KENTUCKY COLLEGE *of* OSTEOPATHIC MEDICINE



Student Handbook | 2025-2026

UNIVERSITY OF PIKEVILLE
KENTUCKY COLLEGE OF OSTEOPATHIC MEDICINE

INTRODUCTION **4**
OVERVIEW OF KYCOM **4**
KYCOM Administration 4
KYCOM Academic Department Chairs 5
IMPORTANT INFORMATION **5**
Notice of Nondiscrimination 5
Inclement Weather Plan 6
Accreditation Statement 6
FERPA Statement 6
University Leadership 6
Interpretation and Revision 6
Official Forms of Communication 7
STUDENT POLICIES, PROCEDURES, AND REQUIREMENTS **7**
Attendance, Enrollment, and Leaves of Absence 7
Criminal Background Check 9
Document Requests 10
Drug Testing 10
Employment 10
Financial Aid and Tuition 10
Policies and procedures regarding Financial Aid and Tuition are found in the *KYCOM Academic Catalog.* 10
Identification Badges 10
Immunization and Titer Requirements 10
Mandatory Self-Reporting for Criminal Behavior 12
Medical History 12
Medical Insurance 12
Religious Accommodations 13
Residency Match Policy 13
Student Contact Information and Communication Capability 13
Student Conduct 14
Student in "Good Standing" 14
Universal Precautions 14
OFFICE OF STUDENT AFFAIRS & ACADEMIC EXCELLENCE **14**
Academic Advising 14
Academic/Educational Support Services 14
Administrator and Faculty Access 14
Career and Residency Advising 15
Student Assistance & Advocacy 15
STUDENT ORGANIZATIONS & ACTIVITIES GUIDELINES **15**

Student Government Association (SGA) 15
Course Liaisons 15
Student Clubs and Organizations 15
Donations, Sponsorships & Solicitation 16
Travel to Approved National Conferences & Association Meetings 16
International Travel 16
Event Planning Process 16
Use of Logos/Branding 17
Community Outreach 17
CAMPUS RESOURCES 17
Dining Facilities 17
Housing 17
Information Technology 17
Medical Library 17
Mother's Room 18
Parking 18
Physical, Behavioral Healthcare, and Counseling Services 18
Spiritual Life 18
Stro's Place 19
Study Spaces 19
SAFETY INFORMATION 19
Bear Alert Emergency Notification System 19
Clery Act Information 20
KYCOM Safety Committee 20
Sexual Assault Prevention 20
STUDENT PROFESSIONALISM AND ETHICS 20
Introduction to Professionalism 20
Health Professions Professional Conduct and Ethics Committee (PC&E Committee) 21
Student Appeals of Health Professions Professional Conduct & Ethics (PC&E) Committee Actions 21
Chain of Command 21
Civility 22
Dress Code 22
Punctuality 23
Social Media and Email Etiquette 23
Student Honor Code 23
Student Ethics Council 24
Student Research 25
Reporting Student Grievances 25

Non-Compliance with AOA Accreditation Standards 25
ACADEMIC PROGRESS COMMITTEE 26
Guidelines for Review of Student Academic Progress 26
Graduation 27
Administrative Leave 27
Student Academic Progress 27
Academic Warning and Academic Probation 27
GUIDELINES FOR ACADEMIC PROGRESS COMMITTEE ACADEMIC PERFORMANCE MEETINGS 28
Student Appearance 28
Guidelines 28
Student Statements 29
Student Appeals of Academic Progress Committee Recommendations 29
APPENDIX I: GUIDELINES FOR FACULTY-STAFF-STUDENT PROFESSIONAL RELATIONSHIPS 30

INTRODUCTION

This Student Handbook is intended to provide osteopathic medical students with general information on issues relevant to their medical education at the University of Pikeville - Kentucky College of Osteopathic Medicine (KYCOM). All KYCOM students are expected to read this document and 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 to earn the D.O. degree. KYCOM students should be aware that they are subject to all University of Pikeville and KYCOM policies and procedures, including the **UPIKE Student Code of Conduct**.

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. Questions concerning KYCOM programs and policies should be directed at the KYCOM Office of Student Affairs and Academic Excellence.

KYCOM reserves the right to make any changes to the content of this document, its programs, courses, schedules, policies, and requirements with or without advance notice upon approval of the KYCOM Dean.

OVERVIEW OF KYCOM

The mission of the Kentucky College of Osteopathic Medicine 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 healthcare needs of communities in rural Kentucky and other Appalachian regions.

Osteopathic Medicine

Osteopathic medicine practices a whole person approach to healthcare. 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 United States. 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 practicing 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 ten percent of physicians nationally, they care for more than 18 percent of the U.S. population.

KYCOM Administration

Joe E. Kingery, D.O., FAAFP, FACOFP

Dean of KYCOM

Cathryn Caudill, Ph.D.

Associate Dean for Academic Affairs

David A. Falletta, Ed.D.

Director of Student Affairs and Academic Excellence

Ayesha Ghayur, M.D., Ph.D.

Assistant Dean for Curriculum and Evaluation

Laura E. Griffin, D.O., FAAO

Associate Dean for Osteopathic Principles and Practices Integration

Maleshea Hopkins, D.O.

Associate Dean for Clinical Affairs

Antoinette Justice, D.O,

Associate Dean for Osteopathic Medical Education

Malgorzata Simm, Ph.D., M.Sc.

Associate Dean for Biomedical Sciences

KYCOM Academic Department Chairs

Department of Primary Care

Shyla Napier, D.O.

Osteopathic Principles and Practices

Laura E. Griffin, D.O., FAAO

IMPORTANT INFORMATION

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 non-discrimination policies under Title IX, including but not limited to incidents of sexual misconduct as defined by the University's **Sexual Misconduct Policy:**

Beth Kingery, J.D.
Executive Director of Compliance and Legal Affairs
Title IX Coordinator
University of Pikeville
147 Sycamore St.
Pikeville, KY 41501
bethkingery@upike.edu
(606) 218-5344

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

Lindsey Wertz
Associate Vice President of Operations and Human Resources
University of Pikeville
147 Sycamore St.

Pikeville, KY 41501
lindseywertz@upike.edu
(606) 218-5942

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

Inclement Weather Plan

In the event of extreme weather conditions, the University of Pikeville will defer to the Inclement Weather Plan which can be found on the university website. However, we recognize that road conditions vary on isolated mountain roads and hollows. No one should jeopardize their safety on hazardous roads. Notices about the closing of the university will be made over local radio and TV stations, the UPIKE Bear Alert notification system, social media, and via University email. Notices will be posted on campus should weather conditions require the cancellation of evening classes. Please review the following **UPIKE Inclement Weather webpage** for more information.

Accreditation Statement

The University of Pikeville is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Questions about the accreditation of the University of Pikeville may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).The following link outlines the University Accreditation: **https://www.upike.edu/about/accreditation-and-disclosures/**

The Kentucky College of Osteopathic Medicine (KYCOM) is accredited by the **Commission on Osteopathic College Accreditation** (COCA) of the **American Osteopathic Association** (AOA). COCA is the only accrediting agency which is recognized by the United States Department of Education for accrediting institutions regarding predoctoral education of osteopathic physicians in the United States. The address and phone number of the accrediting agency are:

Secretary, Commission on Osteopathic College Accreditation; American Osteopathic Association
142 E. Ontario Street.
Chicago, IL 606011
(312) 202-8124
(313) 202-8424 (fax)
predoc@osteopathic.org

FERPA Statement

The University of Pikeville's Family Educational Rights and Privacy Act of 1974 (FERPA) Statement can be found on the **University's website**.

University Leadership

The University's website has information about the **University's Leadership Team**.

