The University of Pikeville-Kentucky College of Osteopathic Medicine reserves the right to make any changes to the content of this document at any time without advance notice.

Effective on July 1, 2011, the name of Pikeville College changed to the University of Pikeville and the medical school, previously known as Pikeville College School of Osteopathic Medicine (PCSOM), became the Kentucky College of Osteopathic Medicine (KYCOM).
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INTRODUCTION

This Student Handbook is intended to provide medical students with general information on issues relevant to their medical education at the Kentucky College of Osteopathic Medicine (KYCOM). All KYCOM students are expected to become familiar with the requirements of the academic program and the policies that govern student academic performance and student conduct. While each KYCOM student may work closely with their advisors, administrators, faculty, and staff, students are individually responsible for being aware of the policies and requirements that govern their medical education program as well as any changes in KYCOM policies or programs, and for meeting all academic, professional, and financial responsibilities and requirements of KYCOM in order to earn the D.O. degree.

Further, the principles and practices of medical professionalism are embedded throughout the medical curriculum, student programs, and policies at KYCOM to guide and facilitate the professional development of KYCOM students as future osteopathic physicians. Any questions concerning KYCOM programs and policies should be directed to the Associate Dean for Student Affairs.

It also must be recognized that, as circumstances dictate, KYCOM reserves the right to make any changes in its programs, courses, schedules, policies, and requirements with or without advance notice. New policies or modifications to existing guidelines simply require approval of the KYCOM Dean.

PROFESSIONALISM

Medicine is one of the oldest professions. As a profession, it is defined by specialized knowledge and skills that are practiced only by individuals who have completed an approved program of education and training and have demonstrated their competence to practice medicine through a process of professional examination and licensure. The osteopathic medical profession traditionally aspires to the ideals embodied in the Hippocratic Oath and expects its members to evidence personal integrity, professional excellence, and social responsibility. Accordingly, the osteopathic medical profession regulates the conduct of its members.

The physician’s highest commitment is to the care of his/her patients in the spirit of beneficence, nonmaleficence, confidentiality, and altruism. Further, these tenets undergird the profession of osteopathic medicine’s social contract with society in that physicians place their patients’ interests above their own, the profession establishes and maintains standards of competence for professional practice, and ethics and integrity are the cornerstones of physician practice. For osteopathic medicine, these foundational beliefs define its practice of medical professionalism.
KYCOM students learn and begin to practice medical professionalism through the knowledge, understandings, and experiences they encounter throughout the KYCOM curriculum, student organizations and clubs, and related activities. KYCOM students are expected to conduct themselves in a professional and ethical manner befitting the honorable profession that they are entering. Students have an obligation to maintain the highest standards of integrity with regard to their personal and professional conduct. Throughout their medical education, students are afforded occasions to witness and practice competency, professionalism, and the embodiment of the osteopathic medical code of ethics.
The mission of the Kentucky College of Osteopathic Medicine (KYCOM) is to provide men and women with an osteopathic medical education that emphasizes primary care, encourages research, promotes lifelong scholarly activity, and produces graduates who are committed to serving the health care needs of communities in rural Kentucky and other Appalachian regions.

Osteopathic Medicine. Osteopathic medicine practices a whole person approach to health care. Instead of just treating specific symptoms, osteopathic physicians focus on the patient as a whole. Both osteopathic physicians (D.O.s) and allopathic physicians (M.D.s) are trained as complete physicians in that both types of physicians are fully trained and licensed to practice medicine, perform surgery, and prescribe medications in the U.S. Osteopathic physicians’ training includes an additional focus that centers on treating the body by improving its natural functions through osteopathic manipulative treatment (OMT). Through the manual manipulation of joints and soft tissues, OMT aims to restore the body’s structural integrity so it can function in a natural and healthy way. Osteopathic physicians (D.O.s) have full practice rights in all 50 states and in many foreign countries. Osteopathic physicians can and do provide a full range of specialty and subspecialty medical services, and practice in many of the nation’s most prestigious hospitals. Moreover, many D.O.s practice primary care in medically underserved areas. This reality accounts for the fact that while D.O.s make up approximately eight percent of physicians nationally, they care for more than 18 percent of the U.S. population.

Accreditation. KYCOM is part of the University of Pikeville, which was established in 1889 as a small Presbyterian college located in Pikeville, Kentucky. The University of Pikeville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, and doctoral (D.O.) degrees. Any questions about the accreditation of the University of Pikeville may be directed to the Commission on Colleges at 404-679-4500 or to 1866 Southern Lane, Decatur, Georgia 30033-4097. Additionally, inquiries may be made to the University of Pikeville at 606-218-5250 or to 147 Sycamore Street, Pikeville, Kentucky 41501. Kentucky College of Osteopathic Medicine has been granted accreditation by the American Osteopathic Association’s Commission on Osteopathic College Accreditation (COCA). This body is recognized by the U.S. Department of Education as the accrediting agency for colleges educating osteopathic physicians and surgeons. Further information about the COCA accreditation process can be obtained at www.osteopathic.org.
Notice of Nondiscrimination. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring or the admission of students.

The following person has been designated to handle inquiries regarding nondiscrimination policies under Title IX:

Bethany Bowersock  
Title IX Coordinator  
University of Pikeville  
Rm. 203 Administration Building  
147 Sycamore St.  
Pikeville, KY 41501  
bethanybowersock@upike.edu  
(606) 218-5344

The following person has been designated to handle inquiries regarding other nondiscrimination policies:

Michael Pacheco  
Human Resources Director  
University of Pikeville  
Rm. 210 Community Technology Center  
147 Sycamore St.  
Pikeville, KY 41501  
michaelpacheco@upike.edu  
(606) 218-5216

If either individual is unavailable, inquiries concerning any nondiscrimination policy may be directed to the other individual.
KYCOM ADMINISTRATION

Boyd R. Buser, D.O., FACOFP dist.
Vice President for Health Affairs and Dean of KYCOM

Daniel H. Atchley, Ph.D.
Associate Dean for Basic Sciences

Joshua R. Crum, D.O.
Associate Dean for Clinical Affairs

Linda J. Dunatov, Ed.D.
Associate Dean for Student Affairs

Steven R. Harris, Ph.D.
Associate Dean for Academic Affairs

Dana C. Shaffer, D.O., FACOFP dist.
Senior Associate Dean for Osteopathic Medical Education

KYCOM ACADEMIC DEPARTMENT HEADS

Family Medicine
Joe E. Kingery, D.O., FAAFP, FACOFP, Chair

Osteopathic Principles and Practices
Laura E. Griffin, D.O., FAAO, Chair
STUDENT AFFAIRS

The KYCOM Office of Student Affairs supports students throughout their tenure at the school and as alumni. This office administers matters pertaining to admissions, student records, and alumni services, as well as student advising and support resources. The Associate Dean for Student Affairs oversees student issues, services, and policies, assists the administration in interpreting student needs and concerns, and manages a variety of student activities that include the KYCOM Student Government Association and student clubs. The KYCOM Office of Student Affairs is located on the fifth floor of the Coal Building. The office phone number is 606-218-5400 and the fax number is 606-218-5405.

STUDENT ORGANIZATIONS AND ACTIVITIES

Student Government Association
The KYCOM Student Government Association (SGA) is the official voice for all KYCOM students. The Associate Dean for Student Affairs advises the student government and serves as its administrative liaison. SGA is responsible for fostering medical student professionalism through the KYCOM Student Honor Code and the KYCOM Student Ethics Council; acting as liaison for the student body; promoting osteopathic medicine; supporting club and classroom activities; and working to improve the quality of life for all KYCOM students. The KYCOM SGA President is a member of the KYCOM Student Ethics Council.

Student Advocates Association
The Student Advocates Association (SAA) consists of student partners and spouses who offer an array of important support services to the KYCOM student body. SAA members also assist entering students with relocation information for the Pikeville area.

Student Clubs and Organizations
KYCOM promotes an environment in which students balance curricular expectations and extracurricular activities with their personal responsibilities. The orientation program introduces entering students to the career-oriented student organizations and chapters that are officially recognized by KYCOM. Examples of these student organizations follow.

- American College of Osteopathic Family Physicians (ACOFP)
- American College of Osteopathic Obstetricians and Gynecologists (ACOOG)
- American College of Osteopathic Pediatricians (ACOPeds)
• Anesthesiology
• Association of Military Osteopathic Physicians and Surgeons (AMOPS)
• Christian Medical Association (CMA)
• DO CARE
• Emergency Medicine Club (EM)
• Humanity First Student Organization (HFSO)
• Kentucky Osteopathic Medical Association (KOMA)
• Mission Team
• Muslim Student Doctors Association (MSDA)
• Orthopedic Surgery
• Physical Medicine and Rehabilitation (PM&R)
• Radiology
• Rotoract Club
• Sigma Sigma Phi (SSP)
• SIGNAP (Neurology)
• Sports Medicine Club (SM)
• Student American Academy of Osteopathy (SAAO)
• Student National Medical Association (SNMA)
• Student Osteopathic Internal Medicine Association (SOIMA)
• Student Osteopathic Medical Association (SOMA)
• Student Osteopathic Surgical Association (SOSA)
• Student Research Club
• Wilderness Medical Society

By virtue of their enrollment at KYCOM, all students are provided membership in the American Osteopathic Association (AOA), the Student Osteopathic Medical Association (SOMA), the Kentucky Osteopathic Medical Association (KOMA), and the Kentucky Medical Association (KMA).

**Student Community Outreach**
KYCOM students seek to contribute to the wellness of the Pikeville community in which they reside and to the surrounding rural Kentucky Appalachian areas through participation in various projects that include KYCOM DOs on the Go Program that offers free health screening and osteopathic manipulative medicine services to the community and Humanity First Student Organization (HFSO)
that provides free meals to needy local residents. KYCOM students and clubs also offer a mini-medical school program to stimulate the interest of local grade school children in healthy lifestyles and in pursuing a health-related career, and participate in international medical missions to medically underserved countries.

**DOs on the Go.** The KYCOM student chapter of SOMA offers community-based free clinics each year. This program is called DOs on the Go. Under the supervision of KYCOM faculty at these clinics, KYCOM students offer community residents basic health screening and osteopathic manipulative medicine services.

**HFSO.** Humanity First Student Organization (HFSO) provides free meals to needy community residents several times a month. HFSO members serve these meals at local shelters and at residential care facilities.

