

Lincoln Memorial University – Richard A. Gillespie College of Veterinary Medicine

# CATALOG 2025-2026



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This handbook is designed to serve as a guide to the rules, policies, and services of the Richard A. Gillespie College of Veterinary Medicine; 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 Richard A. Gillespie College of Veterinary Medicine 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 Richard A. Gillespie College of Veterinary Medicine. 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 school.

This catalog/handbook is a supplement to the Lincoln Memorial University *General Undergraduate and Graduate Catalogs*, which students should consult for information on matters not covered in this document.

Effective through 7/31/2026

## Oaths

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### 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 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.

### Veterinary Technician 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.

### Student Ethics and Honor Code

Establishing and maintaining the highest concepts of honor and personal integrity while enrolled in an LMU program are critical to our training as veterinary professionals. It is our responsibility to actively support these standards throughout our tenure at Lincoln Memorial University - College of Veterinary Medicine (LMU-CVM) 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-CVM Student Ethics and Honor Code, realizing that it is my duty to uphold the Code and the concepts of personal and collective responsibility upon which it is based.

## LMU Governance

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### 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.

<ul style="list-style-type: none"> <li>• Autry O. V. (Pete) DeBusk, Chairman</li> <li>• Brian C. DeBusk, First Vice-Chairman</li> <li>• Gary J. Burchett, Second Vice-Chairman</li> <li>• James A. Jordan, Third Vice-Chairman</li> <li>• Sam A. Mars, III, Secretary</li> </ul>	
<ul style="list-style-type: none"> <li>• Roger A. Ball - Tazewell, TN</li> <li>• Arthur (Art) D. Brill - Martinsville, IN</li> <li>• Gary J. Burchett - Harrogate, TN</li> <li>• Jerome (Jerry) E. Burnette - Knoxville, TN</li> <li>• Autry O.V. (Pete) DeBusk - Knoxville, TN</li> <li>• Brian C. DeBusk - Knoxville, TN</li> <li>• Nicole L. DeBusk - Knoxville, TN</li> <li>• Frederick S. Fields - San Francisco, CA</li> <li>• Robert W. Finley, Sr. - Lockport, IL</li> <li>• Richard A. Gillespie - Knoxville, TN</li> <li>• Charles W. Holland - Knoxville, TN</li> <li>• James A. Jordan - Lauderdale By The Sea, FL</li> <li>• Terry L. Lee - Harrogate, TN</li> <li>• Sam A. Mars, III - Harrogate, TN</li> <li>• Timothy B. Matthews - Knoxville, TN</li> <li>• Alan C. Neely - New Tazewell, TN</li> <li>• Dorothy G. Neely - Tazewell, TN</li> <li>• (Joseph) Mark Padgett - Sarasota, FL</li> <li>• *Noah Patton - Tazewell, TN</li> <li>• Todd E. Pillion - Abingdon, VA</li> <li>• Kenneth O. Rankin - Dublin, OH</li> <li>• Carroll E. Rose - Tazewell, TN</li> <li>• James Jay Shoffner - Middlesboro, KY</li> <li>• Joseph F. Smiddy - Church Hill, TN</li> <li>• E. Steven (Steve) Ward - Knoxville, TN</li> <li>• Michele Wilson-Jones - Stearns, KY</li> <li>• Jerry W. Zillion - Germantown, MD</li> </ul>	
* Alumni Representative	

## Officers of the University

- Jason McConnell, DBA – President
- Stacy Anderson, PhD, DVM, MS - Executive Dean, College of Veterinary Medicine
- Kimberly Carney, DVM, MPH - Dean, College of Veterinary Medicine, 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 - 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 - Interim Dean, College of Dental Medicine

- Frank Woodward, DPA - Vice President for University Advancement

## LMU-College of Veterinary Medicine Administration

- Stacy Anderson, DVM, MVSc, PhD, DACVS-LA - Executive Dean of LMU-CVM (Dean)
- Liz Devine, DVM, MS, DACVS-LA - Associate Dean of Student Affairs and Admissions (ADSAA)
- Randall Evans, DVM, CPCC - Associate Dean of Career Services & Professional Development (ADCPD)
- Julie Hunt, DVM, MS - Associate Dean of Clinical Services (ADCS)
- Lauren Jolly, MBA - Executive Director of Operations
- Amy McCurry, LVT - Executive Director of DVTC Operations
- Jay Miles, DVM - Assistant Dean for Undergraduate Programs
- Mitchell Moses, DVM, MBA - Associate Dean of Clinical Relations & Outreach (ADCRO)
- Ashutosh Verma, DVM, PhD, DACVM - Associate Dean of Basic Sciences and Research (ADBSR)

## Mission Statements

### LMU Mission Statement

The mission and purpose of Lincoln Memorial University (LMU), as approved by the board of trustees on November 10, 2017, and reviewed and reaffirmed by the board of trustees on April 25, 2025, is available through the LMU website (<https://www.lmunet.edu/about-lmu/heritage-mission.php>).

### LMU-CVM Mission Statement

The mission of Lincoln Memorial University-Richard A. Gillespie College of Veterinary Medicine is to prepare veterinary professionals who are committed to the premise that the cornerstone of meaningful existence is service to attain optimal health for people, animals, and our environment within the Appalachian region and beyond. The mission is achieved by:

- Investing in quality academic programs supported by excellent faculty, facilities, technology, and partnerships
- Serving the health and wellness needs of all animal species within the Appalachian region and beyond with an emphasis on One Health

- Providing quality research opportunities for students and faculty in animal health, One Health, and veterinary education
- Providing a values-based learning community as the context for teaching, research, and service
- Cultivating an environment where all individuals thrive and reach their full potential

## Professional Program Mission Statement

### DVM Program Mission Statement

The mission of the Doctor of Veterinary Medicine (DVM) program at Lincoln Memorial University is to prepare career-ready, confident, competent veterinarians through innovation and excellence in veterinary education, service, and research that advances the health and wellbeing of humans, animals, and the environment. The mission is achieved by:

- Graduating students with a Doctor of Veterinary Medicine degree
- Focusing on excellence in instruction and clinical experiences in biomedical sciences, One health, and comprehensive veterinary health care for companion, exotic, and production animals.
- Embracing compassionate veterinary care that values service to society, and leadership as an enduring commitment to professionalism and the highest ethical standard

## Graduate Program Mission Statements

### Master of Veterinary Biomedical Science (MS VBMS) Mission Statement

The mission of the Veterinary Biomedical Science (MS VBMS) program at Lincoln Memorial University is to provide advanced academic learning in the life sciences through graduate coursework, professional training, and

research with the aim to prepare graduates for veterinary medicine programs, advanced biomedical training, or entry into the biomedical field. The mission is achieved by:

- Graduating students with a Master of Science in Veterinary Biomedical Science degree
- Enhancing the learning of graduate students in content knowledge of cell and molecular biology, biochemistry, and organismal biology
- Promoting ethical and regulatory guidelines in animal biomedical research and clinical care

### Master of Veterinary Clinical Care (MVCC) Mission Statement

The mission of the Master of Veterinary Clinical Care (MVCC) program at Lincoln Memorial University is to provide advanced academic learning in veterinary technology through graduate coursework to prepare graduates for advanced veterinary nursing careers. The mission is achieved by:

- Graduating students with a Master of Veterinary Clinical Care degree
- Enhancing the learning of graduate students in content knowledge of veterinary nursing and technology to advance patient care and extend care of the veterinary health care team

### Master of Veterinary Education Program (MVEd) Mission Statement

The mission of the Master of Veterinary Education (MVEd) program at Lincoln Memorial University is to enhance veterinary student learning by increasing instructional effectiveness of the faculty who teach them. The mission is achieved by:

- Graduating students with a Master of Veterinary Education degree
- Introducing students to the theories of learning and teaching and encouraging their development of a personal teaching philosophy as a foundation for a career in education.
- Providing students with the knowledge and tools used in the education profession to effectively present content, assess student learning, and provide educational leadership among their peers.

## PhD in Veterinary Biomedical Science (PhD VBMS) Mission Statement

The mission of the Doctor of Philosophy in Veterinary Biomedical Science (PhD VBMS) program at Lincoln Memorial University is to equip qualified scientists and educators with advanced research and specialized knowledge in the field of veterinary medicine to bridge the gap between basic and applied sciences within veterinary medicine. The mission is achieved by:

- Graduating students with a Doctor of Philosophy in Veterinary Biomedical Science degree
- Equipping students with the skills necessary to conduct cutting-edge research, contribute scientific advancements, and addressing complex health issues affecting both animals and humans
- Promoting advancements in veterinary medicine and biomedical sciences

## Undergraduate Program Mission Statements

### Veterinary Medical Technology Associate of Science (VMT AS) Mission Statement

The mission of the Associate of Science in Veterinary Medical Technology program at Lincoln Memorial University is to provide advanced academic learning in veterinary technology. The mission is achieved by:

- Graduating students with an Associate of Science in Veterinary Medical Technology degree
- Providing quality education to prepare veterinary technicians in patient assessment, evaluation, client communication, and clinical nursing
- Providing preparation for passing the VTNE licensing exam and obtaining entry-level positions as a part of the veterinary healthcare team

## Campus Facilities and Departments

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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 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-CVM Facilities

The LMU-CVM primarily operates from two locations, the College of Veterinary Medicine Building, located on the main campus in Harrogate, TN, and the DeBusk Veterinary Teaching Center, located in nearby Ewing, VA. Normal operating hours across both campuses 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 students, faculty, and staff vehicles must be registered with the University Office of Student Services during the completion of academic registration.

### College of Veterinary Medicine Building (CVM)

Located on LMU's main campus in Harrogate, TN, the CVM building includes two large lecture halls each of which seats over 250 per hall and can be combined to accommodate over 500 people. The building also has 24 state-of-the-art communications laboratories, the most of any CVM in the U.S., simulation laboratories, basic and clinical sciences classrooms, numerous study rooms, student break areas, faculty offices, student and academic services offices, clinical relations and outreach offices and the deans' suite. The building includes numerous smaller spaces, designed with the flexibility to accommodate small group/active learning, wellness activities, and student club events. The CVM 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 CVM building can be reached at 423.869.6600.

## 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) and small animal (canine, feline, exotics) core clinical skills instruction, including safe animal handling. The DVTC can be reached at 423.869.6535. The [DVTC Policies and Procedures](#) offer guidance on this facility.

## LMU and LMU-CVM Departments

Lincoln Memorial University and LMU-College of Veterinary Medicine seek to provide students with resources needed to excel. All LMU and LMU-CVM resources are available to LMU-CVM students. Listed are the departments that may be most useful for students.

### 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@lmunet.edu](mailto:helpdesk@lmunet.edu)), or by visiting their 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. LMU-CVM students are required to use and read all e-mail correspondence from LMU-CVM 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/>.

### Counseling Services Office

Lincoln Memorial University Counseling Services are available in Duke Hall 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>.

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](http://StudentLifeServices.com)). Sign in using the password LMU1.

### Library Resources

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 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 campus medical students, personnel, visitors and to monitor traffic regulations. The DVTC campus in Virginia also has a 24 hour per day licensed security presence and maintains constant communications with the Harrogate campus. *The Campus Police and Security Office is located in the Tex Turner Arena. 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 (TEI). 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(6)(1) & 34 CFR 668.46(c)(1)-(2).

## Financial Aid Office

The Office of Financial Aid is responsible for providing qualified students 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.

# CVM Office of Student Services and Admissions

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The Office of Student Affairs and Admissions (OSAA), overseen by the Associate Dean for Student Affairs and Admissions (ADSAA), is responsible for all admissions procedures, providing academic support, and assisting veterinary students to find academic, professional, and personal resources needed to promote student success. In addition, the OSAA 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 OSAA 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. The OSAA has an open-door policy and students are encouraged to come by the Office in CVM Room 313 at any time to ask questions, bring up concerns, or to simply stop in and say hello. The Lincoln Memorial University Office of Student Services will provide students with information on parking, meal plans, housing, events, etc. in cooperation with the CVM OSAA.

The official email address for any general Student Services questions is [CVMStudentAffairs@LMU.net](mailto:CVMStudentAffairs@LMU.net).

# Admissions

## DVM Admissions Policies Minimum Academic Requirements for Admission

- At least 43 semester or 65 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 2.8 GPA or higher in all coursework as calculated by VMCAS. Students not meeting these criteria, with a GPA of <2.8, 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

In order 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-CVM.
- Courses for all science prerequisites must have been completed within the last 10 years of application. Science prerequisites include: Biology, Genetics, Biochemistry, Advanced Science Electives, Organic Chemistry, General Chemistry, Physics and Anatomy and/or Physiology. Beginning with the class of 2027 admissions cycle, both 3 credits of Anatomy and Physiology will be required.

### In Progress or Planned Courses

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

### Advanced Placement (AP) Credits

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

### Minimum Academic Requirements for Admissions

LMU-CVM Pre-Requisite	Semester Units	Quarter Units	Notes
Biology	8	12	General biology series; lecture & lab.
Genetics	3	4	Lecture; Animal Breeding or Reproduction courses must be approved on a case-by-case basis.*
Biochemistry	3	4	Lecture.
Anatomy or Physiology**	3	4	Lecture or Lecture & Lab. Anatomy, Physiology, or Anatomy & Physiology courses.
Advanced Science Electives	8	12	Lecture. Courses must be 300 level or higher. Examples may include Anatomy, Cell Biology, Immunology, Microbiology, Molecular Biology, Physiology or Virology, depending on the school's course numbering.
Organic Chemistry	3	5	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	43	62	

\*To verify if an Animal Breeding/Reproduction course satisfies the Genetics prerequisite, send an email with the course description to [veterinaryadmissions@lmunet.edu](mailto:veterinaryadmissions@lmunet.edu).

\*\*Starting in 2027 VMCAS application cycle, 3 credits of Anatomy and 3 credits of Physiology will be required.

## 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.

## Admissions for the Fall or Spring Cohort

All admissions to the DVM program will be processed through a VMCAS application. Within the VMCAS application, students can choose to apply to either the fall or spring cohorts or they can apply to both. Although the deadline for VMCAS applications occurs in September, any student with interest in applying for the spring cohort should plan to apply early so that their application can be reviewed in a timely manner by the admissions committee.

\*updated 1/2026

## DVM Transfer Student Policy

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

## Transfer Applicant Requirements

In order to be considered for a transfer to LMU-CVM, 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-CVM prerequisite coursework.
- Completed coursework from current CVM must be similar to LMU-CVM 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-CVM 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 will only be accepted into the first four (4) semesters of the DVM program.

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:

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

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

Transfer Materials can be mailed to:

Lincoln Memorial University College of Veterinary Medicine  
Office of Student Services and Admissions  
6965 Cumberland Gap Parkway  
Harrogate, TN 37752  
or emailed to: [veterinaryadmissions@lmunet.edu](mailto:veterinaryadmissions@lmunet.edu)

## Transfer Application Deadline

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

## Approval of Transfer Request

All completed transfer applications will be reviewed by the LMU-CVM 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.

\*updated 1/2026

## MS VBMS Students Admitted to DVM Program

If an MS VBMS student is admitted into the DVM program, that student may transfer courses VANT 710 (Anatomy I), VANT 720 (Anatomy II), VANT 712 (Histology) and/or VANT 713 (Parasitology) to the DVM curriculum if they earn an "A" or a "B" in those courses within the VBMS program.

If these courses are transferred into the DVM curriculum and the student takes a leave of absence or recesses in the curriculum to where it has been longer than 2 years since they took the course and their current cohort is taking that course, then the student will be required to repeat that class with their cohort.

## Matriculation Process

### Criminal Record Report

All veterinary 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 Student Affairs and Admissions.

## Vaccination Requirements

Students matriculating to DVM and VMT programs 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-CVM Vaccination Waiver; otherwise students will not be allowed to start the LMU-CVM program.

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

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

### For DVM Students:

Prior to Semester 5, students must provide proof of a protective rabies\* titer (at least 1 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.

1. Students must have a recently signed (within 2 years) the LMU-CVM Vaccination Waiver on file if they do not want to receive immunizations.
2. Failure to provide proof of a protective titer, booster, or waiver prior to the start of semester 5 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

Veterinary students 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 waive-out portal of the LMU United Healthcare website at least 30 days prior to beginning of the academic year.

All other students are encouraged to have individual health insurance.

## Accident/Incident Procedures

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

## DVM and VMT Technical Standards and Essential Functions

The LMU-CVM has established technical standards and essential functions required to complete the DVM (Doctor of Veterinary Medicine) or VMT (Veterinary Medical Technology) 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-CVM curricula; (4) the requirements imposed upon the LMU-CVM for program accreditation; and (5) the conditions for licensure of LMU-CVM 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.

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 and VMT curricula. The LMU-CVM 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-CVM.

All candidates for admission will be considered without regard to their disability status. All candidates receive a copy of the Technical Standards & Essential Functions

policy in the LMU-CVM supplemental portion of the application. Admission to LMU-CVM 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-CVM 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 reasonable 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 effectively and efficiently in English, to include reading, writing, and speaking.
- 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 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 CVM.
- 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 (423.869.6587) to request accommodations. The Office of Accessible Education Services and LMU-CVM 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-CVM will have their admission rescinded or will be administratively withdrawn from the DVM 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-CVM 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 Associate Dean for Student Affairs and Admissions or the Associate Dean of Clinical Sciences. 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-CVM 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-CVM, 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-CVM, and the designated representative of the Office of Accessible Education Services. The Candidate may be requested to perform the essential function(s) and/or technical standard(s) in question during the hearing. The hearing will be recorded, and the recording will be kept on file for one (1) year.

Upon conclusion of the hearing, the appeals board will deliberate in a closed session and vote to either affirm or overturn the decision to administratively withdraw the candidate. A decision must be made by majority vote. In the event of a tie, the Chair will serve as the tiebreaker. The decision will be communicated in writing to the candidate. The decision of the appeals board is final, and there is no further right of appeal.

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

Lincoln Memorial University-College of Veterinary Medicine 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
- University of Wisconsin Medical School
- College of Veterinary Medicine, Kansas State University
- UNC Medical School, Physical Therapy Program
- Mayo Medical School
- University of Minnesota Medical School
- Tufts University Medical School

## International Student Admission

Please see the information below regarding the Application Process and Logistics Policy for international students to the DVM program.

### **Application Process and Logistics Policy**

- International applicants to the LMU-CVM must follow the standard admissions policies detailed at <https://cvmcatalog.lmunet.edu/dvm-admissions-policies>. All data included on the application (demographical data, experiences, essays, etc.) must be written in English.
- Official transcripts are initially submitted to VMCAS and subsequently submitted to the LMU-CVM following course completion. Any transcripts from institutions located outside of the United States must be evaluated by World Education Services (WES) or Josef Silney & Associates, Inc. prior to submission to VMCAS or the LMU-CVM Office of Admissions.
- Letters of recommendation must be submitted to VMCAS following standard procedure; please note that these letters must be written in English.
- If English is not the applicant's native language, international applicants to the LMU-CVM are required to submit one of the following official test score reports:

Test/ Exam	Minimum Score Required for Admission
iBT (Internet-based TOEFL)	61
CBT (Computer-based TOEFL)	173
PBT (Paper-based TOEFL)	500

**Please Note:** If an applicant earns a baccalaureate degree from an American or English-speaking institution, the TOEFL exam will not be a requirement.

Once accepted, the international student will consult the International Student Advisor to demonstrate proof of financial support while enrolled at the University. All above documentation must be received and admission granted before issuance of paperwork necessary for obtaining a student visa.

The international student offered admission to the LMU-CVM will receive a letter of acceptance. Upon acceptance the student will be contacted by William Daniels, Director of Community College Relations and Veteran Services, who also serves as Principal Designated School Official (PDSO) and Responsible Officer (RO) for our international programs. He will provide additional data that is needed prior to matriculation/attendance at LMU-CVM and will be the point of contact for Visa-related details. The University will not enroll any student not approved by the U.S.

Department of Homeland Security to attend LMU, and the University will not enroll students who have been issued visas for enrollment at other colleges or universities.

For more information or questions contact [veterinaryadmissions@LMU.net](mailto:veterinaryadmissions@LMU.net).

Updated January 2026

## Graduate Programs Admissions Policies

The LMU-CVM graduate programs each have specific admissions requirements and policies, which are outlined in detail within the General LMU Graduate Catalog. For specific requirements for each program, please refer to the Graduate Catalog, available [here](#).

Additionally, all LMU-CVM graduate programs (degrees and certificate) require all applicants to complete the PostbacCAS application with the PostbacCAS fees paid, submit official transcripts via PostbacCAS for all institutions at which coursework was attempted or completed, submit program-specific personal statements or statements of intent, letters of recommendation, and CVs. Some programs may require additional documentation to prove licensure or credentials. Refer to the [LMU Graduate Catalog](#) for specific admissions requirements for each program.

### **Matriculation Process**

#### **Seat Deposit**

Upon each accepted applicant's admission decision notification, a \$250.00 non-refundable seat deposit will be assigned to the student's MyLMU account. This deposit will be applied to the cost of the student's tuition for the semester. Seat deposits must be paid by the designated date provided in their acceptance packet; students can pay the seat deposit via their MyLMU account. Information on how to access the student's email address and log into MyLMU are included with the acceptance packet.

#### **LMU-CVM Graduate New Student Registration and Advisement**

After matriculation, LMU-CVM graduate students are invited to attend a New Student Registration (NSR) with the Director of Graduate Programs, which will occur before the start of the student's designated term (virtually or in-

person). The NSR session provides students with critical information for progressing through the program and will include enrollment for the student's start term. The NSR is mandatory.

Incoming PhD VBMS students will be assigned a Research Mentor who serves as their advisor and chair of their Graduate Advisory Committee.

## Graduate Programs Transfer Credit Policy

### MVCC and MS VBMS

Accepted applicants to the MVCC and MS VBMS programs may request to transfer up to **six (6)** relevant graduate credit hours. Students must request the transfer of credits before the first day of classes in the student's first semester in their program of study.

All transfer credit requests are subject to committee approval, either by the program's admissions committee or the Graduate Council.

### PhD VBMS

A maximum of 36 credit hours at the graduate level may be transferred to the PhD VBMS program. Only coursework from a degree-granting, accredited institution will be accepted for transfer. Students must request the transfer of credits within their first year in the program of study. All transfer work must be approved by the PhD VBMS Program Director and the LMU-CVM Dean.

## Tuition and Fees

### 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>). Tuition and fees are subject to change and are determined by the University.

## DVM Tuition and Fees

The DVM program is billed by semester. Please note that some fees and/or taxes may not be specifically listed. Any questions about tuition rates, fees, taxes, or financial aid should be directed to the Student Financial Services team.

## CVM Graduate and Undergraduate Programs Tuition and Fees

The CVM Graduate and Undergraduate Programs are billed per credit hour. Please note that some fees and/or taxes may not be specifically listed. Any questions about tuition rates, fees, taxes, or financial aid should be directed to the Student Financial Services team.

## 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 form 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 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 may be charged a fee for repetition of the clinical year blocks repeated. This fee is determined by the block being repeated and the location the block is repeated at.

## Student Services

### Accessible Education Services, Accommodations Policy & Procedures

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>. 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:

Mr. Jason Davis

Office Location: 105 Carnegie Vincent Library

Phone: 423.869.6587

[Jason.Davis@LMUnet.edu](mailto:Jason.Davis@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 years 1-3 (semesters 1-6) and before the start of Clinical Year blocks 1 and 6 in year 4. 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 1 (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. To request an accommodation, the student must submit a Student Request for Accommodations Form and the required medical documentation (see below) to the Office of Accessible Education Services.
3. 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.
4. 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 Associate Dean of Student Affairs and Admissions for CVM.
5. Accommodations are not retroactive, so it is extremely important that signatures are obtained as soon as possible.
6. 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/F040Pokb2bH7rl>. 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/index> education-services.

## Pregnant & Parenting Student Resources

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

<https://www.lmunet.edu/office-of-institutional-compliance/>

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

**Phone:** (423) 869-6315 or

Emails: [rebekah.webb@lmunet.edu](mailto:rebekah.webb@lmunet.edu) and [titleix@lmunet.edu](mailto:titleix@lmunet.edu)

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

609 Colwyn St., Cumberland Gap, TN 37724

The LMU-CVM supports lactating women. There are designated lactation rooms in VET213 and CVM252. Students may gain access to these rooms through the CVM Office of Student Affairs and Admissions.

## 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](mailto:registrar@LMU.net)).

## Academic Progression

Students will advance only after having met the academic, financial, and professional requirements of LMU- CVM for each academic year.

Progression in a student's academic program can be interrupted for various reasons, resulting in gaps within the scheduled curriculum.

### DVM:

Students must complete the DVM curriculum within six (6) years from initial start date. This term may be extended at the discretion of the Dean. The Dean must receive a formal written request to consider any extension beyond six years.

### VMT:

Students in the VMT program may take up to one academic year of leave. The program must be completed within three (3) years.

#### MS VBMS:

Students must complete their studies within two (2) years after initial registration, unless they are dually enrolled in a professional program. Students in the VBMS thesis track must complete all requirements within three (3) years full-time enrollment or five (5) years part-time enrollment after initial registration.

#### PhD VBMS:

PhD VBMS students must complete their studies within eight (8) years after initial registration.

#### MVCC/MS VMT:

Students must complete their studies within five (5) years after initial registration.

#### MVEd:

Full-time students (3 courses per semester) can complete their studies within two (2) years after initial registration. Part-time students (1-2 courses per semester) must complete all requirements within four (4) years after initial registration, unless an extension is granted by the Graduate Council.

#### CVEd:

Full-time students (2-3 courses per semester) can complete their studies in one (1) year after initial registration. Part-time students (1-2 courses per semester) must complete all requirements within two (2) years after initial registration. A request for an extension of graduate program completion requires the approval of the Graduate Council and the LMU-CVM Dean.

For all CVM programs, the student bears the ultimate responsibility for ensuring completion of all graduation requirements.

## Leave of Absence

For all CVM programs, 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-CVM 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 Associate Dean for Student Affairs and Admissions to provide justification for the leave. The Associate Dean for Student Affairs and Admissions will recommend a student to the Dean for a Leave of Absence. The Dean may grant a Leave of Absence for the student. *Only students who are in good academic standing with LMU-CVM will be granted a leave of absence. Students who are on academic probation, and have no professional or disciplinary sanctions, who are seeking a leave of absence for health/medical reasons may be allowed to leave on a case-by-case basis. Upon return the student would remain on academic probation.* (See [Academic At-Risk](#) and [Academic Probation](#)).

The LMU-CVM 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-CVM'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-CVM by the preceding June 30<sup>th</sup> for fall semester and October 31<sup>st</sup> for spring semester of the academic year in which the student wishes to be readmitted. The written request should be directed to the Associate Dean for Student Affairs and Admissions.

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 Associate Dean for Student Affairs and Admissions before the student will be allowed to return to LMU-CVM.

## DVM Academic Advising

At the beginning of Year 1, veterinary students are assigned an academic advisor for their first year. The Office of Student Services and Admissions 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 Associate Dean for Student Affairs and Admissions and the Director of Academic Success to identify students who need additional help or accountability.

In the remaining three years 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."

## Community Service

Community is also one of the core values of LMU-CVM; thus, it is strongly encouraged for all members of the LMU-CVM to participate in community service.

To be eligible for scholarships administered through LMU and LMU-CVM Scholarship and Awards Committee, students must complete 10 hours of approved service per scholarship cycle (usually February 1 to January 31). Hours are prorated for first year students. Hours are tracked through the LMU-CVM Office of Student Affairs and are due at the time of the scholarship application closing. Students who complete more than 30 documented hours will receive special recognition during their 3rd year awards ceremony.

While Lincoln Memorial University encourages and values all types of service and volunteerism, only certain types of service activities can be [logged](https://forms.office.com/r/gRAVpdMa5S) through the LMU-CVM Community Service Log (<https://forms.office.com/r/gRAVpdMa5S>).

The most important factor in determining an activity's qualification is whether it serves an unmet need in the community, preferably one identified by a community partner organization. The goal of these guidelines is not to exclude any meaningful or well-intentioned service but rather to provide a basic framework for understanding community service.

The following types of activities CANNOT be logged for volunteer hours:

- Donations of any type (unless given prior permission or an office/organization sponsored donation drive) cannot be logged, including but not limited to money, supplies, clothing, food, blood, etc.

- Indirect Philanthropy and Fundraising Activities
- Attending meetings related to planning or organizing fundraising events
- Attending a fundraising activity, but not engaging in direct service
- Running or walking in a 5K, walk, or race for charity
- Projects completed with any for-profit organization/business, even if the work was unpaid. Any substantial activities of this kind should be pursued as an internship.
- Internships, clinicals, practicums, or field experience work in hospitals, clinics, or similar organizations. This includes time spent job shadowing and observing.
- Self-directed "projects" without the oversight of supporting staff, faculty, or community organization, such as trash pickup or recycling, tutoring for free, helping an elderly neighbor with yard work, baby sitting/pet-sitting for free for private individuals, etc.
- Activities completed for the benefit of a student organization or LMU athletic team or department (i.e., tabling, being a student organization officer, Peer Mentor, LMU sports, Nutrition/Fuel Station, Sports Ambassadors, working a concession stand at an LMU event, etc.).
- Participation in self-improvement workshops, clinics, conferences, or conventions.
- Helping with campus programs unless those activities directly serve a population beyond the LMU campus (i.e., nonprofit organizations, youth and team programs, etc.).
- Participating in a research project either as a participant (i.e., focus group) or a researcher (i.e., lab assistant).

Organizations that may have opportunities for service can be found [here \(https://www.lmunet.edu/leadership-and-outreach/student-services-initiative\)](https://www.lmunet.edu/leadership-and-outreach/student-services-initiative), or by connecting with OSAA and the Student Services Canvas Organization.

## CVM Office of Academic Affairs

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The Office of Academic Affairs (OAA), overseen by the Dean, Associate Dean of Clinical Sciences (ADCS), and Associate Dean of Basic Sciences and Research (ADBSR), is responsible for 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, support accreditation efforts, supporting faculty recruitment, development, and scholarship, and supporting all initiatives of the college. It

also oversees the Center for Innovation in Veterinary Education and Technology that directly supports the Office of Academic Affairs initiatives through faculty and curriculum development. The OAA is committed to creating a quality academic experience to produce competent, confident, career ready graduates. It works closely with various college and university committees to create an environment that facilitates student learning.

LMU-CVM is a student-centric institution - the input and opinion of students is important. The OAA works closely with student leaders to continuously improve the LMU-CVM program. Any student who has a question or request that has not been addressed regarding progress through the program or curriculum should contact the Dean.

## Accreditation

*Any information listed in this document reflects the accreditation status at time of handbook publication. Changes in accreditation status throughout the academic year will be reflected on the webpage: <https://www.lmunet.edu/college-of-veterinary-medicine/about-cvm/accreditation> and updated in this document annually.*

## Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

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](http://www.sacscoc.org)).

## American Veterinary Medical Association Council on Education (AVMA COE)

The Lincoln Memorial University-Richard A. Gillespie College of Veterinary Medicine DVM Program was granted **full accreditation status** from the [American Veterinary Medical Association Council on Education](#) (1931 North

Meacham Road, Suite 100, Schaumburg, IL 60173-4360; Phone 800.248.2862) on January 7, 2019. The next comprehensive site visit will occur during 2026.

On October 24, 2024, the AVMA COE placed the College on **probationary accreditation status** for a major deficiency in Standard 10 - Research. Although the College remains accredited, it has taken immediate and urgent steps to remove the deficiency for non-compliance. It is important to note that the status of probationary accreditation has no adverse impact on the quality of the educational programs for our students.

Major Deficiency:

1. The college must maintain substantial research activities of high quality that integrate with and strengthen the professional program. Continued scholarly productivity within the college must be demonstrated and the college must provide opportunities for any interested students in the professional veterinary program to be exposed to or participate in on-going high-quality research.

Directives to correct deficiency with *Summary of College Plan*:

1. The College must develop, document, and maintain a high-quality research program that welcomes and encourages veterinary student access and participation.

*The LMU-CVM has three centers of research excellence including the Center for Animal and Human Health in Appalachia, the Center for Innovation in Veterinary Education and Technology, and the Center for Infectious, Zoonotic, and Vector-Borne Diseases. These centers have produced impactful research that strengthens the LMU-CVM academic programs and has had significant impacts on animal health and veterinary medical education. Additionally, LMU-CVM has a formal relationship with the University of Kentucky to allow LMU-CVM students to participate in cutting edge research at the world-renowned Gluck Equine Research Center and University of Kentucky Veterinary Diagnostic Laboratory.*

## American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA CVTEA)

The American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) accredits programs in veterinary technology that graduate veterinary technicians. LMU has

been awarded Full Accreditation. All students who graduate after accreditation has been granted will be recognized as graduates of an accredited veterinary technology program.

American Veterinary Medical Association (AVMA)  
Committee on Veterinary Technician Education and Activities (CVTEA)  
Education and Research Division  
1931 N. Meacham Rd., Suite 100  
Schaumburg, IL 60173-4630  
800/248-2862 ext. 6624  
[www.avma.org](http://www.avma.org)

Graduation from the veterinary technology option allows students to take the Veterinary Technology National Licensing Exam and following successful completion of both the option and exam, students are eligible for licensure in all states.

## State Council of Higher Education for Virginia (SCHEV)

Lincoln Memorial University is **certified** to operate in Virginia by the [State Council of Higher Education for Virginia \(SCHEV\)](#).

## U.S. Department of Education Professional Licensure Disclosure

### DVM:

Completion of the LMU-CVM DVM curriculum AND passing of the North American Veterinary Licensing Examination (NAVLE) meet the requirements for all 50 of the United States and territories. For more information visit <https://www.icva.net/licensing-boards/>.

The following states and territories require applicants to go through the local state board: Alabama, Alaska, Arkansas, California, Delaware, Illinois, Kansas, Kentucky, Louisiana, New Mexico, Massachusetts, Mississippi, Missouri, Tennessee, Washington, West Virginia, Wyoming, Puerto Rico, and U.S. Virgin Islands.

### VMT:

Lincoln Memorial University discloses that the Associate of Science in Veterinary Medical Technology program fulfills the state/territory education requirements to allow the

student to take the Veterinary Technology National Exam. A passing score on the VTNE is required in all states listed as "MEETS" to attain a license. In addition, states may require a jurisprudence exam to become licensed. Contact the AAVSB ([aavsb.org](http://aavsb.org)) or state boards listed below for specifics on applying for licensure.

