

# LINCOLN MEMORIAL UNIVERSITY

## Master of Public Administration 2015-2016 Catalog



Duncan School of Law  
601 W. Summit Hill Drive  
Knoxville, TN 37902  
865 545 5300

Lincoln Memorial University  
6965 Cumberland Gap Parkway  
Harrogate, Tennessee 37752  
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## **Welcome to LMU!**

Congratulations on your acceptance to Lincoln Memorial University's (LMUs) Master of Public Administration degree program!

The following information has been compiled to help make the path to completing your degree efficient and meaningful. It is important that you read and understand these materials. In particular, pay close attention to the Curriculum and Requirements sections. It is your responsibility as a student to make yourself familiar with all of the requirements and procedures for your program and to follow them accordingly.

You have an academically challenging time ahead of you. It is our hope that the MPA program will serve you well and allow you to become prepared for the future you desire as a graduate of Lincoln Memorial University.

**We look forward to welcoming you to campus!**

Dr. Martin Sellers  
Dean, School of Arts and Sciences  
Director, Master of Public Administration

Dr. Christy Cowan  
Chair, Department of Social Sciences

Mark Travis, JD, MPA  
Program Director

Dr. John Grove  
Program Instructor

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## Lincoln Memorial University's Accreditation

Lincoln Memorial University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, specialist, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lincoln Memorial University.

## LINCOLN MEMORIAL UNIVERSITY'S MISSION

Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

The University is committed to teaching, research, and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational and research opportunities available to students, Lincoln Memorial University seeks to advance life throughout the Appalachian region and beyond through teaching, research, and service.

Revised July 2012; approved by Board of Trustees, November 13, 2012



## LINCOLN MEMORIAL UNIVERSITY'S INSTITUTIONAL GOALS

Lincoln Memorial University is a private, independent, non-sectarian University with a clearly defined mission that distinguishes it from other educational institutions. While the University cherishes its heritage and rich traditions, it recognizes that dynamic growth and change are required to meet the needs of today's students. The University has identified the following goals, which are derived from its mission and reflect its vision for the future:

1. Make educational opportunities available to all persons without reference to social status. The University seeks to maximize enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
2. Maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to continuously increase its endowment and financial standing.
3. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards, and produce graduates with relevant career skills to compete in an ever-changing, increasingly global market.
4. Advance the Cumberland Gap and Appalachian region through community service programs in continuing education, leadership development, recreation, and the fine and performing arts.
5. Serve as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind, and spirit.
6. Attract and retain a diverse and highly qualified faculty and staff, committed to teaching, research, and service.
7. Commit resources to support the teaching, research, and service role of the Institution.
8. Support faculty and staff development programs with priority for allocation of resources determined by institutional needs.

9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty, staff, and students.
10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
11. Provide a caring and nurturing environment where students, faculty, and staff with varied talents, experiences, and aspirations come together to form a diverse community that encourages students to grow intellectually and personally to meet their academic and career goals.
12. Provide quality educational opportunities through selected degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

## **MISSION STATEMENTS**

### **School of Arts and Humanities Mission Statement**

The mission of the School of Arts and Humanities is to provide distinguished academic programs and General Education courses that cultivate the skills and perspectives essential for preparing all university students for productive participation and leadership in a rapidly changing world. Inspired by the enduring principles of Abraham Lincoln's life and legacy, the School of Arts and Humanities strives to promote the development of innovative research, scholarship, and creative expression. At the heart of the LMU experience is a commitment to a tradition and standard of excellence that fosters students' intellectual, moral, civic, and creative capacities and aspirations in service to humanity through the advancement of life in the Appalachian region and beyond.

### **Department of Social Sciences Mission Statement**

The Department of Social Sciences is committed to providing quality educational opportunities that incorporate a balanced emphasis on theory, research, practice, community service, social justice, and personal growth.

### **Master of Public Administration Mission Statement**

The Master of Public Administration (MPA) program prepares individuals to serve as managers in the executive arm of local, state/provincial, and federal/national government, and increasingly non-governmental organizations (NGO) and nonprofits. It is our goal that those completing an MPA Program will increasingly be called to work in large national and multi-national organizations and in the healthcare industry. The program focuses on the systematic investigation of executive organization and management. The main objective of the program is to help students in understanding and recognizing the development and principles of the field of public administration, the making, management, implementation, and assessment of public policy in our society today.

