

KENTUCKY COLLEGE *of* OSTEOPATHIC MEDICINE



Student Handbook | **2021-2022**



UNIVERSITY OF PIKEVILLE
KENTUCKY COLLEGE OF OSTEOPATHIC MEDICINE

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INTRODUCTION

This Student Handbook is intended to provide osteopathic medical students with general information on issues relevant to their medical education at the Kentucky College of Osteopathic Medicine (KYCOM). All KYCOM students are expected to become familiar with the requirements of the academic program and the policies that govern student academic performance and student conduct. While each KYCOM student may work closely with their advisors, administrators, faculty, and staff, students are individually responsible for being aware of the policies and requirements that govern their medical education program as well as any changes in KYCOM policies or programs, and for meeting all academic, professional, and financial responsibilities and requirements of KYCOM in order to earn the D.O. degree. KYCOM students should note that they are also subject to University of Pikeville policies and procedures including the 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. Any questions concerning KYCOM 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, KYCOM reserves the right to make any changes in its programs, courses, schedules, policies, and requirements with or without advance notice. New policies or modifications to existing guidelines simply require approval of the KYCOM Dean.

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

OVERVIEW OF KYCOM

The mission of the Kentucky College of Osteopathic Medicine (KYCOM) is to provide men and women with an osteopathic medical education that emphasizes primary care, encourages research, promotes lifelong scholarly activity, and produces graduates who are committed to serving the 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

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

Associate Dean for Biomedical Sciences

Joshua R. Crum, D.O.

Associate Dean for Clinical Affairs

Laura E. Griffin, D.O., FAAO

Associate Dean of Osteopathic Principles and Practices Integration

Mary Johnson, Ph.D.

Associate Dean for Academic Affairs

< Vacant >

Associate Dean of Osteopathic Medical Education

Candice Stadler, Ed.D.

Assistant Dean of Graduate and Health Professions Student Affairs

KYCOM Academic Department Chairs

Family Medicine

Vacant

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.](#)

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 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 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/>

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 KYCOM and/or his/her designee. The Student Handbook shall be reviewed and updated as necessary annually under the direction of the Dean of KYCOM 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 KYCOM 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 KYCOM Student Government Association and student clubs. The GHPSA is located on the fifth floor of the Coal Building. Phone number: 606-218-5400.

Academic Advising

All medical 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 medical school. Student performance is evaluated following each set of exams, which enables the faculty and the Director of Educational Support to intervene earlier to assist students who are experiencing academic difficulties. Students who would benefit from academic or emotional support are referred to GHPSA for assistance.

Academic Support Services

KYCOM students may consult with Educational Support staff located in the Graduate and Health Professions Student Affairs Office regarding assistance with study skills and test-taking abilities. These individuals serve as a resource to both faculty and students to promote the academic success of KYCOM students with KYCOM courses and COMLEX- USA board examinations. Academic assistance may also be obtained from the KYCOM Academic Progress Coordinator who is in Academic Affairs. ***Please note:*** *KYCOM students may always contact the Graduate and Health Professions Student Affairs Office regarding any academic or non-academic issues that are of concern to a student and that may be impeding student progress.*

Administrator and Faculty Access

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

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. For first-year students only in fall semester courses, excused absences must 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 healthcare visits. Missed quizzes and incomplete or missed assignments may not be made up without an excused absence. For all other first-year and second-year courses, students should request excused absences for required course activities from the course director. To request an excused absence:

https://cm.maxient.com/reportingform.php?UnivofPikeville&layout_id=98

Examinations. Students are expected to attend all examinations on the date the examination is scheduled. Only under exceptional circumstances such as emergencies or acute illness (documentation may be required) will students be permitted to take block examinations at a time other than the regularly scheduled examination period and are subject to KYCOM's block examination policy. In addition to the [Excused Absence Request form](#), students must also request an excuse in advance from the Associate Dean of Academic Affairs.

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 complete the [Leave of Absence Request form](#). Additional documents are required for a medical leave of absence. The GHPSA Office receives the request and makes a recommendation to the Dean. The Dean is responsible for approving or not approving student requests for a leave of absence. KYCOM recognizes leaves based on the following conditions:

- Students may request a leave of absence for reasons of health, personal/family issues, or financial hardship. Requests necessitated by a health issue require documentation from a physician. In order to return to school, a written release from the physician will be required.
- Students may request a leave of absence from the KYCOM D.O. Program to pursue a graduate degree at this institution or at another college or university.
- The KYCOM Dean may place a student on administrative leave when it is determined to be in the best interest of the student to overcome academic, medical, or behavioral issues. The Promotion and Matriculation (P&M) Committee and/or the Assistant Dean of Student Affairs may recommend students for administrative leave after an attempt has been made to correct an academic, medical, or behavioral concern but the issue continues to persist.

Leaves may be granted for a maximum period of one year. During a leave of absence, a student is considered enrolled but not registered for classes. At the end of the approved leave of absence, the student must return, withdraw, or be dropped from enrollment. Only students who are in good standing with KYCOM can be granted a leave of absence without condition. A leave of absence in good academic standing is one in which a student is granted a leave of absence having no failures at the time the leave of absence is granted. A leave of absence, not in good academic standing, is one in which the leave of absence is granted to a student who has failed one or more KYCOM courses or COMLEX-USA board examinations. Leaves of absence may have a 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. Please note, students are not eligible for financial aid while on a leave of absence nor are students eligible to register or sit for COMLEX-USA examinations. 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 Promotion and Matriculation Committee before they return to classes.

Student Bereavement/Funeral Leave. KYCOM students who experience the death of an immediate family member may request up to three days of bereavement leave to attend funeral services. Students should contact the 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 KYCOM for any reason meets with the Assistant Dean for GHPSA and then completes the institutional check-out procedure

forms before his/her dismissal or withdrawal can be finalized. Failure to complete this exit procedure will cause KYCOM to withhold all records pertaining to the student's attendance. The check-out procedure involves return of the student's KYCOM identification card and also signatures from the Library, Business Office, and Financial Aid Office to certify that the student has met and cleared all obligations to the University and KYCOM. Return of equipment must be completed within 10 business days of the separation from KYCOM.

