CODE OF CONDUCT, ACADEMIC STANDARDS, COMPUTING, AND SOCIAL MEDIA POLICIES
LUCOM CODE OF CONDUCT, ACADEMIC STANDARDS, COMPUTING, AND SOCIAL MEDIA POLICIES

I. PREAMBLE

Liberty University students, faculty, administrators, and staff together form a Christian community based upon the values and goals of the Bible. These are defined in our foundational statements, including our Doctrinal Statement, our Philosophy of Education and Mission Statement, the Statement of Professional Ethics for the Faculty, and our Student Code. Together, these statements situate Liberty University within the long tradition of university culture, which in its beginnings was distinctively Christian, designed to preserve and advance truth.

Anyone, whether Christian or non-Christian, who shares our values and goals, is both welcome and valued in our community. We want all students to feel comfortable in our community of learning, and we extend to all of our students our spiritual and academic resources, with the goal of fostering spiritual growth, character development, and academic maturity.

Communities are based upon shared values and practices. This Code of Conduct, an expression of the values inherent in our Doctrinal Statement, defines the rules and principles by which our community functions. At the core of this Code are two key concepts: a belief in the dignity of all persons and an insistence on the existence of objective truth.

While we understand that everyone will not agree with the statements that follow, we do expect that our students respect and uphold these standards while registered at Liberty University. Abiding by the principles and behaviors established in this Code makes possible the success of our students and the strengthening of the Liberty community.

Please note: Osteopathic Medical students who choose to live on campus are required to read and abide by the Personal Code of Honor in the “Liberty Way” in addition to this Code.

Academic Standards

A. Standards

All students are expected to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The following acts violate the academic honesty standards:

1. Cheating: intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise or performing work for another individual under false pretense.

2. Fabrication: intentional and unauthorized falsification or invention of any information or citation in an administrative or academic exercise.
3. Facilitating Academic Dishonesty: intentionally or knowingly helping or attempting to help another to violate any provision of this code.

4. Plagiarism: the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment.

Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Students must avoid any impropriety or the appearance of impropriety in taking examinations or completing work in pursuance of their educational goals.

Students are expected to perform and submit original work, giving proper credit if the thoughts or words of another author are included.

Students are expected to reference the works of another author and give credit to avoid the charge of plagiarism.

Students are expected to submit original work. Allowing or giving of one's work to another to be copied, providing exam question or answers, releasing, or selling term or research papers is prohibited.

B. Acts Prohibited:

Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations include but are not limited to the following:

- Plagiarism
- Cheating in any form
- Misrepresentation
- Bribery in an attempt to gain an academic advantage
- Forging or altering documents or credentials
- Knowingly furnishing false information to the institution
- Utilization of position or power by a student for personal benefit, to the detriment of another student, faculty member, or member of the staff or in a capricious or arbitrary manner

Students in violation will be subject to disciplinary action up to and including suspension or dismissal from the COM.

C. Conduct Standards

Students will not interfere with the rights, safety, or health of members of the University or College community nor interfere with other student’s rights and privileges in pursuit of their education. Students are expected to abide by all University, College, and program rules and regulations and all local, state, and federal laws and regulations affecting their education and profession.
Violations include but are not limited to:

- Theft, robbery, and related crimes
- Vandalism or destruction of property
- Disruptive behavior/disorderly conduct on the campus, at University affiliated sites or at any University sponsored events on or off campus
- Physical or verbal altercation, assault, battery, domestic violence, or other related crimes
- Possession, transfer, sale or use of illicit and or illegal drugs or alcohol
- Possession of or use of an unregistered firearm, fireworks, explosives, or other dangerous substances or items on campus, at University affiliated sites, or at any University sponsored event on or off campus. The possession of or use of firearms is regulated by LU policy or University affiliated sites’ policy.
- Appearance in the class or on the campus, at University affiliated sites or at any University sponsored events on or off campus that the student is under the influence of drugs or alcohol, illegal or illicit drugs, or chemicals
- Any act or conspiracy to commit an act that is harassing or abusive; an act that invades an individual's right to privacy; sexual harassment; discrimination and abuse against members of any racial, ethnic, religious group or on the basis of sex, gender, marital status or cultural group and/or any other protected group or as a result of an individual membership in any protected group
- Sexual misconduct
- Stalking
- Unacceptable use of computing resources as defined by the University
- Impeding or obstructing a LUCOM investigatory, administrative or judicial proceeding
- Threats of or actual damage to property or physical harm to others
- Any activity that may be construed as hazing or engaging in, supporting, promoting, or sponsoring hazing of another student, faculty, or staff member
- Failure to pay tuition and fees in a timely manner
- Embezzlement or misuse of COM and/or student organizational funds, resources, or monies
- Failure to comply with the directives of a LUCOM official
- Violations of the terms or conditions of a disciplinary sanction imposed by the administration
- Violation of state or federal law, rule, regulation, or ordinance
- Fraud, misrepresentation, forgery, alteration or falsification of any records, information, data or identity.
- Plagiarism

Students must have authorization from the University and COM to access University documents, data, programs, and other types of information and informational systems. Any unauthorized utilization is prohibited.