## Institute of Collaborative Leadership Mission Statement

The Lincoln Memorial University Institute for Collaborative Leadership was established to provide an experiential education emphasizing the importance of developing organizational leaders in public and private sector organizations, consistent with the values and mission of the university. A particular emphasis of the Institute is the application of conflict management and dispute resolution skills in the practice of collaborative leadership.

## MASTER OF PUBLIC ADMINISTRATION PROGRAM OVERVIEW

### Expected Learning Outcomes

1. To lead and manage in the public governance arena
2. To understand and create in the public policy process
3. To analyze, solve, and track public sector problems
4. To articulate public sector values

### Master of Public Administration Program Admission Requirements

- A. Completed bachelor degree from an institution with regional accreditation or equivalent verification in the case of international degrees.** An international degree must follow university policies in existence for certifying international degrees and/or credit.

**i. Minimum undergraduate course work**

Two courses that focused upon American National Government, State and Local Government, or any equivalent courses focused on the three branches of government.

**ii. Recommended undergraduate course work**

Courses about government structure, policy making, and administration and budgeting.

**B. Standard Test Scores and Grades**

- Undergraduate GPA of 2.75 or higher on a four (4)-point scale
- Suggested combined quantitative and qualitative GRE score of 250
- Submission of GRE scores is required but can be accomplished during the first semester while the student is provisionally accepted. Information about the GRE can be found here: <http://www.ets.org/gre>.
- Entrance interview may be required if one or more requirements are not met.

### **C. Letters of Reference**

Two letters of reference from the applicant's undergraduate instructors or one letter from an instructor and one from a professional source are required.

### **D. Personal Statement**

Submit an essay detailing the student's purpose for attending the LMU MPA program, relevant skills, qualification, preparation, and a statement of goals after completing the program.

### **E. Transfer credit**

A maximum of nine (9) graduate credit hours or its equivalent of graduate work closely related to the MPA degree will be allowed in transfer by approval of the program's Admissions Committee.

## **Graduation Requirements**

- A. A minimum of 36 credit hours of graduate course work and satisfactory completion of all core courses is required for graduation with the Master of Public Administration degree general track. (CM and GRA tracks require 39 credit hours).
- B. Students must maintain a cumulative GPA of 3.00 or be placed on academic probation. Failure to meet or exceed this standard of academic progress in the subsequent semester will result in dismissal from the program.
- C. Thesis or MPA project must be completed and receive a grade of "B" or better. See thesis/project handbook for more details.
- D. Completion of all program and university assessments and student surveys.

## **ORIENTATION**

MPA students will be required to attend an initial program orientation. The MPA Orientation will include program familiarization, establishing a schedule, finalizing financial aid, and completing the registration process. An orientation regarding library resources will be provided early in the first semester. Information about registration will be made available when the student's application has been accepted.

New graduate students are assigned an academic advisor and are required to attend a new student orientation. The orientation session provides students with critical information for progressing through each degree program. Information includes

admission, program, and exit requirements. The advisement process is important in that advisors assist in the formulation of comprehensive examinations and in the monitoring of internships and field experiences. Advisors are accessible throughout the program for academic advisement. Advisor contact information and office hours are posted on each syllabus.

## **GRADUATE PROGRAMS COMMITTEES**

### **Admissions Committee**

This Graduate Programs Admissions committee consists of faculty and administration members from the collaborating programs. This committee will resolve all matters or questions regarding admissions.

### **Thesis/Project Supervisory Committee**

This committee functions to provide course work and thesis/project direction and approval for each graduate student in either program. The committee approves the thesis/project proposal, and when submitted, reviews and approves the completed thesis/project document, and conducts a final oral defense of the thesis/project. The chair of this committee is the person who directly supervises the thesis/research project. A second committee member is selected from the graduate faculty and should have reasonably related knowledge of the thesis/project topic. A third member may be selected to complement the knowledge of the other members and may be chosen from outside of the relevant departments. The appointment of this committee is made by the program's school Dean upon recommendation of the Program Director and submission of names by the student.

### **Appeals Committee**

This three-member committee exists to resolve academic matters that may arise in either program. The Dean of the school will nominate members of this committee. They will serve three years with the possibility of reappointment. One faculty member from each program will serve with the program director (of the relevant program) with an alternate member appointed in the case of conflict of interests.