**Mini-Medical Schools.** The KYCOM student chapter of the American College of Osteopathic Pediatricians (ACOP) offers a mini-medical school to local elementary school students. Students come to KYCOM where they learn about healthy lifestyles, how to use medical instruments, such as stethoscopes, and how to suture. Students also learn about hygiene and first aid as well as nutrition and exercise.

**International Medical Missions.** Medical mission trips to international areas are conducted by KYCOM students during the summer.
STUDENT SERVICES

Academic Advising
All medical students are assigned faculty advisors by the Student Affairs Office. Faculty advisors work with students to facilitate their academic success in medical school. Student performance is evaluated following each set of exams, which enables the faculty and the Director of Educational Support to intervene earlier to assist students who are experiencing academic difficulties. Students who would benefit from academic or emotional support are referred to Student Affairs for assistance.

Academic Support Services
KYCOM students may consult with the KYCOM Director of Educational Support regarding assistance with study skills and test-taking abilities. This individual serves as a resource to both faculty and students to promote the academic success of KYCOM students with KYCOM courses and COMLEX-USA board examinations. Academic assistance may also be obtained from the KYCOM Academic Progress Coordinator who is in Academic Affairs.

Please note that KYCOM students may always contact the Associate Dean for Student Affairs regarding any academic or non-academic issues that are of concern to a student and that may be impeding student progress.

Administrator and Faculty Access
KYCOM administrators and faculty maintain an open-door policy with regard to students. All faculty, advisors, and administrators are available for advice and guidance. Students should meet regularly with their faculty advisors. Appointments are recommended, but not required.

Document Requests
Students may request official documents from the KYCOM Office of Student Affairs. These documents may include requests for verification of student enrollment, letters of good standing, and requests to be excused from jury duty. Requests for transcripts should be made to the University of Pikeville Registrar’s Office at 606-218-5210. Official transcripts are sent directly to the program or institution that is indicated by the student. Only unofficial copies are issued directly to students.

Employment
Student enrollment at KYCOM is full-time. Given the time commitment required of students to satisfactorily complete the KYCOM curriculum, students should not hold any outside employment positions.
Financial Aid
Financial aid counseling and assistance is provided to medical students regarding securing financial support to help meet the costs of medical education. Although the Financial Aid Office assists students with funding for their medical education, the student is primarily responsible for securing this financing. This means that such things as supplying personal or family documentation, ensuring that a student qualifies for loans by having a favorable credit report, and providing monies for prior commitments are the student’s obligations under the system. All documents requested must be received before financial assistance will be processed.

The average osteopathic physician is at least $190,000 in debt by the time he/she graduates from a college of osteopathic medicine. During schooling, most students are required to live at a modest level. The primary obligation for financing a medical education lies with the student, the student’s parents, and/or the student’s spouse. The federal agencies that make funds available for borrowing do so with the understanding that medical students who receive financial loans should maintain modest living costs.

Every student applying for financial aid must file the Free Application for Federal Student Aid (FAFSA) with the appropriate federal processor to assess aid eligibility. Students may file loan applications and check the status of loans through the Financial Aid Office or online at https://studentloans.gov.

Financial aid as awarded or borrowed under federal programs cannot exceed the KYCOM standardized student budget. Funds are allowed for a student’s direct educational costs and for reasonable, approved personal living costs while he or she receives an education. Students must manage their financial aid funding prudently to make it work comfortably. Students must carefully monitor and adhere to their approved budgets.

Scholarships and Grants. Information on scholarship availability is available on the medical school’s website at www.upike.edu. The most commonly awarded scholarships are service commitment scholarships and specific state scholarships that are based on residency status. Please also refer to these websites, www.aacom.org and www.aof-foundation.org, for information on scholarship opportunities.

KYCOM students who are Kentucky residents are eligible for an Osteopathic Medicine Scholarship that is administered by the Kentucky Higher Education Assistance Authority (KHEAA). The amount of the scholarship is equal to the difference between the average in-state tuition charged at Kentucky’s public medical schools and the tuition charged at KYCOM, which can vary by year. This Kentucky scholarship carries a service requirement for each year the award is received by the student.
Please note that if a student signs a service commitment scholarship while enrolled, he or she may not be able to participate in certain state or federal loan repayment programs after graduation. To be eligible to participate in most loan repayment programs, prior commitments must be fulfilled by service or repayment plan.

**Loans.** The primary loan sources for medical students are the federal Stafford loan programs. These programs have maximum borrowing amounts, which are as follows:

- **Federal Stafford Loans:**
  - Unsubsidized loans – $40,500 - $47,167 per year
  - Cumulative debt – $224,000
- **Federal GRAD PLUS Loan:**
  - Cost of education less financial aid per year

The amount a student can borrow is based on criteria defined by the U.S. Department of Education, the KYCOM standardized student budget, and student’s level of federal loan indebtedness.

The Unsubsidized Stafford Loan accrues interest from disbursement date. Borrowers must consider the repayment implications and avoid excessive borrowing. KYCOM has a federally-mandated obligation to keep a student’s indebtedness to a minimum. A student will receive counseling many times while in school about the nature of his or her debt and the projected payment schedule.

*Borrowing money from these programs is a privilege, not a right; regulations controlling these programs change periodically. Student loans are only to be used for approved education-related expenses and personal living expenses.*

Default is the failure of a borrower to make an installment payment when due or to meet other terms of the promissory note. If this happens, it is reasonable to conclude that the borrower no longer intends to honor the obligation to repay. Defaulted loans are reported to national credit agencies, thus affecting credit ratings and future ability to borrow money. KYCOM encourages students to borrow responsibly, budget prudently, and limit living costs. If a student’s loan goes into default, the University, the organization that holds the loan, the state, and the federal government can all take action to recover the money. The federal government can deny a school’s participation in the student loan programs, if the school’s default rate is too high. Further, the University will withhold release of student records of any individual who is in arrears or in default under any loan or loan program, where such arrears or default adversely affects the University in any way.

**Federal Loan Eligibility Requirement - Satisfactory Academic Progress.** KYCOM complies with the Federal requirement that all students who receive financial assistance from Title IV and Title VII funds must maintain satisfactory
academic progress toward attainment of the degree of Doctor of Osteopathic Medicine (D.O.). Satisfactory academic progress guidelines to maintain financial aid eligibility follow the academic policies of KYCOM and the academic oversight provided by the KYCOM Promotion and Matriculation (P and M) Committee. In order for a KYCOM student to remain eligible to receive financial aid, the student must be in academic good standing or on an academic plan approved by either the P and M Committee or by the KYCOM Dean.

KYCOM students are expected to make continuous and successful progress through KYCOM’s four-year program of study to satisfactorily complete the D.O. degree. Students who fail a course, clinical rotation, or board exam typically are placed on academic probation with a plan to satisfactorily address the failure by passing the required course or board exam. The P and M Committee removes academic probation and restores students to the status of academic good standing when students satisfactorily comply with the requirements of the academic plan specified for them by the P and M Committee. P and M Committee determinations are conveyed to the Dean of KYCOM for final approval. Students have ten calendar days to appeal P and M Committee actions to the Dean.

For KYCOM students, the maximum time frame for financial aid eligibility is six years. A KYCOM student may need additional time to complete the curriculum due to academic or personal situations, fellowships, or other circumstances. The duration of approved leaves of absence and OMM fellowships are excluded from the maximum six-year time frame allowed for financial aid eligibility. The Financial Aid Office follows student academic progress through information received from the KYCOM P and M Committee and the KYCOM Office of Student Affairs. The Financial Aid Office will notify students who are ineligible for continued assistance and will provide them with information regarding their repayment status. Students who are beyond the six-year maximum time frame may consult with the Financial Aid Office for other funding options.

**Housing**

Students are responsible for securing their own housing. For information regarding area rentals, please contact the KYCOM Office of Student Affairs.

**Physical, Behavioral Health Care, and Counseling Services**

Pikeville Medical Center (PMC), which is approximately five minutes from campus, and area physicians are local health care resources. PMC’s Emergency Department is available 24/7 for urgent medical and mental health needs. Costs of care are the responsibility of the student. Spouse, parents, or guardians are notified in the event of a student emergency.
KYCOM students may also access UPIKE Health Services, which is provided to the University by the Pike County Health Department. A licensed nurse is available weekdays from 8 a.m. to 4:30 p.m. in Armington 201. Basic health services and lab tests are provided. No appointments are needed and no fees are charged for these services.

**Student Assistance Program.** KYCOM offers its students a no-fee, comprehensive, and confidential Student Assistance Program to help KYCOM students maintain their emotional well-being and behavioral health, while managing the often competing demands of medical school, relationships, health, family, and life in general. The purpose of this service is to help our medical students function at their best. Students can confidentially access professional counseling professionals on a 24/7 basis via a toll-free phone number. If indicated, students will be referred by these counseling professionals to local mental health care providers for personal counseling sessions.

Please note that KYCOM students may always contact the Associate Dean for Student Affairs regarding any academic or non-academic issues that are of concern to a student and that may be impeding a student’s progress.

**Student Contact Information and Communication Capability**

Students must ensure that they always can receive communications from KYCOM. To this end, KYCOM students are responsible for ensuring that the KYCOM Office of Student Affairs always has their current mailing address, email address, and phone number(s) on file as well as their emergency contact information. Further, KYCOM students must maintain the active operation of their University student e-mail accounts so that they can always receive messages from KYCOM administration, faculty, and staff.

**Student Records**

The University has adopted a policy with respect to its student educational records consistent with the requirements and regulations of the Family Educational Rights and Privacy Act. The Family Educational Rights and Privacy Act (FERPA), (20 U.S.C. § 1232g; 34 CFR Part 99), is a Federal law that protects the privacy of student education records. FERPA places limitations on the disclosure of personally identifiable information maintained by the University with respect to students and limits access to educational records, including the right to access, the right to obtain copies, the right to seek correction of such records through informal and formal internal procedures, and the right to place a statement in such educational records explaining any information which he/she believes to be inaccurate or misleading.

In accord with FERPA regulations, the University holds certain information to be “directory information,” and therefore, subject to disclosure without prior
consent from the student. Unless written objection is received no later than 30 days from the commencement of the academic year, the University will treat name, address, phone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the name of undergraduate and/or graduate schools attended as directory information. Objections must be in writing, be signed and dated by the student, and be directed to the KYCOM Director of Student Records.

Complaints regarding alleged violations of rights accorded students by the Family Educational Rights and Privacy Act may be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W.
Washington, D.C. 20202-8520

Tuition and Fees
KYCOM tuition for the 2017-2018 academic year is $44,265. It is billed by semester. Tuition payments are due at the time of invoicing unless special payment arrangements have been made with the University of Pikeville Business Office. Tuition payments for students with financial aid are processed by the University of Pikeville Business Office. Tuition is subject to change annually. The University reserves the right to change the schedule of tuition and fees without advance notice and to make such changes applicable to current as well as future students.

