



Lincoln Memorial University – School of Medical Sciences –  
Doctor of Medical Science

# CATALOG 2026-2027

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

This handbook is designed to serve as a guide to the rules, policies, and services of the University; 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, in a timely manner, of any changes in policies and regulations. The notification shall be made via MyLMU, the University website, or to University issued e-mail accounts as deemed appropriate.

## LMU Annual Security & Fire Safety Report

The LMU Annual Security & Fire Safety Report (ASFSR) will be published online by October 1st of each year and can be found at: Campus Police and Security (lmunet.edu)

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.

## General Information

### LMU Mission and Purpose

For information regarding Lincoln Memorial University's Mission and Purpose, please see the following website: [Heritage & Mission](#)

### LMU Institutional Goals

For information regarding Lincoln Memorial University's Institutional Goals, please see the following website: [Institutional Effectiveness](#)

## LMU Accreditation Statement

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)).

## Title IX Policy and Procedure

For information regarding Title IX Policy and Procedure, please visit the [Office of Institutional Compliance website](#).

## LMU 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 Lincoln Memorial University. Board members receive no remuneration 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.

<b>Autry O.V. (Pete) DeBusk, Chairman Brian C. DeBusk, First Vice-Chairman Gary J. Burchett, Second Vice-Chairman James A. Jordan, Third Vice-Chairman Sam A. Mars, III, Secretary</b>	
Gary J. Burchett	Harrogate, TN
Jerome (Jerry) E. Burnette	Knoxville, TN
Autry O.V. (Pete) DeBusk	Knoxville, TN
Brian C. DeBusk	Knoxville, TN
Nicole L. DeBusk	Knoxville, TN
Frederick S. Fields	San Francisco, CA
Robert W. Finley, Sr.	Lockport, IL
Richard A. Gillespie	Knoxville, TN
Charles W. Holland	Knoxville, TN
Terry L. Lee	Harrogate, TN
Sam A. Mars, III	Harrogate, TN
Timothy B. Matthews	Knoxville, TN
Alan C. Neely	New Tazewell, TN
Dorothy G. Neely	Tazewell, TN
(Joseph) Mark Padgett	Sarasota, FL
Noah Patton	Tazewell, TN

Todd E. Pillion	Abingdon, VA
Kenneth O. Rankin	Dublin, OH
Carroll E. Rose	Tazewell, TN
James Jay Shoffner	Middlesboro, KY
Joseph F. Smiddy	Church Hill, TN
E. Steven (Steve) Ward	Knoxville, TN
Michele Wilson-Jones	Stearns, KY
Jerry W. Zillion	Germantown, MD
Judy Hounshell*	Rose Hill, VA
*Alumni Representative	

## Presidents of Lincoln Memorial University

Cyrus Kehr	1897-1898
John Hale Larry	1899-1904
William L. Stooksbury	1904-1910
George A. Hubbell	1910-1922
Robert O. Matthews	1923-1927
Hervin Roop	1929-1931
H. Robinson Shipherd	1931-1932
Stewart W. McClelland	1932-1947
Robert L. Kincaid	1947-1958
Robert C. Provine	1958-1963
H. LaMarr Rice	1963-1967
Herbert Y. Livesay	1967-1973
Charles West	1973
Frank W. Welch	1973-1981
Gary J. Burchett	1981-1991
Scott D. Miller	1991-1997
R. Martin Peters	1997-1998
Jerry C. Bishop	1998-2001
Nancy B. Moody	2002-2009
C. Warren Neel	2009-2010
B. James Dawson	2010-2017
E. Clayton Hess	2017-2023
Jason McConnell	2024-present

## LMU Administration, Faculty, and Staff

President's Cabinet	Academic Administrators
Jason McConnell, DBA President of the University	Chessica Cave, EdD Dean, Arts, Humanities, Education, and Social Sciences

Stacy Anderson, PhD, DVM, MS Executive Dean, Richard A. Gillespie College of Veterinary Medicine	Tammy Dean, DNP Dean, Caylor School of Nursing
Kimberly Carney, DVM, MPH Dean, College of Veterinary Medicine, Orange Park	Kelsey Metz, PhD Dean, School of Business
Jody Goins, EdD Executive Vice President for Administration	Paula Miksa, DMS Dean, School of Medical Sciences
David Laws Vice President of Facilities Planning, Management, & Safety Services	Ryan Overton, PhD, PE Dean, School of Engineering
Teanna Moore, DO Dean and Chief Academic Officer, DeBusk College of Osteopathic Medicine	Adam Rollins, PhD Executive Dean, College of Mathematics, Sciences, and Health Professions
Matthew Lyon, JD, MPA Vice President and Dean, Duncan School of Law	
Debra Moyers, DBA Executive Vice President, Finance	
Jay Stubblefield, PhD Executive Vice President for Academic Affairs	
Frank Woodward, DPA Vice President for University Advancement	
Qi Wang, DDS Dean, College of Dental Medicine	

Information regarding University Faculty and Staff can be found here: [LMU Undergraduate Catalog](#)

## School of Medical Sciences Mission

The School of Medical Sciences seeks to improve access to high-quality medical and health care services to underserved communities within rural, underserved regions with its primary focus on Appalachia, thereby improving the quality of life and satisfaction required to sustain these communities.

## DMS Program Mission

The mission of the Lincoln Memorial University-School of Medical Sciences, Doctor of Medical Science program is to equip qualified clinicians and medical educators with evidence-based, advanced knowledge and skills to meet the needs of primary care, to develop leaders in the medical profession, and to promote scholarship, mentorship and discipline-specific expertise.

The DMS program seeks to achieve this mission by focusing on these goals:

1. Attract & retain faculty who are experts in their field to teach in the program.
2. Cultivate a culture of faculty and graduates who model the highest standards of professionalism, mentorship, and moral values.
3. Employ effective and accessible technologies to enhance teaching and learning in the online environment.
4. Equip graduates to demonstrate advanced disciplinary knowledge and critical inquiry to advance professional practice and scholarship within their respective clinical or educational domains.
5. Prepare graduates to serve as leaders in both clinical and academic settings.

*Reviewed and Affirmed 03/18/2025*

## DMS Program Name, Address, and Telephone Number

**Program Name:** Lincoln Memorial University-School of Medical Sciences Doctor of Medical Science Program

**Address:** 6965 Cumberland Gap Parkway, Harrogate, TN 37752

**Phone Number:** 423-869-7415

## DMS Program Faculty and Staff

Information regarding DMS Program Faculty and Staff can be found here: [DMS Program Faculty and Staff](#)

## Office of Admissions and Student Advancement

The Office of Admissions and Student Advancement, located in the School of Medical Sciences, is responsible for admissions, recruitment, retention, securing financial services, records, tracking of outcome data, and counseling for students. The Office commitment is to create an environment that is conducive to learning so that all DMS students fully reach their academic potential. The Office works closely with various college and university committees to create an environment that facilitates student learning. The Office has an open-door policy, and students are encouraged to come by the Office at any time of the day 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, ticket sales, etc. in cooperation with the Office of Admissions and Student Advancement.

# Admissions

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## DMS Academic Recruitment, Admissions, and Enrollment Policy

### PURPOSE

To define, publish, and ensure consistent application of the recruitment, admission, and enrollment practices for the Lincoln Memorial University-School of Medical Sciences (LMU-SMS) Doctor of Medical Science (DMS) program, ensuring they are readily available to the public and in alignment with program policies, institutional practices, and accreditation standards.

### POLICY STATEMENT

The DMS program is committed to transparent and consistent recruitment, admissions, and enrollment practices.