## GENERAL POLICIES AND STANDARDS

### Grade Point Average

Students must maintain a cumulative grade point average (GPA) of 3.0 or more on a 4.0 scale. Falling below a 3.0 GPA will place the student on probation until a 3.0 GPA is reached.

The 3.0 GPA performance level includes graduate and undergraduate courses if the student is completing deficiency courses. No more than one grade of "C" will be allowed. A second grade of "C" or below will remove the student from the program.

### Grading Scale

A candidate receives a grade for most registered coursework. Letters indicate grades and are assigned quality points as shown below. Credit toward a degree program will be granted only for courses in which a grade of "C" or better is earned.

<u>Grade</u>	<u>Definition</u>	<u>Quality Points Per Semester Hour</u>
A	Superior (Quality of work exceptional)	4.00
A-	Excellent (Quality of work above course expectation)	3.67
B+	Very Good (Quality of work better than satisfactory)	3.33
B	Good (Quality of work satisfactory)	3.00
B-	Average (Quality of work meets minimum requirements)	2.67
C+	Below Average (Quality of work less than satisfactory)	2.33
C	Minimum passing grade (Quality of work unsatisfactory for graduate-level)	2.00
F	Fail	0.00
I	Incomplete (Work must be completed within the first six weeks of the next semester; otherwise, the grade automatically becomes an "F" unless an extension is granted by the Dean of Arts and Humanities)	-
IP	In Progress (This grade is restricted to specific courses in the curriculum)	-
NC	No Credit (Allows for a later grade with no penalty to the candidate)	-
AU	Audit	-
WD	Withdrawal	-
		-

Some graduate courses are graded P-Pass/F-Fail and are identified under "Course Descriptions."

The candidate's grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of letter-graded (A-F) credit hours attempted (not the number of credit hours passed).

## Appeals

Students in the program or applying to the program may submit an appeal in writing directly to the Appeals Committee. The committee is expected to collect information from all parties to the matter in question, hold a hearing in which parties to the appeal will be invited and notified with at least 48 hours advanced notice, and reach a decision on the matter within 24 hours of the hearing. In the event that more investigation is needed after the hearing, all parties to the matter will be notified of the timeline for reaching a conclusion for the matter. A decision must be reached by no more than one week after the initial hearing. Decisions of this committee will be communicated to the party making the appeal as well as any individuals named in the appeal along with the relevant Deans and the Vice President of Academic Affairs. A log of matters and copies of all communication related to an appeal will be maintained by the specific Program Director's office in which the appealing student is enrolled or hoping to enroll.

## Attendance

Attendance requirements will be stated in each course syllabus.

## Medical Leave of Absence

A student may petition to their Program Director for a medical leave of absence from a major program of study in event of a medical condition, which prevents normal participation in the required activities of the degree. No approved medical absence can remove a student from his or her coursework for more than two years or the student will be dismissed from the program.

## Maximum Program Completion

Students who enter the MPA graduate program must complete their studies for their graduate degree within six years after initial registration. An extension may be requested of the Program Director for personal or professional reasons.

## Plagiarism

Plagiarism is the presentation of someone else's words or ideas as one's own. One of the most common forms of plagiarism is the paraphrasing of several phrases, sentences, or ideas in a paragraph with only one citation at the end of the paragraph resulting in confusion between the cited content and the researcher's own words or ideas. Another common form is the practice of substituting words or phrases while retaining the original author's form and structure.

Use citation practices as described in the APA Manual 6th edition of the Publication Manual of the American Psychological Association (2009), or the most recent version of Chicago Manual of Style or other citation guidelines as instructed by course professor.

For questions regarding citations or plagiarism, contact LMUs Library Center for Teaching and Learning at the library website.

### **Program Acceptance**

Upon acceptance into the MPA program, applicants will receive an official packet of materials including an acceptance letter, a program catalog, registration information, and other program items and information. All students are required to have all transcripts, letters of support, and fees submitted by one month in advance of the start of the new semester.

PPP

### **Change of Schedule**

All schedule changes made by the program will be addressed before the start of classes. Any changes to student class schedules must be discussed and approved by the advisor and program director.

## **FINANCIALS**

### **Tuition and Fees**

- A. Tuition is \$453 per semester hour.
- B. Tuition may change at any time so please contact Financial Aid or the Finance Office if you questions.

