UAB SCHOOL OF OPTOMETRY

STUDENT HANDBOOK 2017-2018

8/3/17

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UABSO DIRECTORY

Please call the receptionist if you need the number for someone within the School of Optometry or if you need to be transferred to another telephone number within the school.

Receptionist	Brenda Carter	934-3063	bfc@uab.edu

Please dial "0" when you are on campus to obtain a campus phone number. You may also look up a phone number online at www.uab.edu, look under "Quicklinks" for the Directory.

UAB Operator		934-4011	
ELECTRONIC PHONEBOOK		**http://www.uab.edu/phonebook**	

UAB CONTACTS

Financial Aid	Ann Little	934-8223	aclittle@uab.edu
Student Accounting		934-3570	
Student Health	Sara Johnson	975-7751	saraj@uab.edu
Student Dental Health	Susie Talley	934-5234	swatts66@uab.edu
Transportation Services (Parking)		934-3513	
Security/UAB Police		934-4460	
UAB Registrar's Office (for official transcripts)		934-8222	
UAB EyeCare		975-2020	

UABSO OFFICE OF STUDENT AFFAIRS

All calls for the Office of Student Affairs	975-0739	

UABSO EXTERNSHIP OFFICE

Dr. Keisha Elder	934-6773	kselder@uab.edu
Cynthia Perry	934-2624	cmbb11@uab.edu

UABSO DEAN'S OFFICE

Rebecca Murphy (Becky)	975-9935	rjmurphy@uab.edu

UABSO DEVELOPMENT OFFICE

Sommer Thompson	934-9838	sommer.thompson@uab.edu
Susannah Camp	934-3839	scamp3@uab.edu

ALUMNI AFFAIRS OFFICE

Virginia Rogers	975-9931	vsr@uab.edu

UABSO INFORMATION SERVICES

Joey Jones	934-2833	hjjones@uab.edu

STUDENT INFORMATION

- **Student Mailboxes** are located in the student lounge on the first floor.

- Mail will be placed in your mailboxes and must be checked at least once per day. Outgoing mail should be given to Brenda Carter at the front desk on the first floor of the Henry Peters Building for faculty, staff, and other students. The mail will be distributed throughout the day. Campus and U.S. mail will be delivered once a day. **Students are not allowed in the first floor mailroom.**

- A telephone is available in the lounge for local calls. You can dial "9" to make off-campus local calls.

- There are refrigerators and microwaves located in the lounge on the 1st floor. It is the responsibility of the student organization members to keep the refrigerators and microwaves clean. Please see the monthly assignment list on the refrigerator. Paper towels are provided to cover your food while using the microwaves.

- The **Student Computer Lab** is located on the 3rd floor in room 304.

- **Student Absence Forms**: Can be obtained online at http://www.uab.edu/optometry/home/images/StudentAffairs/Student_Absence_Request_Form.pdf

- **Clinic Student Absence Request Forms:** Can be obtained from the clinic administration office.

- **Emergency Loan Forms:** Can be obtained online at http://www.uab.edu/optometry/home/images/StudentAffairs/Emergency_Loan_Application_Form.pdf Upon completion of the Emergency Loan Request Form, return the form to the Office of Student Affairs. Confidential envelopes are provided in the Student Lounge if you wish to keep your form confidential.

- **Loans, Deferments, Insurance Forms, or Verification of Enrollment Letters:** Requests should be made in writing to the Office of Student Affairs-no verbal requests will be accepted. Please include the name of the company, the company's address, contact person's name, and the fax number of the company. Please leave any official forms to be completed with your written request. Make sure that you have completed all sections. When the original form or letter has been mailed, a copy will be placed in your mailbox for your records.

- **Notary Public:** See Dena Clemons in clinic administration on the ground floor for this service. Most local banks will be able to notarize a form for a small fee.

- **Transcripts:** Official and unofficial transcripts must be requested online through BlazerNET.

- **Student Emergency:** If a student is injured or becomes ill, the contact information entered in BlazerNet will be used to notify the emergency contact. Therefore, at least two family contacts should be entered into BlazerNet.

- **Family Emergency:** If you are listed as the "emergency contact" for any of your family members, it is important that you supply their work or school with your personal and direct contact information as well as that contact information of local family members (or close friends) that can handle an emergency in your absence. This does not mean that you cannot give the Office of Student Affairs as a contact number – just keep in mind that there can be issues involved with getting the message to you in a timely manner. It is best to list several family members or friends as contacts first and make the School the last option. Our greatest concern is that you can be reached directly in an emergency situation.

STUDENT ORGANIZATIONS

All students participating in student eye care mission trips must complete a student eye care mission release agreement. This form can be found at http://www.uab.edu/optometry/home/images/StudentAffairs/Student_Eye_Care_Mission_Waiver_And_Release_Agreement.pdf

AAO – American Academy of Optometry UABSO Student Chapter

The American Academy of Optometry UABSO Student Chapter began in July 2010. Membership in the organization will be open to any student from 1st through 4th year. The focus of the chapter will be to educate its members on topics related to the Academy and to make the transition from graduate to Fellow of the Academy easier.

AOSA – American Optometric Student Association

This organization serves as the government association. Students are automatically members when they enroll at the UABSO. The membership fee is paid by the School so that there is no out-of-pocket expense for the student. The AOSA sponsors seasonal activities such as the fall party, Christmas semi-formal, the Eye Ball in the spring, and student-faculty basketball and softball tournaments. Their major fund-raiser is the AOSA Golf Scramble, which is usually held in the fall. In addition, we also work with the Alabama Optometric Association attending board meetings and volunteering to help as needed.

BSK— Beta Sigma Kappa International Optometric Honor Society

Founded in 1925, it serves over 1,800 active members plus 950 honor student members. A student must attain a GPA of 3.5 in their first professional year, a cumulative GPA of 3.4 for the first two years, a 3.3 cumulative GPA for the first three years, and a 3.2 cumulative GPA for all four professional years. The BSK organization gives members a certificate that is suitable for framing. Members of BSK wear honor cords during the Doctoral Convocation and Hooding Ceremony and their names are listed in the graduation program.

Gold Key International Optometric Society

The purpose of the Gold Key is to recognize upper-class students who have demonstrated outstanding professional and ethical attitudes through leadership in their class college and profession. All second, third and fourth year students are potential candidates for membership. However, no more than 8 students per class can join. Applications are sent out to everyone in the 2nd and 3rd year classes in January or February. New members are selected by the current members. Although it is not GPA based, the student must be in good academic standing. Not all 8 spots need to be used if the members do not feel as if there are enough qualified applicants. If all 8 spots are not filled the remaining spots will be offered the next year.

SVOSH – Student Volunteers in Optometric Service to Humanity

SVOSH is a charitable organization dedicated to providing vision care to people in the United States and abroad who would not otherwise receive care. Activities include collecting used eyeglasses and participating in vision screenings in underdeveloped countries and the U.S. Members work hard to raise money year-round to fund their annual trip to a third-world nation. You will acquire skills that will benefit you in your professional education on these trips. The work prior to and during the trip is challenging but rewarding. The group usually allots time for sightseeing while abroad, after they complete the scheduled days of mission work.

FCO – Fellowship of Christian Optometrist

A nondenominational Christian organization designed to provide fellowship to optometrists and students. Activities include bi-weekly luncheon devotionals, social activities, and service projects which include helping those in need, (Jessie's Place, Angel Tree, Operation Christmas Child) and providing vision screenings in the U.S. and abroad. There are no fees for student membership.

NOSA – The National Optometric Student Association

NOSA is the student branch of the National Optometric Association. The NOSA is dedicated to increasing minority representation in the field of optometry. Members participate in community health fairs by doing vision screenings, speaking to local high schools and community groups, assisting the office of student affairs with recruiting activities, and sponsoring luncheon seminars featuring minority optometrists. This group also works hard throughout the year to raise money to attend the national convention of the NOA/NOSA. Past conventions have been held in Florida, Philadelphia, Seattle, and Jamaica.

Private Practice Club

The Club of Private Practice Management exists to provide students with information and opportunities regarding private practice optometry and to aid in the transition from student to doctor. The club aims to explore the rewards, challenges, and opportunities of private practice through guest speakers, events, and workshops.

THE COMPUTER AND E-MAIL

UABSO Executive Committee - Student use of e-mail addresses

The committee concluded that the UAB e-mail account established for each student will be the only account used for official communications with students. Students should not expect UABSO faculty, staff, or administration to use any other e-mail accounts. **Students can instruct the UAB account to forward communications to any other e-mail server of the student's choosing, but under these circumstances the School of Optometry cannot be responsible for any lost or misdirected e-mails.**

All e-mail will be sent to your official uab.edu address. No other e-mail services will be recognized for school use. E-mail must be checked by the student at least once per day.

UAB does not guarantee that all of your UAB e-mail will be forwarded to an external e-mail address, therefore it is the student's responsibility to check their UAB e-mail account daily.

Student Affairs, faculty and staff will communicate many important messages to you via e-mail. We appreciate your communications via e-mail.