To review the full professional licensure disclosure and view a full listing of state disclosures for the DVM and VMT programs, [click here](#).

\*updated 1/2026

## 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 (423-869-6292) or email ([registrar@LMU.net](mailto:registrar@LMU.net)) the Registrar's office.

Verification of enrollment is available through MyLMU Webadvisor.

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

### DVM:

Current semester grade, class rank, and grade point average are managed and stored electronically by the Director of Curriculum and Assessment. All other student academic records will be maintained in the Office of the Dean. Requests from students to have their academic record released must be made in writing via email to the Dean ([CVMDean@lmunet.edu](mailto:CVMDean@lmunet.edu)). Any LMU-CVM students wishing to review their academic record must make an appointment with the Dean.

## 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 the 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.

## Graduation Requirements

### DVM:

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-CVM;
2. Has successfully completed all coursework requirements in no more than six academic years;
3. Indicated attendance to the commencement ceremony by the requested deadline; Attendance, in person, to the ceremony is encouraged;
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-CVM.

*A student who has not fulfilled all requirements, including completion of all curricular requirements/credits will not be able to participate in commencement exercises.*

### VMT:

Graduation requirements for the Associate of Science Degree in Veterinary Medical Technology include all general studies requirements of the University (as listed in the *Lincoln Memorial University Undergraduate Catalog*), as well as all Academic Requirements of the Veterinary Medical Technology Program, with an intense concentration of professional Veterinary Medical Technology courses and clinical practicums. All students must accurately document completion of all AVMA CVTEA tasks and skills using Medtrics. **Failure to accurately**

**document completion of all AVMA CVTEA tasks and skills may result in earning a grade of Incomplete (I) for the course.**

### MS VBMS:

A minimum of 30 (MS VBMS) credit hours graduate coursework and satisfactory completion of all core courses is required for graduation with the Master of Science degree. The student must complete the degree program with a minimum cumulative GPA of 2.85 or greater to be awarded the degree unless otherwise required to be higher. The student bears ultimate responsibility for effective planning, progression, and completion of all requirements for the chosen degree. The student should review their academic progress on MyLMU by accessing WebAdvisor for Students, Academic Planning, and then Program Evaluation to access their academic evaluation. This document also represents the Intent to Graduate form which is signed and submitted to the Registrar's Office by the specified due date for participation in the commencement ceremony and conferring of degree.

Students are also required to complete all program and University assessments and surveys.

### PhD VBMS:

A minimum of 96 credit hours of graduate coursework, passing the comprehensive exam, successful defense of the dissertation proposal, successful defense of the dissertation, successful submission of the defended dissertation to the university, completing all degree course requirements with a  $\geq 3.00$  overall GPA, and completion of all university and program requirements. The student bears the ultimate responsibility for effective planning, progression, and completion of all requirements for the chosen degree. The student should review their academic progress on MyLMU by accessing WebAdvisor for students, then Academic Planning, then Program Evaluation to access their academic evaluation. This document also represents the Intent to Graduate form, which is signed and submitted to the Registrar's Office by the specified due date for participation in the commencement ceremony and conferring of degree.

### MVCC:

A minimum of 30 credit hours of graduate coursework and satisfactory completion of all core courses is required for graduation with the Master of Veterinary Clinical Care degree. The student must complete the degree program with a minimum cumulative GPA of 2.85 or greater to be awarded the degree, unless otherwise required to be higher. The student bears the ultimate responsibility for

effective planning, progression, and completion of all requirements for the chosen degree. The student should review their academic progress on MyLMU by accessing WebAdvisor for students, then Academic Planning, then Program Evaluation to access their academic evaluation. This document also represents the Intent to Graduate form, which is signed and submitted to the Registrar's Office by the specified due date for participation in the commencement ceremony and conferring of degree.

#### MVEd:

A minimum of 32 credit hours of graduate coursework and satisfactory completion of all core courses is required for graduation with the Master of Veterinary Education degree. The student must complete the degree program with a minimum cumulative GPA of 2.85 or greater to be awarded the degree, unless otherwise required to be higher. The student bears the ultimate responsibility for effective planning, progression, and completion of all requirements for the chosen degree. The student should review their academic progress on MyLMU by accessing WebAdvisor for students, then Academic Planning, then Program Evaluation to access their academic evaluation. This document also represents the Intent to Graduate form, which is signed and submitted to the Registrar's Office by the specified due date for participation in the commencement ceremony and conferring of degree.

#### CVEd:

A minimum of 14 credit hours of graduate coursework and satisfactory completion of all core courses is required for the Certificate of Veterinary Education graduate certification. The student must complete the program with a minimum cumulative GPA of 2.85 or greater to be awarded the certificate, unless otherwise required to be higher. The student bears the ultimate responsibility for effective planning, progression, and completion of all requirements for the chosen certificate. The student should review their academic progress on MyLMU by accessing WebAdvisor for students, then Academic Planning, then Program Evaluation to access their academic evaluation. This document also represents the Intent to Graduate form, which is signed and submitted to the Registrar's Office by the specified due date for the conferring of the certification.

\*updated 1/2026

## 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.

## Assessment of DVM Students

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

Assessments may include but are not limited to written (computer-based) exams, which consist of multiple choice, fill-in-the-blank, or short answer questions, Canvas quizzes, audience polling, projects, posters, papers, group activities, practical exams, or OSCEs.

## CVM Examination Services

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

*Students MUST comply with device requirements as published by Exam Services at the start of each semester and as needed when new operating systems are released.* The device requirements will be located in the CVM Student Services Canvas Organization Page. Students are responsible for bringing a compatible laptop computer to every block exam. The Examplify® program should be downloaded onto any laptop the student expects to use for testing. An external mouse or stylus 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 CVM Director of Outcomes and Assessment. For issues with the Examplify® software, contact the Exam Service Specialists or call ExamSoft® directly at 954.429.8889 for 24-hr support. For computer or

technical issues (including LMU internet access), contact the LMU IS department (Information Services) at 423.869.7411.

## DVM and VBMS Block Examination Policy and Procedures

Administration of block exams is the responsibility of the Exam Services Specialists (ESS). The ESS will be in the room during the in-person exam, as will exam proctors. Students must familiarize themselves with the examination policy and procedures located in the Exam Services Canvas Organization. Failure to follow examination policy and procedures may result in grade sanctions.

## Practical Examinations and Objective Structured Clinical Examinations (OSCEs)

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

## VEA

During the third year 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. The VEA scores do not impact a student's ranking or GPA but are used as part of a system to identify students weak in specific areas for which they may need additional academic assistance and to adjust the school's curriculum as needed to provide a strong base in these sciences.

## NAVLE

During the fourth year, students will take the North American Veterinary Licensing Exam (NAVLE®). NAVLE® covers a variety of species, all bodily systems, and the professional behavior and expectations of a licensed veterinarian. Passing this exam is required in most states and provinces for a veterinarian to legally practice on live animals. It is an LMU-CVM goal that all students pass the NAVLE® prior to graduation. Students are required to take the examination during the fall window as part of CVM 776 NAVLE Block course. NAVLE preparation support includes the purchase by LMU-CVM 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.

## DVM Academic Grades, Rankings, Failures, Honors

Students receive two sets of grades for each course, letter grades and percentages.

For the official LMU transcript, grades of A (excellent), B (good), C (passing), or F (failing) are used. The College of Veterinary Medicine does not assign + or - to grades. If a student fails a course and remediation is successful, the student will be assigned the letter grade of "F/C" and a 2.0 on their transcript. Students who receive an incomplete ('I') must complete the coursework to receive a grade in the course within 180 days. Failure to complete the coursework within the prescribed time may result in the 'I' changing to an "F."

The official LMU transcript will reflect a GPA based on a 4.0 scale, as follows:

A (Excellent) = 4  
B (Good) = 3  
C (Passing) = 2  
F (Failing) = 0

Within the College of Veterinary Medicine, students earn an actual percentage in each course, as outlined in each syllabus. For reporting the 100% scale to the 4.0 scale, numerical scores are calculated per the syllabus and then rounded to the nearest whole number (e.g. 79.4 = C, 79.5 = B).

On the 100% scale, the grades are assigned as follows:

A (excellent) = 90 to 100  
B (good) = 80 to 89  
C (passing) = 70 to 79  
Fail (Failing) = Below 70%

Pass/Fail courses do not affect the GPA if the course is passed. A failed pass/fail course will affect the GPA, as the credit points will be added to the total possible, with no earned points added to the earned total (e.g., if a student earns 1520/1700 points, but fails a one credit pass/fail course, the 100% ranking scale will then include the 100 course points and so would be 1520/1800). This affects both the 4.0 transcript GPA and 100% ranking scale.

## Class Rank Calculation

Class ranks within a cohort are calculated at the end of each semester once the cohort has completed at least two semesters of the DVM curriculum. Class rank is calculated by the Director of Curriculum and Assessment based on the 100% scale, using actual percentages earned in each letter grade 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. In this way, a student with a B at 86% ranks higher than a student with a B at 82%. Ranking average is carried out to as many decimals as is necessary. If two students have identical averages, then the percentage earned in the pass/fail courses will be used as the tie-breaker. Valedictorian and Salutatorian are determined through a GPA through a GPA calculation (see Graduation Honors Calculation below).

## Transfer Grade Process

Students who are accepted into the LMU DVM program and have already taken accepted veterinary courses will 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 into the ranking GPA. This includes any courses taken at LMU while the student is in another degree program such as VBMS. Students with transfer credits are not eligible to receive the titles of Valedictorian or Salutatorian.

## Remediation Grade Outcome

If a student fails a course and is allowed to remediate the course, the student will work with the course director to complete the remediation prior to the next fall term. If the student passes remediation, the transcript will show F/C with an earned grade of C. The original failing percentage is still used in the ranking GPA. If a student does not pass a remediated course, they may be recessed or dismissed (see Procedures for Academic Deficiencies). A fee is assessed for remediation of a course. Please note that all remediation grades, repeated courses, and repeated rotations will be displayed on the student's transcript.

## Recessed Grade Outcome

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 remediation grades, repeated courses, and repeated rotations will be displayed on the student's transcript.

## Elective Grade Outcome

Electives are graded as pass/fail, so if a student takes an elective and passes, it does not affect the GPA. However, if a student takes an elective and fails, there is no remediation. The failed elective course will affect the GPA, as the credit points will be added to the total possible, with no earned points added to the earned total. (e.g. If a student earns 1520/1700 points, but takes and fails an elective, the ranking GPA will then include the 100 elective course points and so would be 1520/1800.) This affects both the 4.0 transcript GPA and the 100% ranking GPA. There is no fee for electives in the DVM program.

## Graduation Honors Calculation for the DVM Program

Graduation honors, including Valedictorian and Salutatorian are based on the 4.0 GPA reflected on the LMU transcript. For the College of Veterinary Medicine, academic honors are as follows:

- 3.50 and above: Cum Laude
- 3.70 and above: Magna Cum Laude
- 3.90 and above: Summa Cum Laude

There is no rounding for graduation honors. A student with a 3.698 will graduate cum laude. The Valedictorian of the graduating class will be that student with the highest-ranking GPA. 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, 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.

## 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®. \*\*\**

**Passage of the NAVLE is required in order to obtain a veterinary license to practice veterinary medicine in North America.** Ultimately, it is the students' responsibility to familiarize themselves on what is required to register for the North American Veterinary Licensure Examination

(NAVLE). 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 student enrolled in an AVMA-accredited veterinary program.

Students must complete their entire NAVLE application prior to the published deadlines. LMU-CVM 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 LMU-CVM curriculum provides a three-week block of time known as the NAVLE Administration block for students to complete preparations and sit for the NAVLE. 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 unable to sit for the examination during the NAVLE Administration block, but takes it during a clinical rotation, the student must request an leave of absence for the date they will take the examination. The procedure to request an absence.

All students are required to take the four-credit NAVLE Preparation course (CVM776). This course is designed to prepare students to take the NAVLE by providing an online preparation program, timed tests, multiple attempts at the ICVA Self-assessment, and review sessions. Details and any other requirements for the course are listed in the CVM776 syllabus.

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 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/>.

## Grievances Regarding Grades

### Examination Score Reconsideration

Students who question an examination score have until noon on the seventh calendar day after the score is posted to request an examination score reconsideration to the Administrative Assistant for Academic Affairs via email. The student should be prepared to provide supporting documentation to accompany the request for score reconsideration. The Administrative Assistant for Academic Affairs will serve as the liaison to bring the request forward to the appropriate course director. Examination scores will not be reconsidered after the seven (7) day period.

### 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 Dean.

## Course and Faculty Evaluation

Student feedback is essential to ensure the highest level of academic effectiveness. At the end of each semester, students are provided evaluation forms/surveys for the purpose of collecting feedback on courses and teaching faculty. Data from these evaluations is kept confidential and is used for faculty and course development purposes.

## Student Dual Enrollment Policy

1. DVM students may enroll in only one additional academic program while participating in the LMU DVM program.
2. Approval from the Associate Dean of Student Affairs and Admissions is required for enrollment in an additional academic program.
3. To qualify for dual enrollment, students must meet the following criteria:
  1. Successfully complete at least one semester in the DVM program
  2. Maintain a cumulative GPA of at least 2.8 in the DVM program
  3. Have not failed any DVM courses

LMU students enrolled in a professional degree program are eligible to apply for simultaneous enrollment in a second LMU program only if: 1) the professional program has obtained full programmatic accreditation and 2) the student meets professional program requirements to enroll in a second program.

## Curriculum

### Doctor of Veterinary Medicine (DVM) Curriculum

The LMU-CVM DVM curriculum is a full-time four academic-year or 130-week 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 collaboration with other academic programs. Practical clinical skills, including diagnostic, medical and surgical procedures, will be taught from the beginning and 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. Distance education is strategically utilized to enhance student learning by incorporating subject matter experts and supporting flexible, synchronous instruction. It comprises less than 15% of the overall curriculum, with only nine credit hours delivered entirely online. The primary distance education methods include pre-recorded lectures and videoconference sessions in select courses. Additionally, all didactic lectures are recorded to allow students to review content at their convenience.

A veterinarian must be skilled in problem-solving and demonstrate expertise in diagnosis. In order to achieve this goal, LMU-CVM'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. Within the pre-clinical phase (semester one through six), the curriculum is divided into distinct semesters to allow efficient delivery of curriculum to the dual entry cohorts. Fall of first year is composed of courses related to anatomy, physiology, and histology; while spring of first year contains courses related to immunology and microbiology.

In the second year, the fall semester is dedicated to diagnostic courses including clinical pathology, diagnostic imaging, and gross pathology. The spring semester of second year contains the foundational surgery and anesthesiology courses. The third year is taught by systems for common domestic species. System order will differ between cohorts, but all systems will be covered over the course of the year. The clinical phase takes place in the workplace as part of a distributive curriculum over the course of one calendar year starting in May. Students will complete roughly the first half of the year through core rotations and the remaining half of the year through elective rotations. All students will complete a NAVLE preparation course prior to taking the NAVLE during the fall window.

#### Calculation of Credit Hours

Calculation of pre-clinical credit hours is based on the following formula: approximately fifteen lecture hours or thirty laboratory hours comprise one credit hour. Students are expected to complete a minimum of two hours per credit hour per week out of class work (e.g., a two-credit course would have around four hours of out of class work per week). Clinical year credit hours are calculated by week, where each clinical week (minimum of 30 hours) is equal to one credit hour.

#### Pre-Clinical Coursework Waivers

Selected basic pre-clinical science courses may be waived by prior completion of comparable coursework by the Associate Dean of Student Affairs and Admissions. 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 course may be waived entirely, or the student may be required 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 Student Affairs and Admissions prior to the start of the class. The signed waiver form becomes a part of the academic record at LMU-CVM and serves as a record of the student's completion of those course requirements. The student will receive credit for the course but will not receive a letter grade. The class will not be figured into the student's GPA. Students receiving a waiver will not be eligible for official class rank. The granting of a waiver will not reduce a student's tuition.

Students who are granted a waiver are strongly encouraged to use their waived course time and expertise to serve as tutors for their classmates. Clinical rotations may not be waived.

## Course Descriptions & Course Catalog

A summary listing of all course descriptions and credit hours is available in [Degrees](#) and [Courses](#).

## Curriculum Digest

The LMU-CVM Curriculum Digest is available in [Degrees](#).

## Pre-Clinical Electives

Students are eligible to enroll in Pre-Clinical semester electives so long as they are in good academic standing and are not on any form of probation.

- There is no minimum number of elective credit hours that students must take.
- Students may take up to 3 elective credits per semester.
- Students who fail any course (including other electives) *will not* be eligible for electives in the following semester.
- Failure of an elective will not count towards the overall number of failures during an academic year. There is no remediation for a failed elective.
- A lottery and/or a separate merit-based application will be held for electives with maximum enrollment limitations. Students who are chosen or not chosen will be notified prior to the close of elective selections so that they may participate in other electives.
- A student may request, from the Dean or Director of Curriculum and Assessment, permission to drop an elective course if less than 25% of the course has been completed. Students must make the request in writing. When a student chooses to drop an elective, an add/drop fee may be incurred by the Registrar's office. No record of the dropped course will appear on their transcript.
- Elective course grades affect the GPA and class rank *only if the elective is failed*. Electives with passing grades have no effect on the GPA or class rank (see Elective Grade Outcome in [DVM Academic Grades, Rankings, Failures, Honors](#)).

## Veterinary Medical Technology (VMT) Curriculum

The LMU-CVM Veterinary Medical Technology A.S Program is a full time hands-on 5 semester program leading to the Associate of Science in Veterinary Medical Technology (A.S VMT) degree. This curriculum is designed for those who wish to take the Veterinary Technician National Examination (VTNE) and become a credentialed veterinary technician. The curriculum uses live animals to complete CVTEA essential skills that are required to take the VTNE.

Throughout this curriculum normal and abnormal life processes, small animal medical and surgical nursing, large animal medical and surgical nursing, anesthesiology, diagnostic imaging, and clinical laboratory procedures will be taught.

## Course Descriptions and Course Catalog

All AS VMT program required courses, course descriptions, and credit hours are provided in the LMU Undergraduate Catalog

## Master of Veterinary Biomedical Science (MS VBMS) Curriculum

The Master in Veterinary Biomedical Science (MS VBMS) curriculum is a full-time program leading to the Master of Science (M.S.) degree with a thesis and non-thesis track. The MS VBMS thesis track can be completed in 5 semesters, and the MS VBMS non-thesis track can be completed in two semesters. The curriculum is designed to provide advanced academic learning in the life sciences through graduate coursework, professional training, and research. Graduates from this degree program are able to independently explore an area of the primary literature of the life sciences, analyze and critique published research reports, and communicate about life sciences in formal oral and written modalities.

### Enrollment Status as Determined by Credit Hours

#### MS VBMS Non-Thesis Track

Full-time status is a minimum of nine (9) graduate credits in a Fall or Spring semester. Generally, non-thesis MS VBMS students enroll in 15 credit hours per Fall and Spring semester. Students must be registered for a minimum of six (6) credit hours to qualify for financial aid. Contact the [Office of Student Financial Services](#) for more information if necessary.

Students must be registered for a minimum of six (6) credit hours to qualify for financial aid. Contact the Office of Student Financial Services for more information if necessary.

#### MS VBMS Thesis Track

Full-time status is a minimum of nine (9) graduate credits in a Fall or Spring semester and six (6) in a summer semester. The thesis track enrollment is limited to 10 credit hours per semester unless documented permission from the

student's Research Mentor and the LMU-CVM Dean. Students must be registered for a minimum of six (6) credit hours to qualify for financial aid. Contact the [Office of Student Financial Services](#) for more information if necessary.

#### Course Descriptions and Course Catalog

All MS VBMS program required and elective courses, course descriptions, and credit hours are provided in the [LMU Graduate Catalog](#).

## Master of Veterinary Clinical Care (MVCC) Curriculum

The Master of Veterinary Clinical Care (MVCC) is a fully online, asynchronous curriculum that can be completed in three semesters, leading to a Master of Science (M.S.) degree. This curriculum is designed for credentialed veterinary technicians who desire advanced knowledge in patient case management, evidence-based medicine, clinical practice, critical thinking, practice management, clinical skills, and professional skills.

#### Enrollment Status as Determined by Credit Hours

Full-time status as an MVCC student is nine (9) graduate credits in a Fall or Spring semester. Part-time status is anything fewer than 9 hours. Students may alternate between full- and part-time enrollment. Part-time students must obtain course schedule approval from the MVCC Program Director before registering.

Students must be registered for a minimum of six (6) credit hours to qualify for financial aid. Contact the [Office of Student Financial Services](#) for more information if necessary.

#### Course Descriptions and Course Catalog

All MVCC program required and elective courses, course descriptions, and credit hours are provided in the [LMU Graduate Catalog](#).

## Master of Veterinary Education (MVEd) Curriculum

The Master of Veterinary Education (MVEd) is a fully online, asynchronous curriculum that can be completed in four

semesters, leading to a Master of Science (M.S.) degree. This curriculum is designed for veterinary professionals who aspire to teach in education or faculty who currently teach in AVMA-COE- or CVTEA-accredited programs and wish to obtain advanced training in the foundations of education to improve the quality of veterinary education through increasing awareness and knowledge of educational research, theory, and evidence-based teaching practices within the veterinary medical professions. MVEd students may enroll with full- or part-time course loads, as defined by the following section.

#### Enrollment Status as Determined by Credit Hours

Full-time status as an MVEd graduate student is a minimum of nine (9) graduate credits in a Fall or Spring semester. Part-time status is anything fewer than 9 hours. Students may alternate between full- and part-time enrollment.

Students must be registered for a minimum of six (6) credit hours to qualify for financial aid. Contact the [Office of Student Financial Services](#) for more information if necessary.

#### Course Descriptions and Course Catalog

All MVEd program required and elective courses, course descriptions, and credit hours are provided in the [LMU Graduate Catalog](#).

## Certificate of Veterinary Education (CVEd) Curriculum

The Certificate of Veterinary Education (CVEd) is a fully online, asynchronous curriculum that can be completed in two semesters, leading to a certificate. The program is designed for veterinary professionals who aspire to teach in education or faculty who serve in veterinary education programs to develop a foundation in educational theories and practices. This program is conducted jointly with the MVEd program, with students enrolled in MVEd courses.

#### Enrollment Status as Determined by Credit Hours

Full-time status as a CVEd student is nine (9) graduate credits in a Fall or Spring semester. Part-time status is anything fewer than nine (9) hours. Students may alternate between full- and part-time enrollment. Summer session courses may be available but are not guaranteed.

The CVEd program is not eligible for financial aid, regardless of credit hour load.

## Course Descriptions and Course Catalog

All CVEd program required and elective courses, course descriptions, and credit hours are provided in the [LMU Graduate Catalog](#).

# Attendance

## DVM Attendance

The LMU-CVM requires all DVM students to attend all laboratories, small group sessions, exams, patient care shifts, and clinical activities as scheduled. Attendance policies, including tardy policy, are outlined in the course syllabi. All learning events (lectures, laboratories, etc.) are mandatory in Semesters 1 and 2. Lecture attendance for Semesters 3-6 is strongly encouraged; however, required attendance during semesters 3-6 is at the discretion of the Course Director.

If a student must miss a mandatory session, students must notify the Associate Dean for Student Affairs and Admissions by submitting the Absence Request Form, which is found in the Student Services page in Canvas. If the request is approved, the student will contact course directors and exam services to schedule make-up exams or assignments. Some 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 prior to an absence, but if emergency or unforeseeable issues arise, students may inform the Associate Dean for Student Affairs and Admissions as soon as possible by email or through the Absence Request Form. Absence requests submitted more than 24 hours after the missed learning event without communication with the ADSAA will not be approved. All efforts should be made to not miss examinations, graded learning events, active learning sessions and laboratories.

### Reasons for absences that may be excused include:

1. Medical concerns (own or of dependents): *Any medical absence that requires a student to miss an exam or graded learning event will require a note from a physician stating the necessary days of absence.* Other medical absences may require a doctor's note upon request.
2. Bereavement: Bereavement days can be used for the loss of an immediate family member only. These days cannot be used for the loss of a pet. Please contact the ADSAA if you lose a close family member so that a plan can be made to accommodate family obligations.

3. Military service: Please submit requested days as far in advance as possible to allow for planning for this leave.
4. Presentation at a conference or official governance position at a conference. Conference attendance without formal responsibilities must be requested as a personal day, not as conference attendance. Conference attendance days must be requested >5 business days in advance.
5. Religious holiday/special observance. Religious holiday/special observance days must be requested >5 business days in advance.
6. Personal: Personal days are limited to four (4) days per semester for students in semesters one (1) and two (2) and two (2) days for students in semesters three (3) through six (6). These days are intended to be used for planned events such as weddings, graduations, conference attendance where the student is not presenting, etc. and *must be requested 5 business days prior to the absence.* These days are not intended for additional time to study for exams. If an emergency arises, please reach out to the ADSAA and personal days requested <5 days in advance may be approved on a case by case basis. Personal discretion days may not be used on the day prior to or the day after a university holiday or on LMU-CVM sponsored special events except with special permission from the ADSAA. Students should strive to avoid taking personal discretion absences during active learning sessions (labs, group work, case-based learning, etc). In courses under 3 credit hours, there may be no more than 2 events missed due to personal discretion absence. Half days used for personal days are not counted. Missing part of the day will still be counted as a full day of absence.

### Absences from Surgery Weeks (Semesters 5 & 6):

- No Personal Days allowed during surgery weeks.
- Significant Life Events:
  - Must notify Clinical Skills course directors before the semester begins.

### Absences from exams:

General Rule: Attendance is mandatory for all exams at scheduled exam times.

### Allowances:

- Maximum of 2 excused exam absences per semester
  - 1 of these may be a Personal Day as defined below

### Personal days:

#### Conditions:

- Must be for a significant life event (e.g., close family wedding, conference presentation).
- Must be requested more than 5 business days in advance.
- Cannot be used for:
  - Lab exams
  - Anatomy practical exams
  - Clinical Skills OSCEs
  - Professional Skills OSCEs

#### Illness on an exam day:

- Documentation: Doctor's note from in-person visit (telehealth notes not accepted).
- Submission:
  - Absence request: Before exam starts (via Student Services Canvas).
  - Doctor's note: Submitted within 24 hours of exam start time (email to ADSAA).
- Penalty: Late submission of either will result in a 10% deduction from all exams taken that day.

#### Exceeding allowed exam absences:

- Any additional exam absences (beyond the 2 allowed absences listed above) = 50% deduction on each missed exam.

#### Illness:

- Same documentation and submission requirements as for exams:
  - In-person doctor's note required (telehealth notes not accepted) and needs to be submitted to the ADSAA within 24 hours
  - Submit absence request via Student Services Canvas prior to the student's scheduled shift.
- Must communicate directly with Clinical Skills course directors to manage patient responsibilities.

## Clinical Year Attendance

**Attendance Requirements:** Attendance expectations is outlined in each course 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-CVM 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)**

6. 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-CVM 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-CVM 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.edu](mailto:LMUCVM.ClinicalRelations@LMU.net.edu)), 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.

## VMT Attendance

### LECTURE ATTENDANCE POLICY

The Veterinary Medical Technology Program adheres to LMU's undergraduate attendance policy:

To maximize the learning experience at LMU, students are expected to attend all classes. It is the student's responsibility to complete all course requirements even if a class is missed. The University understands that certain absences are unavoidable and recognizes the following as excused absences:

- Personal illness – health care provider validation typically required; chronic illnesses which may cause absences should be disclosed to the instructor (see course syllabus for specific guidelines)
- Death or critical illness in the family as defined in LMU Student Handbook (see Bereavement Policy)
- Jury duty
- Military duties
- Religious observances of a student's faith
- Participation in a university-sponsored activity – with official notification from university personnel

Faculty may require documentation for excused absences. Additional excused absences are determined at the discretion of the faculty member. Faculty members must

allow each student who is absent due to a reason recognized as an "excused absence" the opportunity to make up work missed without any reduction in the student's final course grade. The make-up work should be done in a timely manner, which is determined at the discretion of the faculty member as outlined in the course syllabus. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes, lies solely with the student. In the case of foreseeable absences, students are responsible for notifying the faculty member in advance of the absence. The desired notification method is determined by the faculty member and is outlined in the course syllabus. Failure of the student to notify faculty of an excused absence may result in the absence being considered unexcused, in which case the opportunity for make-up work could be lost. Neither the absence, nor the notification of the absence, relieves the student from course requirements. Misrepresenting the reason for a class absence to a faculty member is a violation of the University's academic integrity policy (which can be found in the LMU Undergraduate Catalog

In the case of illness or emergency, students shall have twenty-four (24) hours, after discharge from a medical facility, to present a medical excuse to receive and excused absence in the course. Medical excuses will not be accepted after the 24-hour window. An excused absence requires production of an authentic paper copy of a doctor's note or other verifiable evidence explaining the student's absence.

The LMU Athletics Division will provide official notification of excused absences directly to the instructor. It is also the student athlete's responsibility to notify the instructor of any absence PRIOR to the absence. For examinations (tests or quizzes) which conflict with excused athletic absences, the student-athlete must notify the instructor BEFORE the absence and reach an exact agreement on the time and date of the make-up exam/quiz. Major projects/papers/presentations affected by excused absences must also follow the make-up process as outlined above.

Online Classes – In the instance of a foreseeable absence that could impact online learning, students should make every effort to complete online assignments as regularly scheduled.

### LAB ATTENDANCE POLICY

The VMT Program is a professional program and regular, punctual lab attendance is expected and this responsibility rests upon the individual student. If a student is not able to attend a lab, the student is responsible to notify the

instructor ahead of time. Absence from a lab covering an AVMA CVTEA essential task or skill without an excused absence may result in failure of the course. Accumulation of two (2) or more lab absences may result in failure of the course.

### QUIZ / EXAM ATTENDANCE POLICY

Exams must be taken as scheduled. A valid written excuse (such as a physician's note) is required if a quiz or exam is missed. It is the responsibility of the student to make arrangements to take an alternate makeup exam as soon as possible. The format of the makeup exam is at the instructor's discretion and may differ significantly from the format of the original exam. For example, if the original exam was in "multiple-choice" format, the make-up may be in an essay format. Exams must be made up within 7 days after returning to school.

## Clinical Year

### Clinical Year Overview and Professional Expectations

The clinical year courses comprise supervised clinical experiences (rotations) intentionally structured to advance students' knowledge and skills within specific areas of veterinary medicine. These rotations provide students with the opportunity to assume increasing levels of clinical responsibility under the direct supervision of experienced veterinary professionals. Off-site clinical placements offer rich, real-world learning environments that promote active, experiential learning and serve as a vital bridge between pre-clinical instruction and the transition to clinical practice. Elective clinical rotations allow students to pursue educational experiences aligned with their individual career goals. The overarching objective of the clinical year is to support the development of competent, confident, and career-ready veterinary professionals who are prepared to enter the profession with the necessary entry-level skills.

Throughout the clinical year, all students are expected to uphold the highest standards of professionalism and integrity. Truthfulness in both academic and clinical settings is essential, and students are responsible for demonstrating honesty in all aspects of their conduct. Traits such as honesty and integrity are foundational to the veterinary profession and must be consistently embodied. Acts of academic dishonesty—including, but not limited to,

cheating, plagiarism, unauthorized use of resources during examinations, and falsification of attendance or examination records—are strictly prohibited. Students are required to adhere to the LMU-CVM Professional Conduct Code at all times during their clinical training. Violations of the Professional Conduct Code may result in disciplinary action, up to and including dismissal from the program.

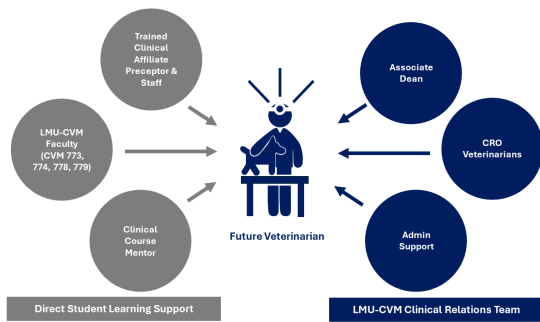
## Implementation of Curriculum

The LMU-CVM 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 Associate 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-CVM faculty members that are Course Mentors. The Course Mentors are veterinarians employed by LMU-CVM 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.



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

## Clinical Year Scheduling

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 fifth semester. 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 fifth semester for optimization. Students receive their schedules early in sixth semester. 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.

Students are encouraged to schedule elective clinical rotations in a variety of sites to further explore opportunities for graduate veterinarians, as well as to further build confidence in areas of professional interest. A list of pre-approved elective rotation sites is found in Medtrics™. If an elective rotation site is not pre-approved (i.e., not found in Medtrics™), the elective rotation site may be submitted by the student for approval within the guidelines and parameters established by the Clinical Relations and Outreach team.

## Miscellaneous Clinical Year Policies

**Liability coverage** for clinical activity is maintained by LMU-CVM for each LMU-CVM 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](mailto: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 CVM Student Services Organization in Medtrics™. Please contact the CRO office as soon as possible.

### Change Of Address

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-CVM with the approval to contact the student's emergency contact person by signing and returning the appropriate documentation.

## Assessment of DVM Students

### Assessment in the Clinical Year

Clinical rotations are assessed on a pass/fail basis. The specific skills and competencies evaluated during each rotation vary according to the defined objectives of the course. All grading policies and expectations related to individual rotations are detailed within the respective course syllabi.

In addition to pass/fail grades, student competency development is systematically tracked through rotation evaluations. The RIME framework is utilized to assess clinical competencies and progression. This model outlines four cognitive stages that reflect typical phases in clinical skill development: **R** – *Reporter* (Beginner), **I** – *Interpreter* (Advanced Beginner), **M** – *Manager* (Competent for stage of training), and **E** – *Educator* (Proficient). The RIME mnemonic provides a clear and consistent structure for both preceptors and students to gauge clinical performance (refer to course syllabi for further details on the application of the RIME framework).

As students advance through the clinical year, they are expected to demonstrate progressive development in clinical knowledge and performance. Accordingly, student evaluations on the RIME scale should reflect increasing competency in alignment with their stage of training.