### **Refund Policy**

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 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 to be 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. 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 and spring semesters will be refunded according to the following schedule:

Through the first official day of classes 100%

After the first official day of classes and during the first week of the semester 90%

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.

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.

### **Financial Aid**

Financial Aid in the form of loan support is available to graduate students. The LMU Financial Aid website is [www.lmunet.edu/admissions/finaid.shtml](http://www.lmunet.edu/admissions/finaid.shtml) or the office may be reached directly at 423.869.6336. The Financial Aid Office is located in the DAR building on main LMU campus.

Federal Financial aid is available to students who enroll in at least 6 credit hours each semester, which is considered to be half time. Any student with less than 6 hours is considered less than half time and is not eligible for loan support.

Federal Financial Aid available for graduate students and consists of Stafford Loans (up to a maximum of \$20,500 per year) and Grad Plus loans. Eligibility determination for loan amounts will be determined by the student's federal application for aid (FAFSA).

Please note important information below released by the U.S. Department of Education and effective July 1, 2012.

“Effective with all loans processed after July 1, 2012, due to the Federal Government cost cutting measures, there will be no more Federal Direct Subsidized Stafford Loans available to Graduate Students. While Graduate Students will still have FULL eligibility for Federal Direct Stafford Loans, only the Federal Direct Unsubsidized Stafford Loan will be available. Once students have met Federal Direct Stafford Loan limits, Graduate Plus Loans will also be available just as they have in the past. You may read more about Federal Direct Stafford Loans on LMU's homepage under Financial Aid for Graduate Students.”

### **Payment Plans**

Interest-Free Monthly Payment Plan through Tuition Management Systems

There are NO Deferred Payment Plans available for the summer semester. Payment must be paid in full prior to the first day of classes.

TMS Payment Plan Options:

OPTION ONE: Annual Plan – (Both fall and spring semesters)

Able to divide tuition total for both semesters into 10, 9, or 8 monthly payments

\$65 Enrollment Fee - Due at the time of enrollment in plan.

OPTION TWO: Semester Plan (For either the fall or spring semester)

Able to divide the cost of tuition for that semester into 5, 4, or 3 monthly payments

\$45 Enrollment Fee per semester – Due at the time of enrollment in plan.

Other Information about the Plan

- No interest

- All payments are due to TMS by the 15th of each month. A late fee of \$40 is applied to the account if a payment is received late.

- Life insurance covering the Interest-Free Monthly Payment Plan is included, at no additional cost.

For further information, call Tuition Management Systems at 1-888-572-8985.

Additional Fees:

Graduate Tuition – MPA (per credit hour).....\$453

Drop/Add Fee (per class).....\$15

Directed/Independent Study Fee (plus tuition for each course).....\$25

Late Registration Fee.....\$100

Comprehensive Fee (spring and fall semester).....\$15

Graduation Fee.....\$100

Draft Reject Fee or NSF Fee.....\$30

Vehicle Registration Fee – Vehicle fee is included in the comprehensive fee (above).

All off-site parking costs are the responsibility of the student.

## GRADUATE STUDENT SERVICES & CAMPUS LIFE

### Housing

Students are responsible for acquiring housing and meals. Helpful information is available from the LMU Office of Admissions, Student Services, or the DSOL Office of Admissions.

## Parking

Graduate students should park in either the Market Square Parking Garage or the Locust Street Parking Garage. Parking in the lot adjacent to the law school is reserved for law students, faculty, visitors, or those with handicap needs.

Entrances to the building are located on the West Summit Hill side of the building or through the handicap entrance closest to the faculty/staff parking lot.

## WebAdvisor

WebAdvisor is a web-based information management tool that allows candidates to access Lincoln Memorial University's administrative database. Information/functions available through WebAdvisor include Search for Classes, Student Profile, Class Schedule, Grades, Student Account, and Financial Aid. The candidate's account with the Finance Office must be paid in full and Perkins student loans must be in a current, non-defaulted status in order for the candidate to access his/her academic grades on WebAdvisor. To access WebAdvisor from LMU's web site, go to <https://webadvisor.lmunet.edu>. Each candidate is assigned a unique username and temporary password (which must be changed upon first log-in to WebAdvisor). **It is the responsibility of each candidate to ensure that his/her password remains confidential. Lincoln Memorial University does not accept responsibility for any password-related breach of security.**

## Library Services

Library services are provided for all graduate candidates through the campus library, at the library terminals located at all off-campus sites, and/or through Internet access to on campus databases. Library personnel and instructors will give candidates access codes and procedures at the beginning of each semester.