#### Recruitment:

- The DMS program actively engages with prospective students and the public to promote awareness of the program and its goals.
- Faculty and staff regularly meet with professional organizations and academic institutions to share information about the program and encourage applications.
- Recruitment efforts also include targeted outreach to Lincoln Memorial University's PA programs, participation in local, regional, and national conferences, and ongoing digital marketing campaigns.
- The program also offers a Guaranteed Professional Admission Pathway for current LMU-SMS physician assistant students.

#### Admissions:

- The DMS Admissions Committee oversees the admissions process, ensuring that all applicants are evaluated fairly and consistently. The DMS program follows a rolling admissions cycle. As a result, applicants who submit their application materials earlier have a higher likelihood of securing admission.

- **Transfer Policy:** The DMS program will collect and evaluate all transcripts and apply course credit if deemed appropriate. A student can request a maximum of nine (9) transfer credits.

## DEFINITIONS

**Rolling admissions cycle:** A continuous application review process where candidates are evaluated as applications are received, rather than after a fixed deadline.

**Application Materials:** The set of required documents submitted by applicants for admission provides a comprehensive evaluation of their academic, professional, and personal qualifications. Required materials include an application submitted online via the official website, an official transcript from the candidates PA program, two DMS Applicant Recommendation Forms (one from a doctoral-level medical practitioner, and one from a professional colleague), personal statement, Curriculum Vitae, and official copy of PA license verification (if applicable) or NCCPA certification (or equivalent) within 9 months of matriculation into the program. A combined Test of English as a Foreign Language (TOEFL) and Test of Spoken English (TSE) is required for international applicants whose native language is not English, to demonstrate proficiency. Other common tests of English proficiency may also be accepted at the discretion of the DMS Admissions Committee.

**Admission criteria:** The established qualifications and standards that applicants must meet to be considered for acceptance into the program. These criteria ensure that candidates possess the necessary academic background, professional certification, and potential for success in a rigorous doctoral-level curriculum. Meeting these criteria does not guarantee admission but establishes the minimum eligibility requirements. The admissions criteria include:

1. A graduate of an ARC-PA-accredited program or international equivalent;
2. Current physician assistant certification (NCCPA or other); or unencumbered licensure as a physician assistant in the U.S.A. or international jurisdiction within nine (9) months post matriculation;
3. Demonstrated potential for success in an advanced, rigorous doctoral-level program (e.g., GPA & extracurricular activities);
4. No history of self-reported negative legal, administrative, or licensure action related to the practice of medicine or medical education;

5. An applicant whose native language is not English needs to submit scores from the combined TOEFL and TSE examination unless the applicant is a graduate of a U.S. college or university. The minimum required score for the IBT (Internet-Based Testing) is 79, and the minimum score for the speaking component is 26. Other common tests of English proficiency may also be accepted at the discretion of the DMS Admissions Committee.

**Norm-referenced interview scoring system:** Applicants are evaluated using standardized rubrics and ranked relative to other candidates.

**Guaranteed admissions: Available to students who enroll in the DMS Guaranteed Professional Admissions (GPA) pathway and meet the standards outlined in the DMS Guaranteed Professional Admissions Pathway Policy.**

**Waitlist:** A list of qualified applicants who may be offered admission if a seat becomes available in the program.

**Enrollment:** The process by which an accepted student formally registers for the program, completes required documentation, and pays any applicable fees to secure their seat in the program.

**Matriculation:** The official start of the student's academic journey in the DMS program, marked by participation in coursework and fulfillment of all initial program requirements.

## AUDIENCE

This policy applies to prospective students, current students, faculty, and administrative staff involved in the DMS program.

## COMPLIANCE

If students fail to complete the required onboarding documents by the assigned deadline, admission to the program may be revoked.

Compliance with this policy ensures adherence to accreditation standards and institutional guidelines, thereby promoting fairness and transparency in the admissions process. Compliance is reviewed annually by the DMS Admissions Committee.

## ROLES AND RESPONSIBILITIES

**Program Director:** The DMS Program Director is the Responsible University Officer for revising and updating this policy.

**DMS Admissions Committee:** A faculty-led committee responsible for overseeing the review of applications,

conducting interviews, and making admission decisions based on the program's established criteria and program policies. The Admissions Committee makes judgments on any special admissions considerations.

**DMS Admissions Coordinator:** Responsible for screening and reviewing applications, coordinating interviews, managing applicant communications, and assisting with onboarding.

## PROCEDURES

**Application Submission:** Prospective students submit applications through the DMS admissions website by the specified deadline. All application materials are submitted online via the official website.

**Application Review:** All applications are initially screened and scored by the DMS Admissions Coordinator using a standardized rubric to determine who is offered an interview. If the number of applicants exceeds the current enrollment capacity, applicants in the Guaranteed Professional Admissions Pathway will be interviewed first, followed by applicants with the highest scores.

Any uncertainties regarding an applicant's eligibility will be referred to the DMS Admissions Committee for final determination.

**Interview Process:** Qualified applicants meet with at least two DMS faculty/staff members for a structured interview. Candidates are scored using standardized rubrics, and scores are averaged. Interviewers provide qualitative feedback, and norm-referenced scoring is used to rank applicants. Interviewers submit admission recommendations to the DMS Admissions Committee for review and decision. In the case of any disagreement or tie, the Admissions Committee Chair makes the final admissions decision. If the number of interviewees exceeds the current enrollment capacity, applicants in the Guaranteed Professional Admissions Pathway will be accepted first.

**Admission Decision:** Applicants are notified of admission decisions via the e-mail address provided on their application. The candidate will either be offered a seat, placed on a wait list, or denied a seat. Decisions are typically communicated within two (2) weeks following the completion of the interview process. The admissions ranking is not shared with candidates. Applicants who are not admitted may be offered a place on a waitlist or encouraged to reapply in the following semester.

**Enrollment:** All accepted students must complete onboarding (seat fee and enrollment package provided by the Admissions Coordinator) within thirty (30) days of

acceptance or by the first day of class, whichever comes first. If the onboarding and enrollment requirements are not completed by the deadline, then the candidate may be asked to reapply.

**Academic Planning:** All enrolled students will meet with the Admissions Coordinator prior to matriculation to determine course schedule and to create a Student Advising Worksheet.

For all course(s) in which applicants request transfer credit, applicants must submit official transcripts and course syllabi from the institution where the original course(s) were taught. The DMS Program Director will evaluate these materials to determine whether the course(s) have similar content and competencies to award transfer credit.

## CONTACT INFORMATION

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

## DOCUMENT HISTORY

Effective Date: April 17th, 2025

Revised: March 2nd, 2026

# Student Advancement

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## Academic Advisement

Each student will be given a course curriculum plan before matriculation. The DMS Admissions Coordinator will provide course registration instructions for each academic semester. The student bears ultimate responsibility for effective planning, progression, and completion of all requirements for the DMS degree, but the program will provide advisement to ensure successful course registration. The required course registration instructions can be found online at the [LMU Registrar's Office website](#).

## Student Advisement

The DMS program maintains an open-door policy with regard to the students. All faculty and administrators are available for advice and counsel. The input and opinion of the student are important. Students are encouraged to meet with faculty and staff as needed to facilitate success in the program. Students are encouraged to interact with faculty by e-mail, telephone, web conference, in person, or by communication within the course. Any student who feels that they have a question or request that has not been addressed should notify the DMS Program Director.

## Counseling (Psychological Services)

LMU counselors are available to help current students with personal, career and academic concerns that affect academic success and quality of life. More information can be found on the [LMU Mental Health Counseling Website](#).