D. Violations
Any violations of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against the student with the Student Progress Committee or the Office of the Dean. The Dean, assistant or associate Deans, or directors, may at their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards.

Violators are subject to disciplinary action, up to and including, suspension or expulsion from the University.

E. Sanctions

Students found in violation of Professional Codes, Codes of Conduct, and Academic Responsibility and/or University or COM policies and procedures, one or more of the following sanctions may be imposed. The list is not exclusive of other actions that may be directed by the Dean or other administrative authority.

1. **Expulsion**: permanent dismissal from the University with no right for future readmission.

2. **Suspension**: mandatory separation from the University for a period of time. Readmission will not be entertained until the suspension period is completed and any required actions are satisfactorily fulfilled. Return of the student is subject to approval of the University and College administration and faculty. The student is barred from the campus and affiliated University sites without specific approval of the administration during the time of the suspension.

3. **Temporary Suspension**: action taken removing and barring the student from the campus and/or affiliated University sites pending final determination of student's status taken by the Dean or Director for Admissions and Student Services.

4. **Final Disciplinary Probation**: disciplinary sanction taken when a student is in violation of University or College standards, under which the following conditions may exist:
   
   a. The sanction is for the remainder of the student's career. The action may be reviewed by the Dean no sooner than two academic trimesters or its equivalent after the sanction is imposed. The student may request in writing reduction of the sanction after two trimesters to disciplinary probation if they can demonstrate reason to substantiate the request.

   b. Another violation of the University policy or standards of conduct while on final disciplinary probation will result in at a minimum a suspension.

5. **Disciplinary Probation**: A time period during which any further violation on the part of the student will result in a more severe sanction up to and including suspension or expulsion from the COM brought on by serious violation of the University and College standards.
6. **Disciplinary Warning**: Formal notice to a student that their action and/or behavior have not met University and College standards. This sanction remains in effect for a designated period of time and may be expunged from the student file.

7. **Verbal Warning**: A verbal admonition to the student by a University or College faculty, administration or staff member that his/her behavior is inappropriate. A verbal warning will be noted in the student’s file for a designated period of time and expunged if no further violations occur.

8. **Fines**: Penalty fees payable to the University for Violations of policy, rules, or regulations.

9. **Restitution**: Payment made for damages or losses to the University or College is directed by the adjudicating body.

10. **Restriction or Revocation of Privileges**: Student may be restricted from participation in extracurricular activities, i.e., serve as an officer in a LUCOM organization or national organization, mission trips, etc.

11. **Counseling Intervention**: College or University directed professional evaluation or treatment for behavioral or psychological issues.

**Code of Personal Conduct**

The College of Osteopathic Medicine Code of Conduct does not replace the University Code of Student Conduct rather supplements it for osteopathic medical students.

**CONDUCT THAT UNDERMINES THE INTEGRITY, PROFESSIONALISM, OR SAFETY OF THE STUDENT, AND/OR THE MISSION OR REPUTATION OF LIBERTY UNIVERSITY**

Acts that may undermine the safety, mission, or reputation of the students of Liberty University or the College of Osteopathic Medicine or either institution are violations of the Personal Code of Conduct. Examples of such acts include, but are not limited to:

- Flagrant violations of institutional policies and standards of dress (see dress code)
- Causing public embarrassment to the College, the University, or its representatives or employees
- Any attempt to provide or support residential students with the opportunity to break the Residential Code of Honor (the Liberty Way).

**A. Sexual, Physical, Written or Verbal Misconduct**
Respect for the dignity of each individual as a person created in God’s image is fundamental to the institutional culture desired at Liberty University College of Osteopathic Medicine. Misconduct that is contrary to the teachings of the Christian faith (thus constituting a violation of the Code of Conduct includes, but is not limited to:

- Sexually-oriented joking or comments
- Harassment of an individual based on race or gender
- Unwelcome touching or any touching of a sexual nature
- Verbal or physical abuse
- Verbal or written disrespect to a faculty or staff member (this includes e-mails)
- Offensive or crude language directed at individuals
- Display of objects or pictures that depict nudity or are otherwise sexual in nature
- Persistent, unwanted attempts to change a casual or friendly relationship into a romantic or more intimate one

Non-marital sexual relations and the encouragement or advocacy of sexual behaviors which undermine Christian identity or Liberty Universities faith mission are defined by the University as morally inappropriate misconduct and constitute violations of this Personal Code of Conduct.

B. Sexual Harassment

Liberty University is committed to providing students and employees with an environment free of harassment in any form. Any act of harassment (i.e., physical, psychological, verbal or sexual) that threatens a person or persons is considered a serious offense and will not be tolerated or condoned. Any person or group who commits acts of harassment based upon race, ethnicity, gender or disability on or off campus will be subject to disciplinary action, which could result in dismissal from the University. Behavior that constitutes sexual harassment, which is a form of sexual discrimination prohibited by Title IX of the Education Amendments of 1972 and Title VII of the 1964 Civil Rights Act, includes but is not limited to unwanted sexual attention, requests for sexual favors and/or other verbal or physical contact of a sexual nature which negatively affects another person.

