

KENTUCKY COLLEGE *of* OSTEOPATHIC MEDICINE



Student Handbook | 2024-2025



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 University of Pikeville - Kentucky College of Osteopathic Medicine (KYCOM). All KYCOM students are expected to read this document and become familiar with the requirements of the academic program and the policies that govern student academic performance and student conduct. While each KYCOM student may work closely with their advisors, administrators, faculty, and staff, students are individually responsible for being aware of the policies and requirements that govern their medical education program as well as any changes in KYCOM policies or programs, and for meeting all academic, professional, and financial responsibilities and requirements of KYCOM to earn the D.O. degree. KYCOM students should note that they are also subject to University of Pikeville policies and procedures, including the [UPIKE Student Code of Conduct](#).

Further, the principles and practices of medical professionalism are embedded throughout the medical curriculum, student programs, and policies at KYCOM to guide and facilitate the professional development of KYCOM students as future osteopathic physicians. Any questions concerning KYCOM programs and policies should be directed to KYCOM Office of Student Affairs and Academic Excellence.

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

OVERVIEW OF KYCOM

The mission of the Kentucky College of Osteopathic Medicine is to provide men and women with an osteopathic medical education that emphasizes primary care, encourages research, promotes lifelong scholarly activity, and produces graduates who are committed to serving the healthcare needs of communities in rural Kentucky and other Appalachian regions.

Osteopathic Medicine. Osteopathic medicine practices a whole person approach to healthcare. Instead of just treating specific symptoms, osteopathic physicians focus on the patient as a whole. Both osteopathic physicians (D.O.s) and allopathic physicians (M.D.s) are trained as complete physicians in that both types of physicians are fully trained and licensed to practice medicine, perform surgery, and prescribe medications in the United States. Osteopathic physicians' training includes an additional focus that centers on treating the body by improving its natural functions through osteopathic manipulative treatment (OMT). Through the manual manipulation of joints and soft tissues, OMT aims to restore the body's structural integrity so it can function in a natural and healthy way. Osteopathic physicians (D.O.s) have full practicing rights in all 50 states and in many foreign countries. Osteopathic physicians can and do provide a full range of specialty and subspecialty medical services, and practice in many of the nation's most prestigious hospitals. Moreover, many D.O.s practice primary care in medically underserved areas. This reality accounts for the fact that while D.O.s make up approximately ten percent of physicians nationally, they care for more than 18 percent of the U.S. population.

KYCOM Administration

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

Dean of KYCOM

Cathryn Caudill, Ph.D.

Associate Dean for Academic Affairs

Laura E. Griffin, D.O., FAAO

Associate Dean for Osteopathic Principles and Practices Integration

Maleshea Hopkins, D.O.

Associate Dean for Clinical Affairs

Antoinette Justice, D.O.,

Associate Dean for Osteopathic Medical Education

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

Associate Dean for Biomedical Sciences

David A. Falletta, M.A.

Director of Student Affairs and Academic Excellence

KYCOM Academic Department Chairs

Department of Primary Care

Shyla Napier, D.O.

Osteopathic Principles and Practices

Laura E. Griffin, D.O., FAAO

IMPORTANT INFORMATION

Notice of Nondiscrimination

The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring or the admission of students.

The following person has been designated to handle inquiries regarding non-discrimination policies under Title IX, including but not limited to incidents of sexual misconduct as defined by the University's

Sexual Misconduct Policy:

Beth Kingery, J.D.

Executive Director of Compliance and Legal Affairs

Title IX Coordinator

University of Pikeville

147 Sycamore St.

Pikeville, KY 41501

bethkingery@upike.edu

(606) 218-5344

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

Michael Pacheco

Associate Vice President of Operations and Human Resources

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 their safety on hazardous roads. Notices of the closing of the university will be made over local radio and TV stations, the UPIKE Bear Alert notification system, and notices will be posted on campus should weather conditions require the cancellation of evening classes. Please review the following [UPIKE Inclement Weather webpage](#) for more information.

Accreditation Statement

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

The Kentucky College of Osteopathic Medicine (KYCOM) is accredited by the [Commission on Osteopathic College Accreditation](#) (COCA) of the [American Osteopathic Association](#) (AOA). COCA is the only accrediting agency which is recognized by the United States Department of Education for accrediting institutions regarding predoctoral education of osteopathic physicians in the United States.

The address and phone number of the accrediting agency are:

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

FERPA Statement

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

University Leadership

The University's website has information about the [University's Leadership Team](#).

Interpretation and Revision

Any question of interpretation or application of the *KYCOM Student Handbook* shall be referred to the Dean of KYCOM and/or their designee. The *KYCOM Student Handbook* shall be reviewed and updated as necessary annually under the direction of the KYCOM Dean and their designee(s). This document and its contents are not meant to be a contract between the University and its students. The University reserves the right to edit the *KYCOM Student Handbook* at any time. Any such revisions will be posted to and noted in the online version of the *KYCOM Student Handbook*. When revisions require immediate changes to actual policy and/or procedures, students will receive written notification of such changes via University email.

Policies and procedures may change due to necessity and/or at the discretion of the Dean of KYCOM or their designee. The full list of KYCOM policies is found [online](#).

Official Forms of Communication

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

STUDENT POLICIES, PROCEDURES, AND REQUIREMENTS

Attendance, Enrollment, and Leaves of Absence

KYCOM students are expected to attend all classes, labs, and academic/institutional events to fully benefit from the many learning and development opportunities offered. Students are required to abide by the attendance policies noted in each course syllabus. Unless otherwise noted in course syllabi or by the Course Director, attendance is mandatory for all course activities.

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

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

Students must additionally receive permission from the KYCOM Associate Dean for Academic Affairs to reschedule missed Block Exams (see *Block Examination Attendance*).