## Family Educational Rights and Privacy Act (FERPA)

The Program complies with the provisions of the Family Educational Rights and Privacy Act (FERPA), 1974, as amended. This law maintains that the Program will provide for the confidentiality of student education records. Identifiable information from a student's educational record will only be accessible to program faculty, staff, and other LMU employees with a legitimate educational need for the information. Student grades are recorded, stored, and secured with the LMU Registrar. All other student educational records are maintained by the Program. Please see ([www.LMUnet.edu](http://www.LMUnet.edu)) for detailed information regarding FERPA and the list of disclosures that LMU may make without student consent in accordance with FERPA.

## Financial Services

The Director of Financial Services is responsible for providing qualified students the appropriate documentation and counseling for securing financial assistance in the form of loans, scholarships, and grants.

## Tuition and Fees

For the full cost of attendance, please visit the LMU cost of attendance website <https://www.lmunet.edu/student-financial-services/tuition-and-fees/graduate-and-professional>. If you have any questions, please call 423-869-6336.

## Veterans

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:

1. The date on which payment from the VA is made to the institution.
2. 90 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.

Payment of base tuition and fees or Certificate of Eligibility are required prior to the start of each semester. Completed and approved student financial aid for loans, grants, and scholarships will be applied to these charges. Registration for courses at LMU will be completed when all financial obligations are met.

If there is a balance remaining after financial aid has been expended, payment may be made in the form of cash, check, money order, VISA, or MasterCard.

LMU offers three options allowing graduate students to divide the cost of their education into more manageable monthly payments, free of any periodic interest charge.

All payments must be made in U.S. currency (no coin) .

Any additional charges incurred during the semester

should be paid upon receipt of the next billing. The University reserves the right to change fees and charges without notice.

All purchases from the LMU bookstore must be paid for at the time of purchase.

Unpaid accounts that are more than 30 days past due are subject to the following:

- The account will be considered delinquent and will accrue interest at 1.5% monthly until paid in full.
- The student may not be able to register for the subsequent semester.
- The account may be turned over to a collection agency and subject to additional collection fees in the amount of 33.3% of the principal balance, including court fees, attorney's fees, interest, and service charges.
- The account may be reported to credit reporting agencies and appear on the credit report of all responsible parties.
- The student may be administratively withdrawn from Lincoln Memorial University for failure to pay. Lincoln Memorial University will NOT release final grades and/or may hold transcripts until balances are paid in full.

## Cancellation and Refund Policy

Cancellation of enrollment must be made in writing or by electronic mail.

Students can terminate or cancel enrollment for any reason prior to the semester starting date and will receive a full refund excluding the payment plan enrollment fees, if applicable.

In the event a student drops one or more classes, withdraws, or is administratively dismissed from the University for disciplinary or for financial reasons after registration is completed and prior to the end of a semester of enrollment, the student's eligibility for a refund of appropriate institutional tuition charges will be prorated as indicated.

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 a withdrawal from the University. The student initiates this process by completing a withdrawal form (can be found online) and submitting this to the Registrar's Office.

Should the student fail to complete this process; all semester charges will become immediately due and payable (refer to "Withdrawal from the University").

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 University's official date of withdrawal used to compute the refund is based on the date the withdrawal form is recorded by the Registrar. Applicable institutional charges for fall, spring, and summer semesters will be refunded according to the following 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.	

Specific dates affecting the schedule of refunds appear on the Registration Policies page of the electronic class schedule, WebAdvisor, which is available on the LMU web site by selecting the Current Students and Faculty link; and/or the Office of Student Services, the Office of the Registrar, and the Office of Finance. If it is determined that a refund is due the student, refunds will be disbursed within 30 days of the withdrawal date.

Refund schedules pertaining to summer are adjusted to the varying length of the terms. They are also available in WebAdvisor by selecting the given term.

Should a student choose to cancel an enrollment agreement; such cancellation must be given in writing or by e-mail. Cancellation submitted within 3 working days from the student signing an enrollment agreement eliminates any financial obligation, other than a book and supply assessment for supplies, materials, and kits, which are not returnable because of use. If registration has been completed at the time of cancellation, an official withdrawal form must also be completed, and the refund schedule above will apply. Email [finaid@LMU.net](mailto:finaid@LMU.net) with any further questions about financial aid or [cashier@lmunet.edu](mailto:cashier@lmunet.edu) for student account questions.

## The Return of Title IV Funds (Federal)

The Higher Education Amendments of 1998 regulate 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, and Unsubsidized/GRAD PLUS 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 available from the Office of Financial aid.

The official date of a student's withdrawal is the date that the Registrar receives the student's written notification of withdrawal. The percentage of time completed in the enrollment period is determined by calculations made with the department of education formula by the financial aid office. If 60% of the semester is completed, there is no return of Title IV funds.

## Financial Commitment Policy

For value received the student will be responsible for paying to the order of Lincoln Memorial University, Harrogate, TN the total of all costs incurred for their education while attending LMU, for all times of attendance. Interest (1.5%) will accrue at the end of each month on all outstanding balances, except balances due from approved third parties. The student will also be responsible for paying attorney fees (if applicable) and all other costs of collection in the event the account is placed in the hands of an attorney or an outside collection agency. Graduating students must pay any outstanding account balance three weeks before graduation if paying by personal check. If paying by cashier's check, cash, money order or VISA/MASTERCARD/DISCOVER/AMERICAN EXPRESS, payment can be made up to the date of graduation rehearsal. Accounts must be paid for in full before a student may participate in the graduation ceremony or receive a diploma.

## Outstanding Balance / Collection

If a student account is referred to a third-party collection agency or collection by suit, the student will be charged reasonable collection costs or court costs or both. If this account becomes delinquent, the student will pay to LMU any principal amount as well as collection costs of 33.3% of the principal balance, including court costs, attorney's fees, interest, and service charges."

## Academics

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### Institutional Accreditation

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

### DMS Competencies

These competencies define the knowledge, skills, and professional behaviors expected of DMS graduates and reflect what students are prepared to demonstrate upon completion of the program.

#### Clinical Medicine Major

- SLO.1 Students will utilize principles of sonography and advanced imaging to interpret findings relevant to clinical practice.
- SLO.2 Students will demonstrate the ability to discriminate key information from complex medical topics and specialized medical cases, leading to a deeper understanding of clinical presentation, diagnosis, management and treatment options, and preventative measures.
- SLO.3 Students will produce a complete scholarly project and demonstrate scholarly oral and written communication skills.
- SLO.4 The students will evaluate advanced medical practices and scholarly and educational resources and reflect on these through reflective writing and interactive discussion on professional issues.
- SLO.5 Through effective communication, students will utilize distant learning technologies and

collaborations with healthcare professionals to promote patient care, and the profession and address risk management issues.

- SLO.6 The students will demonstrate the attributes of a professional to include respect, integrity, professional appearance, ongoing self-assessment, and being a patient advocate.
- SLO.7 Formulate strategies for solving problems and leading change within clinical practice by applying strategic leadership principles and a comprehensive understanding of relevant theories, policies, and legal frameworks.

### Medical Education Major

- SLO.1 Analyze connections between the internal and external environment and the design, structure, and operations of the program.
- SLO.2 Explain the roles and relationships of faculty, administrators, and students in program operations, culture, and improvement efforts.
- SLO.3 Formulate strategies for solving problems and leading change in PA education that are informed by relevant leadership, organizational, and educational theory.
- SLO.4 Evaluate the alignment of PA curriculum with learning theory, design principles, and the internal and external environment.
- SLO.5 Use learning and communication theory to provide feedback and mentoring to students and colleagues.
- SLO.6 Compose learning objectives and design instruction that promotes student achievement of the objectives through use of research-based methods and technology.
- SLO.7 Design assessment tools that incorporate measurement theory and align with learning objectives, instruction, and the purpose of the assessment.
- SLO.8 Formulate a plan to evaluate a set of program goals by selecting appropriate measures, analyzing data, and presenting results.
- SLO.9 Determine the study design, data analysis techniques, and important results of educational research studies.
- SLO.10 Communicate medical education concepts and research using oral and written methods that incorporate media and language appropriate for the intended audience.