C. Reporting Procedure

Any student who believes that he/she has been the subject of harassment in any form should report the incident immediately to the Student Affairs Office. The student will be given the opportunity to express his/her concerns and will then be appraised of the recourse available to him/her under school policy and local and state statutes.

D. Penalty

Any student of Liberty University, who engages in the aforementioned behavior(s), is subject to disciplinary action, which may result in community service or possible dismissal. Since the University takes such charges seriously, where the results of an investigation reveal a complaint of harassment/sexual harassment to be frivolous or groundless, the individual having made such a complaint may be subject to the same disciplinary action.
E. Pornography

Involvement with pornographic, obscene, indecent, or other similarly offensive materials, expressions, or conduct is inconsistent with the Personal Code of Conduct and the Christian World View of the College and University. Use of the University's computing network to obtain or distribute such materials constitutes a violation of the Code.

F. Prohibited Substances

The College of Osteopathic Medicine seeks to provide a drug-free, healthy, and safe learning environment. To this end, no student should misuse legal drugs or other legal medications, or use, possess, distribute, or sell alcohol, illegal drugs or tobacco products.

PROCEDURES FOR THE INVESTIGATION, ADJUDICATION AND DISCIPLINE OF VIOLATIONS OF THE PERSONAL CODE OF HONOR

When an alleged violation of the Academic or Personal Code of Conduct is brought to the attention of the faculty, staff, or administration, that allegation shall be presented to the Student Progress Committee for investigation, evaluation and recommendations to the Dean following the committee’s policies and procedures as detailed in the Student Handbook of the College.

APPEAL PROCEDURES:

Appeal procedures for the student receiving an unfavorable decision from the committee or the Dean are detailed in the LUCOM Student Handbook.

CODE OF PROFESSIONAL CONDUCT

Students enrolled at LUCOM are expected to adhere to behavior consistent with the high standards of the osteopathic medical profession, including the standards established by the osteopathic oath and code of ethics. Compliance with institutional regulations as well as city, state, and federal laws is expected.

Osteopathic medical students shall act honorably and ethically. Dishonesty, unethical, unprofessional, or other designated inappropriate conduct shall not be tolerated. It is not possible to enumerate all forms of inappropriate behavior, some of which could raise serious questions concerning a student's ability to continue in the academic program or to practice after graduation and interpretation is the purview of the Student Progress Committee and the Dean. Below, however, are the general rules and policies that shall apply to all students.

A. Academic Dishonesty

The College holds its students to the highest standards of intellectual integrity. Therefore, the attempt of any student to pass any examination by improper means, present work that the student
has not performed, or aid and abet any other student in any dishonest academic act, or having
direct knowledge of such without reporting it, will subject the offending student to a meeting
before the Student Progress Committee and possible subsequent dismissal from the College.

Students shall be afforded the opportunity for an internal and private meeting with the Student
Progress Committee in matters relevant to academic dishonesty. Legal council is not permitted to
appear with the student before the Student Progress Committee.

B. Attendance

While at Liberty University, students are expected to attend all educational sessions. Individual
faculty members may have specific requirements for attendance during their course as detailed in
the syllabus and may take attendance by utilization of clicker system, giving of tests, passing roll
sheets, etc. The attendance policy for each course will be specified in the course syllabus along
with the remediation requirements and/or penalties.

Students are reminded that they are in a professional college and as such they are individually
responsible for their activities and educational outcomes.

The attendance policy at any educational event where the presence or absence of the individual
student potentially adversely affects the normal operation of the course or the education of other
students is mandatory and 100% is the minimum threshold unless excused in advance of the
session by the course director/coordinator. Any student who misses, without prior approval, a
standardized patient encounter, a small group session with his/her colleagues, misses an assigned
laboratory session with his/her group will receive a zero for that session and will not be allowed
to make it up.

LUCOM does not grant retrospective excused absences except in dire emergencies but does
grant reasonable excused absences (prospectively). Students are not entitled to make up work,
missed exams, etc. if they do not have an excused absence. Reasoned absences may include
illness, attendance at professional events, etc. Illness may be required to be documented by a
health care professional at the request of the administration. Any absence for illness > 3 days
requires medical release to return to class. Any missed examination for medical illness will
require documentation of the illness from either the student health clinic or other health care
provider.

Students who need to be absent from a mandatory lecture, activity, or graded assessment
must contact the Senior Associate Dean of Medical Education and the Medical Education
Office, prior to the scheduled exam, to receive approval for an excused absence and to
make arrangements for make-up assessments as needed. This includes both planned
absences or absences due to unforeseen circumstances, such as an illness or emergency.
Excused absences typically require some form of documentation (e.g., physician’s note for
a medical illness). Students are responsible for any assignments and lecture or laboratory
material missed during their absence. Students who miss an unannounced or “pop” quiz
given in class for extra credit will not be entitled to make up the examination or quiz.
Faculty may give in class at any time unannounced quizzes or tests for extra credit. Total value of these extra examinations may total up to 5% of total points for the class. If a student is not present during any extra credit quiz or pop test, they are not entitled to make up the test. (It remains possible to make 100% for the class based on performance even if a student misses one or more “pop” quizzes.)