Interpretation and Revision

Any question of interpretation or application of the *KYCOM Student Handbook* shall be referred to the Dean of KYCOM and/or their designee. The *KYCOM Student Handbook* shall be reviewed and updated as necessary annually under the direction of the KYCOM Dean and their designee(s). Students are held to the

standards published in the most current version of this document and all other University of Pikeville and KYCOM policies and procedures. This document and its contents are not meant to be a contract between the University and its students. The University reserves the right to edit the *KYCOM Student Handbook* at any time. Any such revisions will be posted to and noted in the online version of the *KYCOM Student Handbook*. When revisions require immediate changes to actual policy and/or procedures, students will receive written notification of such changes via University email.

Policies and procedures may change due to necessity and/or at the discretion of the Dean of KYCOM or their designee. The full list of KYCOM policies is found **online**. *Most recent revision: Nov-2025.*

Official Forms of Communication

The UPIKE-assigned student email account is the primary means of communication utilized by KYCOM and the University. As such, students are responsible for all official communication sent to their UPIKE email account. KYCOM and the University may also communicate with students using U.S. postal service, print, and other media.

STUDENT POLICIES, PROCEDURES, AND REQUIREMENTS

Attendance, Enrollment, and Leaves of Absence

Students are expected to attend all classes, labs, and academic/institutional events (such as Orientation, Core Site Fair, Residency Fair, and the Pediatrics Symposium) to fully benefit from the many learning and development opportunities offered. Students are required to abide by the attendance policies noted in each course syllabus. Unless otherwise noted in course syllabi or by the Course Director, attendance is mandatory for all course activities.

Excused Absences for Years 1 & 2. Students are expected to abide by the attendance policies as noted in each course syllabus and must make every effort to attend required course activities. They must request an Excused Absence in advance from the KYCOM Office of Student Affairs when possible and submit supporting documentation if they must miss a required course activity or academic/mandatory institutional event. Acceptable reasons to miss a required activity or event include illness, bereavement, or approved attendance at an event (professional conference, etc.). Otherwise, Excused Absences will only be granted for exigent circumstances and with sufficient documentation.

Students should communicate anticipated absences with their Course Directors and submit requests to the KYCOM Office of Student Affairs in advance whenever possible. Students cannot make up missed coursework (quizzes, etc.) without an Excused Absence. Course Directors may, however, choose not to award attendance points to students who miss required course activities, even if they have obtained an Excused Absence. It is the students' responsibility to contact their Course Directors within 48 hours of returning to classes regarding making up any missed academic work while they were absent. Deadlines for making up missed coursework and the scheduling of make-up quizzes, etc. are solely at the discretion of the Course Director or the Office of Academic Affairs.

Requests for an Excused Absence should be submitted via the following online form: **KYCOM Excused Absence Request Form.**

Excused Absences for Years 3 & 4. Students should refer to the *Clinical Rotations Manual* for attendance expectations and absence request procedures, available from the Office of Clinical Affairs.

Block Examination Attendance. Students are expected to attend all Block Examinations as scheduled and must adhere to the Block Exam policies as published and/or communicated by the Academic Affairs. Students will only be permitted to reschedule Block Examinations due to exigent circumstances such as emergencies or acute illness, and with sufficient documentation. For illness, supporting documentation must come from a licensed medical provider, identify the student's diagnosis, and should clearly indicate that the student is medically unable to take their exam as originally scheduled. Students whose circumstances support rescheduling a Block Examination must submit an **Excused Absence Request**, which is jointly evaluated by both Student Affairs and Academic Affairs. Students who are excused from a Block Exam are required to take a make-up exam at the time/date scheduled by Academic Affairs.

High-Stakes Assessment Attendance. Similar to Block Examinations, course assessments that make up a significant portion of the course grade (OSCEs, lab practicals, etc.) are considered "high stakes" and, therefore, excused absences will only be granted due to exigent circumstances and with sufficient documentation as defined in the *Block Examination Attendance* policy.

Leave of Absence. It may be necessary for a student to request a Leave of Absence for personal or medical reasons. Students seeking a Leave of Absence must submit a **Leave of Absence Request**, which will be reviewed for approval by the KYCOM Dean.

To make an informed decision, the KYCOM Dean may request additional information from the student, may request to meet with the student, and may request information from Academic Affairs, Student Affairs, the Business Office, and other departments to gather information they feel is relevant to the request. By submitting a Leave of Absence Request, the student gives permission to those offices to release information requested by the KYCOM Dean.

The KYCOM Dean may also require documentation for requests for Personal Leaves of Absence. For example, documentation may be needed if a student requests a Personal Leave of Absence to pursue a graduate degree.

Requests for Medical Leaves of Absence require documentation from a physician or licensed medical provider as approved by the KYCOM Dean. Written documentation from the provider is required for the student to return.

Leaves of Absence may be granted for a maximum period of one calendar year. During a Leave of Absence, a student remains enrolled but is not registered for classes and is not considered to be in good standing. Time away on a Leave of Absence is counted as part of the six-year time limit to graduate. The student must return to active enrollment or withdraw at the end of the Leave. Students who do not return to active enrollment or withdraw at the end of the Leave may be dismissed by the KYCOM Dean.

Leaves of Absence may have a significant impact on student loans, deferment, and tuition, so students must consult with the Financial Aid Office and Business Office prior to the start of the leave. Students are not eligible for financial aid while on a Leave of Absence and are not eligible to register or sit for COMLEX-USA examinations without written permission from the KYCOM Dean or their designee.

Students will be withdrawn from all courses in progress at the start of their Leave of Absence. The student's transcript will reflect the start/end dates of the approved Leave of Absence.

> **Requirements for Students on a Leave of Absence**. Students on a Leave of Absence are still considered enrolled and still have responsibilities. These responsibilities will be communicated to the student in writing when their Leave of Absence request is approved and will vary depending

on the nature of the leave. For example, students on Leave to study for board exams may be assigned a study plan and required to regularly meet with educational support staff to track their progress.

Request to Return from a Leave of Absence. A student wishing to return following an approved Leave of Absence must submit a written request to the Dean of KYCOM and must have completed all steps outlined in their Leave of Absence approval letter and submitted all requested documentation (if applicable). For example, students granted a Leave of Absence for medical reasons are typically required to submit documentation from their physician or medical provider indicating that they are well enough to continue their medical education. Students may also be required by the KYCOM Dean to meet with the Academic Progress Committee (APC) before they return to active enrollment.

Students cannot register for classes or return to coursework after a Leave of Absence until all obligations to the University (financial, etc.) are fulfilled and all directives by the KYCOM Dean and/or their designee(s) have been completed.

Administrative Leave. The KYCOM Dean may place a student on Administrative Leave when they determine it to be in the best interest of the student to overcome challenges hindering their academic and/or professional success. The Academic Progress Committee (APC), Health Professions Professional Conduct and Ethics (PC&E) Committee, and/or KYCOM Director of Student Affairs and Academic Excellence may recommend students for Administrative Leave. Students placed on Administrative Leave will be notified by the KYCOM Dean in writing, including its start date, length, and requirements to return.

Student Withdrawal or Dismissal. KYCOM strongly encourages students who are considering withdrawing to speak with the KYCOM Office of Student Affairs and their faculty advisor before making any decisions. They are required to meet with the KYCOM Dean prior to withdrawing. Students must complete the exit procedure to ensure that all required documentation is in order and that all obligations to the University have been met when withdrawing, taking a leave of absence, or if they are dismissed. The exit procedure involves the return of the student's University identification card, return of equipment, and obtaining required 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. KYCOM equipment must be returned within 10 business days of the student's separation from KYCOM. The University of Pikeville will withhold all student records until the exit procedure is completed, and all required equipment is returned. Students may be subject to additional penalties in accordance with published University policies and procedures for failing to complete exit procedures and returning equipment.

