

KENTUCKY COLLEGE *of* OPTOMETRY



Student Handbook | 2019-2020



UNIVERSITY OF PIKEVILLE
KENTUCKY COLLEGE OF OPTOMETRY

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INTRODUCTION

This Student Handbook is intended to provide Optometry students with general information on issues relevant to their optometric education at the Kentucky College of Optometry (KYCO). All KYCO 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 KYCO 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 optometric education program as well as any changes in KYCO policies or programs, and for meeting all academic, professional, and financial responsibilities and requirements of KYCO in order to earn the O.D. degree.

Further, the principles and practices of optometric professionalism are embedded throughout curriculum, student programs, and policies at KYCO to guide and facilitate the professional development of KYCO students as future optometrists. Any questions concerning KYCO programs and policies should be directed to the Office of Graduate and Health Professions Student Affairs (GHPSA).

It also must be recognized that, as circumstances dictate, KYCO 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 KYCO Dean

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

OVERVIEW OF KYCO

The Kentucky College of Optometry (KYCO) was the 22nd optometry school in the nation and the first in Kentucky. KYCO welcomed its inaugural class in 2016. These students have an opportunity to make a real and lasting impact on the profession and region. The inaugural class are part of an undertaking called by many a “Vision of Hope”. Our four-year program leverages the expanded scope of practice permitted by Kentucky law governing the practice of optometry. This law provides for selective laser and peri-ocular surgical procedures, allowing KYCO to bring modes of treatment not previously obtainable on a significant basis to underserved areas. The new \$72 million cutting-edge vision care facility completed constructed in the spring of 2017 and is equipped with the latest ophthalmic instruments under the careful guidance of faculty members skilled and licensed in these optometric treatments.

Optometry is an independent primary health care profession that specializes in diagnosis, treatment and management of diseases and disorders of the eye and visual system. Doctors of Optometry (O.D.) are the primary eye care providers who perform comprehensive examinations on people of all ages to preserve ocular health by prescribing contact lenses and glasses, treating diseases such as glaucoma, performing specific surgical procedures, and providing pre- and post-operative care for eye surgery patients. The rigorous curriculum for the Doctor of Optometry program consists of courses such as human anatomy, physiology, and pharmacology that enable Optometrists to often detect and manage critical health issues (diabetes, hypertension, etc.).

Mission

We are practitioners of the healing arts defining the standard for excellence in optometric education and vision care. Our graduates apply their unparalleled knowledge of clinical care and vision science in a cultural environment of faith, social justice and human dignity to Appalachia and rural America.

KYCO Administration

Michael Bacigalupi, O.D., M.S.

Dean

Donald Egan, O.D.

Associate Dean for Academic Affairs

Cliff Caudill, O.D.

Associate Dean for Clinical Affairs

Josephine Owoeye, O.D.

Assistant Dean for Student and Professional Development

Eric McLaughlin, M.Ed.

Assistant Dean of Student Affairs for Graduate and Health Professions

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](#):

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 is designated to handle inquiries regarding other nondiscrimination policies:

Michael Pacheco, Human Resources Director
University of Pikeville
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.

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 his/her safety on hazardous roads. Notices of the closing of the university will be made over local radio and TV stations. Announcements will be made over local radio and TV stations and notices will be posted on campus should weather conditions require the cancellation of evening classes. Please review the following [inclement weather plan](#) for more information.

Accreditation Statement

The following link outlines the University Accreditation:

<https://www.upike.edu/about/accreditation-and-disclosures/>

FERPA Statement

The University of Pikeville's Family Educational Rights and Privacy Act of 1974 (FERPA) Statement can be found at the following link:

<https://www.upike.edu/wp-content/uploads/2019/04/FERPA-Policy.pdf>

University Leadership

The following link outlines the administrative leadership for the University of Pikeville:

<http://www.upike.edu/About/executivestaff>

Interpretation and Revision

Any question of interpretation or application of the Student Handbook shall be referred to the Dean of KYCO and/or his/her designee. The Student Handbook shall be reviewed and updated as necessary annually under the direction of the Dean of KYCO and his/her designees. Neither this handbook nor anything in it is meant to be a contract between the University and its students. The University reserves the right to edit the Student Handbook at any time; any such revisions will be posted to and noted in this online version of the 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 KYCO or his/her designee.

GRADUATE & HEALTH PROFESSIONS STUDENT AFFAIRS

The Graduate and Health Professions Student Affairs Office (GHPSA) 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 KYCO Student Government Association and student clubs. The GHPSA is located on the fifth floor of the Coal Building.