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 interpret the data. Progress decisions will be informed by average competency score across all domains and within each domain.

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.

## Management of Academic Deficiencies

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### Academic Concern, Warning, and Probation for the DVM Program

#### DVM Academic Concern:

Any student whose performance is below 75% in one course during the semester will be placed in the academic concern category. If a student’s performance improves within four (4) weeks, then the student will be removed from the “academic concern” category for that semester.

To address the needs of the student:

1. Students will be required to meet with at least one of the following: their academic advisor, the Director of Academic Success, the Academic Success Specialist, and/or the Associate Dean of Student Affairs and Admissions.
2. The student will be provided with contacts for available course tutors and may schedule tutoring sessions if desired.
3. The student will be counseled to meet with the CVM Academic Success team to review successful study practices and behavior that can contribute to academic success.

Once the student improves their grades, they will no longer be required to meet with the Academic Success team. However, all students are encouraged to continue to meet with tutors and the CVM Academic Success team to help improve their outcomes.

### DVM Academic Warning:

Any student whose performance is below 75% during a semester in two courses or more courses will be placed in the academic warning category and 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: academic advisor, Program Director, Academic Success Specialist, Director of Academic Success, or the Associate Dean for Student Affairs and Admissions to review their plans on 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 CVM Academic Success team to review successful study practices and behavior that can contribute to academic success.
4. While on Academic Warning status, a student may take up to 1.5 credits hours of elective coursework. Careful consideration should be given when deciding to take additional coursework while in academic warning status. If the student's academic performance continues to remain below 75% in core courses, the student may be administratively removed from elective courses.

These procedures may be in place for the remainder of the applicable semester, regardless of future performance in the semester's course work. All attendance data and meeting records 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.

### DVM Academic Probation:

Academic probation encompasses the following situations:

1. Any DVM student who is recessed will be placed on academic probation for the first semester they return.
2. Any DVM student who fails a course will be placed on academic probation for the next semester and may appear before the Student Progress Committee.

3. Any DVM student with an overall average at or below 75% or an average at or below 75% in three or more classes from the previous semester will be placed on academic probation.
4. Any DVM student whose academic performance remains at or below 75% while on probation, will remain on probation for the subsequent semester(s).
5. Any student that took a leave of absence and was failing a course or at or below 75% in 3 or more courses at the time that they took the leave of absence will be on academic probation for the returning semester

### Requirements for a student on academic probation are:

1. Mandatory initial meeting with the Director of Academic Success, Academic Success Specialist, and/or the Associate Dean for Student Affairs and Admissions to create a success plan for academics, to be on file with the ADSAA.
  - This plan is made in collaboration with the academic success team and the student. The plan may include regularly scheduled meetings with the Academic success team, course director, counselors, tutors, and other programs or interventions as recommended.
2. Students may not hold any office in a student organization, corporate representative position, serve as an academic tutor or TA, nor attend local or national meetings that interfere with class attendance or exam preparation (studying) while on probation.
3. Students may participate in summer research but are restricted to no more ten (10) hours of research work during the semester.
4. Students on academic probation are not eligible to take elective courses.
5. Students who are on academic probation and do not fulfill the requirements outlined above may be required to remain on academic probation for the semester. This will be determined by the Academic Success team.

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

## Graduate Program Academic Probation Policy

Academic probation encompasses the following situations:

1. Any CVM graduate student who fails a course will be placed on academic probation for the next semester and may appear before the Student Progress Committee (SPC).
2. Any CVM graduate student with an overall average at or below 75% in three or more classes from the previous semester will be placed on academic probation.
3. Any CVM graduate student whose academic performance remains at or below their program's required cumulative GPA while on probation will remain on probation for the subsequent semester(s).
4. Any student that took a leave of absence and was failing a course or had less than 75% in 3 or more courses at the time that they took the leave of absence will be on academic probation for the returning semester.

#### Required Procedures for CVM Graduate Students on Academic Probation

1. Mandatory meeting with the course director of the course(s) with poor academic performance.
2. Mandatory initial meeting with a member of the CVM Academic Success team to create a success plan for academics to be on file with the Associate Dean for Student Affairs and Admissions (ADSAA).
  - This plan may include regularly scheduled meetings with the Academic Success team, counselors, tutors, and other programs or interventions as recommended.
3. Student participation in research is subject to approval. If approved, the student is restricted to no more than ten (10) hours of research work during the semester or forty (40) hours per week of research work during the summer.

These requirements are in place for the remainder of the applicable term, or until the [SPC](#) or [ADSAA](#) is satisfied the student is making satisfactory academic progress.

## VMT Academic Probation Policy

### **ACADEMIC PROBATION POLICY OF THE VMT PROGRAM:**

Students placed on probation in the VMT program will be required to sign a letter acknowledging their acceptance of the recommended conditions of academic probation and conditions within the letter set forth by the Program Director.

Requirements for a VMT student on academic probation may include:

Mandatory initial meeting with the Program Director and the probation counselor to create a success plan for academics, to be on file with the Program Director and probation counselor.

1. This plan may include regularly scheduled meetings with counselor, tutors, and other programs or interventions as recommended.
2. Mandatory meeting with the course instructor in the course(s) with poor academic performance
3. Students may not hold any office in a student organization or corporate representative position while on probation.

These requirements are in place for the remainder of the applicable term, or until the Program Director is satisfied the student is making satisfactory academic progress.

## Outcomes and Assessment Committee

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

## Procedures for Academic Deficiencies

### Student Progress Committee

The purpose of the Student Progress Committee (SPC) is to ensure that every graduate of LMU-CVM has the skills, knowledge, and judgment to assume the responsibilities of a veterinary professional. The SPC will monitor student progress academically and 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.

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 Thursday and/or 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.

Examples of failure to progress through a program, include, but are not limited to: students who failed a course, students who consistently score below 75% for final course grades, consistently receive negative comments on clinical rotations, failure to attain competency during clinical year, or students with any other academic issues.

The goal of meeting with the SPC 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-CVM. *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), 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-CVM. The Dean will inform the student of the Dean's decision within five (5) working days of receiving the committee's recommendation. The following are prohibited in all Committee meetings unless otherwise authorized in writing by the Associate Dean for Student Affairs and Admissions: (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 ADSAA, SPC, and/or the Professional Conduct Committee (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 or PCC process.

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

All PAs will be trained by the office of the ADSAA and other university resources to ensure adequate knowledge of the SPC and PCC processes. The PA must be a trained LMU-CVM 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 CVM disciplinary 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 academic, Ethics and Honor Code, and Patient Welfare Deficiency 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 SPC or PCC and the Appeals committee, a new PA will assist in the appeals process.

## Outcome for Graduate Student Academic Deficiencies

For CVM graduate students failing to progress satisfactorily through their degree program, the SPC shall recommend to the Dean of LMU-CVM one of the following actions:

1. Failure of one course within an academic year
  - The students may repeat the course.
  - The student may be dismissed.
2. Failure of two courses within an academic year
  - The students may repeat the courses.
  - The student may be dismissed.
3. Failure of three courses or more within an academic year
  - The students may repeat the courses at the Dean of LMU-CVM's discretion.
  - The student may be dismissed.
4. Failure of a previously failed course will result in dismissal.
5. Failure to achieve the required cumulative GPA at the end of the second consecutive probationary period
  - The student may be dismissed if it is determined to be numerically impossible to reach the required cumulative GPA for graduation, even with earning the highest possible grades in subsequent coursework.
6. The LMU-CVM Dean reserves the right to administratively withdraw (dismiss) a student at any time due to failure to progress through the curriculum.

The LMU-CVM Dean will provide official notification in such cases. The minimum required cumulative GPA for degree completion is 2.85 unless otherwise stated.

Any addendum to this policy is noted in the [LMU Graduate Catalog](#). Please also see [Dean's Actions](#) and [Right to Appeal](#).

#### Graduate Course Repetition Policy

Repeating a course will replace the previously earned grade for the cumulative calculation GPA 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. No course may be repeated more than once, and a student may repeat a maximum of two (2) courses in a degree program unless otherwise stated. Additional courses may be repeated at the LMU-CVM Dean's discretion. Any addendum to this policy is noted later in the [LMU Graduate Catalog](#).

## Outcome for DVM Student Academic Deficiencies in the Preclinical Years 1-3

**\*\*\*The following applies to LMU-CVM students starting in January 2023 (Class of 2027 Silver) and all future classes.\*\*\***

For students failing one or more courses during semesters 1 through 6, the SPC shall recommend to the Dean of LMU-CVM one of the following actions based on the number of courses with a failing grade:

1. Failure of one course within an academic year.
  - The student will remediate the deficiency under the supervision of the course director.
  - The student will be recessed.
  - The student will be dismissed.
2. Failure of two courses within an academic year.
  - The student will be recessed.
  - The student will be dismissed.
  - The student will remediate the deficiencies under the supervision of the course director(s).
3. Failure of three courses within an academic year.
  - The student will be recessed.

- The student will be dismissed.
4. Failure of more than 8 course credits in one semester may result in dismissal.
  5. Starting with the Silver Class of 2027, students who have three or [more](#) cumulative (since initial enrollment) failures in their preclinical semesters (1-6) may result in dismissal. Students in previous cohorts should refer to the prior policy below.
  6. Failure of a previously failed course will result in dismissal.
  7. A semester will only be repeated once.
  8. Failure of remediation shall count as an additional failure.
  9. Students must complete the entire curriculum within six (6) years of initial enrollment in LMU-CVM.
  10. The LMU-CVM 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.

Also see [Dean's Actions](#) and [Right to Appeal](#).

**\*\*\*Classes prior to the Class of 2027 Silver (Class of 2023, 2024, 2025, 2026) follow the prior direction below.\*\*\***

1. Student has one failure within an academic year - Students with a single failure will either be allowed to remediate the deficiency under the supervision of the course director OR be recessed.
2. Student has two failures within an academic year - Students with two failures will be recessed. However, students may be allowed to remediate if there is sufficient history of progression in the curriculum as determined by the Student Progress Committee and the Dean of LMU-CVM.
3. Student has three failures within an academic year - Students with three failures will be dismissed from the program. However, students with a total of 3 failures may be allowed to recess if there is sufficient history of progression in the curriculum as determined by the Student Progress Committee and the Dean of LMU-CVM.
4. Student has four or more failures within an academic year - Students with four or more failures will be dismissed from the program.
5. Five or more cumulative failures within the preclinical semesters of the curriculum will result in dismissal. Electives do not count toward this total.
6. The second failure of a previously failed course will result in dismissal.

7. A semester may only be repeated once unless the Student Progress Committee and the Dean of LMU CVM have determined that the student has made significant academic progress.
8. Failure of remediation will result in the student being recessed unless this constitutes the fifth cumulative failure, which results in dismissal.
9. Students must complete the CVM curriculum within the 6-year term from the initial LMU-CVM Program start date.
10. The Dean of LMU-CVM reserves the right to 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 grievous professional or ethical deficiencies.

## DVM Course Remediation

Remediation is designed to improve the student's understanding of the course content. Each course director designs remediation to ascertain that the student has reached a satisfactory level of competence in the required coursework. There is no set format for any course's remediation. Students who successfully remediate a course will be allowed to continue in the DVM curriculum. The highest grade that may be obtained in a remediated course is a "C". The transcript of the student will reflect the remediation with the original grade recorded: F/C (rem). The timing of the remediation will occur at the course director's discretion, but generally will occur during the summer between semesters. Remediation may occur between fall and spring semesters for select courses at the discretion of the course director. Students remediating after the end of 6<sup>th</sup> semester will be required to complete remediation prior to entering clinical rotations. Students who have remediated a course will be placed on Academic Probation for the semester following remediation (See [Academic Concern, Warning, and Probation for the DVM Program](#))

Students who fail the remediation of a course will be referred to SPC for evaluation of academic progress. Each course failed to remediate will be counted as an additional failed course in future academic decisions.

A remediation fee may be assessed to cover administrative functions.

## DVM 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 a cohort behind based on the recommendation of the SPC and upon mutual agreement of the student, the Dean, and the ADSAA. Students who are recessed may be

required to repeat the entire academic year or an academic semester. Students must pass all courses in repeated semesters, in order to maintain their knowledge and skills for further progression in the curriculum.

1. Students who are recessed will recess to the same color category that they were previously in (blue or silver). It is only possible for a student to switch color categories (silver to blue or vice versa) if the curriculum allows and at the discretion of the Dean.
2. Students who are recessed will be charged a reduced tuition fee (\$10,000) per repeated semester.
3. If a student fails a single course that the student had previously passed during a repeated semester, the student may remediate the course. The student will be placed on Academic Probation for the subsequent semester. If a student fails a course that the student had already passed and the student already had four cumulative failures, the student will be dismissed.
4. Repeated failure of a previously failed course will result in dismissal.
5. Two failures in previously passed courses during a repeated semester will result in dismissal.
6. Recessed students will be placed on Academic Probation for at least the first semester upon returning.
7. Students are required to complete the Student Separation Form that is sent by the ADSAA.
8. Notification of intent to continue in the program are the preceding June 30<sup>th</sup> for fall semester and October 31<sup>st</sup> for Spring semester.
9. See [Academic Grades, Rankings, Failures, Honors](#).
10. See [Interruption in Academic Program Progression](#)

## Dismissal or Withdrawal

The LMU-CVM 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-CVM complete the Student Separation Form. Failure to complete the Student Separation Form will result in the LMU-CVM withholding all records pertaining to the student's attendance. When the student completes all prescribed obligations, the LMU-CVM 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 ADSAA. If the student is being dismissed, the Dean will inform the ADSAA of the dismissal. Upon notification of the student leaving the program, the Office of Student Services

and Admissions will produce a memorandum stating the change in the student's status to be distributed to all LMU-CVM offices and to LMU-CVM course directors.

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

## Transitioning from Preclinical to Clinical Courses (AY 3 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 block 3 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 in clinical and professional skills during the third year (AY 3) by the Outcomes and Assessment Committee may be recommended for clinical-based remediation prior to starting the clinical year.

## Academic Deficiencies in the Clinical Year 4 of the DVM Program

Students who fail one or more rotation(s) or who have serious and/or egregious misbehavior shall meet with the Associate Dean of Clinical Relations & Outreach and the Associate Dean for Student Affairs and Admissions to discuss reasons for failure or the behavior. The first failure in the clinical year shall result in either remediation OR repetition of the rotation as determined by the Dean after consultation with the ADCRO and ADSAA. The decision regarding resolution of the first failure is final and not subject to appeal. A second failure will result in a referral to the Student Progress Committee (SPC) for further action. Those students with serious or egregious professional or ethical misbehavior will also be referred to the Ethics and Honor Code policy violation process. Meetings during a clinical year may occur via teleconference or in person. All rotations must be satisfactorily completed prior to graduation.

For students who appear before the SPC, the SPC shall recommend to the Dean one of the following actions:

1. The second failure in the clinical year may result in the repetition of the rotation or repetition of part or all the academic year.

2. The third failure in the clinical year may result in dismissal.
3. The second failure of a previously failed rotation will result in dismissal.
4. Failure of remediation will result in the student repeating the rotation unless this constitutes the third cumulative failure, which results in dismissal.
5. Serious and/or egregious misbehavior shall result in one of the following recommendations
  1. Remediation
  2. Repetition of rotation(s)
  3. Recession
  4. Dismissal from the LMU-CVM
6. Students must complete the CVM curriculum within the 6-year term from the initial CVM Program start date.

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

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

## The Dean's Actions

Upon receiving the SPC's recommendation the Dean of LMU-CVM 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, relevant Program Director or Course Director, and the Associate Dean for Student Affairs and Admissions will receive copies of the written notification within the same time frame. Course Directors will be notified for courses requiring remediation.

## Right to Appeal

A student wishing to appeal the LMU-CVM Dean's decision must submit a letter requesting an appeal to the Student Appeals Committee via email to [LMU-CVMAppealsCommittee@student.lmunet.edu](mailto:LMU-CVMAppealsCommittee@student.lmunet.edu) 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-CVM 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 Procedural Advocate, but not with witnesses or complainants. The decision of the committee will be forwarded in writing by the chair to the Dean of LMU-CVM. The Dean of LMU-CVM will forward it to the student by email or 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.

## Professional Conduct Code

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### LMU Code of Student Conduct

Please refer to the Railsplitter Community Standards Guide. You may access this Guide here <https://www.lmunet.edu/student-life/handbooks.php>.

### LMU-CVM Student Ethics & Honor Code

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

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

*Professionalism Requirements:*

In addition to all LMU required behavior, the LMU-CVM 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 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-CVM 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. A 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 veterinary student's responsibility to know and understand the applicable laws and regulations pertaining to the practice of veterinary medicine.
2. A student must be able to relate to instructors, classmates, staff, community, clients and their animals with honesty, compassion, empathy, integrity, and dedication.
3. A 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. A 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. A student must be able to understand and use the authority, special privileges, and trust inherent in the veterinary student-client relationship for the benefit of both the client and the patient and avoid behaviors that constitute misuse of this power.
6. A student must never compromise the 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. A 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. A 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. A student must be able to work collaboratively and flexibly as a professional team member.
10. A student must behave in a professional manner despite stressful work demands, changing environments and/or clinical uncertainties.

11. A student must have the capacity to modify behavior in response to constructive criticism.
12. A student must be open to examining personal attitudes, perceptions and stereotypes that may negatively impact patient care or interpersonal relationships.
13. A student must possess an intrinsic desire for excellence and be motivated to become an effective veterinary professional.
14. Because the veterinary medical profession is governed by ethical principles and bylaws, a veterinary 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

### LMU-CVM Professional Conduct Policy

Students at LMU-CVM are expected to uphold the values and responsibilities of the veterinary profession at all times. This includes demonstrating respect, integrity, and accountability in both academic and clinical environments. Failure to comply with the standards outlined in this policy may result in disciplinary action, including dismissal from the program.

As members of the veterinary profession in training, students at the Lincoln Memorial University College of Veterinary Medicine (LMU-CVM) are held to the highest standards of ethical and professional behavior. In addition to all university policies, LMU-CVM students are expected to demonstrate the personal and professional attributes that support the welfare of animals, the trust of clients, and the integrity of the profession. While academic achievement is critical, non-academic characteristics such as compassion, maturity, integrity, and professionalism are equally essential.

### Core Professional Expectations

Students must:

1. **Adhere to Legal and Ethical Standards**
  - Never perform any action that may be construed as the practice of veterinary medicine except under the laws of the applicable jurisdiction and only under the supervision of a licensed veterinarian.

- Understand and comply with all laws and regulations relevant to the veterinary profession.
  - Have the capacity to understand and abide by ethical principles and bylaws that govern the profession.
2. **Demonstrate Respect and Professionalism in Relationships**
    - Relate to faculty, staff, classmates, clients, and their animals with honesty, compassion, empathy, integrity, and dedication.
    - Avoid allowing personal beliefs, including religion, disability, ethnicity, gender, sexual orientation, politics, or social standing, to affect professional relationships.
    - Respect the diversity of opinions and backgrounds in academic and clinical environments.
  3. **Treat All Animals Humanely and Equitably**
    - Provide appropriate care to all patients regardless of species or personal preference (e.g., withholding care due to a dislike of a specific animal type is unacceptable).
    - Prioritize the well-being of animals entrusted to your care, regardless of competing personal interests or schedules.
    - Maintain patient, client, and site confidentiality at all times.
  4. **Use Professional Authority Responsibly**
    - Understand the authority and trust placed in the veterinary student role and avoid any misuse of this power in clinical or interpersonal situations.
    - Communicate and act in a manner that reflects professional responsibility and ethical intent, both on and off campus.
  5. **Demonstrate Sound Judgment and Maturity**
    - Fully utilize intellectual ability, complete responsibilities in a timely and accurate manner, and respond constructively to feedback.
    - Exhibit maturity and adaptability, especially in unfamiliar, high-pressure, or cross-cultural environments.
    - Remain professional during stress, uncertainty, or changing circumstances.
  6. **Engage in Collaborative Professional Practice**
    - Work flexibly and respectfully as part of a veterinary healthcare team.
    - Make efficient use of others' time and express disagreement respectfully and privately.
    - Use appropriate titles (e.g., "Dr. Smith," "Ms. Jones") when addressing faculty and staff unless instructed otherwise.
  7. **Uphold Academic and Professional Integrity**

- Avoid all forms of dishonesty, including cheating, plagiarism, use of unauthorized materials, or falsifying records.
- Never submit fraudulent medical records or certificates, betray a client's confidence, or commit acts of animal cruelty through action or inaction.

**8. Practice Appropriate Communication in Clinical Settings**

- Do not express concerns about diagnosis, treatment, or care in front of clients; instead, discuss such matters privately with the supervising veterinarian.
- Use Course Mentors to clarify or reflect on clinical decisions made by affiliate clinicians for educational purposes.

**9. Maintain Accurate and Confidential Documentation**

- Ensure medical records are legible, truthful, complete, and based on firsthand knowledge.
- Do not share patient or client information with individuals not directly involved in care or instruction.

**10. Respect Personal Values While Meeting Professional Obligations**

- Uphold personal ethics while recognizing professional responsibilities may occasionally conflict with personal beliefs.
- Communicate proactively when such conflicts arise.

## Respect for Laws, Policies and Regulations

Students are required to comply with all university, clinical site, local, state, and federal policies and regulations. Legal matters outside the academic environment remain under the jurisdiction of appropriate civil authorities and may result in university or program-level consequences.

## Substance Abuse

Substance abuse is strictly prohibited.

- Students must not attend any class, laboratory, or clinical activity under the influence of alcohol or drugs.
- The unlawful possession, use, or distribution of controlled substances is prohibited on campus and at all affiliated clinical sites.
- Students may be subject to random drug testing without notice.
- Violations will result in disciplinary action, up to and including dismissal.

- Students experiencing issues with substance use are encouraged to seek support through LMU Counseling Services.

## Professional Appearance and Attire

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

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

Students who come to school dressed unprofessionally will be asked to leave campus, change clothes, and return in appropriate attire. Any absence from class or an exam because of the student's lack of judgment will be considered an unexcused absence. Points may also be deducted from Professional Life Skills courses or individual courses per the syllabus at the discretion of faculty or administration. The dress code is enforced between the hours of 7:30 am-4:30 pm on Monday through Friday or as specifically requested by the Office of Student Services and Admission via the ADSAA. Specific dress code elements may be superceded 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 at DVTC 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. If wearing a skirt or dress, it must be no shorter than three finger widths above the knee. The style of dress or skirt must be appropriate for class (e.g., no formal wear).

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

**Footwear:** Must be clean and in good repair and appropriate for the professional or educational activity.

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

**Undergarments:** Should not be visible.

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

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

**Cosmetics:** If worn, makeup should be professional.

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

**Laboratory Courses:** Courses with a laboratory component, such as Veterinary Anatomy, Clinical Skills, and Professional Life Skills, will require that students dress as directed for these courses. Please see below.

Required Attire for Clinical Skills Laboratories					
Location	Clinical Skills Lab	Small Animal Prep Room	Small Animal Surgery	Equine Stables & Equine Teaching Center	Bovine Teaching Center
Footwear	Closed-toe shoes	Clean closed-toe shoes	Dedicated clean closed-toe shoes or shoe covers	Closed-toed shoes, leather or rubber, NOT athletic shoes	Rubber boots that extend at least mid-calf
Clothing	Professional clothing or scrubs	Professional clothing or scrubs	Clean "surgery" 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 A
Pen	Pen, stethoscope, thermometer, pen light	Pen, stethoscope, thermometer, pen light	Pen, stethoscope, thermometer, pen light	Pen, stethoscope, thermometer, pen light	Pen, stetho thermometer, light, clip calculator, scissors, h

## Relaxed Dress Code Guidance

Under certain circumstances, as determined by the LMU-CVM 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 you will be expected to be in professional attire 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 Year

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 doctors be neatly dressed and properly groomed. Students participating in the LMU-CVM 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-CVM 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 CVM 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.

## Radiology Badges

DVM and VMT students will be assigned radiology badges that are to be worn while acquiring radiographic images. These badges are monitored via a third party vendor to monitor student radiation exposure levels periodically throughout the year. More information on Radiation Safety and documentation on radiology badges is provided in the resources folder on Medtrics™. The cost of replacement of lost badges is the responsibility of the student and it will be assessed at current market value. Grades will be withheld until payment is made. Failure of students to provide regular monitoring of their radiation exposure as required, may result in the student being removed from the program.

## Professional Communication Electronic Mail Policy

All LMU students in the LMU-CVM programs will utilize their LMU.net.edu e-mail address for communication within the college and university. 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 on a *daily* basis. During clinical year, 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 and learning management system announcements (e.g. Canvas or Medtrics) may result in missing important information and may result in receiving incomplete or failing grades for a course.

Students should subscribe to and monitor Canvas notifications.

## 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 X (formerly Twitter), but other applications are applicable. Any communications about course notifications or information should be through official LMU email or the learning management system.

The LMU-CVM recognizes the major advantages of social networking sites. Not only do they connect students quickly and widely, they also provide valuable exchanges of information and the ability to comment, to critique and to carry on dialogue. 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 use 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-CVM animals should ever be posted on social media. Failure to follow this policy will be considered a violation of the Professional Conduct Code.*

## Photo Policy

Photography or any use of recording devices (e.g., film or digital cameras, camera phones, sound recorders) is strictly prohibited in animal use areas, clinical skill laboratories, and the anatomy laboratory, unless specifically approved by the LMU-CVM. This includes any and all animals or patients at or owned by LMU-CVM. Failure to follow this policy will be considered a violation of the Professional Conduct 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.

## Patient Care Guidelines

### Patient Welfare Deficiency Policy

The faculty of the LMU-CVM programs work hard to ensure ample hands-on experience for students using live animals. Students have a responsibility to provide daily enrichment, feedings, medical, and any additional care to the live animals we house within our college. To ensure the optimal respect, care, and health of these animals we have developed Patient Care Guidelines to hold each student accountable during their time at LMU-CVM. The Patient Care Guidelines are made available to students at the beginning of each semester that outlines what constitutes expectations of care and patient neglect. If a student does not properly care for their patient, a patient welfare deficiency will be recorded.

Welfare deficiencies will be documented as part of a points system. If a student accumulates >2 points in a semester, they will meet with the Professional Conduct Committee.

All Patient Welfare Deficiencies will be documented in writing. Depending on the number and severity of these deficiencies, the student will be required to meet with any or all of the following LMU representatives:

- The Clinical Skills Course Directors and/or the Attending Veterinarian
- The Professional Conduct Committee

The following are examples of potential level 1-4 patient welfare deficiencies: .

### Level 1 Animal Patient Welfare Deficiency:

- Failure to notify Animal Care Supervisor and kennel team at

least 30 mins prior to tardy or absence from a shift

- Incomplete/missing information on charting (ex: Instinct, vet checks)
- Charting must be completed within 30 minutes of the end of the kennel shift
  - Failure to:

Work cooperatively as a team member

Focus on patient during the shift (e.g. on cell phone during shift)

Approve shift exchange by Animal Care Staff or CVM Faculty

Complete animal care duties

Complete all charting (patient and cleaning)

Each Level 1 deficiency will be considered as 1 point towards the outcomes described in section 6 of this document.

### **Level 2 Animal Patient Welfare Deficiency:**

Failure to:

- Provide and ensure proper care and daily needs of an animal. This includes but is not limited to proper medication administration, feeding, ensuring hygiene of kennel facility, enrichment etc.
- Promptly report a sick, injured or aggressive animal to Animal Care Supervisor
- Use appropriate mechanical restraint (harness fit, muzzles, closure of kennel door, etc.)
- Place both required leads (slip lead and harness) for walking the dog.
- Place the additional clip on the [kennel](#) door.

Each Level 2 charge will be considered as 2 points toward any of the outcomes described in section 6 of this document.

### **Level 4 Animal Patient Welfare Deficiency:**

- Abuse, such as physically striking, rough handling, or tormenting a caged animal, in any way or endangering the animal's life
- Fabrication of any aspect of kennel care including medical records

Each Level 4 charge will be considered as 4 points and require a meeting with the Professional Conduct Committee (see PCC).

By enrolling in a DVM or VMT program, the student agrees to all conditions stated in the Patient Care Guidelines.

## **Academic Integrity**

Students are responsible for ethical conduct and integrity in all scholastic and clinical work. As future veterinary health care professionals, we students recognize that we are obligated to develop our veterinary knowledge and skills to the best of our ability, realizing that the health of the patient is dependent upon our competence. We will work together as a team to utilize all available resources.

It is the aim of the faculty of LMU-CVM to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his/her own work that

he/she has not honestly performed is regarded by the faculty and administration as a very serious offense and renders the offender liable for severe consequences and possible dismissal.

## **Cheating**

Dishonesty of any kind on examinations or written assignments, unauthorized possession of examination questions, the use of unauthorized notes (either written or electronic) during an examination, obtaining information during an examination from another veterinary student, assisting others to cheat, altering grade records, or illegally entering an office are instances of cheating. Cell phones, smart phones, and smart watches are not permitted during examinations. A student who is found to have a cell phone or smart device on their person during an examination will receive a zero for that examination and will be subject to dismissal.

## **Plagiarism**

Offering the work of another as one's own without proper acknowledgment is plagiarism; therefore, any veterinary student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, or other reference works, or from the themes, reports, or other writings of a fellow veterinary student has committed plagiarism. In addition, submitting someone else's work as one's own or submitting one's work for multiple courses is considered plagiarism or self-plagiarism, respectively.

## **Guidelines for the Use of Artificial Intelligence (AI)**

LMU provides specific guidance for the use of generative AI to ensure it is used appropriately as a tool for learning rather than a means for academic dishonesty. The "Generative AI Prompt Guide" outlines the following responsibilities:

- **Disclosure:** Students and faculty should disclose the use of AI in their work. Citation guidelines from APA, Grammarly, and MLA are recommended for proper attribution.
- **AI as a Starting Point:** AI-generated content should be used as a starting point, not as a final product. The final work must reflect personal understanding and knowledge.
- **Fact-Checking and Accuracy:** All AI-generated output must be fact-checked for accuracy, relevancy, and suitability using reputable academic sources. It is not to be used verbatim.

- **Privacy and Security:** Users are instructed not to input sensitive or confidential information into AI tools.
- **Prohibition of Misrepresentation:** The "Acceptable Use of Information Services Resources" policy explicitly forbids using AI as a tool for electronic meetings to falsely represent one's presence. It also explicitly forbids misrepresenting identities "with actions such as IP address 'spoofing,' email address falsification, or social engineering (<https://www.lmunet.edu/information-services/documents/Acceptable-Use-of-Information-Technology-Resources.pdf>.)

## Stealing

Students will not take temporary or permanent possession of LMU-CVM or clinical affiliate property without the organization's express written permission. This includes, but is not limited to, hospital surgical attire, books, food, etc.

## Technology

Personal electronic communication devices should be turned off or turned to vibrate in clinical and laboratory settings unless prior permission has been obtained from the clinical affiliate. "Acceptable Use of Information Services Resources" policy prohibits activities that could compromise academic integrity, such as sharing access codes or passwords, misrepresenting one's identity, and engaging in copyright infringement (<https://www.lmunet.edu/information-services/documents/Acceptable-Use-of-Information-Technology-Resources.pdf>).

## Examinations

As students:

1. Must demonstrate honor and integrity during examinations.
2. Understand that examinations are meant to reflect individual achievement. Cheating during examinations is unethical and is defined as doing any of the following without authorization:
  - Looking at the answers written by another student during an examination.
  - Communicating with another student about topics that might help to answer a question during an examination. This communication includes receiving information regarding test answers, questions, or other specific test content from any student who has already

taken the examination or supplying same to any student who has not already taken the examination.

- Referring to notes or textual matter during an examination.
  - Violating any other policy of examinations.
3. During examinations, students have an obligation to maintain a non-disruptive atmosphere.
  4. Will not to communicate specific information regarding an examination to a classmate who has not yet completed that examination during that academic year.

## Other Academic Work

1. In deference to the scientists, researchers, and clinicians who have shared their knowledge and experience for the betterment of our learning, students have a responsibility to not disclose the work of others without their expressed permission, nor to cite their work without giving proper credit.
2. During the pre-clinical and clinical education, students will be provided with material that includes clinical cases that will aid in the clinical immersion learning process. Students will protect and preserve the confidentiality of these resources so that they may be used by future peers and classmates.

## 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 ADSAA. 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).

## Sexual and Other Discriminatory Harassments

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

To make a report, please contact:

Rebekah Webb, [Title IX Coordinator & Institutional Compliance Officer](#)

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

Office: 423.869.6315

[Rebekah.webb@lmunet.edu](mailto:Rebekah.webb@lmunet.edu) or [titleix@LMU.net](mailto:titleix@LMU.net)

An online reporting form is available at <https://cm.maxient.com/>

[reportingform.php?LincolnMemorialUniv&layout id=50](#).

For more information about resources available on and off campus, and to view the harassment, discrimination, and sexual misconduct policies, visit <http://www.lmunet.edu/titleix>.

## Violation of the Professional Conduct Code

## Violation of the Professional Conduct Code

Actions not in accordance with the aforementioned policies constitute a violation of the Professional Conduct Code. Any time period described in the Code may be extended for good cause at the discretion of the LMU-CVM Dean or ADSAA. Any meeting or hearing described in the below may be rescheduled for good cause at the discretion of the LMU-CVM Dean or ADSAA.

## Reporting Professional Conduct Code Violations

A case of a suspected violation or an unresolved situation may be brought to the ADSAA 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 Professional Conduct Code Violation form available in the CVM Student Services Canvas Organization. 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 ADSAA. If the complaint is *anonymous and unsigned*, an investigation of the allegations shall be conducted by the ADSAA or the ADSAA's designee. Based on the findings of the investigation, further action may be taken by the ADSAA 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.

Records are to be kept at each level of the process. All records will be kept on file that is maintained by the ADSAA.

## Investigation of Professional Conduct Code Violations

### Preliminary Meeting for Professional Conduct Violations

In the event that either mediation of a personal grievance did not reach resolution and or the violation was not a personal grievance, a preliminary meeting will be held. The preliminary meeting will be informational and investigative in nature. The ADSAA will discuss with the student the accusations and the student's options. The student will be given the Professional Conduct 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 ADSAA will decide if the matter will be resolved either by the ADSAA with an administrative decision or referred to the Professional Conduct Committee (PCC) for resolution at the discretion of the ADSAA. The student has two (2) working days to notify the ADSAA 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 investigated further by the ADSAA or individual designated by the ADSAA. 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. If enough evidence of a violation is found, the ADSAA will have five (5) working days to inform the PCC of the violation(s) and they will schedule a meeting with the student.
3. At the discretion of the ADSAA, this meeting can serve as an educational and/or professionalism discussion and the charge form does not need to be signed. It will be noted in writing by the ADSAA if the charge form does not need to be signed by the student.