Please e-mail us with your questions or concerns. There will be times when we can respond to your e-mails when we are not in our offices.

What is the best way to communicate with faculty and staff? E-mail!

If you have a problem with your e-mail account, who should you contact?

Joey Jones in Information Services can be reached by e-mail at **hjjones@uab.edu** or by phone at 934-2833.

Should I open an e-mail with an address beginning with so-students@uab.edu or so-2021class@uab.edu?

Yes! These e-mails are sent to a specific class or the entire student body and contain important information. It is the best way for the staff and faculty to communicate with student groups.

DON'T:

- Ignore e-mails sent to everyone
- Open SPAM or any suspicious e-mail
- Delete important messages, save them in a folder
- Let your e-mail box become so full that you cannot receive messages

BLAZERNET

Students are responsible for updating the following information in BlazerNET:

Address – a local mailing address is necessary and must be updated to receive financial aid information from the university along with other important documents

Cell and Home Phone Numbers - faculty and staff on occasion have important information to relay to the student that requires a phone call

Emergency Contacts—please enter two or more emergency contacts in the event you are injured or become ill while attending school

www.uab.edu

BlazerNET is designed for the internal UAB community that provides centralized access to the information and services that student, faculty and staff need on a daily basis.

A few things you will find on BlazerNET:

- Class Registration
- Grades
- Financial Aid
- Events
- Policies
- Forms
- News
- Order Transcripts

LISTER HILL LIBRARY OF THE HEALTH SCIENCES

Lister Hill Library of the Health Sciences is your resource for medical information:

· Connect from home to the library's resources, including full-text

· Find Books and Journals in the library's catalog

· Find Journal Articles related to optometry in MEDLINE

· Get Images and Pictures you can use for class projects

There are **COPY MACHINES** available for student use at the Lister Hill Library. All of the machines take copy cards, which can be purchased from the cashier in the copy room on the ground floor. Two of the copiers also accept coins. Please check with the Information Desk for prices on color and black and white copies.

Lister Hill hours are:

Monday-Thursday	7:00 a.m. – 11:00 p.m.	**Saturday**	9:30 a.m. – 6:00 p.m.
Friday	7:00 a.m. – 7:00 p.m.	**Sunday**	12:00 p.m. – 10:00 p.m.

Lister Hill Library Information Desk: 205-975-4821

Lister Hill Library can only be accessed with your school ID. This library is only open to students and employees of UAB and other local universities. It is also open to state health and legal professionals.

Web-Based Medical Clearance

Classes of 2018 and 2019:
The service is provided by https://www.castlebranch.com/, a secure, confidential web-based company that is HIPPA/FERPA compliant. They provide an Immunization Tracker and Certified Record Review.

You will periodically receive automatic notices of required impending clearance updates (annual TB renewal, etc.) from https://www.castlebranch.com/. You will be able to access and view your records at any time by logging into your account.

If you have any questions about this process, you may contact https://www.castlebranch.com/ at 1-888-666-7788 and they will be happy to assist you. Or you may contact Crystalann Wingate at Student Health Services at 205-975-7751 or 205-975-7753.

Classes of 2020 and 2021:
All medical clearance is processed through the UAB Student Health Services. You may contact Sara Johnson at Student Health Services with questions at 205-975-7751 or 205-975-7753.

OPTOMETRY POLICY ON STUDENT IMMUNIZATIONS

http://uab.edu/studenthealth/medical-clearance/dentistry-medicine-optometry

Students matriculating or enrolled in the School of Optometry must comply with the University policy. The information on the web site is kept up-to-date. Students should refer to the site for details on all required immunizations.

MANDATORY HEALTH INSURANCE

Health Insurance is required for all students enrolled in the schools of Dentistry, Health Related Professions, Medicine, Nursing and Optometry. These students will be automatically enrolled unless they sign a waiver and provide proof of coverage under another plan. This is mandatory per university policy.

MANDATORY HIPAA TRAINING

Optometry students must complete online HIPAA training (http://www.hipaa.uab.edu) during orientation prior to beginning optometry school.

CLASS ATTENDANCE

During your undergraduate education it may have been permissible to miss class without any adverse effect on grades or learning. However, you will soon find that the curriculum for the professional program is more demanding and requires much more time management and class/lab participation. Regardless of whether the instructor includes class attendance as part of the course syllabus, school policy requires that you attend class. If for any reason you have an emergency (illness, family crisis, etc.) that necessitates being out of school, please notify your instructors by e-mail for the courses you will miss and copy the Office of Student Affairs. It is particularly important that the appropriate faculty or staff be notified prior to scheduled examinations.

INCLEMENT WEATHER

WBHM (90.3 FM) is the official source for University closings. All faculty, staff, and students should monitor WBHM for current and accurate information. WBHM will repeatedly broadcast the status of the University every 10 to 30 minutes until the situation has eased. WBHM broadcasts 24 hours a day, 7 days a week.

One of the following announcements will be released:

> The University of Alabama at Birmingham will remain open, classes will be held as scheduled
>
> UAB is closed (for the day/until noon, etc.) except for the hospital and emergency personnel.
>
> Any patients who have appointments today should confirm the appointments by telephone prior to traveling to UAB. UAB personnel should contact their supervisors for further information
>
> Stay tuned to this station for updates

In a situation where the University is not officially closed, students experiencing problems (flooding or impassible roads, etc.) should report in the following manner:

> Didactic Courses: E-mail your professors and copy Student Affairs
>
> Clinic Assignments: If you are scheduled for the clinic call, follow the procedure delineated in the Clinic Manual.

Remember – our first priority is your safety. Students remember to keep the phone numbers you need at home or look them up on the UAB website in the UAB Electronic Phonebook.

POLICY ON STUDENT ABSENCES

INTRODUCTION: This document specifies policies for student attendance at the School of Optometry and methods of obtaining authorized absences. It is anticipated that students enrolled in the School of Optometry will attend all lectures and laboratories. Course instructors are responsible for monitoring classroom attendance.

NON-CLINIC ABSENCES

AUTHORIZED ABSENCES

ABSENCES DUE TO PERSONAL EMERGENCIES:

In this category are absences due to illness, accident, death, legal or financial crisis.

ABSENCES DUE TO APPROVED STUDENT PROJECTS, PROFESSIONAL MEETINGS AND OTHER SPECIAL ACADEMIC ACTIVITIES:

In this category are absences to attend annual meetings of optometric professional organizations such as the AOA, AAO, ARVO, AOSA, and SECO. Some meetings will involve cancellation of all classes and others not. The academic schedule should be consulted for each meeting. When not specifically canceled, absences will require make-up.

PROCEDURES

ABSENCES DUE TO PERSONAL EMERGENCIES:

Such absences will be considered on an individual basis, but generally not approved for personal business. Unexplained, unauthorized or excessive absences may result in disciplinary action. Notification to appropriate faculty by e-mail and specify (1) reason for absence, (2) estimated length of absence, (3) assigned clinic responsibilities, and (4) phone # during period of absence.

ABSENCES FOR STUDENT PROJECT, ETC.:

Permission must be obtained from instructors whose class will be missed. Lecture and lab courses must have at least two weeks advanced notice.

STUDENT ABSENCE REQUEST FORM for didactic courses can be found at
http://www.uab.edu/optometry/home/images/StudentAffairs/Student_Absence_Request_Form.pdf

CLINIC ABSENCES

Please note that the clinic has their own policy regarding student absences—scheduled and emergency absences.

OPTOMETRY LEAVE OF ABSENCE POLICY

On rare occasions, a student may request a temporary leave of absence from the professional program. A leave of absence may be granted for personal or medical reasons. A personal leave may be granted if a student in good academic standing encounters circumstances that significantly hamper academic or clinical progress. The student's academic standing refers to both recent performance (i.e. whether on academic probation) and performance in the current academic term. A medical leave may be granted if a student has a significant health issue (such as serious illness, hospitalization, surgery/recuperation, pregnancy, maternity leave, etc.) that requires extended time for healing, treatment, or recovery. For a personal leave of absence, the minimum duration is one academic term. The maximum duration of a personal or medical leave of absence is one year. If a student requires more than one year away from the professional program, this will be considered a withdrawal.

The intent of a leave of absence is to provide the student with a temporary departure from the program, while maintaining his or her status and position within the curriculum. The student considering a leave of absence should discuss his or her situation with the Director of Student Affairs prior to making a formal request.

Procedure for Requesting a Leave of Absence

To request a leave of absence, the student must submit the following to the Director of Student Affairs:

- A written request detailing the circumstances involved and the duration of the anticipated leave.

- In the case of a medical leave, a letter from the student's physician supporting the need for and duration of the leave. At the end of the leave period, another physician letter will be required confirming that the student is able to return to the professional program.

- if the duration of the requested leave is less than one year, a written proposal of how the student intends to make up the missed classes, laboratories, and/or clinic assignments. This proposal will be reviewed by appropriate administration and may be modified to comply with the policies and requirements of the professional program (see below). The Dean must approve the final plan.