## DMS Clinical Major Overview

The DMS curriculum is a professional medical education didactic program resulting in a Doctor of Medical Science (DMS) degree. The curriculum will stress the

interdependence of the biological, clinical, behavioral, and social sciences.

A physician assistant must be skilled in problem-solving and demonstrate expertise in diagnosis. The DMS curriculum will advance students' medical knowledge and provide an opportunity for students to collaborate with medical experts for the advancement of problem-solving skills and diagnosis. The emphasis will be on educating clinicians to address primary care medicine in all health care settings and will employ the distinctive medical model for the maintenance of health and treatment of disease.

The curriculum will address both fundamental scientific concepts and advanced clinical medicine. The core curriculum will advance the student's knowledge of the anatomical, biochemical, and radiographic sciences, provide advanced clinical competence in nine (9) medical specialties, and prepare the student to navigate and produce publishable medical literature.

## DMS Clinical Medicine Major - Medical Education Concentration

**Degree Type**  
Doctor of Medical Science

(17 months, 4 Semesters)

### Fall

Item #	Title	Credits
DMS-800	Research Design & Writing for the Healthcare Professional	1
DMS-916	Learning & Curriculum Design	4
DMS-918	Designing & Delivering Instruction	4

### Spring

Item #	Title	Credits
DMS-821	Medical Science Module II - Neurology	3
DMS-826	Medical Science Module VII - Endocrinology	3
DMS-828	Medical Science Module IX - Infectious Disease	3
DMS-919	Assessment	4

## Summer

Item #	Title	Credits
DMS-823	Medical Science Module IV - Pulmonology	3
DMS-822	Medical Science Module III - Psychiatry	3
DMS-825	Medical Science Module VI - Gastroenterology	3
DMS-889	Scholarship in Practice of Medicine I	1

## Fall

Item #	Title	Credits
DMS-820	Medical Science Module I - Nephrology	3
DMS-824	Medical Science Module V - Cardiology	3
DMS-829	Advanced Clinical Rheumatology	3
DMS-900	Scholarship in the Practice of Medicine II	1

- Nine (9) credit hours per semester is considered a full-time course load.
- Medical Science Modules and Rheumatology are taught in 5-week blocks.

## Elective Courses

- Students must choose one of the following 3 credit-hour electives (DMS 812/940) to equal a total of 45 credit hours for the Clinical Medicine Major - Medical Education Concentration degree requirements.
  - DMS 812 (Medical Conference I): On campus, hands-on-ultrasound training (45 hours scheduled over 5 days).

Item #	Title	Credits
DMS-812	Medical Conference I	3
DMS-940	Special Topics in Medicine	3
	<b>Total Credits</b>	<b>45</b>

## DMS Clinical Medicine Major - General Medicine Concentration

### Degree Type

Doctor of Medical Science

(12 Months, 3 Semesters)

## Fall

Item #	Title	Credits
DMS-820	Medical Science Module I - Nephrology	3
DMS-824	Medical Science Module V - Cardiology	3
DMS-829	Advanced Clinical Rheumatology	3
DMS-800	Research Design & Writing for the Healthcare Professional	1

## Spring

Item #	Title	Credits
DMS-821	Medical Science Module II - Neurology	3
DMS-826	Medical Science Module VII - Endocrinology	3
DMS-828	Medical Science Module IX - Infectious Disease	3
DMS-889	Scholarship in Practice of Medicine I	1

## Summer

Item #	Title	Credits
DMS-822	Medical Science Module III - Psychiatry	3
DMS-823	Medical Science Module IV - Pulmonology	3
DMS-825	Medical Science Module VI - Gastroenterology	3
DMS-900	Scholarship in the Practice of Medicine II	1

- Nine (9) credit hours per semester is considered a full-time course load.
- Medical Science Modules and Rheumatology are taught in 5-week blocks.

## Elective Courses

- Students must choose one of the following 3 credit-hour electives (DMS 812/940) to equal a total of 33 credit hours for the Clinical Medicine Major - General Medicine Concentration degree requirements.
  - DMS 812 (Medical Conference I): On-campus, hands-on-ultrasound training (45 hours scheduled over 5 days).

Item #	Title	Credits
DMS-812	Medical Conference I	3
DMS-940	Special Topics in Medicine	3
	<b>Total Credits</b>	<b>33</b>

## DMS Medical Education Major Overview

The Medical Education major is a 1-year, 30-credit hour, 100% online program designed by PAs for working PAs. This major offers formal training in PA education to create a culture of educational excellence in the PA community at large. Candidates will acquire knowledge and skills to design high-quality educational programs for healthcare professionals, refine leadership skills, and develop their research and writing skills.

The DMS leadership team strategically crafted courses, incorporating technology and research literacy to promote lifelong learning and allow candidates to solve problems inside and outside of the classroom. In addition to educational expertise, the 30-credit hour program includes one elective clinical medicine course. Candidates can choose an elective topic of interest to enrich their existing medical knowledge and gain an edge on subject-matter course design.

## DMS Medical Education Major

### Degree Type

Doctor of Medical Science

(12 months, 3 Semesters)

### Fall

Item #	Title	Credits
DMS-800	Research Design & Writing for the Healthcare Professional	1
DMS-916	Learning & Curriculum Design	4
DMS-918	Designing & Delivering Instruction	4

### Spring

Item #	Title	Credits
DMS-915	Research and Statistics	4
DMS-919	Assessment	4
DMS-889	Scholarship in Practice of Medicine I	1

### Summer

Item #	Title	Credits
DMS-917	Program Evaluation	4
DMS-920	Leadership and Administration	4
DMS-900	Scholarship in the Practice of Medicine II	1

- Nine (9) credit hours per semester is considered a full-time course load.

## Elective Courses

- Students must choose one of the following 3 credit-hour electives from the Clinical Medicine Major (DMS 820/824/829/826/828/821/812/940/823/822/825) to equal a total of 30 credit hours for the Medical Education Major degree requirements.
  - Medical Science Modules and Rheumatology are taught in 5-week blocks.
  - DMS 812 (Medical Conference I): On-campus, hands-on-ultrasound training (45 hours scheduled over 5 days).
  - Clinical module courses (DMS 820/824/829/826/828/821/823/822/825) require purchase of the MKSAP textbook.

Item #	Title	Credits
DMS-820	Medical Science Module I - Nephrology	3
DMS-824	Medical Science Module V - Cardiology	3
DMS-829	Advanced Clinical Rheumatology	3
DMS-826	Medical Science Module VII - Endocrinology	3
DMS-828	Medical Science Module IX - Infectious Disease	3
DMS-821	Medical Science Module II - Neurology	3
DMS-812	Medical Conference I	3
DMS-823	Medical Science Module IV - Pulmonology	3
DMS-822	Medical Science Module III - Psychiatry	3
DMS-825	Medical Science Module VI - Gastroenterology	3
DMS-940	Special Topics in Medicine	3

Medical Education Major applicants without 2 years of full-time academic experience are recommended to start the program in the Fall semester; however, it is not required.