### Professional Conduct Committee (PCC)

Professional Conduct Committee:

The purpose of the Professional Conduct Committee (PCC) is to ensure that graduates of any of the programs within the LMU-CVM have the skills and judgement to assume the responsibilities of a veterinary professional.

A student will meet with the PCC for the following reasons:

1. They were accused of a Professional Conduct Code violation and either the student did not accept responsibility for any/all violations or the ADSAA referred the case to the PCC for resolution
2. Significant professionalism issues that have not been resolved with mediated conversations
3. Patient Welfare Deficiencies during patient care have accumulated to 3 or more points in a semester

The goal of a meeting with the Professional Conduct Committee is to gain insight into the situation so that the committee can make an informed recommendation to the Dean of LMU-CVM. The committee's recommendation will be based on the individual situation and the severity of the violation.

### Procedure:

Once the student has been notified that they will be meeting with the PCC, the meeting will be scheduled within five (5) business days. The PCC meeting will include: three (3) voting members from the committee, the committee chair, an ex officio member and the recording secretary. During the meeting, the student will have an opportunity to discuss the situation and any justification for their actions. *The student should plan to come prepared for this meeting with proposed actions or steps to correct this situation.* Meetings with the PCC may be in person or via video conferencing. During the meeting with the PCC, the student is permitted to bring notes on paper, but any backpacks, bags or electronic devices should be left outside the room. The student is allowed to bring a Procedural Advocate (PA) into the meeting, but can not bring anyone else including legal counsel or other uninvited individuals. The description of the role of the procedural advocate can be found in [Procedures for Academic Deficiencies](#).

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 private conference with only the members (voting and non-voting, including the ex officio and the recording secretary) in attendance. The voting members of the committee will make their recommendation to the Dean 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 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 communicate to either reaffirm its position or reach a new recommendation (again only requiring a majority of votes) on an alternative recommendation.

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

### Patient Welfare Deficiency Procedures

If a student accrues two (2) or more patient welfare deficiency points in a semester, then they may have a mediated discussion with the LMU-CVM Clinical Skills Course Directors or the Attending Veterinarian, which they may involve additional staff or faculty members involved with the situation. During that meeting, the student should be prepared to discuss the patient care deficiencies and how they will prevent additional deficiencies from occurring in the future. The Clinical Skills Course Directors or the Attending Veterinarian may determine that the situation is resolved after this meeting or may require an administrative decision.

If a student accrues three (3) or more patient care deficiency points in a semester, then the student will meet with either the LMU-CVM Clinical Skills Course Directors or the Attending Veterinarian to discuss the situation. The Course Directors or Attending Veterinarian may choose to send that to the Professional Conduct Committee (PCC) for further consideration or it may be resolved with an administrative decision.

### Resolution of Professional Conduct Code Violations

If the PCC does not find the student responsible for professional conduct or patient care violation, then they may recommend no further action.

If the PCC finds that the student is responsible for either Professional Conduct Code violation or a Patient Welfare Deficiency, then sanctions will be recommended. All disciplinary decisions are based on the nature of the specific behavior and the degree of the violation.

The Dean of LMU-CVM will have five (5) working days upon receiving the recommendation for a resolution from the ADSAA or PCC to make the final decision. Decisions are reported electronically to the student, with copies sent to the Chair of the PCC and ADSAA.

## Resolution of Professional Conduct Code Violations

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The Dean of LMU-CVM will have five (5) working days upon receiving the recommendation for a resolution from the ADSAA or PCC to make the final decision. Decisions are reported electronically to the student, with copies sent to the Chair of the PCC and ADSAA. Possible decisions for Professional Conduct Code Violations:

### **Professionalism Remediation**

If a student accepts responsibility for a violation of the Professional Conduct Code, a tailored remediation plan will be implemented as part of Professional Remediation. Additionally, the Professional Conduct Committee (PCC) may recommend Professional Remediation as a sanction for a Professional Conduct Code Violation.

### **Mediation**

Grievances of a personal nature that violate the Professional Conduct Code, may be addressed through mediation facilitated by the ADSAA between the two parties. If mediation does not reach a resolution through the ADSAA, the process will progress as outlined in Ethical and Honor Code Violation Procedures.

### **Developmental Sanctions**

Successful completion of developmental sanctions within the specified period of time will be required to continue enrollment at LMU-CVM. The following are examples of developmental sanctions that may be imposed in lieu of or in addition to an administrative sanction:

1. An educational activity or training
2. Loss or restriction of privilege
3. Mandatory education and training related to the student's violation
4. Community service hours (animal shelter, food bank, etc)
5. Volunteer work for the college (cleaning kennels, providing orientations, etc)

6. And/or any other sanction deemed necessary and proper

### **Probation**

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

1. Student will be required to meet with the ADSAA on a regularly scheduled basis, at their discretion, to review compliance with the policy and procedures of the Professional Conduct Code.
2. To take advantage of opportunities offered through counselors, tutors, and other programs for development.
3. Not hold any office in a student organization, tutor or TA, nor attend local or national meetings that interfere with class attendance or exam preparation (studying) while on probation.

### **Suspension**

Suspension is defined as the immediate removal from the student's class. This immediate removal may be 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-CVM program.

### **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-CVM Dean.

### **Dismissal**

The Dean of LMU-CVM reserves the right to dismiss a student at any time for grievous professional or ethical deficiencies.

## **Right to Appeal**

A student wishing to appeal the LMU-CVM Dean's decision must submit a letter requesting an appeal to the Student Appeals Committee via email to [LMU-CVMAppealsCommittee@student.lmunet.edu](mailto:LMU-CVMAppealsCommittee@student.lmunet.edu) 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-CVM 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 Procedural Advocate, but not with witnesses or complainants. The decision of the committee will be forwarded in writing by the chair to the Dean of LMU-CVM. The Dean of LMU-CVM will forward it to the student by email or 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.

## **Student Organizations**

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### **Student Government Association**

The LMU-CVM Student Government Association (SGA) is the official voice for CVM students. The LMU-CVM SGA is open to all veterinary, veterinary medical technology, and graduate students at LMU-CVM 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-CVM students. The LMU-CVM Office of Student Affairs and Admissions is responsible for providing support for these associations or organizations. Every student organization is required to have a faculty advisor. The advisor for SGA is the Associate Dean for Student Affairs and Admissions.

## Student Chapter of the American Veterinary Medical Association

The LMU Student Chapter of the American Veterinary Medical Association (SAVMA) is the organization that represents the student body to the national professional organization. It is responsible for dispersing 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

Students are encouraged to develop, organize, and participate in student associations and government organizations. The LMU-CVM Office of Student Affairs and Admissions is responsible for providing support for these associations or organizations. The LMU-CVM 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

Students are encouraged to develop, organize, and participate in student associations and government organizations. However, students may not hold more than two elected positions at the same time. Elections for offices are held in accordance with the SGA and SAVMA by-laws. The LMU-CVM Office of Student Affairs is responsible for providing support for these associations or organizations. The LMU-CVM Student Chapter of the American Veterinary Medical Association (SAVMA) is the coordinating body for student organizations. In an effort to encourage a formal, organized system of student activities, the LMU-CVM 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-

CVM. Student organizations must secure registration forms from the Office of Student Affairs and be approved according to SAVMA by-laws. In addition, the student organization must obtain an LMU-CVM advisor in order to take advantage of the privileges accorded to registered LMU-CVM student organizations.

## Annual Requirements

Once student organizations receive official recognition, the organizations must retain LMU-CVM 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 LMU policies and procedures;
6. Contribution to and support of the philosophy and mission of LMU;
7. Completion of successful semester evaluation;
8. Completion of all necessary forms (available in the Office of Student Affairs)

## Student Organization Disciplinary Policies

Any student organization that does not follow LMU-CVM policies and procedures may be placed on probation or may be suspended by the ADSAA. Club probation may include (but is not limited to):

1. Cancellation of planned meetings or events for a specified amount of time
2. Prevention of utilizing speakers for a specified amount of time

If a club continues to violate policies while on probation, then the club may be suspended for the rest of the academic year or for a length of time as determined by the ADSAA. This means that all club activities stop immediately, including fundraising, meetings, social activities and other events.

## Student Sponsored Events

Any on-campus or off-campus event conducted by a student organization must be approved by the ADSAA 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 Services and Admissions.

## Merchandise and LMU-CVM Logo Policy

All LMU-CVM 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-CVM Director of Student Affairs. Any LMU-CVM 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 Services and Admissions to represent LMU-CVM. Their primary role will be to assist with admissions and recruiting efforts. 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 Services and Admissions.

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. 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-CVM 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-CVM students or organize events on campus without the permission of the LMU-CVM 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-CVM 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:

The Associate Dean for Student Affairs and Admissions oversees all aspects of the Industry Partners program with the assistance of the Office of Student Affairs.

The LMU-CVM Office of Student Affairs and Admissions manages all the reporting and forms necessary to authorize the Approved Industry Partner/Student Representative relationship. Such responsibilities specifically include receiving event forms for on- and off-campus events by Industry Partners, organized by the Student Representative, to be placed on the student activities calendar.

The Site Veterinarian shall approve and arrange prescription product distribution, organized by Student Representatives.

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

### Standards:

#### *Annual Renewal of Industry Partner Registration*

Industry Partners will file the Industry Partner Registration Form by September 1 of each year with the LMU-CVM Office of Student Affairs and Admissions. 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-CVM clinical year students in their practices. If the Industry Partner is not an LMU-CVM Approved Clinical Affiliate, please contact the Clinical Relations and Outreach department at [LMUCVM.ClinicalRelations@LMU.net](mailto:LMUCVM.ClinicalRelations@LMU.net) 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-CVM social media sites.

#### *Industry Partners*

If an Industry Partner fails to follow this policy, the ADSAA and LMU-CVM Dean (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-CVM students for the remainder of the semester and the following semester. Future re-admittance into the LMU-CVM Industry Partners program will then be up to the discretion of the ADSAA and CVM Dean.

#### *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 ADSAA. If during probation there is

another violation, the ADSAA 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 ADSAA, there can be a meeting of the Industry Partner supervisor, the Student Representative, and the ADSAA 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 CVM. Interviews and selection of a student as a representative must be approved by the Associate Dean for Student Affairs and Admissions prior to establishing an association with the student. The Industry Partner will work with the ADSAA/OSAA to ensure that all eligible students are made aware of the job opportunity and student applicants are in good standing with the college (not on academic probation and no conduct violations). Students must maintain good standing to retain their position as a student representative.

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. LMU-CVM sites (CVM building and DeBusk Veterinary Teaching Center) 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 Medical Director of the DeBusk Veterinary Teaching Center.

#### *Off-Campus Events with Industry Partners*

Industry Partners may organize, through their Student Representative, one off-campus event per year with no educational requirement to provide casual engagement of students. These events are not sponsored, hosted, or organized by either LMU or LMU-CVM, 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 CVM OSAA 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 OSAA. 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 OSAA to complete other required event planning forms. The event planning process is outlined on Canvas Organization or upon request from OSAA. Requests will not be accepted from the Industry Partner directly. Industry Partners and Student Representative must adhere to all LMU and LMU-CVM policies.

#### *Relation to Other LMU-CVM 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 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-CVM 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-CVM administration, and the LMU-CVM 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-CVM 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 to report student workload, perception of the experience, a synopsis of activities, and attendance for the semester.

## Other CVM Policies

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### Missing Persons Policy

In the event of a suspected missing person, the CVM will follow the University Missing Person Policy. The University's Missing Person Policy can be found here: <https://www.lmunet.edu/campus-police-andsecurity/documents/MissingPerson.pdf>. Students should answer any phone calls from the offices of the Dean and the CVM Associate Dean of Student Services and Admissions.

### Service Animal Policy

Policy for Service Animals at LMU-CVM

#### Purpose:

The purpose of this policy is to provide clarity surrounding access of service animals for faculty, staff and students at the Richard A Gillespie College of Veterinary Medicine, Lincoln Memorial University (LMU-CVM). This policy applies to both the College of Veterinary Medicine (CVM) building in Harrogate, TN, and the DeBusk Veterinary Teaching Center (DVTC) in Ewing, VA, but does not supersede any policies at Lincoln Memorial University or state or federal laws surrounding the use of service animals. This policy does not apply to any animals used for teaching or personal pets of faculty, staff or students.

#### Definitions:

**ADA:** Americans with Disabilities Act

**Allowed Areas:** Under the ADA, service animals are permitted anywhere in the facilities where the public is allowed to go. For the purposes of LMU-CVM, this includes classrooms, study spaces and lobbies for all buildings. For safety reasons, the service animal is not permitted in animal use areas.

**Guardian/handler:** Person with a disability that is responsible for the actions and care of the service animal while on LMU-CVM property.

**Service Animal:** A service animal is a dog (or possibly a miniature horse) that has been trained to do work or

perform tasks for people with disabilities. Service animals are not required to wear vests and documentation that the animal is registered as a service dog is not required.

**Under Control:** A service animal must be under control of its handler. According to the ADA, **service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks.** In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

**University:** Lincoln Memorial University

#### Policy Statement:

The Richard A. Gillespie College of Veterinary Medicine (LMU-CVM) welcomes the presence of service animals in both the Harrogate and DVTC sites. Service animals are welcome in all allowed areas as long as the animal is under control, is housebroken, is vaccinated against rabies, and does not engage in disruptive behavior that the handler is not able to control, such as excessive barking or whining that disrupts the ability of others to work or learn.

Student(s) or visitor(s) bringing a service dog to campus should work with the Associate Dean of Student Affairs and Admissions (ADSAA) to ensure appropriate access and support. LMU employees bringing the service animal to campus should work with the Humans Resources department.

Service animals are permitted in all public spaces on campus where the handler is permitted to be which includes, but is not limited to, classrooms, study spaces, student lounge areas and lobbies at both CVM and DVTC facilities. There are certain areas where, for the safety of the animal's handler, the service animal, other people and/or animals under the care or control of LMU-CVM, the service animal will not be permitted unless specific authorization is granted by the Dean of the College of Veterinary Medicine. Those areas include:

1. Research laboratories and research animal spaces;
2. Teaching laboratory spaces: This includes microscopy labs, anatomy labs, clinical skills laboratory spaces, the Bovine Teaching Center (BTC), the Equine Teaching Center (ETC) and the Stables;
3. Any location at the DVTC where teaching animals are located or housed. This includes the pasture areas and lanes for large animals and adjacent to the pasture fences where these animals might feel threatened, kennel spaces in both the Small Animal Clinical Skills building and Veterinary Education and

Technology (VET) building, back hallways during patient work-up, isolation facilities, outdoor dog runs, recovery rooms and feline kennels;

4. Surgical prep areas and the surgical suites in both the Small Animal Clinical Skills and VET buildings;
5. Mechanical rooms or closets; and
6. Areas where there is danger to the service animal.

Access to any restricted areas must be granted on a case-by-case basis by the Dean of the College of Veterinary Medicine. These access needs must be requested in advance and will be approved only in writing.

People who use service animals are provided equal access to educational opportunities as other people. When the person requiring the service dog needs to enter these restricted spaces, the LMU-CVM will provide a temporary space for the dog to be safely housed. It is expected that the handler will provide a kennel that will keep the dog contained and will provide all necessary care and support for that animal. Employees at the LMU-CVM are not responsible for the care of the service animal when not directly with the handler.

Faculty and staff should not ask about the nature of a student's disability, or the animal's training, and should refer any questions or concerns to Associate Dean of Student Affairs and Admissions (ADSAA) or Accessible Education Services (AES).

As is expected with all animals on campus, any animal waste on campus is the responsibility of the guardian/handler to dispose of in outside trash receptacles.

No dogs, including service dogs, may be left unattended in vehicles at either the DVTC or the CVM building in Harrogate.

The following responsibilities of the animal owner apply:

1. The behavior, noise, odor and waste of the animal must not exceed reasonable standards and must not cause disruption in learning or working for LMU-CVM faculty, staff and students.
2. The animal must be vaccinated against rabies in accordance with local law and meet all licensing requirements.
3. The animal must be in good health and maintain good hygiene. If fleas, ticks or other pests are detected, the owner/handler is responsible for taking the animal to a veterinarian for treatment.
4. From time to time, Lincoln Memorial University may use pesticides, pest control devices, de-icing materials, cleaning supplies and other materials for

the maintenance and operation of the facilities. The University is not responsible for any harm to animals caused by such materials.

5. Animals from the shelters may come to campus with a variety of diseases and/or parasites. It is the guardian/handler's responsibility to keep the service animal at least 10 feet from any other animals. The University is not responsible for any medical care associated with any disease, parasite or injury that the service animal acquires while at LMU-CVM facilities.
6. The guardian/handler is financially responsible for the animal including any bodily injury or property damage caused by the animal.

LMU-CVM requests that service dogs that are regularly brought to campus not be fed raw diets due to the risk of Salmonella.

#### Audience:

This policy applies to all students, faculty, staff and visitors of the Richard A. Gillespie College of Veterinary Medicine at Lincoln Memorial University.

#### Compliance:

The guardian/handler is responsible for making sure that these policies are followed. Lincoln Memorial University reserves the right to require permanent removal of the animal from university property in the following cases:

1. The service animal becomes a threat to the health or safety of community members or causes excessive damage to property or facilities.
2. The service animal's behavior is unacceptable or disruptive, such as: uncontrollable noise; extreme odor; running loose; acting aggressively; or otherwise interfering with the community or with the nature of the University.
3. The service animal is ill, but veterinarian assistance is not sought if poor health continues.
4. The service animal is not kept clean or is unkempt.
5. The guardian/handler does not clean up after the animal or properly dispose of waste, litter, or soiled bedding.
6. There is evidence of abuse or neglect.
7. The guardian/handler does not comply with this and other applicable policies.

If a service animal is disruptive, out of control, not housebroken, or presents a direct threat to the health or safety of others, Associate Dean of Student Affairs and Admissions (ADSAA) and/or Accessible Education Services (AES) reserves the right to restrict its access and request removal. If the service animal is banned from University

property, the handler has the right to work with the University to try to find a reasonable alternative accommodation in lieu of the banned service animal. Lincoln Memorial University is committed to providing reasonable accommodation for faculty, staff and students with disabilities. If a student wishes to appeal a service animal-related decision, they may submit a written appeal to the LMU Dean of Students.

#### Roles and Responsibilities:

The Associate Dean of Student Affairs and Admissions at the College of Veterinary Medicine is responsible for keeping this policy up to date and modifying it as needed.

#### Applicable Regulations:

American Disabilities Act ([www.ada.gov](http://www.ada.gov))

#### Name of Contact Person:

Liz Devine DVM, MS, DACVS-LA, Associate Dean of Student Affairs and Admissions, Richard A Gillespie College of Veterinary Medicine, Lincoln Memorial University.

Email: [Elizabeth.devine@lmunet.edu](mailto:Elizabeth.devine@lmunet.edu), Office Phone: 423-869-6206

#### Document History:

Eff. 7/2025

\*\*\*This document was modified from the policies for the Cummings School of Veterinary Medicine at Tufts University.

## Video and Audio Recording

It is expressly prohibited to copy and produce any audio or video recordings of LMU-CVM 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.

## Holidays

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

## Inclement Weather

The LMU campus closure due to inclement weather is announced on local radio and TV stations, the LiveSafe app, and posted on the LMU website. Closure of DVTC is determined separately from the main campus of LMU. The LMU-CVM will make official announcements via university email concerning the cancellation of classes and laboratories. It is the students' responsibility to stay abreast of weather conditions and notifications.

## 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 rescheduled into open time slots in the semester schedule.

## Public Relations and Marketing Guideline

The full formal name of the school is Lincoln Memorial University-Richard A. Gillespie College of Veterinary Medicine. When referring to the Lincoln Memorial University-Richard A. Gillespie College of Veterinary Medicine in external communications, on first reference it should be "Lincoln Memorial University-Richard A. Gillespie College of Veterinary Medicine (LMU-CVM)." Subsequent references should be "LMU-CVM." *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-Richard A. Gillespie College of Veterinary Medicine." When referring to the school for an internal audience (i.e., the LMU campus community), the reference can be "College of Veterinary Medicine (CVM)."

All media contact is handled through the LMU-CVM Director of Alumni Engagement and External Affairs. 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-CVM Director of Alumni Engagement and External Affairs; they will submit on your behalf. All media contact requires prior approval from the Office of Marketing and Public Relations. If you are

contacted to provide comment to any media outlet, refer the inquiry to the LMU-CVM Director of Alumni Engagement and External Affairs for follow-up.

Any student or student club activity that requires public use of the LMU-CVM 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-CVM Director of Student Affairs. Student clubs are prohibited from using the LMU-CVM academic seal on any merchandise or publications. All officially sanctioned student club websites must be hosted through the LMU-CVM site.

In the case of any adverse event, the Office of Marketing and Public Relations (<https://www.lmunet.edu/news/>) is the sole point of contact between LMU-CVM 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 Associate Director of Marketing and Public Relations.

## Conflict of Interest Policy for Faculty and Students

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

As representatives of LMU-CVM, 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-CVM students except under the direct supervision of LMU-CVM faculty in a structured learning environment.

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

## LMU Annual Security & Fire Safety Report

The LMU Annual Security & Fire Safety Report (ASFSR) will be published online by October 18th of each year and can be found at: <https://www.lmunet.edu/campus-police-and-security/documents/ASR21.pdf>

The LMU ASFSR contains three previous years of crime statistics, campus policies and procedures, including:

alcohol, drug, weapons, sexual violence, etc., and law enforcement authority. This publication is required to be in compliance with the Clery Act and the Higher Education Opportunity Act (HEOA).

To request a paper copy, contact the Clery Act Compliance Coordinator at 423-869-6301 or in person at: Tex Turner Arena, 330 Mars/DeBusk Parkway, Harrogate, TN 37752.

## Official College Schedule and Holidays

Students in the Richard A. Gillespie College of Veterinary Medicine should be mindful of the academic calendar(s) their program follows. Please reference below:

VMT: Undergraduate Academic Calendar (<https://undergraduatedatalog.lmunet.edu/undergraduate-academic-calendar-20242025>)

VBMS: Both the DVM Calendars (located in this section) and Graduate Academic Calendar (<https://graduatecatalog.lmunet.edu/academic-calendar-20242025>)

MVEd: Graduate Academic Calendar (<https://graduatecatalog.lmunet.edu/academic-calendar-20242025>)

MVCC: Graduate Academic Calendar (<https://graduatecatalog.lmunet.edu/academic-calendar-20242025>)

DVM: Calendars located in this section

## 2025-2026 Academic Year - DVM

### 2025 – 2026 Academic Year \*

Fall 2025	
Fall Semester Begins (years 1-3)	August 4, 2025
Labor Day	September 1, 2025
White Coat Ceremony	September 12, 2025
Fall Break	October 23-26, 2025
Thanksgiving	November 26 – 28, 2025
Fall Semester End (years 1-3)	December 12, 2025
Spring 2026	
Spring Semester Begins (years 1-3)	January 5, 2026

Martin Luther King Day	January 19, 2026
Spring Break	March 30 – April 3, 2026
Good Friday	April 3, 2026
Spring Semester Ends (years 1-3)	May 15, 2026
Spring Commencement	May 16, 2026
Memorial Day	May 25, 2026

<b>Clinical Year (Blue: Class of 2026)</b>	
Block 1	May 19 - June 15, 2025
Block 2	June 16 – July 13, 2025
Block 3	July 14 – August 10, 2025
Block 4	August 11 – September 7, 2025
Block 5	September 8 – October 5, 2025
Block 6 (NAVLE prep)	October 6 – November 2, 2025
NAVLE Window	November 3 – November 23, 2025
Block 7	November 24 – December 21, 2025
Block 8	December 22 – January 18, 2026
Block 9	January 19 – February 15, 2026
Block 10	February 16 – March 15, 2026
Block 11	March 16 – April 12, 2026
Block 12	April 13 – May 10, 2026
Launch Week	May 11 – May 17, 2026

<b>Clinical Year (Silver: Class of 2027)</b>	
Block 1	January 19 – February 15, 2026
Block 2	February 16 – March 15, 2026
Block 3	March 16 – April 12, 2026
Block 4	April 13 – May 10, 2026
Off Week	May 11 – May 17, 2026
Block 5	May 18 – June 14, 2026
Block 6	June 15 – July 12, 2026
Block 7	July 13 – August 9, 2026
Block 8	August 10 – September 6, 2026
Block 9	September 7 – October 4, 2026
Block 10 (NAVLE Prep)	October 5 – November 1, 2026
NAVLE	November 2 – November 22, 2026
Block 11	November 23 – December 20, 2026
Block 12	December 21 – January 17, 2027
Launch Week	January 18 – January 24, 2027

\*Clinical Year does not follow the Official College Calendar

Updated January 2026

## 2026-2027 Academic Year - DVM

### 2026 – 2027 Academic Year \*

<b>Fall 2026</b>	
Fall Semester Begins (years 1-3)	August 3, 2026
Labor Day	September 7, 2026
White Coat Ceremony	September 18, 2026
Fall Break	October 22-23, 2026
Thanksgiving	November 25-27, 2026
Fall Semester End (years 1-3)	December 11, 2026
Fall Commencement	December 12, 2026
<b>Spring 2027</b>	
Spring Semester Begins (years 1-3)	January 11, 2027
Martin Luther King Day	January 18, 2027
Spring Break	March 29 - April 2, 2027
Good Friday	March 26, 2027
Spring Semester Ends (years 1-3)	May 21, 2027
Spring Commencement	May 22, 2027
<b>Clinical Year (Silver: Class of 2027)</b>	
Block 1	January 19 – February 15, 2026
Block 2	February 16 – March 15, 2026
Block 3	March 16 – April 12, 2026
Block 4	April 13 – May 10, 2026
Off Week	May 11 – May 17, 2026
Block 5	May 18 – June 14, 2026
Block 6	June 15 – July 12, 2026
Block 7	July 13 – August 9, 2026
Block 8	August 10 – September 6, 2026
Block 9	October 5 – November 1, 2026
Block 10 (NAVLE Prep)	October 5 – November 1, 2026
NAVLE Window	November 2 – November 22, 2026
Block 11	November 23 – December 20, 2026
Block 12	December 21 – January 17, 2027
Launch Week	January 18 – January 24, 2027
<b>Clinical Year (Blue: Class of 2027)</b>	
Block 1	June 15 – July 12, 2026
Block 2	July 13 – August 9, 2026
Block 3	August 10 – September 6, 2026
Block 4	September 7 – October 4, 2026
Block 5	October 5 – November 1, 2026
NAVLE Window	November 2 – November 22, 2026
Block 6	November 23 – December 20, 2026
Block 7	December 21 – January 17, 2027

Block 8	January 18 – February 14, 2027
Block 9	February 15 – March 14, 2027
Block 10	March 15 – April 11, 2027
Block 11	April 12 – May 9, 2027
Launch Week	May 10 – May 15, 2027
<b>Clinical Year (Silver: Class of 2028)</b>	
Block 1	January 18 - February 14, 2027
Block 2	February 15 - March 14, 2027
Block 3	March 15 - April 11, 2027
Block 4	April 12 - May 9, 2027
Self-Study Block	May 10 - 23, 2027
Block 5	May 24 - June 20, 2027
Block 6	June 21 - July 18, 2027
Block 7	July 19 - August 15, 2027
Block 8	August 16 - September 12, 2027
Block 9	September 13 - October 10, 2027
Block 10	October 10 - November 7, 2027
NAVLE Window	November 8 - 28, 2027
Block 11	November 29 - December 26, 2027
Launch Week	TBD

\*Clinical Year does not follow the Official College Calendar

Updated January 2026

## 2027-2028 Academic Year - DVM 2027 – 2028 Academic Year \*

<b>Fall 2027</b>	
Fall Semester Begins (years 1-3)	August 2, 2027
Labor Day	September 6, 2027
White Coat Ceremony	September 17, 2027
Fall Break	October 21-22, 2027
Thanksgiving	November 24-26, 2027
Fall Semester End (years 1-3)	December 10, 2027
Fall Commencement	December 11, 2027
<b>Spring 2028</b>	
Spring Semester Begins (years 1-3)	January 10, 2028
Martin Luther King Day	January 17, 2028
Spring Break	March 27 - 31, 2028
Good Friday	April 14, 2028
Spring Semester Ends (years 1-3)	May 19, 2027

Spring Commencement	May 19, 2027
<b>Clinical Year (Silver: Class of 2028)</b>	
Block 1	January 18 - February 14, 2027
Block 2	February 15 - March 14, 2027
Block 3	March 15 - April 11, 2027
Block 4	April 12 - May 9, 2027
Self-Study Block	May 10 - 23, 2027
Block 5	May 24 - June 20, 2027
Block 6	June 21 - July 18, 2027
Block 7	July 19 - August 15, 2027
Block 8	August 16 - September 12, 2027
Block 9	September 13 - October 10, 2027
Block 10	October 10 - November 7, 2027
NAVLE Window	November 8 - 28, 2027
Block 11	November 29 - December 26, 2027
Launch Week	TBD
<b>Clinical Year (Blue: Class of 2028)</b>	
Block 1	June 21 – July 18, 2027
Block 2	July 19 – August 15, 2027
Block 3	August 16 – September 12, 2027
Block 4	September 13 – October 10, 2027
Block 5	October 11 – November 7, 2027
NAVLE Window	November 8 – November 28, 2027
Block 6	November 29 – December 26, 2027
Block 7	December 27 – January 23, 2028
Block 8	January 24 – February 20, 2028
Block 9	February 21 – March 19, 2028
Block 10	March 20 – April 16, 2028
Block 11	April 17 – May 14, 2028
Launch Week	May 15 – May 21, 2028
<b>Clinical Year (Silver: Class of 2029)</b>	
Block 1	January 22 – February 18, 2029
Block 2	February 19 – March 18, 2029
Block 3	March 19 – April 15, 2029
Block 4	April 16 – May 13, 2029
Self-Study Block	May 14 – 20, 2029
Block 5	May 21 – June 17, 2029
Block 6	June 18 – July 15, 2029
Block 7	July 16 – August 12, 2029
Block 8	August 13 – September 9, 2029
Block 9 (NAVLE Prep)	September 10 – October 7, 2029
Block 10	October 8 – November 4, 2029
NAVLE Window	November 5 – 25, 2029
Block 11	November 26 – December 23, 2029
Launch Week	TBD

\*Clinical Year does not follow the Official College Calendar

Updated January 2026

## 2028-2029 Academic Year - DVM

### 2028 – 2029 Academic Year \*

<b>Fall 2028</b>	
Fall Semester Begins (years 1-3)	July 31, 2028
Labor Day	September 4, 2028
White Coat Ceremony	September 15, 2028
Fall Break	October 19 – 20, 2028
Thanksgiving	November 22 – 24, 2028
Fall Semester End (years 1-3)	December 8, 2028
Fall Commencement	December 9, 2028
<b>Spring 2029</b>	
Spring Semester Begins (years 1-3)	January 8, 2029
Martin Luther King Day	January 15, 2029
Spring Break	March 26 – 30, 2029
Good Friday	March 30, 2029
Spring Semester Ends (years 1-3)	May 18, 2029
Spring Commencement	May 18, 2029
Clinical Year (Silver: Class of 2029)	
Block 1	January 22 – February 18, 2029
Block 2	February 19 – March 18, 2029
Block 3	March 19 – April 15, 2029
Block 4	April 16 – May 13, 2029
Self-Study Block	May 14 – 20, 2029
Block 5	May 21 – June 17, 2029
Block 6	June 18 – July 15, 2029
Block 7	July 16 – August 12, 2029
Block 8	August 13 – September 9, 2029
Block 9 (NAVLE Prep)	September 10 – October 7, 2029
Block 10	October 8 – November 4, 2029
NAVLE Window	November 5 – 25, 2029
Block 11	November 26 – December 23, 2029
Launch Week	TBD
Clinical Year (Blue: Class of 2029)	
Block 1	June 19 – July 16, 2028
Block 2	July 17 – August 13, 2028
Block 3	August 14 – September 10, 2028

Block 4	September 11 – October 8, 2028
Block 5	October 9 – November 5, 2028
NAVLE Window	November 6 – November 26, 2028
Block 6	November 27 – December 24, 2028
Block 7	December 25 – January 21, 2029
Block 8	January 22 – February 18, 2029
Block 9	February 19 – March 18, 2029
Block 10	March 19 – April 15, 2029
Block 11	March 19 – April 15, 2029
Block 12	April 16 – May 13, 2029
Launch Week	May 14 – May 18, 2029
<b>Clinical Year (Silver: Class of 2030)</b>	
Block 1	January 22 - February 18, 2029
Block 2	February 19 - March 18, 2029
Block 3	March 19 - April 15, 2029
Block 4	April 16 - May 13, 2029
Off Week	May 14 -21, 2029
Block 5	May 21 - June 17, 2029
Block 6	June 18 - July 15, 2029
Block 7	July 16 - August 12, 2029
Block 8	August 13 - September 9, 2029
Block 9 (NAVLE Prep)	September 10 - October 7, 2029
Block 10	October 8 - November 4, 2029
NAVLE Window	November 5 - 25, 2029
Block 11	November 26 - December 23, 2029
Launch Week	TBD

\*Clinical Year does not follow the Official College Calendar

Updated January 2026

## 2029-2030 Academic Year - DVM

### 2029 – 2030 Academic Year \*

<b>Fall 2029</b>	
Classes Begin	July 30, 2029
Labor Day	September 3, 2029
White Coat Ceremony	September 14, 2029
Fall Break	TBD
Thanksgiving	November 21 - 23, 2029
Fall Semester End (years 1-3)	December 7, 2029

Fall Commencement	December 8, 2029
<b>Spring 2030</b>	
Spring Semester Begins	January 7, 2030
Martin Luther King Day	January 21, 2030
Spring Break	TBD
Good Friday	April 19, 2030
Spring Semester/Clinical Year Ends	May 17, 2030
Spring Commencement	May 17, 2030
<b>Clinical Year (Silver: Class of 2030)</b>	
Block 1	January 22 - February 18, 2029
Block 2	February 19 - March 18, 2029
Block 3	March 19 - April 15, 2029
Block 4	April 16 - May 13, 2029
Off Week	May 14 -21, 2029
Block 5	May 21 - June 17, 2029
Block 6	June 18 - July 15, 2029
Block 7	July 16 - August 12, 2029
Block 8	August 13 - September 9, 2029
Block 9 (NAVLE Prep)	September 10 - October 7, 2029
Block 10	October 8 - November 4, 2029
NAVLE Window	November 5 - 25, 2029
Block 11	November 26 - December 23, 2029
Launch Week	TBD

\*Clinical Year does not follow the Official College Calendar

Revised January 2026

## LMU-CVM Department Directory

Updated 6/30/2023, this section includes some key points of contact for the LMU-CVM offices and departments mentioned throughout the LMU-CVM Student Handbook. The most up to date information is available by searching the LMU directory at <https://www.lmunet.edu/directory/index.php>.