Clinical rotations attendance is mandatory and the expected threshold is 100%. You must attend a minimum of 80% of the time requirement for the clinical rotation to gain credit for the rotation. (If you miss four (4) days or more of a four (4) week rotation that are not made up due to illness, for example, you would not receive credit for the rotation regardless of test results or evaluation and would have to repeat the rotation.)

Lectures at LUCOM will be digitally recorded to supplement learning and for student review of information provided during the class. They are also available for review during the student’s clinical education. They are not a replacement for attendance in class. There is no guarantee that every lecture will be recorded or that the lecture recording will be of a quality that can be utilized for primary learning. Becoming a physician requires more than the acquisition of knowledge; it requires active learning and interaction with colleagues, peers, and mentors that occur for the development of a physician during educational sessions at the College. As a point of policy, recorded lectures generally are not released until 72 hours after the active presentation. Lectures will not be broadcast “live” over the CCTV system or internet during presentation except in specific incidences, such as inclement weather or when a clinical lecture was previously cancelled at the last minute, as directed by the Office of the Dean.

Students must notify the Office of Admissions and Student Services, in writing, of circumstances that may necessitate being absent three or more school days. Students must contact the appropriate faculty upon his or her return.

Any student, who is absent from classes for five consecutive school days without notifying the Office of Admissions and Student Services, will be considered to have voluntarily withdrawn from the College.

C. Classroom Behavior

The instructor may dismiss any student from class who is involved in disruptive behavior. Disruptive behavior may include but is not limited to loud or disruptive vocal events, reading the paper in class, watching movies online, talking on the phone, etc. Any student dismissed from class for disruptive or unprofessional behavior will be reported to the Office of Admissions and Student Services for appropriate disciplinary action and may be required to appear before the Student Progress Committee to show reason why they should not be suspended or dismissed from the COM.

D. Dress Code

Students must maintain a professional appearance appropriate for students attending medical school.
Therefore, attire should be clean, neat, and convey a professional appearance whenever the student is on the main campus or at any off-campus educational site.

The dress code is to be maintained at all times on the campus, including but not limited to, the administration building, classrooms, library, standardized patient and small group facilities, laboratories, whenever school is in session, generally from 0800 until 1800 Monday through Friday.

The dress code also applies to all areas involved in providing patient care including clinical rotations when the student is on duty. Those failing to comply may be dismissed from the classroom and/or the campus resulting in him/her being reported to the Office of Admissions and Student Services for appropriate disciplinary actions.

For all students, the University issued identification badge must be worn at all times in addition to the acceptable professional or business casual attire noted below:

For male students:
- Slacks or pants
- Shirt with collar
- Sweater or sweat-shirts over a collared shirt
- Suit or sports coat
- Business, dress, or athletic shoes

For female students:
- Slacks, pants, dress, or skirt
- Professionally appropriate blouse/sweater
- Sweater or sweat-shirt over a collared shirt
- Scarf
- Athletic, dress or business shoes

Students may not wear the following unless specified in the syllabus of a specific course or as required for laboratory experiences:

- Shorts or cutoffs
- Miniskirts
- Jeans or denim of any type
- See-through clothing or halter tops
- Sandals, flip-flops, crocs, or any open-toed shoe
- T-shirts of any type may not be worn as the outer shirt Jogging, yoga, or other exercise clothing
- Inappropriately matched garments
- Garments with any offensive, suggestive, obscene, or unprofessional statements or gestures
- Hats, caps, or head coverings, other than religious cover, may not be worn in the classroom, laboratories, library or other educational settings.
• Scrubs may not be worn outside of the OMM, Anatomy or Clinical Medicine Laboratory.
• Scrubs may not be worn on clinical rotations except on Surgery, OB, or ER unless directed by faculty or DSME.

E. Impaired Student Program

All students, as a condition of enrollment at LUCOM must agree to abide by the College's policies on alcohol and drug usage and the impaired student policy. Under this policy, students who are identified abusing alcohol, legal or illegal substances are subject to dismissal from the College or may be referred to the Impaired Student Program (ISP) for further evaluation and treatment.

Entry into the ISP may be initiated at the student's own request or at the direction of the Dean. The Dean may, at his/her sole discretion, refer the matter to the ISP or initiate an investigation, which may include drug screens.

All students placed in the ISP must sign a release, including the release of medical records, allowing the College of Osteopathic Medicine (COM) access to any information necessary in order to monitor the student's compliance with the conditions of the program. Any lack of compliance by the student in meeting the conditions of the ISP or external agent shall result in dismissal from the COM.