Academic Progression and Leave of Absence

A leave of absence is a temporary suspension of all academic and clinical activities in the optometry professional program. As such, a leave of absence may jeopardize forward progress in the professional curriculum and delay expected graduation. It is the policy of the UAB School of Optometry that progression in the professional program may not be possible if significant absence is incurred due to leave, according to the following conditions:

- If a leave of absence precludes attendance in didactic (classroom) courses for less than or equal to 25% in any given term, continuation in these courses will occur only with the approval of the Associate Dean for Student Success, after consultation with the involved course instructors. If allowed to continue, the student will be responsible for making up all assignments and activities missed during the leave.

- If a leave of absence precludes attendance in didactic (classroom) courses for more than 25% of any given term, continuation in those courses will not occur, and the student will receive a "W" (withdraw) grade for the involved courses. The student will be permitted to re-enter the courses in good standing at the next available offering of the course.

- If a leave of absence precludes <u>any</u> attendance in clinical courses, the student will be permitted to make up equivalent clinical experiences only with approval of the appropriate Clinic Service Directors, with final approval by the Director of Clinical Affairs. The student should meet with each Clinic Service Director to develop a written plan that satisfies the requirements of the particular clinic. If an approved plan is not possible, the student will re-enter the clinical courses at the beginning of the next available offering of the courses.

REFUND POLICY

Tuition for the term will be refunded if withdrawal occurs prior to the second week of a term. Fifty percent of tuition will be refunded if withdrawal occurs between week two and week four of the term. No refund of tuition will be made for withdrawals after the fourth week of a term.

STUDENT GRIEVANCE, CONFLICT RESOLUTION AND APPEALS

COMPLAINT PROCEDURE

Informal Complaint Procedure: Student complaints should be resolved on an informal basis without the filing of a formal grievance.

1. A student has 10 business days from the date of the incident being grieved to resolve their complaint informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
2. When this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.

Note: The complaint will not be process if the 10 day period has passed.

Formal Complaint Procedure: Where a student cannot resolve their complaint informally, they may use the formal grievance procedure.

1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the Office of Student Affairs using the Student Grievance Form accompanied by the Informal Complaint Remedy/Outcome Form, and supporting documentation.
2. If the grievance is against the Director of Student Affairs or an individual faculty member, the student shall file the grievance in the Office of the Department of Optometry Chairman.
3. The Director of Student Affairs or the Department Chairman, will investigate the matter and supply a written response to the student within 15 business days.
4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled by the University Office of Student Affairs as directed by the University policy.
5. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until the disciplinary procedure has run its course.

Appeal of Staff Response: If a student is unsatisfied with the response from the Director of Student Affairs and/or the Chairman of the Department of Optometry, the student may appeal the decision to the Dean.

1. A student must file a written appeal within 5 business days of receiving the response from the Director of Student Affairs and/or the Chairman of the Department of Optometry.
2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he has provided all relevant documents with his appeal.
3. At the Dean's sole discretion, grievance appeals may be held in one of the following two ways:
    A. The Dean may review the information provided by the student and administration and make the final decision; or
    B. The Dean may appoint a cross-functional committee to make the final decision.
4. Whichever process is chosen by the Dean, the decision of the grievance appeal is final. Retaliation against a student for filing a grievance is strictly prohibited.

STUDENT GRADE APPEAL

Most Academic Appeals involve a grade issue. Students may only appeal a final course grade. Final grades of C or better are not appealable. Any grade appeal should be started as soon as possible after the student is notified of the final course grade. Questions and concerns about grades are often the result of misunderstandings about grading practices and expected standards. Direct communication between the instructor and the student usually resolves these misunderstandings. It is the purpose of the grade appeal procedure to outline appropriate steps the student should take to clarify any questions about grades or grading practices.

A. The student will make an appointment with the appropriate instructor where the following may be discussed:

1. Clarification of the overall grading plan.
2. Correction of errors made in grading.
3. Explanation of specific grading questions such as the correct answer to an exam question or the basis for a grade received on a report.

B. If the grade appeal is unresolved, the student should make an appointment with the Department Chairman where the following may be discussed:

1. Department policy on grading and grade appeals.
2. Differences in interpretation of approved policies.
3. Instructor's records and grading applications.

C. If the grade appeal is still unresolved, the student should make an appointment with the Dean. The Dean will conduct an investigation to resolve the appeal. The decision of the Dean is final.

ACADEMIC SUSPENSION APPEAL PROCEDURE

An appeal of academic suspension may be made and must be initiated as soon as possible but no later than the first day preceding the new term. Should the student choose to appeal, the process is as follows:

1. The student should give an extensive explanation for the justification of the appeal in writing and complete a Student Grievance Form. The completed form, written justification and supporting documentation must be returned to the Dean before the first day of class at which time the appeal process officially begins.
2. The student will be notified of the decision by certified mail from the Dean's Office.

ACADEMIC POLICY FOR THE FIRST PROFESSIONAL DEGREE PROGRAM (Doctor of Optometry)

Approval Date: 08/09/16

This version of the policy supersedes all prior versions.

Grading System

All School of Optometry courses (didactic and clinical) will use the following letter grades and corresponding percentages:

A **90-100%**
B **80-89%**
C **70-79%**
F **below 70%**[1]
P **Pass**
I **Incomplete.** The temporary notation of I may be reported at the discretion of the instructor to indicate that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all course requirements. An incomplete is given when the student, for nonacademic reasons beyond his/her control, is unable to complete course requirements. This notation should not be used unless there is reasonable certainty that the requirements will be completed during the following regular term, since at the end of that term the I automatically changes to an F. In highly unusual circumstances the student may request an extension of the time to complete the requirements. This request must be submitted in writing to the Director of Student Affairs in advance of the time when the grade automatically changes to an F since the approval of the instructor, the Professional Program Academic and Honor Council (PPAHC), the Associate Dean for Academic Affairs, and Dean are all required.

W **Withdraw**
WP **Withdraw Passing**
WF **Withdraw Failing**
AU **Audit**
P/F **grading policy will be determined by the instructor**

The grade point average is calculated by dividing the total number of quality points attained by the total number of semester hours attempted. The number of quality points attained for each course is determined by multiplying the earned quality points by the semester hour value of the course.

[1] In addition to other course criteria as set by the coursemaster/instructor

Academic Term

The academic year consists of the following terms: Fall A, Fall B, Fall, Spring A, Spring B, Spring, and Summer. The academic year begins in the fall and ends after summer term at which time, promotion to the next sequential year occurs.

Program Length

Students are expected to complete the professional optometry program in four academic years. Due to extenuating circumstances, including repeating a year, and other ramifications of nonacademic and academic probation, students may require more than four academic years to complete the program. The maximum time allowed to complete the professional program is six years (72 months) from the date of a student's beginning of classes. In highly unusual circumstances the student may request an extension of the time to complete the professional program. This request must be submitted in writing to the Associate Dean for Student Success and Professional Relations and the Director of Student Affairs. Approval by Associate Dean for Academic Affairs, the UABSO Executive Committee (EC), and Dean are all required.

Promotion/Graduation

Students who have an annual and cumulative grade point average (GPA) of 2.0 or greater, without rounding, who have successfully completed all courses within an academic year, and who have a satisfactory record of professional conduct will be promoted to the succeeding year, or will be eligible to graduate from the professional program if in the final year. In order to progress from the spring semester to the summer semester, prerequisites require that each student has successfully completed all courses in the professional program curriculum up to and including the spring semester, unless otherwise required by the PPAHC. Each course in the program must be successfully completed in order for a student to receive the O.D. degree. Passing scores in Parts I and II of the National Board Examination in Optometry are required for graduation, as are demonstration of acceptable professional standards and ethical values, as defined by the UABSO Code of Ethics and the document entitled Basic Competency for Entry-Level Optometrists.

Student-Initiated Withdrawals

A student-initiated withdrawal from the program means that the student is voluntarily severing his/her connection with the School of Optometry, prior to completion of requirements for the OD degree. The student's request for withdrawal shall be made in writing to the Director of Student Affairs. Consistent with overall University policy, the Associate Dean for Student Success and Professional Relations or Director of Student Affairs may approve the student's request for withdrawal, but such approval carries no stated or implied commitments concerning future readmission to the School of Optometry.

At the point in which a student withdraws from the School of Optometry program, the coursemaster of each course in which the student is enrolled will be responsible for assigning a grade reflective of the student's performance up to that point in the course, and should issue either a *Withdraw Passing* (WP) or *Withdraw Failing* (WF). If the student withdraws at a point

during the term in which the coursemaster feels that he/she cannot appropriately assign a grade because performance has not been evaluated, a *Withdraw (W)* can be issued.

Student-initiated withdrawals from a single course are not permitted.

Professional Program Academic and Honor Council

The Professional Program Academic and Honor Council (PPAHC) is charged with monitoring the academic status of students enrolled in the UABSO and enforcing the Academic, Honor and Ethics Policies of the program. The PPAHC will meet on a regular basis, as needed, primarily at the end of each academic term. The PPAHC will review grades, performance of students on academic probation, material from coursemasters regarding failures in their courses and student documentation pertaining to a failure of a course (only after the student has discussed the failure with the coursemaster). The coursemaster should communicate the failure of his/her course to the student by the date on which grades are due for that term. The coursemaster will advise students of the method by which a course failure will be communicated. The coursemaster shall also provide written notice of a course failure, to the PPAHC chairperson, the Director of Student Affairs, and copied to the Student Affairs Program Manager, by the date on which grades are due for that term, absent extenuating circumstances.