Requests for an Excused Absence should be submitted via the following online form: [KYCOM Excused Absence Request Form](#).

Excused Absences for Years 3 & 4. Students should refer to the [Clinical Rotations Manual](#) for attendance expectations and absence procedures.

Block Examination Attendance. Students are expected to attend all Block Examinations as scheduled. Students will only be permitted to reschedule Block Examinations due to exigent circumstances such as emergencies or acute illness, and with sufficient documentation. Students whose circumstances support rescheduling a Block Examination must submit an [Excused Absence Request](#) and must additionally

request permission in advance from the KYCOM Associate Dean for Academic Affairs. Students who are excused from a Block Exam are required to take a make-up exam at the time/date scheduled by Academic Affairs. Students must adhere to the Block Exam policies as published and/or communicated by 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 submit a [Leave of Absence Request](#), which will be reviewed for approval by the KYCOM Dean.

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

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

Students may also request a Leave of Absence from KYCOM to pursue a graduate degree at this institution or at another college or university. Additional documentation may be requested before a Leave of Absence is granted.

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

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

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

Requirements for Students on a Leave of Absence. Students on a Leave of Absence are still considered enrolled and still have responsibilities. These responsibilities will be communicated to the student in writing when their Leave of Absence request is approved and will vary depending on the nature of the leave. For example, students on Leave to study for board exams may be assigned a study plan and be required to regularly meet with educational support staff to track their progress.

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

before they return to classes.

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

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

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

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

Criminal Background Check

KYCOM requires criminal background checks for all students prior to matriculating to KYCOM and prior to the beginning of third-year clinical rotations. These checks are conducted at no cost to the student. The KYCOM Dean and/or their designee(s) will review any concerning information generated by the report and may refer them for additional review/action to the Professional Conduct and Ethics (PC&E) Committee.

Document Requests

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

Drug Testing

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

students are additionally subject to the drug and alcohol testing policies found in the *Clinical Rotations Manual*.

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

Employment

Student enrollment at KYCOM is a full-time endeavor. Students may not hold any outside employment positions while actively enrolled due to the time commitment required to satisfactorily complete the KYCOM curriculum. This policy also applies to unpaid positions (volunteer, etc.) that require significant time commitments.

Identification Badges

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

Immunization and Titer Requirements

The mission of KYCOM is to provide men and women with an osteopathic medical education that emphasizes primary care, encourages research, promotes lifelong scholarly activity, and produces graduates who are committed to serving the healthcare needs of communities in rural Kentucky and other underserved areas. To achieve this mission, the College has affiliation agreements and contracts with several healthcare facilities throughout the region to provide KYCOM students with clinical education experiences.

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

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

Vaccine	Schedule	Titers	Notes
Hepatitis B	Total of 3 doses. 4 weeks between dose 1 and dose 2; 5 months between dose 2 and 3. Pre-vaccination serologic screening is not indicated.	Titers are required to document immunity and should be drawn 1-2 months after 3 dose series to document immunity. In the case of childhood HepB vaccination, student still must have a positive titer prior to matriculating at KYCOM.	If no documented immunity, should repeat 3 dose series, and retest for immunity. If still not immune, consult with the Associate Dean for Clinical Affairs at KYCOM for recommendations.
Measles, Mumps, Rubella (MMR)	2 doses SC; > 28 days apart	Titers are not required to document immunity if the 2-dose series was received at the recommended interval.	
Varicella	2 doses SC; 4-8 weeks apart if age 13 or older If has laboratory evidence of Immunity (via positive antibodies), immunization may be waived.	Titers are not required to document immunity if the 2-dose series was received at the recommended interval. Titer is required if the only documentation is a personal history of chickenpox.	Personal history of chickenpox alone is not proof of immunity. Titers are required in that case and if not immune, will be required to undergo immunization with a vaccine.
Adult Tetanus, Diphtheria, Pertussis (Tdap)	At least one Tdap prior to matriculation, then Td booster every 10 years	No titers	
Annual Influenza	Must be updated yearly	No titers	
Annual TB test; may do Mantoux skin testing, or blood testing via T-spot or QFT-GIT.	Must be updated yearly; Any positive result, or history of positive results requires a chest radiograph every 3 years (except for BCG vaccinated individuals – see note)	No titers	For those persons who received a BCG vaccine, an Interferon Gamma Release Assay (IGRA) such as T-SPOT-TB or QuantiFERON-TB must be performed annually.
COVID -19 (may be required by clinical facilities/sites)	Per CDC/FDA recommendations	No titers	Vaccination requirements may be subject to modification s recommendations and conditions evolve. Contact KYCOM Clinical Affairs for information regarding exemption to COVID-19 vaccination requirements.

Mandatory Self-Reporting for Criminal Behavior

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

Medical History

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

Medical Insurance

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

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

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

Religious Accommodations

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

Student Contact Information and Communication Capability

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

Student Conduct

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

Student in “Good Standing”

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

Universal Precautions

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

OFFICE OF STUDENT AFFAIRS & ACADEMIC EXCELLENCE

The KYCOM Office of Student Affairs and Academic Excellence oversees student issues, services, policies, assists the administration in interpreting student needs and concerns, advocates on students’ behalf, and manages a variety of student activities that include the KYCOM Student Government Association and student clubs. The KYCOM Office of Student Affairs is located on the 5th floor of the Coal Building and may be reached at KYCOMStudentAffairs@upike.edu or 606-218-5400.

Academic Advising

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

Academic/Educational Support Services

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

Administrator and Faculty Access

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

Career and Residency Advising

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

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

Student Assistance & Advocacy

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

STUDENT ORGANIZATIONS & ACTIVITIES GUIDELINES

Student Government Association (SGA)

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

Course Liaisons

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

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

Student Clubs and Organizations

KYCOM promotes an environment in which students can engage academically, professionally, and socially through student-led clubs and organizations to promote learning, growth, and development. All KYCOM clubs and organizations must be open to all KYCOM students. Student clubs and organizations are supported by the KYCOM SGA and the KYCOM Office of Student Affairs.