Bereavement/Funeral Leave. KYCOM students who experience the death of a family member or close loved one may request up to three days of bereavement leave to attend funeral services. Students should submit an *Excused Absence Request* to request a bereavement/funeral leave.

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. These checks are conducted at no cost to the student. The KYCOM Dean and/or their designee(s) will review any concerning information generated by the report and may refer them for additional review/action to the Office of Student Affairs and/or the Health Professions Professional Conduct and Ethics (PC&E) Committee.

Document Requests

Students may request official documents, such as letters of good standing, from the KYCOM Office of Student Affairs. Requests for enrollment verification documents and transcripts should be made to the Registrar's Office in accordance with their published policies and procedures.

Drug Testing

University of Pikeville policy prohibits the unlawful use, possession, or distribution of drugs and other controlled substances. KYCOM requires students to submit three drug tests during their enrollment at no cost to the student: a random drug screening during the first semester at KYCOM; prior to the beginning of third-year clinical rotations; and, prior to the beginning of fourth-year clinical rotations. Positive findings will be reviewed by the KYCOM Office of Student Affairs and the Office of Clinical Affairs, which may refer the student to the KYCOM Dean and/or the Health Professions Professional Conduct and Ethics (PC&E) Committee. In some cases, further evaluation by external professional consultants may be required. Third- and fourth-year students are additionally subject to the drug and alcohol testing policies found in the *Clinical Rotations Manual*.

> **Additional Drug Testing** – A student may be directed to complete additional drug testing if the KYCOM Dean, Health Professions PC&E Committee, Office of Clinical Affairs, and/or the KYCOM Office of Student Affairs determines that there is reasonable suspicion that the student has violated University/KYCOM drug policies. In these cases, the testing will be done at no cost to the student. Third- and fourth-year students are additionally subject to the drug and alcohol testing policies found in the *Clinical Rotations Manual*.

Employment

Student enrollment at KYCOM is a full-time endeavor. Students may not hold any outside employment positions while actively enrolled due to the time commitment required to satisfactorily complete the KYCOM curriculum. This policy also applies to unpaid positions (volunteer, etc.) that require significant time commitments. Students found to be engaged in outside employment while enrolled at KYCOM will be referred to the Health Professions Professional Conduct and Ethics Committee.

Financial Aid and Tuition

Policies and procedures regarding Financial Aid and Tuition are found in the ***KYCOM Academic Catalog.***

Identification Badges

Identification badges must always be worn or carried by students while on campus or during off-campus KYCOM assignments. Identification badges are the property of the University of Pikeville and must be produced upon request from University officials, including Public Safety personnel. Identification badges are non-transferable and must be surrendered if a student is no longer enrolled. Because identification badges grant access to secured campus facilities, students are required to report a lost or stolen badge to Public Safety immediately. A fee is accessed to replace lost identification badges.

Immunization and Titer Requirements

The mission of 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 healthcare needs of communities in rural Kentucky and other underserved areas. To achieve this mission, the College has affiliation agreements and contracts with several healthcare facilities throughout the region to provide KYCOM students with clinical education experience.

Because of patient contact and potential exposure to infectious material from patients during these clinical experiences, KYCOM students have the potential for exposure to (and possible transmission of) vaccine-preventable diseases. Osteopathic Medical Students are included in the definition of unpaid health-care personnel (HCP), and therefore included in the Centers for Disease Control and Prevention (CDC) Immunization of Health-Care Personnel: Recommendations of the Advisory Committee on Immunization Practices (ACIP). It is therefore incumbent on the College, and required by our clinical education partners, that all KYCOM students provide documentation of required immunizations and titers prior to matriculation at KYCOM and during their KYCOM enrollment. This documentation is required to be uploaded to the Viewpoint Screening website, or as directed by Clinical Affairs, for dissemination to clinical education sites during the students' enrollment at KYCOM. Students are responsible for all costs associated with meeting this requirement.

Please refer to the following chart for the KYCOM requirements, which are based on ACIP Recommendations.

Vaccine	Schedule	Titers	Notes
Hepatitis B	Total of 3 doses. 4 weeks between dose 1 and dose 2; 5 months between dose 2 and 3. Pre-vaccination serologic screening is not indicated.	Titers are required to document immunity and should be drawn 1-2 months after 3 dose series to document immunity. In the case of childhood HepB vaccination, student still must have a positive titer prior to matriculating at KYCOM.	If no documented immunity, should repeat 3 dose series, and retest for immunity. If still not immune, consult with the Associate Dean for Clinical Affairs at KYCOM for recommendations.
Measles, Mumps, Rubella (MMR)	2 doses SC; > 28 days apart	Titers are not required to document immunity if the 2-dose series was received at the recommended interval.	
Varicella	2 doses SC; 4-8 weeks apart if age 13 or older If has laboratory evidence of Immunity (via positive antibodies), immunization may be waived.	Titers are not required to document immunity if the 2-dose series was received at the recommended interval. Titer is required if the only documentation is a personal history of chickenpox.	Personal history of chickenpox alone is not proof of immunity. Titers are required in that case and if not immune, will be required to undergo immunization with a vaccine.
Adult Tetanus, Diphtheria, Pertussis (Tdap)	At least one Tdap prior to matriculation, then Td booster every 10 years	No titers	
Annual Influenza	Must be updated yearly	No titers	

Annual TB test; may do Mantoux skin testing, or blood testing via T-spot or QFT-GIT.	Must be updated yearly; Any positive result, or history of positive results requires a chest radiograph every 3 years (except for BCG vaccinated individuals – see note)	No titers	For those persons who received a BCG vaccine, an Interferon Gamma Release Assay (IGRA) such as T-SPOT-TB or QuantiFERON-TB must be performed annually.
COVID -19 (may be required by clinical facilities/sites)	Per CDC/FDA recommendations	No titers	Vaccination requirements may be subject to modification s recommendations and conditions evolve. Contact KYCOM Clinical Affairs for information regarding exemption to COVID-19 vaccination requirements.

Mandatory Self-Reporting for Criminal Behavior

All accepted and enrolled KYCOM students are required to promptly report any criminal charges filed against them to the KYCOM Office of Student Affairs in writing within ten calendar days, excluding minor traffic violations such as parking tickets. Charges that were previously disclosed on the AACOMAS application do not need to be reported again. Violations will be reviewed by the KYCOM Dean and/or the KYCOM Office of Student Affairs to consider future implications for licensure, threat to patient safety, and the ability to be a member of the osteopathic medical profession. Criminal behavior, or failure to report criminal behavior as required in this section, may be referred to the Health Professions Professional Conduct and Ethics (PC&E) Committee for student conduct consideration. Student suspension or dismissal is possible depending on the nature and severity of the criminal offense.

Medical History

Applicants accepted for admission are required to submit medical history and physical examination information from their physician or licensed medical provider prior to matriculating.

Medical Insurance

KYCOM requires that students maintain personal health insurance for the entire duration of their enrollment. All students are required to enroll in the KYCOM student health insurance plan or obtain a waiver from the KYCOM insurance administrator, HSA Consulting, Inc. Information about the student health insurance plan, including enrollment and waiver procedures, is available on the **UPIKE Student Health Insurance Plan website**.

Students are expected to maintain a relationship with a personal healthcare provider and to see to their personal and preventative health, including while on third- and fourth-year clinical rotations that may be outside of the local region. Students are encouraged to contact the KYCOM Office of Student Affairs whenever they are having a health-related issue, especially if the issue could affect their academic performance or attendance. Clinical administrators and faculty will work with any student requesting referral to a healthcare practitioner in their area.