Academic Advising

All KYCO students are assigned faculty advisors by the Graduate and Health Professions Student Affairs Office. Faculty advisors work with students to facilitate their academic success in optometry school. Student performance is evaluated following each set of exams, which enables the faculty and Student Affairs Advisors to intervene earlier to assist students who are experiencing academic difficulties. Students who would benefit from academic or emotional support are referred to GHPSA for assistance.

Academic Support Services

KYCO students may consult with the KYCO Associate Director for 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 KYCO students with KYCO courses and NBEO board examinations. ***Please note:** KYCO students may always contact the Assistant Dean of Student Affairs and/or the Associate Director of Educational Support 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

KYCO 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.

Attendance & Enrollment

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. Excused absences should be requested in advance from the Graduate and Health Professions Student Affairs Office 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 clinical assignments, students should request excused absences for required course activities from the Clinical Affairs Office.

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 KYCO's block examination policy.

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 GHPSA Office, which 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. KYCO 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 KYCO O.D. Program to pursue a graduate degree at this institution or at another college or university.
- The KYCO 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 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 KYCO 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 KYCO courses or the NBEO board examination. 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 the GHPSA Office. 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 Academic Standards Committee before they return to classes.

Lockers

Lockers are provided for KYCO students in the HPE Building on floors 3-5. Lockers must be assigned through the GHPSA Office. Unassigned lockers are subject to having locks cut and contents removed without notice. In this situation, items may be retrieved from the GHPSA Office in suite 502 of the Coal Building.

- All lockers are the property of the University of Pikeville and are for the use of KYCO students and/or others upon approval by the GHPSA Office. UPIKE reserves the right to open any locker without notice should the need arise.
- Firearms, flammable solutions, cooking appliances such as crock-pots and coffee pots, dangerous and/or illegal materials are prohibited.
- UPIKE/KYCO is not responsible in the event that stored items are damaged, lost or stolen. Students should never store valuables in their lockers.
- Unauthorized entry in to another student's locker is considered a criminal act and is prohibited.
- Should a student suspect their locker has been tampered with, s/he should report the incident to Public Safety.
- Only silver, black or gray colored locks are approved for use.

Student Bereavement/Funeral Leave. KYCO 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 Graduate and Health Professions Student Affairs Office 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.

Termination of Student Status. It is imperative that any student who leaves KYCO for any reason meets with the Assistant Dean for GHPSA and then completes both the academic and the institutional check-out procedure forms before his/her dismissal or withdrawal can be finalized. Failure to complete this exit procedure will cause KYCO to withhold all records pertaining to the student's attendance. The check-out procedure involves return of the student's KYCO identification card, all equipment received as part of the KYCO Advantage, 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 KYCO.

Career Services

Individualized career advising and counseling is available to all optometry students through the Assistant Dean of Student and Professional Development, faculty advisors, and all full-time clinical faculty.

Criminal Background Check

KYCO requires criminal background checks for all students prior to matriculating to KYCO and prior to the beginning of third- and fourth-year clinical rotations. Students will be responsible for the expenses involved with this evaluation. The mechanism for evaluation will be determined by the GHPSA Office and/or the Associate Dean for Clinical Affairs. Infractions are reviewed by the Assistant Dean for Student Affairs, who may refer these for additional review that could involve the Professional Conduct and Ethics Committee.

Document Requests

Students may request official documents from the GHPSA Office. These documents may include requests for letters of good standing, and requests to be excused from jury duty. Verification of enrollment and 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.

Drug Testing

KYCO requires three drug tests: a drug screening during new student orientation, prior to the beginning of third year clinical rotations, and 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 GHPSA Office 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.

Employment

Student enrollment at KYCO is full-time. Given the time commitment required of students to satisfactorily complete the KYCO curriculum, students may not hold any outside employment positions.

Identification Badges

Identification badges must always be worn or carried by students while on campus or off-campus on KYCO 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.

Immunization and Titer Requirements

The mission of the University of Pikeville - Kentucky College of Optometry (KYCO) is to provide men and women with an optometric 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 underserved areas. To achieve this mission, the College has affiliation agreements and contracts with several healthcare facilities throughout the region to provide KYCO students with clinical education experiences.

Because of both patient contact and potential exposure to infectious material from patients during these clinical experiences, KYCO students have the potential for exposure to (and possible transmission of) vaccine -preventable diseases. Optometry Students are included in the definition of nonpaid 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 KYCO students provide documentation of required immunizations and titers prior to matriculation at KYCO and throughout their KYCO enrollment. This documentation is required to be uploaded into the Qualified First/Verified Credentials website for dissemination to clinical education sites throughout the students' enrollment at KYCO.

The cost of all immunizations and testing, including titers, are the responsibility of the student. Medical insurance may pay a portion of these costs, but this is between the student and their insurance company, and not the responsibility of the University or KYCO.

