casual style (e.g. khaki, chino, linen, with finished hems). Shorts are never permitted in laboratory, anatomy, and any animal care spaces.

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.

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, exposed midriffs, sweatshirts, hoodies, tank tops, short or long-sleeve t-shirts, athletic shorts, athleisure and gym wear (leggings, etc.), 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 will require that students dress as directed for these courses and may have more requirements listed in the syllabus. Anatomy lab spaces, clinical skills lab spaces, and research lab spaces at a protective minimum will require closed toed shoes, long pants (scrubs are accepted), and a clean white lab coat. Please see below for various Clinical Skills Spaces.

Required Attire for Clinical Skills Laboratories					
Location	Clinical Skills Lab	Jacksonville Humane Society/ Clay County Animal Services	Surgical Suites	DVTC Equine stables & Equine teaching center	DVTC Bovine teaching center
Footwear	Closed-toe shoes that fully enclose the foot	Closed-toe shoes that fully enclose the foot	Dedicated clean closed-toe shoes or shoe covers	Closed-toed shoes that fully enclose the foot, 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" green 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 Equipment 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
Pen, Electronic Device (laptop/ tablet)	stethoscope, thermometer, pen light	stethoscope, thermometer, pen light	stethoscope, thermometer, pen light	stethoscope, thermometer, pen light	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

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.

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.

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.

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.

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.

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.

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.edu). In addition to contacting the Registrar, please copy the Assistant Dean of Student Affairs on the request.

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 Orange Park campus closure due to inclement weather is announced via the LiveSafe app, and posted on the LMU website. Closure of Jacksonville satellite locations

(Jacksonville Humane Society, Clay County Animal Services, etc.) is determined separately from the Orange Park campus of LMU. Closure of DVTC is determined separately from the main campus of LMU. The LMU-OPCVM will make official announcements via university email concerning the cancellation of classes and laboratories at any or all Jacksonville locations. It is the students' responsibility to stay abreast of weather conditions and notifications. Regardless of location, the official communication will only come from either LMU or LMU-OPCVM administration.

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 Statement

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, as outlined in the Ethical, Attitudinal, and Behavioral Requirements, Professional Conduct, and other handbook sections, realizing that it is my duty to uphold the Code and the concepts of personal and collective responsibility upon which it is based.

Ethics and Honor Code Sections

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.

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 Pre-Clinical Years 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 ADSA. Any meeting or hearing described in the Code may be rescheduled for good cause at the discretion of the ADSA.

Professional Conduct Committee

The Professional Conduct Committee (PCC) will address violations of professionalism and the Ethics and Honor Code. 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 PCC is comprised of appointed faculty (3) that are voting and a Chair that 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.

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 office of 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. An appointed staff member will be designated to maintain all documentation. All records will be kept on file that is maintained by the ADSA.

Preliminary Meeting

In the event that either mediation of an interpersonal 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 PCC 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 or individuals designated by the ADSA for investigation and subsequently to the PCC if further investigation merits progression. 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 ADSA will have five (5) working days to inform the PCC of the violation(s).

Resolution procedures

If the student accepts responsibility and the ADSA elects to send the case forward instead of an administrative sanction, the PCC will hold a meeting within five (5) working days of their notification. The attendance of the student shall be at the discretion of the PCC, but the student may elect to not attend.

If the student in question does not accept responsibility, the student will appear before the PCC within five (5) working days of the committee's notification.

The student will be provided with an opportunity to meet with the PCC. 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 PCC to make an informed recommendation to the Dean regarding sanctions up to, and including, dismissal. *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.

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

The PCC will forward their recommendation to the LMU-OPCVM Dean, who will then issue the final decision.

All recommendations by the PCC will be delivered to the Dean in writing within 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 Chair of the PCC 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.

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.

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.

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.

Interpersonal 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 previously.

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.

Management of Clinical Year Violations of The Ethics and Honor Code

Students who have serious or egregious violations of professionalism or behavioral misconduct during the clinical year shall meet with the Assistant Dean of Clinical Relations to discuss reasons for the violation and or misconduct. The ADSA may also be involved.

- The first violation in the clinical year will result in either:
 - remediation or repetition of the rotation as determined by the Dean after consultation with the ADCR and ADSA.

- sanctions as described in the previous section on the resolution of Ethics and Honor Code Violations
- The decision regarding resolution of the first failure is final and not subject to appeal.

Subsequent violations during the clinical year will result in a referral to the PCC for further action. The PCC shall meet with the student (remote or in person as circumstances allow) as previously described and render a sanction recommendation to the Dean.

Sanctions may include but are not limited to:

- Remediation
- Repetition of rotation(s)
- Recession
- Dismissal from the LMU-OPCVM

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.

The Dean's Actions in Response to PCC Recommendations
Upon receiving the PCC'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 PCC Chair, ADCR, and ADSA will receive copies of the written notification within the same time frame.

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 2026-2028

Anticipated 2026-2027 Academic Year, pending accreditation	
Summer 2026	
Classes Begin	June 8, 2026
US Independence Day (Observed)	July 3, 2026
Classes End	August 30, 2026
Fall 2026	
Classes Begin	August 31, 2026
Thanksgiving	November 25-27, 2026
Classes End	December 20, 2026
Spring 2027	
Classes Begin	January 4, 2027
Martin Luther King Day	January 18, 2027
Spring Break	March 22-26, 2027
Good Friday	March 26, 2027
Classes End	May 2, 2027
Anticipated 2027-2028 Academic Year	
Summer 2027	
Classes Begin	June 7, 2027
US Independence Day (Observed)	July 5, 2027
Classes End	August 29, 2027
Fall 2027	
Classes Begin	September 6, 2027
Thanksgiving	November 24-26, 2027
Classes End	December 19, 2027
Spring 2028	

Classes Begin	January 10, 2028
Martin Luther King Day	January 17, 2028
Spring Break	TBD
Good Friday	April 14, 2028
Classes End	May 7, 2028
Clinical Year Class of 2029 begins	May 28, 2028

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.

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: $\leq 69.4\%$

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 64.9% and 69.4% (absolute) 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 ($\leq 69.4\%$).

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 in keeping with College policy. 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 Instructional and Assessment Technologist (IAT). The IAT 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© IAT 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.

Generalized NAVLE Understanding Exam Policy and Procedures

Periodic exams with an emphasis on NAVLE (North American Veterinary Licensing Exam) style and content will be administered at various points in courses. These are intended to demonstrate a level of generalized NAVLE understanding (GNU) through both demonstration of

subject matter competency and NAVLE style exam taking skills of the learner. The administration of these GNU exams are the responsibility of the IATs. The IATs 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 GNU session. 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 GNU. 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 IAT 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 IAT 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 IAT 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 IAT 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 IAT 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 IAT 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 final clinical 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.*

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. Class Rank is determined by the aforementioned average 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. Class rank requests will only be available upon request after completion of the second semester of the program.

Example: 3 courses taken in a given semester. Course A (3 credits) : 85% Course B (5 credits): 72% Course C (1 credit): 100% $3 \times 0.85 = 2.55$ $5 \times 0.72 = 3.6$ $1 \times 1.0 = 1$
 $2.55 + 3.6 + 1 = 7.15$ (average) $3 + 5 + 1 = 9$ (total credit) $7.15 / 9 = 0.79444$

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, team based learning sessions, and clinical activities as scheduled. Attendance policies, including tardy policy, are outlined in the course syllabi. All learning events, including lectures are mandatory in Semesters 1 and 2. In Semesters 3-6, lecture attendance is at the discretion of the course director, all other types of learning events are always mandatory.

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, team 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.

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.

Academic Deficiencies

Procedures for Academic Deficiencies

Overview of Procedures for Academic Deficiencies

The mission of LMU-OPCVM is to ensure that every student graduates with the knowledge, skills, and judgment required to assume the responsibilities of a veterinarian. To support this goal, we continuously monitor student progress—both academically and professionally—throughout the curriculum. This oversight allows us to identify challenges early and provide appropriate support or intervention. The following sections outline the procedures in place for addressing academic deficiencies, as well as the roles of various college entities involved in this process.

Additional Entities Aiding in Addressing Academic Deficiencies

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.

Procedures 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).
 - The student will be recessed or dismissed.
- Failure of two courses within an academic year.
 - The student will be recessed or dismissed.
- Failure of three courses within an academic year.
 - 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 Academic Deficiencies in the Clinical Year

Students who fail one rotation shall meet with the Assistant Dean of Clinical Relations to discuss reasons for the academic failure. The ADSA may also be involved.

- 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 academic 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.

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.

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.

Outcomes for Student Professionalism Deficiencies leading to Academic Deficiencies in the Clinical Year

Students who have serious or egregious violations of professionalism or behavioral misconduct that lead to academic failure shall meet with the Assistant Dean of Clinical Relations to discuss reasons for the violation and or misconduct. The ADSA may also be involved.