Any student assigned to the ISP may have his or her clinical rotations or other clinical assignments suspended or scheduled at sites that will allow the student to be more appropriately monitored during the course of his or her participation in the ISP. Agreement to such scheduling modifications will be considered to be a requirement of continuing in the ISP while a participant in the program, the student must be under the supervision of a qualified external agent assigned by the ISP director.

Any acts of inappropriate behavior or violations of policies attributed to students participating in the Impaired Student Program or otherwise, shall continue to be referred to the Student Progress Committee for independent evaluation as is applicable to all students enrolled in the LUCOM. Any member of the faculty who observes a student with symptoms suggestive of impairment secondary to emotional disturbance, substance abuse, or addiction will report the matter to the Dean for implementation of this policy.

The procedures regarding participation and responsibilities in the ISP are available from the Office of the Dean or the Director of Admissions and Student Services.

F. Failure to Report a Violation

Every member of the College community (e.g. students, administrators, faculty, and employees) has the duty to file a complaint with the SPC whenever it is felt a substantial violation of the code has occurred. Failure to report a violation of the code is itself a violation. All members of the College community have an affirmative duty to participate in the inquiry or investigative complaint process.
G. Food and Beverage

Food is not permitted and drinks without lids are not permitted in auditoriums and laboratories. Food and beverage are not permitted in the simulation, standardized patient rooms, or in the library/learning resource center.

If there is a violation that is noted by faculty or administrative personnel, for the first incident the student will receive a written reprimand with a copy of the letter in the student’s file that will be removed at the end of the year if no further incidents are documented.

A second incident within the year will result in the student receiving a written reprimand with a copy of the letter becoming a permanent part of the student's file and documented in the students’ Dean’s Letter.

For any subsequent incidents, the student will be referred to the SPC.

H. Illegal, Inappropriate, and Unprofessional Behavior

Any student displaying disorderly or disruptive conduct, public intoxication, or lewd, indecent, or obscene behavior on the campus or at any College-sponsored or -supervised function or event will be reported to the Office of Admissions and Student Services for disciplinary action and may be reported to the Student Progress Committee for disciplinary action up to and including suspension or dismissal from the COM.

No student shall intentionally or recklessly endanger or threaten the mental or physical health or well-being of any other member of the College community or any visitor to the campus. Any violation of this policy will be immediate grounds for suspension and possible dismissal.

I. Practicing of Medicine

Students are prohibited from engaging in any activities (from the time of admission to the University until graduation or other termination of student status) that might be construed as the practice of medicine, or any phase thereof, without the proper supervision and direction of designated members of the faculty whether such activities are engaged in for compensation, done as a volunteer, or otherwise. This exclusion includes all students who are a licensed practitioner of such health care prior to admission to medical school or during their time in medical school (i.e., medical doctor, dentist, podiatrist, chiropractor, or other health care professional). Students may only engage in such activities when the student has received an exception and permission in writing from the Dean and/or is under the direct supervision of a licensed physician or a clinical faculty member of the University.

Any student who is a licensed practitioner and wishes to be employed in the health-related field must contact the Office of Admissions and Student Services and forward a request to the Dean. All decisions of approval or disapproval will come from the Dean in a written letter.
Students who are alleged to have engaged in the practice of medicine, or any phase thereof, and are not in compliance with the requirements above, will be requested in writing to meet before the SPC (see "College Committees" section).

J. Code of Conduct on Clinical Rotations:

This code of conduct is designed to guide ethical behavior in hospitals, community clinics, research facilities, and various rotation sites included as clinical practice experiences.

This code of conduct represents general standards of behavior and illustrates ideals for which to strive; however, specific infractions reported by students, preceptors, Office of Clinical Education, or faculty to the Chair of the Student Progress Committee may be investigated by this Committee with respect to both the magnitude and chronicity of incidents considered. These general standards may not afford guidance in every conceivable situation or anticipate every possible infraction.

The Student Progress Committee will be charged with the responsibility of promptly investigating alleged infractions and require the submission of a report of findings and appropriate recommendations to the Office of the Dean in a timely manner.

The students attending LUCOM will demonstrate:

1. Respect and Concern for the Welfare of Patients
   • Treat patients and their families with respect and dignity both in their presence and in discussions with others.
   • Recognize when one’s ability to function effectively is compromised and ask for relief or help.
   • Recognize the limits of student involvement in the medical care of a patient and seek supervision or advice before acting when necessary.
   • Refrain from the use of alcohol, tobacco, or other drug in any manner that could compromise themselves or patient care.

2. Respect for the Rights of Others
   • Deal with professional, staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
   • Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, age, religion, gender, sex, ethnicity, or socioeconomic status.
   • Respect the patient’s modesty and privacy.
   • Respect the rights, opinions, and input of the patient and family in health care decision making.

3. Trustworthiness
   • Be truthful in communication to others.
   • Maintain confidentiality of patient information.
   • Admit errors and not knowingly mislead others to promote one’s self at the expense of the patient.
• Do not represent himself or herself as a physician, or other health professional.
• Accurately acknowledge the sources for all information reported. Failure to do so will be considered plagiarism.