Total Credits	30
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## Academic Calendar

LINCOLN MEMORIAL UNIVERSITY

SCHOOL OF MEDICAL SCIENCES

DOCTOR OF MEDICAL SCIENCE ACADEMIC CALENDAR  
2026-2027

Fall 2026	
Fall term	August 17th – December 11th

Fall break	November 23rd – November 29th
Commencement	December 12th
Spring 2027	
Spring term	January 11th – May 7th
Spring break	March 22nd – March 28th
Medical Conference I	May 3rd – May 7th
Commencement	May 8th
Summer 2027	
Summer term	May 10th – August 13th

### Official University Holidays:

Labor Day: September 7, 2026

Thanksgiving Holiday: November 25-27, 2026

Martin Luther King Day: January 18, 2027

Good Friday: March 26, 2027

Memorial Day: May 31, 2027

Independence Day: July 5, 2027

## Course Delivery Method and Setting

Course content is communicated via the Lincoln Memorial University Learning Management System (LMS) and Zoom. Information housed on the LMS may include but is not limited to, the syllabus, notes, PowerPoints, interactive and/or independent assignments, study information, reference materials, discussion boards, class announcements, journals, and assessments.

Online courses may include both synchronous and asynchronous modes of instruction.

Active course engagement, frequent participation, and professional communication are required.

Reading assignments may involve required course texts, articles, and other materials.

- It is the student's responsibility to purchase any required texts before the course start date.*

- When able, reading assignments will come from freely accessible sources through either the online [Reed Health Systems Library](#) or the online [Carnegie-Vincent Library](#).

## Academic Status (Grading)

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The academic status or grading of the student's performance is determined at the end of each semester. Grades are determined by averaging scores collected through assignment(s) scores, quiz(s), practical results, and course/ system exams as outlined in the syllabus. Each course has a syllabus which will explain in detail how the grades are calculated.

### DMS Attendance Policy

#### PURPOSE

DMS faculty believe there is a significant benefit to attendance and active participation in all program activities. Engaged learners and active participation in the classroom build a collaborative spirit and a positive learning environment. This Attendance policy is necessary to ensure students are present and engaged for these required program activities.

#### POLICY STATEMENT

Attendance is required and will be monitored for all synchronous course components (e.g., video-conferencing sessions, medical conferences, scholarly work presentations, etc.). Credit for attendance is dependent on verification of both video and audio components, as well as observed engagement. Further, students are responsible for all course materials presented, whether synchronously or asynchronously, regardless of attendance.

In the event a student is unable to attend a synchronous activity, they must contact the Course Director, Curriculum Coordinator, and Program Director at least 24 hours before the scheduled activity and provide notification of their absence and the reason for it. If an emergency occurs or the student experiences connectivity issues within 24 hours of the scheduled activity, students must contact the Course Director, Curriculum Coordinator, and Program Director within 24 hours of the absence. The Program Director will determine if the absence is considered excused or unexcused.

### Video conferencing (Zoom) attendance

- Video conferencing sessions are virtual classrooms; all students should dress appropriately, and their background should be professional (e.g., a static background with minimal noise).
- Excused absences
  - Points associated with an excused video-conferencing absence will be excused in the Canvas gradebook. No make-up assignments are permitted.
  - Only one (1) excused absence is permitted in the Clinical Modules (DMS 820/821/822/823/824/825/826/828/829). Any further absences will be considered unexcused.
  - Only three (3) excused absences are permitted in the Clinical Application courses (DMS 930/930I/930E). Any further absences will be considered unexcused.
- Unexcused absences
  - Students will receive 0 points for unexcused video-conferencing absences. No make-up assignments are permitted.

### Medical Conference I (DMS 812) attendance

- In-person participation is required. Under exceptional circumstances, the DMS Program Director may grant permission for a student to attend virtually. Such exceptions are rare, must be requested in advance, and are reviewed on a case-by-case basis. Students must be present and engaged for the full duration of the course.
- Due to the condensed one-week format of this course, absences are generally not permitted. We do recognize that exceptions may be necessary. If you anticipate missing a class, please contact the program director to discuss the situation and explore potential accommodations.

### DEFINITIONS

**Excused Absences:** An excused absence is an absence due to a personal emergency or incapacitating illness of a student, their dependent, or immediate family. Individuals outside of these categories will be considered on a case-by-case basis. Students must make every reasonable attempt to schedule routine appointments outside of synchronous class time. Extenuating circumstances will be considered at the Program Director's discretion.

Unexcused Absences: Any absence not meeting the criteria for an excused absence as detailed above shall be considered an unexcused absence.

## AUDIENCE

This policy applies to all Doctor of Medical Science students.

## COMPLIANCE

An excess of one (1) unexcused absence during a course will result in the reduction of the final course grade by one (1) full letter grade and referral to the Student Progress and Promotions Committee.

## ROLES AND RESPONSIBILITIES

The Doctor of Medical Science Program Director is the Responsible University Officer for revising and updating this policy.

## CONTACT INFORMATION

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

## DOCUMENT HISTORY

Effective Date: January 2025

Revised Date: December 2025

# DMS Student Progression and Deceleration Policy

## PURPOSE

To define the criteria for progression through the Lincoln Memorial University School of Medical Sciences (LMU-SMS) Doctor of Medical Science (DMS) program, including minimum course passing standards, degree completion requirements and timelines, and the factors used to identify students at risk for not progressing as planned. This policy also outlines the formal processes for academic deceleration for students who are unable to maintain the standard pace of study.

## POLICY STATEMENT

Each student will receive a Student Advising Worksheet prior to matriculation to guide their academic planning and progression. Students who do not successfully complete a course or otherwise require a modification to their original plan of study will be provided with a revised Student Advising Worksheet in consultation with the DMS Admissions Coordinator. This revised worksheet serves as

the student's formal deceleration plan. Ultimately, students are responsible for effective planning, progression, and completion of all requirements for the DMS degree.

## DEFINITIONS

Course completion:

- To successfully complete each course, students must meet both of the following criteria:
  - Earn a final grade of 70 (C) or higher.
    - The final course grades are recorded by the faculty as follows:
      - A = 90 – 100
      - B = 80 – 89
      - C = 70 – 79
      - F = < 70
    - Individual assignment grades and final course grades will not be rounded. The final numerical score calculated in the learning management system is the official score used to determine the final letter grade submitted to the registrar.
  - Have no substantial incomplete coursework.
- Temporary Grades:
  - In specific situations, a student who is unable to complete a substantial amount of coursework due to verifiable, extenuating circumstances may be eligible for a temporary grade. Temporary grades include either In Progress (IP) or Incomplete (I).
    - In Progress (IP) Grade
      - A temporary grade assigned for the scholarly project courses (DMS 800, 889, and 900).
    - Incomplete (I) Grade
      - A temporary grade assigned for non-scholarly project courses

Substantial Incomplete Coursework:

- A condition in which a student fails to submit required assignments that, in total, accounts for 20% or more of the final course grade.

Deceleration:

- An officially recognized adjustment to a student's original program of study that extends the time required for degree completion. Deceleration is a structured process designed to support student success and may result from course failure, the assignment of temporary grades, or an approved modified academic plan.

Program completion (degree requirements):

- To successfully complete the DMS program, students must satisfy all of the following requirements within four (4) calendar years of initial enrollment:
  - Complete all courses specified in the approved program of study.
  - Complete a doctoral scholarly project (as outlined in the DMS 800, 889, and 900 course sequence).
  - Maintain a cumulative Grade Point Average (GPA) of at least 2.0 (C) across all coursework.
  - Ensure payment of all tuition and fees.
  - Have no outstanding financial obligations (e.g., parking tickets, transcript fees) to the University.
  - Demonstrate the ethical, personal, and professional qualities necessary for the continued study and practice of medicine and/or medical education.
  - Complete a Program Evaluation (Intent to Graduate) Form.

“At-risk” students:

- Students will be considered “at risk” if they meet any of the following criteria:
  - Submit any assignment more than two (2) weeks after the original due date
  - Score below 70% on more than two (2) assignments in any course
  - Have two (2) or more unexcused absences in any semester
  - Achieve a final course grade below 80% in any course
  - Obtain a cumulative GPA below 3.00
  - Report any self-identified barriers to academic performance
  - Enter the third calendar year of program completion
  - Meet other conditions as deemed appropriate by the DMS Program Director

## AUDIENCE

This policy applies to all LMU DMS students.