KYCOM Advantage. The vision of KYCOM’s founding dean was that our students enter on a level playing field, where those who are admitted with few financial resources have the same educational opportunities as those with greater resources. In order to achieve this goal, KYCOM provides its students an OPP table, white coat and scrub suit, diagnostic equipment (stethoscope, ophthalmoscope, etc.), use of an iPad and laptop computer, and all required texts. All KYCOM students are provided membership in the Student Osteopathic Medical Association (SOMA) and the Kentucky Osteopathic Medical Association (KOMA). Exam fees for the National Board of Osteopathic Medical Examiners COMLEX-USA Level 1 and Level 2 CE board exams are paid by KYCOM for first attempts only. In addition, the KYCOM Advantage also includes a COMLEX–USA Level 1 examination preparation program.

Tuition Refunds
Tuition is billed by semester for enrolled students. No part of the tuition fee will be refunded to a student who withdraws for any reason after the fourth week of the beginning of an academic semester for first year, second year, third year, or fourth year medical students. For first year students, the first week of the academic calendar consists of the required orientation program.
A request for a tuition fee refund requires written notification to the Associate Dean for Student Affairs. This request must be received before the close of business during the week in which the refund is requested. The request for a tuition fee refund requires prior written notification of withdrawal from KYCOM. The tuition fee refund shall be prorated as follows:

- 100 percent during the first week of an academic semester;
- 75 percent during the second week of an academic semester;
- 50 percent during the third week of an academic semester; and
- 25 percent during the fourth week of an academic semester.

No course, clerkship, or rotation will be credited toward promotion, graduation, or subsequent credit if a student has not paid the required tuition and fees, including any additional tuition incurred by repeating any portion of the regular program.

The Board of Trustees of the University of Pikeville reserves the right to change the schedule of tuition and fees, without advance notice, and to make such changes applicable to present as well as future students of KYCOM, and to establish additional fees or charges for special services whenever, in their opinion, such actions are deemed advisable. All inquiries concerning the above policies and all requests for refunds should be directed to the KYCOM Associate Dean for Student Affairs.

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**CAMPUS POLICIES**

**Copyright Policy**

U.S. copyright law contains many gray areas, and the goal of this policy is to provide administrators, faculty, librarians, students, employees, and others with a standard approach for addressing complex copyright issues. This policy covers classroom issues such as photocopying, online and distance education, and coursepacks. It also covers library uses such as print and electronic reserves, interlibrary loan, and document delivery. Other copyright and intellectual property policies may complement this policy by providing guidance on copyright issues beyond text-based materials used in the classroom and library.

It is the intent of the University of Pikeville (UPIKE) and the University of Pikeville - Kentucky College of Osteopathic Medicine (UP-KYCOM) to support and abide by the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.). The University’s policies are intended to be used as guidelines for all university employees who wish to use copyrighted material in the course of their duties at the University. This includes, but is not limited to, reproducing, altering, or performing works that are protected by copyright.
Two other laws which also address the use of copyrighted works are the 1998 Digital Millennium Copyright Act (DMCA) and the 2002 Technology, Education, and Copyright Harmonization (TEACH) Act. The DMCA restricts the use of copyrighted works in electronic formats. The TEACH Act permits additional distribution rights for online education. The University of Pikeville and UP-KYCOM support and abide by the restrictions of both the DMCA and the TEACH Act.

The full text of the University’s Copyright Policy may be found on the University of Pikeville’s website at http://myspace.pc.edu/documentation/public_html/facultystaff/docs/hr_docs/Personnel-Handbook-October-2012-Revision.pdf. Please direct any inquiries about the copyright policy to the University’s Copyright Officer who is Karen Evans, Director of Library Services, at 606-218-5606 or KarenEvans@upike.edu.

**Members of the University community who willfully disregard the copyright policy do so at their own risk and assume all liability.**

**Intellectual Property Rights Policy**

The University of Pikeville is committed to providing an environment that supports the learning, teaching, scholarship, and creative activity of all of its faculty, students, and staff. Within this context, this Intellectual Property Rights Policy (the “Policy”) is intended:

- to encourage excellence and innovation in teaching, scholarship, and creative activities by identifying and protecting the intellectual property rights of faculty, staff, students and the University
- to encourage the notion that creative and scholarly works produced at the University of Pikeville should advance the state of knowledge and contribute to the public good
- to clarify the interests of the University and to acknowledge and protect the traditional property rights of scholars with respect to products of their intellectual endeavors (e.g., faculty-authored books, articles, manuscripts, plays, writings, musical scores, and works of art)
- to guide policy and process for commercial uses of employee-created intellectual property other than the traditional products of scholarly work.

This policy covers all types of intellectual property, including, in particular, works protected by copyright, patent and trade secret laws. Although the following list is not exhaustive, it provides typical examples of the kinds of work the policy addresses: inventions, discoveries, trade secrets, trade and service marks, writings, art works, musical compositions and performances,
software, literary works, and architecture.

The full text of the University’s Intellectual Property Rights Policy may be found on the University’s website at http://myspace.pc.edu/documentation/public_html/facultystaff/docs/hr_docs/Personnel-Handbook-October-2012-Revision.pdf. The University of Pikeville owns the rights to all works, inventions, developments and discoveries (herein referred to as “work” or “works”) created by employees within the scope of their employment or whose creation involves the substantial use of University equipment, services, or resources.

Procedures for disclosure of intellectual property should be discussed with the Vice President for Academic Affairs and Dean of the College of Arts and Sciences in the undergraduate program and with the Vice President for Health Affairs and Dean of the College of the Kentucky College of Osteopathic Medicine.

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**CAMPUS RESOURCES**

**Bookstore**  
The University of Pikeville bookstore sells new and used required texts and reference books, college clothing, and gift items.

**Dining Facilities**  
The University of Pikeville offers a meal plan to students. The food service management is capable of meeting most special diets. Exceptional dietary needs may require physician documentation. The campus dining hall is located in the Coal Building.

**Information Technology**  
To facilitate their engagement with the KYCOM curriculum, KYCOM students are provided the use of iPads and laptops. Technical assistance concerning student laptops, student email, software, and web-based course programs may be obtained from the University’s Information Technology staff. Assistance may be requested by phoning (606) 218-5300.

**Parking**  
Students, faculty, and staff may park at no cost in the public parking garage on Hambley Boulevard that is across from the medical school. Student parking on campus is limited and is by permit only. Violators will be ticketed. Unpaid tickets will be charged to the student’s account. Any appeals of parking tickets must adhere to the appeals procedures specified by the University of Pikeville Public Safety Department. The University is not responsible for damages to any vehicles parked on campus. Requests for handicapped parking permits are
made to the University of Pikeville Public Safety Department.

**KYCOM Library**
The KYCOM library integrates traditional resources with innovative programming for osteopathic medical education, training, and research. Library staff members provide reference services, group and individual bibliographic instruction, database searches, and general computer assistance to faculty, staff, and students and to members of the general public seeking medical information. The KYCOM library maintains a large collection of up-to-date books, multimedia resources, and periodicals. The periodical collection emphasizes journals of interest to primary care practitioners and students preparing for careers in primary care. The KYCOM library participates in local, regional, and national library cooperatives to ensure timely access to library materials through inter-library loan. Document delivery is free to faculty, staff, and students.

**Religious Life**
Spiritual life is encouraged and supported in its various forms on campus. Students are encouraged to participate in spiritual life through various activities such as chapel services, sacred scripture studies, and community service projects. Also, KYCOM students are given the opportunity to participate in faith-based organizations that include Christian Medical Association and Muslim Student Doctors Association.

**Stro’s Place**
KYCOM provides its medical students with a lounge and study area that is named Stro’s Place. This area is located in the Coal Building and is solely for medical student use. Stro’s Place was established and named in memory of the medical school’s Founding Dean, Dr. John Strosnider, following his death in 2007. Stro’s Place also houses the office of the KYCOM Student Government Association.
The University of Pikeville promotes a safe and secure environment to ensure the safety and well-being of the campus community. The University of Pikeville Police Department is located in Condit Hall and is open at all times. All criminal or suspicious activity as well as any emergencies on campus should be reported directly to the University of Pikeville Police Department by phoning 911 or 606-218-5940.

Campus Public Safety
The Clery Act is a federal statute requiring all colleges and universities participating in federal student aid programs to publish an annual security report that accurately discloses campus crime statistics and security information. This report may be found on the UPIKE website at http://www.upike.edu/Student-Services/publicsafety/crime_reporting.

Sexual Assault Prevention
The University of Pikeville is committed to providing a supportive learning environment and fostering safe, healthy relationships among our students. As such, the institution and members of our community will not tolerate the offenses of dating violence, domestic violence, sexual assault and stalking. The University encourages any member of the University community who has experienced sexual harassment, sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual harassment, sexual assault, domestic violence, dating violence or stalking, to report the incident to the University. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will connect you with local police. Students and employees who have experienced sexual harassment, sexual assault, domestic violence, dating violence, or stalking should report incidents to Ms. Bethany Bowersock, J.D., Title IX Coordinator and Compliance Officer. Her email and phone contact information is BethanyBowersock@upike.edu and 606-218-5344.

Bear Alert Emergency Notification System
All students, staff, and faculty members of the University of Pikeville are urged to subscribe to the Bear Alert service. The University of Pikeville has partnered with Code Red to offer an emergency notification system, Bear Alert, capable of sending users text, voice and email messages. The University of Pikeville will only send you messages related to emergencies. You will never receive advertisements and your information is never provided to advertisers. Any student, staff or faculty member of the University of Pikeville can subscribe
to the Bear Alert service. Bear Alert is a free service provided by UPIKE. However, normal message fees may apply. You can register up to five phone numbers per upike.edu or pc.edu email address. Go to http://www.upike.edu/Student-Services/publicsafety/bear-alert to sign up and for more information. You can register your email address and/or your phone number to receive voice messages. All U.S. mobile carriers are supported.

If your mobile number ever changes, please login to the Bear Alert site to update your contact details. The messages will come from 606-218-5940 for voice or text notifications. We encourage you to save this number into your phone so you will recognize it when messages are sent. To stop receiving messages, contact Public Safety at 606-218-5940 or email at publicsafety@upike.edu.