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

Religious Accommodations

KYCOM is committed to providing an academic environment that is respectful of the religious beliefs of its students. As part of this commitment, KYCOM will make good faith efforts to provide reasonable religious accommodations to those whose religious beliefs conflict with a KYCOM policy, procedure, or other academic requirement, unless such accommodation would create an undue hardship or would fundamentally alter the work, program, and/or mission of the University. Students seeking religious accommodation should contact the KYCOM Office of Student Affairs and Academic Excellence.

Residency Match Policy

To be eligible for participation in the residency match process, all KYCOM students must successfully complete the COMLEX-USA Level 2 Cognitive Evaluation (CE) examination. Students are strongly encouraged to take the Level 2 CE by August or September of their fourth year to ensure that scores are available when residency application platforms open to program directors. A passing score must be reported to KYCOM no later than March 1st to participate in that respective year's match. Students who do not meet this deadline will not be verified by KYCOM for the residency Match and will be moved to the next Match cycle. This requirement affects Match eligibility only and does not alter a student's graduation timeline.

National Residency Matching Program (NRMP)

Students applying to participate in the National Residency Matching Program (NRMP) must comply with both KYCOM and NRMP eligibility requirements and deadlines. If the NRMP's eligibility verification deadline is earlier than March 1st, a passing Level 2 CE score must be reported to KYCOM by the NRMP deadline to be verified by KYCOM for that year's match. Students who do not meet this deadline will not be verified by KYCOM for the residency Match and will be moved to the next Match cycle.

Additionally, NRMP requires that applicants be on track to complete all graduation requirements on or before June 30 of the Match year to remain eligible for verification. Students who cannot complete their graduation requirements by this date will not be verified by KYCOM for the residency Match and will be moved to the next Match cycle.

"Early" Match Programs

Students applying to "early" match programs (including the Military Match, San Francisco Match for Ophthalmology or Plastic Surgery, and the Urology Match) are expected to follow the KYCOM recommendations and requirements regarding the COMLEX-USA Level 2 CE examination and must adhere to the eligibility requirements and timelines established by the respective match programs. KYCOM does not verify eligibility for these programs.

Student Contact Information and Communication Capability

Students must ensure that they can always receive communications from KYCOM. To this end, KYCOM students are responsible for ensuring that the KYCOM Office of Student Affairs has their current address, phone number(s), and emergency contact information for at least two individuals on file. Furthermore, KYCOM students must maintain the active operation of their University student email accounts and should respond promptly to communication from the University and KYCOM administration, faculty, and staff. Timely communication is considered an aspect of professionalism and is expected. Students may be referred to the Health Professions Professional Conduct and Ethics

Committee for not meeting this expectation.

Student Conduct
KYCOM students are expected to abide by the ***UPIKE Code of Conduct***, *KYCOM Student Handbook*, and all other institutional policies and procedures. Violations will be handled in accordance with published institutional and KYCOM policies and procedures.

Student in "Good Standing"
KYCOM defines a student in "Good Standing" as an individual who has conformed to established policy guidelines, passed **(**or is in the process of passing**)** all required milestone examinations to date, satisfied all course requirements to date, has maintained all records and supporting documents, including immunizations as required, and is not on academic warning, academic probation, academic suspension, disciplinary probation, or disciplinary suspension.

Universal Precautions
All KYCOM students receive instruction on HIV and on Universal Precautions that address Centers for Disease Control and Prevention current relevant universal exposure precautions, the post- exposure reporting process, prophylactic treatment of blood-borne pathogens (BBP), and other transmitted diseases, as indicated.

OFFICE OF STUDENT AFFAIRS & ACADEMIC EXCELLENCE
The KYCOM Office of Student Affairs and Academic Excellence oversees student issues, services, policies, assists the administration in interpreting student needs and concerns, advocates on students' behalf, 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 5th floor of the Coal Building and may be reached at **KYCOMStudentAffairs@upike.edu** or 606-218-5400.

Academic Advising
All students are assigned faculty advisors by the KYCOM Office of Student Affairs. Faculty advisors work with students to facilitate their academic success in medical school. Student performance is evaluated following each set of exams, enabling the faculty and the Educational Support staff to assist students who may need academic support. Students who may benefit from academic, health, or wellness support are referred appropriate resources.

Academic/Educational Support Services
Students may consult with Educational Support Staff for assistance with study and test-taking skills, to obtain peer coaching, time management, management of life or situational difficulties affecting academic performance, general concerns relating to transition into medical school or for other types of academic support. These individuals serve as a resource to both faculty and students to promote the academic success of KYCOM students. Academic assistance may also be obtained from the Director of Academic Progress in Academic Affairs. Students may always contact the KYCOM Office of Student Affairs regarding any concerning academic or non-academic issues that may be impeding their success.

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

Career and Residency Advising

Career advising and counseling is available to all KYCOM students through the KYCOM Office of Student Affairs, faculty advisors, and all full-time clinical faculty. The Residency Advising Specialist provides:

- Career advising presentations during new and returning student orientations, the end of the third-year capstone experience, and at other times throughout the academic year.
- Large group lectures on career planning during the *Current Issues in Medicine* course, in conjunction with the annual KYCOM Residency Fair, and at the end of students' second year prior to leaving campus for third-year clerkships.
- Individual career advising meeting upon request.
- Access to the American Association of Medical College's (AAMC) Careers in Medicine online program and the Big Interview Medical online interview preparation program.
- Maintenance of the Career Advising online Canvas course, which includes multiple resources and links, including the "KYCOM Residency Application Manual" and other information about career planning, residency matches, obtaining letters of recommendation, and more.
- CV and personal statement workshops, as well as individual assistance.
- Assistance with interview preparation upon request.

Student Assistance & Advocacy

The KYCOM Office of Student Affairs strives to support students in all aspects of their lives. Staff are available to assist students with issues, academic or otherwise, connect them with resources, and advocate on their behalf. Students who need assistance or support are strongly encouraged to contact a Student Affairs staff member.

STUDENT ORGANIZATIONS & ACTIVITIES GUIDELINES

Student Government Association (SGA)

The KYCOM Student Government Association (SGA) is the official voice for all KYCOM students. The KYCOM Director of Student Affairs and Academic Excellence advises the SGA and serves as its administrative liaison. The 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.

Course Liaisons

First- and Second-Year students select a representative for each course during their academic year. Course Liaisons are responsible for representing student concerns regarding academic matters in each course with the Course Director including:

- Discussing challenges with their fellow classmates to exam items and providing timely email updates to their classmates on the status of those challenges.
- Discussing qualifying challenges with course faculty.
- Discussing with course faculty and/or administration any concerns classmates have regarding the specific course they are assigned.

Student Clubs and Organizations

KYCOM promotes an environment in which students can engage academically, professionally, and socially through student-led clubs and organizations to promote learning, growth, and development. All KYCOM

clubs and organizations must be open to all KYCOM students. Student clubs and organizations are supported by the KYCOM SGA and the Office of Student Affairs.

All KYCOM students are provided complimentary memberships in the American Osteopathic Association (AOA), the Student Osteopathic Medical Association (SOMA), and the Kentucky Osteopathic Medical Association (KOMA).

Recognized clubs and organizations that are in good standing with the KYCOM SGA and the KYCOM Office of Student Affairs are eligible to receive funding, reserve space on campus, and host events. Student clubs and organizations are required to follow all relevant KYCOM and institutional policies and procedures to remain in good standing.

Donations, Sponsorships & Solicitation

No student or student organization may directly solicit donations or sponsorships from any individual, company, organization, or industry. All requests for donations or sponsorship must be submitted to, and approved by, the KYCOM Office of Student Affairs and the University Office of Advancement.