For any F grade issued, the coursemaster will provide the PPAHC a written summary of the student's performance, with a recommendation to the PPAHC. If an F grade is received in a clinical course, the coursemaster may ask the instructor(s) assigned to the student for input when drafting the summary and recommendation. Factors used to determine the appropriate course of action for the management of an F grade include, but are not limited to, the following: overall course performance, current and past academic performance, attendance, demonstrated efforts toward self-help and documented special circumstances that may have contributed to poor performance, such as personal or family illness. If a student believes that extenuating circumstances contributed to a failing grade, a letter documenting such factors should be submitted to the Chairperson of the PPAHC, prior to the committee meeting. In addition, all students with their academic status under review by the PPAHC will be invited to present their case in person at the PPAHC meeting where it is discussed.

In the event that a member of the PPAHC is the course instructor who issued a failing grade, the member will recuse himself/herself from participation in the discussion of the student to whom s/he assigned the failing grade and will refrain from voting on the committee recommendation for that student.

The PPAHC will make a ruling regarding the promotion, probationary status, course repetition, remediation and/or dismissal of the student. The course instructor who assigned the F grade will not move forward with his/her recommendation or re-examine the student, until after the PPAHC has evaluated the student's overall performance and determined the appropriate action, absent extenuating circumstances.

Any decisions involving academic actions will be conveyed to the student by the Office of Student Affairs. An attempt will be made to notify the student, in person, but if this cannot be accomplished in a timely manner, the student may be notified by telephone, UAB e-mail or certified mail. The contact information for the student will be taken from Banner, the university's student database.

Repeating a Failed Course

All didactic and clinical courses for which an F grade is assigned must be repeated successfully in order for a student to progress in the professional program or to receive the O.D. degree.

Based on the coursemaster's written summary and ruling of the PPAHC, a failed course may be repeated, at the discretion of the coursemaster, by either:

1) enrolling in the course when it is next offered

Students required to enroll in the course when it is next offered may be given the option to take an adjusted schedule of courses during the year before the failed course is repeated. Courses allowed will be those that do not require the failed course as a prerequisite, and that are deemed by the PPAHC to be in the best interest of the student. Adjusted schedules are not always allowed. When a student is away from the program for a semester or more, additional customized requirements may be recommended by the PPAHC, including but not limited to repeating courses, auditing courses, remediation and examination.

or

2) completing a repeat course in place of the original course, which will be completed before the end of the next academic term. A repeat course has a unique course name and number and will have its own course syllabus.

Didactic Courses: The requirements of the course may include, but are not limited to: self-study, written assignments, periodic meetings, re-testing, and/or assignments designed to improve understanding of course content.

Clinic Courses: In some cases, the coursemaster may recommend a repeat course in place of a failed clinic course. If this is offered, the repeat course may include, but is not limited to: patient care assignments with faculty observation/supervision of specific techniques or conditions, care reviews, written assignments, periodic meetings and/or other activities designed to improve clinical performance.

If the coursemaster offers a repeat course, he/she will usually serve as the coursemaster (or will suggest an appropriate coursemaster to the PPAHC) and will determine the course requirements,

grading and scheduling of the course. Additional provisions may be suggested by the PPAHC in consultation with the coursemaster who assigned the original F grade. The grading scale used for the repeat course should be identical to that of the course failed. A course syllabus, specific to this course will be provided to the student by the coursemaster. Special courses that are created for these purposes for a specific student will have a unique course number, will be given a new course grade, and extra tuition may be applied. The assigned coursemaster/instructor(s) of repeat courses will provide the course syllabus and regular feedback regarding the student's performance in the course to the PPAHC, which will review the performance and make further recommendations, as appropriate. Due to the complexity of an adjusted schedule, a student who has failed a course will not always be eligible to enroll in the next sequential academic term.

When a student successfully repeats a failed course, he or she will receive a grade and course credit for the repeated course, based on the repeat course requirements. The F grade from the course failed will remain on the student's transcript, and both grades will be used in all grade point average calculations. Repeat courses could significantly delay progression in the program and the graduation date. When a repeat course is failed, the student will receive an F grade while on academic probation and will be subject to dismissal from the program. In case of extenuating circumstances, the PPAHC may allow a student to remediate a repeat course F grade when on probation.

Remediation

Internal Remediation

Remediation may occur in a course when an instructor has recognized deficiencies that can be corrected within the term. The coursemaster may design a program, in addition to the original course, in order to address deficiencies.

External Remediation

Based on course failure and/or specifically identified weaknesses, the PPAHC may recommend that the student be required to enroll in a special course in order to improve in the area(s) of weakness. Special courses that are created for these purposes will have a unique course number, will be given a new course grade, and extra tuition may be applied. Remedial courses will last at least one term. Due to the complexity of such special programs and schedules, students will not always be eligible to enroll in the next sequential academic term. The need for remedial programs may prevent the student from attending an externship program. If a student who is on academic probation fails a remedial course, he/she will be subject to dismissal from the program.

Remediation programs, including the course requirements and grading scale, will be designed by the PPAHC, based on the recommendation of the original coursemaster. Additional provisions to the remediation design may be suggested by the PPAHC with consultation of the original coursemaster. Any combination of curricular requirements can be used, based on what is in the best interest of the student's academic progress. The faculty member who is assigned as the coursemaster of the remediation program will determine the scheduling of this activity and will provide a course syllabus specific to this course, based on the recommendations from the PPAHC.

Didactic Remediation: Remediation may include, but is not limited to: self-study, written assignments, periodic meetings, re-testing, and/or assignments designed to improve understanding of course content.

Clinic Remediation: Remediation may include, but is not limited to patient care assignments, with faculty observation/supervision of specific techniques or conditions, care reviews, written assignments, periodic meetings, and/or other activities designed to improve clinical performance.

The assigned coursemaster/instructor(s) will provide to the PPAHC the course syllabus and feedback regarding the student's performance during and/or at the end of the remediation. The PPAHC will review the performance and make further recommendations as appropriate. Students remediating will remain on academic probation one term longer than when both the remediation plan is successfully completed and the originally failed course is successfully repeated, if applicable. External remediation could significantly delay progression in the program and the graduation date.

Repeating an Academic Year

Students repeating an academic year may be required to repeat all courses in that academic year in which a C grade or less was originally earned, as well as any other courses which the PPAHC feels are in the best interest of the student. When a student is away from the program for a semester or more, additional customized requirements may be recommended by the PPAHC, including but not limited to repeating courses, auditing courses, remediation and examination. In the event that a curricular change has created a relocation of a course to a different academic year, efforts will be made to allow the student to take the course at an alternate time. Other curricular recommendations may be made by the PPAHC. Students required to repeat an academic year will not be enrolled until the beginning of the repeat academic year. The length of academic probation for students repeating an academic year will be determined by the PPAHC. Repeating an academic year will delay progression in the program and the graduation date.

Circumstances that can subject a student to repeating all or part of an academic year include but are not limited to:

- One F grade while on academic probation, regardless of GPA.
- Annual GPA below 2.0 at the end of the summer term.

Note that if the PPAHC stated in writing, in a previous term review, that any additional F, even on a non-repeat course, will bring dismissal from the program, the recommendation of the PPAHC will automatically be for dismissal.

Dismissal from the Program

A recommendation for dismissal from the program may be made by the PPAHC if sufficient evidence exists to indicate that a student will not be able to correct past academic deficiencies or to meet the standards described in the document entitled Basic Competency for Entry-Level Optometrist within the time period allowed to complete the professional optometry program. Once a student has been dismissed from the program, future requests for readmission to the UAB School of Optometry will not be considered.

Other academic circumstances that can subject a student to dismissal from the professional program include, but are not limited to:

- Two or more F grades in the same term, regardless of GPA or academic probationary status
- One or more F grades received while repeating all or part of an academic year
- A failing grade and subsequent failure of the remediation plan and/or repeated course

Auditing

A student may be recommended for or required to audit one or more courses in addition to repeating a failed course or academic year. Audit Approval Forms, obtained from the Office of Student Affairs, must be completed for each course which was recommended to be audited. A student who is permitted by an instructor to audit a course must officially register for that course through the Banner system and must notify the Director of Student Affairs, the PPAHC Chair, and the coursemaster/instructor at least 30 days before the course begins. Students who are auditing a course will participate in the same activities and will have the same course requirements as students officially enrolled in the course, unless otherwise specified by the coursemaster; however, he/she will not receive an official grade for the course. Tuition will be applied for official audits.

Students are not allowed to audit courses they have not taken previously. Auditing previously taken courses is allowed if recommended or mandated by the PPAHC. In special cases, coursemasters have the discretion to allow UAB students or faculty to attend, but not officially audit, portions of a course, provided it does not lead to a diminished academic experience for those who are enrolled and provided that all other students and faculty interested in attending are given equal consideration.