- The first violation in the clinical year will result in either:
 - remediation or repetition of the rotation as determined by the Dean after consultation with the ADCR and ADSA.
 - sanctions as described in the previous section on the resolution of Ethics and Honor Code Violations

The decision regarding resolution of the first failure is final and not subject to appeal.

Subsequent violations during the clinical year will result in a referral to either the SPC or PCC for further action at the discretion of the ADSA based on the circumstances. The assigned committee shall meet with the student (remote or in person as circumstances allow) as previously described and render a sanction recommendation to the Dean.

Sanctions may include but are not limited to:

- Grade Sanctions
- Remediation
- Repetition of rotation(s)
- Recession
- Dismissal from the LMU-OPCVM

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.

The Dean's Actions in Response to PCC Recommendations
Upon receiving the PCC'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 PCC Chair, ADCR, and ADSA will receive copies of the written notification within the same time frame.

Additional information regarding SPC and PCC outcomes

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.

Meetings during a clinical year may occur via teleconference or in person. All rotations must be satisfactorily completed prior to graduation.

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

Academic Warning

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 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 Excellence or the OPCVM Coordinator of Academic 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: Intervention for Students with Academic Difficulty

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 Excellence, Coordinator of Academic 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 DAE, CAE, 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 Excellence. 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 Excellence. The ADSA will ensure that the student has open lines of communication between the student, DAE, 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 Excellence and Coordinator of Academic Excellence

The DAE and CAE 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.

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

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.

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 location at which the block is repeated.

Clinical Year

Objectives for the Clinical Year

The clinical courses are supervised clinical experiences designed to further your knowledge in specific areas of veterinary medicine. You will be given the opportunity to assume broader clinical responsibility under the supervision of an experienced veterinarian. Your off-site learning experiences will offer an abundance of "real world" learning opportunities. This active, experiential learning creates a natural extension from your pre clinical education into clinical education and, ultimately, into professional practice. Through your elective clinical courses, you will be able to further explore learning

experiences consistent with your career objectives. Ultimately, the goal of the clinical year experience is to allow for development of skills to become a competent, confident veterinarian and compassionate problem solver who is prepared to bring entry-level skills to the greatest profession on earth.

All students are held to the highest professional standards regarding truthfulness in word and deed regarding academic and clinical matters throughout their education. Honesty and integrity are among the most valued traits of a veterinarian, and each student is expected to assume personal responsibility for these traits. Academic dishonesty includes cheating, plagiarism, using unauthorized resources during examination(s), and signing another person's name to an attendance or examination document. The Student Ethics and Honor Code of the LMU-OPCVM is to be upheld throughout the clinical year. Failure to uphold the Student Ethics and Honor Code may result in disciplinary action up to and including dismissal.

Implementation of Clinical Year Curriculum

The LMU-OPCVM entrusts its dedicated clinical site affiliate partners to educate, train, supervise and evaluate students for excellence in veterinary practice. The clinical site educators will implement the curriculum in a manner that balances the learning needs of the students and the educational resources available to the site. To enhance learning, clinical site partners are encouraged to use a variety of teaching techniques, including observation, monitored participation, video and audio recordings, on-line resources, readings, individual discussions, and presentations by students, faculty, and others. Specific curricular expectations, in the form of course syllabi with learning objectives, are available to each student, and each clinical site. Course syllabi are available to students in Medtrics™ on the LMU Team Site

Non-clinical experiences (e.g. hospital committees, business reviews, performance development, community participation, etc.) are important for students to help them understand and appreciate the full spectrum of activities expected and opportunities available to graduate veterinarians.

Administration of the clinical curriculum is led by the Office of Clinical Relations and Outreach (CRO) and falls into three primary areas:

1. Clinical Relations and Outreach – relationships with clinical sites and educators, as well as site training are led by the Assistant Dean for Clinical Relations and the Clinical Relations and Outreach team.
2. Clinical Academic Program – Along with the Clinical Relations and Outreach team, course outcomes are supported by LMU-OPCVM faculty members that are Course Mentors. The Course Mentors are veterinarians employed by LMU-OPCVM to support and mentor students' academics during the clinical year. The Clinical Relations and Outreach team is involved in the oversight and management of the academic program.
3. Logistics – course scheduling, Medtrics™ administration, and evaluations are led by the staff of the Office of Clinical Relations and Outreach.

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Students should refer to Medtrics™ for further information describing the oversight of the clinical year.

Clinical Year Assessment and Evaluation

All rotation specific grading practices are captured in the individual course syllabi. Please use them as references.

Clinical year rotations are graded on a pass-fail basis. Rotations at Foundation sites (where LMU faculty are the educators assessing the students) use a passing grade of 70%. To allow for the lack of uniformity in assessments at other clinical affiliate sites such as FIS and Elective Clinical Sites (where consistent preceptor evaluations are not possible because of the number of sites involved), the passing grade for a clinical rotation is 60%.

Skills and competencies being assessed vary, depending on the objectives of the rotation, and whether it takes place at a primary site, a FIS requiring a Capstone project, an FIS being used as an elective, etc. Please refer to the specific course syllabus for further details on the criteria used as assessment standards for a particular clinical rotation course.

Use of RIME Scale as Part of Course Grade and Clinical Year Progression

The RIME schema is used to assess competencies in the 4th-year curriculum. It describes four cognitive levels that reflect common stages in the development of medical skills. The RIME mnemonic aids in the retention of information for the clinical preceptor and student with the letters corresponding to: R – Reporter (Beginner), I – Interpreter (Advanced Beginner), M – Manager (Competent for stage of training), and E – Educator (Proficient) (see course syllabi for more information on the RIME schema). As the student progresses through the Clinical Year, the student will gain knowledge and experience. It is therefore expected and required that their RIME scale scores mirror that progression.

Before the beginning of Block 7, students will receive a "Competency Progress Report" for Blocks 1-5 as well as a Student Competency Primer to help understand the data. The CRO Team will evaluate your progress relative to a published milestones derived from student performances over the last several years:

1. If a student is average or above average, no communication will occur.
2. If a student is less than one standard deviation below average in the overall competency scores (average of all competencies over Block 1-5), a CRO veterinarian will meet with the student to discuss areas for improvement.
3. If a student is more than one standard deviation below average in the overall competency scores (average of all competencies over Block 1-5), the student will be required to meet with the Student Progress Committee for evaluation prior to the start of Block 7.

At the beginning of Block 10, students will be provided with an updated "Competency Progress Report" for Blocks 1-8.

1. If a student is below average in the overall competency scores (average of all competencies over Block 1-8) or for more than five competencies, the student will be required to meet with the Student Progress Committee for evaluation.
2. The student must achieve an average of "M" or greater on all the measured competencies on the repeated rotation.

Clinical Year Scheduling and Site Collection

Please refer to communications from the CRO team and Medtrics™ for details on scheduling and site selection. For a listing of current Clinical Affiliates please utilize Medtrics™. In general, students design their fourth year scheduled during the fall of third year. They may consult with a career advisor at this point. The list of career advisors is maintained in the Office of Student Affairs and Admissions. The schedules are turned into the Office of Clinical Relations and Outreach at the end of fall semester of third year for optimization. Students receive their schedules early in spring semester of third year. It is imperative that students follow the guidelines set forth by the CRO team as to how they go about contacting their clinical year sites.

Elective distributive courses must be selected with the approval of the Office of Clinical Relations and Outreach in any discipline, in any facility, which meets LMU-OPCVM clinical site criteria. A list of pre-approved elective distributive rotation experiences is found in Medtrics™. Students are encouraged to schedule elective clinical courses in a variety of sites to further explore opportunities for graduate veterinarians, as well as to further build confidence in areas of professional interest. If an elective distributive course is not pre-approved and found in Medtrics™, the elective distributive course site may be submitted by the student for approval within the guidelines and parameters established by the Clinical Relations and Outreach team.

NAVLE Information - Obtaining a License to Practice

*** Information found on the official ICVA NAVLE website supersedes all information noted elsewhere in this document pertaining to the NAVLE®. ***

It is the students' responsibility to familiarize themselves on what is required to register for the North American Veterinary Licensure Examination (NAVLE). **Passage of the NAVLE is required in order to obtain a veterinary license to practice veterinary medicine in North America.** The process to register, schedule, pay, and sit for the NAVLE is summarized here: <https://www.icva.net/navle/>.

In general, there can be no more than ten (10) months from the end of the testing cycle window and the expected graduation date of a senior/4th year student enrolled in an AVMA accredited veterinary program.

Three states (California, Texas, and New York) only allow an eight (8) month separation between the close of testing and graduation. Regardless, utilizing the 8- or 10-month graduation window, those students scheduled to graduate from LMU-OPCVM in May are expected to take the NAVLE for the first time during the fall window.