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

Osteopathic Medical Association (KOMA).

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

Donations, Sponsorships & Solicitation

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

Travel to Approved National Conferences & Association Meetings

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

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

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

International Travel

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

Event Planning Process

All student club and organization meetings, activities, and events, whether on or off campus, must be scheduled and approved by the KYCOM Office of Student Affairs in advance. Club leaders are responsible to submit an [event planning form](#) to the KYCOM Office of Student Affairs at least two weeks in advance. Special activities and events that require additional planning, venue reservations, and/or catering are recommended to be booked at least 30 days in advance. The KYCOM Office of Student Affairs is available to help clubs and organizations with event planning, including making reservations, making catering orders, and for purchases.

Use of Logos/Branding

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

Community Outreach

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

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 [Office of Financial Aid](#) 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 \$257,335 in debt by the time they graduate from a college of osteopathic medicine ([AACOM Summary Report](#)). 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) to assess aid eligibility. UPIKE complies with the federal requirements that all students who receive financial assistance from Title IV and Title VII funds must maintain satisfactory Academic Progress. Information about satisfactory Academic Progress requirements may be found on the UPIKE Student Financial Services website. Students may file loan applications and check the status of loans through the Office of Financial Aid 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 they receive 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.

KYCOM Advantage

The vision of KYCOM's founding Dean was that our students "enter on a level playing field"; where those with few financial resources have the same educational opportunities as those with more resources. To achieve this goal, KYCOM provides its students with an OPP table, white coat, scrubs, diagnostic equipment (stethoscope, ophthalmoscope, etc.), an iPad, 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 (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 and Fees

KYCOM's schedule of tuition and fees is listed in the [University of Pikeville - KYCOM Catalog](#). Students

are billed each semester and payment is due the first week of the semester. Questions about tuition, billing, and payments should be directed to the [University of Pikeville Business Office](#). Questions about financial aid should be directed to the [University of Pikeville Office of Financial Aid](#). 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 and future students.

Tuition Refunds

Students are billed each semester and payment is due in accordance with the institution's policies. 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. The academic semester begins on the first day of classes as listed in the KYCOM Academic Catalog.

A request for withdrawal requires completion of a form that is initiated in the KYCOM Office of Student Affairs and is reviewed and signed off by other support offices on campus. 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% during the first week of an academic semester;
- 75% during the second week of an academic semester;
- 50% during the third week of an academic semester; and
- 25% 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 current and future students of KYCOM. They may 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 KYCOM Office of Student Affairs and Academic Excellence.

Scholarships and Grants

Information on scholarship availability is on the [KYCOM website](#).

Please also refer to www.aacom.org and www.aof-foundation.org for information on scholarship opportunities.

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 enrolled about the nature of their 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 Academic Progress Committee. Students must be in good standing or on an academic plan approved by either the Academic Progress Committee or by the KYCOM Dean to remain eligible to receive financial aid.

KYCOM students are expected to make continuous and successful progress through KYCOM's program of study to satisfactorily complete the D.O. degree. Students who do not meet academic standards may be placed on an academic improvement plan and/or placed on academic warning or probation by the Academic Progress Committee or the KYCOM Dean and are required to comply with all directives to return to good academic standing. All decisions made by the Academic Progress Committee are communicated to the student in writing, including instructions for how a student may submit an appeal to the KYCOM Dean.

The maximum time frame for financial aid eligibility for KYCOM students is six calendar years. A KYCOM student may need additional time to complete the curriculum due to approved fellowships. The duration of approved fellowships is excluded from the six-calendar year maximum time frame allowed for financial aid eligibility.

The Office of Financial Aid will notify students who are ineligible for continued assistance and will provide them with information regarding other funding options and their repayment status.

Return of Title IV Funds Policy

It is the responsibility of the Office of Student Financial Services to complete the calculation of the Title

IV returns within the time frame required by federal regulation. Any student with Title IV funding that has attended at least one class will be run through the R2T4 calculation process. The Office of Financial Aid provides the student with a final award letter once R2T4 has been completed. Exit Counseling is completed in the Office of Student Financial Services if the student has received loans. Otherwise, the student is given the exit counseling brochure and instructed to complete the counseling online at www.studentloans.org. The University of Pikeville returns the calculated amount to the appropriate sources which may result in a bill owed to the University. The student received notification from the Business Office of any remaining balance.

Title IV Return Calculation Procedures

The following steps outline the general procedures used to calculate a Title IV return:

- A. Determine the percentage of aid earned by calculating the percentage of the period that the student completed.
- B. Determine the amount of earned aid by applying the percentage of the total Title IV aid that was or could have been disbursed.
- C. Determine the amount of unearned aid by subtracting earned aid from disbursed aid.
- D. If unearned funds must be returned, determine the University's and student's shares.

The portion of unearned funds the University is responsible for paying is returned by the University immediately. The student is then notified of the University's responsibility to return funds to the federal aid program and is subsequently billed via balance on their institutional account for any funds the University was required to return. Any funds returned by the University represent a debt owed by the student to the University of Pikeville. A student may not enroll in subsequent terms or have academic records released until such time that all debts have been repaid to the institution. The University of Pikeville is required to return unearned financial aid assistance in a particular order when a student officially or unofficially withdraws.