## Family Educational Rights and Privacy Act (FERPA)

The University complies with the provisions of the Family Educational Rights and Privacy Act, 1974, as amended. This law maintains that the institution will provide for the confidentiality of candidate's education records. No one outside the institution shall have access to nor will LMU disclose any information from candidates' educational records without the written consent of candidates except to personnel within the institution, to officials of other institutions in which candidates seek to enroll, to persons or organizations providing candidates financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of candidates or other persons. All these exceptions are permitted under the Act.

At its discretion, LMU may provide Directory Information in accordance with the provision of the Act to include: candidate name, address, telephone number, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the candidate, participation in officially

recognized activities and sports, and weight and height of members of athletic teams. Currently enrolled candidates may withhold disclosure in writing to the attention of the Registrar. Candidates may not inspect and review financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or educational records containing information about more than one candidate, in which case LMU will permit access only to that part of the record which pertains to the inquiring candidate. Lincoln Memorial University maintains a list of all persons except other college officials who have received a copy of the candidate's educational record. A copy of the LMU institutional policy on the release of educational records is on file in the President's Office and the Registrar's Office

### ADA Statement

As a rule, all candidates must read and comply with standards of the LMU Student Handbook and LMU catalog. Any candidate seeking assistance in accordance with the Americans Disabilities Act (1990 as amended) should contact his/her instructor and the LMU ADA Compliance Officer, Jason Kishpaugh, with regard to required documentation and in order to make appropriate arrangements. Contact information: jason.kishpaugh@lmunet.edu and/or 423-869-6251 (800-325-0900, ext. 6251). The office is located on the third floor of the Student Center, room 319, on the main campus in Harrogate.

## CURRICULUM & STANDARDS

The curriculum of the MPA program at LMU is designed to enhance a student's academic qualifications. All classes are preparatory coursework for post-graduate goals in programs leading to a terminal degree. **Please note that the semester's schedules and/or coursework and timeframes are subject to change based upon individual student needs or as determined by the MPA/MSCJ Admissions Committees and Program Directors.**

## FACULTY/STAFF CONTACT INFORMATION

A directory of all LMU employees is present on our website, [www.lmunet.edu](http://www.lmunet.edu). The most frequently needed contacts for MS students are listed below.

### Faculty

While many part-time and adjunct faculty make valuable contributions to the teaching and learning at Lincoln Memorial University, only full-time employees holding faculty rank in academic schools offering undergraduate degrees are included in this catalog. Professional school faculty are included in the applicable school graduate catalog.

Dr. Martin Sellers  
Dean, School of Arts, Humanities, and Social Sciences  
Email: [martin.sellers@lmunet.edu](mailto:martin.sellers@lmunet.edu)

Dr. Christy Cowan  
Associate Professor and Chair of the Department of  
Social Sciences  
Email: [christy.cowan@lmunet.edu](mailto:christy.cowan@lmunet.edu)

Mark Travis, Professor of Law  
MPA Program Director  
Phone: 865.531.5323  
Email: [Mark.Travis@lmunet.edu](mailto:Mark.Travis@lmunet.edu)

Mark Cushing, Professor of Law and  
Administration  
Director, Institute of Collaborative Leadership  
Phone: 865.531.5323  
Email: [Mark.Cushing@lmunet.edu](mailto:Mark.Cushing@lmunet.edu)

John Grove, PhD  
MPA Instructor

Frank Woodward, PhD  
Asst. Vice President of Alumni and  
Advancement  
MPA Instructor  
Phone: 423.869.6351  
Email: [Frank.Woodward@lmunet.edu](mailto:Frank.Woodward@lmunet.edu)