Career Services

Individualized career advising and counseling is available to all osteopathic medical students through the Graduate and Health Professions Student Affairs Office, faculty advisors, and all full-time clinical faculty. The Director of Educational Support gives career advising presentations during all new student orientations and during the end of third-year capstone experience. All students are provided access to the AAMC Careers in Medicine online program and Big Interview Medical online interview preparation program. In addition, students receive large group lectures on career planning during their Current Issues in Medicine course, in conjunction with our yearly OPTI run Residency Fair, and at the end of second year prior to leaving campus for third year clerkships. Each class is also enrolled in a Canvas course entitled "Career Advising- Class of XXXX" which includes resources pertinent to their Class including links to a yearly updated "KYCOM Residency Application Manual 20XX Match Cycle" and other information about career planning, residency matches, obtaining letters of recommendation, with information being updated as it becomes available. In addition, CV and personal statement assistance and interview preparation is also provided by the GHPSA Office.

Criminal Background Check

KYCOM requires criminal background checks for all students prior to matriculating to KYCOM and prior to the beginning of third-year clinical rotations. Students will be responsible for the expenses involved with this evaluation. The mechanism for evaluation will be determined by the 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 by the Promotion and Matriculation 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

KYCOM requires three drug tests: 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. 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 KYCOM is full-time. Given the time commitment required of students to satisfactorily complete the KYCOM curriculum, students may not hold any outside employment positions while enrolled in any courses or clerkships.

Identification Badges

Identification badges must always be worn or carried by students while on campus or off-campus on KYCOM assignments. The identification badges with affixed student photographs are non-transferable 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 Osteopathic Medicine (KYCOM) is to provide men and women with an osteopathic medical education that emphasizes primary care, encourages research, promotes lifelong scholarly activity, and produces graduates who are committed to serving the healthcare needs of communities in rural Kentucky and other underserved areas. To achieve this mission, the College has affiliation agreements and contracts with a number of healthcare facilities throughout the region to provide KYCOM students with clinical education experiences.

Because of both 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 healthcare 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 throughout their KYCOM enrollment. This documentation is required to be uploaded into the E*value website for dissemination to clinical education sites throughout the students' enrollment at KYCOM.

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 KYCOM.

Please see the following chart for the KYCOM requirements, which are based on ACIP Recommendations. KYCOM Immunization and Titer Requirement.

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 Associate Dean for Clinical Affairs at KYCOM (Phone number: (606) 218-5428) 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	Per CDC/FDA recommendations	No titers	Will modify as recommendations evolve.

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 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 AACOMAS 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 osteopathic medical 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

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

Lactation Room

The University of Pikeville provides a designated Lactation Room for faculty, staff, students, and visitors in need of a private space to express milk or nurse. Nursing Mother’s Rooms are located on the fourth floor of Health Professions Education Building (HPE) and the fifth floor of the Coal Building. The room locks from the inside, has electrical outlets for breast pumps, a refrigerator, and provides a comfortable place to sit.

Student Contact Information and Communication Capability

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

Student Conduct

Violations of the [Student Code of Conduct](#) standards will be processed through the Dean of Student Affairs, Assistant Dean of Student Affairs, and/or the Promotion and Matriculation Committee. 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 KYCOM 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

Student Government Association (SGA)

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

Interprofessional Council

The KYCOM SGA together with the KYCO SGA form the Interprofessional Council (IPC). The goal of the Interprofessional Council is to promote collaboration between the two professional colleges. In addition to finding ways to collaborate on joint projects and activities, the IPC prioritizes joint programs that support mental health and wellness and diversity initiatives in the community and on campus.

Course Liaisons

First and second year students shall select a representative for each course during their academic year. Each course liaison is 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 e-mail updates to their classmates in 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 Advocates Association

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

Student Clubs and Organizations

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

Requirements of Clubs and Organizations. While typically members share a common purpose, all clubs and organizations must remain open to all KYCOM students, regardless of age, race, gender identity, religion, etc. Each club or organization is required to have a minimum of a President, Vice-President, and Treasurer. Organizations are eligible to have additional officers, but must maintain the same requirements as outlined for the required officers. Organizations are required to register with the KYCOM Student Government Association and Graduate and Health Professions Student Affairs Office each academic year.

Examples of these student organizations:

- American College of Osteopathic Family Physicians (ACOFPP)
- American College of Osteopathic Obstetricians and Gynecologists (ACOOG)
- American College of Osteopathic Pediatricians (ACOPeds)
- Anesthesiology Club
- Association of Military Osteopathic Physicians and Surgeons (AMOPS)
- Christian Medical Association (CMA)
- DO CARE
- Emergency Medicine Club (EM)
- Humanity First Student Organization (HFSO)
- Kentucky Osteopathic Medical Association (KOMA)
- Mission Team

- Muslim Student Doctors Association (MSDA)
- Orthopedic Surgery Club
- Physical Medicine and Rehabilitation (PM&R) Club
- Radiology Club
- Rotaract Club
- Sigma Sigma Phi (SSP)
- SIGNAP (Neurology)
- Sports Medicine Club (SM)
- Student American Academy of Osteopathy (SAAO)
- Student National Medical Association (SNMA)
- Student Osteopathic Internal Medicine Association (SOIMA)
- Student Osteopathic Medical Association (SOMA)
- Student Osteopathic Surgical Association (SOSA)
- Student Research Club
- Wilderness Medical Society

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

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 and University of Pikeville Office of Advancement.

Travel to Approved National Conferences

The requirements related to attendance at approved national conferences by KYCOM students, who are in good academic standing, are as follows:

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

Students on academic warning/probation or disciplinary probation may not travel to professional associations meetings, conferences, or represent KYCOM in any professional association until such time as they are off warning or probationary status. Further, students who are struggling academically are discouraged from spending time away from study to attend conferences and meetings.

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, 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.

Student Community Outreach

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

Mini-Medical Schools

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

International Medical Missions

Medical mission trips to international locations are conducted by KYCOM students during the summers. Supervised by licensed physicians, students, faculty and other members of the UPIKE community provide medical examinations and treatment to underserved areas of the world. Services include basic physical examinations, health screenings and minor procedures that can be performed on site. Recent trips have been made to the Dominican Republic and Haiti.

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 medical education, the student is primarily responsible for securing this financing. This means that such things as supplying personal or family documentation, ensuring that a student qualifies for loans by having a favorable credit report, and providing monies for prior commitments are the student's obligations under the system. All documents requested must be received before financial assistance will be processed.

The average osteopathic physician is at least \$240,350 in debt by the time he/she graduates from a college of osteopathic medicine (JAOA April 2019, vol. 119, p. 227). During schooling, most students are required to live at a modest level. The primary obligation for financing a medical education lies with the student, the student's parents, and/or the student's spouse. The federal agencies that make funds available for borrowing do so with the understanding that medical students who receive financial loans should maintain modest living costs.