- A. Unsubsidized Direct Loans
- B. Subsidized Direct Loans
- C. Federal Perkins Loans
- D. Direct PLUS Loans
- E. Federal Pell Grant
- F. Federal SEOG
- G. TEACH Grant

CAMPUS RESOURCES

Dining Facilities

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

Housing

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

Information Technology

KYCOM students are provided with iPads and other technology to facilitate their engagement with the

curriculum. Students are provided four years of Apple Care for their iPads to address issues and concerns. Technical assistance concerning student email, software, and web-based course programs may be obtained from the [University's Information Technology](#) staff. Assistance may be requested by phoning (606) 218-5300, emailing helpdesk@upike.edu, or visiting the Helpdesk in Armington Hall on campus.

Medical Library

Frank M. Allara Library welcomes all UPIKE students, faculty, and staff, as well as members of the community. Librarians and staff are available to assist with questions, textbooks, database searches, general computer assistance, and instruction on library resources and research.

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

The first floor of the library is the social hub of the building. On this floor, you can check out books and other materials, browse magazines and journals, grab a cup of coffee (it's free!), or curl up in a bean bag chair with a best-selling novel. This floor is also the home of the library makerspace, which features a 3D printer, a Cricut cutting machine, and a button maker -- all available for student use.

Mother's Room

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

Parking

Students, faculty, and staff may park at no cost in the public parking garage on Hambly Boulevard that is across from the KYCOM Coal Building. Student parking on campus is limited and is by permit only. Violators will be ticketed. Unpaid tickets will be charged to the student's account. Parking ticket appeals must follow the appeals procedures specified by the University of Pikeville Public Safety Department. The University is not responsible for damage to any vehicles parked on campus. Requests for handicapped parking permits are made to the University of Pikeville Public Safety Department.

Physical, Behavioral Healthcare, and Counseling Services

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

THRIVE Counseling Center. The University of Pikeville [THRIVE Counseling Center](#) offers students free, confidential mental health services by licensed mental health providers located in Record Memorial building and the Coal building. The THRIVE Center can be contacted at

counseling@upike.edu or (606) 218-4357.

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

Extended Site Resources

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

Spiritual Life

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

Stro's Place

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

Study Spaces

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

SAFETY INFORMATION

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

As a service organization, the department offers a full range of security resources, including preventative patrols (24 hours), criminal investigations, crime prevention, facilities security, special event services and parking management and enforcement.

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

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

Bear Alert Emergency Notification System

All students, staff, and faculty members of the University of Pikeville are urged to subscribe to the [Bear Alert service](#). The University of Pikeville has partnered with Code Red to offer an emergency notification system, Bear Alert, capable of sending users text, voice, and email messages. The University of Pikeville will only send messages related to emergencies. **KYCOM students are strongly encouraged to subscribe to the Bear Alert Emergency Notification System.**

Clery Act Information

The Clery Act is a federal statute requiring all colleges and universities participating in federal student aid programs to publish an annual security report that accurately discloses campus crime statistics and security information. This report is available on the [UPIKE website](#).

KYCOM Safety Committee

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

Sexual Assault Prevention

The University of Pikeville is committed to providing a supportive learning environment and fostering safe, healthy relationships among our students. As such, the institution and members of our community will not tolerate the offenses of dating violence, domestic violence, sexual assault, and stalking. The University's Title IX Coordinator leads the efforts to prevent and address sex discrimination, including all forms of gender-based violence and harassment. Our mission is a safe environment for all students, faculty, staff and visitors. Title IX prohibits all forms of sex discrimination, including sexual harassment, sexual violence, dating violence, domestic violence, stalking, and retaliation against individuals reporting sex discrimination. Title IX protects female and male students, and students who identify as heterosexual, gay, lesbian, bisexual, and/or transgender.

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

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

STUDENT PROFESSIONALISM AND ETHICS

Introduction to Professionalism

Medicine is one of the oldest professions. As a profession, it is defined by specialized knowledge and skills that are practiced only by individuals who have completed an approved program of education and training and have demonstrated their competence to practice medicine through a process of professional examination and licensure. The osteopathic medical profession traditionally aspires to the ideals embodied in the Hippocratic and Osteopathic Oaths, and expects its members to evidence personal integrity, professional excellence, and social responsibility. Accordingly, the osteopathic medical profession regulates the conduct of its members.

The physician's highest commitment is to the care of their patients in the spirit of beneficence, nonmaleficence, confidentiality, and altruism. Further, these tenets undergird the profession of

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

These student policies are intended to guide and facilitate the professional development of KYCOM students as future osteopathic physicians. These policies conform to the principles of medical professionalism established by the osteopathic medical profession in its professional oath and medical code of ethics. KYCOM students are expected to conduct themselves in a professional and ethical manner befitting the honorable profession that they are entering. Students have an obligation to maintain the highest standards of integrity 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, KYCOM reserves the right to amend existing policies or to establish new policies at any time without prior notice. Any new policies or guidelines or updates to existing policies require approval by the KYCOM Dean.

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

KYCOM Professional Conduct and Ethics Committee (PC&E Committee)

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

The Committee consists of seven members appointed by the KYCOM Dean, one of whom is appointed as the Committee Chair:

- Five KYCOM faculty members
- KYCOM Associate Dean for Biomedical Sciences
- KYCOM Director of Student Affairs & Academic Excellence

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

Student Appeals of Professional Conduct & Ethics Committee Actions

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

Civility

Civility is a core component of professionalism. At KYCOM, we prioritize civility to promote the pursuit of

shared ideas, effective communication, inclusivity, social responsibility, and community engagement. This includes engaging appropriate interpersonal communication, authentic leadership, and empowerment. Incivility has a negative impact on the well-being of others and interferes with the educational environment.

Dress Code

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

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

On laboratory days, students are expected to wear clean scrubs and/or a clean white lab coat to lecture. Athletic shoes may be worn with scrubs. Scrubs worn in the anatomy lab may present hazards to others and therefore should not be worn outside of the building or otherwise allowed come into contact with the public. Locker rooms are provided for changing clothes for labs.