In the event of an unidentifiable or less than imminent threat, a “Campus Threat Notice” will be issued that consists of publishing the specifics of the actual threat or incident and posting notices in conspicuous areas around campus. Campus electronic and voice systems are tested annually and evacuation and emergency response procedures are tested several times a year.

Alcohol
Alcohol can be served at public events only to those over the age of 21 and only in conformity with the requirements of the Kentucky Alcohol Beverage Commission and the University of Pikeville regarding the serving of alcohol at such events. Permission to serve alcohol must be obtained in advance from the University. Any individual known to be in violation of the University alcohol policy is subject to disciplinary action and possible arrest, imprisonment, or fine according to state or federal law.

Gambling
Gambling is not permitted on the University of Pikeville property.

Hazing
No organization or individual(s) may engage in any form of hazing of any student enrolled in KYCOM and the University of Pikeville. Students engaged in such activities are subject to disciplinary action that includes the possibility of suspension or expulsion.

Illegal Drugs
University of Pikeville does not condone possession, use, or distribution of any illegal drugs by anyone on campus. Any individual known to be possessing, using, or distributing illegal drugs is subject to disciplinary action and possible arrest, imprisonment, or fine according to state or federal law.
Tobacco-Free Campus
To promote the health and well-being of students, faculty, staff, and visitors to campus, the University of Pikeville is a tobacco-free campus. No smoking or tobacco use is allowed on any area of the campus.

Weapons
All types of weapons are prohibited on campus. Weapons include, but are not restricted to, firearms, ammunition, explosives, air guns, BB guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks, and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action.
GUIDELINES FOR STUDENT CONDUCT AND PROFESSIONALISM

These student policies are intended to guide and facilitate the professional development of KYCOM students as future osteopathic physicians. These policies conform to the principles of medical professionalism established by the osteopathic medical profession in its professional oath and medical code of ethics. KYCOM students are expected to conduct themselves in a professional and ethical manner befitting the honorable profession that they are entering. Students have an obligation to maintain the highest standards of integrity with regard to their behaviors.

It is understood that these policies may not cover every situation. In these instances, determinations will be made on a case-by-case basis. Further, with regard to student policies, KYCOM reserves the right to amend existing policies or to establish new policies at any time without prior notice. Any new policies or guidelines or updates to existing policies require approval by the KYCOM Dean.

Attendance
Attendance is required in all first year Fall semester courses. For all other first and second year courses, each course syllabus will stipulate the course director’s expectations for student attendance.

Excused Absences. For first year students only in Fall semester courses, excused absences should be requested in advance from the Associate Dean for Student Affairs for exceptional circumstances that may include illness, approved attendance at conferences, and scheduled health care visits. Missed quizzes and incomplete or missed assignments may not be made up without an excused absence.

For all other first year and second year courses, students should request excused absences for required course activities from the course director.

Examinations. Excused absences from examinations should be requested in advance from the Associate Dean for Academic Affairs. Only under exceptional circumstances will students be permitted to take block examinations at a time other than the regularly scheduled examination period and are subject to KYCOM’s block examination policy.

Inclement Weather. In the event of extreme weather conditions, decisions concerning closure of University of Pikeville or one or more of its programs is at the discretion of the President or the President’s designee. Notice of school closure will be made on the University website and over local radio and television stations. As a division of the University of Pikeville, KYCOM will not issue a separate announcement regarding closure. Therefore, if the University of Pikeville is closed, KYCOM will also be closed. If inclement
weather prevents students from attending school on a day that KYCOM is open, students are responsible for making up any work or exams missed.

**Criminal Background Check**
KYCOM requires criminal background checks for all students prior to matriculating to KYCOM and prior to the beginning of third year clinical rotations. Students will be responsible for the expenses involved with this evaluation. The mechanism for evaluation will be determined by the Associate Dean for Student Affairs and/or the Associate Dean for Clinical Affairs. Infractions are reviewed by the Associate Dean for Student Affairs, who may refer these for additional review that could involve the Promotion and Matriculation Committee.

**Mandatory Self-Reporting for Criminal Behavior**
All accepted and currently enrolled medical students are required to promptly (within 10 calendar days) report any criminal charges ever filed against them to the Associate Dean for Student Affairs. Criminal behavior includes any felony and misdemeanor violations of the law. It includes speeding tickets, but excludes minor traffic violations, such as parking tickets. Any charges that were previously disclosed on the AACOMAS application need not be reported again. Student violations of the law will be reviewed by the Associate Dean for Student Affairs in the context of future implications for licensure, threat to patient safety, and the ability to be an appropriate member of the osteopathic medical profession. Depending on the nature and severity of the criminal offense, student suspension or dismissal is possible.

**Dress Code**
KYCOM students are expected to dress professionally and modestly at all times and to be attentive to personal hygiene and cleanliness. Shirt and tie (or appropriate shirt and dress sweaters for winter wear) are required for men and appropriate professional attire for women that is not too tight, too short, too low cut, or too revealing. Professional attire also refers to appropriate shoes. Open-toed and casual shoes, such as sandals, athletic shoes or sneakers, and flip-flops are not considered professional attire. Jeans, leggings, T-shirts, and hats are not allowed. Clothing that contains unprofessional or offensive writing or caricatures may not be worn. Students should dress in a non-provocative manner that demonstrates respect for themselves, patients, fellow students, and faculty. On laboratory days, students are expected to wear clean scrubs and/or a clean white lab coat to lecture. Athletic shoes may be worn with scrubs. Scrubs that have been worn in the anatomy lab should not be worn outside of the science building or come into contact with the public because of potential hazards to the public.
Locker rooms are provided for changes of clothing for labs. KYCOM retains the right to require students to dress with shirt and tie on lab days when special events are taking place.

Students dressing inappropriately may be sent home with an unexcused absence. Complaints about student dress and appearance may be lodged with the Student Ethics Council. Repeated episodes may result in referral of the offending student to the Promotion and Matriculation Committee.

**Drug Testing**
KYCOM requires three drug tests: a drug screen immediately after matriculation with KYCOM, prior to the beginning of third year clinical rotations, and also prior to the beginning of fourth year rotations. Students are responsible for the expense involved with this testing. Positive findings will be reviewed by the Associate Dean for Student Affairs and/or the Associate Dean for Clinical Affairs. Further evaluation by external professional consultants may be required. A positive test result may become grounds for dismissal.

**Drug Testing on Demand** – Any student may be required to submit to drug testing based on reasonable suspicion.

**Health Requirements**

**Immunizations.** KYCOM, in conjunction with requirements of all hospitals accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and/or Healthcare Facilities Accreditation Program (HFAP), requires the following immunizations:

- Annual TB test. Any positive result or history of positive results requires a chest radiograph (x-ray) every three years.
- Annual influenza immunization (received Fall of academic year).
- Adult Tetanus, Diphtheria and Pertussis vaccine (Tdap) prior to admission, followed by Tetanus toxoid immunization every ten years.
- Hepatitis B immunity, established by documented antibody titer.
- Measles, Mumps and Rubella immunity, established by documented antibody titer.
- Varicella immunity, established by documented antibody titer.

**Medical History.** Applicants accepted for admission are required to submit medical history and physical examination information on a form that has been completed and signed by a licensed physician prior to matriculation.
Medical Insurance. KYCOM students must maintain personal health insurance throughout their enrollment and present documentation of health insurance coverage as instructed by the KYCOM Office of Student Affairs prior to the start of each academic year. KYCOM students are responsible for the costs of their health insurance.

Identification Badges
Identification badges must be worn or carried at all times by students while on campus or off-campus on KYCOM assignments. The identification badges with affixed student photographs are nontransferable and must be surrendered upon termination of student status. If lost, a fee will be assessed for a replacement.

Leave of Absence
It may be necessary for a student to request a leave of absence for personal, professional, academic, or medical reasons. Students seeking a leave of absence must submit a written request along with supporting documentation of the need for a leave to the Associate Dean for Student Affairs, who will review the request and make a recommendation to the Dean. The Dean is responsible for approving or not approving student requests for a leave of absence. KYCOM recognizes leaves based on the following conditions.

- Students may request a leave of absence for reasons of health, personal/family issues, or financial hardship. Requests necessitated by a health issue require documentation from a physician. In order to return to school, a written release from the physician will be required.
- Students may request a leave of absence from the KYCOM D.O. Program to pursue a graduate degree at this institution or at another college or university.
- The KYCOM Dean may place a student on administrative leave when it is determined to be in the best interest of the student to overcome academic, medical, or behavioral issues.

Leaves may be granted for a maximum period of one year. During a leave of absence, a student is considered enrolled but not registered for classes. At the end of the approved leave of absence, the student must return, withdraw, or be dropped from enrollment. Only students who are in good standing with KYCOM can be granted a leave of absence without condition. A leave of absence in good academic standing is one in which a student is granted a leave of absence having no failures at the time the leave of absence is granted. A leave of absence, not in good academic standing, is one in which the leave of absence is granted to a student who has failed one or more KYCOM courses or COMLEX-USA board examinations.
Leaves of absence may have significant impact on student loans, deferment, and tuition. Accordingly, students must consult with the Financial Aid Office prior to the start of the leave to ascertain their financial aid obligations. Time allowed for an approved leave of absence is not counted toward the maximum time period allowed for financial aid eligibility.

When the approved leave of absence commences, students will be withdrawn from courses in progress. The student’s transcript will reflect the start/end dates of the approved leave of absence.

**Request to Return.** Following a leave of absence, a student must submit a written request to return to KYCOM to the Associate Dean for Student Affairs. In order to return to classes, students who are granted a medical leave of absence must have a licensed physician submit written certification that the student’s physical and/or mental health is satisfactory to continue in their medical education. Students who are granted a leave of absence not in good academic standing may be required to meet with the Promotion and Matriculation Committee before they return to classes.

**Medical Liability**
KYCOM provides its students medical liability insurance that only covers students when participating in KYCOM-approved clinical rotations or activities.

**Student Bereavement/Funeral Leave**
KYCOM students who experience the death of an immediate family member may request up to three days of bereavement leave to attend funeral services. Students should contact the Associate Dean for Student Affairs to request a bereavement/funeral leave. Immediate family is defined as spouse or domestic partner, child, stepchild, parent, stepparent, parent-in-law, sibling (including step and half), grandparent, grandchild, sister-in-law, brother-in-law or other person whose relationship is similar.