4. Responsibilities and Sense of Duty
• Participate responsibly in patient care or research to the best of his or her ability and with the appropriate supervision.
• Undertake clinical duties and persevere until they are complete.
• Notify the responsible person if something interferes with his or her ability to perform clinical or academic tasks effectively.
• Report on time and be in attendance at clinical site until released by preceptor or supervisor.
• Absence without notice can be construed as patient abandonment.

5. Professional Demeanor
• Maintain a neat and clean appearance, and dress in attire that is consistent with LUCOM dress code and accepted as professional to the population served.
• Be thoughtful and professional when interacting with patients and families.
• Strive to maintain composure during times of fatigue, professional stress, or personal problems.
• Avoid offensive language, gestures, or inappropriate remarks.

Student Rights: Treated with respect as health care professionals, to receive quality education and input from the COM, its faculty and preceptors, to have their rights and obligations as detailed in student and faculty manuals and College catalog respected.

6. LUCOM students:
• Should be challenged to learn, but not be belittled, humiliated, or abused in front of patients, peers, or other health professionals.
• Should not be sexually harassed, either verbally or physically.
• Should not be discriminated against on any basis including age, gender, race, religion, ethnicity, and national origin.
• Should be a participant in patient care decisions whenever possible.
• Should have his or her health care related education take priority over routine menial tasks.

If a preceptor feels a student lacks adequate knowledge or skills, he or she has the responsibility to inform and instruct that student so he or she can improve his or her performance. The instructor should provide timely, fair, and accurate evaluations and completion of the student’s evaluation and curriculum requirements.

ACCEPTABLE USE OF COMPUTING RESOURCES
This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Liberty University College of Osteopathic Medicine. It applies to all users of the College's computing resources including students, faculty, staff, alumni, and guests of the College. Computing resources include all computers, related equipment, software, data, and local area networks for which the College is responsible as well as networks throughout the world to which the University provides computer access.

The computing resources of Liberty University College of Osteopathic Medicine are intended to be used for its programs of instruction and research and to conduct the legitimate business of the College. All users must have proper authorization for the use of the College's computing resources.

Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University/College's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources.

Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable University Policies and applicable State and Federal laws. Among the more important laws are the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act.

Policy violations generally fall into five categories that involve the use of computing resources:

1. For purposes other than the University/College's programs of instruction and research and the legitimate business of the University/College
2. To harass, threaten or otherwise cause harm to specific individuals or classes of individual
3. To impede, interfere with, impair, or otherwise cause harm to the activities of others
4. To download, post or install to University computers, or transport across University networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of University contracts, or otherwise damaging to the institution
5. To recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information

Examples (not a comprehensive list) of policy violations related to the above five categories include:

- Using computer resources for personal reasons
- Sending Email on matters not concerning the legitimate business of the University/College
• Sending an individual or group repeated and unwanted (harassing) Email or using Email to threaten someone
• Accessing, or attempting to access, another individual's data or information without proper authorization (e.g. using another's computing account and password to look at their personal information)
• Propagating electronic chain mail, pyramid schemes, or sending forged or falsified Email
• Obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
• Copying a graphical image from a Website without permission
• Posting a University site-licensed program to a public bulletin board
• Using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
• Releasing a virus, worm, or other program that damages or otherwise harms a system or network
• Preventing others from accessing services
• Attempting to tamper with or obstruct the operation of LU’s computer systems or networks
• Using or attempting to use LU’s computer systems or networks as a means for the unauthorized access to computer systems or networks outside the University
• Improper peer-to-peer file sharing
• Viewing, distributing, downloading, posting or transporting child or any pornography via the Web, including sexually explicit material for personal use that is not required for educational purposes
• Using University resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit making purposes)
• Violating Federal copyright laws or the LU copyright policy

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Vice President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation to the University. In cases where a user violates any of the terms of this policy, the University/College may, in addition to other remedies, temporarily or permanently deny access to any and all LU computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

General policies: Copyright and Patent Policy, Computing Account Security Agreement

Computing Account Security Agreement

Liberty University (LU) has adopted the following Computing Account Security Agreement, which outlines your responsibilities for securing and using an official LU computing account. Use of an LU computing account requires your acceptance of the policy terms and conditions stated below.
1. You must agree to abide by the LU Policy on Acceptable Use of Computing Resources.
2. You must not share your account with other individuals for any reason. Your computer account is to be used only by you.
3. The password to your account must be kept secure. Commit your password to memory. You may change your password at any time. Always choose a password that is difficult to guess.
4. Your password must be eight characters in length and contain a combination of both letters and numbers. It must not be any word that can be found in a dictionary. Choose a password that is meaningful to you but not obvious to others.
5. LU computer systems will monitor your password on a regular basis. If your password is guessed by the system, you will be notified by electronic mail. If you receive such notification, immediately change your password to prevent anyone from tampering with your account.
6. LU is not responsible for the loss of any files, documents, or electronic mail you may store online. It is your responsibility to make backups of your files.
7. If you do not access your account for a period of six months, it will be deleted from the system.
8. Inappropriate conduct and violations of this agreement will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Vice President for Academic Affairs, or the Office of Human Resources) depending on the individual’s affiliation to the University. In cases where a user violates any of the terms of this agreement, the University/College may, in addition to other remedies, temporarily or permanently deny access to any and all LU computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