Students on Clinical Rotations should refer to their [*Clinical Rotations Manual*](#) for specific dress code requirements.

KYCOM retains the right to require students to dress professionally when special events are taking place. Students dressing inappropriately may be sent home with an unexcused absence. Complaints about student dress and appearance may be submitted to the Student Ethics Council. Repeated violations of the dress code may be referred to the KYCOM Office of Student Affairs and/or the Professional Conduct and Ethics (PC&E) Committee.

Punctuality

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

Social Media and Email Etiquette

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

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

Student Handbook and the [UPIKE Code of Conduct](#).

KYCOM students must adhere to institutional email and technology policies as stated in the [UPIKE Code of Conduct](#).

Student Honor Code

The KYCOM Student Government Association (SGA) has developed a Student Honor Code that sets the standards for personal and professional conduct for osteopathic student doctors at KYCOM.

I shall conduct myself in accordance with the standards specified within the KYCOM Student Handbook, Osteopathic Pledge of Commitment, Osteopathic Oath, and the AOA Code of Ethics. I will also adhere to the KYCOM social media policy when using social media communications. I understand that behavior contrary to KYCOM policy on the use of social media may result in disciplinary action up to and including dismissal from KYCOM.

Further, I shall:

- *Demonstrate respect toward other students, patients, faculty, staff, administration, and members of the community.*
- *Exhibit academic honesty and only represent work done by myself as my own.*
- *Only give, receive, or otherwise utilize authorized assistance in connection with and/or during any academic work/examination.*
- *Provide correct and factual information to another student in their pursuit of academic success.*
- *Encourage fellow students' attempts to engage in academic activities to enhance their academic performance.*
- *Demonstrate concern, and work to prevent and minimize the risk of injury or disease while fellow students are engaged in activities directly connected with patient care or academic activities.*
- *Always accurately represent my class rank, grade point average, and/or any other academic achievement or endeavor.*
- *Remain mindful and protect patient confidentiality, only disclosing information about a patient, along with information suggesting the identity of that patient, to a member of the patient's healthcare team.*
- *Make true and accurate reports of an Honor Code violation.*
- *Fully cooperate with an investigation of an alleged Honor Code violation or administrative action regarding an alleged Honor Code violation, including, but not limited to, providing factual and complete information or testimony to the Student Ethics Council, Academic Progress Committee, PC&E Committee, or other administrative body.*
- *Regard any harassment of a witness or complainant in a Student Honor Code allegation as an additional violation of the Student Honor Code and/or the Student Code of Conduct.*

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

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

Student Ethics Council

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

- KYCOM Second Year Student (At-Large), Member
- KYCOM SGA President, Member
- KYCOM First-Year Class President, Member
- KYCOM Second-Year Class President, Member
- KYCOM First-Year Student (At-Large), Member (two-year term; becomes SEC Chair during second year.)
- KYCOM Director of Student Affairs, Advisor

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

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

Reporting Student Grievances

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

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

Non-Compliance with AOA Accreditation Standards

KYCOM is committed to complying with and exceeding the accreditation standards set by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA). According to the AOA,

Accreditation signifies that a college of osteopathic medicine has met or exceeded the AOA standards for educational quality with respect to mission, goals, and objectives; governance, administration, and finance; facilities, equipment, and resources; faculty; student admissions,

performance, and evaluation; preclinical and clinical curriculum; and research and scholarly activity.

The COCA accreditation standards and procedures can be found on the www.osteopathic.org/accreditation website under pre-doctoral accreditation. Faculty, staff, or students who believe that KYCOM may not be in compliance with a standard of accreditation have the right to file a complaint through the [KYCOM – Accreditation Complaint Form](#), or directly to the Secretary, COCA; American Osteopathic Association; 142 E. Ontario Street; Chicago, IL 60611 or 312-202-8124 (phone); 312-202-8424 (fax); or via email to predoc@osteopathic.org.

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

ACADEMIC POLICIES

KYCOM students are evaluated based on their performance on assignments and 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 Academic Progress 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 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 throughout the KYCOM program of medical education. Students are 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. Student matters may be forwarded to the Academic Progress Committee for its deliberation and recommendation on whether the student may continue in the curriculum should concerns arise in any of these areas.

Academic Progress

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

- a) Pass a retest examination or remediation course offered by KYCOM faculty;
- b) Earn a 70% grade or better at another institution acceptable to the appropriate Course Director with the concurrence of the appropriate Associate Dean and the KYCOM Dean; or
- c) Repeat failed course(s) at KYCOM.

Remediation

All faculty and staff are committed to student success and therefore strongly desire all students to perform well academically. In rare and specific circumstances, academic remediation may be the optimal strategy to ensure students achieve competency in required course material and minimize the disruption of their progress through the KYCOM curriculum.

Remediation is defined as a way of addressing unsatisfactory performance in the overall course (final letter grade of F). It is an opportunity for students to demonstrate improvement and satisfactory performance in course content without having to repeat the course. Remediation is a privilege given to students and is

predicated upon active and complete cooperation with any warnings or interventions, as evaluated by the Academic Progress Committee.

Academic remediation is not intended to allow students to progress through the curriculum without adequate knowledge of the required course material. It also is not a means to enable students to enroll in courses without demonstrating competency in prerequisite material. KYCOM recognizes that remediation may not be appropriate for students who have performed unsatisfactorily in multiple content areas within a course or multiple courses within a semester.

Restrictions

The Remediation Policy applies to all required didactic KYCOM courses. Students with a final grade of 70% or better are not eligible to use remediation to improve their grade in a course. The course director is the final arbiter of course grades. The Academic Progress Committee regularly reviews course failures and decides which students are eligible to remediate courses; decisions are communicated to Course Directors and the student's academic advisor.