Every student applying for financial aid must file the Free Application for Federal Student Aid (FAFSA) with the appropriate federal processor to assess aid eligibility. Students may file loan applications and check the status of loans through the Financial Aid Office or online at <https://studentloans.gov>. Financial aid as awarded or borrowed under federal programs cannot exceed the KYCOM standardized student budget. Funds are allowed for a student's direct educational costs and for reasonable, approved personal living costs while he or she receives an education. Students must manage their financial aid funding prudently to make it work comfortably. Students must carefully monitor and adhere to their approved budgets.

Scholarships and Grants

Information on scholarship availability is on the medical school's website at <https://www.upike.edu/undergraduate/financial-aid/health-professions/kycom-scholarships/>. The most commonly awarded scholarships are service commitment scholarships and specific state scholarships that are based on residency status. Please also refer to these websites, www.aacom.org and www.aof-foundation.org, for information on scholarship opportunities.

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

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

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

Default is the failure of a borrower to make an installment payment when due or to meet other terms of the promissory note. If this happens, it is reasonable to conclude that the borrower no longer intends to honor the obligation to repay. Defaulted loans are reported to national credit agencies, thus affecting credit ratings and future ability to borrow money. KYCOM encourages students to borrow responsibly, budget prudently, and

limit living costs. If a student's loan goes into default, the University, the organization that holds the loan, the state, and the federal government can all take action to recover the money. The federal government can deny a school's participation in the student loan programs, if the school's default rate is too high. Further, the University will withhold release of student records of any individual who is in arrears or in default under any loan or loan program, where such arrears or default adversely affects the University in any way.

Federal Loan Eligibility Requirement - Satisfactory Academic Progress

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

KYCOM students are expected to make continuous and successful progress through KYCOM's four-year program of study to satisfactorily complete the D.O. degree. Students who fail courses or COMLEX examinations may be placed on academic warning/probation by the P&M Committee with a plan to satisfactorily address the failure by passing the required courses or board exams. The P&M 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 by the P&M Committee. P&M Committee determinations are conveyed to the Dean of KYCOM for final approval. Students have 5 business days to appeal P&M Committee actions to the Dean.

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

Tuition and Fees

KYCOM tuition for the 2021-2022 academic year is \$50,000. 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.

KYCOM Advantage

The vision of KYCOM's founding dean was that our students enter on a level playing field, where those who are admitted with few financial resources have the same educational opportunities as those with greater resources. To achieve this goal, KYCOM provides its students an OPP table, white coat, scrubs, diagnostic equipment (stethoscope, ophthalmoscope, etc.), use of an iPad Pro as a testing device, and all required texts. All KYCOM students are provided membership in the American Osteopathic Association (AOA), Student Osteopathic Medical Association (SOMA), and the Kentucky Osteopathic Medical

Association (KOMA). Exam fees for the National Board of Osteopathic Medical Examiners COMLEX-USA Level 1 and Level 2 CE board exams are paid by KYCOM for first attempts only. In addition, the KYCOM Advantage also includes a COMLEX–USA Level 1 examination preparation program, and practice question banks for the COMLEX Level 1 and Level 2 CE.

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 KYCOM. The tuition fee refund shall be prorated as follows:

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

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

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

CAMPUS RESOURCES

Dining Facilities

The University of Pikeville offers a meal plan to KYCOM students. Participation in the meal plan is optional and the cost is covered by the student. 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 Admissions and/or Graduate and Health Professions Student Affairs. 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 KYCOM curriculum, KYCOM 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 medical school. Student parking on campus is limited and is by permit only.

Violators will be ticketed. Unpaid tickets will be charged to the student's account. Any appeals of parking tickets must adhere to the appeals procedures specified by the University of Pikeville Public Safety Department. The University is not responsible for damages to any vehicles parked on campus. Requests for handicapped parking permits are made to the University of Pikeville Public Safety Department.

Medical Library

The medical library, located on the third floor of the UPIKE Allara 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 KYCOM library maintains a large collection of up-to-date books, multimedia resources, and periodicals. The periodical collection emphasizes journals of interest to primary care practitioners and students preparing for careers in primary care. The KYCOM library participates in local, regional, and national library cooperatives to ensure timely access to library materials through inter-library loan. Document delivery is free to faculty, staff, and students. In addition, the medical library provides both group and individual study space.

Physical, Behavioral Healthcare, 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 healthcare 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. KYCOM students may also access UPIKE Health Services on campus. A licensed nurse is available weekdays in the Coal Building Suite 515. 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 KYCOM students Monday-Friday, 8am-5pm and after hours by appointment. The THRIVE Counseling Center is located directly off the Benefactor Plaza within the [Record Memorial Building, room 601](#). Students are able to meet regularly with a licensed mental healthcare provider who 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. KYCOM offers its students a no-fee, comprehensive, and confidential Student Assistance Program to help KYCOM students maintain their emotional well-being and behavioral health, while managing the often-competing demands of medical school, relationships, health, family, and life in general. The purpose of this service is to help our medical students function at their best. Students can confidentially access professional counseling professionals on a 24/7 basis via a toll-free phone number (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 healthcare providers for personal, legal, and financial counseling sessions. **Please note:** *KYCOM 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.

Extended Site Resources

COM students completing clinical rotations at extended sites are encouraged to utilize their locations local health networks, walk-in clinics, urgent care centers, or the emergency room of the local medical center as needs may arise.

In addition, all students are required to maintain personal health insurance throughout their COM enrollment and keep documentation up to date in the E*Value software system. This information must be updated at the beginning of each academic year. COM students are responsible for the cost of their health insurance.

COM 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, throughout all years of the curriculum, are encouraged to contact any COM Associate Dean 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.

Religious Life

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

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 an accommodation would create an undue hardship or would fundamentally alter the work, program and/or mission of the university. Any member of the campus community may request a religious accommodation by contacting the Graduate and Health Professions Student Affairs office.

Stro's Place

KYCOM provides medical students with a lounge and study area named Stro's Place. This area is located in the Coal Building which includes microwaves, refrigerator, coffee machines, and a pool table. Stro's Place is for medical student use. Stro's Place was established and named in memory of the medical school's Founding Dean, Dr. John Strosnider, following his death in 2007.

Study Space

Group and individual study space are available to KYCOM students in the medical library and on the Mezzanine and sixth floor of the Coal Academic Building. In addition, study spaces in other campus buildings as well as the Health Professions Education Building are available to KYCOM students 24 hours per day/7 days per week. [Study Room Reservation Guidelines](#).