Travel to Approved National Conferences & Association Meetings

Students must be in good standing to travel to conferences. Students on suspension, academic warning/probation, or disciplinary probation are not eligible to receive funds from the institution or KYCOM student club/organizations to attend professional associations meetings, conferences, or similar events. Students who are academically struggling are discouraged from spending time away from their studies by attending such events.

Students who receive funding from the institution or KYCOM student club/organization to travel may be required to work at a KYCOM booth and/or attend a KYCOM-sponsored event while at the conference/meeting. These obligations will be communicated in a timely manner so students can adjust their schedules accordingly. Students who represent KYCOM at a booth or event are expected to do so in a professional manner.

Students who receive funding from the institution to travel are required to coordinate funding and reimbursement with the KYCOM Office of Student Affairs. Travel receipts must be itemized and submitted in a timely manner as instructed.

International Travel

Students wishing to travel internationally for academic or professional development reasons should notify the Office of Student Affairs in advance. For safety and security reasons, students cannot travel to countries or areas with a Level 3 or Level 4 Travel Advisory from the U.S. State Department.

Event Planning Process

All student club and organization meetings, activities, and events, whether on or off campus, must be scheduled and approved by the KYCOM Office of Student Affairs in advance. Club leaders are responsible to submit an **event planning form** to the KYCOM Office of Student Affairs at least two weeks in advance. Special activities and events that require additional planning, venue reservations, and/or catering are recommended to be booked in advance. The KYCOM Office of Student Affairs is available to help clubs and organizations with event planning, including making reservations, making catering orders, and for purchases.

Use of Logos/Branding
The University and KYCOM logos are important components of the institution's visual identity. As such, there are policies and guidelines in place dictating how they can be used. A club/organization must contact the KYCOM Office of Student Affairs before using any University or KYCOM logos so that all applicable policies and guidelines are followed.

Community Outreach
KYCOM students contribute to the wellness of the Pikeville and neighboring Appalachian communities through participation in various projects. Examples include Mini-Medical Schools for children, International Medical Missions to underserved areas of the world, participation in the Pikeville Hillbilly Days Festival, and a variety of partnerships with local non-profit organizations.

CAMPUS RESOURCES

Dining Facilities
Campus dining facilities are open to students and their guests and accept cash, credit, and debit cards. KYCOM students have the option to purchase a meal plan to eat at campus dining facilities. The dining services department is capable of meeting most special diets. However, students with special dietary needs are encouraged to consult with dining services management before purchasing a meal plan. Please visit the **Dining Services website** for more information.

Housing
Students are responsible for securing their own housing. Admissions can provide students with information regarding local rentals and real estate. The **Office of Residence Life** also offers housing options for graduate and professional students, but spaces are limited.

Information Technology
KYCOM students are provided with iPads and other technology to facilitate their engagement with the curriculum. Students are provided with four years of Apple Care for their iPads to address issues and concerns. Technical assistance concerning 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, emailing **helpdesk@upike.edu**, or visiting the Helpdesk in Armington Hall on campus.

Medical Library
Frank M. Allara Library welcomes all UPIKE students, faculty, and staff, as well as members of the community. Librarians and staff are available to assist with questions, textbooks, database searches, general computer assistance, and instruction on library resources and research. A virtual Anatomy (Anatamoge) table is available to students during normal library hours.

The library provides access to a wide variety of resources in both print and electronic formats. Most medical and optometry resources are available online and the library maintains a collection of health sciences print materials on the third floor. Interlibrary loan services are available if students need items not owned by the library. The ground floor of the library houses a 24-hour study space, with a room dedicated for medical and optometry student use. Group and individual study spaces are located throughout the library.

The first floor of the library is the social hub of the building. On this floor, students can check out books and other materials, browse magazines and journals, grab a cup of coffee (it's free!), or curl up in a bean bag chair with a best-selling novel. This floor is also the home of the library makerspace, which features

a 3D printer, a Cricut cutting machine, and a button maker -- all available for student use.

Mother's Room

The University of Pikeville provides a designated Mother's Room for faculty, staff, students, and visitors in need of a private space to express milk or nurse. These rooms are located on the mezzanine floor of the Coal Building and the fourth floor of the Health Professions Education Building (HPE). The rooms lock from the inside, have electrical outlets, refrigerators, and provide comfortable seating. Students can arrange access with the Office of Student Affairs.

Parking

Students, faculty, and staff may park at no cost in the public parking garage on Hambley Boulevard that is across from the KYCOM Coal Building. 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. Parking ticket appeals must follow the appeals procedures specified by the University of Pikeville Public Safety Department. The University is not responsible for damage to any vehicles parked on campus. Requests for handicapped parking permits are made to the University of Pikeville Public Safety Department.

Physical, Behavioral Healthcare, and Counseling Services

Health Services. Pikeville Medical Center (PMC) is approximately five minutes from campus. The PMC network contains a wide array of healthcare providers available to students. PMC's Emergency Department is available 24/7 for urgent medical and mental health needs. The costs of care are the responsibility of the student. Students are required to keep at least two Emergency Contacts on file with the KYCOM Office of Student Affairs so that appropriate parties may be contacted in the event of a student emergency.

THRIVE Counseling Center. The University of Pikeville **THRIVE Counseling Center** offers students free, confidential mental health services by licensed mental health providers located in Record Memorial building and the Coal building. The THRIVE Center can be contacted at **counseling@upike.edu** or (606) 218-4357.

UWill. KYCOM students also have free access to UWill digital mental health service, which provides immediate access to licensed counselors by video, phone, chat, or message 24-hours a day. Visit **https://app.uwill.com/** for more information.

Telehealth room: KYCOM students have access to a space in the Coal building (Room 515) to connect with a telehealth provider using an iPad system.

Extended Site Resources. Students completing clinical rotations at extended sites are encouraged to utilize their location's local health networks, walk-in clinics, urgent care centers, or the emergency room of the local medical center as needs may arise.

Fitness Center. The UPIKE Fitness Center is available exclusively to UPIKE students, faculty and staff through key card access. The Fitness Center is open seven days a week between the hours of 6:00 a.m. – 11:59 p.m. The center is equipped with the latest fitness equipment, including treadmills, ellipticals, recumbent bikes, rowing machine, etc. and a cardio room where students can participate in workouts hosted by FitnessOnDemand

Spiritual 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 such as the Christian Medical Dental Association and the American Muslim Medical Student Association.

Stro's Place

KYCOM provides medical students with a lounge and study area named Stro's Place, located on the 2nd floor of the Coal Building. It is furnished with a variety of sofas, chairs, and tables, along with a refrigerator, microwaves, coffee machines, a TV, and a pool table. Stro's Place was established and named in memory of the medical school's Founding Dean, Dr. John Strosnider, following his death in 2007.

Study Spaces

Group and individual study spaces are available 24 hours per day, 7 days per week to KYCOM students in the Coal Building, the medical library, the Health Professions Education Building, and at other campus locations, and may be reserved online using the **UPIKE Room Reservation System**. Students are required to adhere to the *Study Room Reservation Guidelines*, available from the KYCOM Office of Student Affairs, or may lose access privileges to some study spaces. Please do not remove furniture, especially chairs, from study rooms.

SAFETY INFORMATION

The University of Pikeville and KYCOM strive to promote a safe and secure environment to ensure the safety and well-being of the campus community. The **University of Pikeville Public Safety Department** is dedicated to providing a safe, protected, and organized environment. The safety of UPIKE students, faculty, staff, and visitors is of primary importance. The Public Safety Department seeks participation by all members of the University of Pikeville community in its efforts.