### Office of the Dean & Office of Academic Affairs

[CVMDean@lmunet.edu](mailto:CVMDean@lmunet.edu)

423.869.6094

### Office of Student Affairs and Admissions

[OSSA@LMU.net](mailto:OSSA@LMU.net)

423.869.6549

### Office of Clinical Relations and Outreach

[LMUCVM.ClinicalRelations@LMU.net](mailto:LMUCVM.ClinicalRelations@LMU.net)

423.869.7010

### Exam Services

Katrina Jolley, Director of Curriculum and Assessment

[Katrina.Jolley@LMU.net](mailto:Katrina.Jolley@LMU.net)

423.869.6577

### External Affairs

[CVMExternalAffairs@LMU.net](mailto:CVMExternalAffairs@LMU.net)

423.869.6577

## Debusk Veterinary Teaching Center Policies & Procedures

The DeBusk Veterinary Teaching Center (DVTC) is considered to be part of the LMU campus. The additional information is provided given the unique functions provided onsite.

## Welcome

### Acronyms and Abbreviations

BTC	Bovine Teaching Center
CVM	College of Veterinary Medicine
DVTC	DeBusk Veterinary Teaching Center
ES	Equine Stables
ETC	Equine Teaching Center
SDS	Safety Data Sheets
PPE	Personal Protective Equipment
SACSC	Small Animal Clinical Skills Center
SC	Veterinary Student Center
VS	Veterinary Skills Center
VET	Veterinary Education and Technology Building

### Phone Directory

Bovine Teaching Center	(423) 869- <b>6785</b>
Equine Teaching Center	(423) 869- <b>6786</b>
SACSC Lobby	(423) 869- <b>6535</b>

SACSC- Kennel Prep	(423) 869- <b>7422</b>
SACSC- Pharmacy	(423) 869- <b>7421</b>
SC – Clinical Research Space	(423) 869- <b>6780</b>
SC - Clinical Research Space	(423) 869- <b>6782</b>
Veterinary Skills Center	(423) 869- <b>6784</b>
Security	Desk: (423) 869- <b>6090</b> Cell: (865) 585- <b>2048</b>

## DVTC Campus Wide Policies

### Photography

Photography or any use of recording devices (e.g., film or digital cameras, camera phones, sound recorder) is **strictly prohibited** in animal use areas, unless specifically approved in writing by the LMU IACUC and the Institutional Officer

*Exceptions:*

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

## Dress Code and Professional Conduct

### General Lab Dress Code Guidelines

Non-slip, closed-toe shoes or boots are required for all labs. Closed toe shoes should cover the entire foot.

Exposed jewelry, which may present a snag risk or impediment to hygiene should be removed for all labs where live animals are present and for all surgical skills labs.

**Students must refer to individual course syllabi for other specific dress code information.** All individual course syllabi will meet minimum dress code requirements, but may actually require a more prescriptive attire.

Students should observe the LMU-CVM Student Handbook's guidelines on professional clothing.

## Dress Code Designated per Building

In addition to adhering to general dress code policies as described in the LMU-CVM Student Handbook, please observe the following guidelines for each building at the DVTC.

### Veterinary Student Center:

- Students who are transiting the VSC while going to or coming from labs located on the DVTC campus are permitted to wear clean attire specific to those labs. Scrubs and coveralls that have been worn around live animals or cadaver tissue should not be worn in areas where human food is stored or consumed.
- Upon return from laboratories, shoes/boots must be free of feces and/or other organic material prior to entering the building.

### Veterinary Skills Center:

- When working with any specimens including but not limited to cadaver tissue, students are to wear a buttoned lab coat with either scrubs OR professional clothing. Non-slip, fully enclosed, closed-toe shoes are required.
- Students will follow all guidelines listed under *Laboratory Safety and Personal Protective Equipment (PPE)* in the course syllabus.

### Equine Stables:

- When animals are present, students are to wear coveralls and non-slip rubber boots OR clean, professional clothing and appropriate closed-toed shoes that fully cover the foot.
- Boots/shoes should be clean when entering labs and cleaned at the end of each lab if soiled.
- When animals are not present, students are to wear clean, professional clothing and closed-toe shoes.
- The Equine Stables are not climate controlled. Be prepared for weather changes that can occur at any time.
- Students entering the stables while participating in a course or clinical skills laboratory will follow all guidelines listed in the course syllabus or posted on the course's online resource page (e.g. Canvas) with regard to clothing, *safety, and Personal Protective Equipment (PPE)*.

### Equine Teaching Center:

- When animals are present, students are to wear coveralls and non-slip rubber boots OR clean, professional clothing and boots.

- Boots/shoes should be clean when entering labs and cleaned at the end of each lab if soiled.
- When animals are not present, students are to wear clean, professional clothing and closed-toe shoes.
- Students entering the ETC while participating in a course or clinical skills laboratory will follow all guidelines listed in the course syllabus or posted on the course's online resource page (e.g. Canvas) with regard to clothing, *safety, and Personal Protective Equipment (PPE)*.

#### **Bovine Teaching Center:**

- When animals are present, students are to wear coveralls and rubber boots. Boots should be clean when entering lab and must be cleaned at the end of each lab.
- When animals are not present, students are to wear clean, professional clothing and closed-toe shoes.
- Students entering the BTC while participating in a course or clinical skills laboratory will follow all guidelines listed in the course syllabus or posted on the course's online resource page (e.g. Canvas) with regard to clothing, *safety, and Personal Protective Equipment (PPE)*.

#### **Small Animal Clinical Skills Center:**

For Lecture:

- Students are to wear clothing that meets Student Handbook guidelines.

For Lab:

- In all labs, students are to wear either scrubs or professional attire. Additionally, students are to wear a buttoned lab coat and closed-toe shoes.
- Students entering the SACSC while participating in a course or clinical skills laboratory will follow all guidelines listed in the course syllabus or posted on the course's online resource page (e.g. Canvas) with regard to clothing, *safety, and Personal Protective Equipment (PPE)*.

If students are uncertain about what clothing to wear to lab, they are encouraged to adhere to more stringent guidelines (e.g. scrubs with a lab coat). Scrubs and coveralls that have been worn around live animals or cadaver tissue should not be worn in areas where human food is stored or consumed.

For Surgery:

- Clean, washable (not leather), closed-toed shoes will be worn in surgery. Students will enter the building in

their street shoes, then change into their clean shoes. After completing surgery, students will change back into street shoes before leaving the building.

- Surgical scrubs (Only Green in color) will be worn in the OR by students, and will be worn in the Procedures room under a lab coat. Lab coats will be buttoned over scrubs at all times. Students will change into scrubs inside of the building and change out of them before leaving. If it is necessary to

walk between buildings at the DVTC, scrubs may be worn under a lab coat, but street shoes will be worn (remove clean shoes before walking in the parking lot).

#### **Veterinary Education and Technology Building:**

For Lecture:

- Students are to wear clothing that meets Student Handbook guidelines.

For Lab:

- In all labs, students are to wear either scrubs or professional attire. Additionally, students are to wear a buttoned lab coat and closed-toe shoes.
- Students entering the SACSC while participating in a course or clinical skills laboratory will follow all guidelines listed in the course syllabus or posted on the course's online resource page (e.g. Canvas) with regard to clothing, *safety, and Personal Protective Equipment (PPE)*.

If students are uncertain about what clothing to wear to lab, they are encouraged to adhere to more stringent guidelines (e.g. scrubs with a lab coat). Scrubs and coveralls that have been worn around live animals or cadaver tissue should not be worn in areas where human food is stored or consumed.

For Surgery:

- Clean, washable (not leather), closed-toed shoes will be worn in surgery. Students will enter the building in their street shoes, then change into their clean shoes. After completing surgery, students will change back into street shoes before leaving the building.
- Surgical scrubs (Only Green in color) will be worn in the OR by students, and will be worn in the Procedures room under a lab coat. Lab coats will be buttoned over scrubs at all times. Students will change into scrubs inside of the building and change out of them before leaving. If it is necessary to

walk between buildings at the DVTC, scrubs may be worn under a lab coat, but street shoes will be worn (remove clean shoes before walking in the parking lot).

## Transportation and Parking

The DVTC is LMU property and follows all parking and transportation regulations set forth by LMU.

## Emergency and Evacuation Procedures

### Fire Evacuation Plan

#### Staff

In an instance of an evacuation order, students, faculty and staff will:

1. systematically clear their floor,
2. exit to the RALLY POINT, and
3. check in with on-site Administrator and the University Police/Security.

The RALLY POINT for the Veterinary Student Center and Veterinary Skills Center is the grassy area directly across parking lot on the south side of the buildings.

The RALLY POINT for the Small Animal Clinical Skills Center is the grassy area at the west end of the parking lot.

The RALLY POINT for the Bovine Teaching Center and Equine teaching Center and Equine Stable is the grassy area to the East of the Small Animal Clinical Skills Center.

The RALLY POINT for the Veterinary Education and Technology is the center grass island in front of the VET building parking lot facing Highway 58.

Every room must be checked, in a systematic manner, as we want NO ONE left behind. **Evacuees are NOT to get in cars and leave as vehicle traffic will interfere with emergency vehicles.**

Drills are intended to be a minimal disruption. The more time it takes to sweep the building, the longer the disruption. In event that a test or quiz is being given at the time of an event, flexibility to create an alternative may be necessary. In the event of a drill, all is to be dropped immediately and every one must leave the building, even in the middle of a test or quiz.

In laboratories, students and faculty should pull electrical cords and shut off gas immediately in their immediate vicinity and exit. Designated personnel will shut off the oxygen lines to the Small Animal Clinical Skills building.

Patient safety is always a critical issue. In the event that a patient in the SA Clinical Skills Center is under anesthesia or recovering from anesthesia/surgery, the primary clinician will be informed of the fire drill prior to sounding the alarm, and an appropriate alternative course of action will be prescribed.

### Tornado Emergency Plan

Please see LMU Community Standards for details.

## Visitor Policy

Campus tours must be scheduled in advance through the Office of Admissions or the DVTC Site Coordinator. Unannounced visitor may be turned away or referred to the Harrogate Campus at any time.

All campus visitors are required to check in with the receptionist, in the lobby of the Small Animal Clinical Skills Center.

For safety and security reasons, visitors are not permitted in the Veterinary Skills, Bovine or Equine Teaching Centers, or Small Animal Clinical Skills buildings unless on an officially guided tour. Visitors are not permitted to handle, take pictures, or come in contact with the animals at the DVTC. Visitors are permitted in the Student Center as long as they have checked-in with the receptionist in the Small Animal Clinical Skills Center. All exceptions must be approved by and scheduled with the CVM and visitors must be accompanied by LMU-CVM personnel.

## Locker Policy

All lockers within the Richard A. Gillespie College of Veterinary Medicine (LMU-CVM) are the property of the CVM and are subject to applicable University and College policies. LMU reserves the right to alter policies governing the use of lockers with appropriate notice.

The LMU-CVM reserves the right to search any locker, upon reasonable suspicion, for prohibited or illegally possessed substances or objects, in instances where locker procedures are being abused, or in the case of an emergency situation.

Students are only allowed to use the locker assigned to them at the beginning of school year. It is the student's responsibility to keep their assigned locker clean and in good condition. Students should not write or mark in or on

the locker. Students are not permitted to affix items to the interior or exterior of their lockers. Students must report any problems to the LMU-CVM. Students may be assessed a repair charge for any damage that they cause to the locker.

Students should not store valuables in their lockers. LMU-CVM cannot be held responsible for lost, stolen, or damaged property.

Lockers must be cleaned out at the end of the school year, if a student is taking a leave of absence or withdrawing from the program, or if a student is no longer taking classes at the DVTC. For any locker not cleaned out, the locker lock will be cut and contents of the locker disposed of. LMU-CVM will not be held responsible for items, including the lock, left behind by the student.

## Comment Box

Students have the opportunity to offer suggestions, comments, and complaints, anonymously if they wish, regarding compliance of the college with the Standards of Accreditation. The comment boxes are located in the Student Lounge areas of the Veterinary Student Center and the Small Animal Clinical Skills Building.

## Facilities

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### Room Reservations

Please contact the DVTC Site Coordinator to facilitate reservations of rooms at the DVTC. Please provide one-week notice for all facilities requests.

Reservations are based on a first come first serve basis. LMU-CVM reserves the right to make changes to requests as needed.

The following is a list of rooms allowed for reservation.

- Veterinary Student Center Room 100 (Classroom; seats 56; food and drinks are allowed, no open containers, AV/TV with laptop hook-up)
- Veterinary Student Center Room 109 (Student Break Room; food and drinks are allowed)
- Veterinary Student Center Room 111 (Conference Room; seats 10; food and drinks are allowed, no open containers)
- Veterinary Student Center Room 121 (Student Lounge; food and drinks are allowed)

- Veterinary Skills Center 100 (Teaching Laboratory; food and drinks are prohibited)
- Equine Teaching Center 103 (Conference Room; seats 16; food and drinks are prohibited)
- Bovine Teaching Center 103 (Conference Room; seats 16; food and drinks are prohibited)
- Small Animal Clinical Skills Center 140 (Classroom; seats 150; food and drinks are allowed)
- Small Animal Clinical Skills Center 144 (Conference Room; seats 16; food and drinks are allowed)
- Small Animal Clinical Skills Center 149 (Student Lounge; seats 30; food and drinks are allowed)

Study rooms reservation policy can be found on the Student Affairs Canvas organization page.

## Health and Safety

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### Biosecurity Measures

The LMU-CVM Animal Infectious Disease Control Plan and Biosecurity Procedures are intended to address contagious disease threats as they are encountered in this institution and to reduce the risk of nosocomial and zoonotic illness.

The document summarizes the plans and procedures to be used in the prevention and control of infectious diseases at LMU-CVM and the DVTC, and provides official policies regarding control of infectious diseases. All personnel working in for LMU-CVM at the DVTC will be trained and will follow all procedures and policies listed in the document. It is the responsibility of all DVTC Personnel (including students and volunteers) to recognize infectious disease risks at the DVTC, and to correct or report breaches in infection control procedures. Specific questions concerning the Animal Infectious Disease Control Plan and Biosecurity Procedures document LMU-CVM Biosecurity Committee. The document will be reviewed at least annually and modified as needed; updates will be posted on the LMU-CVM Web Page. The Animal Infectious Disease Control Plan and Biosecurity Procedures document is currently located with SOPs under the LMU IACUC documents. It may be accessed as follows:

- Log on to MyLMU
- Under "My Team Sites"; click 'College of Veterinary Medicine'
- Under "IACUC"; click 'LMU Standard Operating Procedures'

The LMU-CVM Animal Infectious Disease Control Plan and Biosecurity Procedures will be reviewed at least annually and as part of new employee training.

## Personal Protective Actions and Equipment

**Hand hygiene:** Wash hands before and after each patient encounter and after contact with feces, body fluids, vomitus, exudates, or articles contaminated by these substances. Wash hands before eating, drinking, or smoking; after using the toilet; after cleaning animal cages or animal-care areas; and whenever hands are visibly soiled. Alcohol-based rubs may be used if hands are not visibly soiled, but hand washing with soap and running water is preferred. Keep fingernails short. Do not wear artificial nails or hand jewelry when handling animals. Keep hand-washing supplies stocked at all times.

### Correct hand washing procedure:

- Wet hands with running water
- Place soap in palms
- Rub hands together to make a lather
- Scrub hands thoroughly for 20 seconds
- Rinse soap off hands
- Dry hands with disposable towel
- Turn off faucet using the disposable towel to avoid hand contact

### Correct use of hand rubs:

- Place alcohol-based hand rub in palms
- Apply to all surfaces of hands
- Rub hands together until dry

**Use of gloves and sleeves:** Gloves are not necessary when examining or handling healthy animals. Wear gloves or sleeves when touching feces, body fluids, vomitus, exudates, and non-intact skin. Wear gloves for dentistry, resuscitations, necropsies, and obstetrical procedures; when cleaning cages, litter boxes, and contaminated environmental surfaces and equipment; when handling dirty laundry; when handling diagnostic specimens (e.g., urine, feces, aspirates, or swabs); and when handling an animal with a suspected infectious disease. Change gloves between examination of individual animals or animal groups (e.g., a litter of puppies) and between dirty and clean procedures performed on the same patient. Gloves should be removed promptly and disposed of after use. Disposable gloves should not be washed and reused. Hands should be washed immediately after glove removal.

**Facial protection:** Wear facial protection whenever splashes or sprays are likely to occur. Use a face shield, or goggles worn with a surgical mask. Wear facial protection for the following procedures: lancing abscesses, flushing wounds, dentistry, nebulization, suctioning, lavage, obstetrical procedures, and necropsies.

**Protective outerwear:** Wear a protective outer garment such as a lab coat, smock, non-sterile gown, or coveralls when attending animals and when conducting cleaning chores. Outerwear should be changed and laundered daily. These should also be changed whenever soiled, after handling an animal with a known or suspected infectious disease, after working in an isolation room, and after performing a necropsy or other high-risk procedure. Impermeable outerwear should be worn during obstetrical procedures and necropsies and whenever substantial splashes or large quantities of body fluids may be encountered. Shoes or boots should have thick soles and closed toes and be impermeable to water and easily cleaned. Disposable shoe covers should be worn when heavy quantities of infectious materials are present or expected. Promptly remove and dispose of shoe covers and booties when leaving contaminated work areas. Clean shoes or boots between farm visits. Keep clean outer garments available at all times.

**Animal-related injury prevention:** Take precautions to prevent bites and other injuries. Identify aggressive animals and alert clinic staff. Use physical restraints, muzzles, bite-resistant gloves, and sedation or anesthesia in accordance with practice policies. Plan an escape route when handling large animals. Do not rely on owners or untrained staff for animal restraint. Routine incident report procedures will be followed in case an injury occurs.

## Protective Actions during Veterinary Procedures

**Examination of animals:** Wear appropriate protective outerwear, and wash hands before and after examination of individual animals or animal groups (e.g., a litter of puppies). Wear facial protection if a zoonotic respiratory tract disease is suspected. Potentially infectious animals will be examined in a designated examination room and remain there until diagnostic procedures and treatments have been performed.

### Injections, venipuncture, and aspiration procedures:

Wear gloves while performing venipuncture on animals suspected of having an infectious disease and when performing soft tissue aspirations.

**Needlestick injury prevention:** Do not bend needles, pass an uncapped needle to another person, or walk around with uncapped needles. Do not remove an uncapped needle from the syringe by hand or place a needle cap in the mouth. Do not recap needles except in instances when required as part of a medical procedure or protocol. Dispose of all sharps in designated containers. After injection of live vaccines or aspiration of body fluids,

dispose of used syringes with needles attached in a sharps container. Otherwise, remove the needle by use of forceps or the needle removal device on the sharps container, and throw the syringe away in the trash. Do not transfer sharps from one container to another. Replace sharps containers before they are completely full.

## Environmental Infection Control

**Isolation of infectious animals:** Animals with a contagious or zoonotic disease will be housed in isolation as soon as possible. Clearly mark the room or cage to indicate the patient's status and describe additional precautions. Keep only the equipment needed for the care and treatment of the patient in the isolation room, including dedicated cleaning supplies. Disassemble and thoroughly clean and disinfect any equipment that must be taken out of the room. Discard gloves after use. Leave reusable personal protective equipment (e.g., gown, mask) in the isolation room. Clean and disinfect or discard protective equipment between patients and whenever contaminated by body fluids. Place potentially contaminated materials in a bag before removal from the isolation room. Limit access to the isolation room. Keep a sign-in log of all people having contact with an animal in isolation. Follow current SOP found in binder outside of isolations spaces.

**Cleaning and disinfection of equipment and environmental surfaces:** Wear gloves when cleaning and disinfecting. Wash hands afterwards. First, clean surfaces and equipment to remove organic matter, and then use a disinfectant according to manufacturer's instructions. Clean and disinfect animal cages, toys, and food and water bowls between uses and whenever visibly soiled. Clean litter boxes once a day. Use the checklist for each area of the facility (e.g., waiting room, examination rooms, treatment area, and kennels) that specifies the frequency of cleaning, disinfection procedures, products to be used, and staff responsible.

**Handling laundry:** Wear gloves when handling soiled laundry. Wash animal bedding and other laundry with standard laundry detergent and completely machine dry. Use separate storage and transport bins for clean and dirty laundry.

**Decontamination and spill response:** Immediately spray spills or splashes of body fluids, vomitus, feces, or other potentially infectious substance with disinfectant and contain it with absorbent material (e.g., paper towels, sawdust, or cat litter). Put on gloves and protective outerwear (including shoe covers if the spill is large and may be stepped in) before beginning the clean-up. Pick up the material, seal it in a leak-proof plastic bag, and clean

and disinfect the area. Keep clients, patients, and employees away from the spill area until disinfection is completed.

**Rodent and vector control:** Seal entry portals, eliminate clutter and sources of standing water, keep animal food in closed metal or thick plastic covered containers, and dispose of food waste properly to keep the facility free of rodents, mosquitoes, and other arthropods.

**Other environmental controls:** There are designated areas for eating, drinking, smoking, application of make-up, and similar activities. These activities should not occur in animal-care areas or in the laboratory. Do not keep food or drink for human consumption in the same refrigerator as food for animals, biologics, or laboratory specimens. Dishes for human use should be washed and stored away from animal-care and animal food preparation areas.

## Sharps Management Protocol

Needle sticks can potentially serve as a portal of injury for pathogens and can result in serious injury. It is important that appropriate sharps management is performed to ensure the safety and protection of faculty, staff and students.

1. Sharps Disposal
  - a. All sharps should be disposed of using an approved sharps container. Sharps containers are located in all areas that sharps could be used on live animals or models. If a syringe with a needle attached is used for the aspiration of body fluids or the injection of vaccinations that contain live organisms it should be safely placed in the sharps container in its entirety. In some cases the needle may be separated from the syringe and disposed of using the sharps container. Sharps should not be transferred from one sharps container to another and a sharps container should not be overfilled.
2. Uncapped needles
  - a. An uncapped needle should never be removed from a syringe by hand. If it is necessary to do so forceps may be used. A person should not be walking around others with an uncapped needle and it should not be passed to another person. Needles should never be uncapped by mouth.
3. Recapping needles
  - a. Small Animal
    - i. Recapping needles should be avoided but sometimes may be necessary. If a needle must be recapped a 1-handed scoop technique may be used.

1. Place the cap on a horizontal surface such as an exam table.
  2. Hold the syringe with the attached needle in 1 hand.
  3. Use the needle to scoop up the cap without using the other hand.
  4. Secure the cap by pushing it against a hard surface.
- b. Large Animal
- i. When possible the needle should be recapped using the 1 handed method described above. On occasion a needle may need to be recapped when a flat surface nor a sharps container is available. If this occurs forceps may be used to replace the cap on the needle. Both hands may be used but extreme caution should be taken to prevent injury and the needle and syringe should be kept in a safe place until they can be disposed of properly.

## Personal Protective Policies

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### Equipment

Gloves, goggles, glasses, respirators, hearing protective devices, masks, face shields, eye wash stations, and first aid kits are available and easily accessible throughout the DVTC facilities. LMU keeps a central file of Safety Data Sheets (SDS) online that is accessible anytime on the MyLMU site, under the Menu, Resources, Safety & Facilities Management, Quick Links (on the left), MSDS Online. The SDS list of necessary PPE that is required for any chemical or other product that may be used. Any PPE that appears to be worn or defective should be reported immediately.

#### Safety glasses and direct vented goggles

Safety glasses and direct vented goggles may be appropriate PPE where mechanical injury is the primary concern. These items do not provide adequate biological protection where there is significant zoonotic disease risk.

#### Indirect vented Goggles

Indirect vented goggles provide substantial protection from dust, particulates and liquid splashes. Unvented goggles generally fog easily and may be difficult to use effectively. Many brands and styles are available with highly variable costs. Goggles may impact the fit of

respirators and vice-versa. If using goggles and respirators together in a strenuous environment, the fit of both products may easily be compromised.

#### Face shields

Face shields are often used in clinical or laboratory settings for splash protection. Face shields do not provide protection from dust and particulates and are not an effective form of PPE in the typical agricultural setting.

#### Hearing Conservation

Students of the LMU-CVM will be in contact with loud noises on a daily basis. Areas that could potentially contain loud noises include, but are not limited to, BTC, ETC, VET and SACSC. If a student feels that their hearing is at any time in danger they will be provided with ear plugs. **The canine kennels at the DVTC are designated hearing protection areas. Hearing protection will be worn by all personnel entering these areas when dogs are present.**

### Personal Hygiene

Although PPE provides a significant amount of protection, effective personal hygiene such as hand washing should be implemented as a key form of protection against infection and disease transmission. Hand washing should be performed frequently using antiseptic soap and warm water. Gloves should be changed and hands should be sanitized between each patient and/or specimen. Fingernails should be kept short and artificial nails should not be worn.

### Hazard warning signs

Signage is in place at the DVTC for the safety of students and employees. Signs are located across the campus and include but are not limited to Wet Floor signs, Biohazards on the VSC cooler and freezer, OSHA labels, and Animal Safety signs.

## General Laboratory Safety

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### Centrifuge

The majority of all centrifuge accidents result from user error. To avoid injury, workers should follow the manufacturer's operating instructions for each make and model of centrifuge that they use.

Follow these steps for the safe operation of centrifuges:

- Ensure that centrifuge bowls and tubes are dry.
- Ensure that the spindle is clean.
- Use matched sets of tubes, buckets and other equipment.
- Always use safety centrifuge cups to contain potential spills and prevent aerosols.
- Inspect tubes or containers for cracks or flaws before using them.
- Avoid overfilling tubes or other containers (e.g., in fixed angle rotors, centrifugal force may drive the solution up the side of the tube or container wall).
- Ensure that the rotor is properly seated on the drive shaft.
- Make sure that tubes or containers are properly balanced in the rotor.
- Only check O-rings on the rotor if you are properly trained.
- Apply vacuum grease in accord with the manufacturer's guidelines.
- Do not exceed the rotor's maximum run speed.
- Close the centrifuge lid during operation.
- Make sure that the centrifuge is operating normally before leaving the area.
- Make sure that the rotor has come to a complete stop before opening the lid.

## Compressed Gas in Cylinders

Many industrial and laboratory operations require the use of compressed gases for a variety of different operations.

Compressed gases present a unique hazard. Depending on the particular gas, there is a potential for simultaneous exposure to both mechanical and chemical hazards.

Gases may be:

- Flammable or combustible
- Explosive
- Corrosive
- Poisonous
- Inert
- or a combination of hazards

If the gas is flammable, flash points lower than room temperature, compounded by high rates of diffusion, present a danger of fire or explosion. Additional hazards of reactivity and toxicity of the gas, as well as asphyxiation, can be caused by high concentrations of even "harmless" gases such as nitrogen.

## Storage

**Gas cylinders must be secured at all times to prevent tipping**

Cylinders may be attached to a bench top, individually to the wall, placed in a holding cage, or have a non-tip base attached. Chains or sturdy straps may be used to secure them.

## Transportation

The cylinders that contain compressed gases are primarily shipping containers and should not be subjected to rough handling or abuse. Such misuse can seriously weaken the cylinder and render it unfit for further use or transform it into a rocket having sufficient thrust to drive it through masonry walls.

1. To protect the valve during transportation, the cover cap should be screwed on hand tight and remain on until the cylinder is in place and ready for use.
2. Cylinders should never be rolled or dragged.
3. When moving large cylinders, they should be strapped to a properly designed wheeled cart to ensure stability.
4. Only one cylinder should be handled (moved) at a time.

## Cryogenic liquids

Cryogenic liquids (*also known as cryogenes*) are gases at normal temperatures and pressures. However, at low temperatures, they are in their liquid state. These liquids are extremely cold and have boiling points less than  $-150^{\circ}\text{C}$  ( $-238^{\circ}\text{F}$ ). Even the vapors and gases released from cryogenic liquids are very cold. They often condense the moisture in air, creating a highly visible fog. Different cryogenes become liquids under different conditions of temperature and pressure, but all have two properties in common; extremely cold and small amounts of liquid can expand into very large volumes of gas. Everyone who works with cryogenic liquids must be aware of their hazards and know how to work safely with them.

### Types of Cryogenic Liquids

Each cryogenic liquid has its own specific properties but most cryogenic liquids can be placed into one of three groups:

- **Inert Gases:** Inert gases do not react chemically to any great extent. They do not burn or support combustion. Examples of this group are nitrogen, helium, neon, argon and krypton.
- **Flammable Gases:** Some cryogenic liquids produce a gas that can burn in air. The most common examples are hydrogen, methane, carbon monoxide, and liquefied natural gas.

- Oxygen: Many materials considered as non-combustible can burn in the presence of liquid oxygen. Organic materials can react explosively with liquid oxygen. The hazards and handling precautions of liquid oxygen must therefore be considered separately from other cryogenic liquids.

### Personal Protective Equipment to be worn

- Be sure to work in a well ventilated area to prevent oxygen deficient atmospheres under 19.5% oxygen.
- Wear safety shoes when handling containers along with long sleeve shirts and trousers without cuffs.
- ALWAYS wear a full face shield and splash resistant safety goggles. Contact lenses should not be worn.
- Wear a lab coat and an apron when dispensing liquid nitrogen.
- Wear insulated or leather gloves when handling liquid nitrogen or large, cold objects.

### Handling Cryogenics Liquids

- Never allow any unprotected part of the body to touch non-insulated pipes or vessels which contain cryogenic fluids. Tissue damage that results is similar to frostbite or thermal burns.
- The extremely cold metal will cause flesh to stick fast and tear when one attempts to withdraw from it.
- Use a suitable hand truck for container movement.
- Do not drop, tip, or roll containers on their sides. Do not remove or interchange connections. If user experiences any difficulty operating container valve or with container connections discontinue use and contact supplier. Use the proper connection. DO NOT USE ADAPTERS.
- Many substances become brittle and may shatter when cold, sending pieces of the material flying. Avoid common glass and large, solid plastics.

### Storing Cryogenic Liquids

- Store and use with adequate ventilation.
- Do not store in a confined space.
- Cryogenic containers are equipped with pressure relief devices to control internal pressure. Under normal conditions these containers will periodically vent product. Do not plug, remove, or tamper with pressure relief device for this could cause an explosion.
- Containers shall be handled and stored in an upright position.
- Small quantities of liquid nitrogen can be stored in Dewar bottles. Dewar bottles are hollow-walled glass-lined containers which provide excellent insulation.

### Hazards of Cryogenic Liquids

- Extreme Cold Hazard: Cryogenic liquids and their associated cold vapors and gases can produce effects on the skin similar to a thermal burn. Brief exposures that would not affect skin on the face or hands can damage delicate tissues such as the eyes. Prolonged exposure of the skin or contact with cold surfaces can cause frostbite. The skin appears waxy yellow. There is no initial pain, but there is intense pain when frozen tissue thaws. Unprotected skin can stick to metal that is cooled by cryogenic liquids. The skin can then tear when pulled away. Even non-metallic materials are dangerous to touch at low temperatures. Prolonged breathing of extremely cold air may damage the lungs.
- Asphyxiation Hazard: When cryogenic liquids form a gas, the gas is very cold and usually heavier than air. This cold, heavy gas does not disperse very well and can accumulate near the floor. Even if the gas is non-toxic, it displaces air. When there is not enough air or oxygen, asphyxiation and death can occur. Oxygen deficiency is a serious hazard in enclosed or confined spaces. Small amounts of liquid can evaporate into very large volumes of gas.
- Toxic Hazards: Each gas can cause specific health effects. Refer to the MSDS for information about the toxic hazards of a particular cryogen.
- Fire Hazard: Flammable gases such as hydrogen, methane, carbon monoxide, and liquefied natural gas can burn or explode. Hydrogen is particularly hazardous. It forms flammable mixtures with air over a wide range of concentration. It is also very easily ignited. Oxygen-Enriched Air: When transferring liquid nitrogen through uninsulated metal pipes, the air surrounding a cryogen containment system can condense. Nitrogen, which has a lower boiling point than oxygen, will evaporate first. This evaporation can leave an oxygen-enriched condensate on the surface that can increase the flammability or combustibility of materials near the system, creating potentially explosive conditions. Equipment containing cryogenic fluids must be kept clear of combustible materials in order to minimize the fire hazard potential.
- Liquid Oxygen Hazard: Liquid oxygen contains 4,000 times more oxygen by volume than normal air. Materials that are usually considered non-combustible (carbon and stainless steels, cast iron, aluminum, zinc, Teflon (PTFE), etc.) may burn in the presence of liquid oxygen. Many organic materials can react explosively, especially if a flammable mixture is produced. Clothing splashed or soaked with liquid oxygen can remain highly flammable for hours.

- **Embrittlement:** Rubber, plastic, and carbon steel are some examples of materials that can become brittle and break with very little stress applied to them. Try to avoid using these materials when working with cryogenic. If these materials are used, perform an inspection before use.

## General Use, Maintenance and Care of Equipment

Students may use a selection of the provided equipment but it will be maintained by technicians.