Academic Status

Good Academic Standing: For a student to be considered in good academic standing at the UAB School of Optometry, he/she must not be on academic probation and must maintain a grade point average of at least 2.0.

Academic Probation: Academic probation is a warning to the student that he/she must show substantial improvement to avoid repetition of the year or dismissal from the professional program. While on academic probation, a student will not be allowed to hold leadership

positions in his/her class, the school, university or other organizations supported by, or in association with, the UABSO. Participation in extracurricular activities associated with the UABSO may be limited. This may include, but is not limited to, participation in class, school and university activities, state, regional and national organization meetings, conferences and missions trips. Fourth year students are not permitted to participate in externship rotations while on academic probation, unless they are repeating the fourth year and the PPAHC feel that externships are within the best interest of academic development of the student. This may delay the student's graduation date. The PPAHC will recommend the length of the academic probation, based on individual circumstances.

When a student is placed on academic probation, he/she will meet periodically with a faculty mentor for the duration of the academic probation. The role of the mentor is to provide encouragement and guidance to the student. The mentor will not be held accountable for the success or failure of the student. It is the responsibility of the student to ensure that s/he is meeting all requirements for the successful completion of the professional program.

Circumstances resulting in academic probation include, but are not limited to:

- One F grade, regardless of GPA
- GPA below 2.0

Non-Academic Probation: Based on university policy, probation can be applied as a result of violations of the UABSO Honor Code and Code of Ethics. Non-Academic Probation is a warning to the student that he/she must maintain an acceptable level of conduct in the UABSO and the university community in order to avoid repetition of a course or a year or dismissal from the professional program. The PPAHC may recommend probation, remediation, repetition of a course or year or dismissal from the professional program if the student does not, in their judgment, show sufficient promise to justify allowing the student to continue the study of optometry, regardless of the student's grades. While on non-academic probation, a student will not be allowed to hold leadership positions, or participate in any extracurricular activities supported by, or in association with, the UABSO. This may include, but is not limited to, participation in class, school and university leadership positions, state, regional and national organization meetings, conferences and mission trips. A student may be judged unacceptable for promotion or be dismissed when the student has displayed repeated lack of professionalism with respect to the management of patients or in interactions with other students, staff, or the faculty. These factors, among others, may be treated equally in importance with other academic standards in that they reflect the developing capacity to deliver a high standard of health service.

Grade Appeal/Review

A student may appeal a grade in a course if he/she feels one of the following applies:

- The grading was not in accordance with published course grading policy
    - Inconsistencies were made in application of evaluation standards among students

- An error occurred in determining or assigning the grade
- The grading was arbitrary or capricious
- The grading was affected by illegal discrimination.

The student should seek resolution using the following steps:

1. Clarification should be sought from the coursemaster/instructor in an attempt to resolve the disagreement without further appeal. This step must be completed as soon as possible but no later than 5 days from the date of notice from the coursemaster or the release of the course grade in the BlazerNET/Banner system, whichever is earlier.
2. If the matter is not resolved by consultation with the coursemaster, the student may submit a written appeal to the PPAHC. This must be accomplished as soon as possible, but no later than 5 days from the date of notice, for consideration. The written appeal must state the basis for the grade appeal. The PPAHC will consult with the student and coursemaster/instructor as needed. The PPAHC will make a decision for or against the appeal.
3. If the PPAHC's decision is to deny the appeal, the student may make a final, written appeal to the Dean. The appeal to the Dean is an opportunity to present either a challenge to the procedures followed or to offer newly discovered evidence that could affect the outcome. This appeal must be received by the Dean as soon as possible but no later than 7 days from the date of notice of the decision from the PPAHC. The Dean will review the matter with the PPAHC Chair, the coursemaster/instructor, and the student as necessary and will make a decision whether to grant or deny the appeal. The appellant is reminded that an appeal to the Dean is not intended to provide a forum in which to reiterate the same facts or arguments previously considered by the PPAHC.

In the event that a grade appeal is not settled before the beginning of the next academic term, the student should register for the next term and attend all classes until otherwise notified by the Office of Student Affairs.

Academic Status Appeal

If a student believes there is reasonable cause to request an appeal of a decision by the PPAHC, regarding the status of probation or other required actions, such as remediation, repetition of a course or year, or dismissal from the program, the student must address a written appeal to the Dean, stating the basis for the appeal as soon as possible, but no later than 7 days of the date of the notification of the academic actions. The Dean will review the matter with the PPAHC Chair, the coursemaster/instructor and the student, as necessary, and will make a decision whether or not to consider the appeal. The objective of the Dean in the case of an appeal will be to ensure that applicable process was followed and the decision reached is supported by the facts. The appellant is reminded that an appeal to the Dean is not intended to provide a forum in which to reiterate the same facts or arguments previously considered by the PPAHC. The appeal is an opportunity to present either a challenge to the procedures followed or to offer newly discovered evidence that could affect the outcome.

In the event that an academic status appeal is not settled before the beginning of the next academic term, the student should register for the next term and attend all classes until otherwise notified by the Office of Student Affairs.

These guidelines may be revised periodically. In the event that a policy change has occurred during a term within which a grade was issued, or during a year in which an academic status was determined, the academic decisions will be governed by the version of the Academic Policy that is most favorable to the student.

HONOR CODE AND HONOR PLEDGE FORM

The Honor Code and Honor Pledge Form: http://www.uab.edu/optometry/home/currentstudents

THE UAB SCHOOL OF OPTOMETRY HONOR SYSTEM

The essence of the Honor System and its Code of Ethics is that we will not engage in unethical behavior nor will we tolerate it in others.

Honor System University of Alabama at Birmingham School of Optometry
Approved by Executive Committee: August 9, 2016 Effective Date: August 9, 2016

Definitions:

• Honor System – This document describes the Honor System and includes the

Code of Ethics as well as the processes for handling alleged violations.
• Code of Ethics – The code contained within the Honor System that delineates ethical behavior

• Honor Pledge – A pledge affirming that the signee has read, understands and agrees to adhere to the Honor System and its Code of Ethics

Section I. Preamble
The UAB School of Optometry Honor System is based on the principle that all members of the academic community maintain the highest ethical and professional standards. Ethics and professional standards serve to maintain the integrity of the educational enterprise and of the profession and protect patients through ensuring conscientious patient care. The essence of the Honor System and its Code of Ethics is that we will not engage in unethical behavior nor will we tolerate it in others.

Section II. Responsibilities of Students and Faculty
Maintaining and articulating high standards of ethical behavior is a task that is shared by students, faculty, and staff. The faculty and administration are responsible for the integrity of the educational program, and shall support the Honor System in order to foster the highest standards of professional behavior.
Each person signing the Honor Pledge is bound to abide by the Code of Ethics and to follow the policies and procedures outlined in this document. Students are expected to comply with the Code of Ethics at all times.
Students, faculty, residents and staff are required to report breaches of the Code of Ethics when they are observed. Such responsibility is necessary to maintain the high standards of the School of Optometry. Examples of specific conduct either expected or prohibited are described below in the Code of Ethics but are not intended to limit the scope of what might be considered misconduct. The spirit of ethical behavior is the guiding principle. Failure to report misconduct is also a violation of the Code of Ethics.

Faculty members bear the responsibility for clearly expressing the rules governing assignments and examinations and for conducting examinations or other evaluative processes in a manner that discourages cheating. Faculty and designated exam proctors must be willing to participate in this process if this Code of Ethics is to be effective.

Section III. Code of Ethics

While this Code of Ethics can in no way be exhaustive, it is intended as a guide to ethical behavior among students. The Honor System requires students to act honorably while enrolled at the UAB School of Optometry and includes coursework that is offered in online, blended or web-enhanced environments or as a homework assignment. Honorable conduct includes, but is not limited to, the following:

Academic Integrity

a. Every student shall refrain from academic misconduct including irresponsible, willful or negligent behavior.
b. Students will maintain high standards of personal honesty.
c. Students will conduct classroom activities in a manner that is conducive to learning and not disruptive of the learning environment.
d. Students will not cheat. Cheating is generally defined as appearing to have learned something when in fact learning has not occurred. This may include but is not limited to the unauthorized use of notes, cell phones, PDAs, or other sources of information during an academic exercise; copying the work of another; obtaining unauthorized assistance on take-home assignments or examinations; providing assistance or answers to others; compromising the integrity or grading of materials; or violating the requirements regarding administration of examinations.
e. Students will not plagiarize. Plagiarism is the presentation of another's work as one's own original material. Students may appropriately attribute work with quotations, block text, or italics, including appropriate references, depending on the nature of the assignment.
f. Students will not forge, falsify or destroy documents or records, including computer records of clinical activity.
g. Students will not assist others in dishonest activities or those activities deemed unethical.
h. Students will not misrepresent other's work as their own, bring unauthorized materials into graded exercises, nor violate simulated clinical conditions in practical exercises. Students may not represent laboratory or pre-clinical assignments as their own which they have not completed themselves.
i. Students are responsible for maintaining possession of their audience response system "clicker." If students are registered as present for a class by the audience response system, or other attendance monitoring system, but are in fact not in class, or have left class without permission, this is a violation of the Code of Ethics. Students should therefore keep their audience response clicker secure; these devices should not be given to other students. Possession of
devices registered to other students is considered a violation of the Code of Ethics.