As a service organization, the department offers a full range of security resources, including preventative patrols (24 hours), criminal investigations, crime prevention, facilities security, special event services and parking management and enforcement. Multiple cameras are in place throughout the Coal building and across campus to help ensure safety. The doors of the Coal Building operate by keycard access after 5:00PM weekdays and on weekends. Evening and weekend access to study areas in the Health Professions Education Building and Allara Library also require keycards for entry after business hours.

The Public Safety Department also serves the university community by providing safety analysis for the campus, hazard inspections and personal escorts. It strives to ensure the safety of our university family by offering several interactive teaching sessions related to safety and security for students, faculty, and staff.

The Public Safety Department is available 24/7 and may be reached at (606) 477-0262 [Cell] or (606) 218-5940 [Office]. The cell number can be contacted via text message.

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 messages related to emergencies. **KYCOM students are strongly encouraged to subscribe to the Bear Alert Emergency Notification System.**

Clery Act Information
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 is available on the **UPIKE website.**

KYCOM Safety Committee
The KYCOM Safety Committee is comprised of members of the KYCOM community and works to establish safety protocols for the College, collaborates with the UPIKE Department of Public Safety, and educates the KYCOM community on important safety issues.

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's Title IX Coordinator leads the efforts to prevent and address sex discrimination, including all forms of gender-based violence and harassment. Our mission is a safe environment for all students, faculty, staff and visitors. Title IX prohibits all forms of sex discrimination, including sexual harassment, sexual violence, dating violence, domestic violence, stalking, and retaliation against individuals reporting sex discrimination. Title IX protects female and male students, and students who identify as heterosexual, gay, lesbian, bisexual, and/or transgender.

More information about the University's Title IX policy can be found at **www.upike.edu/title-ix**

Students and employees who have experienced sexual harassment, sexual assault, domestic violence, dating violence, or stalking should report incidents to the University of Pikeville Title IX Coordinator, Beth Kingery, J.D., Executive Director of Compliance and Legal Affairs. Her email and phone contact information are **BethKingery@upike.edu** and 606-218-5344.

STUDENT PROFESSIONALISM AND ETHICS

Introduction to 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 and Osteopathic Oaths, 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 their 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 professionalism, and the embodiment of the osteopathic medical code of ethics.

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 regarding 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, 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.

Professionalism standards at KYCOM are upheld by the KYCOM Dean, the Student Ethics Council, the KYCOM Office of Student Affairs, and the Health Professions Professional Conduct and Ethics (PC&E) Committee.

Health Professions Professional Conduct and Ethics Committee (PC&E Committee)

Violations of the ***UPIKE Code of Conduct*** and the *KYCOM Student Handbook* will be acted upon by the KYCOM Office of Student Affairs and/or the Health Professions Professional Conduct and Ethics Committee (PC&E) in line with institutional policies and procedures.

The Committee consists of members appointed by the KYCOM, KYCO, and TCDM Deans, one of whom is appointed as the Committee Chair.

The KYCOM Director of Student Affairs serves as an *ex officio* member and only votes to break a tie.

Student Appeals of Health Professions Professional Conduct & Ethics (PC&E) Committee Actions

Students have five business days to appeal any decisions made by the Health Professions PC&E Committee to the KYCOM Dean using the **KYCOM Appeals Form for Academic/Disciplinary Decisions**. If the student is subject to dismissal, their enrollment will continue while their appeal is being considered. The decision of the KYCOM Dean is final and is not subject to further appeal. More information about the appeal process is found in the ***UPIKE Code of Conduct*****.**

Chain of Command

All students must understand and adhere to the appropriate chain of command when addressing academic, administrative, or instructional concerns. Respecting this process fosters effective communication, encourages timely resolution of issues, and supports a professional and collaborative learning environment. In situations involving sexual misconduct, discrimination, or urgent safety concerns, students may bypass the standard chain of command and report directly to the appropriate offices using the **UPIKE Reporting website** or may contact the Office of Student Affairs for guidance.

The Chain of Command for courses is:

- Course Liaison

    - The Course Liaison is the appropriate first contact for concerns about a course. Students do not need to contact their Course Liaison regarding personal grading or private matters.
- Course Instructor
    - If the Course Liaison cannot address the matter or it remains unresolved, the Course Instructor should be the next point of contact.
    - Student concerns about personal grading or private matters should be discussed first with the Course Instructor.
- Course Director
    - The Course Director is the next point of contact if a matter remains unresolved by the Course Instructor or if the Course Instructor is the subject of the concern.
- Associate Dean
    - The Associate Dean responsible for the course is the final point of contact if a matter remains unresolved by the Course Director.

The Chain of Command for administrative departments varies depending on their structures. Students with issues or concerns should inquire as to who can best provide them with assistance and contact that individual. If the matter remains unresolved, the next point of contact is the department's leadership (Director, Assistant Dean, Associate Dean).

Civility

Civility is a core component of professionalism. At KYCOM, we prioritize civility to promote the pursuit of shared ideas, effective communication, inclusivity, social responsibly, and community engagement. This includes engaging appropriate interpersonal communication, authentic leadership, and empowerment, both on and off campus. Incivility has a negative impact on the well-being of others and interferes with the educational environment.

Dress Code

For all classroom and real or simulated activities (e.g., those that involve patients or standardized patients), all students must maintain an appearance that demonstrates respect, trust, and credibility. The reasons for appropriate attire and hygiene are rooted in infection control, communication, and cultural sensitivity. This prepares the student for their role as a professional health care provider. Patient trust and confidence in their health care provider are essential for successful treatment experiences and outcomes. The message communicated by the provider by their dress and appearance plays a fundamental role in establishing this trust and confidence. Students should consider the cultural sensitivities of their potential patients and present themselves in a manner that makes patients feel comfortable and garners respect and trust.

Business casual attire is required, unless the course, lab, or activity requires scrubs or alternative dress. Clothing should be neat, clean, of an appropriate size and fit for the clinical setting and which allows for an appropriate range of motion. Good personal hygiene is expected. Students should keep their hair and fingernails maintained so as not to interfere with their work or present the risk of injury to patients. Further, students should avoid wearing strong scents (perfume, cologne, etc.). Shoes should be closed-toed and have low or flat heels.

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 worn in the anatomy lab may present hazards to others and therefore should not be worn outside of the building or otherwise allowed come into contact with the public. Locker rooms are provided for changing clothes for labs.

Students on Clinical Rotations should refer to their Clinical Rotations Manual for specific dress code requirements.

KYCOM retains the right to require students to dress professionally (e.g., business attire) 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 submitted to the Student Ethics Council. Repeated violations of the dress code may be referred to the KYCOM Office of Student Affairs and/or the Health Professions Professional Conduct and Ethics (PC&E) Committee.

Punctuality

All KYCOM students are expected to arrive at scheduled activities and events on time. Excused absences must be requested in advance using the **Excused Absence Request Form**. Students should contact the KYCOM Office of Student Affairs at **KYCOMStudentAffairs@upike.edu** or 606-218-5400 if they are experiencing an emergency.

Social Media and Email Etiquette

KYCOM students are expected to adhere to standards of professionalism and abide by applicable laws, policies, and rules that govern privacy (e.g., HIPAA). Video documentation of clinical and/or educational events without prior consent is prohibited.

Care should be taken when expressing opinions, especially online. Students are encouraged to clearly state that their viewpoints are their own and do not necessarily represent the views of KYCOM or others when expressing opinions, particularly about medical or healthcare issues. Online activity is subject to the *KYCOM Student Handbook* and the ***UPIKE Code of Conduct***.

