



**University of Pikeville
Kentucky College of Osteopathic Medicine
Office of the Dean**

Academic Standards

Policy Contact: Academic Affairs, Kentucky College of Osteopathic Medicine
Policy Category: Administration
Policy Number: 9.2
Review: Annually

Purpose

University of Pikeville – Kentucky College of Osteopathic Medicine (KYCOM) publishes and follows policies and procedures regarding academic standards. The Academic Standards policy provides academic standards that include grading, class attendance, tuition and fees, refunds, student promotion, retention, graduation, students' rights and responsibilities, and the filing of grievances and appeals.

Policy Statement

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, computerized, 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 (P&M) Committee, to determine student performance following each semester, as well as 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 for KYCOM students. Any final grade below 70% is a failing grade for the course. Grading policies for each individual course are provided in the course syllabus.

Grades: Third- and Fourth-Year Courses

Third- and Fourth-year students are evaluated for each clinical rotation. The evaluation is intended to measure the student in comparison to others at the same level of education. The KYCOM Student Assessment Form is used for evaluation of clinical experiences. If the student fails to pass the clinical rotation, specific documentation is required. At the midpoint of the clinical rotation, a student/preceptor conference takes place to discuss the student's strengths and weaknesses, as

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well as the student's level of performance. Clinical grades may be reported as numeric scores or pass/fail as outlined in the course syllabus.

Attendance

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

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 invoice, unless special payment arrangements have been made with the University of Pikeville Billing 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.

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 Graduate Health Professions Student Affairs 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:

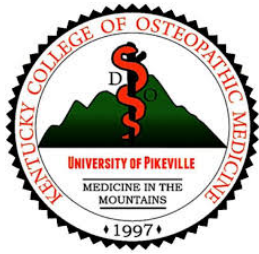
- 100 percent during the first week of an academic semester;
- 75 percent during the second week of an academic semester;
- 50 percent during the third week of an academic semester;
- 25 percent during the fourth week of an academic semester.

Student Promotion

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

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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 seventy (70) percent and the course performance of students previously placed on academic warning/probation. At the conclusion of the fall term for years one (1) and two (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 seventy (70) percent, as well as the course performance of students.

Retention

All KYCOM students are assigned faculty advisors by Graduate and Health Professions Student Affairs Office. Faculty advisors work with students to help facilitate the student's academic success in medical school. Student performance is evaluated following each set of block exams, allowing advisors to intervene at the first signs of academic distress.

Additionally, KYCOM students may consult with educational support staff in the Graduate and Health Professions Student Affairs Office to obtain information regarding study skills and test-taking strategies. These individuals serve as a resource to both faculty and students to promote the academic success of KYCOM students. The Academic Progress Coordinator also assists students in achieving academic success while enrolled at KYCOM.

KYCOM administrators and faculty are committed to maintaining an open-door policy for students. All faculty, advisors, and administrators are available for advice and guidance. In addition, students should meet regularly with their faculty advisors.

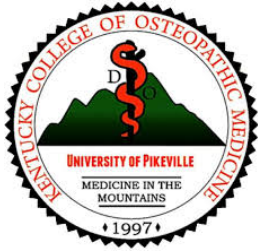
Graduation

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.

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- 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.

Student Rights and Responsibilities

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. The Student Honor Code is more specifically outlined in the KYCOM Student Handbook.

Block Exam Policies and Procedures

Block examinations are given four times per semester during years one and two, and students reaffirm the Student Honor Code at the start of each exam. Block exams contain approximately 200 questions and typically last for 4 hours and 20 minutes, unless additional accommodations are granted.

Testing rooms utilized for KYCOM Block examinations include 7th floor of the Health Professions Education Building, and with accommodations provided, in the 6th floor study rooms of the Coal Building, the mezzanine level of the Coal Building, and the 5th floor Family Room in the Coal Building. Additional Coal Building testing areas include Rooms 210 and 213 to be used as needed.

Students are required to arrive at the check-in area at their scheduled time and must wear their KYCOM Student ID at all times while in the testing room. Students will be using their KYCOM assigned iPad as the Block testing device.

Items permitted in the testing room:

- Assigned iPad and power cord
- Blue tooth keyboard, mouse, stylus
- Pen or pencil (scrap paper provided)
- Drink in closed container
- Sweater or jacket
- Foam ear plugs will be available

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Student Grievances

If, at any time, any student feels that he or she has been wrongfully treated by a member of the university, 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 responsible Dean. 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 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 (5) 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.

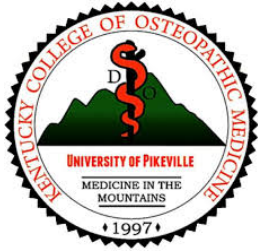
Appeal Process

In the event a student disagrees with a reported grade, the following appeals process is available:

1. Students may file a written request within one month of final grade posting for a grade review with the Course Director. Within ten (10) days, the Course Director will inform the student in writing of the decision regarding the grade.
2. In the event the Course Director denies a 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 (10) calendar days of receipt of the original grade appeal. The Associate Dean will render a decision within ten (10) calendar days of receipt of the appeal.
3. In the event the Associate Dean denies the student's grade appeal, the student has the option to request a hearing before the Promotion and Matriculation (P&M) Committee for a final appeal of the grade. If the Course Director is also the Associate Dean, the student is only required to make one appeal to the Course Director/Associate Dean, any subsequent appeals may be made to the P&M Committee. The P&M Committee will meet within ten (10) calendar days of receipt of the student appeal. The Committee will review evidence of all previous appeals prior to making the final decision regarding the grade.

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Related References, Policies, Procedures, Forms and Appendices

[KYCOM Student Handbook](#)

[KYCOM Clinical Rotations Manual](#)



Dean

November 22, 2021

Last Approved Date

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