## COMPLIANCE

Students who are at risk of not meeting, or who fail to meet, course or program completion requirements will be referred to the SPC to determine the most appropriate course of action. Please refer to the DMS Student Evaluation, Feedback, Academic Advising, and Retention Policy for additional details.

Students who do not fulfill all graduation requirements within four (4) calendar years of initial enrollment will not

be eligible for graduation and must reapply to the program. If readmitted, the student will be required to repeat all prior coursework.

## ROLES AND RESPONSIBILITIES

The DMS Program Director is the Responsible University Officer for revising and updating this policy.

## PROCEDURES

### Course Failure and Repetition

- Repeating a course constitutes a mandatory academic deceleration. The student must work with the DMS Admissions Coordinator to formalize a decelerated progression plan via a revised Student Advising Worksheet. The new Student Advising Worksheet becomes official once signed by the DMS Program Director.

### Management of Temporary Grades

- A student who is unable to complete a substantial amount of coursework due to verifiable, extenuating circumstances may request a temporary grade of In Progress (IP) or Incomplete (I) from the course director.
  - In Progress (IP) Grade Procedures:
    - The student and their Academic Advisor must complete and sign an In Progress Agreement Form. This agreement will formalize the student’s proposed timeline for revising and/or completing the work, which must not exceed the one-year deadline.
    - A student receiving an IP grade in either DMS 800 or DMS 889 must complete outstanding coursework before progressing to the next course in the series.
    - A student’s graduation timeline may be delayed if they receive an IP grade. This delay is considered a formal deceleration of the students’ plan. The student must work with the DMS Program Admissions Coordinator to create a revised Student Advising Worksheet reflecting the updated expected graduation date.
    - A student has a maximum of one (1) calendar year from the end of the term in which the IP grade was assigned to complete the outstanding coursework.
    - Once the work is completed, the IP grade will be replaced by the final calculated grade.

- If the work is not completed by the deadline, the IP grade will automatically become a failing (F) grade.
- Incomplete (I) Grade Procedures (non-scholarly project courses only):
  - A student must formally request an Incomplete (I) grade from the Course Director before the end of the term. To be eligible, the student must be in good academic standing in the course at the time of request. The request must also be due to verifiable, extenuating circumstances that will/may result in the student having substantial incomplete coursework.
  - If the Course Director approves the request, the student and Course Director will complete and sign an Incomplete Grade Agreement Form. This form will specify all outstanding coursework and establish a final submission deadline.
  - The student must complete all outstanding coursework no later than six (6) weeks after the end of the term in which the 'I' grade was assigned.
  - Upon timely submission of the completed work, the Course Director will calculate the final course grade and submit a Change of Grade Form to the registrar. The 'I' will be replaced with the final earned grade.
  - If the work is not completed by the established deadline (six weeks after the end of the term), the 'I' grade will be replaced with a final calculated grade based on all work submitted for the course.

## CONTACT INFORMATION

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

## DOCUMENT HISTORY

Effective Date: August 12th, 2025

Updated: November 21st, 2025

# DMS Student Evaluation, Feedback, Academic Advising, and Retention Policy

## PURPOSE

To outline how the program evaluates learner performance, provides feedback, conducts academic advising, and supports student retention. This policy also details the procedures of the Lincoln Memorial University-School of Medical Sciences (LMU-SMS) Doctor of Medical Science (DMS) program Student Progress Committee (SPC), including potential actions the committee may take.

## POLICY STATEMENT

The DMS program is committed to fostering student success by providing a supportive academic environment that promotes retention and degree completion. This includes transparent evaluation processes, a commitment to timely and constructive feedback on submitted work, and formal academic advising.

The program monitors and evaluates students' academic and professional progress through several key functions: Course Directors monitor student performance within their courses, Academic Advisors track the overall progress of their advisees, and the Student Progress Committee (SPC) convenes for regularly scheduled meetings each semester. Additional SPC meetings may be convened as needed to address specific student concerns that arise. During these meetings, faculty discuss student progress to highlight any potential issues of concern. If any student meets the criteria for individual referral to the SPC, a formal process will occur as outlined below.

## DEFINITIONS

- Academic advising: Each student is assigned to a program faculty member or the Program Director as their academic advisor during the first semester of the program. Students typically remain with the same advisor throughout their enrollment; however, reassignments may occur due to unforeseen circumstances. Academic advisors provide guidance on scholarly projects, monitor academic and professional progress, and communicate any concerns to the SPC during regularly scheduled meetings. More frequent meetings may be required if academic or professionalism concerns arise.
- Academic Probation: A formal status indicating a student has significant academic or professionalism deficits that warrant frequent and formal monitoring by the SPC. While on probation, a student may be required to adhere to an individualized study plan or

other specific requirements determined by the committee. Failure to meet the terms of probation may result in further SPC action, up to and including dismissal from the program.

- **Dismissal:** A permanent, SPC-initiated discontinuation of a student's enrollment in the program. Students dismissed for professionalism deficits are not eligible to reapply to the DMS program.
- **Egregious Violation:** A single act of professional misconduct that is sufficiently severe in nature to warrant immediate formal disciplinary review. Such violations may include, but are not limited to, actions that compromise the safety of others, harassment, or significant ethical breaches.
- **Evaluation of Academic Performance:** Academic performance is evaluated through course-specific assessments, including but not limited to written assignments, recorded assignments, discussion boards, live discussions, quizzes, and both written and practical examinations, as detailed in each course syllabus. If an assignment has an associated rubric, it will be available in the Learning Management System to help students understand assignment expectations.
- **Evaluation of Professionalism:** Professionalism is evaluated throughout the DMS program in all settings, including coursework and both synchronous and asynchronous interactions with faculty, staff, and fellow students. In some cases, professionalism is explicitly assessed as a graded component within assignment rubrics. More broadly, professional behavior is expected at all times and is continuously monitored by program faculty and staff.
- **Event:** Arrest, formal criminal charge, or adverse action against their professional license.
- **Feedback:** Course-specific feedback may be provided by principal faculty, instructional faculty, or the Program Director and may be individualized, directed to small groups, or shared with the entire class. Feedback on scholarly work is given by each student's assigned advisor, offering tailored guidance throughout the project. In matters related to conduct or professionalism, any DMS faculty or staff member may provide feedback as appropriate.
- **Pattern of Behavior:** A series of separate acts of professional misconduct that, when viewed collectively, indicate a significant concern regarding the student's overall professionalism. A pattern may

be identified by incidents occurring across multiple courses, in different settings, or as reported by multiple individuals.

- **Recurrent Behavior:** The repetition of a specific unprofessional act for which a student has received prior informal notification and counseling. This demonstrates a failure to correct behavior after being given an opportunity to do so.
- **Self-Report:** A student's professional and mandatory obligation to proactively notify the Program Director, within the timeline specified in program policy, of arrest, formal criminal charge, or adverse action against their professional license.
- **Student Progress Committee (SPC):** A standing faculty committee that monitors student academic progress and professionalism across the program, reviews assessment and progression data, and makes determinations in matters that extend beyond the scope of an individual course. Course-level remediation is managed by the Course Director, though SPC may review cases referred for major or repeated concerns. The SPC Chair coordinates referrals and communicates decisions to students and Course Directors.

## AUDIENCE

This policy applies to all LMU-SMS DMS students.

## COMPLIANCE

Students who fail to comply with the recommendations of the SPC will be subject to dismissal from the program.

## ROLES AND RESPONSIBILITIES

The Doctor of Medical Science Program Director is the Responsible University Officer for revising and updating this policy.