## **Contact Information by Department**

<b>Department</b>	<b>Telephone</b>	<b>Campus Location</b>
Admissions (DSOL)	865.545.5303	601 W. Summit Hill Drive Knoxville
Administrative Assistant (DSOL)		601 W. Summit Hill Drive Knoxville
LMU Bookstore	423.869. 6306	Student Center
Cashier's Office	423.869.6315	DAR
Counseling Services	423.869.6401	Duke Hall
Dean of Law School- Parham Williams	865.545.5313	601 W. Summit Hill Drive Knoxville
Director of Institute of Collaborative Learning- Mark Travis	865.545.5339	601 W. Summit Hill Drive Knoxville
Disability Services	423.869.6401	Duke Hall
Financial Aid	423.869.6336	DAR
Information Services	423.869.6333	Duke Hall
LMU Medical Clinic	423.869.7193	165 Westmoreland Street, Harrogate
LMU Post Office	423.869.6301	Tex Turner Arena
Registrar	423.869.6313	DAR
LMU Security	423.869.6338	Tex Turner Arena
Student Services	423.869.6201	Student Center

## **2015 – 2016 ACADEMIC CALENDAR**

Official University Holidays (Offices closed/no classes)  
[See current academic calendar on the LMU main website]

### **Fall Semester 2015**

Final Registration before classes begin .....	August 14
New Student Survival Weekend.....	August 15
Matriculation Ceremony (11a.m.) .....	August 15
Residence halls open (8a.m.).....	August 16
Classes begin.....	August 17
Last day to complete registration/add classes.....	August 26
Labor Day (no classes, residence halls remain open) .....	September 7
Last day to drop course without “WD” .....	September 15
Homecoming (classes held as scheduled) .....	October 8-10
Mid-term .....	October 12-16
<b>Last day to drop course without “F” .....</b>	<b>October 23</b>
Early registration begins.....	October 26
Thanksgiving holiday (no classes) .....	November 26-27
Residence halls open (1 p.m.) .....	November 29
Classes end.....	December 4
Final exams .....	December 7-11
Commencement (11 a.m.) .....	December 12
Residence halls close (2 p.m.) .....	December 12

## CANCELLATION NOTIFICATION DUE TO WEATHER OR OTHER EMERGENCIES

LMU offices generally will remain open during periods of inclement weather, even though classes may be canceled. Staff members should refer to the “Response to Inclement Weather Policy” in the Faculty-Staff Policy Manual for additional information.

The main sources of information regarding cancellation/delay of classes due to weather-related emergencies are the LMU Website, Pathway and the telephone weather information lines provided below. Also, when possible, radio and television stations (listed below) will be contacted to announce cancellations/delays. Every effort will be

made to have morning or daytime cancellation/delay notices posted by 6 a.m. and notices for evening classes (those beginning at 6 p.m. or later) posted by 4:30 p.m.

NOTE: Extended learning sites utilizing local school facilities are closed when those facilities close due to weather conditions. If the Harrogate campus or an extended learning site is closed, an announcement will be made in the same way, i.e., LMU Website, Pathway and site-specific weather-related information line. Also, when possible, radio and television stations (listed below) will be contacted to announce cancellations/delays/closings.

### **BOARD OF TRUSTEES**

Lincoln Memorial University is a private, non-profit institution owned and controlled by a self-perpetuating Board of Trustees. Board members are elected on the basis of commitment to the pro-grams and purposes of Lincoln Memorial University. Board members receive no remuneration from but work on behalf of the University. The Board establishes the broad guidelines of philosophy and institutional purpose and names the President to execute those guidelines.