Conduct Affecting Property

a. Every student shall refrain from taking, damaging, or destroying property belonging to the university or to faculty, staff, students, or visitors.
b. Students will respect the supplies provided by the School and will prevent needless and reckless waste of resources.
c. Students will make reasonable efforts to keep equipment and property in proper working order; students should report equipment problems appropriately.

Conduct Affecting Patients
a. Students will act in a way that puts the well-being of patients as the highest priority and will refrain from irresponsible, willful or negligent behavior in the delivery of patient care.
b. Every student shall refrain from falsifying patient records and from willfully violating established clinic policy. Every student is expected to comply with all clinic policies and procedures, including applicable university, federal, and state laws and regulations at all times. Students involved in research projects are likewise expected to maintain scientific integrity, and to comply with all university, federal, state, and school regulations, policies and laws.
c. Students will respect the privacy of patients, and will not discuss protected information unless medically appropriate. Students will be compliant with
HIPAA regulations.
d. Students will treat patients with respect, compassion and understanding.
e. Students will treat patients in a timely manner.

f. Students will adhere to the clinical dress code and acceptable standards of personal care.
g. Students will satisfy the requirements for infection control, and protect the safety of patients in the clinic.
h. Students will not use any substance that could impair their abilities while engaged in patient care.
i. Students will not treat patients outside of School approved settings or without the supervision of faculty or an officially appointed, licensed practitioner. The practice of optometry is defined in Title 34, Chapter 22 of the Code of Alabama. Students who see patients outside of School provisions may be guilty of a crime punishable by Alabama law.

Conduct Affecting the School or University
a. Students will strive to uphold an atmosphere of academic purpose, including freedom of speech, the opportunity to explore ideas, and the chance to improve oneself through education.
b. Students will be respectful to their classmates and faculty regarding attendance at lectures, timeliness, classroom demeanor, and being responsive to the requests of the lecturer.
c. Students will participate in assigned activities and will attend all lectures and other assignments such as clinics and rotations as required by course syllabi. Students will adhere to all University policies and procedures. This includes appropriate use of the internet and Information Technology resources.

Conduct Affecting Persons
a. Students' speech and demeanor must be professional and conducive to productive communication. Students will not display undue amounts of anger or frustration or intimidate or threaten other persons.
b. Students will not discriminate or tolerate discrimination on the basis of race, religion, ethnicity, gender, age, disability, disease, national origin, or socioeconomic status.
c. Students will not make unwanted and/or persistent sexual advances toward other persons.

Section IV. The Professional Program Academic and Honor Council
The Council is charged with acting as a judicial body in formal ethics hearings. The Council shall be composed of seven faculty members, 1 staff member, and 2 students. The faculty members of the Professional Program Academic and Honor Council (PPAHC) are recommended to the Dean's Committee by the Co-Chairs. The Chair and Co-Chair are appointed by the Associate Dean for Academic Affairs in consultation with the Dean. The chair of the committee recommends 2 student

members to the Dean's committee. The Dean may appoint an *ad hoc PPAHC* faculty member to replace any faculty representative who cannot serve for a given hearing.
A quorum of the PPAHC will be 6 members, at least 3 of which must be faculty members including the Chair. If the alleged incident is clinical in nature, at least two of the faculty present must have clinical assignments.

The duties of the Chair include convening the Council, presiding over hearings, and communicating with the administration of the School on behalf of the PPAHC.
All persons participating in PPAHC proceedings in any capacity shall refrain from discussing information pertaining to a case with anyone not directly involved with the case, unless necessary for the investigation or if instructed by the Chair of the PPAHC.
If members of the PPAHC are witnesses to an event, or have brought charges against a student, they may not serve on the Council for that case. Council members should recuse themselves from any case if they feel there may be any conflicts of interest or lack of impartiality. An accused student may also petition the Director of Student Affairs to have an PPAHC member dismissed from the proceedings if a perceived conflict of interest exists.
The PPAHC shall have the discretion of recommending an amendment of its codes and procedures. Approval by the Director of Student Affairs, the Faculty Advisory Committee, the Executive Committee and the Dean is required. The proposed procedural modifications must not conflict with School of Optometry or University policies and must not be prohibited by law.

Section V. Gerneral Procedures for Sespected Violoations

Any student, faculty, or staff member suspecting a Code of Ethics violation shall report it in writing to the faculty member in charge of the course (coursemaster) in which the suspected violation occurred or directly to the Director of Student Affairs within seven working days of the discovery of the alleged incident. A coursemaster having allegations of a Code of Ethics violation reported to them must report such allegations in writing to the Director of Student Affairs within seven working days of learning of the incident, who must in turn inform the accused within seven working days. In an extended absence of the Director of Student Affairs, the suspected violation shall be reported to the Associate Dean for Academic Affairs or to the Associate Dean for Clinical Affairs for violations related to clinical care who must in turn inform the accused within seven working days and copy the Director of Student Affairs. Copies of all allegations and subsequent documentation are to be provided to the Chair of the PPAHC.

Individual faculty may attempt to informally resolve an incident that occurs in or related to their course; however, every alleged violation of the Code of Ethics must be reported in writing to the Director of Student Affairs. Generally, a hearing before the PPAHC will not be required if the faculty member and the student(s) involved reach an appropriate, informal resolution. The Director of Student Affairs may assist the faculty member and student reach an informal resolution. Requisite to resolving the violation at the primary level is that the student admits guilt. The faculty member in charge will then recommend sanctions appropriate to the case at hand (Section VII). The Director of Student Affairs must approve any informal resolution before it is official and reserves the right to pursue the matter through the PPAHC, superseding the recommendation of an individual faculty member.
If an informal resolution is not reached between the faculty member and the alleged violator, the Director of Student Affairs will refer the allegation(s) in writing to the Chair of the PPAHC for investigation. If a suspected violation is referred to the PPAHC, the Chair will appoint an *ad hoc*

Investigative Team consisting of one student and one faculty member. Neither member of the Investigative Team shall simultaneously be a member of the Council. The investigative team will conduct interviews as required and review materials pertinent to the allegation. Such materials generally include a statement from the accuser, supporting evidence, and statements from witnesses and the accused. The investigative team, once convened, has ten working days to conduct its investigation. If more time is needed, the team may request an extension from the Chair of the PPAHC.

The written report of the investigative team shall include: (1) a statement of the allegation(s) against the accused student; (2) a description of the evidence and supporting documents (if available); and (3) the names of witnesses interviewed, including the accused, and a summary of their respective statements. The investigative team shall conduct its investigation impartially, in confidence, and shall be available to assist the PPAHC throughout any subsequent hearing. The written report shall be hand-delivered, in confidence, to the Chair of the PPAHC or his/her designee.

Upon receipt of the investigative report, the PPAHC shall convene to formalize a statement of the charge or to issue a statement dismissing the allegation(s) if insufficient substantiating evidence exists. The PPAHC shall provide notice of the specific charge or of the dismissal of the alleged violation to the accused student by certified mail or by hand-delivery, and to the Director of Student Affairs. The statement of the charge shall include a brief summary of the alleged violation and the evidence presented in support of the charge, in sufficient detail to allow the accused the opportunity to rebut the charge, and shall provide notification to the accused student of their right to a hearing. The accused student must respond to the charge in writing within five working days, unless granted an extension by the Chair of the Council. In this written response to the PPAHC, the accused student must either: (1) admit the charge and formally request their right to a hearing before the PPAHC; (2) admit the charge and waive their right to a hearing; (3) deny the charge and formally request their right to a hearing before the PPAHC or (4) deny the charge but waive their right to a hearing.

A student, by refusing a hearing, agrees to abide by all decisions made by the PPAHC. The Council will consider the evidence available, deliberate, determine whether the student is guilty or innocent, and determine penalties if found guilty.

Once notice of the specific charge has been provided to the accused student and to the Director of Student Affairs, the PPAHC shall set a date for the hearing, any preliminary deadline(s) for the submission of supporting documents and the names of proposed witnesses, and a statement describing briefly the subject of each witness' testimony. Rescheduling the hearing at the request of the accused or the School is within the discretion of the PPAHC, and shall not be unreasonably denied. The Council shall review documentary evidence in advance of the hearing.

If an optometry student is involved in non-academic misconduct occurring outside the School of Optometry, the School may elect to refer the case to the UAB Vice President for Student Affairs for adjudication. General information regarding non-academic student conduct and related university policies and procedures is published in The UAB Student Handbook, Directions, can be accessed at the UAB web page http://www.uab.edu/students/sarc/student-conduct.