Please see the following chart below for the KYCO requirements, which are based on ACIP Recommendations.

KYCO Immunization and Titer Requirements*

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 KYCO.	If no documented immunity, should repeat 3 dose series, and retest for immunity. If still not immune, consult with Clinical Affairs at KYCO (Phone number: (606) 218-5528) 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 chicken pox.	Personal history of chicken pox alone is not proof of immunity. Titers are required in that case and if not immune, will be required to undergo immunization with 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.

*Clinical sites may have additional requirements than listed above. Please refer to the Externship Manual for additional information.

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 GHPSA Office. 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 OptomCAS application need not be reported again. Student violations of the law will be reviewed by the GHPSA Office in the context of future implications for licensure, threat to patient safety, and the ability to be an appropriate member of the optometric profession. Depending on the nature and severity of the criminal offense, student suspension or dismissal is possible.

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

KYCO students must maintain personal health insurance throughout their enrollment and maintain upload of health insurance coverage in Qualified First/Verified Credentials for the duration of their time at KYCO. KYCO students are responsible for the costs of their health insurance. The University of Pikeville – Kentucky College of Optometry does not offer group or individual health insurance coverage for students. **Medical Liability Insurance:** KYCO provides its students medical liability insurance that only covers students when participating in KYCO-approved clinical rotations or activities.

Student Contact Information and Communication Capability

Students must ensure that they always can receive communications from KYCO. To this end, KYCO students are responsible for ensuring that the KYCO 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, KYCO students must maintain the active operation of their University student e-mail accounts so that they can always receive messages from KYCO administration, faculty, and staff.

Student Conduct

The following violations of the [Student Code of Conduct](#) standards will be processed through the Dean of Student Affairs and/or his/her designee. Violations occurring off-campus and in online forums are subject to the terms of the Student Code of Conduct. [The Student Conduct Process](#) is available on our website.

Universal Precautions

All KYCO 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.

STUDENT ORGANIZATIONS & ACTIVITIES GUIDELINES

Guidelines for KYCO Student Organizations

Participation by students in organized co-curricular activities is a valuable part of the total educational program and is encouraged by the College. Such activities serve to enhance the educational and professional growth of students by providing leadership experience, self-governance opportunities, peer collaboration, and other valuable experiences. It is expected that co-curricular activities will not conflict with the mission or purposes of UPIKE/KYCO, and it is understood that the main purpose of the optometry program is the academic success of students. To be elected or appointed, and to maintain an organizational leadership position in any KYCO student, honorary, service, or national organization, a student must maintain a cumulative grade point average of no less than a 2.75. No student on academic probation may hold a leadership position of any type or represent KYCO in any official capacity in local, state or national organizations, conferences, or meetings. Further, students with less than a 2.75 grade point average are encouraged to limit extra-curricular involvement including unnecessary travel and focus on their academic success. Students who receive unsatisfactory or failing grades on block exams regardless of cumulative grade point average may not be granted approved absences for travel to conferences and meetings until their grades improve.

Student Government Association

The KYCO Student Government Association (SGA) is the official voice for all KYCO students. The GHPSA advises the student government and serves as its administrative liaison. SGA is responsible for fostering student professionalism through acting as liaison for the student body; promoting optometry; supporting club and classroom activities; and working to improve the quality of life for all KYCO students. The KYCO Student Government Association Executive Board is comprised of the following members: President, Vice-President, Secretary, Treasurer, AOSA Trustee, one Senator from each class, the Mental Health Chair, and the Diversity Chair.

Student Clubs and Organizations

KYCO promotes an environment in which students balance curricular expectations and extracurricular activities with their personal responsibilities. The orientation program introduces entering students to the honorary, professional, and service-oriented student organizations and chapters that are officially recognized by KYCO. Examples of these student organizations follow.

- American Optometric Student Association (AOSA)
- American Society of Optometric Surgeons (ASOS)
- American Optometric Association – Political Action Committee (AOA-PAC)
- Beta Sigma Kappa (BSK)
- College of Optometrists in Vision Development & Sports Vision Club (COVD-SVC)
- Contact Lens Society (CLS)
- Fellowship of Christian Optometrists
- Pikeville Lions Club
- Low Vision and Rehabilitation Club
- National Optometric Student Association (NOSA)
- Private Practice Club (PPC)

- Student Ambassadors
- Student Chapter of the American Academy of Optometry (SAAO)
- Student State Optometric Associations
- Student Volunteers in Optometric Service to Humanity (SVOSH)

By virtue of their enrollment at KYCO, all students are provided membership in the American Optometric Student Association (AOSA).