Procedures

- Remediation is applicable to students who would have typically earned below 70% in the course. Only students in good academic standing are eligible for remediation.
- Remediation of failed courses will occur during academic breaks. Early remediation allows students to address knowledge gaps earlier and enables them to start the next semester with a good foundation. A student may not remediate over 4 credit hours during a mid-semester break or over 8 credit hours between semesters (over winter and summer breaks).
- Students must achieve a cumulative block exam average above 60% to be eligible for an accelerated remediation during a mid-semester break. Mid-semester break remediations are optional; a winter or summer remediation may be offered for students who do not wish to remediate mid-semester.
- Students are expected to complete remediation by July 1st of the academic year in which the course was taken. Upon successful completion of remediation, a grade of 70% will be recorded on the student's transcript and the original course grade retained in parentheses. Quality points for determining the student's GPA will be re-assigned to the remediated grade.
- Students unsuccessful with remediation will be reviewed by the Academic Progress Committee for repeating the year or dismissal.

Retesting

Retesting is a special designation available to students who earn less than a 70% cumulative Block Exam average in a course.

Procedures

- Students will be given a grade of "R" in the course and given one additional opportunity to retest during academic breaks.
- Retests must occur no later than 30 days from the end date of the semester, and within 7 days for mid-semester breaks.
- If the student successfully passes the retest opportunity, the "R" is then removed from the student transcript and replaced by a grade of 70%. The original course grade will not be recorded on the student's transcript.
- Students may retest in only one course per semester; additional failures will require remediation and will be reported on the transcript.

- If a student is unsuccessful with the retest opportunity or has an unexcused absence for the scheduled retest, the R grade will revert to the original cumulative block exam average. Students unsuccessful with retesting will be reviewed by the Academic Progress Committee for remediation.

Technical Standards

KYCOM complies with the nondiscrimination policies of the University of Pikeville and does not discriminate based on 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. KYCOM does not discriminate against individuals who are disabled or handicapped and are otherwise qualified, but it does require applicants and students to meet certain minimum technical standards.

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 established technical standards. These standards identify reasonable expectations of osteopathic medical students and physicians in performing common functions. Students who, with reasonable assistance, can meet the technical standards to be successful in the KYCOM curriculum and to practice osteopathic medicine safely and competently are considered for admission.

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. While accommodations may be made for various handicaps, 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 in media such as paper, film, slide, video, or computer monitor. 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:** Candidates 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 structures.
- **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](#). The [UPIKE Disability Resource Center](#) handles all accommodation requests for students in accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Please contact the [Disability Resource Center](#) to inquire about UPIKE's ADA and Section 504 policies, procedures, and/or to request an accommodation. Students are encouraged to submit documentation to the Disability Resource Center prior to matriculation or as soon as a situation arises that accommodation is needed.

UPIKE Disability Resource Center
 204 Administration Building
 PHONE: 606-218-4484 or 606-218-5501
 FAX: 606-218-4472 / Email: drc@upike.edu

[UPIKE Disability Accommodation Policy and Procedure](#)

KYCOM Rotation Selection Process

The KYCOM Clinical Affairs Department coordinates the rotation selection process. Students participate in a rotation selection process to secure a third-year site to complete core rotations during the second year of study. The selection process includes application and lottery sites, as well as a hardship application process for students that seek a specific location. The Dean's Administrative Council is responsible for determining what factors constitute a hardship, the process by which students can apply for hardship considerations, and for reviewing and approving student hardship applications. Students must meet the established criteria for their hardship application to be considered. KYCOM core rotation hub sites are community-based and may change yearly. KYCOM cannot guarantee that a student will receive a specific location.

KYCOM Third- and Fourth-Year Curriculum Guidelines

Students must read the [KYCOM Clinical Rotations Manual](#) that is applicable to each class which

contains policy guidelines regarding student expectations, participation, and successful completion of the KYCOM third- and fourth-year clinical curriculum. The manual provides detailed information on the clinical curriculum, expectations for student conduct and performance, student evaluation guidelines, grading policies, and related information. The KYCOM clinical science faculty review Student Assessment Forms for third- and fourth-year students each quarter to ensure that the students' performances are meeting or exceeding the educational objectives set for the respective clinical rotations.

Osteopathic Principles and Practices (OPP) 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 during which OPP Student Fellows assist in teaching Osteopathic Principles and Practices and Gross Anatomy under the supervision of the course directors/department chairs. OPP Student Fellows also see patients in the KYCOM OPP clinic, and provide tutoring as needed to students requiring assistance. The OPP Student Fellowship selection process occurs during the second year, and OPP Student Fellows participate in the on-campus portion of the fellowship program in one of two different tracks during their clinical years. The fellowship program adds a year to the KYCOM curriculum and delays fellows' graduation by one year. OPP Student 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 and Level 2 CE examinations. KYCOM requires Level 1 to be taken upon successful completion of Years One and Two of osteopathic medical education. KYCOM requires Level 2 CE 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.

KYCOM will use student performance on Comprehensive Osteopathic Medical Achievement Tests (COMATs), COMSAEs, and KYCOM-purchased question banks and assessment tests, as indicators of readiness to pass the COMLEX Level 1 and 2 exams. Students may be required to take additional COMSAEs or practice exams before sitting for their examination.

All students are limited to a maximum of three attempts to pass each required COMLEX- USA examination 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 agreed upon 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 Associate Dean for Academic Affairs. The student will be permitted to enter third year clinical rotations at the beginning of the next scheduled rotation period once the Level 1 exam is taken. Students who score 450 or higher on the first COMSAE will be expected to take their COMLEX Level 1 exam prior to beginning their clinical rotations. Students who score between 450 and 474 must communicate their study plan to the Director of Academic Progress for review and feedback of their study plan. Additional study time or another COMSAE may be recommended. Students who score 450 or higher on the first COMSAE will be expected to take their COMLEX Level 1 exam prior to beginning their clinical rotations. Students who score between 450 and 474 must communicate their study plan to the

Director of Academic Progress for review and feedback of their study plan. Additional study time or another COMSAE may be recommended.