KYCOM students must adhere to institutional email and technology policies as stated in the ***UPIKE Code of Conduct*****.**

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 will also adhere to the 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:

- *Demonstrate respect toward other students, patients, faculty, staff, administration, and members of the community.*
- *Exhibit academic honesty and only represent work done by myself as my own.*
- *Only give, receive, or otherwise utilize authorized assistance in connection with and/or during any academic work/examination.*
- *Provide correct and factual information to another student in their pursuit of academic success.*
- *Encourage fellow students' attempts to engage in academic activities to enhance their academic performance.*
- *Demonstrate concern, and work to prevent and minimize the risk of injury or disease*

while fellow students are engaged in activities directly connected with patient care or academic activities.

- *Always accurately represent my class rank, grade point average, and/or any other academic achievement or endeavor.*

- *Remain mindful and protect patient confidentiality, only disclosing information about a patient, along with information suggesting the identity of that patient, to a member of the patient's healthcare team.*
- *Make true and accurate reports of an Honor Code violation.*
- *Fully cooperate with an investigation of an alleged Honor Code violation or administrative action regarding an alleged Honor Code violation, including, but not limited to, providing factual and complete information or testimony to the Student Ethics Council, Academic Progress Committee, Health Professions PC&E Committee, or other administrative body.*
- *Regard any harassment of a witness or complainant in a Student Honor Code allegation as an additional violation of the Student Honor Code and/or the Student Code of Conduct.*

Any person who believes that an Honor Code violation may have been committed shall make a complaint to the Student Ethics Council and/or the KYCOM Director of Student Affairs. The complaint shall be submitted via the online **Complaint Submission Form** and should include:

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

Student Ethics Council

The KYCOM SGA has developed a Student Ethics Council to facilitate student adherence to professional conduct principles. Council 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), Member
- 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 Director of Student Affairs, Advisor

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

As future physicians, student doctors at the 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, including 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 Research

Conducting research is a valuable experience. Students must understand policies and research responsibilities to KYCOM, the host research institution, the broader research enterprise, funding agencies, and to society. Students are obliged to pursue new knowledge ethically, safely, and truthfully. **KYCOM students are required to report research activities to the Associate Dean for Biomedical Sciences and/or their designee.** Policies guiding student research for KYCOM students can be found in the KYCOM Summer Research Program Canvas course and the school's website **Research @ UPIKE**. Students who conduct research during the academic year or during the summer are expected to abide by behavioral standards for students set forth in university policies including but not limited to the Academic Integrity Policy, *UPIKE Code of Conduct*, and Title IX and Sexual Misconduct and Harassment policies. First-year students are not eligible to engage in research during the first semester.

Reporting Student Grievances

Students who feel that they have been wrongfully treated by a member of the university community in violation of University policy or community standards may submit a grievance to a designated university official by completing the **Academic and Non-Academic Issues Compliant Form**. Students may submit a complaint/grievance without fear of retaliation. Retaliation against any student for submitting a complaint/grievance is a violation of University policy and will not be tolerated.

A student grievance concerning a faculty member will be forwarded to the KYCOM Dean and the appropriate Associate Dean. Concerns regarding an Associate Dean will be reviewed by the KYCOM Dean. Concerns about the KYCOM Dean will be reviewed by the UPIKE Executive Vice President. Concerns about KYCOM students will be reviewed by the KYCOM Director of Student Affairs. After a grievance is received, a response to the grievance will be issued within five business days unless an extension is reasonably needed, in which case the office responsible for responding to the grievance will provide the parties with notice of the need for an extension and a new date by which a response will be issued.

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/accreditation** website under pre-doctoral accreditation. Faculty, staff, or 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 – Accreditation Complaint Form**, or directly to the Secretary, COCA; American Osteopathic Association; 142 E. Ontario Street; Chicago, IL 60611 or 312-202-8124 (phone); 312-202-8424 (fax); or via email to **predoc@osteopathic.org**.

Students may initiate a complaint internally or with the COCA without fear of retaliation. Retaliation against any student for initiating an accreditation complaint is a violation of KYCOM policy and will not be tolerated.

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee (APC) is comprised 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. The APC reviews the academic progress of KYCOM students. APC decisions concerning students may be appealed to the Dean of KYCOM, whose decisions are final.

The APC 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. The committee may review and take into consideration a student's entire academic record when evaluating their academic progress and performance. A pattern of documented concerns about a student's academic progress may indicate overall unsatisfactory academic performance when the record is viewed as a whole, even though the student has earned passing grades. A student may be dismissed from KYCOM, even if they have not previously been placed on probation, if they fail to maintain a satisfactory academic record, fail to follow academic directives provided by KYCOM, or fail to develop and demonstrate attitudes and behavioral patterns appropriate to a career in osteopathic medicine.

A faculty member serves as APC Chair. The committee consists of the following voting members:

- KYCOM Faculty (Four positions appointed by the KYCOM Dean)
- Associate Dean for Clinical Affairs
- Associate Dean for Academic Affairs
- KYCOM Director of Student Affairs and Academic Excellence

The KYCOM Director of Student Affairs and Academic Excellence serves as an *ex officio* member and only votes to break a tie vote. Non-voting guests may attend APC meetings to provide specific information about a student or situation. The need for a non-voting guest to attend APC meetings is determined on a case-by-case basis by the Chair.

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. Furthermore, KYCOM reserves the right to amend existing policies or to establish new policies at any time without prior notice with approval of the KYCOM Dean.

The APC 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, at the end of each academic year, and whenever determined by the Chair.

At the end of the academic year, the APC determines student eligibility for promotion to the next year of the curriculum by reviewing the academic records of students with any earned course grades below 70%, as well as the course performance of students previously placed on academic warning or probation. Students with course incompletes or failures are not eligible for promotion to the next year of the curriculum.

The APC determines if students with course failures are eligible to:

- Pass failed courses via retest or course remediation at KYCOM.

- Repeat the year or semester at KYCOM.
- Repeat one or more failed courses at another institution (requires approval of the KYCOM Dean).
- Be dismissed from KYCOM.

1. **Course remediation or retest**. Refer to *Remediation* and *Retest* in *Academic Policies* section of the ***Academic Catalog***.

2. **Repeating courses**. Students with course failures may be required to repeat an academic year in full or in part. 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 may result in dismissal from KYCOM. Students who repeat a year due to failing course grades may be placed on academic warning or probation for the full academic year. Students who are on academic warning or probation are discouraged from participating in extracurricular activities so they may focus on achieving 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. **Dismissal from KYCOM.** The student's enrollment at KYCOM is terminated.

Students under review by the APC may be summoned to meet with the Committee. Alternatively, students with issues under consideration by the APC may contact the Chair to request to meet with the Committee.

Further, the APC reserves the right to place on probation or suspension any student who has failed to maintain acceptable standards as specified in the *KYCOM Academic Catalog, KYCOM Student Handbook* or the *Clinical Rotations Manual*. The KYCOM Dean has the authority to review, amend, or overturn APC actions concerning students and student academic performance at KYCOM.

Graduation

At a faculty meeting preceding commencement, the APC 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.

Administrative Leave

The APC may recommend a student for Administrative Leave to the KYCOM Dean. See *Administrative Leave* in the *Student Policies* section.

Student Academic Progress

The APC regularly reviews the academic progress of students.

Academic Warning and Academic Probation

Students who complete any course, clinical rotation, or COMLEX-USA board examination with a failing grade may be placed on Academic Warning by the APC. The Academic Warning status is only used internally at KYCOM and is not a reportable status on a student's transcript or to outside agencies or individuals. Students placed on Academic Warning will be required to meet with their Faculty Advisor

and Educational Support staff.

Students on Academic Warning are encouraged to focus on their medical studies and eliminate distractions that could detract from their academics. They are restricted from holding any club/organization or class office, may not represent KYCOM at events or receive institutional travel funding, and may not attend national conventions/conferences or mission trips. They may, however, still be involved with clubs and organization meetings and campus events. The Academic Warning status is typically removed by the APC when the failed course or COMLEX-USA examination is successfully remediated and passed. However, if a student is placed on Academic Warning for a failed clinical rotation, they will generally NOT be removed from Academic Warning when the clinical rotation is remediated.