Course Liaisons

First, second, and third year students shall select a representative for each course during their academic year. Each course liaison is responsible for representing student concerns in each course with the Course Director and:

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

Class IT Liaisons

First, second- and third-year classes will have one person from each class designated to assist faculty and/or staff with the appropriate and effective use of all educational technology during class times. The IT Liaison will be trained on all classroom and methods technology applicable to the KYCO curriculum by the IT department and will ensure its proper functioning during class and lab times. The IT Liaison is a paid position with stipend paid one time per semester. Students interested in serving as IT Liaison must apply through the GHPSA Office.

Donations, Sponsorships & Solicitation

No student or student organization may solicit donations or sponsorships from any individual, company, organization or industry. All student requests for donations or sponsorships must be submitted to, and approved by, the Office of Graduate and Health Professions Student Affairs.

Event Planning Process

All student organization events including but not limited to: recurring and special meetings, social activities, professional development, guest speakers, dinners, formal events, and seminars must be scheduled through the GHPSA Office. An event planning form is available from the GHPSA website, and from the office. Recurring meetings should be scheduled at least two weeks ahead of the desired time. Special activities and events that require additional planning, reservation of venue, catering and set-up and vendors must be booked no later than 30 days in advance. Each organization should schedule large-scale events annually by the end of the first week of the fall semester for that particular school year. All guest lists and invitations to events must be cleared by, and sent through, the Graduate and Health Professions Student Affairs Office.

Mail for Student Organizations

Official student organization may have mail addressed to them sent to the College's address. Mail is to be addressed to the UPIKE Graduate and Health Professions Student Affairs Office to the attention of the student organization. The organization will be notified of received mail.

Organizational Accounts

No student organizations may have an external checking account. All KYCO student organizations funds are managed by the GHPSA Office. Officially recognized student organizations may be assigned budget lines within the GHPSA budget.

Student Travel and Funding Policies

KYCO supports student travel to optometry meetings across the country to promote development, camaraderie and education. The following conditions must be met for any funding to occur. No student on Academic Probation will be allowed to travel for KYCO. All requests for absences must be submitted 30 days prior to any travel for the College to the Graduate and Health Professions Student Affairs office. All receipts for reimbursement must be submitted within 30 days of return to KYCO.

Guidelines:

- Travel assistance is only available to the President & Vice-President of official KYCO clubs unless specified below and are approved by the faculty
- There will be no more than 2 students guaranteed funding assistance per meeting, although some may choose to attend events completely at their own expense with approved absences
- When the student travel funds are spent, they are gone for the fiscal year (July 1st – June 30th)
- Students may only be excused for up to 2 national conference per year at the discretion of the Dean, Associate Dean for Academic Affairs, and/or the Asst. Dean of GHPSA. Prior approval for absences must be sought prior to making travel arrangements.
- Travel funds will only be reimbursed after providing properly documented receipts
- For most all student travel, the dollar amount will be capped to a maximum reimbursement
- Funds will not be reimbursed for entertainment or any alcoholic beverages
- Reimbursement for food each day will be limited to the following amounts;
 - Breakfast \$10.00
 - Lunch \$15.00
 - Dinner \$25.00

The following meetings will be supported annually:

American Academy of Optometry Convention:

- KYCO Club President: Up to \$750 reimbursement with receipts
- KYCO Club Vice-President: Up to \$750 reimbursement with receipts
- Students with accepted posters: Up to \$500 reimbursement with receipts
- Students: the remaining balance of the annual AAO travel budget will be split equally between the rest of the KYCO student travelers.

Optometry's Meeting (American Optometric Association):

- KYCO AOSA Trustee: Up to \$500 reimbursement with receipts (no duplicate charges for items paid for by AOSA)
- KYCO AOSA Trustee-Elect: Up to \$500 reimbursement with receipts (no duplicate charges for items paid for by AOSA)
- Students with accepted posters: Up to \$500 reimbursement with receipts
- Students: the remaining balance of the annual Optometry's Meeting travel budget will be split equally between the rest of the KYCO student travelers.

National Optometric Students Association (NOSA):

- KYCO NOSA President: Up to \$500 reimbursement with receipts
- KYCO NOSA Vice-President: Up to \$500 reimbursement with receipts
- Students: the remaining balance of the annual NOSA travel budget will be split equally between the rest of the KYCO student travelers.

Southeast Council of Optometry Convention (SECO):

- Students: the total contribution from SECO for student travel will be split equally between the KYCO student travelers.

Kentucky Optometric Association Convention (KOA):

- KYCO KOA Liaison: Up to \$500 reimbursement with receipts
- Students: the remaining balance of the annual KOA travel budget will be split equally between the rest of the KYCO student travelers.