- Students who score between 400 to 449 on the first COMSAE will be required to take an additional 2-4 weeks of independent study before sitting for the exam. The student must meet with the Directors of Academic Progress and Educational Support to develop an individualized study plan. At the end of the independent study period, the student must take another COMSAE and achieve at least a score of 450 before approval to sit for the exam. If the COMSAE result is less than 400, the student must delay their rotations by two months and enroll in a commercial program.
- Students who score 399 or less on the first COMSAE must take at least 6 weeks of independent board study. The student must meet with the Directors of Academic Progress and Educational Support to develop an individualized study plan. At the end of the independent study period, the student must take another COMSAE and achieve at least a score of 450 before approval to sit for the exam. If the COMSAE result is less than 450 but above 400, the student will be delayed one rotation, and the Associate Dean for Academic Affairs will determine the length of board study required. If the COMSAE result is less than 400, the student must delay their rotations by two months and enroll in a commercial program.
- If the student is not able to achieve a 450 or higher on a COMSAE and subsequently take COMLEX Level 1 prior to December 31st of their third year, they will be referred to the Academic Progress Committee for further recommendations which may include, but are not limited to, a Leave of Absence for the spring semester. A mandatory Academic Leave of Absence may not extend past the end of the spring semester of the student's 3rd academic year.

Failure of the Level 1 examination will result in removal from third year clinical rotations at the end of the current rotation. A plan of study will be developed by the student and approved by the Academic Progress Committee to assist students to prepare to retake the examination. The student must remain enrolled and active in OST 750/751 and remain off rotations until the Level 1 examination has been retaken. Failure to retake this examination in the period allotted by the APC will result in a meeting with the committee to determine disciplinary consequences.

Following the retake of the examination, the student will be permitted to return to clinical rotations while awaiting results. However, after an additional failure, the student will be removed from rotations until a passing score is received. The Office of Clinical Affairs will then determine student placement in accordance with scheduling and curricular requirements. Delays from multiple COMLEX attempts may affect the student's core site, graduation date, and Residency Match deadlines. Failure to achieve a passing score by the end of the spring semester of the third year will result in a hearing with the APC for possible dismissal.

Level 2 CE

KYCOM requires the Level 2 CE examination 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/required rotations and the CAPSTONE course. Upon successful completion of COMLEX- USA Level 1, NBOME will notify students of their eligibility to schedule their COMLEX-USA Level 2 examinations. An approved form of the COMSAE will be required for all students to take 10 days prior to their COMLEX exam date; a minimum score of 450 is required for students to sit for COMLEX. A score below 450 will require the student to meet with the Associate Dean for Academic Affairs and the Educational Support Director to develop a specific study plan. All students must take the Level 2 CE examination between the start of the

fourth year and December 1st of the fourth year of study. Failure to take the exams prior to December 1st of the fourth year will result in a referral to the Academic Progress 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 an independent study course to meet KYCOM graduation requirements. In consultation with the Associate Dean for Academic Affairs, a plan of study will be developed by the student and approved by the Academic Progress Committee. The Academic Progress Committee will determine the appropriate length of time to be devoted to studying for the retake of the examination. Failure to take the examination in the period of time allotted by the Academic Progress Committee will result in a disciplinary hearing.

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.

OST 750 & 751

Please refer to the [*Clinical Rotations Manual*](#) and course syllabi for information regarding these courses.

Credit by Examination

Advanced standing is generally not 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 based on their performance on assignments and 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 Academic Progress Committee following each semester as it determines student performance and eligibility for promotion into the next academic year.

Grades: First- and Second-Year Courses

70% is the minimum acceptable passing grade. Any final grade or cumulative course block exam average below 70% 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

Information on grades issued for clinical rotations are found in the [*KYCOM Clinical Rotations Manual*](#) applicable to each class.

Grade Point Average Calculation

Grade point average (GPA) calculations are based on 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

KYCOM does not report class ranks on student transcripts. Students in the preclinical years (Years 1 and 2)

receive an Honors designation when earning a cumulative average of 90% or higher in a semester. Students in Year 3 will receive Honors designation if they earn a score of 90 or higher on all of their core rotations during a semester. Students must be in good academic standing with no course or COMLEX board exam failures during the semester under consideration to be eligible for Honors designation. Further, students on a partial/decelerated schedule or repeating a course are not eligible for Honors designation.

Graduation with Honors

Students will Graduate with Honors if they earn a cumulative average of 90 or higher during Years 1 – 3 (preclinical years and core rotations). Students must be in good academic standing and must not have incurred any course or COMLEX board exam failures. They will receive a certificate and honor cords to wear during commencement.

Grade Appeals: First- and Second-Year Courses

Students may appeal a course grade if they believe it to be an error using the following process:

1. The student must submit a written request for a grade review to the Course Director within five business days of final course grades being posted. This request must include a detailed explanation of why the student believes the grade was an error and, if applicable, supporting documentation.
2. The Course Director has five business days to render a decision on the appeal and inform the student in writing of their decision to uphold the original grade or change the grade. The Course Director must report grade changes to the Office of Academic Affairs as soon as a decision is reached.
3. The student may appeal the disputed course grade to the appropriate Associate Dean if the Course Director denies the student's grade appeal. This appeal must be done in writing and within five business days of the student receiving written notice from the Course Director denying the original grade appeal.
4. The Associate Dean has five business days to render a decision on the appeal and inform the student in writing of their decision to uphold the original grade or change the grade. The Associate Dean must report grade changes to the Office of Academic Affairs as soon as a decision is reached. The decision of the Associate Dean is final and not subject to further appeal.