Section VI. Hearings

Although the specific procedure may vary, the process shall generally include the following: (1) call to order by the Chair; (2) introduction of those present; (3) statement of the charge and possible penalties if the charge is proven; (4) presentation of the evidence and testimony in support of the charge, and questioning of witnesses; (5) presentation of evidence and testimony in opposition to the charge (rebuttal), and questioning of witnesses; (6) closing statement(s). All questioning of witnesses shall be by the PPAHC Chair unless the Council decides otherwise.

The accused may question witnesses through written questions submitted to the Chair of the PPAHC who may edit or screen them for appropriateness.
A hearing before the PPAHC shall not be bound by formal rules of evidence or judicial rules of procedure. The Council may hear any testimony or receive any supporting evidence that it deems pertinent to the charge. The accused may be accompanied at the hearing by an advisor of their choosing; however, the advisor may not participate in the hearing. The advisor must sit in a position that is remote to the proceedings (not at the table with the witnesses and the accused). The advisor may not disrupt the proceedings with talk, gestures, or other distracting tactics. Between each segment of the hearing the Chair of the PPAHC may allow a short pause in proceedings so the accused may consult with their advisor. In addition, the advisor may pass a written note to the accused up to three times during the proceedings. The Chair is responsible for the smooth conduct of the meeting and, after one warning, may insist that the advisor leave.
The accused student shall be afforded a reasonable opportunity to be heard, to question witnesses through questions submitted to the Chair of the Council, to rebut adverse evidence, and to make a brief closing statement. Members of the PPAHC may ask any questions at any time during the hearing and may elect to disallow or curtail testimony that is deemed to be unnecessarily redundant or not relevant to the issue(s) being heard. Throughout the hearing, all persons present shall conduct themselves in an orderly manner. The Chair shall be responsible for maintaining order during the hearing.
If more than one accused is involved in the case, each accused student must be given the opportunity to address the Council individually. At the discretion of the Council, more than one accused student may be present when witnesses are called to testify if multiple accused are involved with a single incident.

The PPAHC shall be responsible for the conduct of the hearing at all times and shall keep a record of the proceedings in a format it chooses. Hearings before the PPAHC are confidential, and only those persons determined by the Council to have a need to be present shall be included. Except for the accused, an advisor, if invited by the accused and, all other witnesses shall be excluded from the hearing room, except when testifying. No more than one witness shall be called to testify at a time. The School or the PPAHC may request that UAB security be present at a hearing.
As soon as possible following the conclusion of the hearing, the PPAHC shall meet in private session to consider all of the evidence presented, and shall decide on one of two outcomes. The possible outcomes are that the charge is either (1) proven by a preponderance of the evidence or (2) not proven by a preponderance of the evidence. A majority vote of a quorum of the members of the PPAHC shall be required for either outcome. The Chair of the PPAHC will generally not vote, unless the vote of the other Council members results in a tie. Following the vote, the Chair shall record the results and provide a brief narrative statement explaining the rationale for the Council's finding(s). The written decision and rationale of the PPAHC shall be transmitted to the Director of Student Affairs upon the conclusion of the Council's deliberations. The PPAHC shall notify the accused by certified mail or by hand-delivery of the outcome and, if a guilty outcome, the recommended penalties will also be delineated. A decision of the PPAHC in favor of the accused student shall conclude the case. A decision against the accused shall result in penalties as described in Section VII. All proceedings of the PPAHC are confidential, and all members of the Council are bound to maintain the confidentiality of all information presented to the Council. A breach of confidentiality is itself an ethical violation and is subject to disciplinary action. A PPAHC hearing is a proceeding of the utmost seriousness and shall be treated as such by all members of the academic community.

Students have broad rights under FERPA regarding matters of academic records, and these must be enforced.

Section VII. Penalties for Violation of the Code of Ethics

Generally, violations resolved at the primary level are those that are less severe and with correspondingly less severe penalties. Similarly, violations that are referred to the PPAHC are more severe with concomitantly more severe penalties. In the interest of protecting patients, serious clinical infractions will be dealt with in an immediate and definitive manner. The Associate Dean for Clinical Affairs may immediately suspend all clinic privileges in suspected cases until the matter is heard by the PPAHC. Favorable letters of recommendation will not knowingly be furnished while sanctions are in effect. No student may graduate from the UAB School of Optometry or participate in the Externship Program until pending allegations of a Code of Ethics violation have been resolved and any recommended sanctions fulfilled.

Violations Resolved at the Primary Level

Generally, a first violation of the Code of Ethics shall result in the assignment of a failing grade in the exam, assignment, or course in which the violation occurred, at the discretion of the instructor. A notation on the student's permanent academic record may also be made to indicate that a reduced or failing grade was assigned because of a Code of Ethics violation, on the judgment of the Director of Student Affairs. Other sanctions designed to
prevent future occurrences or to facilitate the learning process regarding ethics and honor that may be imposed include, but are not limited to, the following:

1. Reprimand - The student will be reprimanded in writing by the Director of Student Affairs, with a copy for the student's file, of the nature of the Code of Ethics violation and warned that repetition of the wrongful conduct may cause more severe action.
2. Failing grade – A failing grade may be given for the course, exam or evaluative process.
3. Restitution – Restitution for lost, damaged, or destroyed property may be required.
4. Additional work - Papers, additional work, counseling, etc. may be required.
5. Removal from official School positions – Students may be removed from official School positions, such as class president or may not have the privilege to represent the School in an official capacity.

Admission of guilt does not remove the student's right to a formal hearing if sanctions recommended by the involved faculty member(s), and approved by the Director of Student Affairs are not acceptable to the student. In this case, although the student has pleaded guilty to the charge, the PPAHC will be tasked with holding a hearing and recommending sanctions.

Violations Decided by Honor Council Hearing

Generally, a first violation of the Code of Ethics shall result in the assignment of a failing grade in the exam, assignment, or course in which the violation occurred. A notation on the student's permanent academic record may also be made to indicate that a reduced or failing grade was assigned because of a Code of ethics violation, on the judgment of the PPAHC. The Council may also specify sanctions in addition to, or in lieu of, a failing grade designed to prevent future occurrences or to facilitate the learning process regarding ethics and honor. These sanctions include but are not limited to the following,

1. Suspension of clinic privileges – Privileges may be suspended in whole or in part which may result in extended enrollment at the School.
2. Probation - The student will be notified in writing, with a copy for the student's file, of the nature of the Code of Ethics violation and the term of the probationary period.

3. Probation with restrictions - A student on probation may also have certain privileges removed, such as clinic privileges in a specialty clinic, or the privilege of attending a specific class. Probation with restrictions typically extend the enrollment period required to satisfy School, graduation and accreditation requirements.
4. Suspension - The student will be excluded from classes and other privileges of the
5. School and University for a specified period of time.
6. Enrollment extension - A student may be required to extend their education at the School past the traditional four-year curriculum. This allows the faculty additional time to help the student develop personal ethical and professional standards. Extensions may be for a period of months or years.
7. Expulsion - The student will be permanently expelled from the School of Optometry.
8. Official written notice will be provided to the student with a copy for the student's file. No student expelled from the School because of a Code of Ethics violation shall be eligible for readmission.
Other sanctions that may be imposed following resolution at the primary level or following a hearing by the PPAHC include: requirement to attend educational or counseling programs; requirement to complete a variety of behavioral modification programs including formal courses and/or informal assignments, such as an anger management course, etc.; requirement to make restitution to offended parties, such as replacing damaged items, paying for stolen property, or writing an apology.
A second violation of the Code of Ethics, as determined by a PPAHC hearing, shall result in expulsion from the School of Optometry.
Actions may occur which carry additional civil and criminal penalties in addition to the ones outlined in this document. Such actions may be violations of University policy, or local and federal laws. The commencement of civil or criminal action shall not prevent the School from pursuing actions as outlined in this document.

Section VIII. Appeal
Within ten working days of receipt of the decision of the PPAHC that the charge(s) have been proven, the student may submit a written appeal to the Dean of the School of Optometry. If no appeal is made within ten working days, the student agrees to adhere to the sanctions from the PPAHC. The Director of Student Affairs will communicate with the student in writing within ten working days regarding the details of the penalties.
The written notice of appeal must include a brief statement of the reason for the appeal and may be accompanied by any new evidence that the student wishes to call to the attention of the Dean. The Dean shall review the appeal statement, any new evidence presented, and any evidence presented to the PPAHC that is deemed by the Dean to be relevant to the consideration of the appeal. The appellant is reminded that an appeal to the Dean is not intended to provide a forum in which to reiterate the same facts or arguments previously considered by the PPAHC. The appeal is an opportunity to present either a challenge to the procedures followed by the PPAHC or to offer newly discovered evidence that could affect the outcome.
As soon as practicable and within 30 days after receiving the notice of appeal and any supporting documentation, the Dean shall consider the appeal. After completing the review, the Dean shall issue a written decision which shall: (1) affirm the decision of the PPAHC; (2) affirm the decision but reduce the penalty in consideration of mitigating facts; (3) vacate the decision of the PPAHC on the ground that procedural errors may have
prejudiced the outcome, and resubmit the charge for rehearing by the PPAHC or an *ad hoc* committee at the Dean's discretion; or (4) vacate the decision and, if deemed necessary, resubmit the charge for reconsideration on the ground that newly discovered evidence might alter the outcome. If the Dean elects to vacate the decision of the Council, the Dean shall provide a concise written

statement to the accused and the PPAHC explaining the basis for such action. If the Dean affirms the decision of the PPAHC, or affirms the decision with a reduced penalty, the decision becomes final and the appropriate penalty shall be imposed. The Dean's decision shall be transmitted to the Director of Student Affairs and the PPAHC and notice to the appellant shall be provided by certified mail or hand delivery.