Use of University Facilities

Student organizations are permitted to use UPIKE/KYCO facilities on a pre-arranged basis provided that these arrangements do not conflict with other scheduled UPIKE/KYCO activities or established policies.

Volunteer Services

UPIKE/KYCO encourages students to participate in volunteer activities and organizations. Participation in volunteer activities should be scheduled outside of class and clinical assignments. However, should the occasion arise that a valid volunteer activity/service conflicts with class or clinic, the participating student/group must complete and submit an excused absence form to the GHPSA Office. Completed forms must include signed approval from all course/lab/clinical instructor(s) at least five days prior to participating in the volunteer activity. Students are responsible for all make-up coursework, lecture notes, and/or lab/clinical assignments. No student will be permitted to be absent from classes, labs, or clinic without having obtained a signed absence form.

FINANCIAL AID & TUITION

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 optometric 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.

During schooling, most students are required to live at a modest level. The primary obligation for financing an optometric 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 KYCO 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

Scholarships and grants generally do not have to be repaid and are awarded based upon academic performance, financial need, and/or other criteria specifically outlined. Contract scholarships normally require a service commitment after graduation for a specific number of years. Please note that if a student signs a service commitment scholarship while enrolled, s/he 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.

External Scholarships may be made available to KYCO students based upon qualifying factors. The Scholarship and Awards Committee in conjunction with the GHPSA Office coordinates outside scholarship opportunities. Additionally, there are several comprehensive searchable scholarship databases that provide access to private, local and national scholarships, fellowships, and grants.

Military Health Professions Scholarship Program

The United States Armed Forces offers competitive scholarships for full tuition, applicable fees, and a monthly stipend through the Air Force, Army, and Navy. HPSP scholarship recipients are commissioned as officers upon graduation and required to serve for a specific period of time – depending upon the number of years the recipient received the HPSP scholarship. Applications and additional information are available online and directly from Army, Navy and Air Force recruitment officers located throughout the United States.

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 KYCO 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. KYCO 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. KYCO 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

KYCO 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 Optometry (O.D.). Satisfactory academic progress guidelines to maintain financial aid eligibility follow the academic policies of KYCO and the academic oversight provided by the KYCO Academic Standards Committee. For a KYCO 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 Academic Standards Committee or by the KYCO Dean.

KYCO students are expected to make continuous and successful progress through KYCO's four-year program of study to satisfactorily complete the O.D. degree. Students who fail courses or NBEO

examinations may be placed on academic warning/probation by the Academic Standards Committee (ASC) with a plan to satisfactorily address the failure by passing the required courses or board exams. The Academic Standards Committee removes academic warning/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. ASC determinations are conveyed to the Dean of KYCO for final approval. Students have 5 business days to appeal Academic Standards Committee actions to the Dean.

For KYCO students, the maximum time frame for financial aid eligibility is six years. A KYCO 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 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 KYCO Academic Standards Committee and the GHPSA Office. 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.

Tuition and Fees

KYCO tuition for the 2019-2020 academic year is \$42,200. Tuition is billed per semester and payment is 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.

KYCO Advantage

It is important that 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. To achieve this goal, KYCO provides entering students with all required ophthalmic and medical equipment, an iPad Pro, as well as all required texts. KYCO provides membership dues for all students to the American Optometric Student Association (AOSA), and the Kentucky Optometric Association (KOA). Exam fees for the NBEO Part I, Applied Basic Science, are reimbursed by KYCO for first attempts only. Additionally, the KYCO Student Advantage Program includes a NBEO preparation program. Students are responsible for all equipment provided as part of the KYCO Advantage. Lost or stolen items will not be replaced by KYCO. All equipment is provided only for the sole use of KYCO students throughout the four-year program. Ownership of equipment transfers to the student upon graduation. If a student is dismissed or withdraws from the program, s/he is required to return all ophthalmic, medical, and technical equipment provided to him/her as part of the KYCO Advantage to the GHPSA Office. Upon termination of student status, all memberships included in the KYCO Advantage shall be inactivated.

Tuition Refunds

Tuition is billed per 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 GHPSA Office. 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 KYCO. 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 KYCO, 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 Graduate and Health Professions Student Affairs Office.

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.

Housing

Students are responsible for securing their own housing. For information regarding area rentals, please contact the Graduate and Health Professions Student Affairs Office. Limited housing options are available through the [Office of Residence Life](#) (housing@upike.edu; 606-218-5224). [Residential Living Guidelines](#) for on-campus student housing can be found on our website.

Information Technology

To facilitate their engagement with the KYCO curriculum, KYCO students are provided the use of iPad Pros. Technical assistance concerning iPads, 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, and/or emailing: helpdesk@upike.edu.

Parking

Students, faculty, and staff may park at no cost in the public parking garage on Hambley Boulevard that is across from the Optometry 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.