CAMPUS SAFETY INFORMATION

The University of Pikeville, Kentucky College of Osteopathic Medicine 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

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 his/her patients in the spirit of beneficence, nonmaleficence, confidentiality, and altruism. Further, these tenets undergird the profession of osteopathic medicine's social contract with society in that physicians place their patients' interests above their own, the profession establishes and maintains standards of competence for professional practice, and ethics and integrity are the cornerstones of physician practice. For osteopathic medicine, these foundational beliefs define its practice of medical professionalism. KYCOM students learn and begin to practice medical professionalism through the knowledge, understandings, and experiences they encounter throughout the KYCOM curriculum, student organizations and clubs, and related activities. KYCOM students are expected to conduct themselves in a professional and ethical manner befitting the honorable profession that they are entering. Students have an obligation to maintain the highest standards of integrity with regard to their personal and professional conduct. Throughout their medical education, students are afforded occasions to witness and practice 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 with regard to their behaviors.

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

Dress Code

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

Social Media Expectations and Professionalism

KYCOM students are expected to adhere to standards of professionalism and abide by applicable laws, policies, and rules that govern privacy and the dissemination of protected information (e.g., HIPAA) No video documentation of clinical and/or educational events without prior consultation with a Dean.

Activity on social media is subject to the UPIKE Student Code of Conduct. . 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 healthcare issues, students should clearly state that their viewpoints are their own and do not necessarily represent the views of KYCOM or others. Further, cyber stalking and similarly inappropriate online activity is a form of harassment. KYCOM students should be mindful of the fact that social media and other internet sites are never completely secure; what is posted can be seen by many, including prospective residency programs and future employers. Social media conduct that is contrary to this policy may result in disciplinary action (up to and including dismissal from KYCOM) and in some instances, legal action, if postings violate applicable laws.

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 when corresponding with faculty and staff. It is your responsibility to check, read, and respond to official communication in your UPIKE email account.

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, or 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 or prosecution of an alleged Honor Code violation including, but not limited to providing factual and complete information or testimony to the Student Ethics Council or P&M Committee.*
- *Regard any harassment of a witness or accuser in a Student Honor Code allegation as an additional violation of the Student Honor Code.*

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 Assistant Dean for Graduate and Health Professions Student Affairs. The complaint will be promptly forwarded to the Chairperson of the Student Ethics Council. The complaint shall be made in writing and should contain:

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

Student Ethics Council

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

- KYCOM Second Year Student (At-Large)
- 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.)
- Assistant Dean for GHPSA, Advisor

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

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

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 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's 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.

Non-Compliance with AOA Accreditation Standards

KYCOM is committed to complying with and exceeding the accreditation standards set by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA). According to the AOA, "Accreditation signifies that a college of osteopathic medicine has met or exceeded the AOA standards for educational quality with respect to mission, goals, and objectives; governance, administration, and finance; facilities, equipment, and resources; faculty; student admissions, performance, and evaluation; preclinical and clinical curriculum; and research and scholarly activity." The COCA accreditation standards and procedures can be found on the www.osteopathic.org website under pre-doctoral accreditation. Students who believe that KYCOM may not be in compliance with a standard of accreditation have the right to file a complaint through the GHPSA, or directly to the Secretary, COCA; American Osteopathic Association; 142 E. Ontario Street; Chicago, IL 60611 or via email to predoc@osteopathic.org.

ACADEMIC POLICIES

KYCOM students are evaluated on the basis of their performance on assignments as well as on their achievements on regularly scheduled written and practical examinations. The results of the examinations, along with reports concerning attendance, conduct, and professional attributes, are considered by the KYCOM Promotion and Matriculation (P&M) Committee to determine student eligibility for advancement to the next semester, for promotion into the next year of the KYCOM curriculum, and for graduation.

Students must remove any incompletes and remediate all failures, including failure of a clinical rotation, prior to beginning the subsequent year's curriculum. Upon recommendation of the Promotion and Matriculation Committee, students may be required before advancing to the next academic year to:

- pass a remedial course or examination offered by KYCOM faculty;
- earn a 70 percent grade or better at another college acceptable to the appropriate course director with the concurrence of the appropriate Associate Dean and Dean; or
- repeat failed course(s) at KYCOM.

In all instances, both the original and remediated grade will be recorded on the student's transcript. The grade recorded from the remediated course in no case can be greater than 70 percent. In the instance of a remediated course, the 70 percent grade will be used when calculating the student's cumulative grade point average.

Throughout the KYCOM program of medical education, students are expected to develop and demonstrate qualities, attitudes, and behavioral patterns appropriate to a career in osteopathic medicine and consistent with the osteopathic oath taken at the time of graduation. The student is expected to maintain high standards of personal and professional behavior in interactions with patients, peers, members of the healthcare team, and the members of the faculty and staff, and to follow KYCOM and healthcare facility policies and procedures. Integrity is an essential personal quality for successful completion of this D.O. program. Further, students are expected to abide by University, local, state, and

federal regulations and laws. Should concerns arise in any of these areas, these student matters may be forwarded to the P&M Committee for its deliberation and recommendation on whether the student may continue in the curriculum.

Technical Standards

Kentucky College of Osteopathic Medicine complies with the nondiscrimination policies of the University of Pikeville and does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities. In doing so, however, KYCOM must maintain curriculum requirements deemed essential to the education of an osteopathic physician. Regarding disabled (or handicapped) individuals, KYCOM does not discriminate against such individuals who are otherwise qualified, but it does require applicants and students to meet certain minimum technical standards.

Students who, with reasonable assistance, can meet the technical standards to be successful in the KYCOM curriculum and to safely and competently practice osteopathic medicine are considered for admission. KYCOM recognizes that there are varying levels of disability and needs and is committed to supporting those with disabilities who, with reasonable assistance, can meet the technical standards. These standards identify reasonable expectations of osteopathic medical students and physicians in performing common functions.