**Social Media Expectations and Professionalism**
KYCOM students are expected to adhere to standards of professionalism and abide by applicable laws, policies, and rules that govern privacy and the dissemination of protected information (e.g., HIPAA). When using social media and other internet sites that involve postings, comments, and images, students are expected to refrain from posting protected information, disparaging others, or otherwise conducting themselves in a way that could reasonably be perceived as unethical or unprofessional. Care should be taken when expressing opinions. When expressing opinions, particularly opinions about medical or health care issues, students should clearly state that their viewpoints are their own and do not necessarily represent the views of KYCOM or others. Further, cyber stalking and similarly inappropriate online activity can be viewed as forms of
harassment. KYCOM students should be mindful of the fact that social media and other internet sites are never completely secure; what is posted can be seen by many, including prospective residency programs and future employers.

Social media conduct that is contrary to this policy may result in disciplinary action (up to and including dismissal from KYCOM) and in some instances, legal action, if postings violate applicable laws.

**Student Conduct**

The principles of medical professionalism established by the osteopathic medical profession in its professional oath and medical code of ethics guide the professional development of KYCOM students. KYCOM students are expected to conduct themselves in a professional and ethical manner befitting the honorable profession that they are entering. Students have an obligation to maintain the highest standards of integrity with regard to their behaviors that also include postings, comments, and images on social media and other internet sites.

Examples of student conduct that violate professional standards and will lead to disciplinary action include, but are not limited to, the following:

- Intentionally interfering with classes, research, administration, patient care, movement of other people, or any school function;
- Showing a lack of respect toward other students, patients, faculty, staff, administration, or other school personnel;
- Being mentally or constitutionally unable to follow the directions provided by faculty, staff, administration, or other school personnel;
- Academic dishonesty, including cheating, plagiarism, attempting to pass examinations by improper means, or assisting another student in such an act;
- Intentionally providing false information to the school or officers of the school, altering records, or refusing to comply with the directions of school officials;
- Intentional damage or theft of any school property or property of any school employee or visitor;
- Intentionally practicing or appearing to practice medicine without a license (such as engaging in clinical activity without the direct supervision of a licensed physician), or accepting any form of reimbursement, payment or gift for performance of clinical duties;
- Intentional sexual harassment of any other student, employee, or visitor to the school;
• The use, distribution, sale, or possession of illicit drugs or non-prescribed substances, and;
• Any intentional action in violation of local, state, or federal law or being indicted by a local, state, or federal court system for a felony.

Student Ethics Council
The SGA also has developed a Student Ethics Council to oversee and facilitate student adherence to professional conduct principles. Terms are for one year except for the At-Large First Year Student position, which is a two-year term. The Student Ethics Council consists of the following positions:

  KYCOM Second Year Student (At-Large), Chair
  KYCOM SGA President, Member
  KYCOM First Year Class President, Member
  KYCOM Second Year Class President, Member
  KYCOM First Year Student (At-Large), Member (Two year term; becomes SEC Chair during second year.)
  KYCOM Associate Dean for Student Affairs, Advisor

The purpose of the KYCOM Student Ethics Council is stated as follows.

As future physicians, student doctors at Kentucky College of Osteopathic Medicine (KYCOM) will be held to the highest ethical standard. The students at KYCOM will embody the principles of integrity, accountability, and mutual respect. The Student Ethics Council (SEC) exists under the auspices of the KYCOM Student Government Association (SGA) to promote and uphold the principles and practices of medical professionalism outlined in the KYCOM Student Handbook and to encourage a self-governing student body. Members of this council will promote ethical and professional development of KYCOM students through various means that include medical student orientation and other educational opportunities. Furthermore, the SEC will maintain the highest level of confidentiality among students, treat each student justly, and foster an environment of student professionalism at KYCOM. (KYCOM Student Ethics Council Bylaws, 2012)
Student Honor Code
The KYCOM Student Government Association (SGA) has developed a Student Honor Code that sets the standards for personal and professional conduct for osteopathic student doctors at KYCOM.

I shall conduct myself in accordance with the standards specified within the KYCOM Student Handbook, Osteopathic Pledge of Commitment, Osteopathic Oath, and the AOA Code of Ethics. I also will adhere to KYCOM social media policy when using social media communications. I understand that behavior contrary to KYCOM policy on the use of social media may result in disciplinary action up to and including dismissal from KYCOM.

Further, I shall not

- Demonstrate a lack of respect toward other students, patients, faculty, staff, administration, or members of the community.
- Represent the work of another student’s as my own.
- Give, receive, or otherwise utilize unauthorized assistance in connection with any academic work/examination.
- Provide incorrect information to another person about any matter with the intent that another student’s academic performance be harmed as a result.
- Obstruct the attempts of another student to engage in academic activities with the intent that the other student’s academic performance be harmed as a result.
- Place anyone at increased risk of injury or disease while the student is engaged in activities directly connected with patient care or academic activities.
- Make a material misrepresentation of the student’s class rank, grade point average, or any other academic achievement or endeavor.
- Without prior authorization from the patient, disclose information about a patient, along with information suggesting the identity of that patient, to a person who is not, at the time of the disclosure, a member of the patient’s health care team.
- Make a false report of an Honor Code violation.
- Obstruct the investigation or prosecution of an alleged Honor Code violation, including, but not limited to, giving false information or testimony to the Student Ethics Council, harassment of a witness or accuser regarding a case, or any person connected with the prosecution of an Honor Code violation, or destroying, hiding, or fabricating evidence in an Honor Council proceeding.
Any person who believes that an Honor Code violation may have been committed shall make a complaint to the Student Ethics Council or the Associate Dean for Student Affairs. The complaint will be promptly forwarded to the Chairperson of the Student Ethics Council. The complaint shall be made in writing and should contain:

1. The name of the person filing the complaint;
2. The identity of the person believed to have committed an Honor Code violation; and
3. A brief description of the facts by the complainant that pertain to the violation or complaint.

By signing this document, I pledge to maintain the principles found within this Honor Code. I will also make it my responsibility to ensure that my colleagues are adhering to this document.

Termination of Student Status
It is imperative that any student who leaves KYCOM for any reason meets with the Associate Dean for Student Affairs and then completes the institutional check-out procedure before his/her dismissal or withdrawal can be finalized. Failure to complete this exit procedure will cause KYCOM to withhold all records pertaining to the student’s attendance. The check-out procedure involves return of the student’s KYCOM identification card and also signatures from the Library, Business Office, and Financial Aid Office to certify that the student has met and cleared all obligations to the University and KYCOM.

Travel to AOA Convention
The requirements related to attendance at the annual AOA Convention by first and second year KYCOM students, who are in good academic standing, are as follows:

- Attend at least 10 hours of meetings, lectures and conferences, and document the topics and speakers. The documentation must be submitted to the Senior Associate Dean for Osteopathic Medical Education within one week of returning to campus.
- Work at the KYCOM booth.
Grievances

Complaint of Professional or Personal Misconduct
If a KYCOM student has violated KYCOM policy regarding professional, ethical, or personal conduct, a complaint should be filed with the Associate Dean for Student Affairs. The complaint should be filed within 30 calendar days of the incident. The Associate Dean for Student Affairs will review the complaint and determine whether it should be forwarded to the Promotion and Matriculation Committee for its action. If it deems necessary, the P and M Committee may schedule meetings with the student and complainant(s).

Harassment or Mistreatment
Any student who feels that he or she has been wrongly treated by a member of the University community may present a written grievance to the appropriate University official.

1. A KYCOM student’s grievance concerning a faculty member should be made to his/her department’s Associate Dean or to the KYCOM Vice President and Dean.

2. A student grievance concerning a staff member should be made to the staff member’s immediate supervisor or to the KYCOM Vice President and Dean.

3. A student grievance concerning another student should be made to the Associate Dean for Student Affairs or to the KYCOM Vice President and Dean.

After a written grievance is received, a response to the student will be issued within ten calendar days. Any grievance, after response by the appropriate University official, may be appealed to the President.

Non-Compliance with AOA Accreditation Standards
KYCOM is committed to complying with and exceeding the accreditation standards set by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA). According to the AOA, “Accreditation signifies that a college of osteopathic medicine has met or exceeded the AOA standards for educational quality with respect to mission, goals, and objectives; governance, administration, and finance; facilities, equipment, and resources; faculty; student admissions, performance, and evaluation; preclinical and clinical curriculum; and research and scholarly activity.” The COCA accreditation standards and procedures can be found on the www.osteopathic.org website under pre-doctoral accreditation or through
the KYCOM Office of Student Affairs. Students who believe that KYCOM may not be in compliance with a standard of accreditation have the right to file a complaint through the KYCOM Office of Student Affairs.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 3, 2017</td>
<td>Fourth Year Rotations Begin for Class of 2018</td>
</tr>
<tr>
<td>July 24 - July 28, 2017</td>
<td>First Year Orientation for Class of 2021</td>
</tr>
<tr>
<td>July 28, 2017</td>
<td>Second Year Orientation for Class of 2020</td>
</tr>
<tr>
<td>July 31, 2017</td>
<td>First and Second Year Fall Semester Begins</td>
</tr>
<tr>
<td>July 31, 2017</td>
<td>Third Year Rotations Begin for Class of 2019</td>
</tr>
<tr>
<td>September 4, 2017</td>
<td>Labor Day (No Class)</td>
</tr>
<tr>
<td>September 16, 2017</td>
<td>White Coat Ceremony</td>
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<tr>
<td>October 9-11, 2017</td>
<td>First and Second Year Fall Break</td>
</tr>
<tr>
<td>November 22-24, 2017</td>
<td>Thanksgiving Break (No Class)</td>
</tr>
<tr>
<td>December 15, 2017</td>
<td>First and Second Year Fall Semester Ends</td>
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<tr>
<td>December 16, 2017</td>
<td>Holiday Break (No Class)</td>
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<td>– January 2, 2018</td>
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<tr>
<td>January 3, 2018</td>
<td>First and Second Year Spring Semester Begins</td>
</tr>
<tr>
<td>January 15, 2018</td>
<td>Martin Luther King (No Class)</td>
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<tr>
<td>March 19-23, 2018</td>
<td>First and Second Year Spring Break</td>
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<tr>
<td>March 30, 2018</td>
<td>Good Friday (No Class)</td>
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<tr>
<td>May 11, 2018</td>
<td>Fourth Year Rotations End for Class of 2018</td>
</tr>
<tr>
<td>May 17, 2018</td>
<td>First and Second Year Spring Semester Ends</td>
</tr>
<tr>
<td>May 19, 2018</td>
<td>Commencement for Class of 2018</td>
</tr>
<tr>
<td>June 29, 2018</td>
<td>Third Year Rotations End for Class of 2019</td>
</tr>
</tbody>
</table>
KYCOM students are evaluated on the basis of their performance on assignments as well as on their achievements on regularly scheduled written and practical examinations. The results of the examinations, along with reports concerning attendance, conduct, and professional attributes, are considered by the KYCOM Promotion and Matriculation (P and M) Committee to determine student eligibility for advancement to the next semester, for promotion into the next year of the KYCOM curriculum, and for graduation.