Students must complete their entire NAVLE application prior to the published deadlines. LMU-OPCVM does not have the ability to assist students in deadline extension. It is recommended that you start working on your NAVLE and licensing application at least 2 months prior to the deadline. The deadline is usually around late July/early August to register for the fall NAVLE administration.

The LMU-OPCVM curriculum provides a three-week, 3 credit required rotation for all students to complete preparations and sit for the NAVLE. The requirements of the NAVLE block course include registering for the Fall administration of the NAVLE, completion of a NAVLE Self Assessment exam through ICVA, and coursework in a NAVLE preparation program such as VetPrep® or Zuku®. Details and any other requirements for the course are listed in the course syllabus.

It is expected that the student will register and schedule to take the NAVLE during the three-week designated NAVLE block time, so no clinical rotation time is lost due to testing. If a student is not able to sit for the examination during the Fall NAVLE block, but takes it during a clinical rotation, the student must request a leave of absence for the date they will take the examination. The procedure to request a leave of absence is explained elsewhere in this handbook.

Some states process their professional licenses directly through the International Council for Veterinary Assessment (ICVA), while others require a reporting of the NAVLE scores to the state board for professional licensing. Depending on the state in which the student wishes to be licensed, the student may need to apply directly to the state for licensing. For those states, two applications are required in order to apply the NAVLE scores to licensing. The first application is to the ICVA to register for the NAVLE itself. The second application is to the state or state-approved licensing entity (if it is not the ICVA). For more information on individual state requirements or to apply for a license through the ICVA, visit this link: <https://www.icva.net/licensing-boards/>.

Post Graduate Expectations

Your clinical year experience may bring you an exciting career opportunity such as a position with the clinical site you are rotating through or a valuable recommendation for

another veterinary position such as a clinical position, internship or residency. Treat all rotations as a potential job interview. Veterinary medicine is a small profession, and even if you do not wish to work at a clinical site you are doing a rotation at, there is a possibility that the preceptor at that location may know a veterinarian elsewhere where you are looking for a position.

Students interested in post-graduate training, such as an internship, should work with their faculty mentors to explore options. The office of the Assistant Dean of Student Affairs maintains and releases information on post-graduate training opportunities.

Curriculum Structure-Clinical Year

The clinical year of the LMU-OPCVM veterinary program includes semesters 7 and 8 of the curriculum with 45 weeks of clinical experience. These 45 weeks are comprised of 29 weeks of Foundation rotations, and 16 weeks of elective rotations. The final rotation is a one week programmatic review that is held over the week prior to commencement.

Clinical courses are classified as either Foundational or Elective curriculum. Foundation curriculum courses are required and assigned by the Office of Clinical Relations and Outreach and cannot be changed by the student. Clinical year core curriculum is provided at Foundation Instructional Sites where LMU-OPCVM faculty oversee students. In addition, clinical year foundation curriculum is provided at Foundation Instructional Sites (FIS) by trained clinical site personnel with additional support and oversight by LMU-OPCVM employees (Hub Liaisons, Course Mentors and the Office of Clinical Relations and Outreach). A list of clinical affiliate locations delivering foundational curriculum is found in Medtrics and designated as "FIS" in the site title.

Clinical year elective courses total 16 weeks. Elective rotations must be 4 weeks, except for externships. Students may schedule two 2-week externships into one 4-week block. Longer rotations are possible with approval by the Office of Clinical Relations and Outreach. Students are NOT permitted to schedule more than 4 weeks at any one general practice location. Dates for elective rotations proposed by students **must** align with the all LMU-CVM and LMU-OPCVM clinical year calendars.

See the Curriculum Digest for additional information and specific courses.

Clinical Year Attendance Guidelines

Clinical Year Attendance Requirements: Attendance expectations are outlined in all syllabi and by each individual course site. In general, attendance is mandatory for daily clinical responsibilities, including after-hours duty assignments. Students should be prepared to attend during regular clinic hours; weekend and holidays when the student has case responsibilities; as well as evening, weekend and holiday treatment assignments, emergency duty assignments; or intensive care duty assignments. Student clinical responsibilities, expectations and scheduling will be discussed with the student during orientation at the clinical affiliate site. It is the student's responsibility to understand their responsibilities, expectations, and scheduling during the rotation. Failure to attend to rotation activities may result in course failure.

The start date and time for each rotation will be determined by the rotation and individual clinical affiliate.

General Guidelines

1. LMU-OPCVM maintains, and each student must recognize, that fulfillment of the academic program is the top priority in our program, and that it is your responsibility as a student to ensure you fulfill all clinical course requirements. Failure to do so may result in your inability to graduate on time.
2. Students will work the schedule given to them by their principle clinical educator or clinical site administrator OR a minimum 40 hours per week (Mon-Sunday), whichever is greater.
3. For discussion purposes, 6 Blocks makes up 1 Semester. That means that your 12-Block clinical year equals a total of 2 semesters (1-6 is first semester, 7-12 is second semester).
4. For any day you are not physically at your affiliate site when you are scheduled to be, you must submit an Absence Request (AR) found in Medtrics.
5. You are allowed 3 Personal Days per Semester
 1. Personal days can be used for planned events. You are expected to work in advance and complete your AR with your preceptor.
 2. These personal days can also be used for unplanned events such as illness, in which case you submit your AR as soon as possible after the absence has occurred.
 3. You may only take 1 personal day in any given block.
 4. A Personal day does not have to be made up so long as:

1. It is one of the three personal days you are allowed to take that semester
2. You did not take any other day off during that particular block. If more than the allowed single personal day is taken in a given block, the time must be made up in hours during that rotation block.
6. To clarify, if a student uses all 3 Personal Days in a Semester, any subsequent absences are considered unexcused, and the time taken off on the rotation must be made up during that rotation.
7. If you are submitting an Absence Request for time which must be made up at that site, you are required to include a plan showing how you will make up the time.
 1. If the time cannot be made up in that rotation, such as for a prolonged illness or other extreme event, then you may be required to repeat the rotation.

Planned Absence Days (For example: job interviews, conferences, NAVLE® test taking)

1. As described above, a maximum of ONE (1) personal absence day may be taken in a given 4-week clinical rotation block for a planned absence, for a maximum of 3 days in the first 6 rotations, and a maximum of 3 days in the last 6 rotations
2. Planned absences will be scheduled *at least 3 weeks* before the date of the planned absence.
3. Planned Absence days will require the approval of the clinical affiliate site representative or primary instructional site course director and the Office of Clinical Relations and Outreach. Prior to submitting the absence request, available in Medtrics™, to the Office of Clinical Relations and Outreach, students should discuss with the clinical site representative, and outline this on the absence form. A link will then be sent to the preceptor for approval of the request.
4. No planned absence days are allowed on the first day of a rotation.
5. If a student must schedule to take the NAVLE® during a clinical rotation block, the student must use a planned absence day. Students are required to request a leave of absence in order to take the NAVLE® if they will be taking the NAVLE® outside of the 3-week NAVLE® Administration block. A copy of the student's Scheduling and Admissions Permit must be provided with the Absence Request Form in order for a student's request for time off to take the NAVLE® to be considered.

Unplanned Absence Days (For example: illness and emergencies)

1. Students will use a personal absence day for unplanned events such as illness, a family emergency or a death in the family.
2. For absences for illness that require missing 3 or more days of a rotation, medical documentation will be required. The note will need to be provided from the student's health care provider. Before restarting the program, a note from the student's health care provider must be provided stating that the student is healthy and able to participate in the LMU-OPCVM clinical year veterinary program.
3. Students must provide evidence of the need for an unplanned absence after the fact.
4. Students must complete the absence request form as soon as they know of an absence. Students must still discuss a make-up plan for the missed time with the clinical site representative, and outline this on the document, identical to what happens with a planned absence. A link will then be sent to the preceptor for approval.

Unexcused Absences

1. All absences other than absences described above are considered Unexcused Absences.
2. The ability to make-up an unexcused absence is at the discretion of the Course Director/Preceptor and Office of Clinical Relations and Outreach.
3. Students with Unexcused Absences will be required to meet with a member of the Clinical Relations and Outreach team. Potential outcomes for having an unexcused absence include making up the missed work, remediation, failure of the rotation, or a combination of these outcomes, up to and including dismissal from the LMU-OPCVM program.

Make-up dates/hours for Planned and Unplanned Absences

1. Students must coordinate make-up dates with the clinical site to make-up any missed days/hours (if allowed). Students must notify the Office of Clinical Relations and Outreach of the planned make-up schedule on the LOA form.
2. Any absence in excess of 3 days in a given block period (Blocks 1-6 and Blocks 7-12) must be made up. With the approval of the clinical affiliate at secondary instructional sites or electives, or the course director at the primary instructional location, the student may make-up missed time, by working extra hours during a given calendar week so as to still work a minimum of 35 hours a week in a given seven day calendar period (Sunday - Saturday). The Office of Clinical

Relations and Outreach must also approve the planned make-up schedule. This should be outlined in the absence request form.