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

- **Observation:** The candidate must be able to acquire a level of required information as represented through demonstrations and experiences in the basic sciences. This includes but is not limited to information conveyed through physiologic and pharmacological demonstrations in animals, as well as microbiologic cultures and microscopic images of microorganisms and tissues in normal and pathologic states. Furthermore, a candidate must be able to observe a patient accurately, at a distance and close at hand; acquire information from written documents; and see information presented in images on paper, film, slide, video, or computer. Observing and acquiring information from these sources usually requires functional visual, auditory, and somatic sensation, enhanced by other sensory modalities. The use of a trained intermediary in such cases would compromise performance, as it would be mediated by another individual's power of selection, observation, and experience.
- **Communication:** The candidate must be able to communicate effectively, efficiently, and sensitively with patients and their families, and with all members of the healthcare team. A candidate must be able to interpret X-ray and other graphic images and digital or analog representations of physiologic phenomena (such as EKGs). Assistive devices may be used if necessary.
- **Motor:** Candidates and students should possess the motor skills necessary to provide general care and emergency treatment to patients and to directly perform palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests, and diagnostic procedures. Examples include cardiopulmonary resuscitation; administering intravenous medication; applying pressure to stop bleeding; opening of obstructed airways; suturing of simple wounds; performance of osteopathic manipulative medicine, and performing simple obstetric maneuvers. Such actions require coordination of both gross and fine muscular movements; equilibrium; and functional use of the senses of touch and vision.

- **Sensory:** Osteopathic candidates need exceptional sensory skills, and it is therefore necessary to thoroughly evaluate individuals who are otherwise qualified but who have significant tactile sensory or proprioceptive disabilities. This would include individuals with significant previous burns, sensory motor deficits, cicatrix formation, and many malformations of the upper extremities.
- **Strength and Mobility:** Osteopathic treatment often requires upright posture with sufficient lower extremity and body strength. Therefore, individuals with significant limitations in these areas would be unlikely to successfully complete the requirements for a D.O. degree. Mobility required for emergency codes and CPR is also required.
- **Intellectual, Conceptual, Integrative, and Quantitative Abilities:** The candidate must be able to measure, calculate, reason, analyze, and synthesize in a timely fashion. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structure.
- **Behavioral and Social Attributes:** Candidates must possess the emotional health required to fully use their intellectual abilities, to responsibly attend to the diagnosis and care of a patient, and to develop mature, sensitive, and effective relationships with patients. Candidates and students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and educational processes.

Accommodations under the Americans with Disabilities Act (ADA)

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

KYCOM Third- and Fourth-Year Curriculum Guidelines

For policy guidelines regarding student expectations, participation, and successful completion of the KYCOM third- and fourth-year clinical curriculum, please refer to the KYCOM Clinical Rotations Manual that is applicable to your class. This manual provides detailed information on the clinical curriculum, expectations for student conduct and performance, student evaluation guidelines, grading policies, and related information. For third- and fourth-year students, the KYCOM clinical science faculty review, on a quarterly basis, all Student Assessment Forms to ensure that the students'

performances are meeting or exceeding the educational objectives set for the respective clinical rotations.

Osteopathic Principles and Practices Fellowship Opportunity

KYCOM offers an undergraduate teaching fellowship program in Osteopathic Principles and Practices/Anatomy. The fellowship offers an invaluable way to enhance skills in Osteopathic Manipulative Medicine and to gain experience in medical education. It is a one-year program in which student fellows assist in teaching Osteopathic Principles and Practices and Gross Anatomy under the supervision of the course directors/department chairs. OPP fellows also see patients in the KYCOM OP&P clinic and provide tutoring as needed to students requiring assistance. OP&P fellows participate in the on-campus portion of the fellowship program in one of two different tracks during their clinical years, but the fellowship selection process occurs during the second year. The fellowship program adds a year to the fellows' KYCOM curriculum and delays graduation by a year. Fellows receive a stipend and tuition waiver for the fellowship year.

COMLEX-USA Examinations

Graduation requirements from KYCOM include successful completion of COMLEX-USA Level 1, Level 2 CE, and Level 2 PE. KYCOM requires Level 1 to be taken upon successful completion of years one and two of osteopathic medical education. KYCOM requires Level 2 CE and Level 2 PE to be taken after successful completion of Level 1 and years one, two, and three of osteopathic medical education, which includes successful completion of all core rotations and the Capstone course.

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

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

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

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

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

Failure of the Level 1 examination will result in removal from third year clinical rotations at the end of the current rotation and enrollment in the COM 799 course. In consultation with the Associate Dean of Academic Affairs, a plan of study will be developed by the student and approved by the P&M

Committee to assist students to prepare for a retake of the examination.

The student will remain off rotations until the Level 1 examination has been retaken. Failure to retake this examination in the period of time allotted by the P&M Committee will result in a meeting with this Committee to determine disciplinary consequences. Following the initial retake of the examination, the student will be permitted to return to clinical rotations while awaiting results. However, after two or more failures, the student will be removed from rotations and re-enrolled in COM 799 until a passing score is received and a return to rotations is approved by the P&M Committee.

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

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

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

Failure of the Level 2 CE examination will result in the removal of the student from clinical rotations, and enrollment in the COM 899 course. In consultation with the Associate Dean of Academic Affairs, a plan of study will be developed by the student and approved by the P&M Committee to assist students to prepare for a retake of this examination. Following the first retake of this examination, the student will be permitted to return to clinical rotations while awaiting results. However, after two or more failures, the student will be removed from rotations and re-enrolled in the COM 899 course until a passing score is received and a return to rotations is approved by the P&M Committee. The P&M Committee will determine the appropriate length of time to be devoted to studying for a retake of the examination. Under no circumstances will a period of time greater than one semester be granted to study for a retake of the examination. Failure to take the examination in the period of time allotted by the P&M Committee will result in a disciplinary hearing.

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

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

COM 799 & 899

COM 799 & 899 are independent study courses and coursework is performed independently, without classroom or didactic structure, to meet KYCOM graduation requirements. Enrollment in these courses, with approval of the Dean, may be used to address specific deficiencies such as COMLEX-USA failures. A prorated tuition based on the current year's tuition may be assessed for those students participating in the independent study program.

Credit by Examination

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

Evaluation of Student Academic Performance – First- and Second-Year Courses

Examinations are regularly scheduled and are a course requirement. Students are evaluated on the basis of their performance on assignments as well as on their achievements on written and practical examinations. The results of the examinations, along with reports concerning attendance, conduct, and potential professional attributes, are considered by the Promotion and Matriculation Committee as it determines student performance following each semester and student eligibility for promotion into the next academic year.

Grades: First- and Second-Year Courses

Seventy percent (70%) is the minimum acceptable passing percentage grade. Any final grade below 70 percent is a failing grade for a course. Grading policies for each individual course will be provided in the course syllabus.

Grades: Third- and Fourth-Year Courses

Please refer to the KYCOM Clinical Rotations Manual applicable to your class for information on grades issued for clinical rotations.