Students must remove any incompletes and remediate all failures, including failure of a clinical rotation, prior to beginning the subsequent year’s curriculum. Upon recommendation of the Promotion and Matriculation Committee, students may be required before advancing to the next academic year to pass a remedial course or examination offered by KYCOM faculty, or earn a 70 percent grade or better at another college acceptable to the appropriate course director with the concurrence of the appropriate Associate Dean and Dean, or repeat failed course(s) at KYCOM. In all instances, both the original and remediated grade will be recorded on the student’s transcript. The grade recorded from the remediated course in no case can be greater than 70 percent. In the instance of a remediated course, the 70 percent grade will be used when calculating the student’s cumulative grade point average.

Throughout the KYCOM program of medical education, students are expected to develop and demonstrate qualities, attitudes, and behavioral patterns appropriate to a career in osteopathic medicine and consistent with the osteopathic oath taken at the time of graduation. The student is expected to maintain high standards of personal and professional behavior in interactions with patients, peers, members of the health care team, and the members of the faculty and staff, and to follow KYCOM and health care facility policies and procedures. Integrity is an essential personal quality for successful completion of this D.O. program. Further, students are expected to abide by University, local, state, and federal regulations and laws. Should concerns arise in any of these areas, these student matters may be forwarded to the P and M Committee for its deliberation and recommendation on whether the student may continue in the curriculum.

**Technical Standards**
Kentucky College of Osteopathic Medicine complies with the nondiscrimination policies of the University of Pikeville and does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities. In doing so, however, KYCOM must maintain curriculum requirements deemed essential to the education of an osteopathic
physician. Regarding disabled (or handicapped) individuals, KYCOM does not discriminate against such individuals who are otherwise qualified, but it does require applicants and students to meet certain minimum technical standards. Students who, with reasonable assistance, can meet the technical standards to be successful in the KYCOM curriculum and to safely and competently practice osteopathic medicine are considered for admission. KYCOM recognizes that there are varying levels of disability and needs and is committed to supporting those with disabilities who, with reasonable assistance, can meet the technical standards. These standards identify reasonable expectations of osteopathic medical students and physicians in performing common functions.

A candidate for the D.O. degree must have multiple abilities and skills including: observation; communication; motor; conceptual; integrative and quantitative; and behavioral and social attributes. Accommodations can be made for various handicaps, but a candidate must be able to perform in a reasonably independent manner throughout their enrollment at KYCOM.

**Observation.** The candidate must be able to acquire a level of required information as represented through demonstrations and experiences in the basic sciences. This includes but is not limited to information conveyed through physiologic and pharmacological demonstrations in animals, as well as microbiologic cultures and microscopic images of microorganisms and tissues in normal and pathologic states. Furthermore, a candidate must be able to observe a patient accurately, at a distance and close at hand; acquire information from written documents; and see information presented in images on paper, film, slide, or video. Observing and acquiring information from these sources usually requires functional visual, auditory, and somatic sensation, enhanced by other sensory modalities. The use of a trained intermediary in such cases would compromise performance, as it would be mediated by another individual’s power of selection, observation, and experience.

**Communication.** The candidate must be able to communicate effectively, efficiently, and sensitively with patients and their families, and with all members of the health care team. A candidate must be able to interpret X-ray and other graphic images and digital or analog representations of physiologic phenomenon (such as EKGs). Assistive devices may be used if necessary.

**Motor.** Candidates and students should possess the motor skills necessary to provide general care and emergency treatment to patients and to directly perform palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests, and diagnostic procedures. Examples include cardiopulmonary resuscitation; administering intravenous medication; applying pressure to stop bleeding; opening of obstructed airways; suturing of simple wounds; and performing simple obstetrical maneuvers. Such actions require coordination
of both gross and fine muscular movements; equilibrium; and functional use of the senses of touch and vision.

**Sensory.** Osteopathic candidates need exceptional sensory skills, and it is therefore necessary to thoroughly evaluate individuals who are otherwise qualified but who have significant tactile sensory or proprioceptive disabilities. This would include individuals with significant pervious burns, sensory motor deficits, cicatrix formation, and many malformations of the upper extremities.

**Strength and Mobility.** Osteopathic treatment often requires upright posture with sufficient lower extremity and body strength. Therefore, individuals with significant limitations in these areas would be unlikely to successfully complete the requirements for a D.O. degree. Mobility required for emergency codes and CPR is also required.

**Intellectual, Conceptual, Integrative, and Quantitative Abilities.** The candidate must be able to measure, calculate, reason, analyze, and synthesize in a timely fashion. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structure.

**Behavioral and Social Attributes.** Candidates must possess the emotional health required to fully use their intellectual abilities, to responsibly attend to the diagnosis and care of a patient, and to develop mature, sensitive, and effective relationships with patients.

Candidates and students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients.

Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and educational processes.

**Accommodations under the Americans with Disabilities Act (ADA)**

All applicants and students should be familiar with KYCOM’s Technical Standards. Students may submit requests for reasonable accommodations under the Americans with Disabilities Act (ADA) to the Associate Dean for Student Affairs. Applicants with disabilities are expected to provide their requests for accommodations along with submission of their KYCOM secondary applications. Given that student health may change while enrolled, KYCOM students who develop limitations should consult with the Associate Dean for Student Affairs as soon as limitations are diagnosed. Student requests for accommodations under the Americans with Disabilities Act (ADA) should be accompanied by documentation of the disability from an appropriate health
care professional along with a waiver that allows KYCOM administration and the health care provider to discuss the requested accommodations. The student will be responsible for the cost of any diagnostic testing that is needed. Students who wish to request accommodations for special learning needs or test-taking should meet with the Associate Dean for Academic Affairs no later than the first week of classes of the fall semester with the appropriate documentation. Determinations concerning accommodations for special learning needs or test-taking conditions will be made by the Associate Dean for Academic Affairs following guidelines established by the National Board of Osteopathic Medical Examiners (NBOME). Further, granting of testing accommodations by KYCOM does not guarantee that similar accommodations will be granted by professional testing organizations, e.g., the National Board of Osteopathic Medical Examiners (NBOME).

KYCOM Third and Fourth Year Curriculum Guidelines
For policy guidelines regarding student expectations, participation, and successful completion of the KYCOM third and fourth year clinical curriculum, please refer to the KYCOM Clinical Rotations Manual that is applicable to your class. This manual provides detailed information on the clinical curriculum, expectations for student conduct and performance, student evaluation guidelines, grading policies, and related information. For third and fourth year students, the KYCOM clinical science faculty review, on a quarterly basis, all Student Assessment Forms to ensure that the students’ performances are meeting or exceeding the educational objectives set for the respective clinical rotations.

Osteopathic Principles and Practices Fellowship Opportunity
KYCOM offers an undergraduate teaching fellowship program in Osteopathic Principles and Practices/Anatomy. The fellowship offers an invaluable way to enhance skills in Osteopathic Manipulative Medicine and to gain experience in medical education. It is a one year program in which student fellows assist in teaching Osteopathic Principles and Practices and Gross Anatomy under the supervision of the course directors/department chairs. OPP fellows also see patients in the KYCOM OP&P clinic and provide tutoring as needed to students requiring assistance. OP&P fellows participate in the on-campus portion of the fellowship program in one of two different tracks during their clinical years, but the fellowship selection process occurs during the second year. The fellowship program adds a year to the fellows’ KYCOM curriculum and delays graduation by a year. Fellows receive a stipend and tuition waiver for the fellowship year.
COMLEX-USA Examinations
Graduation requirements from KYCOM include successful completion of COMLEX-USA Level 1, Level 2 CE, and Level 2 PE. KYCOM requires Level 1 to be taken upon successful completion of years one and two of osteopathic medical education. KYCOM requires Level 2 CE and Level 2 PE to be taken after successful completion of Level 1 and years one, two, and three of osteopathic medical education, which includes successful completion of all core rotations and the Capstone course that completes the third year of study.

KYCOM uses student performance on the Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) Phase 1, and performance on KYCOM-purchased question banks and assessment tests, as indicators of readiness to pass the COMLEX Level 1 exam. Students may be advised to take additional COMSAEs or practice exams.

KYCOM uses student performance on their third year Comprehensive Osteopathic Medical Achievement Tests (COMATs), performance on the COMSAE Phase 2, and performance on KYCOM-purchased question banks and assessment tests, as indicators of readiness to pass the COMLEX Level 2 CE exam. Students may be advised to take additional COMSAEs or practice exams.

KYCOM uses student performance in their clinical Capstone course as an indicator of readiness for the COMLEX Level 2 PE. Students may be required to remediate their Capstone course if their performance is unsatisfactory.

All students are limited to a maximum of four attempts to pass each required COMLEX-USA examination in order to meet graduation requirements. Failure of four attempts on any COMLEX-USA examination will result in dismissal from KYCOM.

**Level 1.** Before entry into the third year of osteopathic medical education, all students must sit for COMLEX-USA Level 1 on a date approved by the Associate Dean for Academic Affairs. Delays from this schedule will prevent the start of the third year of study and require pre-approval from the P and M Committee. When the Level 1 exam is taken, the student will be permitted to enter third year clinical rotations at the beginning of the next scheduled rotation period.

Failure of the Level 1 examination will result in removal from third year clinical rotations at the end of the current rotation. A plan of study will be developed by the student and approved by the P and M Committee to assist students to prepare for a retake of the examination.

The student will remain off rotations until the Level 1 examination has been retaken. Failure to retake this examination in the period of time allotted by the P and M Committee will result in a meeting with this Committee to determine disciplinary consequences. Following the initial retake of the examination, the
The student will be permitted to return to clinical rotations while awaiting results. However, after two or more failures, the student will be removed from rotations until a passing score is received and a return to rotations is approved by the P and M Committee.

The P and M Committee will determine the appropriate length of time to be devoted to studying for a retake of the examination. Under no circumstances will a period of time greater than one semester be granted to study for a retake of the examination. Failure to follow the study plan or take the examination in the period of time allotted by the P and M Committee will result in a disciplinary hearing.

Failure to achieve a passing score by December 31st of the third year will result in removal from clinical rotations and review by the P and M Committee. The student will be allowed to return to clinical rotations only after a passing score has been received by KYCOM. The Associate Dean for Clinical Affairs will determine student placement in accordance with scheduling and curricular requirements.