## PROCEDURES

### Evaluation and feedback

Students will receive evaluation and feedback on all academic assessments as soon as possible, but no later than three (3) business days after the original assessment due date. For assessments submitted after the due date, feedback will be provided within seven (7) business days of the late submission. This policy does not imply acceptance of late submissions, which is subject to the DMS Late Assignment Policy.

### Academic advising

Significant academic advising interactions related to academic or professional concerns, or as directed by the

SPC, are documented by faculty using the program's official Event Form. This documentation is maintained in the student's file.

## Pathways to the Student Progress Committee (SPC)

Matters are brought before the SPC through distinct pathways.

### Academic and Professional Monitoring (At Risk)

Any DMS faculty or staff member may recommend a student for referral to the SPC. The SPC will make the final determination on whether to act upon such recommendations. Reasons for referral include:

- Being identified as "at risk" according to the DMS Student Progression and Deceleration Policy
- Failure to successfully complete a required remediation plan
- Experiencing non-academic hardships that may impact academic performance
- Faculty concerns regarding academic performance in any course
- Lack of improvement despite individualized feedback
- Other matters deemed necessary by the DMS Program Director

### Professional Misconduct Reporting

Any member of the university community may report a potential breach of professional conduct.

- Initial assessment: A designated DMS program faculty member or the Program Director will conduct an initial assessment to determine the nature and severity of the alleged violation. This assessment determines the appropriate procedural path. All reports of unprofessional conduct are documented internally using the program's official Event Form.

### Path 1: Informal Resolution

This path is for single, non-egregious professionalism concerns.

- Action: The student is notified through university email by a faculty member or the Program Director, describing the specific concern and referencing expected professional standards. In the case of a first offense of academic misconduct (e.g., cheating or plagiarism), the student will receive a formal warning and a grade of zero (0) for the assessment, in accordance with the DMS Remediation Policy.

- Documentation: The email communication and a summary of the concern will be documented on an Event Form that is placed in the student's file.

### Path 2: Formal Resolution (SPC Referral)

This path is for serious violations or for patterns of behavior not resolved informally.

A formal referral to the SPC is mandatory for conduct meeting the definition of an Egregious Violation, Pattern of Behavior, or Recurrent Behavior. This includes failure to self-report within two (2) business days of an event.

- Action: The matter is formally referred to the SPC for review and adjudication.
- Documentation: All relevant Event Forms and prior communications are provided to the SPC for review and are linked to the official meeting minutes.

### Non-Academic Grievances and Mistreatment

Students should first seek to resolve grievances or concerns of mistreatment informally, as outlined in the DMS Due Process, Grievance, and Appeals Policy and the [SMS – Student Grievance Policy: Mistreatment](#).

If the matter remains unresolved, the student may file a formal complaint using the program's official grievance form, which will be submitted to the SPC for review.

Any committee member directly involved in the grievance will be recused from the SPC review.

### Student Progress Committee (SPC) Adjudication Procedures

Once a matter is formally referred, the SPC will follow these procedures:

- Composition: The SPC is composed of the SPC Chair and a minimum of three (3) other members of the SMS faculty and staff.
- Notification: Students will be notified of a referral to the SPC and the reason(s) for the referral via their university email at least 24 hours prior to the meeting. Notification will also be sent via certified mail. The notification will include the date, time, and location of the meeting. A read receipt will be requested for the email notification.
- Meeting Attendance and Protocol: Meetings are scheduled during regular university business hours. Student attendance is strongly encouraged when requested, though the program understands scheduling conflicts may arise.

- Confidentiality: All SPC proceedings are confidential. Only the student and the University SPC committee members may attend SPC meetings. Audio/video recording is prohibited. Students attending virtually must verify that no one else is present.
- Meeting Proceedings: The committee will review all aspects of a student's performance, including any relevant Event Forms. The student will be given the opportunity to provide a statement and answer questions.
- Standard of Proof: The level of proof used for any decision shall be "more likely than not".
- Unwarranted Referrals: If the SPC determines a referral is unwarranted, the matter will be documented, and no further action will be taken.
- SPC Actions and Sanctions: The SPC may recommend one or more of the following actions:
  - Professional or academic remediation
  - Professional or academic mentorship (e.g., required periodic advising meetings documented via Event Forms)
  - Development of individualized study plans (which may include mandated advising sessions)
  - Reflection on the causes of academic or professionalism deficiencies
  - Academic deceleration, which involves the creation of a revised Student Advising Worksheet
  - Placement on academic probation
  - A formal written warning or reprimand is placed in the student's file
  - Assignment of a failing grade for a course or assessment
  - Referral of the case to a higher institutional authority
  - Temporary suspension from the program
  - Dismissal from the program
  - Other actions deemed appropriate by the DMS Program Director
- Decision and Notification: Decisions are made by a simple majority. The SPC Chair is a non-voting member, except in a tie. The recommendation is

forwarded to the SMS Dean within 24 hours of the decision. Within 24 hours of the decision, the SPC Chair also emails the student the Committee's decision to their university email address and sends an official notification by certified mail to their permanent address of record. A read receipt will be requested for the email notification.

- Process for Dismissal: In the event of dismissal, the Program Director will follow the procedures outlined in the [SMS Leave of Absence, Withdrawal, and Dismissal Processes and Procedures Policy](#) to notify the relevant university offices.
- Process for Appeals: Any SMS student who has a summary action or judgment placed on them by the SPC has the right to appeal that decision. For more detailed information, please see the [SMS Policy: Student Appeals](#).

## CONTACT INFORMATION

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

## DOCUMENT REVIEW

Effective Date: 2/18/2026

## 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 form(s) for the purpose of collecting feedback on the course and the faculty involved in teaching the course. Data from this evaluation is kept confidential and used for faculty and course developmental purposes. No punitive action is made to students completing the evaluation.

## Academic Information

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### Official Academic Records

The Office of the Registrar houses official academic records. The student's permanent academic record may contain the following:

- Name
- Social Security number (partial number since 1980) or numeric identifier
- Chronological summary of LMU coursework and grades

- Transfer credits, special credits (SC), and credits by examination (CE)
- Degree earned
- Date(s) degree conferred

Students receive their grades electronically through MyLMU Self-Service. Students wishing to receive a printed copy of his/her grades must submit a written request to the Office of the Registrar before the week of final exams.

Electronic transcripts (including course grades) are retained permanently.

To receive due consideration, any challenge regarding the accuracy of a student's academic record must be submitted in writing by that student to the Registrar within one year of the term in question.

The student may obtain or have forwarded to designated parties' copies of his/her academic transcript by submitting a written request to the Office of the Registrar. The cost of each physical transcript is \$10.00. The fee for electronic transcripts is \$6.75.

## Graduation

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### Promotion and Matriculation

To maintain good standing and progress in the program, students must meet all academic, financial, and professional requirements at the conclusion of each academic term. Successful completion of all program requirements is necessary for degree conferral. The maximum time allowed to complete the program is 4 calendar years.

### Student Transfers / Advanced Standing

**Transfer Policy:** The DMS program will collect and evaluate all transcripts and apply course credit if deemed appropriate. A student can request a maximum of nine (9) transfer credits.

For all course(s) in which applicants request transfer credit, applicants must submit official transcripts and course syllabi from the institution where the original course(s) were taught. The DMS Program Director will evaluate these materials to determine if the course(s) have similar content and competencies in order to award transfer credit.