Access to LUCOM Online Systems

Electronic Mail Communications

LU requires students and faculty and staff members to hold and maintain one official University computer account that is used to access major computing resources, including electronic mail. These University-assigned computer accounts correspond directly to LU email addresses (see below). All official electronic mail communications directed to LUCOM students and faculty and staff members will be sent exclusively to LU-assigned computer accounts to ensure timely and accurate delivery information. LUCOM students may forward their LU generated email to external locations, but do so at their own risk.

Relationship between LU computer account and email address:

If your assigned computer account name is jdoe
Your email address will be jdoe@liberty.edu

Note: A computer account may also be referred to as an email name or a username.

Web Pages—Use of Material
You should assume that materials you find on the Web are copyrighted unless a disclaimer or waiver is expressly stated. You may not place any materials owned by others (i.e., copyrighted works) on your Web pages(s) without the expressed permission of the copyright owner (examples: graphic images from other Web pages, articles, video, audio, photographs, software, or images scanned from published works). You may include short quotations of text provided you identify in an obvious way (e.g., in a footnote) the author and the work from which the quotation is taken. If you want to include something from another Web page in one of your Web pages, then link to it rather than copy it. The occurrence of plagiarism on your Web page is subject to the same sanctions as apply to plagiarism in any other media. Images in the LU graphics repository may be used on Web pages without permission. Clip art images provided with licensed software may be used if permitted in the license agreement for such software. You may not place any pictures or videos of people on a Web page without the expressed permission of the people in the picture or video. Every person has the right to privacy, which includes the right to restrict the use of his/her own image. In addition, the picture or video may be protected by copyright.

If you have received formal permission to use material owned by another, place the following notice on the page that contains the copied material: Copyright 2005 by (name of the copyright owner). Used with permission.

Although a copyright notice is not required to assert your rights to your own original material, you may want to include a minimal notice of copyright in Web page footer when appropriate. When used, the copyright notice should appear as follows:

- Web pages: Copyright 2005 (your name). All rights reserved.
- Organization Web pages (examples):
  Copyright 2005 Cornell Law Review. All Rights Reserved.
  Copyright 2005 The Graduate School of Computer and Information Sciences. All Rights Reserved.

**LUCOM SOCIAL MEDIA POLICY AND GUIDELINES**

**Goal:**

To provide guidelines outlining how Liberty University College of Osteopathic Medicine (LUOM) represents the College, it’s employees and students in a positive and productive manner and protects the future goals of the institution and the future of the students.

**Policy:**

1. Faculty and staff and students must be thoughtful about how they present themselves in online networks. By virtue of self-identifying in such a network, faculty, staff, and students must be aware of how they are viewed by their PEERS, the student body, the faculty, future residency directors, future employers, and others who would be aware of their connection to the College or the student body.
2. LUCOM reserves the right to consider how a faculty, staff, or student presents themselves in online networks as a part of deciding whether or not that person is of appropriate ethical behavior for the institution or whether or not the person represents a threat to any student, staff member, faculty member, or administration member.

3. LUCOM offers the support of the institution in defining appropriate social media as a tool in communication goals, providing social computing guidelines for LUCOM faculty, staff, and students engaging in online discourse and identifying themselves with LUCOM.

4. The remainder of the policy below is not intended for internet activities that do not associate or identify a faculty, staff, or student member with LUCOM, do not use LUCOM email addresses, do not discuss an affiliation of any type with LUCOM (on any location), and are purely about personal matters.

Definitions:

1. Content owners, for the purpose of this policy, are those assigned the responsibility of maintaining, monitoring, and moderating a LUCOM social media platform. Official communications refer to those done in LUCOM’s name OR any department or organization within or associated with the LUCOM name.

2. Content Presentations – Website and Publications office representing LUCOM.

3. Moderator – Assigned by Content Owner or the Dean for moderating comments and postings by internal and external users, including deleting comments and posting that do not meet the criteria set forth in this policy.

4. Social Media Platforms – Technology tools and online spaces for integrating and sharing user-generated content in order to engage constituencies in conversations and allow them to participate in content and community creation. Examples are Facebook, Twitter, LinkedIn, and YouTube.

