

Student Services Guide

PURPOSE

This comprehensive guide provides essential policies, procedures, and guidelines to help students navigate their time at LMU-DCOM. It includes detailed information on LMU-DCOM clubs, student travel policies, the DCOM Strong wellness initiative, and the House System. Additionally, it offers contact details for key members of the Student Services Department, ensuring students know where to get support for various needs.

CONTACT INFORMATION

Director of Student Life

Laurana Lehman, MBA (laurana.lehman@lmunet.edu)

Harrogate Campus

Student Activities Coordinator – Angie Smolinsky (angie.smolinsky@lmunet.edu)

Student Services Coordinator – Keaton Grimmatt (keaton.grimmatt@lmunet.edu)

Knoxville Campus

Student Activities Coordinator – Chris Buford, MBA (chris.buford@lmunet.edu)

Student Services Coordinator – Stephanie Mullins, MBA (stephanie.mullins@lmunet.edu)

STUDENT CLUBS

Students maintaining any executive board position must meet academic and professional requirements as indicated in the Student Government Association (SGA) Constitution. Students are limited to holding executive board positions in a maximum of two clubs. Only one of the executive board positions can be in the role of Club President.

All LMU-DCOM student clubs are required to maintain accurate and up-to-date records to ensure transparency, accountability, and continuity. These records must include the club's bylaws, current membership rosters, meeting minutes, an internal budget spreadsheet, and annual End-of-Year (EOY) reports. Additionally, clubs with national affiliations must keep documentation related to their national organization. Proper record-keeping supports effective club management and is essential for annual reviews and continued recognition by the institution.

At the end of each academic year, the Student Services Department conducts formal reviews of all LMU-DCOM student clubs to ensure they remain active, engaged, and aligned with the institution's mission and standards. These reviews are based on each club's performance, compliance with requirements, and overall contribution to the campus community. Following the review, clubs may receive one of three outcomes:

- **Approval and Continuation:** Clubs that meet all expectations and demonstrate strong performance will be approved to continue operating in the upcoming academic year.

- **Probation:** Clubs with minor issues or areas needing improvement may be placed on probation. During this period, the club must address specific concerns within a designated timeframe to maintain its status.
- **Revocation of Approval:** Clubs that fail to meet institutional requirements or exhibit significant issues may have their approval revoked, resulting in the club being disbanded.

STUDENT TRAVEL

Before attending any conference, students must submit and receive approval for a Student Travel Funding Request Form. Requests submitted during or after the conference date will not be eligible for reimbursement or funding. If a student is required to attend a conference due to a national affiliation position, they may be eligible for additional funding from the Student Life Department, provided they submit documentation confirming the requirement.

All travel-related funding is provided via reimbursement only, and students must submit appropriate itemized, paid receipts within 30 days of the conference. Reimbursements typically take 3–4 weeks to process. Students should avoid using third-party travel agencies and must follow university guidelines, including per diem rates for purchases such as lodging and meals (if applicable) as listed on GSA.gov. Travel funding approval does not excuse students from academic responsibilities, so students must coordinate with faculty for any missed classes, labs, or exams. Additionally, travel funding may be rescinded due to a leave of absence from the program.

Eligible Reimbursable Expenses Include:

- Conference registration fees (excluding membership fees, workshops, or networking events)
- Hotel/lodging (within per diem limits)
- Airfare or mileage (\$0.67 per mile)
- * *Meals with approved funds allocated from the club's budget*

Non-Reimbursable Expenses Include:

- Checked or carry-on baggage, seat upgrades, or travel insurance
- Rental cars or related upgrades
- Alcohol or non-itemized meal and gas receipts

Submitting Receipts

All receipts and a signed travel funding form must be emailed to the appropriate Student Services contact:

- **Harrogate:** Keaton Grimmett (keaton.grimmett@lmunet.edu)
- **Knoxville:** Stephanie Mullins (stephanie.mullins@lmunet.edu)

Receipts must be legible digital copies, and students should retain original paper receipts until reimbursement is complete.

DCOM STRONG

DCOM-Strong is a student-led and Student Services-supported wellness initiative created to represent the interests and needs of the student body regarding wellness, spiritual, and mental health throughout all four years of their medical school journey. DCOM-Strong activities are

student-led in collaboration with SGA and Student Services. It is a priority of the initiative to incorporate tolerance and belonging within the LMU-DCOM student body.

If you have a wellness initiative that you would like to see implemented by DCOM Strong, please email the SGA DCOM Strong Chair.

HOUSE SYSTEM

All DCOM students will be assigned to a 'house' when they matriculate to LMU-DCOM. The purpose of the house system is to help students make social connections and engage with faculty and staff in a smaller-scale setting. Every house has faculty mentors and OMS-II leaders.

The OMS-II leaders coordinate with faculty mentors and the Office of Admissions and Student Services to provide programming and social events for their house to facilitate comradery within the house and allow students a break from the daily rigor of medical school. Students will have the ability to review and request faculty mentors based on shared interests (research, extracurricular, clinical, or academic specialty). Students are encouraged to engage with their selected mentor as well as other faculty members for advice and mentorship.

Throughout the year, DCOM Student Life Department will host various events designed for Houses to come together. Clubs are able to award 1 House Point per attendee during an event held by the club. Please contact the Student Life Department to receive the House Point Check-In QR Code