In cases 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 Academic Progress Committee. In this situation, the decision of the Academic Progress Committee is final and not subject to further appeal.

Grade Appeals: Third- and Fourth-Year Rotations

Students may appeal a rotation grade if they believe it to be an error using the following process:

1. The student must file a written request for a grade review with the Office of Clinical Affairs within 30 days of posting of final grades. This request must include a detailed explanation of why the student believes the grade was an error and, if applicable, supporting documentation.
2. Clinical Affairs will consider the appeal filing and will inform the student of their decision to either uphold the original grade or change the grade in writing within ten calendar days of receipt of the student appeal request. Clinical Affairs must report grade changes to the Registrar's Office as soon as a decision is reached.
3. The student may request a hearing before the Academic Progress Committee for a final appeal of the grade the Office of Clinical Affairs denies the appeal. This request must be submitted in writing within ten calendar days of notification of the decision to deny the appeal.
 - a. Upon receipt of the appeal hearing request, the Academic Progress Committee may:
 - i. Reject the student's appeal and uphold the original grade, or;

- ii. Hold an appeal hearing, after which it will determine whether to uphold the original grade or change the grade. The committee will communicate its decision to the student and the Office of Clinical Affairs in writing within ten calendar days. The decision of the Academic Progress Committee is subject to review and alteration by the KYCOM Dean, whose decisions are final.
- iii. The decision of the Dean will be sent in writing to the student, Academic Progress Committee, and Office of Clinical Affairs. The Office of Clinical Affairs will then report grade changes to the Registrar's Office immediately upon notification.

Grade Reports

Students will be informed of their final course grades upon completion of each course in a timely manner.

Graduation Requirements

A student who has fulfilled all 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 calendar years (including any Leaves of Absence)
- Passes the COMLEX-USA Level 1 and Level 2 CE examinations and Capstone 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 will complete their graduation requirements after the date of graduation for their class may apply to the KYCOM Dean to participate in the graduation and hooding ceremony for their class if they have already passed their COMLEX-USA Level 2 CE and Capstone 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 and clinical rotations on or after July 1st and by the last day of the Fall semester as determined by the academic calendar, will be eligible to graduate with their degree on the last date of the Fall term. 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. They will also be required to participate in the May graduation ceremony where the Osteopathic Oath is administered. The criteria for a December graduation are 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 for Biomedical Sciences and/or their designee.** Policies guiding student research for KYCOM students can be found in the KYCOM Summer

Research Program Canvas course and the school's website [Research @ UPIKE](#). Students who conduct research during the academic year or during the summer are expected to abide by behavioral standards for students set forth in university policies including but not limited to the Academic Integrity Policy, *UPIKE Code of Conduct*, and Title IX and Sexual Misconduct and Harassment policies. First-year students are not eligible to engage in research during the first semester.

Transfer Policies

Student transfers to KYCOM are rare. Student requests for transfer to KYCOM should be directed to the Office of 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, which 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.

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee (APC) is comprised of KYCOM faculty and administrators. The committee's purpose is to oversee student progress toward fulfillment of requirements to attain the degree of Doctor of Osteopathic Medicine (D.O.) from KYCOM. The APC reviews the academic progress of KYCOM students. APC decisions concerning students may be appealed to the Dean of KYCOM, whose decisions are final.

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

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

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

The KYCOM Director of Student Affairs and Academic Excellence serves as an *ex officio* member and only votes to break a tie vote. Non-voting guests may attend APC meetings to provide specific information about a

student or situation. The need for a non-voting guest to attend APC meetings is determined on a case-by-case basis by the Chair.

Guidelines for Review of Student Academic Progress

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

The APC reviews student course grades, records, and reports (including attendance reports) to determine if the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal, and professional conduct required for the continued study of osteopathic medicine, and is considered mentally and emotionally fit to become a physician. Student academic performance is reviewed upon completion of each semester, at the end of each academic year, and whenever determined by the Chair.

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

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

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

1. **Course remediation or retest.** Refer to *Remediation and Retest* in *Academic Policies*.
2. **Repeating courses.** Students with course failures may be required to repeat an academic year in full or in part. Although all grades received at KYCOM are recorded on the student's transcripts, only grades received in the repeated academic year are used to calculate the cumulative GPA. Failure of any course in the repeated year may result in dismissal from KYCOM. Students who repeat a year due to failing course grades may be placed on academic warning or probation for the full academic year. Students who are on academic warning or probation are discouraged from participating in extracurricular activities so they may focus on achieving successful academic progress. In the case of first- and second-year students who are repeating the academic year, academic probation will be removed at the end of the year when all classes are successfully completed.
3. **Dismissal from KYCOM.** The student's enrollment at KYCOM is terminated.

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

Further, the APC reserves the right to place on probation or suspension any student who has failed to maintain acceptable standards as specified in either the *KYCOM Student Handbook* or in the *KYCOM*

Clinical Rotations Manual. The KYCOM Dean has the authority to review, amend, or overturn APC actions concerning students and student academic performance at KYCOM.

Graduation

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

Administrative Leave

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

Student Academic Progress

The APC regularly reviews the academic progress of students.

Academic Warning and Academic Probation

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

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

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

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

GUIDELINES FOR ACADEMIC PROGRESS COMMITTEE ACADEMIC PERFORMANCE MEETINGS

Student Appearance

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

Guidelines

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

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

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

Student Statements

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

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

Student Appeals of Academic Progress Committee Recommendations

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

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

KYCOM Policy Regarding Health Professional Services to KYCOM Students

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

KYCOM Policy Regarding Social Relationships with Students

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

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

KYCOM Policy Regarding Consensual Relationships

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

the normal operations of the University.

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

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

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

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

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