Grade Point Average Calculation

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

Award of Honors

For the KYCOM Class of 2015 and subsequent KYCOM classes, class ranks are no longer reported on student transcripts. Beginning with the 2021-2022 academic year, KYCOM will recognize superior student achievement with the designation of Honors for any course or clinical rotation in which the students achieves a 90% or greater final grade.

The award of Honors recognizes superior student achievement and will be reported on the student transcript.

In order to be eligible for Honors, students must be in good academic standing with no course or COMLEX board exam failures earned during the term or year under consideration.

Further, students cannot be on a partial or decelerated schedule or repeating a course previously taken to be considered for Honors designation.

Grade Appeals

If a student feels a reported grade is in error, the following appeals process is available.

1. A student who seeks appeal of a particular course grade must file a written request for grade review with the Course Director. This request must be made within one month of posting of final course grades. The Course Director will inform the student in writing of their decision to either uphold the original grade or change the grade. This decision must be made within ten calendar days of receipt of the student appeal. Changes to the student's grade must be reported by the Course Director to the Office of Academic Affairs as soon as a decision is reached.
2. If the Course Director denies the student's grade appeal, the student may appeal the disputed course grade to the appropriate Associate Dean. This appeal must be done in writing and within ten calendar days of the student receiving written notice from the Course Director denying the original grade appeal. The Associate Dean has ten calendar days to render a decision on this appeal and inform the student in writing of their decision to uphold the original grade or change the grade. Changes to the student's grade must be reported by the Associate Dean of Academic Affairs as soon as a decision is reached.
3. If the Associate Dean denies the student's grade appeal, the student may request a hearing before the Promotion and Matriculation Committee for a final appeal of the grade. In the case where the Course Director is also the Associate Dean in charge of that course, the student will make one appeal to the Course Director/Associate Dean and any subsequent appeal will be made to the Promotion and Matriculation Committee. The Committee will meet within ten calendar days of receipt of the student appeal, and review evidence of all previous appeals and decisions to ensure equity and due process with respect to all posted policies. The recommendation of the Committee will be forwarded to the Dean for a final decision on the student's grade.
4. The decision of the Dean will be sent, in writing, to the student, Course Director, Promotion and Matriculation Committee, and the Office of Academic Affairs. This decision will be made within ten calendar days of receipt of the recommendation from the Promotion and Matriculation Committee.

Grade Reports

Students will be informed of their final course grades upon completion of each course.

Graduation Requirements

A student who has fulfilled all of KYCOM's requirements will be granted the degree of Doctor of Osteopathic Medicine. The student requirements for graduation from KYCOM are as follows.

- Satisfactorily meets all the curricular, legal, and financial requirements of the University.
- Completes all graduation requirements for the D.O. degree within six years.
- Passes the COMLEX-USA Level 1, Level 2 CE, and Level 2 PE examinations within the number of attempts and timelines specified by KYCOM.
- Is at least 21 years of age.
- Demonstrates the ethical, personal, and professional qualities deemed necessary for

- the successful and continued study and practice of osteopathic medicine.
- Demonstrates suitability for the practice of medicine as evidenced by the assumption of responsibility for patient care and integrity in the conduct of clinical activities.
- Attends, in person, the ceremony at which the degree is conferred.

Late Graduate Status

Students who complete their graduation requirements after the date of graduation for their class may apply to participate in the graduation and hooding ceremony for their class as long as they have already passed their COMLEX Level 2 CE and Level 2 PE exams and will complete their remaining clinical rotations before July 1 of the year of their class graduation. Students who have been approved by the KYCOM Dean as late graduates must participate in their class graduation ceremony.

December Graduation

Students who complete their graduation requirements, including but not limited to, passing of their COMLEX-USA Level 2CE and/or Level 2PE, or clinical rotations on or after July 1st and before December 31st, will be eligible to graduate with their degree at the University December graduation ceremony. Because the student has graduated in the same calendar year, they will be considered a graduate of the Class that graduated in May of that year. The criteria for a December graduation will be the same as required for May graduations.

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 of Biomedical Sciences and/or 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, Student Code of Conduct, and Title IX and Sexual Misconduct and Harassment policies.

Biomedical Certificate Program

The Kentucky College of Osteopathic Medicine along with the Kentucky College of Optometry has created a one-year Biomedical Certificate Program to assist applicants in strengthening their applications for admission into professional schools. Students admitted into this program will take classes alongside Optometry and Osteopathic medical students, as well as having a preparation course for retaking professional school entrance examinations. Students enrolled into the Biomedical Certificate Program are not matriculated as Optometry or Osteopathic medical students, but will follow the rules, regulations, policies and procedures of KYCOM.

Transfer

Student transfers to KYCOM are rare. Student requests for transfer to KYCOM should be directed to the UPIKE Office of KYCOM Admissions. KYCOM does not encourage transfer students but will consider them in special circumstances. Any transfer student accepted at KYCOM may, at the discretion of the Associate Dean for Academic Affairs, receive credit for courses taken at another medical school.

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

- readmission to the previously attended COM or LCME medical school.
2. When a student transfers from another COCA-accredited College of Osteopathic Medicine (COM) to KYCOM, the last two years of instruction must be completed at KYCOM as the COM grants the D.O. degree.
 3. When students transfer from an LCME-accredited medical school or college to KYCOM, at least two years of instruction must be completed at KYCOM.
 4. In the case of LCME transfers, KYCOM's requirements for osteopathic manipulative medicine must be completed prior to graduation.

PROMOTION & MATRICULATION (P&M)

The Promotion and Matriculation (P&M) Committee consists of KYCOM faculty and administrators. The committee's purpose is to oversee student progress toward fulfillment of requirements to attain the degree of Doctor of Osteopathic Medicine (D.O.) from KYCOM. The P&M Committee reviews academic progress and serves as the student conduct board for KYCOM students. P&M Committee actions concerning students are reviewed by the Dean of KYCOM whose decision is final. The P&M Committee reviews student academic performance throughout the year and expects students to perform at an unqualified passing or above level in all coursework and to meet all graduation requirements. A pattern of documented concerns about a student's academic progress may indicate an unsatisfactory performance when the record is viewed as a whole, even though passing grades have been attained. Dismissal from KYCOM may occur, regardless of whether the student has been on probation, if the student fails to maintain an acceptable academic record, fails to follow academic directives provided by KYCOM, or fails to develop and demonstrate attitudes and behavioral patterns appropriate to a career in osteopathic medicine.