Miscellaneous

1. Any request for absences that are beyond the scope of personal absence days (Planned and Unplanned) described above is to be submitted in writing to the Office of Clinical Relations and Outreach for consideration as soon as possible.
2. For medical appointments not exceeding 4 hours over the course of a rotation, the missed time will not require the use of a personal absence day and will not need to be made up.
3. When more than one medical appointment is required in any one rotation block, the student should contact the Office of Clinical Relations and Outreach (LMUCVM.ClinicalRelations@LMU.net), and provide a note from the student's health care provider stating that the student is able to participate in the LMU-CVM clinical year veterinary program.
4. Students should confirm with the clinical affiliate supervisor during their orientation that the last Friday of the rotation will be a half day.

Clinical Year Liability and Risk Management

Liability coverage for clinical activity is maintained by LMU-OPCVM for each LMU-OPCVM student on approved clinical courses while the student is directly under the supervision of the assigned clinical site supervisor or designee in the U.S. and Canada. The liability coverage does not apply to any unsupervised student clinical activity or to a student's activity outside of an approved clinical course for academic credit (such as during a weekend or student self-directed study block). The liability coverage only extends to learning experiences scheduled by the Office for Clinical Relations and Outreach. Should you or your clinical affiliate request proof of coverage, please email the Office of Clinical Relations and Outreach (LMUCVM.ClinicalRelations@LMU.net) and put "Proof Of Liability Request" in the Subject Line to request a copy of proof of liability coverage.

Should a student wish to take part in clinical activities over a weekend or during a self-directed study block, it is recommended they apply for liability coverage through the AVMA (a student discount may be available for SAVMA members). Visit <https://www.avmaplit.com/students/> for more information.

Student Accident Reporting

Due to the inherent dangers within the profession, injury is always a possibility, and every effort must be made to minimize danger and maximize safety for self and others. Students must utilize their veterinary training to properly and humanely approach and restrain animals to avoid both personal injury and injury to personnel or patients. Students are expected to apply the principles of animal behavior learned throughout the pre-clinical curriculum to ensure the safety of themselves, others around them and their patients.

If an injury occurs during a clinical rotation, and the injury requires medical attention beyond first aid, the student should immediately obtain help from either 911 or the closest hospital/urgent care facility. In the event of an accident/incident, you must fill out a Student Accident/ Incident Report Form, which is located at Accident/Incident Report under the OPCVM Student Affairs in Medtrics™. Please contact the CRO office as soon as possible.

Current Address and Contact Updates

It is important that the Office of Clinical Relations and Outreach be kept up to date on each student's current contact information. Failure to promptly report a change in name, mailing address, telephone number, or other contact information can result in failure to receive information important to the successful completion of clinical rotations. It is the responsibility of the student to supply current and timely contact information. This information must be updated by the student in the student's Medtrics™ record. It is the student's responsibility to provide LMU-OPCVM with the approval to contact the student's emergency contact person by signing and returning the appropriate documentation.

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.

MVCC Official College Schedule and Holidays

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

MVCC 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.

MVCC 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.

MVCC 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%

MVCC 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 Excellence 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.

MVCC 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.

MVCC 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 other than the DVM program 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 OPCVM Dean's Executive Committee 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.

MVCC 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.

MVCC 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 veterinary 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.

Florida Commission for Independent Education Specific Material

The content in this section is designed to provide information as required by the Florida Commission for Independent Education (FLCIE,) for state level accreditation.

Notice Under Fictitious Name Law Pursuant to Section 865.09, Florida Statutes

Lincoln Memorial University has registered the fictitious name of Lincoln Memorial University College of Veterinary Medicine at Orange Park (LMU-CVM Orange Park) with the Division of Corporations of the Florida Department of State, Tallahassee, Florida. This was published in the Clay Today newspaper on May 16, 2024.

FL Rule 6E-20041

Materials Specific to Masters of Veterinary Clinical Care Program (MVCC)

Lincoln Memorial University College of Veterinary Medicine at Orange Park or "institution" will comply with all standards pursuant to Rule 6E-2.0041 F.A.C. Delivery of Programs Through Nontraditional Assessments, Modes, and Methods in addition to the Standards set forth by the Commission for Independent Education ("CIE") in its application for licensure standards.

The following pages will detail by section (as applicable) that Lincoln Memorial University College of Veterinary Medicine at Orange Park or "institution" has researched, developed, and is in compliance with the Standards of Compliance, listed in BOLD print, for its students pursuant to rule 6E-2.0041 F.A.C.

(a) Institutions offering nontraditional programs of study shall document that the instructional methods used will lead to the achievement of stated learning objectives and

that all nontraditional instruction shall be consistent with the abilities, educational skills, experience, and needs of the students enrolled in the programs.

In the ever-changing dynamic global scenario, online learning has found its place, especially in the wake of the Covid-19 pandemic. Online learning especially enables non-traditional and working students with the opportunity to advance their education. LMU has established a Master of Veterinary Clinical Care (MVCC) program and seeks to move its operation to the College of Veterinary Medicine at Orange Park.

The target student population for this graduate degree is credentialed veterinary technicians. Matriculants are primarily career technicians who are employed in the field full time. With its contemporary curriculum, the College of Veterinary Medicine will provide students with a robust foundation in advanced veterinary patient care and clinical science. The MVCC will educate a group of veterinary professionals that may lead to the development of a veterinary paraprofessional similar to that of a Physician's Associate. The MVCC program incorporates the most contemporary perspectives of pedagogy, technology, simulation, and interprofessional collaboration.

Graduates of this program will be prepared at the highest level of knowledge, skill, competency, and compassion.

The MVCC program delivers curricular content through the Canvas LMS system, which is a digital solution that enables the highest quality of learning and student management capabilities to correspond with the way education best serves learners. It is used to deliver all courses online across programs at Lincoln Memorial University. Canvas builds targeted communities that engage students via social learning, expand the online classroom experience, and optimize true learning.

The curriculum was developed by faculty and veterinary industry leaders as part of the Veterinary Innovation Council. When the MVCC is achieved, students will have attained the knowledge in clinical case management, research, critical thinking, practice management, clinical skills, and professional skills required of a veterinary paraprofessional to make a meaningful contribution to a veterinary health care team.

Curriculum

The curriculum is divided into three semesters, but many courses do not have to be taken in any particular sequence, allowing students to move through their curriculum at their own pace. Some courses do need to be taken in sequence and will have pre-requisite courses listed in the catalog. The first semester is focused on the normal

veterinary physiology and anatomy. Second semester builds on the foundational knowledge to introduce diagnostic approaches and pharmacology. The third semester focuses on integration of prior knowledge to develop the students' approach to clinical cases. Students will demonstrate mastery of clinical and professional skills through video submission via the University's learning management system, similar to what is currently used in fully online veterinary technology programs. Throughout the program, students will be required to choose areas of emphasis through elective courses. Areas of emphasis include: small animal health, large animal health, practice management, and research with a One Health emphasis. The proposed program curriculum digest and course descriptions can be found at the end of this document.

The College of Veterinary Medicine's Curriculum Committee and reporting system, its curriculum management system, and most importantly, its curriculum assessment and improvement system have been designed for regular evaluation that signals willingness to change in response to needs identified through objective measures outcomes and performance. This process is informed by students, faculty, staff, and external constituent feedback. The College of Veterinary Medicine is committed to retaining flexibility and adaptability as it collects and analyzes new outcomes data, expands faculty input, student feedback about courses and instructors, external stakeholder input, and new knowledge and technology in the profession of veterinary medicine. The MVCC program's assessment efforts will be consistent with LMU's ongoing assessment process, built on the annual submission of Outcomes Assessment Reports (OARs) detailing the data collection, conclusions drawn, and use of results to improve student outcomes in all academic programs.

Student Learning Outcomes

The Program Goals for the Master of Veterinary Clinical Care Program include:

1. Advance the training of veterinary technicians/nurses to add value to a veterinary healthcare team.
2. Produce graduates who will demonstrate and apply knowledge of accepted standards in veterinary medicine.
3. Produce graduates who will use an evidence-based approach to effectively manage patients and incorporate veterinary medicine's best practices to promote the health of individual and populations of animals.