KYCO Library

The KYCO 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, students, and to members of the public seeking medical information. The KYCO library maintains a large collection of up-to-date books, multimedia resources, and periodicals. The periodical collection emphasizes journals of interest to optometrists and students preparing for careers in optometry. The KYCO 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.

Physical, Behavioral Health Care, and Counseling Services

Health Services. Pikeville Medical Center (PMC) is approximately five minutes from campus and is located at [911 South Bypass Road, Pikeville, KY 41501](#). The PMC network contains a wide array of health care providers available to students. 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. KYCO students may also access UPIKE Health Services on campus. A licensed nurse is available weekdays from 8 a.m. to 4:30 p.m. in Armington Hall 201. Basic health services and lab tests are provided. No appointments are needed, and no fees are charged for these services.

THRIVE Counseling Center. University of Pikeville [THRIVE Counseling Center](#) is available free of charge to KYCO students Monday-Friday, 8am-5pm and after hours by appointment. The THRIVE Counseling Center is located directly off the Benefactor Plaza within [Record Memorial Building, room 601](#). Students are able to meet regularly with a licensed mental health care provider meets with students to address a wide-arrange of mental health concerns. The THRIVE Center can be contacted at (606) 218-4357.

Student Assistance Program. KYCO offers its students a no-fee, comprehensive, and confidential Student Assistance Program through Humana to help KYCO students maintain their emotional well-being and behavioral health, while managing the often-competing demands of optometry school, relationships, health, family, and life in general. The purpose of this service is to help our optometry students function at their best. Students can confidentially access professional counseling professionals on a 24/7 basis via a toll-free phone number (1-855-270-3349), or online at www.humana.com/sap – (username: bears02, password: upike). If indicated, students will be referred by these counseling professionals to local mental health care providers for personal counseling sessions. *Please note: KYCO students may always contact the GHPSA Office regarding any academic or non-academic issues that are of concern to a student and that may be impeding a student's progress.*

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, KYCO students are given the opportunity to participate in faith-based organizations that include the Fellowship of Christian Optometrists as well as campus and community faith-based organizations.

HPE Student Lounge

KYCO provides its students with a lounge. This area is located on the second floor of the HPE Building and is explicitly designated (with rare exceptions) for Graduate and Health Professions Students.

Study Space

Group and individual study space are available to KYCO students in the medical library and in the HPE Building. In addition, study spaces in other campus buildings as well as the Allara Library are available to KYCO students 24 hours per day/7 days per week.

CAMPUS SAFETY INFORMATION

The University of Pikeville, Kentucky College of Optometry promotes a safe and secure environment to ensure the safety and well-being of the campus community. The University of Pikeville Office of Public Safety is located in Condit Hall and is open at all times. All criminal or suspicious activity on campus should be reported directly to the UPIKE Office of Public Safety. All emergencies should be reported by phoning 911.

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 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 are 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 <https://www.upike.edu/undergraduate/student-affairs/public-safety/bearalert/> 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.

GUIDELINES FOR STUDENT PROFESSIONALISM

KYCO Professionalism and Ethics Policy

The purpose of the KYCO Professionalism and Ethics Policy is to promote the development of professional maturity and to maintain an atmosphere of professionalism that is required of a healthcare facility and clinical teaching institution. These policies are to be upheld and maintained whenever a student is on university premises, during official college activities, and whenever a student is representing KYCO or the University of Pikeville. Students are required to conduct themselves in accordance with the Professionalism and Ethics Policy at all times.

Student classroom, laboratory, clinical, non-academic behaviors will be observed in the following areas: *civility, respect, professional etiquette, and ethics*. Additionally, other institutional rules and guidelines apply as applicable, as do all city, state, and federal laws. It is the responsibility of each KYCO student to become aware of and informed of these policies. Members of the Kentucky College of Optometry and University of Pikeville community are responsible for monitoring, maintaining, and enforcing professionalism and ethics. Failure to report professionalism and ethics violation is also a violation of policy. Violations of the Professionalism and Ethics Policy are reported to the Assistant Dean of Student Affairs, or other designee of the Dean, and subsequently addressed by the appropriate conduct board(s). Students found responsible for unethical or unprofessional conduct will be subject to sanctions that may range from disciplinary warning, reprimands, probation, or dismissal from KYCO.