Guidelines for Review of Student Conduct

Violations of the [UPIKE Student Code of Conduct](#) may be reviewed by the P&M Committee.

Guidelines for Review of Student Academic Progress

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

The KYCOM P&M Committee reviews student course grades, records, and reports (including attendance reports) to determine if the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal and professional conduct required for the continued study of osteopathic medicine, and is considered mentally and emotionally fit to become a physician. Student academic performance is reviewed upon completion of each semester for years one and two and at the end of each academic year. The P&M Committee reviews the academic records of students with any earned course grades below 70 percent and the course performance of students previously placed on academic warning/probation. At the conclusion of fall term for years 1 and 2, the P&M Committee may recommend one of the following courses of action: continuation into spring semester courses with his/her record reviewed again at the end of the academic year to determine if the student may be allowed to remediate the failed course(s), repeat the semester at KYCOM, or dismissal from KYCOM.

At the end of the academic year, the P&M Committee determines student eligibility for promotion to the next year of the curriculum. At this time, the P&M Committee reviews the academic records of students with any earned course grades below 70 percent as well as the course performance of students

previously placed on academic warning/probation. Students with course incompletes or failures are not eligible for promotion to the next year of the curriculum. The P&M Committee determines if students with course failures are eligible to pass failed courses via end-of-year course remediation at KYCOM; repeat the year or semester at KYCOM; with approval from the KYCOM Dean, to repeat one or more failed courses at another institution; or to be dismissed from KYCOM.

1. **Summer remediation.** Upon recommendation of the P&M Committee, failures may be remediated by passing a remedial course or examination offered by KYCOM course faculty, or by earning a 70 percent grade or better in a course or courses offered at another college acceptable to the appropriate course director with the concurrence of the appropriate Associate Dean and Dean. Students completing summer remediation are required to remain in the Pikeville vicinity throughout the remediation period. In all instances, both the original and remediated grade will be recorded on the student's transcript. The grade recorded from the remediated course in no case can be greater than 70 percent and 70 percent will be used to calculate the student's GPA for the course in question. Students who fail remediation of a course may be subject to dismissal.
2. **Repeating courses.** Students with course failures may be required to repeat an academic year in full or in part. 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 are placed on academic probation for the full academic year and are considered to be enrolled with conditions. Students who are on academic probation should forego extracurricular activities to enable them to focus on their successful academic progress. In the case of first- and second-year students who are repeating the academic year, academic probation will be removed at the end of the year when all classes are successfully completed.
3. **Dismissal from KYCOM.** The student's enrollment at KYCOM is terminated.

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

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

Graduation

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

Suspension/Administrative Leave

Suspension/administrative leave is a forced absence from the medical school. It is a temporary situation imposed by the Dean or by the Promotion and Matriculation Committee when a student is having an academic, professional, or personal problem that requires additional time for the student to resolve

his/her issue(s) prior to resuming their studies. While on suspension or administrative leave, the student is not allowed to attend classes or clinical rotations.

Student Academic Progress

The Promotion and Matriculation Committee regularly reviews the academic progress of students. Upon completion of each course, students receive notification of their grades and grade reports are reviewed by the P&M Committee. Students who fail a clinical rotation are also reviewed by the P&M Committee.

Academic Warning and Academic Probation

Students who complete any course, clinical rotation, or COMLEX-USA board examination with a failing grade are automatically placed on Academic Warning by the Promotion and Matriculation (P&M) Committee. Academic Warning is not a reportable status to outside agencies or individuals and is meant to only be used internally within KYCOM. Any student placed on Academic Warning will be required to meet with their KYCOM Faculty Advisor and also with the KYCOM Director of Educational Support (DES) on an ongoing basis, as recommended by the DES. Students on Academic Warning are encouraged to focus on their medical studies and eliminate distractions that could detract from their academics, and are restricted from holding any club or class/SGA office, may not represent KYCOM at any event, and may not attend any national conventions or mission trips. However, the student may still be involved with clubs and organization meetings and events on campus. The student will be removed from Academic Warning when the failed course or COMLEX-USA examination is successfully remediated. However, if a student is placed on Academic Warning for a failed clinical rotation, they will NOT be removed from Academic Warning when the clinical rotation is remediated.

Any student, who while on Academic Warning, fails a second course, a second clinical rotation, or a second attempt at their COMLEX-USA examination will be placed on Academic Probation by the Promotion and Matriculation Committee, as they are in jeopardy of dismissal from KYCOM with one more course, clinical rotation, or COMLEX-USA failure. Students on Academic Probation are required to meet with the DES with regular updates on their study plans and academic progress. Students on Academic Probation must be focused on their medical studies and eliminate distractions that could detract from their academics, and are restricted from holding any club or class/SGA office, may not represent KYCOM at any event, may not attend any national conventions or mission trips. However, the student may still be involved with clubs and organization meetings and events on campus.

Academic Probation and restrictions will be terminated once a student successfully remediates and passes the failed courses, or COMLEX-USA examination. However, as above, any student who fails two clinical rotations will remain on Academic Probation for the remainder of their enrollment at KYCOM, and will be recommended for dismissal with an additional clinical rotation failure, even though the prior clinical rotation failures may or may not have been remediated.

GUIDELINES FOR P&M ACADEMIC PERFORMANCE MEETINGS

Student Appearance

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

Guidelines

Promotion and Matriculation Committee meetings with students are private and confidential including, but not limited to, the names of participants, proceedings, discussion, minutes, and findings. The following are prohibited in all P&M Committee meetings:

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

In the meeting(s), the student will be given reasonable opportunity to address their academic deficiencies. The P&M Committee may consult with the relevant course director and others, as indicated. Students may have an advisor in the meetings. The advisor should be an employee of UPIKE (faculty or staff). All P&M Committee deliberations regarding students will be made in either an executive session or at a separate Committee meeting at which students are not present.

Student Statements

Students who are scheduled for review by the Promotion and Matriculation Committee may submit a written statement to the Committee. The written statement should address causative factors and any extenuating circumstances associated with the student's difficulties, and also propose remedies and solutions. The Committee will review this information and may opt to meet with the student in person.

1. **Causative Factors.** The written justification must clearly state the compelling reasons or extenuating circumstances that directly contributed to the student's academic problems. These factors should be substantive, immediate (having occurred during the academic year), and appropriately documented.
2. **Remedies and Solutions.** The student is obligated to specify in the written statement those measures that s/he has taken to correct the causative factors. The remedies should offer a reasonable assurance that the student will be successful in the future. All remedies should be detailed, justified, and state a time period for completion. In the written statement, the student should propose a solution to his/her dilemma that will allow for the student to successfully continue his/her academic studies and professional development at KYCOM. The student also should acknowledge the consequences of the failure to perform to the covenants of the proposal. The Promotion and Matriculation Committee may request a modified proposal or additional proposals to consider.