Upon completion, graduates of the Master of Veterinary Clinical Care program will be able to:

1. Apply knowledge from science and related disciplines, including principles of evidence-based practice to improve care delivery and health outcomes.
2. Apply knowledge of organizational and leadership theories with an emphasis on ethical and critical decision making, to improve quality, manage risks, and provide cost-effective care using a systems perspective.
3. Improve quality, manage risks, and provide cost-effective care through the application of quality improvement methods and tools, performance measures, and best practice standards.
4. Demonstrate analytic techniques used to appraise the quality of existing evidence for best clinical practices, determine and evaluate outcomes, identify gaps in veterinary science, and contribute to the dissemination of veterinary knowledge.
5. Advocate for ethical patient care policies that ensure equity, stewardship of resources, and improvement of health outcomes.
6. Demonstrate effective communication and interprofessional collaboration, employing consultative and leadership skills to manage and coordinate care and improve health outcomes.
7. Analyze and apply scientific data to develop and implement appropriate interventions
8. Apply advanced knowledge and competencies to assess health and illness parameters, design, implement, and evaluate interventions to improve care delivery and health outcomes, while seeking life-long learning, and the promotion of practice excellence.
 - a. Institutions offering nontraditional programs of study that employ innovative delivery systems or innovative methods, or that carry on research and teaching in emerging fields of study, shall demonstrate that they will achieve the intent of each of the standards contained in Rule 6E-2.004, F.A.C., for the appropriate level of licensure and for annual reviews.

The program goals and student learning outcomes are assessed through the annual collection of outcomes data and formative assessments, respectively. The yearly collection of findings of these outcomes measures is the responsibility of the Program Director and is reported to the CVM Dean. The outcomes data are collected through surveys, individual interviews, communications, and the data and analyses are entered in databases for continual assessment. Included in the data are standardized student evaluations of courses and instructors, graduate outcomes, and

student academic performance. Course evaluations are administered at the end of each semester. Program evaluations are administered at the end of the program. Outcomes data are reviewed by the Program Director, the CVM Graduate Council, and the CVM Dean and are used to improve the operations, curriculum, and educational program.

- b. In addition to providing to the Commission the documentation required for each standard contained in Rule 6E-2.004, F.A.C., showing how the intent of each standard will be met in the nontraditional program or delivery system, the institution shall also furnish for each course to be offered:

A detailed inventory of equipment and supplies to be provided to each student;

For the MVCC 503: Principles of Surgery and Wound Management course, students receive the following materials:

One practice kit containing 18 inches of nylon rope, 6 inch piece of tubing for ligature practice, one binder clip to stabilize the suture pads, suture, and silicon suture pads.

The remainder of the courses do not require any special equipment or supplies. All learning will take place in a virtual environment and all the virtual requirements will be met.

A detailed description of how each program will be conducted, including submission of detailed course outlines, procedures for distribution of materials, examination and evaluation of student work, timely response to students' questions and comments, record keeping, appropriate student services, and technical support.

Course information that includes the above information can be found in the course syllabi found in the included documents labelled MVCC Syllabi.

The distribution of materials:

Learning Management System

Canvas is the electronic curriculum management system of choice at LMU and the LMU College of Veterinary Medicine. Canvas allows faculty to organize course information and handouts, communications, and assessments in a web-based environment accessible to students at any location

with an internet connection. Posting of course content, exam grades, evaluations, and surveys will be administered through Canvas.

TurningPoint Technologies

This program works in conjunction with PowerPoint and allows faculty to engage students through a question and answer session. Faculty post a question using a PowerPoint slide, and students answer the question through a website connected through TurningPoint. The responses are automatically calculated for review in the PowerPoint presentation for discussion and learning.

ExamSoft

The electronic testing program used at LMU-CVM to administer secure course exams for courses. Students use the ExamSoft software (SofTest) to take exams on the student's PC.

Panopto

Hardware and software, audio and video record all lectures delivered from the auditoria and all laboratories. These recordings are stored and streamed online and available to the student anywhere through an internet connection. At faculty discretion, lectures are also available via podcast audio download.

Zoom Meeting

Zoom is a web-based meeting platform that allows easy connect meetings between administration, faculty, and students. This multifunctional platform is scheduled with or without video and can include up to fifty participants.

Library Resources

The Carnegie-Vincent Library and the Reed Health Sciences Library maintain websites that provide students with access to 238 databases both on-campus and off-campus, tutorials on library resources and search processes, resource guides, contact information for the library and librarians, access to the Piper Online Catalog, information regarding library services, and web-based forms to submit requests for resources to be borrowed through Interlibrary Loan.

Discussions and Participation

Each week there will be discussion activities, written assignments, quizzes and/or case studies, which require critical thinking and responses that are based in theory, readings, current events, and personal experiences. These

type, frequency, and structure of assessments are at the discretion of the course director. Students should plan their weeks accordingly for maximum academic success.

Exams

Course directors may schedule exams, including mid-terms as indicated in the syllabus. Exams may include a variety of question types and are guided by the learning objectives associated with each class session.

Final

Courses may have a final project or an exam to assess comprehensive learning outcomes, at the discretion of the course director.

Timely response to students' questions and comments: The curriculum for the MVCC program is team-taught. Students will also have access to faculty during review hours at regularly scheduled times each week as needed. Additionally, faculty members will hold office hours by appointment. Students can attend meetings with faculty through Blackboard, Internet chat or web conferencing, or via telephone. In instances where faculty and students cannot connect in real-time, the policy at LMU-CVM is to return communications via email, telephone, or in-person within 24 hours (48 hours on the weekend). Faculty will also grade or submit feedback to students within seven days after the due date for an assignment.

Attendance and record keeping:

Lincoln Memorial University will make use of the Canvas Learning Management System, which has functionality to keep track of attendance and for record keeping such as grades. Attendance is at the discretion of the student in an online, asynchronous course.

Technical support:

LMU Information Services will instruct students on the use of institutional email accounts, online examination and learning management systems, and other online learning resources during first-semester orientation. IS is available by phone or email 24/7 to support students' technology needs. Students will receive instruction on the use of the electronic examination platform during first-semester orientation. The Center for Teaching and Learning Excellence offers further training and support on the

functionality of Canvas and how to utilize the features to provide the maximum benefit of the Canvas LMS service. This training is provided by the LMU Center for Teaching and Learning Excellence.

MVCC students will receive support from the Office of the Associate Dean for Student Affairs and Admissions and associated staff available in the LMU-CVM in Harrogate, TN. Once approved and managed by the LMU-OPCVM, these same supports will be duplicated within that college's personnel. All services are available via virtual platform.

Academic Support Services

LMU-CVM offers academic support services designed to enhance learning and aid in the success of all students. Academic support services include one-on-one individual consultation, large and small group presentations, and peer tutoring. Assistance includes but is not limited to the following topics: study skills, time management, stress management and wellness, test anxiety, test-taking strategies, and board preparation. The LMU-CVM Director of Academic Success oversees academic support services.

Students are notified of the available academic support services during a one-hour presentation conducted at orientation by the Director of Academic Success, through emails sent throughout the semester with details of services offered, and with reminders at the end of every presentation conducted by the Director of Academic Success throughout the academic year. Faculty and staff advisors are also notified during the annual Advisor Training Workshop of the services offered by the Director of Academic Success.

Students may self-refer or be referred to the Director of Academic Success by faculty advisors, Associate Dean for Student Affairs and Admissions, or the Program Director. Students who fall below a cumulative GPA of 2.5 will be placed on academic probation and will be required to meet with the Director of Academic Success.

Academic Counseling: Individual Appointments

Every student referred or self-referred to academic counseling is scheduled for an initial one-hour appointment. The nature of all meetings is securely documented, including recommendations made and follow-up plans. When applicable, advisors, faculty, and/or staff are notified of relevant academic information.

Academic Support: Presentations and Workshops

The Director of Academic Success conducts a variety of presentations during orientation and throughout the academic year. Topics include, but are not limited to: Study Strategies for Active Learning, Time Management, Effective Test-Taking Strategies, and Board Preparation.

Presentations are incorporated into the curriculum schedule, conducted in a Lunch and Learn format, or offered after-hours to accommodate students' schedules.

Academic Tutoring

Peer tutoring services are available to students through the Exam Services Office that is overseen by the Director of Outcomes and Assessment. Prospective tutors must apply via the Director of Outcomes and Assessment, who then seeks approval for tutors from the Course Directors. All tutors must be in overall good academic standing. Also, tutors must have scored at least a high B/low A in the course they will be tutoring. Students interested in tutoring or faculty/staff referring students to tutoring must contact the Director of Outcomes and Assessment with their request. While every effort is made to place all interested students in tutoring, opportunities may be limited, and therefore priority is given based on grades. After the first course examination, all students who failed the exam are notified via email that tutoring is available. The remaining available space in tutoring is then open to all students on a first-come-first-serve basis. After each subsequent examination, the Dean monitors all course averages. Course Directors notify those with a failing average of tutoring and academic resources available.

Mental Health Counseling Policies and Procedures

Students have access to confidential mental health counseling and care. The LMU Office of Mental Health Counseling staff helps current students overcome the personal, career, and academic concerns that often stand in the way of them reaching their full potential. The office operates as the primary mental health service for undergraduate, graduate, and professional students enrolled at the University. Counseling services are available at both the Harrogate and Knoxville locations. Counselors provide free, short-term treatment typically lasting between five to eight sessions per semester; however, treatment may extend beyond eight sessions when appropriate. Counseling provides students with an opportunity to explore their unique problems, difficulties, and concerns with a licensed mental health professional in a safe and confidential environment. Also, the office offers crisis intervention and psychoeducation/ training for the campus community. If students require long-term counseling or treatment needs exceed the scope of practice, the counselors will work with students to find appropriate off-campus treatment options.