Unprofessional conduct is defined as *any direct violation of the conduct policies outlined herein, as well as activities that may cast the student, individual, patient, University, College, or the profession of Optometry in an unfavorable light*. Although it is not possible to fully outline all potential modes of misconduct and/or inappropriate behavior, unprofessional conduct includes, but is not limited to, the following: *illegal or unethical activity; violation(s) of the ‘AOA Code of Ethics’; academic dishonesty; referring to a professional without using appropriate title; negligence; poor patient care; disregarding clinical guidelines and/or ‘Patient Bill of Rights’, poor classroom or clinical etiquette; disrespectful behavior or language toward patients, faculty/staff, or fellow students; failure to maintain and/or respond to official communication, misuse or abuse of social media*. Additional specific standards expected for patient care are outlined in the KYCO Clinic Manual.

American Optometric Association Code of Ethics

KYCO follows the Code of Ethics approved by the American Optometric Association in 1944. It shall be the ideal, the resolve, and the duty of the members of the American Optometric Association:

- ✓ To keep the visual welfare of the patient uppermost at all times.

- ✓ To promote in every possible way, the collaboration with this Association, better care of the visual needs of humankind.
- ✓ To enhance continuously their education and technical proficiency to the end that their patients shall receive the benefits of all acknowledged improvements in visual care.
- ✓ To see that no person shall lack visual care, regardless of their financial status.
- ✓ To advise the patient whenever consultation with an optometric colleague or reference for other health professional seems advisable.
- ✓ To hold in professional confidence all information concerning a patient and to use such data only for the benefit of the patient.
- ✓ To conduct themselves as exemplary citizens.
- ✓ To maintain their offices and their practices in keeping with professional standards.
- ✓ To promote and maintain cordial and unselfish relationships with members of their own profession and of other professions for the exchange of information to the advantage of humanity.

Dress Code

Students, faculty members, staff, and administration are responsible for monitoring, maintaining, and enforcing the Dress Code Policy. The dress code is intended to make the student aware that there is a standard of professional dress that should be adhered to in order to have a more effective transition into the professional world. Violations of the dress code will initially be managed by the instructor in charge, and subsequent violations of policy will be directed to the Assistant Dean for Graduate and Health Professions (non-clinical violations) or Assistant Dean of Clinics (clinical violations). Students who attend class or laboratory out of dress code will be counted as absent. Guides for clinical attire are outlined in the KYCO clinical manual.

Dress Code Standards for the Non-Clinical Environment

(To include lecture and laboratory)

All students are always expected to maintain an orderly appearance and good hygiene; common sense and professionalism is expected.

- Hair: clean and well-groomed
- Beards and moustaches: permitted if neat and maintained
- KYCO Logo Scrub tops and matching scrub bottoms
- Clean sneakers are permitted
- Visible body art, body and face piercings (except single earrings), and gauging are not permitted
- Baseball caps or other hats are not permitted
- White coats should be clean, ironed, and well maintained. White coats must always be worn during clinical training and patient care

Not acceptable:

- Tank tops, T-shirts
- Shirts with inappropriate logos/slogans
- Tight skirts/dresses

- Denim/jeans, leggings, sweatpants or athletic pants
- Anything torn, frayed, or cut
- Shorts are not acceptable
- Sandals or flip-flops

Dress Code Standards for Optometry School after hours- 5:00 pm or later

(Does not include any clinical training or patient care after normal business hours)

The following dress code will apply to nonclinical areas of the UPIKE campus weekdays - after 5:00pm, during block exams, and on weekends:

- Shirts: Informal apparel may be worn if in good taste
- T-shirts/ graphic tees are permitted
- Skirts/Dresses: Skirts at the knees or longer when standing are permitted
- Pants: Jeans/denim, sweat pants, or athletic wear permitted if in good taste
- Shorts are permitted if not too revealing
- Shoes: Clean shoes, sneakers, sandals, flip flops are permitted
- Sweatshirts and jackets are permitted

Not acceptable:

- Revealing necklines or midriff, sleeveless shirts, offensive or inappropriate language or images
- Tight skirts/dresses
- Clothing that is dirty or in poor condition
- Clothing with frays, tears, or cuts
- No article of clothing may contain offensive or inappropriate language or images

KYCO retains the right to require students to dress with shirt and tie, or dresses/suits 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 Office of Graduate and Health Professions Student Affairs. Repeated episodes may result in referral of the offending student to the Professional Conduct and Ethics Committee.

Social Media Expectations and Professionalism

KYCO 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 KYCO or others. Further, cyber stalking and similarly inappropriate online activity can be viewed as forms of harassment. KYCO 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 KYCO) and in some instances, legal action, if postings violate applicable laws.

Email Etiquette

Do not state anything in email that should not or could not be stated publicly. Once a message has been sent, control over it is lost. It may be forwarded to others or displayed in a newsgroup or other public forum, or printed and disseminated without the author's knowledge or consent. Abusive or insensitive language in an email is inappropriate use of computing resources. Use of electronic means to send or post fraudulent, harassing, obscene, indecent, profane, intimidating, or unlawful messages is prohibited. Always use UPIKE email to when corresponding with faculty and staff. It is your responsibility to check, read, and respond to official communication in your UPIKE email account.