## Graduation Requirements

To successfully complete the DMS program, students must satisfy all of the following requirements within four (4) calendar years of initial enrollment:

- Complete all courses specified in the approved program of study.
- Complete a doctoral scholarly project (as outlined in the DMS 800, 889, and 900 course sequence).
- Maintain a cumulative Grade Point Average (GPA) of at least 2.0 (C) across all coursework.
- Ensure payment of all tuition and fees.
- Have no outstanding financial obligations (e.g., parking tickets, transcript fees) to the University.
- Demonstrate the ethical, personal, and professional qualities necessary for the continued study and practice of medicine and/or medical education.
- Complete a Program Evaluation (Intent to Graduate) Form.

\*Reference: DMS Student Progression and Deceleration Policy

If six or fewer credits are needed to graduate, a student may petition the School of Medical Sciences Dean to participate in a commencement ceremony, but will not receive a diploma until graduation requirements are met.

### Degree Conferred

Upon graduation from the LMU-SMS DMS Program, students are awarded the degree of Doctor of Medical Science (DMS) in one of the following majors/concentrations from Lincoln Memorial University based on the course of study completed:

- Clinical Medicine Major - General Medicine Concentration
- Clinical Medicine Major - Medical Education Concentration
- Medical Education Major

### Posthumous Degree

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

# Course Descriptions

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## Doctor of Medical Science

### DMS-800 : Research Design & Writing for the Healthcare Professional

The purpose of this course is to help students develop and refine their knowledge about conducting literature reviews and action research projects centered on pertinent topics, issues, and concerns in the practice of health maintenance, the provision of healthcare services, or medical education. Students will identify a research topic, develop a problem statement and one or more high-quality research questions to guide their research. In addition, students will learn how to use Microsoft Word, Zotero, and style sets to help them develop and practice their skills in writing for the medical community.

**Credits 1**

### DMS-812 : Medical Conference I

The student will have the option to attend on-campus or virtual training in the use of ultrasound and its application to common ultrasound guided diagnostics and procedures, such as a FAST exam, vascular access, and identification of DVT, pneumothorax, fractures, foreign bodies, retinal detachment, abscess I&D and more.

**Credits 3**

### DMS-820 : Medical Science Module I - Nephrology

The course takes a systematic approach to advanced clinical Nephrology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**Credits 3**

### DMS-821 : Medical Science Module II - Neurology

The course takes a systematic approach to advanced clinical Neurology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**Credits 3**

### DMS-822 : Medical Science Module III - Psychiatry

The course takes a systematic approach to advanced clinical Psychiatry. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**Credits 3**

### DMS-823 : Medical Science Module IV - Pulmonology

The course takes a systematic approach to advanced clinical Pulmonology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**Credits 3**

### DMS-824 : Medical Science Module V - Cardiology

The course takes a systematic approach to advanced clinical Cardiology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**Credits 3**

### DMS-825 : Medical Science Module VI - Gastroenterology

The course takes a systematic approach to advanced clinical Gastroenterology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**Credits 3**

#### **DMS-826 : Medical Science Module VII - Endocrinology**

The course takes a systematic approach to advanced clinical Endocrinology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**Credits 3**

#### **DMS-827 : Medical Science Module VIII - Hematology**

The course takes a systematic approach to advanced clinical Hematology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**Credits 3**

#### **DMS-828 : Medical Science Module IX -Infectious Disease**

The course takes an advanced systematic clinical approach to Infectious Disease. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**Credits 3**

#### **DMS-829 : Advanced Clinical Rheumatology**

The course takes a systematic approach to advanced clinical Rheumatology. The epidemiology, pathophysiology, diagnosis, and management of system diseases, as they relate to primary care will be evaluated. The course will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the student's applicability in clinical practice.

**Credits 3**

#### **DMS-889 : Scholarship in Practice of Medicine I**

In this course, students will learn about survey research, the nature and structure of documents describing action research and literature reviews and will examine methodologies researchers in the medical field commonly use to conduct qualitative and quantitative research. Additional foci will include: (a) different strategies for collecting data; (b) using Excel as a data organization, manipulation, basic analysis, and preparation tool; (c) critiquing published research, and (d) the cautions and procedures required of researchers who conduct research that involves human subjects.

Successful completion of DMS 800: Research Design & Writing for the Healthcare Professional is a pre-requisite for enrollment in DMS 889: Scholarship in Practice of Medicine I

**Credits 1**

#### **DMS-900 : Scholarship in the Practice of Medicine II**

This course focuses on helping students execute their research by: (a) collecting, organizing, and analyzing their data; (b) organizing and documenting their findings; (c) completing at least one draft of their complete document and receiving at least one round of feedback from the instructor. During the course, the instructor will introduce students to various applications that help researchers analyze and interpret data collected through both qualitative and quantitative designs. Course topics will include issues surrounding professionalism and ethics as they relate to designing, conducting, analyzing, and reporting research related to the teaching and practice of medicine. The course will also include instruction in effective use of PowerPoint, which can be used in the presentation of the student's final research project.

Successful completion of 889: Scholarship in Practice of Medicine I is a pre-requisite for enrollment in 900: Scholarship in the Practice of Medicine II

**Credits 1**

#### **DMS-915 : Research and Statistics**

This course is designed to prepare students to interpret, evaluate, and use published educational research to improve instruction. Basic statistics, data types, and effective data presentation strategies will be reviewed. Different quantitative and qualitative study designs and data analysis techniques will be presented, with a focus on their application in medical education research. By the end of the course, students will be able to critically evaluate research studies, draw conclusions, and be able to communicate key findings in a manner appropriate for the audience.

**Credits 4**

#### **DMS-916 : Learning & Curriculum Design**

This course will introduce student learning and development theories and curriculum design approaches with a focus on best practices for adult learners in medical education. Multiple curriculum design strategies will be discussed, along with factors that influence those designs such as resources, research, and accreditation. Students will have the ability to build a curriculum that aligns with ARC-PA standards, program competencies, and course and unit learning objectives.

**Credits 4**

#### **DMS-917 : Program Evaluation**

This course is designed for students to gain knowledge of the evaluation process, including impact assessment, cost analysis, program effectiveness, and development of policy measures. Topics include how to evaluate strategic planning, the accreditation review process, curriculum, student advising and mentoring, clinical practice, and scholarship. Students will gain practical experience through a series of exercises involving the design of a curriculum evaluation plan to include both a process and impact evaluation.

**Credits 4**

#### **DMS-918 : Designing & Delivering Instruction**

In this course, students will learn to integrate the concepts of adult learning theory and curriculum design to develop all aspects of a course. Activities include preparing a course syllabus, developing lesson plans and instructional materials, evaluations, and assessments. Emphasis will be placed on selection and incorporation of instructional methods, technology, and resources that promote student achievement of the specific objectives.

**Credits 4**

#### **DMS-919 : Assessment**

This course will introduce foundational theories in educational assessment and their application in the design of sound assessments to measure and improve student learning. Different types of assessment methods and their role in providing feedback to students, informing future instruction, and making student progression decisions will be discussed. Participants will create assessments that measure learners' progress and achievement of specific learning objectives and be able to draw appropriate conclusions from assessment results. Participants will also learn how to identify at-risk students and implement various remediation strategies.

**Credits 4**

#### **DMS-920 : Leadership and Administration**

This course is designed to develop communication and problem-solving skills required for effective educational leadership. The primary format of the class will be discussion, group exercises, and individual presentations. There will be an emphasis on verbal and interpersonal communication, leadership theory, conflict resolution, and collaboration. Related ARC-PA Standards for administration will be reviewed and discussed throughout the course.

**Credits 4**

#### **DMS-940 : Special Topics in Medicine**

This doctoral-level course offers electives from advanced topics in medicine. The course emphasizes critical analysis of complex medical topics, integration of evidence-based practice, and professional reflection. Students will strengthen their ability to evaluate advanced medical practices, engage in scholarly communication, and demonstrate the attributes of a healthcare professional.

**Credits 3**