Students who secure services in the community are responsible for paying for those services. Most community providers accept insurance. Some have a sliding scale fee

schedule for students who do not have insurance covering mental health services. Information regarding counseling services is presented during student orientation and available on the LMU website.

A mental health representative will be accessible 24 hours a day, 365 days a year, from wherever students are located through contracted services with Empathia. Empathia links students with licensed counselors for up to five confidential sessions per semester. Services include free, 24/7 counseling, even on holidays, provided in the way most convenient for the student: chat, telephone, text, or live video. Empathia, through its website or app, can provide referrals for local resources, daily living needs, utilities, and childcare, as well as expert consultations for finances, legal needs, and life. Articles, assessments, calculators, videos and other resources are also available to help students with their daily well-being. Instructions on utilizing Empathia are published on the LMU website, including a toll-free phone number students can call.

On an annual basis, LMU provides opportunities for faculty to engage in developmental sessions related to dealing with troubled or difficult students and training related to suicide prevention.

Students living in Tennessee and Kentucky have access to LMU counselors through teleconferencing and can continue to make appointments on the scheduling calendar available on the LMU website. LMU Counseling Office Contact: Jason Kishpaugh, LPC-MHSP, Director of Counseling, Duke 202, (423) 869-6277.

Physical Health Services

All full-time MVCC students are required to have health insurance. Those students not covered by their parents' insurance or another insurance plan must obtain coverage through the University. Students must sign a form confirming their health care coverage. Students will have access to non-emergent medical care based on their private health insurance plans.

Financial Aid and Debt Management Counseling Opportunities

The MVCC program is served by the Department of Student Financial Services for all Bursar and Financial Aid functions. The Financial Aid Department is a centralized service that houses 10 team members. A Financial Aid Counselor is assigned by the CVM to counsel students and administer entrance and exit counseling for those students who choose to borrow for their education, providing an emphasis on responsible borrowing. The Counselor

provides information to potential students as well as continuing students on deadlines and financial aid procedures, all of which are published on the LMU website.

(d) Institutions holding license by means of accreditation as defined in subsection 6E-2.002(3), F.A.C., may substitute proof of such accreditation, in good standing, for the requirements of Rule 6E-2.0041, F.A.C.

This is non-applicable.

Awarding of credit

(a) Units or credits applied toward the award of a credential in nontraditional programs may be derived from a combination of any or all of the following:

Units or credits earned at and transferred from other postsecondary institutions, when congruent and applicable to the receiving institution's program and when validated and confirmed by the receiving institution.

The MVCC accepts up to 6 transfer credits for graduate-level education that satisfies the MVCC curriculum. Students must request the transfer of credits before their first week of classes in the MVCC program. Official transcripts are required for evaluation; MVCC program administration must approve any transfer credits. Acceptance of transfer credits are not guaranteed and may require submission of additional documentation.

Successful completion of challenge examinations or standardized tests demonstrating learning at the credential level in specific subject matter areas.

This rule is non-applicable as the institution does not award credit for challenge examinations.

To be eligible for admission to the MVCC program, applicants must submit proof of vet tech credentials (CVT, LVT, VTS, etc.)

Prior learning, as validated, evaluated, and confirmed by qualified instructors at the receiving institution.

This rule is non-applicable as the institution does not award credit for prior or experiential learning.

(b) Graduation requirements for nontraditional degree programs shall include provisions for general education appropriate to the type of degree, as specified in Rule 6E-2.004, F.A.C. The Doctor of Philosophy degree, commonly abbreviated Ph.D., shall not be offered or awarded through distance or nontraditional learning without appropriate accreditation by an accrediting agency recognized by the U.S. Department of Education.

This is non-applicable as the institution is not offering the Doctor of Philosophy degree.

(c) At least 25 percent of the units required in a nontraditional degree program shall be given by the institution awarding the degree, and shall not be derived from any combination of transfer, examination, or experiential learning; however, credits earned by active U.S. military members are excluded from this requirement due to the transient nature of the service. Credit awarded for prior experiential learning shall follow the requirements of subsection (5) of this rule, and shall not exceed 25 percent of the units required for completion of the program.

The policy stated above is less than 25% of credits from outside the degree-granting institution.

Direct contact instruction. Institutions licensed to operate in Florida and wishing to offer programs or courses through directed individual and group study using direct contact instruction shall describe the teaching-learning methodology to be used, and shall submit illustrative course outlines and competencies and all other documentation as required in Rule 6E-2.004, F.A.C., for the appropriate level of licensure or for subsequent annual reviews.

This rule is non-applicable to the institution as it will offer indirect contact instruction as detailed in the next rule.

Indirect contact instruction.

Institutions licensed to operate in Florida and wishing to offer programs or courses through individual and group study mediated and assisted by telecommunications, computer augmented educational services, facsimile transmission, the postal service, or another technological method, shall describe the teaching-learning methodology to be used, and shall submit illustrative course outlines, competencies and all other documentation as required in Rule 6E-2.004, F.A.C., for the appropriate level of licensure or for subsequent annual reviews.

The institution will offer indirect contact instruction for all of its students via the Canvas LMS system. The program catalog and syllabi (Appendices ? and ?) provide the required information pertaining to course objectives and descriptions, competencies, and other documentation as required in Rule 6E-2.004, F.A.C., and based on this information, the institution will be in compliance with this Rule.

In addition to the other requirements of Rule 6E-2.004, F.A.C., an institution offering instruction by correspondence shall employ a sufficient number of qualified instructors to assure that:

The academic content is designed by qualified faculty; and

Each student lesson, project, examination, or paper is evaluated by qualified instructors, and the instructor's response to or evaluation of each is sent to the student within a reasonable time as disclosed to the student.

The curriculum was developed by faculty and veterinary industry leaders as part of the Veterinary Innovation Council.

All academic content has been designed by qualified faculty and academic administration, as evidenced by each faculty member's CIE Personnel Data Forms. The content will be reviewed for accuracy by the faculty on a regular basis. A policy of academic freedom encourages faculty to provide material relevant to the course that will challenge a student's thinking and prepare them for occupational challenges and scenarios that may arise during their career.

The College of Veterinary Medicine's Curriculum Committee and reporting system, its curriculum management system, and most importantly, its curriculum assessment and improvement system have been designed for regular evaluation that signals willingness to change in response to needs identified through objective measures outcomes and performance. This process is informed by students, faculty, staff, and external constituent feedback. The College of Veterinary Medicine is committed to retaining flexibility and adaptability as it collects and analyzes new outcomes data, expands faculty input, student feedback about courses and instructors, external stakeholder input, and new knowledge and technology in the profession of veterinary medicine. The MVCC program's assessment efforts will be consistent with LMU's ongoing assessment process, built on the annual submission of Outcomes Assessment Reports (OARs) detailing the data collection, conclusions drawn, and use of results to improve student outcomes in all academic programs.

The program maintains the necessary number of faculty to teach, support, and evaluate students in their coursework and graded assignments.

Student Access to Faculty

The curriculum for the MVCC program is team-taught. Students will also have access to faculty during review hours at regularly scheduled times each week as needed. Additionally, faculty members will hold office hours by appointment. Students can attend meetings with faculty through Canvas, Internet chat or web conferencing, or via telephone. In instances where faculty and students cannot connect in real-time, the policy at LMU-CVM is to return communications via email, telephone, or in-person within

24 hours (48 hours on the weekend). Faculty will also grade or submit feedback to students within seven days after the due date for an assignment.

(c) For programs that require the development of a manual or technical skill, such as the use of equipment or tools, the institution must ensure that the student has the opportunity to gain practical hands-on experience appropriate to master the skill. This experience, wherever gained, shall be documented in the student's file and shall be done under proper supervision and with meaningful evaluation of the competency outcomes. The technical aspects must be designed by qualified technicians.

This rule is non-applicable to the MVCC.

Credit for prior learning. An institution may grant credit to a student for prior experiential learning only if all of the following apply:

The MVCC does not accept Credit for prior learning, thereby making this section non-applicable.

The prior learning is equivalent to the level of learning in which the student is enrolling.

The prior learning is demonstrated to provide a balance between theory and practice, for academic programs; or a verifiable mastery of appropriate skills, for vocational courses or programs. For courses or programs requiring a combination of theory and skills, the prior learning is demonstrated to provide the appropriate combination.

The credit awarded for the prior learning directly relates to the student's course or program and is applied in satisfaction of some of the credential requirements.