**O.V. (Pete) DeBusk, Chair**

**Sam A. Mars, Jr., First Vice-Chair**

**Gary J. Burchett, Second Vice-Chair**

**James Jordan, Third Vice-Chair**

**Sam A. Mars, III, Secretary**

Art Brill Martinsville, IN

Gary J. Burchett Harrogate, TN

Jerry Burnette Knoxville, TN

Sherry Claiborne Harrogate, TN

*Alumni Representative*

George Day Harrogate, TN

Brian C. DeBusk Knoxville, TN

O.V. DeBusk Powell, TN

Frederick Fields San Francisco, CA

Robert Finley Chicago, IL

Richard Gillespie Knoxville, TN

Charles Holland Knoxville, TN

Kenneth J. Jones Chesterfield, VA

James Jordan Lauderdale by the Sea, FL

Pete Maples Sevierville, TN

Sam A. Mars, Jr. Middlesboro, KY

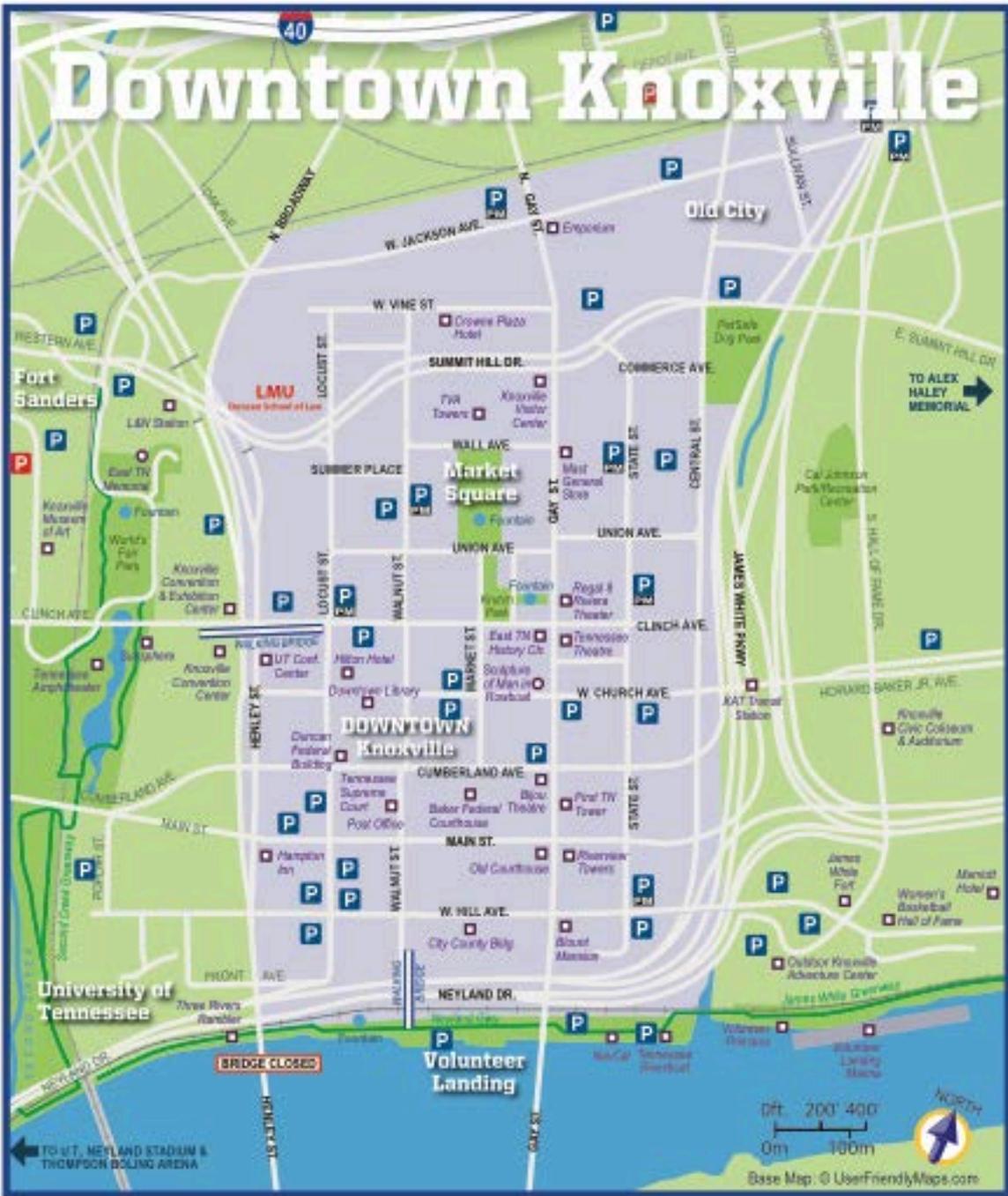
Sam A. Mars, III Middlesboro, KY

Alan Neely New Tazewell, TN  
 Dorothy Neely Tazewell, TN  
 Donald Patton Harrogate, TN  
 Jay Shoffner Middlesboro, KY  
 Joseph C. Smiddy, *Emeritus* Wise, VA  
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University Counsel	
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 **CITY OF KNOXVILLE**  
**Map of Downtown Knoxville Public Parking**

- P** PUBLIC PARKING
- P** FREE PARKING AFTER 6 p.m. on weekdays & anytime on weekends (excluding some special events.)
- P** FREE PARKING ALL DAY/NIGHT & parking for oversized vehicles