**Level 2 CE and Level 2 PE.** KYCOM requires the Level 2 CE and Level 2 PE examinations to be taken after successful completion of Level 1 and years one, two, and three of osteopathic medical education, which includes successful completion of all core rotations and the Capstone course that completes the third year of study. Upon successful completion of COMLEX-USA Level 1, NBOME will notify students of their eligibility to register for COMLEX-USA Level 2 examinations. KYCOM students may register for Level 2 CE or Level 2 PE any time between this notification and December 1st of the 4th year of study. All students are required to take both the Level 2 CE and Level 2 PE examinations between the start of the fourth year and December 1st of the fourth year of study. The student has the option to take Level 2 CE or Level 2 PE in any order. Failure to take the exams prior to December 1st of the fourth year will result in a referral to the KYCOM Promotion and Matriculation Committee for consideration of disciplinary action.

Failure of the Level 2 CE examination will result in the removal of the student from clinical rotations. A plan of study will be developed by the student and approved by the P and M Committee to assist students to prepare for a retake of this examination. Following the first retake of this examination, the student will be permitted to return to clinical rotations while awaiting results. However, after two or more failures, the student will be removed from rotations until a passing score is received and a return to rotations is approved by the P and M Committee.
The P and M Committee will determine the appropriate length of time to be devoted to studying for a retake of the examination. Under no circumstances will a period of time greater than one semester be granted to study for a retake of the examination. Failure to take the examination in the period of time allotted by the P and M Committee will result in a disciplinary hearing.

Failure of the Level 2 PE will require a mandatory remediation course be completed prior to a retake of the examination. If a student fails the exam two or more times, this may result in the removal of the student from clinical rotations pending review by the Associate Dean for Clinical Affairs and a study plan to be developed by the P and M Committee. This plan may include (a) the student being counseled on how to prepare for the examination or (b) being removed from clinical rotations, and (c) matriculation into a review course at student expense.

Failure to successfully complete the COMLEX-USA graduation requirements within two years from the start of the student’s fourth year of study will result in dismissal from KYCOM.

**Independent Study.** Independent Study is defined as coursework performed independently, without classroom or didactic structure, to meet KYCOM graduation requirements. This program would be allowed through petition to the Dean of KYCOM to address specific deficiencies. A pro-rated tuition based on the current year’s tuition may be assessed for those students participating in the independent study program.

**Credit by Examination**
Advanced standing is not generally granted. However, students with exceptional academic credentials earned at another college or university may petition the Associate Dean for Academic Affairs for credit for one or more courses offered by KYCOM.

**Evaluation of Student Academic Performance – First and Second Year Courses**
Examinations are regularly scheduled and are a course requirement. Students are evaluated on the basis of their performance on assignments as well as on their achievements on written and practical examinations. The results of the examinations, along with reports concerning attendance, conduct, and potential professional attributes, are considered by the Promotion and Matriculation Committee as it determines student performance following each semester and student eligibility for promotion into the next curricular year.
Grades – First and Second Year Courses
Seventy percent is the minimum acceptable passing percentage grade. Any final grade below 70 percent is a failing grade for a course. Grading policies for each individual course will be provided in the course syllabus.

Grades – Third and Fourth Year Courses
Please refer to the KYCOM Clinical Rotations Manual applicable to your class for information on grades issued for clinical rotations.

Grade Point Average Calculation. Beginning with the KYCOM Class of 2015 and for all subsequent classes, grade point average (GPA) calculations are based on student grades attained for all courses completed in the four-year KYCOM curriculum. Each course, regardless of credit hours or its duration, reports one final percentage grade for each student. Percentage grades are reported as whole numbers. These final percentage grades are weighted according to the number of credits for a particular course in calculating grade point averages. Pass/fail courses must be passed to meet curriculum requirements, but are not utilized in determining grade point average.

Award of Honors. For the KYCOM Class of 2015 and subsequent KYCOM classes, class ranks are no longer reported on student transcripts. Beginning with the 2015-2016 academic year, KYCOM will recognize superior student achievement with the designation of Honors earned by students with grade point averages of ninety percent and above by semester for curriculum years one and two and by year for curriculum years three and four. The award of Honors for the third curriculum year will be based on the nine 700 level core rotations and any 800 level clinical rotations that take place between August 1 and July 31 of that year. The award of Honors for the fourth curriculum year will be based on the seven 800 level rotations that take place between August 1 and April 30 of that year. For OPP Fellows, the calculation of third year Honors is based solely on performance in the nine 700 level core rotations and fourth year Honors is calculated solely from grades earned with 800 level clinical rotations.

The award of Honors recognizes student achievement for that specific term or year and will be reported on the student transcript. In order to be eligible for Honors, students must be in good academic standing with no course or COMLEX board exam failures earned during the term or year under consideration. Further, students cannot be on a partial or decelerated schedule or repeating a course previously taken.
Grade Appeals. If a student feels a reported grade is in error, the following appeals process is available.

1. A student who seeks appeal of a particular course grade must file a written request for grade review with the Course Director. This request must be made within one month of posting of final course grades. The Course Director will inform the student in writing of their decision to either uphold the original grade or change the grade. This decision must be made within ten calendar days of receipt of the student appeal. Changes to the student’s grade must be reported by the Course Director to the Office of Academic Affairs as soon as a decision is reached.

2. If the Course Director denies the student’s grade appeal, the student may appeal the disputed course grade to the appropriate Associate Dean. This appeal must be done in writing and within ten calendar days of the student receiving written notice from the Course Director denying the original grade appeal. The Associate Dean has ten calendar days to make a decision on this appeal and inform the student in writing of their decision to uphold the original grade or change the grade. Changes to the student’s grade must be reported by the Course Director to the Office of Academic Affairs as soon as a decision is reached.

3. If the Associate Dean denies the student’s grade appeal, the student may request a hearing before the Promotion and Matriculation Committee for a final appeal of the grade. In the case where the Course Director is also the Associate Dean in charge of that course, the student will make one appeal to the Course Director/Associate Dean and any subsequent appeal will be made to the Promotion and Matriculation Committee. The Committee will meet within ten calendar days of receipt of the student appeal, and review evidence of all previous appeals and decisions to ensure equity and due process with respect to all posted policies. The recommendation of the Committee will be forwarded to the Dean for a final decision on the student’s grade.

4. The decision of the Dean will be sent, in writing, to the student, Course Director, Promotion and Matriculation Committee, and the Office of Academic Affairs. This decision will be made within ten calendar days of receipt of the recommendation from the Promotion and Matriculation Committee.

Grade Reports. Students will be informed of their final course grades upon completion of each course.
Graduation Requirements
A student who has fulfilled all of KYCOM’s requirements will be granted the degree of Doctor of Osteopathic Medicine. The student requirements for graduation from KYCOM are as follows.

- Satisfactorily meets all the curricular, legal, and financial requirements of the University.
- Passes the COMLEX-USA Level 1, Level 2 CE, and Level 2 PE examinations within the number of attempts and timelines specified by KYCOM.
- Is at least 21 years of age.
- Demonstrates the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine.
- Demonstrates suitability for the practice of medicine as evidenced by the assumption of responsibility for patient care and integrity in the conduct of clinical activities.
- Attends, in person, the ceremony at which the degree is conferred.

Master of Health Administration (MHA)
A Master of Health Administration (MHA) program that is offered by Western Kentucky University (WKU) in partnership with UPIKE is available for enrollment by third and fourth year KYCOM students. The MHA program offers online coursework to prepare students with practical knowledge that can be applied to functional areas of healthcare management. KYCOM students, who wish to apply, must have already completed years 1 and 2 of the KYCOM curriculum and be in good academic standing at KYCOM. This is a 42-hour graduate program for which KYCOM students will be able to transfer 12 credits toward this degree. KYCOM students would then complete 30 hours through either Option I (two years) or Option II (three years) to earn the MHA degree from WKU. More information on the WKU-MHA program and how to apply may be found at http://wku.edu/cohort/upike/.

KYCOM students interested in applying to the WKU-MHA program should contact the KYCOM Associate Dean for Student Affairs who serves as the WKU-MHA liaison for KYCOM students. KYCOM students accepted for enrollment into the MHA Program are responsible for the full costs of the MHA Program if they are concurrently enrolled at KYCOM and are already at their maximum KYCOM student budget. Information about the WKU-MHA program and how to apply are available from Crissy Priddy, WKU-MHA Program Coordinator at crissy.priddy@wku.edu or at 270-745-2162.
Transfer
Student transfers to KYCOM are rare. Student requests for transfer to KYCOM should be directed to the Associate Dean for Student Affairs. KYCOM does not encourage transfer students, but will consider them in special circumstances. Any transfer student accepted at KYCOM may, at the discretion of the Associate Dean for Academic Affairs, receive credit for courses taken at another medical school.

1. Credits may be transferred only from medical schools and colleges accredited either by the Commission on Osteopathic College Accreditation (COCA) or by the Liaison Committee on Medical Education (LCME). Transfer credits are given only if the student is eligible for readmission to the previously attended COM or LCME medical school.

2. When a student transfers from another COCA-accredited College of Osteopathic Medicine (COM) to KYCOM, the last two years of instruction must be completed at KYCOM as the COM granting the D.O. degree.

3. When students transfer from an LCME-accredited medical school or college to KYCOM, at least two years of instruction must be completed at KYCOM.

4. In the case of LCME transfers, KYCOM’s requirements for osteopathic manipulative medicine must be completed prior to graduation.

Universal Precautions
All KYCOM second year students receive instruction on HIV and on Universal Precautions that address Centers for Disease Control and Prevention (CDC&P) current relevant universal exposure precautions, the post-exposure reporting process, prophylactic treatment of blood-borne pathogens (BBP), and other transmitted diseases, as indicated.
The Promotion and Matriculation (P and M) Committee consists of KYCOM faculty and administrators. The committee’s purpose is to oversee student progress toward fulfillment of requirements to attain the degree of Doctor of Osteopathic Medicine (D.O.) from KYCOM. P and M Committee actions concerning students are reviewed by the Vice President for Health Affairs and Dean of KYCOM whose decision is final. The P and M Committee reviews student academic performance throughout the year and expects students to perform at an unqualified passing or above level in all coursework and to meet all graduation requirements. A pattern of documented concerns about a student’s academic progress may indicate an unsatisfactory performance when the record is viewed as a whole, even though passing grades have been attained. Dismissal from KYCOM may occur, regardless of whether the student has been on probation, if the student fails to maintain an acceptable academic record, fails to follow academic directives provided by KYCOM, or fails to develop and demonstrate attitudes and behavioral patterns appropriate to a career in osteopathic medicine.