College and Institution level learning for which credit is sought shall be documented by the student in writing, and validated, confirmed, and evaluated by faculty qualified in that specific subject area, who shall ascertain to what college or Institution level learning the student's prior learning is equivalent, and how many credits toward a degree may be granted for that prior learning. The faculty evaluating the prior learning shall prepare a written report indicating all of the following, which report shall be retained by the college or Institution for review by visiting Commission representatives upon request:

The documents in the student's file on which the faculty relied in determining and confirming the nature of the student's prior learning;

The basis for determining that the prior learning is equivalent to college or Institution level learning, and demonstrates a balance between theory and practice; and

The basis for determining to what college or Institution level the prior learning is equivalent, and the proper number of credits to be awarded toward the degree, based upon that prior learning.

No more than 25 percent of the units required and validated through the institution's internal review process for a degree shall be awarded for prior experiential learning.

Credits earned in a compressed time period. Institutions licensed in Florida and wishing to offer courses or programs in a compressed time period shall show evidence to the Commission that the intent of all standards for licensure, as set forth in Rule 6E- 2.004, F.A.C., shall be met.

This rule is non-applicable to the institution.

Instructors. Institutions licensed to operate in Florida and wishing to offer nontraditional programs or courses shall employ or contract with appropriately qualified instructors sufficient in number to provide the instruction, student interaction, and learning outcomes evaluation necessary for the institution to document the achievement of its stated purpose, and for students to achieve the specific learning objectives and competencies required for each program so offered. It shall be the responsibility of the licensed institution to validate each instructor's competence to use the interactive electronic media program or distance learning program effectively and to provide training in the use of the delivery system if needed.

Qualified and promising applicants who demonstrate the capacity to work well with technology and thrive in the field of online teaching will be considered for employment by the institution. All faculty hired will possess a doctoral degree with credentials of PhD, DVM, or EdD in the requisite discipline needed to cover the curriculum. Each faculty member will be expected to produce documentation of employment history and credentials, such as college transcripts, active certifications, and background checks, among other things.

The documentation for current faculty can be found in personnel forms included with this submission.

Faculty will continue to build online instructional abilities that will demonstrate the usage of the delivery system through professional in-service training and enrollment in specific online CPD courses offered by different other online technical training providers.

Based on the above facts, the institution feels it has established that it recruits the appropriate number of

qualified professors to fulfill the institution's mission and achieve its overall objectives, and thus is in compliance with this Rule.

Library and other learning resources.

Institutions licensed to operate in Florida and wishing to offer nontraditional programs or courses shall document to the Commission how they provide, ensure, and maintain access for all students to the information resources and services appropriate to support each program or course.

A Medical Librarian, a Health Sciences Librarian, and other librarians are available at the main campus in Harrogate, Tennessee by phone, email, and chat to assist with the needs of the students and faculty. Although some hard copy books, journals, and resources are housed in this Library location, all resources required for the MVCC are electronic and accessible to all students at any time.

The librarians frequently solicit requests from the faculty for additional library resources needed, and the Medical Librarian at Harrogate currently chairs the Learning Resources Committee, which also recommends resources. Furthermore, librarians are available to meet directly with students and 15 faculty and provide instruction for locating evidence-based literature. The library offers an extensive list of electronic databases and discipline-specific refereed journals supporting the College of Veterinary Medicine. Overall, the Carnegie- Vincent Library/Reed Health Sciences Library maintains an extensive collection of electronic material, including more than 356,471 e-books, 140 e-journal subscriptions, and 238 databases that include over 46,000 full-text journals; all are accessible to students and faculty. Print books will be mailed to the students and faculty. Articles from journals or chapters from books can be scanned and delivered electronically. Also, items not owned by LMU libraries may be requested through Interlibrary Loan at no cost to the students and faculty and will be delivered electronically or mailed.

General Library Operations and Overview

Students and faculty may also obtain assistance from main campus librarians via phone, email, and chat during business hours. The main campus LMU library is open 104 hours per week during the Fall/Spring semesters, and 70 hours per week during the summer semester.

CVL Staffing for All Locations

The Carnegie-Vincent Library/Reed Health Sciences Library (CVL) employs a Director of the Library, Access Services Librarian, Electronic Resources Librarian (Cedar Bluff-Knoxville), Extended Learning Sites Librarian (Cedar Bluff-Knoxville), Head of Reference and Information Literacy,

Health Sciences Librarian, Health Sciences Librarian and Library Systems Coordinator (Tampa), Humanities-Social Sciences Librarian and Archivist, Interlibrary Loan Librarian/Sciences Librarian, Medical Librarian, Medical Librarian (DCOM at LMU- Knoxville), Technical Services and Metadata Librarian, and an Adjunct Librarian (Cedar Bluff-Knoxville). An additional Health Sciences Librarian will be hired for the programs to be offered at Orange Park. These librarians hold master's degrees in library and/or information science from American Library Association (ALA) accredited schools and have current job descriptions that outline their responsibilities. The library also employs three full-time library staff at Harrogate: An Acquisitions Technical Services Supervisor, a Circulation Supervisor, and an Electronic Resources Assistant.

Tutorials and Other Learning Resources Available to Students

The Carnegie-Vincent Library and the Reed Health Sciences Library maintain websites that provide students with access to 238 databases both on-campus and off-campus, tutorials on library resources and search processes, resource guides, contact information for the library and librarians, access to the Piper Online Catalog, information regarding library services, and web-based forms to submit requests for resources to be borrowed through Interlibrary Loan.

Institutions shall document how they provide, ensure, and maintain the security of examinations and papers.

The institution has an agreement with Canvas LMS to provide all testing requirements and maintain the security of each course assignment and exam. Secure on-line testing is conducted through ExamSoft. Students use the ExamSoft software (SofTest) to take exams on the student's PC.

Based on this information, the institution is in compliance with this Rule.

Institutions shall collect and use student evaluations of content, delivery, and services.

Assessment of Goals and Student Learning Outcomes

The program goals and student learning outcomes are assessed through the annual collection of outcomes data and formative assessments, respectively. The yearly collection of findings of these outcomes measures is the responsibility of the Program Director and is reported to the CVM Dean. The outcomes data are collected through surveys, individual interviews, communications, and the data and analyses are entered in databases for continual

assessment. Included in the data are standardized student evaluations of courses and instructors, graduate outcomes, and student academic performance. Course evaluations are administered at the end of each semester. Program evaluations are administered at the end of the program. Outcomes data are reviewed by the Program Director, the CVM Graduate Council, and the CVM Dean and are used to improve the operations, curriculum, and educational program.

Based on this information, the institution is in compliance with this Rule.

Laboratory experiences. In the case of courses in the experimental or clinical sciences, or other courses requiring hands-on experience, each licensed institution wishing to offer nontraditional programs shall document to the Commission prior to program approval; that arrangements have been made to ensure that the requisite laboratory, field, or equivalent experience is available to and used consistently by every enrolled student. Such experience shall be documented in the student's file, and shall occur under appropriate supervision and meaningful evaluation of the competency outcomes.

This rule is non-applicable to the MVCC.

10) Catalog. Each institution licensed in Florida and wishing to offer nontraditional programs or courses shall comply with all requirements of Rules 6E-1.0032 and 6E-2.004, F.A.C., and in addition shall publish information in the catalog, whether printed or electronic, pertaining to each of the following:

The institution's policies and procedures for the award of credit for prior learning, including confirmation and validation, assessment policies and procedures, provisions for appeal of decisions, limitations on the number of credits that may be awarded in this manner, and all fees that a student may be required to pay.

This rule is non-applicable as the institution does not award credit for prior or experiential learning and it should also be noted that the institution has not entered into an articulation or transfer agreement with any other institution.

The institution's policies regarding the acceptance of credits earned by the student through successful completion of challenge examinations or standardized tests, acceptable scores for each, whether and how many times examinations may be repeated to achieve an acceptable score, limitations on the number of credits that may be awarded in this manner, and all fees that a student may be required to pay.

This rule is non-applicable as the institution does not award credits for prior or experiential learning, and it should also be noted that the institution has not entered into an articulation agreement with any other institution.

If the institution offers instruction by correspondence, schedules for normal progress or completion of the course or program, and all fees that a student may be required to pay.

This rule is non-applicable as the institution does not offer instruction by correspondence.

(11) Student records.

(a) Institutions wishing to offer nontraditional programs or courses shall maintain a file for each student and shall be available to the Commission upon request at each location and translated into English and; conforming to the general requirements of Rule 6E- 2.004, F.A.C., and contain the following:

All documents evidencing a student's prior learning upon which the instructors and the institution base the award of any credit or credential.

The institution will not accept credit or award credit for any prior learning experience making this Rule non-applicable.

For directed individual or group contact instruction, copies of the learning agreements or learning contracts signed by the instructors and administrators who evaluated the agreements and contracts.

This Rule is non-applicable as the institution does not offer any form of directed instruction.