### Hazardous Material Definitions

- **Ignitable-** Contains materials that are easily combustible or flammable
- **Corrosive** includes acids and bases or mixtures having a pH less than or equal to 2 or greater than or equal to 12.5, and materials that burn the skin or dissolve metals.
- **Reactive-** Includes materials that are unstable or undergo rapid or violent chemical reaction when exposed to air, water or other material, generate toxic gases or vapors when mixed with water or when exposed to pH conditions between 2 and 12.5 (as in the case with cyanide or sulfide containing materials), forms potentially explosive mixtures with water, are capable of detonation or explosive reaction when heated or subjected to shock.
- **Toxic-** Includes heavy metal compounds such as: arsenic, barium, cadmium, chromium, lead, mercury, silver, selenium, and more.
- **Pathogenic, Carcinogenic, Infectious, and Etiologic agents-** Includes any material that directly cause health problems such as, "a viable microorganism, or its toxin, which causes or may cause disease in humans or animals". Infectious waste includes blood borne pathogens.
- **Sharps-** Defined as any non-contaminated sharp object that can penetrate the skin, including, but not limited to: broken capillary tubes and glass pipettes, blades from power tools, glass microscope slides and cover plates, and hypodermic and non- hypodermic needles.

All information is not included in this handbook. To access more detailed information about different chemicals that may be used at the LMU-DVTC you can access the MSDS online or in the buildings at different designated areas.

### Hazardous Waste Disposal

Laboratory waste generated by student learning activities will be disposed in appropriate waste bins once labs are

completed and properly cleaned. Expired chemicals will be disposed of properly by trained personnel that are familiar with safety procedures including chemicals both hazardous and non-hazardous.

### Storage

Chemicals and other laboratory materials being stored in any building on the DVTC site will be routinely inspected for proper storage and inventory control. Chemicals should be individually assessed to ensure safe storage of multiple items. Proper storage information can be obtained from the Material Safety Data Sheets (MSDS) provided in each building. MSDS information can also be located online however, hard copies are available due to the uncertainty of internet access at all times.

## Radiation Safety

Radiology safety procedures must be followed by all students and personnel in diagnostic radiology.

1. X-ray machines are to be used for diagnostic procedures on animals only, no human use.
2. X-ray equipment must be used under the express consent and/or supervision of a faculty or staff member.
3. Pregnant individuals that have declared they are pregnant to the appropriate faculty or staff member should take appropriate exposure risk reduction measures based on consultation with their licensed healthcare providers and legal regulations. Pregnant individuals are encouraged to reach out to the University Title IX office to help manage any specific restrictions made by their health care provider.
4. Individuals under 18 years of age are not permitted to operate or be within the restricted area during the operation or radiation generating equipment.
5. X-ray equipment on site includes a stationary x-ray unit in SA129, a mobile x-ray unit housed in the Equine Teaching Center, and a dental x-ray unit housed in SA129.
6. Restricted areas
  - All areas identified with "Caution X-ray Radiation" signs. Unauthorized personnel must not be present in area during the use of radiation generating equipment. Only personnel (student or faculty/staff) required to take image is allowed in the room where images are being taken.
7. Utilize appropriate personal protective equipment (PPE) for operation and assisting
  - Lead lined apron
  - Lead lined gloves
  - Lead eye glasses

- Lead lined thyroid protector
- 8. Avoid primary beam at all times
- 9. PPE is located in the X-ray viewing room and personal dosimeters (monitoring badges) are located in the hallway outside SA129. PPE and dosimeter badges are also located in the Equine Teaching Center for the mobile unit.
- 10. Ionizing radiation which is generated when taking and x-ray, can be harmful to your health if precautions are not taken.
- 11. When operating radiological equipment, users must remain at a minimum of 6 feet away from the primary beam if possible. An exception is the plate holder who must be a minimum of four feet from the primary beam when using the mobile unit.
- 12. Authorized personnel should share responsibility of animal restraint so the same individual is not always in the area of greatest risk for exposure
  - Consider chemical restraint to minimize need to hold animal during exposure
  - Use mechanical holding devices when possible (sand bags, etc.)
  - Personnel should avoid direct scatter and **not** be in the beam
- 13. Radiation exposure monitored with personal monitoring badge
  - **Required** for all authorized personnel operating or assisting with radiation generating equipment
  - Worn on collar or near the hip outside of protective clothing (PPE)
  - Reports of exposure level will be provided to individuals yearly
- 14. Dental X-ray Unit
  - "All stationary, mobile or portable x-ray systems used for veterinary work shall be provided with either a two meter (6.5 feet) high protective barrier for operator protection during exposures, or shall be provided with means to allow the operator to be at least 2.7 meters (nine feet) from the tube housing assembly during exposures."

## Animal Policies

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### Use of Animals at the DVTC

The policy of the Lincoln Memorial University-College of Veterinary Medicine (LMU-CVM) is to safeguard and promote the health and well-being of all animals used in teaching and research activities. LMU-CVM abides by the published standards of care in the *Guide for the Care and Use of Laboratory Animals*, NRC 2011, 8th Edition; the

*Animal Welfare Act* as implemented by Title 9, Code of Federal Regulations (CFR) of the US; and the *AVMA Guidelines on Euthanasia* (2020). The care and welfare of all animals used in the veterinary education curriculum, whether for the education of students or for conducting research or testing, is overseen by the LMU [Institutional Animal Care and Use Committee](#) (IACUC). Protocols for any use of animals at CVM must be reviewed and approved by IACUC prior to implementation.

The veterinary education curricula are designed to provide students opportunities to master the technical skills they will need to function as skilled health care professionals, while doing so in a manner that does not harm animals. In the case of surgical techniques, instrument handling, knot tying, gowning and gloving, draping and maintaining sterile surgical fields, are taught in a serial fashion using a combination of inanimate and dynamic models and computer simulations over several semesters in our Clinical & Professional Skills laboratory. The rationale for this preemptive approach is to build student confidence and expertise before they enter a surgical suite for the first time. The capstone surgical exercise for the pre-clinical curriculum is the canine ovariohysterectomy (spay) procedure. Following spay procedures, patients are returned to their owners, whether the owner is a private individual or a shelter facility.

### Small animals

In order to reduce risks related to aggressive animals or animals suspected of having an infectious disease, these animals need to be handled with specific precautions. Animals with known or suspected aggressive behavior will be handled in separate examination rooms under faculty or technician supervision and as appropriate using different means of restraint (i.e. muzzle, snare etc.).

Animals with respiratory or gastrointestinal signs or with a history of or exposure to a known infectious agent will either not be admitted (depending on LMU policy) or will immediately be placed in one of the isolation rooms or in a dedicated examination room.

### Large animals

#### Horses

Students must work in pairs to collect horses from the paddocks.

The LMU-CVM maintains a herd of horses used for instruction at the DeBusk Veterinary teaching center. These horses were adopted into the herd following specific guidelines and are maintained on a current vaccination and deworming schedule and tested annually for EIA, as

reflected in the medical records system. Physical examinations are performed on a regular basis by LMU-CVM personnel and any horse suspicious of having an infectious disease will be isolated following LMU-CVM isolation protocols.

Horses will be examined either in the equine teaching building in one of the 16 stocks that are available or in the equine teaching barn. Horses known or suspected of having an infectious disease (i.e. respiratory, gastrointestinal, neurologic) will not be examined as part of student instruction, with the exception of students completing the fourth year Large Animal Clinical Rotation.

Horses known to be difficult to handle will only be handled under direct supervision and using appropriate physical or chemical restraint.

### **Cattle**

The LMU-CVM maintains a herd of cattle used for instruction at the DVTC. These cattle were adopted into the herd following specific guidelines and are maintained on a current vaccination and deworming schedule, reflected in the medical records system. Physical examinations are performed on a regular basis by LMU-CVM personnel and any cattle suspicious of having an infectious disease will be isolated following LMU-CVM isolation protocols.

Cattle will be examined in the bovine teaching building. Cattle known or suspected of having an infectious disease (i.e. respiratory, gastro-intestinal, neurologic) will not be examined as part of regular student instruction, with the exception of students completing the fourth year Large Animal Clinical Rotation.

## **Examination of animals**

### **Healthy animals**

All veterinary personnel and veterinary students need to wash their hands between examinations of individual animals (i.e. dogs, cats, horses, groups of cattle...). Veterinary personnel and veterinary students must wear appropriate clothing during animal examinations.

### **Animals with potential infectious diseases**

These animals will be examined in a dedicated examination room or isolation room. Animals will remain isolated until initial diagnostic procedures and treatments have been performed. The isolation or examination room will remain out of service until proper cleaning and disinfection of the room and all the equipment and material in the room has been performed. Contact with these animals will need to

be limited to essential personnel. Personnel will need to follow appropriate personal protective equipment and hygiene protocols to enter and exit isolation rooms.

## **Patient Care Guidelines**

### **Patient Welfare Deficiency Policy**

The faculty of the LMU-CVM programs work hard to ensure ample hands-on experience for students using live animals. Students have a responsibility to provide daily enrichment, feedings, medical, and any additional care to the live animals we house within our college. To ensure the optimal respect, care, and health of these animals we have developed Patient Care Guidelines to hold each student accountable during their time at LMU-CVM. The Patient Care Guidelines are made available to students at the beginning of each semester that outlines what constitutes expectations of care and patient neglect. If a student does not properly care for their patient, a patient welfare deficiency will be recorded.

Welfare deficiencies will be documented as part of a points system. If a student accumulates >2 points in a semester, they will meet with the Professional Conduct Committee.

All Patient Welfare Deficiencies will be documented in writing. Depending on the number and severity of these deficiencies, the student will be required to meet with any or all of the following LMU representatives:

- The Clinical Skills Course Directors and/or the Attending Veterinarian
- The Professional Conduct Committee

The following are examples of potential level 1-4 patient welfare deficiencies: .

#### **Level 1 Animal Patient Welfare Deficiency:**

- Failure to notify Animal Care Supervisor and kennel team at

least 30 mins prior to tardy or absence from a shift

- Incomplete/missing information on charting (ex: Instinct, vet checks)

- Charting must be completed within 30 minutes of the end of the kennel shift
  - Failure to:

Work cooperatively as a team member

Focus on patient during the shift (e.g. on cell phone during shift)

Approve shift exchange by Animal Care Staff or CVM Faculty

Complete animal care duties

Complete all charting (patient and cleaning)

Each Level 1 deficiency will be considered as 1 point towards the outcomes described in section 6 of this document.

### **Level 2 Animal Patient Welfare Deficiency:**

Failure to:

- Provide and ensure proper care and daily needs of an animal. This includes but is not limited to proper medication administration, feeding, ensuring hygiene of kennel facility, enrichment etc.
- Promptly report a sick, injured or aggressive animal to Animal Care Supervisor
- Use appropriate mechanical restraint (harness fit, muzzles, closure of kennel door, etc.)
- Place both required leads (slip lead and harness) for walking the dog.
- Place the additional clip on the [kennel](#) door.

Each Level 2 charge will be considered as 2 points toward any of the outcomes described in section 6 of this document.

### **Level 4 Animal Patient Welfare Deficiency:**

- Abuse, such as physically striking, rough handling, or tormenting a caged animal, in any way or endangering the animal's life
- Fabrication of any aspect of kennel care including medical records

Each Level 4 charge will be considered as 4 points and require a meeting with the Professional Conduct Committee (see PCC).

By enrolling in a DVM or VMT program, the student agrees to all conditions stated in the Patient Care Guidelines.

# Rabies Policy

Policy Number (VMT:03:01)

Rabies Policy for the Richard A. Gillespie College of Veterinary

Medicine Veterinary Medical Technology Program

## **I. PURPOSE**

The purpose of this rabies policy (hereinafter the "Policy") is to decrease the chance of exposure to rabies, a fatal zoonotic disease, for personnel and students enrolled in the Richard A. Gillespie College of Veterinary Medicine Veterinary Medical Technology Program (hereinafter the "Program") at Lincoln Memorial University (LMU).

## **II. POLICY STATEMENT**

It is the policy of the Program to require pre-exposure rabies vaccination or evidence of a protective rabies titer within the past twenty-four (24) months for all students enrolled in the Program and personnel associated with the Program. Students who have a medical contraindication or religious exemption that prevents them from receiving the rabies vaccine must understand their increased risk of contracting rabies. The rabies mitigation policy lays out the steps that the Program has put in place to help decrease this risk for all faculty and students enrolled in the program.

## **III. DEFINITIONS**

Fully vaccinated animal - Animals that have been held for twenty-eight (28) days after their first rabies vaccine to allow for seroconversion according to the Center for Disease Control (CDC).

Animals previously vaccinated against rabies are considered fully vaccinated immediately after their booster vaccine is given if their booster vaccine is given on schedule. Fully vaccinated human – Humans are considered fully vaccinated after they have completed their initial rabies vaccine series (either 2-dose or 3-dose series) within the past two (2) years or have an adequate rabies titer drawn within the past two (2) years.

## **IV. AUDIENCE**

This policy is written for the Program including LMU personnel, students, and shareholders.

## **V. COMPLIANCE**

Compliance will be ensured by oversight from the Veterinary Medical Technology Program Director and Program Personnel.

## VI. ROLES AND RESPONSIBILITIES

Animal Care Supervisor: Staff member who oversees care of canine, feline, and laboratory animals and is the direct point of contact for students on kennel shifts regarding animal care.

Veterinary Medical Technology Program Director: Professor that oversees the Program, including supervision of staff and faculty.

Program Personnel: Any staff or faculty employed by LMU with primary duties associated with the Program.

## VII. APPLICABLE STATUTES, REGULATIONS, AND RELATED POLICIES (IF ANY)

Information for guidelines regarding zoonotic disease and rabies protection: [www.cdc.gov/rabies/index.html](http://www.cdc.gov/rabies/index.html) and *What is Rabies?*, World Health Organization, <https://www.who.int/rabies/about/en/>.

## VIII. STANDARDS

CVTEA Accreditation Policies and Procedures: Appendix A

Rabies exposure is an occupational hazard for all members of the veterinary healthcare team, and preventive measures are necessary to protect personnel. Rabies in humans can be prevented either by eliminating exposures to rabid animals or by providing exposed persons with prompt local treatment of wounds combined with appropriate post-exposure prophylaxis (including both passive antibody administration and active immunization with cell culture vaccines). According to the U.S. Centers for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP), pre-exposure vaccination should be offered to persons in high-risk groups, such as veterinarians and their staff.

## IX. COMPONENTS OF RABIES POLICY

1. Vaccination of mammals (excluding rodent and rabbits):
  - a. All mammals (cats, dogs, cattle, and horses) used for instruction under IACUC and USDA protocol are vaccinated against rabies by an USDA-accredited veterinarian upon intake into an LMU facility. Records for rabies vaccination will be held for each animal within their medical record in the LMU-CVM electronic medical record database. Any student who is not fully vaccinated against rabies will not handle an animal until the animal is considered fully vaccinated (see Section III for definitions).
  - b. Any client owned mammals (e.g., sheep, dogs, cats, or ferrets) that are used in laboratory

classes will be required to provide proof of a current rabies vaccine prior to use in a laboratory setting. Any client-owned mammal that has not been fully vaccinated will not be permitted to participate in laboratory classes (see Section III for definitions).

2. Vaccination of humans
  - a. Pre-exposure rabies vaccination or evidence of a protective rabies titer within the past twenty-four (24) months is required for all students enrolled in the Program and personnel associated with the Program.
3. Hold/seroconversion period post rabies vaccination
  - a. Upon intake into an LMU facility, rabies vaccination is administered to any unvaccinated animal or animal with unknown vaccination status and documented in each animal's medical record. Animals are held for twenty-eight (28) days before they are considered fully vaccinated.
  - b. Once at LMU, only fully vaccinated students or students with proof of a protective titer within the past twenty-four (24) months and fully vaccinated Program personnel will care for any animals that are not fully vaccinated against rabies (see Section III for definitions).
4. Hold/observation period for vaccinated animals exposed to rabies
  - a. Mammals (dogs, cats, horses, and cattle) that are exposed to rabies but current on rabies vaccination shall be given a booster vaccination immediately and are held for forty-five (45) days for observation.
  - b. Only fully vaccinated employees and students or employees and students with proof of a protective titer within the past twenty-four (24) months will care for any animals not fully vaccinated against rabies on a post-exposure rabies hold (see Section III for definitions).
5. Communication to external parties:
  - a. The memorandum of understanding (MOU) signed by Student Practicum Sites states, "All students will be required to obtain Tetanus and Rabies immunizations prior to admission to the clinical educational program and shall otherwise meet those health standards required by UNIVERSITY and SITE, unless student has an Immunization Waiver on file." If any student is not fully vaccinated against rabies, the externship site is required to only allow them to handle animals that are fully vaccinated (see Section III for definitions). LMU will not be liable for any delays this may cause in a student's progression through the program.
6. Communication to internal parties:

- a. Comprehensive information about rabies is provided to the University President for review. The rabies mitigation policy, including the student vaccination policy, is reviewed and approved by the General Counsel, the Executive Dean of the LMU-CVM, and President of the University.
7. Communication to students:
- a. All students are informed that rabies is a fatal disease and is a serious risk to their health prior to working with any live mammals. Students will also be taught how rabies is transmitted, about the importance of the pre-exposure rabies vaccination, and the steps that should be taken after possible exposure to an animal infected with rabies.
  - b. Excerpt from LMU-CVM Student Handbook detailing the rabies vaccine policy: "All students admitted to the Lincoln Memorial University Veterinary Medical Technology Program must be immunized against Rabies and Tetanus (or be exempted by a physician). This form must be completed by the attending physician as verification of coverage. Students will not be permitted to take any courses that require hands-on training with animals until this form is completed and returned to the Veterinary Medical Technology Program." The handbook also includes a "Rabies Notification" statement which details the risk of rabies as a fatal disease.
  - c. During a first semester course (VMT100), students are provided a paper copy of the rabies mitigation policy and the policy is discussed in class. At the end of class, students sign and submit their acknowledgement that they understand that rabies is a fatal disease and is a risk to their health and that they reviewed the rabies mitigation policy.
  - d. Contact tracing is performed for any students who worked with an unvaccinated animal in the event the animal shows signs of or is diagnosed with rabies. Any student who is not fully vaccinated against rabies will not handle an animal until the animal is considered fully vaccinated (see Section III for definitions).
  - e. All client-owned animals must show proof of rabies vaccination and be fully vaccinated. All client-owned animals used for curriculum delivery will be monitored by owners for ten (10) days after student contact. At the end of the ten (10) days, program personnel will call and confirm that the animals used in laboratory are not having any symptoms of rabies. Any animal exhibiting signs of rabies will be examined by a veterinarian and testing of the

- animal will be required if the veterinarian examining the patient and the public health veterinarian deem it necessary.
8. Comprehensive risk assessment considering local rabies prevalence.
- a. Before each school year begins, an audit of the confirmed rabies cases for the area is completed. This information is available through <https://www.cdc.gov/rabies/location/usa/surveillance/index.html>. In addition, an audit of confirmed rabies cases is completed for any area where a student completes an externship. This information is provided to the students before they begin live animal laboratories each academic year and before their practicum begins. Any student exposed to rabies will have immediate wound care if needed and then will be referred to their doctor to begin post-exposure prophylaxis which may include passive antibody administration and/or active immunization.
9. Mitigating human exposure
- a. All students and personnel will have appropriate PPE available during live animal and necropsy laboratories. When working with any unvaccinated animal, fully vaccinated students and personnel will be instructed to use gloves, masks, eye protection, long sleeves, pants, and closed-toed shoes. Any student who is not fully vaccinated against rabies will not handle an animal until the animal is considered fully vaccinated (see Section III for definitions).
  - b. Any student or personnel exposed to a known or suspected case of rabies will have immediate wound care and will be referred to their doctor to begin post-exposure prophylaxis, which may include passive antibody administration and/or active immunization.

#### **X. CONTACT INFORMATION**

For more information regarding this policy, please contact Dr. Jay Miles, VMT program director at [jay.miles02@lmunet.edu](mailto:jay.miles02@lmunet.edu).

#### **XI. DOCUMENT HISTORY**

Effective: 2/2022; Revised 7/2023; Revised 7/2024; Revised 5/2025

## Rabies Exposure Mitigation Policy

**Policy Number (VMT:02:01)**

## Rabies Exposure Mitigation Policy for the Richard A. Gillespie College of Veterinary Medicine Veterinary Medical Technology Program

### 1. Purpose

The purpose of this rabies mitigation policy (hereinafter the "Policy") is to decrease the chance of exposure to rabies, a fatal zoonotic disease, for Program personnel and students enrolled in the Richard A. Gillespie College of Veterinary Medicine Veterinary Medical Technology Program (hereinafter the "Program") at Lincoln Memorial University (LMU).

### 2. Policy Statement

It is the policy of the Program to require pre-exposure rabies vaccination or evidence of a protective rabies titer within the past twenty-four (24) months for all students enrolled in the Program and personnel associated with the Program. Students who have a medical contraindication or religious exemption that prevents them from receiving the rabies vaccine must understand their increased risk of contracting rabies. The rabies mitigation policy lays out the steps that the Program has put in place to help decrease this risk for all faculty and students enrolled in the Program.

### III. Definitions

**Fully vaccinated animal** - Animals that have been held for twenty-eight (28) days after their first rabies vaccine to allow for seroconversion according to the Center for Disease Control (CDC). Animals previously vaccinated against rabies are considered fully vaccinated immediately after their booster vaccine is given if their booster vaccine is given on schedule.

**Fully vaccinated human** – Humans are considered fully vaccinated after they have completed their initial rabies vaccine series (either 2-dose or 3-dose series) within the past two (2) years or have an adequate rabies titer drawn within the past two (2) years.

### 4. Audience

This policy is written for the Program including LMU personnel, students, and shareholders.

### 5. Compliance

Compliance will be ensured by oversight from the Veterinary Medical Technology Program Director and Program Personnel.

### 6. Roles and Responsibilities

**Animal Care Supervisor:** Staff member who oversees care of canine, feline, and laboratory animals. and is the direct point of contact for students on kennel shifts regarding animal care.

**Clinical Veterinary Technician:** Staff member, who is a credentialed veterinary technician, and works closely with the other technical staff in the Program to provide instruction and assist in teaching animal management.

**Clinical Activities Coordinator:** Staff member, who is a credentialed veterinary technician, and works closely with the other technical staff in the Program to provide instruction and assist in teaching animal management.

**Veterinary Medical Technology Program Director:** Professor that oversees the Program, including supervision of staff and faculty.

**Program Personnel:** Any staff or faculty employed by LMU with primary duties associated with the Program.

### VII. Applicable Statutes, Regulations, and Related Policies (If any)

Information for guidelines regarding zoonotic disease and rabies protection: [www.cdc.gov/rabies/index.html](http://www.cdc.gov/rabies/index.html) and *What is Rabies?*, World Health Organization, <https://www.who.int/rabies/about/en/>.

### VIII. Standards

CVTEA Accreditation Policies and Procedures: Appendix A

Rabies in humans can be prevented either by eliminating exposures to rabid animals or by providing exposed persons with prompt local treatment of wounds combined with appropriate postexposure prophylaxis (including both passive antibody administration and active immunization with cell culture vaccines). In addition, pre-exposure vaccination should be offered to persons in high-risk

groups, such as veterinarians, animal handlers, and certain laboratory workers. Student safety must be considered above financial challenges. All components of the rabies mitigation plan are executed and enforced.

Components of rabies mitigation plan:

1. Vaccination of mammals (excluding rodent and rabbits);
2. Vaccination of humans
3. Hold/seroconversion period post rabies vaccination (per CDC- twenty-eight (28) days);
4. Hold/seroconversion period for vaccinated animals exposed to rabies (per CDC- forty-five (45) days);
5. Communication to external parties;
6. Communication to internal parties;
7. Communication to students; and
8. Comprehensive risk assessment taking into account local rabies prevalence.

#### **IX. Components of Rabies Mitigation Plan**

1. Vaccination of mammals (excluding rodent and rabbits):
  1. All mammals (cats, dogs, cattle, and horses) used for instruction under IACUC and USDA protocol are vaccinated against rabies by an USDA-accredited veterinarian upon intake into an LMU facility. Records for rabies vaccination will be held for each animal within their medical record in the LMU-CVM electronic medical record database. Any student who is not fully vaccinated against rabies will not handle an animal until the animal is considered fully vaccinated (see Section III for definitions).
  2. Any client owned mammals (e.g., sheep, dogs, cats, or ferrets) that are used in laboratory classes will be required to provide proof of a current rabies vaccine prior to use in a laboratory setting. Any student who is not fully vaccinated against rabies will not handle an animal until the animal is considered fully vaccinated (see Section III for definitions).
2. Vaccination of humans
  1. Pre-exposure rabies vaccination or evidence of a protective rabies titer within the past twenty-four (24) months is required for all students enrolled in the Program and personnel associated with the Program.
3. Hold/seroconversion period post rabies vaccination

1. Upon intake into an LMU facility, rabies vaccination is administered to any unvaccinated animal or animal with unknown vaccination status and documented in each animal's medical record. Animals are held for twenty-eight (28) days before they are considered fully vaccinated.
2. Once at LMU, only fully vaccinated students or students with proof of a protective titer within the past twenty-four (24) months and fully vaccinated Program personnel will care for any animals that are not fully vaccinated against rabies (see Section III for definitions).
4. Hold/observation period for vaccinated animals exposed to rabies
  1. Mammals (dogs, cats, horses, and cattle) that are exposed to rabies but current on rabies vaccination shall be given a booster vaccination immediately and are held for forty-five (45) days for observation.
  2. Only fully vaccinated employees and students or employees and students with proof of a protective titer within the past twenty-four (24) months will care for any animals not fully vaccinated against rabies on a post-exposure rabies hold (see Section III for definitions).
5. Communication to external parties:
  1. The memorandum of understanding (MOU) signed by Student Practicum Sites states, "All students will be required to obtain Tetanus and Rabies immunizations prior to admission to the clinical educational program and shall otherwise meet those health standards required by UNIVERSITY and SITE, unless student has an Immunization Waiver on file." If any student is not fully vaccinated against rabies, the externship site is required to only allow them to handle animals that are fully vaccinated (see Section III for definitions). LMU will not be liable for any delays this may cause in a student's progression to through the program.
6. Communication to internal parties:
  1. Comprehensive information about rabies is provided to the University President for review. The rabies mitigation policy, including the student vaccination policy, is reviewed and approved by the General Counsel, the Executive Dean of the LMU-CVM, and President of the University.
7. Communication to students:
  1. All students are informed that rabies is a fatal disease and is a serious risk to their health prior to working with any live mammals. Students will also be taught how rabies is transmitted, about the importance of the pre-exposure rabies

vaccination, and the steps that should be taken after possible exposure to an animal infected with rabies.

2. Excerpt from LMU-CVM Student Handbook detailing the rabies vaccine policy: "All students admitted to the Lincoln Memorial University Veterinary Medical Technology Program **must** be immunized against Rabies and Tetanus (or be exempted by a physician). This form must be completed by the attending physician as verification of coverage. Students will not be permitted to take any courses that require hands-on training with animals until this form is completed and returned to the Veterinary Medical Technology Program." The handbook also includes a "Rabies Notification" statement which details the risk of rabies as a fatal disease.
3. During a first semester course (VMT100), students are provided a paper copy of the rabies mitigation policy and the policy is discussed in class. At the end of class, students sign and submit their acknowledgement that they understand that rabies is a fatal disease and is a risk to their health and that they reviewed the rabies mitigation policy.
4. Students enrolled in a first semester course (VMT120) must pay a \$750.00 course fee to cover the purchase and administration of a two-dose rabies vaccine series. The vaccine is administered at a local pharmacy during the initial weeks of their first semester in the Program. Students who have insurance that will cover the rabies vaccination series may opt to be vaccinated before the start of the Program. Students who provide written documentation of rabies vaccination or protective titers within twenty-four (24) months will have the course fee waived and are considered fully vaccinated (see Section III for definitions).
5. Contact tracing is performed for any students who worked with an unvaccinated animal in the event the animal shows signs of or is diagnosed with rabies. Any student who is not fully vaccinated against rabies will not handle an animal until the animal is considered fully vaccinated (see Section III for definitions).
6. All client-owned animals must show proof of rabies vaccination and be fully vaccinated. All client-owned animals used for curriculum delivery will be monitored by owners for ten (10) days after student contact. At the end of the ten (10) days, program personnel will call and confirm that the animals used in laboratory are not having any symptoms of rabies. Any

animal exhibiting signs of rabies will be examined by a veterinarian and testing of the animal will be required if the veterinarian examining the patient and the public health veterinarian deem it necessary.

8. Comprehensive risk assessment considering local rabies prevalence.
  1. Before each school year begins, an audit of the confirmed rabies cases for the area is completed. This information is available through <https://www.cdc.gov/rabies/location/usa/surveillance/index.html>. In addition, an audit of confirmed rabies cases is completed for any area where a student completes an externship. This information is provided to the students before they begin live animal laboratories each academic year and before their practicum begins.
  2. Any student exposed to rabies will have immediate wound care if needed and then will be referred to their doctor to begin post-exposure prophylaxis which may include passive antibody administration and/or active immunization.
9. Mitigating human exposure
  1. All students and personnel will have appropriate PPE available during live animal and necropsy laboratories. When working with any unvaccinated animal, fully vaccinated students and personnel will be instructed to use gloves, masks, eye protection, long sleeves, pants, and closed-toed shoes. Any student who is not fully vaccinated against rabies will not handle an animal until the animal is considered fully vaccinated (see Section III for definitions).
  2. Any student or personnel exposed to a known or suspected case of rabies will have immediate wound care and will be referred to their doctor to begin post-exposure prophylaxis, which may include passive antibody administration and/or active immunization.

## X. Contact Information

For more information regarding this policy, please contact Dr. Jay Miles, VMT program director at [jay.miles02@lmunet.edu](mailto:jay.miles02@lmunet.edu).

## XI. Document History

Effective: 2/2022; Revised 7/2023; Revised 7/2024

# LMU Refund Institutional Policy

## Refund of Institutional Tuition, Room, and Board Charges

LMU operates with an annual budget developed through advance planning built around the institutional mission and goals, including financial obligations to faculty and others who provide necessary services essential for operation. In the event a student drops one or more classes, withdraws, or is administratively dismissed from the University for disciplinary or financial reasons after registration is completed and prior to the end of a semester of enrollment, the student's eligibility for a refund of tuition and/or room and board will be pro-rated as indicated by this refund policy. A student must complete a Change of Schedule form, obtained from the Office of the Registrar for dropping one or more classes. Any situation in which all classes are dropped is considered to be a withdrawal from the University. Any notification of withdrawal and a request of refund must be made in writing. Should the student fail to officially withdraw, all semester charges will become immediately due and payable.

The official withdrawal process begins in the Office of the Registrar. A withdrawal form must be completed, and all the necessary signatures obtained. Oral requests do not constitute *official notification*. The official date of withdrawal used to compute the refund is the date that the Registrar's Office physically receives the form. Applicable institutional charges for fall and spring semesters will be refunded according to the following schedule:

### Refund Schedule

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

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

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

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

## Refund of Financial Aid

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

## Refund of Housing Reservation and Damage Deposit

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

## Refund of 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>).

## Equal Opportunity Statement

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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.

# Curriculum Digest

## Class of 2026 Curriculum Digest

### Degree Type

Doctor of Veterinary Medicine

### Year 1

#### 1st Semester Courses | Fall 2022

Item #	Title	Credits
CVM-700	Medical Gross Anatomy Bootcamp0 (optional summer course)	
CVM-702	First Year Transition: Building Academic Resilience	0.5
CVM-710A	Veterinary Anatomy I	5
CVM-711	Veterinary Physiology	5.5
CVM-712	Veterinary Histology	1
CVM-714	One Health I	0.5
CVM-715	Clinical Skills I	1
CVM-717	Applied Anatomy & Physiology	1
CVM-718	Professional Skills I	1
CVM-719	Medical Science	1

### Year 1

#### 2nd Semester Courses | Spring 2023

Item #	Title	Credits
CVM-713	Parasitology	3
CVM-716A	Evidence Based Veterinary Med.	1.5
CVM-720	Veterinary Anatomy II	4
CVM-722	Veterinary Immunology	2.5
CVM-723B	Veterinary Virology	1.5
CVM-723C	Bacteriology and Mycology	2.5
CVM-724	One Health II	1
CVM-725	Clinical Skills II	1
CVM-728	Professional Life Skills II	1
CVM-731	Basic Pharmacology	1

### Year 2

#### 3rd Semester Courses | Fall 2023

Item #	Title	Credits
CVM-730A	Veterinary Pathology	6
CVM-733	Clinical Pathology	3
CVM-734	One Health III	2
CVM-735	Clinical Skills III	1.5
CVM-738	Professional Skills III	1
CVM-743	Intro to Diagnostic Imaging	3
CVM-749	Integrative Diagnostics	1
	Electives (2026)	

### Year 2

#### 4th Semester Courses | Spring 2024

Item #	Title	Credits
CVM-726	Animal Husbandry, Welfare & Behavior	2
CVM-732	Toxicology	1.5
CVM-736	Veterinary Nutrition	2
CVM-737A	Surgery I - Intro to Surgery	2
CVM-737B	Surgery II - Soft Tissue	1.5
CVM-737C	Surgery III - Orthopedic	1.5
CVM-744	One Health IV	1
CVM-745	Clinical Skills IV	1.5
CVM-746A	Anesthesia & Analgesia I - Introduction	2
CVM-748	Professional Skills IV	1
	Electives (2026)	

### Year 3

#### 5th Semester Courses | Fall 2024

Item #	Title	Credits
CVM-741A	Clinical Pharmacology I	1.5
CVM-750A	Small Animal Medicine I	4
CVM-751	Theriogenology	2
CVM-752A	Food Animal Production, Medicine, & Surgery I	3
CVM-753A	Equine Medicine & Surgery I	3
CVM-755	Clinical Skills V	2.5
CVM-758	Professional Life Skills V	1
CVM-764	Veterinary Dentistry	1.5
CVM-769O	Radiographic Interpretation	1
	Electives (2026)	

### Year 3

#### 6th Semester Courses | Spring 2025

Item #	Title	Credits
CVM-701	Clinical Reasoning	1
CVM-729	Emergency Medicine & Critical Care	1
CVM-741B	Clinical Pharmacology II	1
CVM-750B	Small Animal Medicine II	4
CVM-752B	Food Animal Production, Medicine, & Surgery II	3
CVM-753B	Equine Medicine & Surgery II	3
CVM-759	Introduction to Clinical Year	0.5
CVM-761	Avian & Exotic Animal Medicine	1
CVM-765	Clinical Skills VI	3
CVM-766	Introduction to Practice Management	1
	Electives (2026)	

## Year 4

### Clinical Year | Foundations

Item #	Title	Credits
CVM-770	Small Animal General Practice	4
CVM-771	Specialty Animal Practice	4
CVM-773	Diagnostic Medicine	6
CVM-774	Large Animal Clinical Rotation	2
CVM-776	NAVLE Administration*	4
CVM-777	Launch Week	1

## Year 4

### Clinical Year | Electives

Student's choice of 28 total elective credits, with no more than two blocks of CVM-780E or CVM-781E.