If a student on Academic Warning fails a second course, a second clinical rotation, or a second attempt at their COMLEX-USA examination, they may be placed on Academic Probation by the APC. Students may also be placed on Academic Probation by the APC for unsatisfactory academic performance or progress, even if they have not been first placed on Academic Warning. Academic Probation is a reportable status on a student's transcript and to outside agencies and individuals. Students on Academic Probation are typically required to meet with their Faculty Advisor and Educational Support staff and to provide regular updates on their study plans and academic progress. The APC will communicate requirements to the student in writing in a timely manner. Students on Academic Probation must be focused on their medical studies and must eliminate distractions that could detract from their academics. They are restricted from holding any club/organization or class office, may not represent KYCOM at events or receive institutional travel funding, and may not attend national conventions or mission trips. They are discouraged from being involved with clubs and organization meetings and campus events so they can devote time and focus on their studies. **Students on Academic Probation who fail a course or a third clinical rotation may be dismissed from KYCOM. Failure of three attempts on any COMLEX-USA examination will result in dismissal from KYCOM.**

Academic Probation and restrictions will typically be ended by the APC once a student successfully remediates and passes the failed courses or COMLEX-USA examination. Any student who fails two clinical rotations will remain on Academic Probation for the remainder of their enrollment at KYCOM and may be recommended for dismissal if they fail a third clinical rotation, even if the prior clinical rotation failures have been remediated.

GUIDELINES FOR ACADEMIC PROGRESS COMMITTEE ACADEMIC PERFORMANCE MEETINGS

Student Appearance

If the APC determines that a meeting with a student is warranted, the student will be sent a *Notice to Appear* via UPIKE email. Any student with an academic issue before the APC may request an opportunity to address it. Such requests should be submitted to the Committee Chair.

Guidelines

APC meetings with students, including names of participants, proceedings, discussion, minutes, and findings, are confidential and are subject to the institution's FERPA policy. The following are prohibited in all APC meetings:

- Electronic recording of the meeting, except for official minutes
- Legal counsel
- Uninvited individuals

In the meeting(s), the student will be given a reasonable opportunity to address their academic deficiencies. The APC may consult with the relevant course director(s) and others it determines to be relevant to the situation. Students may elect to have an advisor in the meetings. The advisor must be an UPIKE faculty or staff member. All APC deliberations regarding students will be made when no students are present, in either an executive session or at a separate Committee meeting.

Student Statements

Students who are scheduled for review by the APC may submit a written statement to the Committee Chair to be taken into consideration by the Committee. The written statement should include the elements below. The Committee may request a modified proposal or additional proposals to consider.

1. ***Causative Factors.*** The student must explain the factors which contributed to their academic challenges. If applicable and appropriate, the students should also include documentation.
2. ***Remedies and Solutions.*** The student must specify what measures they have taken, or plan to take, to correct or overcome the factors which have led to their academic challenges, and which will allow the student to successfully continue their academic studies and professional development at KYCOM. The student's plans must be detailed, justified, and state a timeline for completion.
3. ***Consequences for Failure to Fulfill Their Plan.*** The student must acknowledge the consequences if they fail to fulfil the covenants of their proposal.

Student Appeals of Academic Progress Committee Recommendations

Students have five business days to appeal any decisions made by the APC to the KYCOM Dean using the **KYCOM Appeals Form for Academic/Disciplinary Decisions**. If the student is subject to dismissal, their enrollment will continue while their appeal is being considered. The decision of the KYCOM Dean is final and is not subject to further appeal.

APPENDIX I: GUIDELINES FOR FACULTY-STAFF-STUDENT PROFESSIONAL RELATIONSHIPS

KYCOM Policy Regarding Health Professional Services to KYCOM Students

No member of the Kentucky College of Osteopathic Medicine (KYCOM) faculty may establish or maintain a therapeutic relationship with any KYCOM student. A therapeutic relationship exists when a physician-patient relationship is established between a KYCOM faculty member and a KYCOM student. Such a confidential relationship is established when certain professional, ethical, and legal obligations arise as a result of the relationship. In the event a therapeutic relationship is established or in any way maintained by and between a KYCOM faculty member and a KYCOM student, the faculty member must recuse him/herself from any academic assessment or promotion of the student with whom the faculty member has a therapeutic relationship. The Associate Dean for Osteopathic Medical Education shall implement all aspects of this policy with regard to first-year and second-year students, and the Associate Dean for Clinical Affairs shall implement all aspects of this policy with regard to third-year and fourth-year students.

KYCOM Policy Regarding Social Relationships with Students

The faculty-student relationship lies at the foundation of the educational process. Academic intensity should be balanced with university sponsored social activities and events as students progress in their academic experience. These social experiences (including community service, barbeque gatherings with school and college faculty, lunches with faculty, etc.) are designed to facilitate a strong and appropriate connection with faculty and the University. While University of Pikeville values relationships between faculty, staff, and students that enhance the academic, social, emotional, and spiritual growth of students, it is vital that these relationships reflect the values of the institution. As employees of the University, faculty implicitly and explicitly agree to contribute to, and not otherwise to impede, the health, safety, and productive environment for work, learning, and teaching to which the University is committed.

Faculty, in particular, have a responsibility to contribute positively to the learning environment for their students and not to take advantage of or abuse those professional powers. As a matter of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students. All university employees are also required to adhere to the Policy on Consensual Relationships (*UPIKE Employee Handbook, Section 1.2.6*)

KYCOM Policy Regarding Consensual Relationships

The university questions the propriety of any consensual relationship between any member of the faculty or staff and any student or subordinate. All faculty and staff members are, or appear to be, in a position to exercise power, directly or indirectly, over all students, whether or not the students are enrolled in the employee's classes or are otherwise subject to their direct supervision. Many of the students are at a time and stage in their development when they may be particularly vulnerable to the influence of faculty and staff members who are in positions of authority and respect. The respectful attitude of students toward faculty and staff is an important ingredient in the educational process, and the greatest care must be taken that it not in any way be abused. It should also be kept in mind that even if a fully mature student consents to a consensual relationship with a faculty or staff member, the existence of such a relationship could have unintended adverse effects upon students, faculty, and staff and the educational atmosphere of the University. Furthermore, the dissolution of these relationships can create discord and significantly impair

the normal operations of the University.

Employees shall not engage in a dating, romantic, or sexual relationship with either a subordinate worker or a university student. Such relationships may be inherently unequal, contain an element of superiority or power, create a perception of favoritism or bias, may be exploitative and/or be inconsistent with the University's efforts to provide an environment that is free from sexual harassment. Employees who are in or wish to engage in a dating, sexual, or romantic relationship with a subordinate worker are expected to advise Human Resources and may be reassigned to avoid conflict with this policy. Employees of the university are prohibited from engaging in dating, romantic or sexual relationships with students unless the employee is currently married to the student.

For the purposes of this policy, a university student can be considered to be any person who is enrolled in at least one credit hour of undergraduate, graduate, or professional coursework at the University of Pikeville. Fulltime and part-time employees, who are taking classes and who are not required to be enrolled as part of their position, are considered to be employees under this policy.

In order to protect the integrity of the University's academic and work environment, this policy applies to all on-campus and off-campus conduct, including relationships that occur when the University is not in session. Instances of an employee's spouse taking university classes are exempt from this policy.

Employees who violate this policy are subject to disciplinary action up to and including termination of employment.

Complaints of violations of this policy should be made to the Director of Human Resources.