(b) An academic transcript shall be maintained, kept current, and retained permanently for each student. Institutions offering nontraditional courses and programs shall adopt a policy requiring that credits awarded for prior learning, including internal credit by challenging examination, shall be so identified on the student's academic transcript. Institutions shall adopt a policy regarding the length of time for retention of records documenting evaluation, assessment and awarding of nontraditional credit. Retention time shall be sufficient for reasonable future review and confirmation of student work.

The institution will keep a virtual file of student information including admissions documents, academic transcripts, and other personal information including but not limited to grades and financial payment arrangements. Permanent electronic copies will be maintained and secured through LMU Information Services-approved management systems.

Records will be kept in a manner consistent with LMU policies. Based on this information, the institution will be in compliance with this Rule.

(12) Fair consumer practices, as described by Sections 1005.04 and 1005.34, F.S., and Rule 6E-1.0032, F.A.C., shall be followed by the institution in all aspects of its operation.

The institution shall follow all Fair Consumer Practices outlined by the F.A.C. and the CIE as described in all applicable sections as it pertains to obtaining and maintaining licensure. The institution administration has read and understands all information required of the institution as described by Sections 1005.04 and 1005.34, F.S., and Rule 6E-1.0032, F.A.C. and will continually abide by these regulations on an ethical and an ongoing basis during operations once approval has been granted to the institution by the CIE.

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>.

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.

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The DVM program:

1st Year DVM (Summer, Fall, Spring)	
Tuition*	\$86,450
Health Insurance	\$3,811
Fees	\$432
Books, Course Materials, Supplies, & Equipment	\$3,900
Housing	\$15,600
Food	\$7,450
Transportation	\$5,000
Miscellaneous	\$3,750
Loan Fees	\$3,000
1st Year Total	\$129,393

2nd Year DVM (Summer, Fall, Spring)	
Tuition*	\$89,050
Health Insurance	\$3,811
Fees	\$432
Books, Course Materials, Supplies, & Equipment	\$3,900
Housing	\$15,600
Food	\$7,450
Transportation	\$5,000
Miscellaneous	\$3,750
Loan Fees	\$3,000
2nd Year Total	\$131,993

3rd Year DVM (Clinical Year)	
Tuition*	\$60,850
Health Insurance	\$3,811
Fees	\$832
Books, Course Materials, Supplies, & Equipment	\$2,925
Housing	\$13,500
Food	\$6,000
Transportation	\$5,000
Miscellaneous	\$2,825
Loan Fees	\$2,100
3rd Year Total	\$97,843

*Assumes a 3% Annual Tuition Increase

**All amounts are subject to change

Estimated total program tuition: \$236,350

The MVCC program:

Tuition per credit: \$680

Estimated total program tuition: \$20,400

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

Estimated Annual fees: \$600

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

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.

DVM Curriculum Digest

LMU-OPDVM Curriculum Digest

Degree Type

OPDVM

As part of the requirements to be eligible for graduation and awarding of DVM degree, students must earn the minimum 155.5 credit hours as set forth by the standard curriculum. A limited number of credits earned through pre-clinical elective courses may be added above the minimum required (Pre-clinical Electives do not count to the required credits for graduation).

* Pre-clinical Optional Electives

**Clinical Required Electives are clinical year courses in which students must earn credit, with the elective component determined by the location rather than the nature of participation.

Year 1

Semester 1 - Summer

Item #	Title	Credits
OPDVM-700-A0	First Year Transition: Building Academic Resilience	0.5
OPDVM-710-A0	One Health I	1.5
OPDVM-711-A0	Medical Science I	1.0
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-715-A0	Clinical Skills I	1.0
OPDVM-716-A0	Professional Identity I	1.0
OPDVM-719-A0	Evidence-Based Medicine and Research I	1.5
OPDVM-718-A0	Immunology	2.5

Year 1

Semester 2 - Fall

Item #	Title	Credits
OPDVM-701-A0	Integumentary System	1.0
OPDVM-702-A0	Musculoskeletal System	4.0
OPDVM-703-A0	Nervous & Sensory System	4.0
OPDVM-704-A0	Hematologic System	1.0
OPDVM-720-A0	One Health II	3.0
OPDVM-725-A0	Clinical Skills II	1.0
OPDVM-726-A0	Professional Identity II	1.0
OPDVM-728-A0	Microbiology and Parasitology	6.5

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
OPDVM-721-A0	Clinical Reasoning I	1.0
OPDVM-732-A0	Introduction to Surgery	2.0
OPDVM-735-A0	Clinical Skills III	2.0
OPDVM-735A-A0	Clinical Skills LA	1.0
OPDVM-736-A0	Professional and Life Skills I	1.0
OPDVM-737-A0	Introduction to Anesthesia and Analgesia	2.0
OPDVM-769B	Poultry Elective*(Optional Elective)	0.0-1
OPDVM-769M	Disaster Preparedness Elective*(Optional Elective)	0.0-1

Year 2

Semester 4 - Summer

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

Year 2

Semester 5 - Fall

Item #	Title	Credits
OPDVM-749-A0	Evidence-Based Medicine and Research II	1.0
OPDVM-751-A0	Veterinary Dentistry	2.0
OPDVM-752-A0	Small Animal Surgery	3.0
OPDVM-753-A0	Radiographic Interpretation	1.0
OPDVM-754-A0	Emergency & Critical Care	1.0
OPDVM-755-A0	Clinical Skills V	2.0
OPDVM-756-A0	Professional and Life Skills III	1.0
OPDVM-756B-A0	Introduction to Practice Management	1.0
OPDVM-757-A0	Clinical Pharmacology I	1.0
OPDVM-758-A0	Small Animal Medicine	8.0
OPDVM-769E	Advanced Nutrition Elective*(Optional Elective)	0.0-1

Year 2

Semester 6 - Spring

Item #	Title	Credits
OPDVM-759-A0	Evidence-Based Medicine and Research III	1.0
OPDVM-760-A0	Population and Herd Management	2.0
OPDVM-761-A0	Introduction to Clinical Year	0.5
OPDVM-762A-A0	Production Animal Medicine, & Surgery	6.0
OPDVM-762B-A0	Equine Medicine and Surgery	4.0
OPDVM-765A-A0	Clinical Skills VI	2.0
OPDVM-766-A0	Theriogenology	1.5
OPDVM-767-A0	Clinical Pharmacology II	1.0
OPDVM-768-A0	Avian, Exotic, Wildlife Animal Medicine & Surgery	2.0
OPDVM-769C	Oncology Elective*(Optional Elective)	0.0-1
OPDVM-769D	Wildlife/Zoo Elective*(Optional Elective)	0.0-1

Year 3

Semester 7-9 - Summer-Spring

Item #	Title	Credits
OPDVM-770-A0	Small Animal General Practice	4.0
OPDVM-770E-A0	General Practice Elective**(Required Selective)	4.0
OPDVM-771-A0	Small Animal Specialty Practice	4.0
OPDVM-771E-A0	Specialty Practice Elective**(Required Selective)	4.0
OPDVM-773-A0	Diagnostic Medicine	6.0
OPDVM-774-A0	Large Animal Ambulatory	2.0
OPDVM-776-A0	NAVLE Preparation Course	4.0
OPDVM-777-A0	Programmatic Review	1.0
OPDVM-780-A0	Elective Rotation**(Required Selective)	16.0
	Total Credits	155.5-160.5

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-701-A0 : Integumentary 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 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

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 : Hematologic 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 hematologic 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 Medicine and Research 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 and Parasitology

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 6.5

OPDVM-732-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

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-737-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

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-749-A0 : Evidence-Based Medicine and Research 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-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 2.0

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 Medicine and Research 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 : Production Animal 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-762B-A0 : Equine Medicine and 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

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 2.0

OPDVM-766-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

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*(Optional Elective)

Credits 0.0

-1

OPDVM-769C : Oncology Elective*(Optional Elective)

Credits 0.0

-1

OPDVM-769D : Wildlife/Zoo Elective*(Optional Elective)

Credits 0.0

-1

OPDVM-769E : Advanced Nutrition Elective*(Optional Elective)

Credits 0.0

-1

OPDVM-769M : Disaster Preparedness Elective*(Optional Elective)

Credits 0.0

-1

OPDVM-770-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 4.0

OPDVM-770E-A0 : General Practice Elective (Required Selective)**

Each rotation is four weeks of supervised clinical instruction in a selected, pre-approved, high-quality, large or small animal general practice. 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 4.0

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 4.0

OPDVM-771E-A0 : Specialty Practice Elective (Required Selective)**

This consists of supervised clinical instruction in a selected, high quality, specialty practice. 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 4.0

OPDVM-773-A0 : Diagnostic Medicine

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. 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 section of the course serves to prepare students for radiographic interpretation during their clinical placements, as well as clinical practice.

Credits 6.0

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-780-A0 : Elective Rotation (Required Selective)**

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.

The student must take 4 Elective Rotation blocks (4cr each) for a total of 16 credits

Credits 16.0