Specific Information on Policies and Procedures:

1. Official Institutional Web Communications:
   
a. Because of the emerging nature of social media platforms these guidelines do not attempt to name every current and emerging platform. Rather, they apply to those cited and any other online platform available and emerging including social networking sites and sites with user-generated content. Examples include but are not limited to the following:
      i. YouTube
      ii. Facebook
      iii. iTunes
      iv. LinkedIn
v. Twitter
vi. Blogs
vii. Social media content that is hosted internally and protected LUCOM

2. Institutional representation via online social media platforms can only be initiated and authorized through the efforts of the LUCOM Website, Publications, and Communications Office via the Director.
   a. There can be no official LUCOM sites or pages on the Web, You Tube, Facebook, Twitter, etc. unless they are developed by or authorized by LUCOM.
   b. Any sites or pages existing without prior authorization as required above will be subject to review when discovered and may be amended or removed.

3. LUCOM official sites on social media platforms can have pages or content areas that are assigned to departments, divisions, or programs at LUCOM; however, these should be reviewed and branded by LUCOM.

4. Content Owners, as named by their departments or division’s leadership, are responsible for the content used and maintaining compliance with LUCOM Policies, HIPAA (Health Insurance Portability and Accountability Act), and policies related to Conflict of Interest, Privacy, Security, Safety, and Human Resources, and FERPA (Federal Education Records Protection Act).

5. Content Owners are responsible for:
   a. Seeking the Administrative Officer for their Division and the Director’s approval prior to development and posting;
   b. Developing, and continuous monitoring of web content;
   c. Assuring content is current, accurate, and consistent with the catalog and handbook.

6. Content Owners engage in communications that are acceptable in the LUCOM workplace and are responsible to respect copyrights and disclosures. Proprietary financial, intellectual property, patient care, or similar sensitive or private content may not be revealed.

7. Content Owners are responsible for gaining the expressed consent of all involved parties for the right to distribution or publication of recordings, photos, images, video, text, slideshow presentations, artwork, and advertisements whether those rights are purchased or obtained without compensation.

8. Content Owners are responsible for constantly monitoring postings and comments to social media sites, and for deleting postings that do not adhere to our policies.

9. Content Owners and/or Moderators sign a Content Owner/Moderator Terms and Agreement Form. This form is renewable annually and will be monitored by the Director.

10. Guidelines for Online Professional or Personal Activity:
a. Online social media allow LUCOM faculty, staff, and students to engage in professional and personal conversations. These guidelines apply to faculty, staff and students who identify themselves with LUCOM and/or use their LUCOM email address in social media platforms such as professional society blogs, LinkedIn, Facebook, etc. for deliberate professional engagement or casual conversation. These guidelines apply to private and password protected social media platforms as well as to open social platforms.

b. All professional and personal social media activity by faculty, students, and staff who use LUCOM or identify themselves with LUCOM must:

i. Follow the LUCOM policies on professionalism and ethics standards for students, faculty, and/or staff (see student Professionalism and Ethics statement, Faculty/Staff Professionalism and Ethics policies as stated in the AOA Professionalism and Ethics statement and additional Faculty/Staff Professionalism and Ethics Statement from the handbook.

ii. Comply with all HIPAA, Conflict of Interest Policy, and Privacy policies of the College

iii. Not reveal proprietary financial information, violate intellectual property rights, or discuss patient care or similar sensitive or private content.

iv. When faculty/staff/students identify themselves as a member of the LUCOM faculty or staff or student body in any online forum and/or use their LUCOM email address, faculty/staff/students must clarify that they are not speaking for LUCOM, what they stated is representative of their individual personal views and opinions and not necessarily the views and opinions of LUCOM. *This statement however does not wave the responsibilities outlined in i. through iv.*

c. Offers to pay faculty/staff/students for participating in online forums in their LUCOM role, offers advertising for pay and/or for endorsement, could constitute conflict of interest and are prohibited per LUCOM policies and guidelines.

d. All communications or response requests from public or professional media or press to members of the faculty, staff, or students requesting comments from LUCOM about policy, procedures, news stories, et al. are to be directed to the supervising administrative officer before responding.

e. Social Media may not be used in place of HR processes.

f. All Marketing & Communications materials must be approved by the Administration before released.
g. Violation of any of the above policies may result in disciplinary action, Performance Improvement Counseling (PIC) up to and including termination of employment or termination as a student.

h. This social media policy is extended to personal activity and/or professional activity where the individual identifies him/herself as a LUCOM faculty member, employee, or student either through a bio, comments, or by using your LUCOM email address.

The following disclaimer should be added whenever you identify yourself as part of LUCOM while not officially acting on behalf of the College or University: The views and opinions expressed here are personal and not necessarily those of Liberty University or LUCOM, and in addition may not be used for advertising or product endorsement purposes.

Academic Standards, Code of Conduct, Computing and Social Media Policy Affirmation

Each student is requested to print and sign this page; include Liberty University ID # and date of signature.

I, ________________________, affirm that I have read, understand and shall abide by the Liberty University College of Osteopathic Medicine’s Academic Standards and Code of Conduct, as well as, the Liberty University Social Media Policy.

____________________________  ______________________
Printed Name                  Liberty University ID #

____________________________  ______________________
Signature                    Date

Upon printing and signing, each student is requested to scan this final page (keeping the original) with the scanned copy sent via email (LUCOMAdmissions@liberty.edu) to the Office of Admissions and Student Services.