Item #	Title	Credits
CVM-770E	Small Animal GP Elective	4
CVM-771E	Specialty Animal Elective	4
CVM-780E	Elective Clinical Rotation	4
CVM-780SPE	Student Proposed 2 Week Elective	
CVM-781SPE	Student Proposed 4 Week Elective	
	Total Credits	156

## Class of 2027 Blue Curriculum Digest

### Degree Type

Doctor of Veterinary Medicine

## Year 1

### 1<sup>st</sup> Semester Courses | Fall 2023

Item #	Title	Credits
CVM-700	Medical Gross Anatomy Bootcamp0 (optional summer course)	
CVM-702	First Year Transition: Building Academic Resilience	0.5
CVM-710A	Veterinary Anatomy I	5
CVM-711	Veterinary Physiology	5.5
CVM-712	Veterinary Histology	1
CVM-714	One Health I	0.5
CVM-715	Clinical Skills I	1
CVM-717	Applied Anatomy & Physiology	1
CVM-718A	Professional Life Skills I	1
CVM-719	Medical Science	1

## Year 1

### 2<sup>nd</sup> Semester Courses | Spring 2024

Item #	Title	Credits
CVM-713	Parasitology	3
CVM-716A	Evidence Based Veterinary Med.	1.5
CVM-720	Veterinary Anatomy II	4
CVM-722	Veterinary Immunology	2.5
CVM-723B	Veterinary Virology	1.5
CVM-723C	Bacteriology and Mycology	2.5
CVM-724	One Health II	1
CVM-725	Clinical Skills II	1
CVM-728A	Professional Identity II	1
CVM-731	Basic Pharmacology	1

## Year 2

### 3<sup>rd</sup> Semester Courses | Fall 2024

Item #	Title	Credits
CVM-730A	Veterinary Pathology	6
CVM-732	Toxicology	1.5
CVM-733	Clinical Pathology	3
CVM-734	One Health III	2
CVM-735	Clinical Skills III	1.5
CVM-738	Professional Skills III	1
CVM-743	Intro to Diagnostic Imaging	3
CVM-749	Integrative Diagnostics	1
	Electives (2027 Blue)	

## Year 2

### 4<sup>th</sup> Semester Courses | Spring 2025

Item #	Title	Credits
CVM-726	Animal Husbandry, Welfare & Behavior	2
CVM-736	Veterinary Nutrition	2
CVM-737A	Surgery I - Intro to Surgery	2
CVM-737B	Surgery II - Soft Tissue	1.5
CVM-737C	Surgery III - Orthopedic	1.5
CVM-744	One Health IV	1
CVM-745	Clinical Skills IV	1.5
CVM-746A	Anesthesia & Analgesia I - Introduction	2
CVM-748	Professional Skills IV	1
	Electives (2027 Blue)	

## Year 3

### 5<sup>th</sup> Semester Courses | Fall 2025

Item #	Title	Credits
CVM-741A	Clinical Pharmacology I	1.5
CVM-750A	Small Animal Medicine I	4
CVM-751	Theriogenology	2
CVM-752A	Food Animal Production, Medicine, & Surgery I	3
CVM-753A	Equine Medicine & Surgery I	3
CVM-755	Clinical Skills V	2.5
CVM-758	Professional Life Skills V	1
CVM-764	Veterinary Dentistry	1.5
	Electives (2027 Blue)	

## Year 3

### 6<sup>th</sup> Semester Courses | Spring 2026

Item #	Title	Credits
CVM-701	Clinical Reasoning	1
CVM-729	Emergency Medicine & Critical Care	1
CVM-741B	Clinical Pharmacology II	1
CVM-750B	Small Animal Medicine II	4
CVM-752B	Food Animal Production, Medicine, & Surgery II	3
CVM-753B	Equine Medicine & Surgery II	3
CVM-759	Introduction to Clinical Year	0.5
CVM-761	Avian & Exotic Animal Medicine	1
CVM-765	Clinical Skills VI	3
CVM-766	Introduction to Practice Management	1
CVM-769O	Radiographic Interpretation	1
	Electives (2027 Blue)	

## Year 4

### Clinical Year | Foundations

Item #	Title	Credits
CVM-770	Small Animal General Practice	4
CVM-771	Specialty Animal Practice	4
CVM-773	Diagnostic Medicine	6
CVM-774	Large Animal Clinical Rotation	2
CVM-776	NAVLE Administration*	4
CVM-777	Launch Week	1

## Year 4

### Clinical Year | Electives

Student's choice of 28 total elective credits, with no more than two blocks of CVM-780E or CVM-781E.

Item #	Title	Credits
CVM-770E	Small Animal GP Elective	4
CVM-771E	Specialty Animal Elective	4
CVM-780E	Elective Clinical Rotation	4
CVM-780SPE	Student Proposed 2 Week Elective	
CVM-781SPE	Student Proposed 4 Week Elective	
	Total Credits	156

## Class of 2027 Silver Curriculum Digest

### Degree Type

Doctor of Veterinary Medicine

## Year 1

### 1<sup>st</sup> Semester Courses | Spring 2023

Item #	Title	Credits
CVM-702	First Year Transition: Building Academic Resilience	0.5
CVM-713	Parasitology	3
CVM-714	One Health I	0.5
CVM-715	Clinical Skills I	1
CVM-716A	Evidence Based Veterinary Med.	1.5
CVM-719	Medical Science	1
CVM-722	Veterinary Immunology	2.5
CVM-723B	Veterinary Virology	1.5
CVM-723C	Bacteriology and Mycology	2.5
CVM-724	One Health II	1
CVM-726	Animal Husbandry, Welfare & Behavior	2

## Year 1

### 2<sup>nd</sup> Semester Courses | Fall 2023

Item #	Title	Credits
CVM-700	Medical Gross Anatomy Bootcamp0 (optional summer course)	
CVM-710A	Veterinary Anatomy I	5
CVM-711	Veterinary Physiology	5.5
CVM-712	Veterinary Histology	1
CVM-717	Applied Anatomy & Physiology	1
CVM-718A	Professional Life Skills I	1
CVM-725	Clinical Skills II	1
CVM-731	Basic Pharmacology	1

## Year 2

### 3<sup>rd</sup> Semester Courses | Spring 2024

Item #	Title	Credits
CVM-720	Veterinary Anatomy II	4
CVM-728A	Professional Identity II	1
CVM-732	Toxicology	1.5
CVM-735	Clinical Skills III	1.5
CVM-736	Veterinary Nutrition	2
CVM-737A	Surgery I - Intro to Surgery	2
CVM-737B	Surgery II - Soft Tissue	1.5
CVM-737C	Surgery III - Orthopedic	1.5
CVM-744	One Health IV	1
CVM-746A	Anesthesia & Analgesia I - Introduction	2
	Electives (2027 Silver)	

## Year 2

### 4<sup>th</sup> Semester Courses | Fall 2024

Item #	Title	Credits
CVM-730A	Veterinary Pathology	6
CVM-733	Clinical Pathology	3
CVM-734	One Health III	2
CVM-738A	Veterinary Professional Skills I	1
CVM-743	Intro to Diagnostic Imaging	3
CVM-745	Clinical Skills IV	1.5
CVM-749	Integrative Diagnostics	1
	Electives (2027 Silver)	

## Year 3

### 5<sup>th</sup> Semester Courses | Spring 2025

Item #	Title	Credits
CVM-729	Emergency Medicine & Critical Care	1
CVM-741A	Clinical Pharmacology I	1.5
CVM-748	Professional Skills IV	1
CVM-750B	Small Animal Medicine II	4
CVM-752B	Food Animal Production, Medicine, & Surgery II	3
CVM-753B	Equine Medicine & Surgery II	3
CVM-755	Clinical Skills V	2.5
CVM-761	Avian & Exotic Animal Medicine	1
CVM-766	Introduction to Practice Management	1
	Electives (2027 Silver)	

## Year 3

### 6<sup>th</sup> Semester Courses | Fall 2025

Item #	Title	Credits
CVM-701	Clinical Reasoning	1
CVM-741B	Clinical Pharmacology II	1
CVM-750A	Small Animal Medicine I	4
CVM-751	Theriogenology	2
CVM-752A	Food Animal Production, Medicine, & Surgery I	3
CVM-753A	Equine Medicine & Surgery I	3
CVM-758	Professional Life Skills V	1
CVM-759	Introduction to Clinical Year	0.5
CVM-764	Veterinary Dentistry	1.5
CVM-765	Clinical Skills VI	3
CVM-7690	Radiographic Interpretation	1
	Electives (2027 Silver)	

## Year 4

### Clinical Year | Foundations (required)

Item #	Title	Credits
CVM-770	Small Animal General Practice	4
CVM-771	Specialty Animal Practice	4
CVM-773	Diagnostic Medicine	6
CVM-774	Large Animal Clinical Rotation	2
CVM-776	NAVLE Administration*	4
CVM-777	Launch Week	1

## Year 4

### Clinical Year | Electives

Student's choice of 28 total elective credits, with no more than two blocks of CVM-780E or CVM-781E.

Item #	Title	Credits
CVM-770E	Small Animal GP Elective	4
CVM-771E	Specialty Animal Elective	4
CVM-780E	Elective Clinical Rotation	4
CVM-780SPE	Student Proposed 2 Week Elective	
CVM-781SPE	Student Proposed 4 Week Elective	
	Total Credits	156

## Class of 2028 Blue Curriculum Digest

### Degree Type

Doctor of Veterinary Medicine

## Year 1

### 1<sup>st</sup> Semester Courses | Fall 2024

Item #	Title	Credits
CVM-700	Medical Gross Anatomy Bootcamp0 (optional summer course)	
CVM-702	First Year Transition: Building Academic Resilience	0.5
CVM-710A	Veterinary Anatomy I	5
CVM-711	Veterinary Physiology	5.5
CVM-712	Veterinary Histology	1
CVM-714	One Health I	0.5
CVM-715	Clinical Skills I	1
CVM-717	Applied Anatomy & Physiology	1
CVM-718A	Professional Life Skills I	1
CVM-719	Medical Science	1
CVM-731	Basic Pharmacology	1

## Year 1

### 2<sup>nd</sup> Semester Courses | Spring 2025

Item #	Title	Credits
CVM-713	Parasitology	3
CVM-716A	Evidence Based Veterinary Med.	1.5
CVM-720	Veterinary Anatomy II	4
CVM-722	Veterinary Immunology	2.5
CVM-723B	Veterinary Virology	1.5
CVM-723C	Bacteriology and Mycology	2.5
CVM-724	One Health II	1
CVM-725	Clinical Skills II	1
CVM-728A	Professional Identity II	1

## Year 2

### 3<sup>rd</sup> Semester Courses | Fall 2025

Item #	Title	Credits
CVM-730A	Veterinary Pathology	6
CVM-731B	Veterinary Pharmacology	1.5
CVM-732	Toxicology	1.5
CVM-733	Clinical Pathology	3
CVM-734	One Health III	2
CVM-735	Clinical Skills III	1.5
CVM-738	Professional Skills III	1
CVM-743	Intro to Diagnostic Imaging	3
CVM-749	Integrative Diagnostics	1
	Electives (2027 Blue)	

## Year 2

### 4<sup>th</sup> Semester Courses | Spring 2026

Item #	Title	Credits
CVM-726	Animal Husbandry, Welfare & Behavior	2
CVM-736	Veterinary Nutrition	2
CVM-737A	Surgery I - Intro to Surgery	2
CVM-737B	Surgery II - Soft Tissue	1.5
CVM-737C	Surgery III - Orthopedic	1.5
CVM-744	One Health IV	1
CVM-745	Clinical Skills IV	1.5
CVM-746A	Anesthesia & Analgesia I - Introduction	2
CVM-748	Professional Life Skills IV	1
	Electives (2027 Blue)	

## Year 3

### 5<sup>th</sup> Semester Courses | Fall 2026

Item #	Title	Credits
CVM-741A	Clinical Pharmacology I	1.5
CVM-750A	Small Animal Medicine I	4
CVM-751	Theriogenology	2
CVM-752A	Food Animal Production, Medicine, & Surgery I	3
CVM-753A	Equine Medicine & Surgery I	3
CVM-755	Clinical Skills V	2.5
CVM-758	Professional Life Skills V	1
CVM-764	Veterinary Dentistry	1.5
	Electives (2027 Blue)	

## Year 3

### 6<sup>th</sup> Semester Courses | Spring 2027

Item #	Title	Credits
CVM-701	Clinical Reasoning	1
CVM-729	Emergency Medicine & Critical Care	1
CVM-741B	Clinical Pharmacology II	1
CVM-750B	Small Animal Medicine II	4
CVM-752B	Food Animal Production, Medicine, & Surgery II	3
CVM-753B	Equine Medicine & Surgery II	3
CVM-759	Introduction to Clinical Year	0.5
CVM-761	Avian & Exotic Animal Medicine	1
CVM-765	Clinical Skills VI	3
CVM-766	Introduction to Practice Management	1
CVM-769O	Radiographic Interpretation	1
	Electives (2027 Blue)	

## Year 4

### Clinical Year | Foundations

Item #	Title	Credits
CVM-770	Small Animal General Practice	4
CVM-771	Specialty Animal Practice	4
CVM-773	Diagnostic Medicine	6
CVM-774	Large Animal Clinical Rotation	2
CVM-776	NAVLE Administration*	4
CVM-777	Launch Week	1

## Year 4

### Clinical Year | Electives

Student's choice of 28 total elective credits, with no more than two blocks of CVM-780E or CVM-781E.

Item #	Title	Credits
CVM-770E	Small Animal GP Elective	4
CVM-771E	Specialty Animal Elective	4
CVM-780E	Elective Clinical Rotation	4
CVM-780SPE	Student Proposed 2 Week Elective	
CVM-781SPE	Student Proposed 4 Week Elective	
	Total Credits	157.5

## Class of 2028 Silver Curriculum Digest

### Degree Type

Doctor of Veterinary Medicine

## Year 1

### 1<sup>st</sup> Semester Courses | Spring 2024

Item #	Title	Credits
CVM-702	First Year Transition: Building Academic Resilience	0.5
CVM-713	Parasitology	3
CVM-714	One Health I	0.5
CVM-715	Clinical Skills I	1
CVM-716A	Evidence Based Veterinary Med.	1.5
CVM-719	Medical Science	1
CVM-722	Veterinary Immunology	2.5
CVM-723B	Veterinary Virology	1.5
CVM-723C	Bacteriology and Mycology	2.5
CVM-724	One Health II	1
CVM-726	Animal Husbandry, Welfare & Behavior	2

## Year 1

### 2<sup>nd</sup> Semester Courses | Fall 2024

Item #	Title	Credits
CVM-700	Medical Gross Anatomy Bootcamp0 (optional summer course)	
CVM-710A	Veterinary Anatomy I	5
CVM-711	Veterinary Physiology	5.5
CVM-712	Veterinary Histology	1
CVM-717	Applied Anatomy & Physiology	1
CVM-718A	Professional Life Skills I	1
CVM-725	Clinical Skills II	1
CVM-731	Basic Pharmacology	1

## Year 2

### 3<sup>rd</sup> Semester Courses | Spring 2025

Item #	Title	Credits
CVM-720	Veterinary Anatomy II	4
CVM-728	Professional Life Skills II	1
CVM-735	Clinical Skills III	1.5
CVM-736	Veterinary Nutrition	2
CVM-737A	Surgery I - Intro to Surgery	2
CVM-737B	Surgery II - Soft Tissue	1.5
CVM-737C	Surgery III - Orthopedic	1.5
CVM-744	One Health IV	1
CVM-746A	Anesthesia & Analgesia I - Introduction	2
	Electives (2028 Silver)	

## Year 2

### 4<sup>th</sup> Semester Courses | Fall 2025

Item #	Title	Credits
CVM-730A	Veterinary Pathology	6
CVM-731B	Veterinary Pharmacology	1.5
CVM-732	Toxicology	1.5
CVM-733	Clinical Pathology	3
CVM-734	One Health III	2
CVM-738	Professional Skills III	1
CVM-743	Intro to Diagnostic Imaging	3
CVM-745	Clinical Skills IV	1.5
CVM-749	Integrative Diagnostics	1
	Electives (2028 Silver)	

## Year 3

### 5<sup>th</sup> Semester Courses | Spring 2026

Item #	Title	Credits
CVM-729	Emergency Medicine & Critical Care	1
CVM-741A	Clinical Pharmacology I	1.5
CVM-748	Professional Skills IV	1
CVM-750B	Small Animal Medicine II	4
CVM-752B	Food Animal Production, Medicine, & Surgery II	3
CVM-753B	Equine Medicine & Surgery II	3
CVM-755	Clinical Skills V	2.5
CVM-761	Avian & Exotic Animal Medicine	1
CVM-766	Introduction to Practice Management	1
	Electives (2028 Silver)	

## Year 3

### 6<sup>th</sup> Semester Courses | Fall 2026

Item #	Title	Credits
CVM-701	Clinical Reasoning	1
CVM-741B	Clinical Pharmacology II	1
CVM-750A	Small Animal Medicine I	4
CVM-751	Theriogenology	2
CVM-752A	Food Animal Production, Medicine, & Surgery I	3
CVM-753A	Equine Medicine & Surgery I	3
CVM-758	Professional Life Skills V	1
CVM-759	Introduction to Clinical Year	0.5
CVM-764	Veterinary Dentistry	1.5
CVM-765	Clinical Skills VI	3
CVM-769O	Radiographic Interpretation	1
	Electives (2028 Silver)	

## Year 4

### Clinical Year | Foundations (required)

Item #	Title	Credits
CVM-770	Small Animal General Practice	4
CVM-771	Specialty Animal Practice	4
CVM-773	Diagnostic Medicine	6
CVM-774	Large Animal Clinical Rotation	2
CVM-776	NAVLE Administration*	4
CVM-777	Launch Week	1

## Year 4

### Clinical Year | Electives

Student's choice of 28 total elective credits, with no more than two blocks of CVM-780E or CVM-781E.

Item #	Title	Credits
CVM-770E	Small Animal GP Elective	4
CVM-771E	Specialty Animal Elective	4
CVM-780E	Elective Clinical Rotation	4
CVM-780SPE	Student Proposed 2 Week Elective	
CVM-781SPE	Student Proposed 4 Week Elective	
	Total Credits	157.5

## Class of 2029 Blue Curriculum Digest

### Degree Type

Doctor of Veterinary Medicine

## Year 1

### 1<sup>st</sup> Semester Courses | Fall 2025

Item #	Title	Credits
CVM-702	First Year Transition: Building Academic Resilience	1
CVM-710A	Veterinary Anatomy I	5
CVM-711	Veterinary Physiology	5.5
CVM-712	Veterinary Histology	1
CVM-714	One Health I	0.5
CVM-715	Clinical Skills I	1
CVM-717	Applied Anatomy & Physiology	1
CVM-718A	Professional Life Skills I	1
CVM-731	Basic Pharmacology	1

## Year 1

### 2<sup>nd</sup> Semester Courses | Spring 2026

Item #	Title	Credits
CVM-713	Parasitology	3
CVM-716A	Evidence Based Veterinary Med.	1.5
CVM-720	Veterinary Anatomy II	4
CVM-722	Veterinary Immunology	2.5
CVM-723B	Veterinary Virology	1.5
CVM-723C	Bacteriology and Mycology	2.5
CVM-724	One Health II	1
CVM-725	Clinical Skills II	1
CVM-728	Professional Life Skills II	1

## Year 2

### 3<sup>rd</sup> Semester Courses | Fall 2026

Item #	Title	Credits
CVM-730A	Veterinary Pathology	6
CVM-731B	Veterinary Pharmacology	1.5
CVM-732	Toxicology	1.5
CVM-733	Clinical Pathology	3
CVM-734	One Health III	2
CVM-735	Clinical Skills III	1.5
CVM-738	Professional Skills III	1
CVM-743	Intro to Diagnostic Imaging	3
CVM-749	Integrative Diagnostics	1
	Electives (2029 Blue)	

## Year 2

### 4<sup>th</sup> Semester Courses | Spring 2027

Item #	Title	Credits
CVM-726	Animal Husbandry, Welfare & Behavior	2
CVM-736	Veterinary Nutrition	2
CVM-737A	Surgery I - Intro to Surgery	2
CVM-737B	Surgery II - Soft Tissue	1.5
CVM-737C	Surgery III - Orthopedic	1.5
CVM-744	One Health IV	1
CVM-745	Clinical Skills IV	1.5
CVM-746A	Anesthesia & Analgesia I - Introduction	2
CVM-748	Professional Life Skills IV	1
	Electives (2029 Blue)	

## Year 3

### 5<sup>th</sup> Semester Courses | Fall 2027

Item #	Title	Credits
CVM-741A	Clinical Pharmacology I	1.5
CVM-750A	Small Animal Medicine I	4
CVM-751	Theriogenology	2
CVM-752A	Food Animal Production, Medicine, & Surgery I	3
CVM-753A	Equine Medicine & Surgery I	3
CVM-755	Clinical Skills V	2.5
CVM-758	Professional Life Skills V	1
CVM-764	Veterinary Dentistry	1.5
	Electives (2029 Blue)	

## Year 3

### 6<sup>th</sup> Semester Courses | Spring 2028

Item #	Title	Credits
CVM-701	Clinical Reasoning	1
CVM-729	Emergency Medicine & Critical Care	1
CVM-741B	Clinical Pharmacology II	1
CVM-750B	Small Animal Medicine II	4
CVM-752B	Food Animal Production, Medicine, & Surgery II	3
CVM-753B	Equine Medicine & Surgery II	3
CVM-759	Introduction to Clinical Year	0.5
CVM-761	Avian & Exotic Animal Medicine	1
CVM-765	Clinical Skills VI	3
CVM-766	Introduction to Practice Management	1
CVM-7690	Radiographic Interpretation	1
	Electives (2029 Blue)	

## Year 4

### Clinical Year | Required

Item #	Title	Credits
CVM-770	Small Animal General Practice	4
CVM-771	Specialty Animal Practice	4
CVM-773	Diagnostic Medicine	6
CVM-774	Large Animal Clinical Rotation	2
CVM-776	NAVLE Administration*	4
CVM-777	Launch Week	1

## Year 4

### Clinical Year | Electives

Student's choice of 28 total elective credits, with no more than two blocks of CVM-780E or CVM-781E.

Item #	Title	Credits
CVM-770E	Small Animal GP Elective	4
CVM-771E	Specialty Animal Elective	4
CVM-780E	Elective Clinical Rotation	4
CVM-781E	Elective Clinical Rotation	2
CVM-780SPE	Student Proposed 2 Week Elective	
CVM-781SPE	Student Proposed 4 Week Elective	
	Total Credits	157

## Class of 2029 Silver Curriculum Digest

### Degree Type

Doctor of Veterinary Medicine

## Year 1

### 1<sup>st</sup> Semester Courses | Spring 2025

Item #	Title	Credits
CVM-702	First Year Transition: Building Academic Resilience	0.5
CVM-713	Parasitology	3
CVM-714	One Health I	0.5
CVM-715	Clinical Skills I	1
CVM-716A	Evidence Based Veterinary Med.	1.5
CVM-719	Medical Science	1
CVM-722	Veterinary Immunology	2.5
CVM-723B	Veterinary Virology	1.5
CVM-723C	Bacteriology and Mycology	2.5
CVM-724	One Health II	1
CVM-726	Animal Husbandry, Welfare & Behavior	2

## Year 1

### 2<sup>nd</sup> Semester Courses | Fall 2025

Item #	Title	Credits
CVM-710A	Veterinary Anatomy I	5
CVM-711	Veterinary Physiology	5.5
CVM-712	Veterinary Histology	1
CVM-717	Applied Anatomy & Physiology	1
CVM-718A	Professional Life Skills I	1
CVM-725	Clinical Skills II	1
CVM-731	Basic Pharmacology	1

## Year 2

### 3<sup>rd</sup> Semester Courses | Spring 2026

Item #	Title	Credits
CVM-728	Professional Life Skills II	1
CVM-735	Clinical Skills III	1.5
CVM-736	Veterinary Nutrition	2
CVM-737A	Surgery I - Intro to Surgery	2
CVM-737B	Surgery II - Soft Tissue	1.5
CVM-737C	Surgery III - Orthopedic	1.5
CVM-744	One Health IV	1
CVM-746A	Anesthesia & Analgesia I - Introduction	2
	Electives (2029 Silver)	

## Year 2

### 4<sup>th</sup> Semester Courses | Fall 2026

Item #	Title	Credits
CVM-730A	Veterinary Pathology	6
CVM-731B	Veterinary Pharmacology	1.5
CVM-732	Toxicology	1.5
CVM-733	Clinical Pathology	3
CVM-734	One Health III	2
CVM-738	Professional Skills III	1
CVM-743	Intro to Diagnostic Imaging	3
CVM-745	Clinical Skills IV	1.5
CVM-749	Integrative Diagnostics	1
	Electives (2029 Silver)	

## Year 3

### 5<sup>th</sup> Semester Courses | Spring 2027

Item #	Title	Credits
CVM-729	Emergency Medicine & Critical Care	1
CVM-741A	Clinical Pharmacology I	1.5
CVM-748	Professional Life Skills IV	1
CVM-750B	Small Animal Medicine II	4
CVM-752B	Food Animal Production, Medicine, & Surgery II	3
CVM-753B	Equine Medicine & Surgery II	3
CVM-755	Clinical Skills V	2.5
CVM-761	Avian & Exotic Animal Medicine	1
CVM-766	Introduction to Practice Management	1
	Electives (2029 Silver)	

## Year 3

### 6<sup>th</sup> Semester Courses | Fall 2027

Item #	Title	Credits
CVM-701	Clinical Reasoning	1
CVM-741B	Clinical Pharmacology II	1
CVM-750A	Small Animal Medicine I	4
CVM-751	Theriogenology	2
CVM-752A	Food Animal Production, Medicine, & Surgery I	3
CVM-753A	Equine Medicine & Surgery I	3
CVM-758	Professional Life Skills V	1
CVM-759	Introduction to Clinical Year	0.5
CVM-764	Veterinary Dentistry	1.5
CVM-765	Clinical Skills VI	3
CVM-769O	Radiographic Interpretation	1
	Electives (2029 Silver)	

## Year 4

### Clinical Year | Foundations (required)

Item #	Title	Credits
CVM-770	Small Animal General Practice	4
CVM-771	Specialty Animal Practice	4
CVM-773	Diagnostic Medicine	6
CVM-774	Large Animal Clinical Rotation	2
CVM-776	NAVLE Administration*	4
CVM-777	Launch Week	1

## Year 4

### Clinical Year | Electives

Student's choice of 28 total elective credits, with no more than two blocks of CVM-780E or CVM-781E.

Item #	Title	Credits
CVM-770E	Small Animal GP Elective	4
CVM-771E	Specialty Animal Elective	4
CVM-780E	Elective Clinical Rotation	4
CVM-780SPE	Student Proposed 2 Week Elective	
CVM-781SPE	Student Proposed 4 Week Elective	
	Total Credits	158.5

## Class of 2030 Silver Curriculum Digest

### Degree Type

Doctor of Veterinary Medicine

## Year 1

### 1<sup>st</sup> Semester Courses | Spring 2026

Item #	Title	Credits
CVM-713	Parasitology	3
CVM-714	One Health I	0.5
CVM-715	Clinical Skills I	1
CVM-716A	Evidence Based Veterinary Med.	1.5
CVM-722	Veterinary Immunology	2.5
CVM-723B	Veterinary Virology	1.5
CVM-723C	Bacteriology and Mycology	2.5
CVM-724	One Health II	1
CVM-726	Animal Husbandry, Welfare & Behavior	2

## Year 1

### 2<sup>nd</sup> Semester Courses | Fall 2026

Item #	Title	Credits
CVM-710A	Veterinary Anatomy I	5
CVM-711	Veterinary Physiology	5.5
CVM-712	Veterinary Histology	1
CVM-717	Applied Anatomy & Physiology	1
CVM-718A	Professional Life Skills I	1
CVM-725	Clinical Skills II	1
CVM-731	Basic Pharmacology	1

## Year 2

### 3<sup>rd</sup> Semester Courses | Spring 2027

Item #	Title	Credits
CVM-720	Veterinary Anatomy II	4
CVM-728	Professional Life Skills II	1
CVM-735	Clinical Skills III	1.5
CVM-736	Veterinary Nutrition	2
CVM-737A	Surgery I - Intro to Surgery	2
CVM-737B	Surgery II - Soft Tissue	1.5
CVM-737C	Surgery III - Orthopedic	1.5
CVM-744	One Health IV	1
CVM-746A	Anesthesia & Analgesia I - Introduction	2
	Electives (2030 Silver)	

## Year 2

### 4<sup>th</sup> Semester Courses | Fall 2027

Item #	Title	Credits
CVM-730A	Veterinary Pathology	6
CVM-731B	Veterinary Pharmacology	1.5
CVM-732	Toxicology	1.5
CVM-733	Clinical Pathology	3
CVM-734	One Health III	2
CVM-738	Professional Skills III	1
CVM-743	Intro to Diagnostic Imaging	3
CVM-745	Clinical Skills IV	1.5
CVM-749	Integrative Diagnostics	1
	Electives (2030 Silver)	

### Year 3

#### 5<sup>th</sup> Semester Courses | Spring 2028

Item #	Title	Credits
CVM-729	Emergency Medicine & Critical Care	1
CVM-741A	Clinical Pharmacology I	1.5
CVM-748	Professional Life Skills IV	1
CVM-750B	Small Animal Medicine II	4
CVM-752B	Food Animal Production, Medicine, & Surgery II	3
CVM-753B	Equine Medicine & Surgery II	3
CVM-755	Clinical Skills V	2.5
CVM-761	Avian & Exotic Animal Medicine	1
CVM-766	Introduction to Practice Management	1
	Electives (2030 Silver)	

### Year 3

#### 6<sup>th</sup> Semester Courses | Fall 2028

Item #	Title	Credits
CVM-701	Clinical Reasoning	1
CVM-741B	Clinical Pharmacology II	1
CVM-750A	Small Animal Medicine I	4
CVM-751	Theriogenology	2
CVM-752A	Food Animal Production, Medicine, & Surgery I	3
CVM-753A	Equine Medicine & Surgery I	3
CVM-758	Professional Life Skills V	1
CVM-759	Introduction to Clinical Year	0.5
CVM-764	Veterinary Dentistry	1.5
CVM-765	Clinical Skills VI	3
CVM-769O	Radiographic Interpretation	1
	Electives (2030 Silver)	

### Year 4

#### Clinical Year | Foundations (required)

Item #	Title	Credits
CVM-770	Small Animal General Practice	4
CVM-771	Specialty Animal Practice	4
CVM-773	Diagnostic Medicine	6
CVM-774	Large Animal Clinical Rotation	2
CVM-776	NAVLE Administration*	4
CVM-777	Launch Week	1

### Year 4

#### Clinical Year | Electives

Student's choice of 28 total elective credits, with no more than two blocks of CVM-780E or CVM-781E.

Item #	Title	Credits
CVM-770E	Small Animal GP Elective	4
CVM-771E	Specialty Animal Elective	4
CVM-780E	Elective Clinical Rotation	4
CVM-780SPE	Student Proposed 2 Week Elective	
CVM-781SPE	Student Proposed 4 Week Elective	
	Total Credits	156

# Course Descriptions

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**CVM-700 : Medical Gross Anatomy Bootcamp (optional summer course)**

**Credits 0**

**CVM-701 : Clinical Reasoning**

8 lecture hours +15 lab hours = 1 credit

Clinical Reasoning will introduce students to clinical reasoning and require them to apply clinical reasoning in case examples. It will also serve as a preparation for the North American Veterinary Licensing Examination (NAVLE).

**Credits 1**

**CVM-702 : First Year Transition: Building Academic Resilience**

15 lecture hours + 0 lab hours = 1 credit

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. The course will also review foundational knowledge required of a veterinarian to include medical terminology, medical chemistry, medical math, and medical physics.

**Credits 1**

**CVM-702 : First Year Transition: Building Academic Resilience**

For classes prior to 2029B

7 lecture hours + 0 lab hours = .5 credit

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**

**CVM-710 : Veterinary Anatomy**

39 lecture hours + 68 lab hours = 5 credits

A systemic and topographic study of macroscopic body structure is presented via lecture and laboratory. This course the dog and cat as the primary models for the study of general mammalian form. A team approach is used for laboratory work with demo specimens and dissection. Clinical applications are incorporated throughout the course in alignment with the ultimate goal of contributing to the education of a practitioner.

**Credits 5**

**CVM-710A : Veterinary Anatomy I**

39 lecture hours + 68 lab hours = 5 credits

A systemic and topographic study of macroscopic body structure is presented via lecture and laboratory. This course the dog and cat as the primary models for the study of general mammalian form. A team approach is used for laboratory work with demo specimens and dissection. Clinical applications are incorporated throughout the course in alignment with the ultimate goal of contributing to the education of a practitioner.

**Credits 5**

**CVM-711 : Veterinary Physiology**

83 lecture hours = 5.5 credits

The CVM 711 course is a detailed study of cellular, tissue, organ function and their control and integration in animals. Emphasis will be placed on cardiovascular, endocrine, nervous, muscular, respiratory, renal, digestive, and reproductive physiology. The basic physical and chemical principles that underlie physiological processes will be described.

**Credits 5.5**

**CVM-712 : Veterinary Histology**

30 lab hours = 1 credit

This course is a series of laboratories designed to develop the necessary skills to identify microscopic anatomy of basic cell types, tissues, organs, and organ systems. Principles learned in this course will be applied in simultaneous and subsequent courses in the CVM curriculum.