Guidelines for Review of Student Academic Progress
It is understood that these policies may not cover every situation. In these instances, determinations will be made on a case-by-case basis. Further, with regard to student policies, KYCOM reserves the right to amend existing policies or to establish new policies at any time without prior notice. Any new policies or guidelines or updates to existing policies require approval by the KYCOM Dean. The KYCOM P and M Committee reviews student course grades, records, and reports (including attendance reports) to determine if the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal and professional conduct required for the continued study of osteopathic medicine, and is considered mentally and emotionally fit to become a physician. Student academic performance is reviewed upon completion of each semester for years one and two and at the end of each academic year. The P and M Committee reviews the academic records of students with any earned course grades below 70 percent and the course performance of students previously placed on academic probation. At the conclusion of fall term for years 1 and 2, the P and M Committee may recommend one of the following courses of action: continuation into spring semester courses with his/her record reviewed again at the end of the academic year to determine if the student may be allowed to remediate the failed course(s); to continue with a reduced course load; or to be dismissed from KYCOM.
At the end of the academic year, the P and M Committee determines student eligibility for promotion to the next year of the curriculum. At this time, the P and M Committee reviews the academic records of students with any earned course grades below 70 percent as well as the course performance of students previously placed on academic probation. Students with course incompletes or failures are not eligible for promotion to the next year of the curriculum. The P and M Committee determines if students with course failures are eligible to pass failed courses via end-of-year course remediation at KYCOM; repeat failed courses at KYCOM with a full or decelerated schedule; or, with approval from the KYCOM Dean, to repeat one or more failed courses at another institution; or to be dismissed from KYCOM.

1. **Summer remediation.** Upon recommendation of the P and M Committee, failures may be removed by passing a remedial course or examination offered by KYCOM course faculty, or by earning a 70 percent grade or better in a course or courses offered at another college acceptable to the appropriate course director with the concurrence of the appropriate Associate Dean and Dean. In all instances, both the original and remediated grade will be recorded on the student’s transcript. The grade recorded from the remediated course in no case can be greater than 70 percent and 70 percent will be used to calculate the student’s GPA for the course in question. Students who fail remediation of a course may be subject to dismissal.

2. **Repeating courses.** Students with course failures may be required to repeat an academic year in full or in part. In this instance, the student would be required to retake all failed courses and to audit courses previously passed. Although all grades received at KYCOM are recorded on the student’s transcripts, only grades received in the repeated academic year are used to calculate the cumulative GPA. Failure of any course in the repeated year or while on a decelerated schedule may result in dismissal from KYCOM.

Students who repeat a year due to failing course grades are placed on academic probation for the full academic year and are considered to be enrolled with conditions. Students who are on academic probation should forego extracurricular activities to enable them to focus on their successful academic progress. In the case of first and second year students who are repeating the academic year, academic probation will be removed at the end of the year when all classes are successfully completed.
3. **Decelerated schedules.** Upon review of a student’s academic performance, the KYCOM P and M Committee or the KYCOM Dean may place a student on a decelerated course schedule. Failure of a course while on a decelerated schedule for academic performance may result in dismissal from KYCOM.

4. **Dismissal from KYCOM.** The student’s enrollment at KYCOM is terminated.

Students with issues under review by the Promotion and Matriculation Committee may be required to meet with the committee. Alternatively, students with issues under consideration by the P and M Committee may also request the opportunity to meet with the committee.

Further, the KYCOM P and M Committee reserves the right to place on probation or suspension any student who has failed to maintain acceptable standards as specified in either the *KYCOM Student Handbook* or in the *KYCOM Clinical Rotations Manual*. The KYCOM Dean has final approval of P and M Committee actions concerning students, student conduct, and student academic performance at KYCOM.

**Graduation.** At a faculty meeting preceding commencement, the Promotion and Matriculation Committee certifies to the faculty the names of those students eligible for the degree of Doctor of Osteopathic Medicine, contingent upon the successful completion of all academic, professional, administrative, and financial requirements of the University. The KYCOM Faculty Congress entertains a motion to approve the candidates and submits its roster of approved graduates to the University of Pikeville Board of Trustees for adoption.

**Suspension**

Suspension is a forced absence from the medical school. It is a temporary situation imposed by the Dean or by the Promotion and Matriculation Committee when a student is having an academic, professional, or personal problem that requires additional time for the medical school to gather information. While on suspension, the student is not allowed to attend classes or clinical rotations.

**Student Academic Progress.** The Promotion and Matriculation Committee regularly reviews the academic progress of students. Upon completion of each course, students receive notification of their grades and grade reports are reviewed by the P and M Committee. Students who fail a clinical rotation are also reviewed by the P and M Committee. Failure of more than one clinical rotation is grounds for dismissal.

**Academic Probation.** Students who complete any course, clinical rotation, or COMLEX-USA board examinations with a failing grade are placed on academic probation by the Promotion and Matriculation Committee. Students
on academic probation are encouraged to focus on their medical studies and eliminate or limit distractions that detract from their studies. Accordingly, students on academic probation should not participate in extracurricular events or organizations, should not hold the position of class or club officer or other leadership role, or attend professional meetings. Students on probation are not eligible for KYCOM-related travel. At the discretion of the P and M Committee, probation may include additional restrictions from activities the committee deems detrimental to students’ satisfactory academic performance.

While unsatisfactory academic grades and board exam scores are grounds for academic probation, the P and M Committee also may recommend probationary status at any time even though a student’s course average is 70 percent or higher. The records of all students on academic probation are reviewed following each significant testing period to evaluate students’ potential for continuance in the KYCOM curriculum. Students who begin a year on academic probation are expected to pass all courses. An additional course failure or repeated failure of a course may become grounds for student dismissal from KYCOM.

**Guidelines for Review of Student Misconduct**

KYCOM student and academic policies conform to the principles of medical professionalism established by the osteopathic medical profession in its professional oath and medical code of ethics. KYCOM students are expected to conduct themselves in a professional and ethical manner befitting the honorable profession that they are entering. Students have an obligation to maintain the highest standards of integrity with regard to their behaviors that includes professional, ethical, and personal conduct. It is understood that these policies may not cover every situation. In these instances, determinations will be made on a case-by-case basis. Further, with regard to student policies, KYCOM reserves the right to amend existing policies or to establish new policies at any time without prior notice. Any new policies or guidelines or updates to existing policies require approval by the KYCOM Dean.

**Allegations of Student Misconduct.** Students who violate KYCOM student conduct policies may be subject to disciplinary action by KYCOM. Complaints regarding student misconduct should be made in writing to the Associate Dean for Student Affairs for alleged violations occurring during the first or second academic years or to the Associate Dean for Clinical Affairs for alleged student misconduct during the third or fourth years of clinical education. Complaints should be filed within 30 calendar days of the incident. The respective associate dean will investigate the complaint and then forward the complaint along with his/her report to the Promotion and Matriculation Committee for its determination. The P and M Committee will review the complaint and may elect to interview the individual(s) making the complaint, witnesses, and the accused
student(s) in order to make its recommendations for the Dean’s consideration. The P and M Committee Chair will submit in writing to the KYCOM Dean the committee’s action(s) regarding the complaint of student misconduct.

**Disciplinary Probation.** Instances of student misconduct may result in placement of students on disciplinary probation for a specified period of time or for the duration of the student’s enrollment at KYCOM. Students on disciplinary probation must discontinue the behavior leading to probation and maintain a record of exemplary behavior. Students may also be subject to reprimands and required to participate in specific programs, complete assigned projects, receive medical or psychological care, etc. Students on disciplinary probation should not participate in extracurricular events or organizations, should not hold the position of class or club officer or other leadership role, or attend professional meetings. Students on disciplinary probation are not eligible for KYCOM-related travel.

**Guidelines for Student Appearance before the Promotion and Matriculation Committee**

**Student Appearance.** If a meeting with students is warranted concerning unsatisfactory student academic progress or due to alleged student misconduct, a Notice to Appear before the Promotion and Matriculation Committee will be delivered or sent to students. The failure of addressee to accept mail or for students to maintain a deliverable address with the Office of Student Affairs may result in immediate disciplinary action. Further, any student with an academic or conduct issue before the P and M Committee may request an opportunity to address the committee. These students should submit their requests to the Chair of the P and M Committee.

**Guidelines.** Promotion and Matriculation Committee meetings with students are private and confidential including, but not limited to, the names of participants, proceedings, discussion, minutes, and findings. The following are prohibited in all P and M Committee meetings: (1) electronic recording of the meeting, except for official minutes; (2) legal counsel; and (3) uninvited individuals.

In the meeting(s), the student will be given reasonable opportunity to address their academic deficiencies or the misconduct allegation(s) against him/her. With respect to student academic deficiencies, the P and M Committee may consult with the relevant course director and others, as indicated. With respect to alleged student misconduct, the committee will investigate the allegations, which may involve review of written complaints and other relevant documents. The P and M Committee also may interview individuals reported to have witnessed or to have knowledge of the incident or behaviors under investigation. All P and M Committee deliberations regarding students will be made in either an executive session or at a separate Committee meeting at which students are not present.
Student Statements. Students who are scheduled for review by the Promotion and Matriculation Committee may submit a written statement to the Committee. The written statement should address causative factors and any extenuating circumstances associated with the student’s difficulties, and also propose remedies and solutions. The Committee will review this information and may opt to meet with the student in person.

1. Causative Factors. The written justification must clearly state the compelling reasons or extenuating circumstances that directly contributed to the student’s academic problems or alleged misconduct. These factors should be substantive, immediate (having occurred during the academic year), and appropriately documented.

2. Remedies and Solutions. The student is obligated to specify in the written statement those measures that s/he has taken to correct the causative factors. The remedies should offer a reasonable assurance that the student will be successful in the future. All remedies should be detailed, justified, and state a time period for completion. In the written statement, the student should propose a solution to his/her dilemma that will allow for the student to successfully continue his/her academic studies and professional development at KYCOM. The student also should acknowledge the consequences of the failure to perform to the covenants of the proposal. The Promotion and Matriculation Committee may request a modified proposal or additional proposals to consider.

Student Appeals of Promotion and Matriculation Committee Recommendations
If students are not in agreement with the actions of the Promotion and Matriculation Committee, they have 10 calendar days to appeal to the Dean of KYCOM. The student will be considered enrolled at KYCOM until the appeal is acted upon. The decision of the KYCOM Dean is final.