REPORTING STUDENT GRIEVANCES

Student Grievances

If, at any time, any student feels that he or she has been wrongfully treated by a member of the university community in violation of University policy or community standards, the student may submit a grievance to a designated university official by completing the [Academic and Non-Academic Issues Compliant Form](#).

A student's grievance concerning a faculty member will be forwarded to the Dean responsible for the staff member's department. If the concern is regarding the Dean of the department, these concerns will be reviewed by the Provost. A grievance concerning another student behavior will be reviewed by the Dean of Student Affairs in the undergraduate program. KYCO and KYCOM Students complaints will be reviewed by the Assistant Dean of Student Affairs for Graduate and Health Professions. 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.

PROFESSIONAL CONDUCT AND ETHICS COMMITTEE

When a student, faculty member, staff member, or patient believes that a violation of ethics or unprofessional behavior has occurred, s/he will submit the complaint to the GHPSA Office using the [Academic and Non-Academic Issues Compliant Form](#). All claims of sexual misconduct must be addressed in accordance with the University's Title IX policy. Some concerns may be handled by the Assistant Dean of Student Affairs for Graduate and Health Professions, other complaints may be forwarded to the Professional Conduct and Ethics Committee (PCEC). The PCEC is comprised of KYCO faculty members, with the Assistant Dean of Student Affairs for Graduate and Health Professions and the KYCO Associate Dean for Academic Affairs serving as Ex-Officio members.

CLINICAL EDUCATION

The KYCO curriculum is planned to provide students with a sequential clinical educational experience throughout the program. The didactic and clinical laboratory instruction begins in the first semester of the first year and continues throughout all four years. All courses, including basic science courses, integrate and emphasize clinical applications. At the beginning of the second year, students will participate in supervised vision screening activities. The second semester of the second year, students will undergo instruction in integrated clinical problem-based learning where they will gain experience in the diagnosis, treatment, and management of patients. Throughout the third year, students will participate in direct supervised clinical experiences in the examination, diagnosis, treatment, and management of patients at KYCO clinical facilities. The assignments for third year students shall include rotations in primary eye care, contact lenses, advanced disease, low vision rehabilitation, pediatrics, vision therapy, and long-term care clinical service.

Clinical Externships

During the fourth year, students are assigned to three clinical externships at KYCO approved sites. Placement details are provided by the KYCO Office of Clinical Affairs. The externship program is designed to broaden and enhance the students' diagnostic, treatment, and management of ocular and visual conditions. Clinical experiences in private practices, referral centers, ophthalmology/co-management centers, and hospital-based facilities will be available. Participation with Doctors of Optometry and other professionals in comprehensive patient care shall be emphasized. Case presentations, evidence-based research on clinical conditions and ongoing enhancement of examination skill proficiency constitutes an important component of this clinical experience. Additional information is available in the *Externship Manual*.

NATIONAL BOARD OF EXAMINERS IN OPTOMETRY (NBEO)

The NBEO administers comprehensive and special examinations. The comprehensive examination is comprised of three parts designed for the different stages of candidates' optometric education and training. Special examinations are designed for practitioners who wish to broaden their scope of practice in accordance with expanding practice statutes. All fifty states including the District of Columbia and Puerto Rico require Parts I and II examinations, and forty-seven states including the District of Columbia and Puerto Rico require Part III. Additionally, forty-three states including the District of Columbia require the *Treatment and Management of Ocular Disease* examination for therapeutic privileges.

Examination fees for the NBEO Part I, *Applied Basic Science*, are reimbursed by KYCO for first attempts only. The KYCO Advantage Program includes a board preparation course, and students must pass NBEO Part I in order to graduate from KYCO.

Information regarding examination schedules and fees may be found at: <https://www.optometry.org/>.

NBE0 Examinations	
NBE0 Part	Test Description
Part I	Applied Basic Science (ABS) Basic science items (epidemiology/history/symptoms) referencing clinical conditions. Four sessions each 3.5 hours in length; 125 items/session, for a total of 500 items.
Part II	Patient Assessment & Management (PAM) Variable length cases including clinical science related to diagnosis and treatment, public health, legal and ethical issues, treatment and management of ocular disease with TMOD breakout score reported to state boards. Two sessions each 3.5 hours in length for a total of 60 simulated cases.
Part III	Clinical Skills (CSE) Practical examination comprised of various clinical procedures on actual patients assessed at multiple clinical stations – includes <i>Injections Skill Examination</i> . Four 30-minute stations; 3.5 hours in length.