Student Appeals of Promotion and Matriculation Committee Recommendations

If students are not in agreement with the actions of the Promotion and Matriculation Committee, they have 5 business days to appeal to the Dean of KYCOM. The student will be considered enrolled at KYCOM until the appeal is acted upon. The decision of the KYCOM Dean is final. All Academic and Disciplinary appeals should be submitted via the "[KYCOM Promotion and Matriculation Committee: Appeals Form for Academic Decisions](#)".

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 of 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.

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)

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.

APPENDIX II: POLICY AND PROCEDURES FOR KYCOM STUDENT REQUEST FOR ACCOMMODATIONS

Accommodations under the Americans with Disabilities Act (ADA)

All KYCOM applicants and students should be familiar with KYCOM's Technical Standards which can be found in the KYCOM section on the UPIKE website or in the latest edition of the KYCOM Student Handbook. The University of Pikeville Kentucky College of Osteopathic Medicine 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.

KYCOM students will be provided access to learning and testing as required by the Americans with Disabilities Act on Higher Education of 1990 (ADA). Students are encouraged to submit requests, including documentation, for reasonable accommodations to the KYCOM Associate Dean of Academic Affairs as early as possible. Applicants with disabilities who may not meet the Technical Standards are expected to provide requests for accommodations along with submission of their KYCOM secondary applications so that KYCOM can verify that the applicant receives reasonable accommodations to meet the KYCOM curriculum requirements. Given that student health may change while enrolled, students who develop a disability at any time during enrollment at KYCOM should consult with the KYCOM Associate Dean of Academic Affairs as soon as a disability is diagnosed.

Student requests for accommodations under the ADA must be supported by documentation of the disability from a qualified health care professional along with a waiver that allows KYCOM administration and the health care provider to discuss the requested accommodations. The student will be responsible for the cost of any diagnostic testing that is needed. Students who wish to request accommodations for special learning needs or test-taking should meet with the Associate Dean for Academic Affairs no later than the first week of classes of the fall semester. Determinations concerning accommodations for special learning needs or test-taking conditions will be made by the UPIKE Disability Resource Center - Office of Student Success, per the process as outlined below, and taking into account guidelines established by the National Board of Osteopathic Medical Examiners (NBOME) regarding osteopathic clinical skills. Further, granting of testing accommodations by KYCOM does not guarantee that similar accommodations will be granted by professional testing organizations, e.g., the NBOME.

ACCOMMODATIONS REQUEST PROCESS FOR AN ENROLLED STUDENT:

1. Student meets with the KYCOM Associate Dean of Academic Affairs within one week of the beginning of the semester, or as soon as a disability is diagnosed, to request accommodations and to begin the application/approval process.
2. Student submission of a written accommodation request form to the KYCOM Associate Dean of Academic Affairs.
3. Following meeting with the student, the Associate Dean of Academic Affairs refers the student, including any available documentation to the UPIKE Disability Resource Center for evaluation.
 - a. Pending the accommodations decision by the Disability Resource Center, the Associate Dean of Academic Affairs will work with the student to allow temporary accommodations while the final determination is under review.
4. The student must meet in person with the UPIKE ADA Services Counselor to review the documentation and requested accommodations.

- a. Must include the specific accommodation(s) being requested based on the recommendations of their health care professional.
 - b. Must include documentation, including testing from all evaluating health care professionals
 - c. Must include documentation of all prior requested and/or approved accommodations
5. Additional documentation may be requested by the Disability Resource Center prior to making a decision.
6. A determination letter from the UPIKE Disability Resource Center is returned to the KYCOM Associate Dean of Academic Affairs, with a copy of the determination letter sent to the student.
7. Student is to meet with the KYCOM Associate Dean of Academic Affairs to discuss the implementation of the recommendations from the UPIKE Disability Resource Center. No extra time will be granted for completing a physical examination, as in keeping with NBOME criteria.
8. KYCOM Associate Dean of Academic Affairs forwards the necessary portions of the ADA accommodation plan to the course director for each course in which the student is registered and enrolled each semester.
9. Unless a student submits a new written request, the ADA accommodation recommendations will continue for the student throughout their KYCOM enrollment.

ACCOMMODATIONS REQUEST PROCESS FOR AN ADMISSIONS APPLICANT NOT MEETING THE TECHNICAL STANDARDS:

1. Applicant notes that they do not, or may not, be able to meet the KYCOM Technical Standards.
2. Applicant notifies the KYCOM Office of Admissions in writing that they do not, or may not, meet the KYCOM Technical Standards along with their KYCOM secondary application.
3. The KYCOM Director of Medical School Admissions notifies the KYCOM Dean regarding the applicant's concerns.
4. KYCOM Dean, based on the applicant's concerns will convene an Ad Hoc Committee to meet with the applicant. The Committee will include the following individuals at a minimum:
 - a. KYCOM Associate Dean of Academic Affairs
 - b. UPIKE ADA Services Counselor
 - c. At least two KYCOM faculty with expertise in the areas of the applicant's limitations.
5. The Ad Hoc Committee will provide a written report, including recommendations to the KYCOM Dean.
6. The Dean may discuss any questions with members of the Committee.
7. Determination letter from the KYCOM Dean sent to the KYCOM applicant, with copies to the KYCOM Director of Medical School Admissions, the UPIKE ADA Services Counselor, and the KYCOM Associate Dean of Academic Affairs.

8. Student to meet with the KYCOM Associate Dean of Academic Affairs as early as possible to discuss the implementation of the ADA accommodations plan. No extra time will be granted for completing a physical examination, as in keeping with NBOME criteria.
9. KYCOM Associate Dean of Academic Affairs forwards the necessary portions of the ADA accommodation plan to the course director for each course in which the student is registered and enrolled each semester.
10. Unless a student submits a new written request, the ADA accommodation recommendations will continue for the student throughout their KYCOM enrollment.

It is the goal of KYCOM and purpose of this policy to enable every student to attain the necessary knowledge, skills, and attributes to become a competent licensed osteopathic physician. Therefore, this policy is in place to assist individuals with disabilities to learn and demonstrate their ability to successfully advance through the KYCOM curriculum.