**Credits 1**

### **CVM-713 : Parasitology**

43 lectures + 6 lab hours = 3 credits

This course teaches principles of parasitology, including etiology, pathogenesis, diagnosis, treatment, and control of selected parasitic diseases in animals. Students will gain knowledge of life cycle biology, transmission strategies, and natural hosts of major parasites of animals.

Veterinary Parasitology will provide the student with the knowledge for a foundational understanding and appreciation of the principles underlying the diagnosis and intervention of health issues related to parasitic disease in companion and livestock production animals. Course content delivered from a One Health perspective will emphasize the biologic diversity and clinical importance of parasitic organisms encountered in the personal and professional lives of students as practicing veterinarians.

**Credits 3**

### **CVM-714 : One Health I**

8 lecture hours = .5 credit

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.

**Credits 0.5**

### **CVM-715 : Clinical Skills I**

30 lab hours = 1 credit

Students will be taught safe handling and restraint techniques and will be introduced to the general physical examination of various domestic animal species, including small animals (dogs & cats), companion animals (horses) and production animals (cows & small ruminants). Students will also be introduced to psychomotor skills needed for surgery and other clinical procedures.

**Credits 1**

### **CVM-716A : Evidence Based Veterinary Med.**

17 lecture hours = 1.5 credits

This course builds on the basics of One Health II by applying evidence-based veterinary medicine in 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**

### **CVM-717 : Applied Anatomy & Physiology**

15 lecture hours = 1 credit

This course is designed to help students develop their skills in critical thinking, communication, resource identification and evaluation, and clinical decision-making through small group management of a hypothetical veterinary case. Through case-based learning, students will revisit and apply knowledge from previous courses as well as preview the application and interpretation of content from upcoming semesters. Students will maintain any and all appropriate medical records during the management of the case.

**Credits 1**

### **CVM-718 : Professional Skills I**

11 lectures + 4 labs = 1 credit

Students will be introduced to professional communication skills and their importance in veterinary medicine. Students will be introduced & exposed to the Calgary Cambridge Guide for client consultation and key components to support it. Students will demonstrate these skills in simulated client interactions.

**Credits 1**

### CVM-718A : Professional Life Skills I

14 lectures + 0 labs = 1 credit

This course will explore the relationship between well-being and professionalism, acknowledging how challenging the human condition can be at different times for all of us. At this intersection, individuals integrate practices and attitudes that foster physical health, mental resilience, and emotional intelligence while maintaining high standards of performance, ethical conduct, accountability, and continuous growth.

As a veterinary student, developing and honing skills that will help you achieve a harmonious balance between these elements will enable you to better thrive both personally and professionally, now and as a veterinarian in your working environment. While complex and multifaceted, key topics (as listed below) found at the intersection of well-being and professionalism will be explained, discussed, experienced, and reflected upon. This semester will focus primarily on the self. PLS II continues building on skills and knowledge so you can be your best when interacting and communicating with others.

**Credits 1**

### CVM-719 : Medical Science

15 lectures = 1 credit

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

**Credits 1**

### CVM-720 : Veterinary Anatomy II

46 lectures + 32 labs = 4 credits

The course will be divided in two main sections, Horses (Units 1 and 2) Food animal and exotic animal species (Units 3 and 4). The previously covered small animal anatomy content will serve as a basis for this course. Emphasis will be on the anatomy of large animals (horse and ruminants), which is vital to preparing CVM students to practice veterinary medicine and enter the medical profession. Anatomical concepts of the various regions of the body will be correlated with systemic anatomy and with topographical and other regional anatomy. Dissections, prosections, imaging, and clinical approaches/cases will be emphasized throughout our study of anatomical structures. Clinical applications are incorporated throughout the course in alignment with the goal of producing competent clinicians.

**Credits 4**

### CVM-722 : Veterinary Immunology

38 lecture hours = 2.5 credits

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**

### CVM-723B : Veterinary Virology

22 lecture hours = 1.5 credits

This course introduces veterinary students to important viral diseases of animals and help them develop a conceptual framework of best practices that can be adapted to incorporate novel approaches to the control of viral diseases encountered during their veterinary medical careers.

**Credits 1.5**

### CVM-723C : Bacteriology and Mycology

38 lecture hours = 2.5 credits

This course will introduce students to important bacterial and fungal 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 2.5**

### CVM-724 : One Health II

15 lecture hours = 1 credit

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. To the extent possible, we will draw from the Appalachian region for examination of issues.

**Credits 1**

### **CVM-725 : Clinical Skills II**

30 lab hours = 1 credit

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, equine, bovine and ovine species and be introduced to the Subjective and Objective (SOAP) format for medial record keeping.

**Credits 1**

### **CVM-726 : Animal Husbandry, Welfare & Behavior**

60 lab hours = 2 credits

This course introduces animal welfare, husbandry, and behavior in companion animal, equine and food animal species. The course will introduce students to the concept of assessing animal welfare and expose students to different welfare topics in small animals, equine, and food animals. This course will teach students the importance of husbandry and describe normal husbandry for small animals, equine, food animals and exotics. This course will teach what normal behavior is and how to identify abnormal behavior in companion animals.

**Credits 2**

### **CVM-728 : Professional Life Skills II**

14 lecture hours = 1 credit

This course will build on wellbeing and professionalism as introduced in CVM 718. At the intersection of professionalism and wellbeing, individuals integrate practices and attitudes that foster physical health, mental resilience, and emotional intelligence while maintaining high standards of performance, ethical conduct, accountability, and continuous growth.

In PLS I, self-awareness of feelings and thoughts and how that recognition helps to improve or limit one's ability to function was presented. PLS II builds on those skills and knowledge and introduces basic communication skills and professional concepts so one can be their best when interacting and communicating with others.

**Credits 1**

### **CVM-728A : Professional Identity II**

1 credit = 14 lecture hours

This course is the second tier within the Professional Identity Development pathway that will continue to facilitate the holistic approach and evolution of student 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 and professional identity within the greater culture of the challenges veterinary students and professionals experience, 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**

### **CVM-729 : Emergency Medicine & Critical Care**

30 lab/case study hours = 1 credit

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**

### **CVM-730 : Veterinary Pathology I**

44 lecture hours = 3 credits

The first part of this course will introduce the student to general pathology of all organ systems. The second part of this course covers systemic pathology of domestic animals. Students will apply knowledge from previous courses (anatomy, histology, physiology, parasitology, immunology, and infectious disease) with the new knowledge of general pathology to describe the pathogenesis of and diagnose diseases. The pathophysiology of diseases will be covered for the hepatic, pancreatic, urinary cardiovascular, endocrine, musculoskeletal, respiratory, CNS, special senses, reproductive, gastrointestinal, integumentary, and ophthalmic systems of domestic animals.

**Credits 3**

### CVM-730A : Veterinary Pathology

90 lectures = 6 credits

The first part of this course will introduce the student to general pathology of all organ systems. The second part of this course covers systemic pathology of domestic animals. Students will apply knowledge from previous courses (anatomy, histology, physiology, parasitology, immunology, and infectious disease) with the new knowledge of general pathology to describe the pathogenesis of and diagnose diseases. The pathophysiology of diseases will be covered for the hepatic, pancreatic, urinary cardiovascular, endocrine, musculoskeletal, respiratory, CNS, special senses, reproductive, gastrointestinal, integumentary, and ophthalmic systems of domestic animals.

**Credits 6**

### CVM-730B : Veterinary Pathology II

45 lecture hours = 3 credits

This course serves as a continuation of CVM 730A-A0: Veterinary Pathology I. The pathophysiology of diseases will be covered for the musculoskeletal, respiratory, CNS, integumentary, and ophthalmic systems of domestic animals.

**Credits 3**

### CVM-731 : Basic Pharmacology

13 lecture hours = 1 credit

Students in this course will be exposed to key areas of biochemistry, pharmacology, and physiology, which are prerequisite to the understanding of physiological control mechanisms fundamental to modern medical practice. Integration of information and its application to clinical situations is emphasized. This is a graduate-level course that is designed and operated as intended for veterinary students, with the explicit expectation that each participating student has a priori general understanding of systems-based physiological functioning. This course will cover select pharmaco-physiological concepts/dynamics that are critical to proper functioning in healthy animals.

**Credits 1**

### CVM-731B : Veterinary Pharmacology

20 lecture hours = 1.5 credits

This course will expand on CVM731 Basic Pharmacology to build a foundation of pharmacologic knowledge. Drug modes of action and physiologic effects that stem from drug actions are introduced by body system. Emphasis is placed on prototypical drugs, but emerging agents may be introduced.

**Credits 1.5**

### CVM-732 : Toxicology

20 lecture hours + 2 lab hours = 1.5 credits

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 1.5**

### CVM-733 : Clinical Pathology

41 lecture hours + 8 lab hours = 3 credits

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 appropriate diagnostic tests for various diseases and how to interpret the results of these tests. They will additionally learn basic principles of laboratory medicine, including quality control, reference intervals, specificity, sensitivity, and positive and negative predictive values.

**Credits 3**

### CVM-734 : One Health III

30 lecture hours = 2 credits

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. Students will complete phase one of the United States Department of Agriculture Initial Accreditation Training.

**Credits 2**

### CVM-735 : Clinical Skills III

45 lab hours = 1.5 credits

Students will continue to develop skills in handling and interpreting general physical examination findings in large and small animals. Students will continue to progress toward mastery of psychomotor skills for surgery including opening and closing of an abdominal incision, clamping and ligating along with continuous and interrupted suture patterns. Students will place small and large animal catheters in models and perform live animal phlebotomy in small animals. Students will continue to improve their skills in writing medical records and be introduced to basic diagnostic techniques, hematology, urinalysis, cytology, and pathology.

**Credits** 1.5

### CVM-736 : Veterinary Nutrition

28 lecture hours + 4 lab hours = 2 credits

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

### CVM-737A : Surgery I - Intro to Surgery

30 lecture hours = 2 credits

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

### CVM-737B : Surgery II - Soft Tissue

24 lecture hours = 1.5 credits

This course will cover clinical conditions seen in small animals with an emphasis on soft tissue surgical treatment and prognosis. It will integrate and build upon the principles of surgery and surgical diseases covered in CVM 737A, 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. Case-based examples and exercises will be utilized throughout the course to improve students' ability to apply the information to practical clinical situations.

**Credits** 1.5

### CVM-737C : Surgery III - Orthopedic

22 lecture hours = 1.5 credits

This course will cover clinical conditions seen in small animals with an emphasis on soft tissue surgical treatment and prognosis. It will integrate and build upon the principles of surgery and surgical diseases covered in CVM 737A, 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. Case-based examples and exercises will be utilized throughout the course to improve students' ability to apply the information to practical clinical situations.

**Credits** 1.5

### CVM-738 : Professional Skills III

2 lecture hours + 26 lab hours = 1 credit

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

**Credits** 1

### CVM-738A : Veterinary Professional Skills I

**Credits** 1

### CVM-741A : Clinical Pharmacology I

22 lectures = 1.5 credits

The clinical pharmacology course covers drug applications germane to each body system as well as treatment of infection and inflammation. It compares and contrasts the particularities pertinent to different animal species and highlights relevant clinical applications. As such, it 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.

**Credits** 1.5

### **CVM-741B : Clinical Pharmacology II**

15 lectures = 1 credit

The clinical pharmacology course covers drug applications germane to each body system as well as treatment of infection and inflammation. It compares and contrasts the particularities pertinent to different animal species and highlights relevant clinical applications. As such, it 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.

**Credits 1**

### **CVM-743 : Intro to Diagnostic Imaging**

45 lecture hours = 3 credits

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 3**

### **CVM-744 : One Health IV**

15 lecture hours = 1 credit

This course introduces the basic concepts of the roles of environmental and global components 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. Global aspects of One Health including key organizations and working in multicultural environments will be covered. The links between the environment, human health and animal health will be highlighted including both Appalachian and global regions. Students will complete the USDA Transboundary and Emerging Diseases of Animals for Initial Accreditation Training.

**Credits 1**

### **CVM-745 : Clinical Skills IV**

45 lab hours = 1.5 credits

Students will continue to develop skills in handling and interpreting general physical examination findings in large and small animals. Students will continue to progress toward mastery of psychomotor skills for surgery by demonstrating all the skills needed to perform an ovariohysterectomy on a model. Students will place small and large animal catheters in models and perform live animal phlebotomy in small animals. Students will continue to improve their skills in writing medical records and be introduced to basic diagnostic techniques, hematology, urinalysis, cytology, and pathology.

**Credits 1.5**

### **CVM-746A : Anesthesia & Analgesia I - Introduction**

30 lecture hours = 2 credits

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, relying on the student to review and be familiar with basic pharmacology and physiology presented in previous semesters. This course is also a prerequisite for the anesthesia lectures within the Small Animal Internal Medicine course in the third year of the curriculum, in which students will apply the knowledge learned in the introductory course to formulate specific anesthetic plans for various species and cases with pre-existing conditions or comorbidities.

**Credits 2**

### **CVM-748 : Professional Life Skills IV**

1 lecture + 28 lab hours = 1 credit

Students will be introduced to professional communication skills and their importance in veterinary medicine. Students will demonstrate these skills in simulated client interactions.

**Credits 1**

### **CVM-748 : Professional Skills IV**

1 lecture + 28 lab hours = 1 credit

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

**Credits 1**

### **CVM-749 : Integrative Diagnostics**

15 lectures = 1 credit

The emphasis of this course is directed toward the integration of basic science with clinical skills, especially the use of diagnostic imaging and clinical pathology when working through a clinical case. Students will develop their skills in critical thinking, communication, resource identification, evaluation, and clinical decision-making through small group management of a hypothetical veterinary cases. Through case-based learning, students will revisit and apply knowledge from previous courses as well as preview the application and interpretation of content from upcoming semesters.

**Credits 1**

### **CVM-750A : Small Animal Medicine I**

60 lecture hours = 4 credits

Diagnosis, treatment, prognosis, and prevention of non-surgical diseases of the dog and cat. Emphasis will be on diagnosis and treatment. In addition, students will have a series of interactive anesthesia lectures over the course of the academic year that will integrate knowledge gained from the small animal medicine block with that of the introductory anesthesia and analgesia courses.

The primary goal of this course is to provide students with a broad and comprehensive knowledge of common canine and feline medical diseases and disorders organized by system. In order to accomplish this goal, you must bring forward and integrate your foundational knowledge of anatomy, physiology, pathology of disease, parasitology, infectious disease, etc. The course will include multiple case-based discussions and assignments in order to allow you to integrate and apply the knowledge you gain in lectures to situations you may encounter in veterinary practice, and to prepare you for your final year of clinical training.

**Credits 4**

### **CVM-750B : Small Animal Medicine II**

60 lecture hours = 4 credits

Diagnosis, treatment, prognosis, and prevention of non-surgical diseases of dogs and cats. Emphasis will be on diagnosis and treatment.

The primary goal of this course is to provide students with a broad and comprehensive knowledge of common canine and feline medical diseases and disorders organized by system. In order to accomplish this goal, you must bring forward and integrate your foundational knowledge of anatomy, physiology, pathology of disease, parasitology, infectious disease, etc. The course will include multiple case-based discussions and assignments in order to allow you to integrate and apply the knowledge you gain in lectures to situations you may encounter in veterinary practice, and to prepare you for your final year of clinical training.

**Credits 4**

### **CVM-751 : Theriogenology**

30 lectures = 2 credits

Integration of reproductive physiology, endocrinology, pathology, and pharmacology as they apply to the diagnosis, treatment and prevention of reproductive disorders of domestic animals. Normal estrous cycles, breeding management, pregnancy, dystocia management and parturition in domestic animal species will be covered. Breeding soundness in male and female animals, and normal pregnancy and production.

**Credits 2**

### **CVM-752A : Food Animal Production, Medicine, & Surgery I**

45 lectures = 3 credits

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 3**

### **CVM-752B : Food Animal Production, Medicine, & Surgery II**

45 lectures = 3 credits

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 3**

### **CVM-753A : Equine Medicine & Surgery I**

45 lecture hours = 3 credits

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 3**

### **CVM-753B : Equine Medicine & Surgery II**

45 lecture hours = 3 credits

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 3**

### **CVM-755 : Clinical Skills V**

60 lab hours = 2 credits

Students continue to develop expertise in handling and interpretation of general and specific physical examination findings in large animals (equine, bovine, small ruminants) and small animals. Continuation of anesthesia and surgical skills training with introduction of anesthesia and surgery in the live canine or feline patient.

**Credits 2.5**

### **CVM-758 : Professional Life Skills V**

3 lecture hours + 24 lab hours = 1 credit

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

**Credits 1**

### **CVM-759 : Introduction to Clinical Year**

7 lecture hours = .5 credits

Course CVM 759 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**

### **CVM-761 : Avian & Exotic Animal Medicine**

15 lecture hours = 1 credit

The purpose of this "Avian & Exotic Animal Medicine" course is to build confidence, competence, and commitment to the species of small, "exotic", mammalian, avian, and reptilian species that are most commonly presented to clinicians in North American practices. Each of these three taxons represented include between 6000 to 8000 species. The representative species discussed and studied in this basic medicine course will enable the veterinary student to gain a basic understanding of the unique challenges and requirements of these increasingly popular, companion animals. Likewise the veterinary student will learn that (s)he will not only broaden one's knowledge and skill base, but also potentially increase one's income capacity by provided professional care for these species. This "Avian & Exotics" (A&E) course will build on the knowledge & skills the sixth semester veterinary student has developed over the previous five semesters. This A & E course will require a sound knowledge of parasitology, anatomy, physiology, general pathology, immunology, infectious diseases, and other disciplines of medicine and surgery. The veterinary student will be expected to be able to adapt and modify their skill sets and knowledge base to adapt to the unique characteristics of these species of other taxons of the vertebrate phylum.

**Credits 1**

### **CVM-764 : Veterinary Dentistry**

23 lecture hours = 1.5 credits

Diagnosis, treatment, prognosis, and prevention of dental diseases of the dog, cat, horse, and exotic pets.

**Credits 1.5**

### CVM-765 : Clinical Skills VI

90 lab hours = 3 credits

Students will be introduced to more advanced diagnostic and therapeutic procedures for small and large animals including ophthalmology procedures, ultrasonography, radiography, bandaging, semen evaluation, and epidurals using a combination of live animals, models and cadavers. Students will demonstrate continued practice with completing medical records including SOAPs, case presentations, and discharge instructions.

**Credits 3**

### CVM-766 : Introduction to Practice Management

15 lecture hours = 1 credit

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

**Credits 1**

### CVM-769B : Poultry Elective

15 lecture hours = 1 credit

This course teaches principles of Poultry Health. Students will gain knowledge of avian (poultry) clinical anatomy and physiology, nutrition, basic management, clinical signs of common diseases / disorders, generation of differential diagnoses lists, development of diagnostic plans, treatment, control, and prevention strategies. The course stresses critical thinking and problem solving.

**Credits 1**

### CVM-769C : Veterinary Oncology Elective

15 lecture hours = 1 credit

This course teaches principles and practice of veterinary oncology. Students will gain knowledge of the most common malignancies seen in both small and large animals, including both diagnosis and appropriate treatment options with their associated prognosis. Information will be presented in both didactic and case-based format.

**Credits 1**

### CVM-769D : Wildlife and Zoological Medicine Elective

15 lecture hours = 1 credit

The purpose of this "Wildlife and Zoological Medicine" course is to introduce & expose veterinary students to the diversity of this discipline of veterinary medicine. This course will expose the third-year student to species within the classes of mammalian, avian, reptilian, amphibian, and fish. Each of these taxons represented include between 6000 to 20,000 species. The representative species discussed and studied in this course will enable the veterinary student to gain a basic understanding of the unique challenges and requirements of medicine and surgery involving diverse species in ex situ locations within zoological parks and in situ within natural habitats or other environments. Likewise, the veterinary student will learn that (s)he will not only broaden one's knowledge and skill base, but also potentially increase one's income capacity by providing professional care for these species.

This "Wildlife and Zoological" (W & Z) course will build on the knowledge & skills the veterinary student has developed over the previous semesters. This W & Z course will require a sound knowledge of parasitology, anatomy, physiology, general pathology, immunology, infectious diseases, and other disciplines of medicine and surgery. The veterinary student will be expected to be able to adapt and modify their skill sets and knowledge base to adapt to the unique characteristics of these species of other taxons of the vertebrate phylum.

**Credits 1**

### CVM-769E : Nutritional Management of Small Animal Diseases

15 lecture hours = 1 credit

This course is an introduction to clinical nutrition that will cover recognition and management of common diseases of dogs and cats in which proper diet and nutrition play important roles.

**Credits 1**

### **CVM-769H : Advanced Equine Diagnostic Procedures**

30 lab hours = 1.5 credit

This course expands on principles introduced in the CVM 753, 763 (Equine Medicine and Surgery), CVM 715, 725, 735, 745, 755, and 765 (Clinical skills), and other courses taught in the LMU-CVM curriculum.

Students will learn to use advanced diagnostic procedures and techniques commonly applied in equine medicine, surgery, and theriogenology.

This course is particularly recommended for equine oriented students before the beginning of their clinical year rotation. The course is designed to allow students to become competent and confident in using a number of the diagnostic procedures and techniques encountered in equine practice.

An emphasis will be placed on the individual student to prepare in advance for the labs, by reading assigned material and completing laboratory assignments.

**Credits 1**

### **CVM-769K : Food Animal Elective**

30 lab hours = 1.5 credit

This course is designed to increase expertise in certain food animal skills, expose food animal students to techniques and skills not previously taught in prior courses or labs and offers opportunity to increase their food animal problem solving and critical thinking skills. This course is primarily directed toward students that wish to specialize in food animal practice or intend for food animal practice to be the majority of their overall practice. Dairy, beef and small ruminants' topics and exercises will be conducted and will include at least one "outbreak" investigation.

**Credits 1**

### **CVM-769M : Veterinary Disaster Management**

10 lecture hours + 8 lab hours = 1 credit

This course will introduce the concepts and issues involved in veterinary disaster medicine at the local, national, and international level. Lectures, case studies, tabletop exercises and hands-on laboratories will be used to train in basic response processes and techniques. Online Federal Emergency Management Agency (FEMA) courses will be used to build background training.

**Credits 1**

### **CVM-769O : Radiographic Interpretation**

15 lecture hours = 1 credit

This elective 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**

### **CVM-769P : Large Animal Ambulatory Elective**

15 lab hours = 1 credit

Students will accompany a clinician on farm calls and participate in all aspects of large animal ambulatory medicine. This course is open to 2nd year LMU-CVM students interested in pursuing large animal medicine. Food animal species will be the focus of the course, but some cases may include other large animals.

**Credits 0.5**

### **CVM-769Q : Advanced Equine Lameness Elective**

12 lectures + 5 labs = 1 credit

This is an elective course that can be taken by veterinary students in their 3rd year that have an interest in doing equine sports medicine practice after graduation. The course will cover topics about the pathophysiology of joint disease, advanced performance evaluation, treatment options in athletic horses, abnormalities of the axial skeleton, imaging of the equine athlete, orthobiological therapies, and rules and regulations for showing and racing in regard to medications.

**Credits 1**

### **CVM-769R : Mixed Animal Elective - Food Animal**

15 lab hours = .5 credits

This course is designed to increase expertise in certain food animal skills, expose food animal students to techniques and skills not previously taught in prior courses or labs and offers opportunity to increase their food animal problem solving and critical thinking skills. This course is primarily directed toward students that wish to specialize in food animal practice or intend for food animal practice to be the majority of their overall practice. Dairy, beef, and small ruminant topics and exercises will be conducted and will include at least one "outbreak" investigation.

**Credits 0.5**

### **CVM-769S : Mixed Animal Elective - Equine**

14 lab hours = .5 credits

This course expands on principles introduced in the CVM 753-A, 7653-B (Equine Medicine and Surgery), CVM 715, 725, 735, 745, 755, and 765 (Clinical skills), and other courses taught in the LMU-CVM curriculum.

Students will learn to use advanced diagnostic procedures and techniques commonly applied in equine medicine, surgery, and theriogenology.

This course is particularly recommended for mixed equine oriented students before the beginning of their clinical year rotation. The course is designed to allow students to become competent and confident in using a number of the diagnostic procedures and techniques encountered in equine practice.

An emphasis will be placed on the individual student to prepare in advance for the labs, by reading assigned material and completing laboratory assignments.

**Credits 0.5**

### **CVM-769T : Small Animal Behavioral Medicine Elective**

**Credits 1**

### **CVM-769U : Small Animal Lab Elective**

30 lab hours = 1 lecture hour

This course expands on principles introduced in the CVM 737A Introduction to Surgery, CVM 737B Soft Tissue Surgery, CVM 750A/B Small Animal Medicine and CVM 715, 725, 735, 745, 755, and 765 (Clinical skills), and other courses taught in the LMU-CVM curriculum.

Students will learn to use advanced diagnostic procedures and techniques commonly applied in small animal medicine and surgery.

This course is particularly recommended for small animal-oriented students before the beginning of their clinical year rotation. The course is designed to allow students to become competent and confident in using a number of the diagnostic procedures and techniques encountered in small animal practice.

An emphasis will be placed on the individual student to prepare in advance for the labs, by reading assigned material and completing laboratory assignments.

**Credits 1**

### **CVM-770 : Small Animal General Practice**

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**

### **CVM-770E : Small Animal GP Elective**

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**

### **CVM-771 : Specialty Animal Practice**

Supervised clinical instruction in a selected, high quality, specialty practice focusing on small animal species, primarily canine and feline. Instruction will take place in practices with board certified internists, radiologists, surgeons, anesthesiologists, or other specialists, and/or access to those specialists. Students are active participants in diagnostic and therapeutic management of a wide variety of cases with instructive pathophysiological learning issues requiring appropriate medical and/or surgical management in veterinary advanced care, emergency and critical care situations.

**Credits 4**

### **CVM-771E : Specialty Animal Elective**

**Credits 4**

### **CVM-772 : Small Animal Primary Care**

Supervised clinical instruction in the medical and surgical areas of a busy community shelter practice. Students perform medical, dental and surgical treatments for the benefit of animals owned by the shelter. LMU-CVM faculty work with the shelter medical and surgical teams in the supervision of students. Students perform physical examinations on dogs and cats, and discuss their findings with LMU-CVM faculty, shelter veterinarians and staff. Students are intimately involved in providing medical, surgical and preventive care to shelter animals. Students are involved in the preparation and performance of elective surgeries (such as ovariohysterectomy, orchietomy, and dentistry) on dogs and cats under the supervision of LMU-CVM faculty, shelter veterinarians and staff. Students take part in discussions and/or demonstrations in regard to animal behavior problems and potential solutions. Students participate in medicine and surgery rounds. Students make formal rounds presentation to other students and staff during the course and prepare a presentation relevant to the shelter experience with the approval of the course director for presentation at rotation end. The course is composed of hands on medical and surgical care of shelter-owned animals, lectures, self-study, case write ups and presentations and team based exercises.

**Credits 4**

### **CVM-773 : Diagnostic Medicine**

Supervised clinical instruction in clinical and anatomic pathology at a veterinary diagnostic laboratory. Students are active participants in diagnostic examination of specimens from animal patients and gain experience in necropsy of a variety of animal species under the supervision of veterinary pathologists. Interpretation of gross pathology, clinical pathology, toxicology, microbiology, serology, and parasitology findings.

**Credits 6**

### **CVM-774 : Large Animal Clinical Rotation**

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. Small animal wellness and surgery may be included in the rotation.

**Credits 2**

### **CVM-775 : Mixed Animal Practice**

Supervised clinical course with mixed animal practice veterinarians (canine, feline, beef, dairy, equine, small ruminants, swine) working in ambulatory and/or clinic-based practice. Students see a wide variety of 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**

### **CVM-776 : NAVLE Administration\***

Course CVM 776 is a Required Course offered in fall semester. 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®.

*\*distance education*

**Credits 4**

### **CVM-777 : Launch Week**

This required course is offered to students at the conclusion of the clinical year rotation blocks to assist in their transition from veterinary student to DVM. 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 four internal CVM programmatic surveys, one LMU-CVM Graduating Senior Survey, one AVMA Graduating Senior Survey, one Doctors Without Quarters (DWQ) education seminar, submission of dosimeter badge, and various communication activities. Students will have access to online education materials and learning tools provided by the CVM, DWQ, and AVMA. Instructors will track individual student progress in each respective learning unit by tracking performance metrics provided by the LMU-CVM Outcomes Assessment program. The course assignments and self-directed completion of units will span approximately 2-4 weeks.

**Credits 1**

### **CVM-778 : Veterinary Imaging\***

This course will provide a structured means for students in the clinical year of the DVM program to apply and synthesize the knowledge gained in the pre clinical training into the clinical setting. Students will use the knowledge and skills gained in the Radiology Short Course to perform radiographic interpretation during their clinical placements.

*\*Distance education*

**Credits 2**

### CVM-779 : Diagnostic Medicine | Clinical Pathology (virtual) | Foundations

#### CVM-779 : Advanced Clinical Pathology (2 weeks = 2 credits)

This course will build on the core concepts of clinical pathology as presented in CVM 733, while fostering higher-level interpretation of laboratory data. Clinical biochemistry, hematology, urinalysis, cytology, and molecular diagnostics will be reviewed in this asynchronous, virtual course.

**Credits 2**

### CVM-780 : Elective Distributive Courses

Elective courses consists 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.

Students are active participants in their elective rotations, participating in the wide variety of cases with instructive learning issues and situations to which they will be exposed. Elective clinical rotations can either be selected from a preapproved list, or a proposal (student proposed elective, SPE) can be submitted and approved through the Clinical Relations Office (CVM780SPE and CVM781SPE).

Prerequisite: successful completion of pre-clinical course work, clinical year standing.

**Credits 4**

### CVM-780E : Elective Clinical Rotation

Elective courses consists 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.

Students are active participants in their elective rotations, participating in the wide variety of cases with instructive learning issues and situations to which they will be exposed. Elective clinical rotations can either be selected from a preapproved list, or a proposal (student proposed elective, SPE) can be submitted and approved through the Clinical Relations Office (CVM780SPE and CVM781SPE).

Prerequisite: successful completion of pre-clinical course work, clinical year standing.

**Credits 4**

### CVM-780SPE : Student Proposed 2 Week Elective

#### CVM-781 : Elective Externship

Elective courses consists 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.

Students are active participants in their elective rotations, participating in the wide variety of cases with instructive learning issues and situations to which they will be exposed. Elective clinical rotations can either be selected from a preapproved list, or a proposal (student proposed elective, SPE) can be submitted and approved through the Clinical Relations Office (CVM780SPE and CVM781SPE).

Prerequisite: successful completion of pre-clinical course work, clinical year standing.

**Credits 2**

### **CVM-781E : Elective Clinical Rotation**

Elective courses consists 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.

Students are active participants in their elective rotations, participating in the wide variety of cases with instructive learning issues and situations to which they will be exposed. Elective clinical rotations can either be selected from a preapproved list, or a proposal (student proposed elective, SPE) can be submitted and approved through the Clinical Relations Office (CVM780SPE and CVM781SPE).

Prerequisite: successful completion of pre-clinical course work, clinical year standing.

**Credits 2**

### **CVM-781SPE : Student Proposed 4 Week Elective**

#### **CVM-782 : Integrative Medicine Elective**

30 lab hours = 1 credit hour

This course is a 1 credit hour elective that will facilitate the requirements for students working towards certification in acupuncture for both small and large veterinary patients.

**Credits 1**

### **CVM-782Q : Adv Small Animal Orthopedics**

The emphasis will be on introducing advanced orthopedic topics that were not covered in the Orthopedic Surgery CVM 767 course and expanding on the topics introduced in that course. The topics will focus on fracture stabilization methods and the diagnosis and treatment of select orthopedic conditions. In addition, there will be 2 laboratories to allow students to perform a femoral head and neck ostectomy (FHO) and an extracapsular stabilization procedure for the CCL deficient stifle using canine cadavers.

**Credits 1**

### **CVM-782R : Large Anim Clin Practice Preparation**

Course CVM 782R is designed as a review of foundational clinical knowledge for students who will track large animal or mixed practice in their clinical year. Medical records, case progression, and tips for succeeding on large animal rotations will be reviewed. Students are active participants in this elective rotation, with access to a variety of cases and topics that provide a robust learning opportunity and exposure to clinical scenarios. T\*\*See syllabus for more information.

**Credits 1**

### **CVM-782S : Small Animal Gen Prac Elective**

CVM 782-S0 /782V Small Animal Clinical Practice Preparation immersive two-week rotation consists of supervised clinical instruction in high quality learning environments. Students are active participants in this elective rotation, with access to a wide variety of cases that have robust learning opportunities and interactive scenarios which they will be expected to work through as clinicians. Students will be exposed to a wide variety of medical and surgical cases and will be active participants in the diagnostic and therapeutic management.

**Credits 2**

### **CVM-782T : Adv Clinical Pathology**

15 lecture hours = 1 credit

This is an applied animal behavior course that provides an overview of common behavior problems in dogs and cats. The course will cover clinical topics that build off of the foundational skills developed in the CVM 726 Animal Husbandry and Welfare course.

**Credits 1**

### **CVM-795 : Spec Topics Vet Medicine**

**Credits 4**

### **VANT-710 : Veterinary Anatomy I**

The dog and cat will serve as the primary models for studying the anatomy of the body which is vital to matriculate through the veterinary curriculum in preparation to understand the principals of practicing veterinary medicine and entering the medical profession. All anatomical concepts will be studied as systems, as well as, correlated to one another and with topographical/ regional anatomy. To encourage student participation in the learning process, information exchange periods precede most labs. Course available to Master of Science degree-seeking students only. Pre-Requisites: Admission to the Master of Science, Biomedical Professions Program Pre-Vet option. Fall.

**Credits 5**

### **VANT-712 : Veterinary Histology**

**Credits 1**

### VANT-720 : Veterinary Anatomy II

The pony will serve as the primary model for studying large animal anatomy and for comparing equine anatomy with small animal anatomy. Large animal anatomy of the horse, large and small ruminants and the pig which is vital to matriculate through the veterinary curriculum in preparation to understand the principals of practicing veterinary medicine and entering the medical profession will be pursued. Anatomical concepts will be studied of the various regions of the body and will be correlated with the systemic and with topographical and other regional anatomy. To encourage student participation in the learning process, information exchange periods will precede most labs. Course available to Master of Science degree-seeking students only. Pre-Requisites: Successful completion of CVM 710. Spring.

**Credits 5**