

# KENTUCKY COLLEGE of OPTOMETRY

Student Handbook ©2021-2022

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## INTRODUCTION

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

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

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

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

## OVERVIEW OF KYCO

The Kentucky College of Optometry (KYCO) was the first optometry school in the nation and the first in Kentucky. KYCO was accredited by the Accreditation Council on Optometric Education effective April 22, 2020. KYCO graduated its inaugural class in May 2020. These students have made a real and lasting impact on the profession and region. The inaugural class was part of an undertaking called by many a "Vision of Hope." Our four-year program leverages the expanded scope of practice permitted by Kentucky law governing the practice of optometry. This law provides for selective laser and particular surgical

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

### Inclement Weather Plan

In the event of extreme weather conditions, the University of Pikeville will defer to the Inclement Weather Plan which can be found on the university website. However, we recognize that road conditions vary on isolated mountain roads and hollows. No one should jeopardize his/her safety on hazardous roads. Notices of the closing of the university will be made over local radio and TV stations. Announcements will be made over local radio and TV stations and notices will be posted on campus should weather conditions require the cancellation of evening classes. Please review the following [inclement weather plan](#) for more information.

### Accreditation Statement

The 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





request an excused absence:

[https://cm.maxient.com/reportingform.php?UnivofPikeville&layout\\_id=98](https://cm.maxient.com/reportingform.php?UnivofPikeville&layout_id=98)

Ex 557 (tt) 4.65 (pp) 22 (ab) 40 (s) 06 (p) 92 (s) 5 (p) C-1 (f) 72 (a) 21 (m) 42 (t) 31 (m) 2 (a) (p) 31 (f) 07 (p) 21 (s) 08 (s) 4 (e) 2 (a) B (C) A (e) t Affairs 6 (p) 2 (M) 4 (f) 22 (p) 6 (a) 7 (m) 9 (t) 3 (e) 2 (e) 2 (e) 2 (a) (e) s) T (j) (0) 0 (s)

of each academic year. Lockers are subject to having locks cut and contents removed without notice. In this situation, items may be retrieved from the GHPSA Office in suite 502 of the Coal Building.

All lockers are the property of the University of Pikeville and are for the use of KYCO students and/or others upon approval by the GHPSA Office. UPIKE reserves the right to open any locker without notice should the need arise.

Firearms, flammable solutions, cooking appliances such as pots and coffee pots, dangerous and/or illegal materials are prohibited.

UPIKE/KYCO is not responsible in the event that stored items are damaged, lost or stolen. Students should never store valuables in their lockers.

Unauthorized entry into another student's locker is considered a criminal act and is prohibited.

Should a student suspect their locker has been tampered with, s/he should report the incident to Public Safety.

Only silver, black or gray colored locks are approved for use.

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

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





	vaccinated individuals see note)		
COVID -19	Per CDC/FDA recommendations	No titers	Will modify as recommendations evolve.

KYCO Immunization and Titer Requirements\* h i . 0 0 6 c - 0



## Interprofessional Council

The KYCO SGA together with the KYCOM 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.

## Student Clubs and Organizations

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

## Requirements of Clubs and Organizations

While typically members share a common purpose, all clubs and organizations must open to all KYCO 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 KYCO Student Government Association and Graduate and Health Professions Student Affairs Office each academic year.

Examples of these student organizations:

American Optometric Student Association (AOSA)

American Society of Optometric Surgeons (ASOS)

American Optometric Association – Political Action Committee (AOA)





### Mail for Student Organizations

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

### Organizational Accounts

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

### Student Travel and Funding Policies

KYCO supports student travel to optometry meetings across the country to promote development, camaraderie, and education. The following conditions must be met for any funding to ~~nonstudent~~ on Academic Probation will be allowed to travel for KYCO. All requests for absences must be submitted 30 days prior to any travel ~~for~~ the College to the Graduate and Health Professions Student Affairs Office. All receipts for reimbursement must be submitted within 30 days of return to KYCO.





- Cumulative debt – \$224,000
- Federal GRAD PLUS Loan:
- Cost of education less financial aid per year

The amount a student can borrow is based on criteria defined by the U.S. Department of Education, the KYCO standardized student budget, and student's level of federal loan indebtedness. The Unsubsidized Stafford Loan accrues interest from disbursement date. Borrowers must consider the repayment implications and avoid excessive borrowing. KYCO has a federally mandated obligation to keep a student's indebtedness to a minimum. A student will receive counseling many times 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 6app dat mm(i)-4.6cO (w)6. forone

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

### Tuition and Fees

KYCO tuition for the 2021-2022 academic year is \$44000. Tuition is billed per semester and payment is due at the time of invoicing unless special payment arrangements have been made with the University of Pikeville Business Office. Tuition payments for students with financial aid are processed by the University of Pikeville Business Office. Tuition is subject to change annually. The University reserves the right to change the schedule of tuition and fees without advance notice and to make such changes applicable to current as well as future students.

### KYCO Advantage

It is important that students enter on a level playing field, where those who are admitted with few financial resources have the same educational opportunities as those with greater resources. To achieve this goal, KYCO provides...

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.

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## 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



### HPE Student Lounge

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

### Study Space

Group and individual study spaces are available in ae4i/Attach1seg2



*clinical guidelines and/or 'Patient Bill of Rights', poor classroom or clinical etiquette; disrespectful behavior or language toward patients, faculty/staff, or fellow students; failure to maintain and/or respond to official communication, misuse or abuse of social media.* Additional specific standards expected for patient care are outlined in the KYCO Clinic Manual.

### American Optometric Association Code of Ethics

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

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

### Dress Code

Students, faculty members, staff, and administration are responsible for monitoring, maintaining, and enforcing the Dress Code Policy. The dress code is intended to make the student aware that t-3.9 (h) (r)-4





## CLINICAL EDUCATION

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

### Clinical Externships

During the fourth year, students are assigned to three clinical externships. (Abb 1 Tf 0.6 (h.2.3 (h)10.8 (j))8.5

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