Section IX. Residents, Graduate and Post-Doctoral Students

Policies involving post-doctoral students are more complex due to the variety of positions and appointments which exist within the UAB School of Optometry. The in-house residents are employees of UAB and are covered under UAB employee guidelines. Students who register for a Graduate degree are enrolled in the Graduate School, and Graduate School policies will apply to them. If neither situation exists, then students are covered by this Honor System and Code of Ethics, but an ad hoc Hearing Committee will be appointed by the Dean, consisting of two post-doctoral peers and two post-doctoral faculty members. When such allegations occur, the Dean will inform students which policy applies to them based on their specific status.

Section X. Documentation and Activity Report

Following the resolution of a Code of Ethics violation and any appeal process, all records of disciplinary action taken pursuant to this violation shall be maintained in the Student Affairs Office for a period of five years or until the student leaves the university, whichever is longer. These files are considered confidential and are not publicly accessible.

The Chair of the PPAHC will keep a written record of its activity each academic year. The activity report will include the number of allegations reported, allegations dismissed, cases plead guilty, and hearings conducted.

The Director of Student Affairs shall keep a record of all alleged violations of the Code of Ethics and a summary of the disposition of the charge.

During the school year, the Chair of the PPAHC will provide an annual report to faculty and students detailing Code of Ethics actions of the previous year. The report will include the number and nature of alleged violations, the number of violations referred to the PPAHC for hearing, and a statement of the range of penalties imposed, without reference to personally identifiable information. This reporting function is to support an institutional culture that promotes the use of the Honor System.

Section XI. Implementation

The Honor System shall be presented to each entering class during orientation. Revisions to the Honor System may occur frequently. The official version is available from the Office of Student Affairs, and is maintained on the School web site (https://uabweb.ad.uab.edu/so/SODocs). Infractions that occur will be governed by the official version of the Code of Ethics that is in effect at the time the infraction is reported. Each student will be responsible for reading the current Honor System document and signing the Honor Pledge. Each student will be given an opportunity to ask questions before signing the Honor Pledge. The signed pledge becomes part of the student's permanent file.

Section XII. Other Resources

Students, including post-graduate and professional, are referred to official University documents (http://www.uab.edu/policies/Pages/default.aspx) for additional information on topics of process and ethics.

CLINIC STUDENT MANUAL

The clinic manual contains the clinic policies and procedures and is available on the UAB Eye Care Canvas Page.

DRESS POLICY

All faculty, staff, residents and interns are in direct contact with, patients, families, physicians, prospective students and the public at large. In such a professional environment, each individual is expected to dress according to the School's established guidelines. The following dress policy applies at all times when working in public areas of the Henry Peters Building.

- Good grooming is expected of **all personnel** in every detail. The following are prerequisites to good grooming:
    - Good personal hygiene, regular bathing, and good oral hygiene
    - A clean outfit daily
    - Hair neat, clean and professional
    - Mustaches, beards, goatees and sideburns are acceptable only if they are clean and neatly trimmed. Partially shaven facial hair is not acceptable in a patient care setting
    - Cologne, perfume, after-shave and make-up should be used in moderation

General policy for all faculty/staff/residents/interns:

- Materials for street clothes should be of such quality that undergarments are not visible
- Adequate undergarments should be worn at all times
- Any jewelry or adornment should be minimal and in good taste and should not interfere with or distract from direct patient care or other workplace duties

Employee identification badge or student identification badge provided by the University is required to be worn at all times when on the clinic floor. This enables you to be readily identified. This regulation applies to faculty, staff and interns whether working or visiting in the clinic.

Appropriate attire for <u>clinic</u> faculty/staff/residents/interns:

- Pressed shirt and necktie
- Tops with appropriate necklines
- Full length dress trousers or dress khakis
- Skirt lengths appropriate to the workplace
- Shoes appropriate to the workplace

Inappropriate attire for clinic faculty/staff/residents/interns:

- Strapless, backless, halter or spaghetti-strap tops
- T-shirts with writing
- Jeans
- Sweat suit tops and pants
- Flip flops
- Shorts

REQUIRED INFORMATION FOR USE OF STATE VEHICLES

In order to comply with the requirements set down by UAB's Office of Risk Management, we must keep a file of information for eligibility to operate UAB cars and vans. This includes a photocopy of your current Driver's License and a statement of your agreement to abide by UAB guidelines as well as your willingness to allow UABSO Clinic Administration to obtain a motor vehicle report on your driving record. The appropriate form must be completed by anyone who will be driving one of our vehicles prior to actually operating it.

POLICIES AND PROCEDURES FOR STUDENT EXAMINATIONS

- Students will be spaced appropriately for the scheduled room. In Volker Hall, this typically means that each student has an empty seat on either side of them.

- Students are to ensure that all books, backpacks, and other materials are on the floor and on occasion students may be asked to place these items at the back of the room against the wall.

- Cell phones should be turned off or in silent mode during the exam, and are prohibited from use during the exam. If a student is expecting an emergency call, he or she should inform the proctor prior to the exam and the proctor may hold the cell phone in the front of the room.

- Students will receive the appropriate number of exams, answer sheets / scantron forms. Any extra exams and forms will be collected at the beginning of the exam.

- Announcements will be made concerning the remaining time left to complete the exam at appropriate intervals, such as 30 minutes, 15 minutes, and 5 minutes.

- At the end of the allotted time period, the proctor will collect all examinations and answer sheets / scantron forms.

- The proctor will report any suspected academic misconduct to the course master as soon as possible after the examination.

WHAT IS A "SECURED EXAM?"

Adam Gordon, O.D.

The Student Affairs Office has observed increasing confusion and controversy over the definition of a secured exam. Because of misunderstandings between students and faculty, we feel it necessary to clarify the expectations for student and faculty regarding these exams.

- A secured exam is a testing instrument that is not released to the class.

- Since well-written and validated test questions are difficult to generate, instructors may wish to use a secured exam.

- The intent is that some or all of the test questions may be reused on a continuing basis.

- The instructor should clearly indicate if secured exams are used in the course syllabus and/or on the exam itself.

- As with all exams, the instructor has an obligation to allow students to review their
- Performance on a secured exam.

- This review of the exam may be accomplished in class, individually, or both.

Students must understand that the content of a secured exam must not be acquired, copied or distributed without the instructor's expressed permission. Doing so is a direct violation of the UABSO Honor Code (Section II. A.) which governs the actions and responsibilities of students enrolled in the School of Optometry.

GRADE POSTING AND GRADE DISTRIBUTION POLICY

University of Alabama at Birmingham—Office of the Provost
February 8, 2005

Posting grades or any other display of grades must comply with the following conditions:

1. Grades must never be posted in a format that would publicly reveal the identity of individual grade recipients.

2. Lists or grades for any work in classes or course sections with fewer than eight students must neither be publicly posted nor in any other way be made publicly available.

Grade Distributions for Final Course Grades
Upon written requests, a final class (or course section) grade distribution (for example, total number of A's, B's, C's, etc.) will be made available for any class or course section with a final enrollment of eight or more students. However, grade distribution data must not be made available in any instance in which it would be possible to identify individual grade recipients.

Approved by the Provost, Eli Capilouto
February 8, 2005
Signed copy in Dean's Office

SCANTRON GRADING SYSTEM

The School of Optometry uses a scantron system to automatically grade your tests. We know that all of you have taken these types of tests in the past and are familiar with how to "bubble-in" your answers.

However, in order to ensure that there are no unnecessary delays in posting of grades because of incorrect or missing information, please take a moment to review these instructions before your first optometry exam.

Note: The Basic Health Science courses taken with the dental students may have different procedures. <u>Please pay attention to the instructions from the professor prior to the test.</u>

SCHOOL OF OPTOMETRY SCANTRON GUIDELINES

- Be sure to **include your name, date, course name and instructor.**

- **Please remember to pencil in your entire 8-digit student number including those starting with**

a zero on all scantron forms! Example: B00123456—DO NOT INCLUDE THE "B".

- **DO NOT use your Social Security Number!** It is private and confidential information.
- **DO NOT** mark the back of the form (side 2) unless your instructor tells you to do so.
- **DON'T get carried away with the size of the bubbles…if they are marked outside the circle, the system won't read them.**
- **DON'T make the marks too dark**—this also creates a problem for the scantron to read.
- **Finally, be sure to use a # 2 pencil. The system will not read ink or any color.**

MANDATORY COURSE AND INSTRUCTOR EVALUATIONS

Course and Instructor Evaluations are mandatory and must be submitted by each student at the school before final exams begin. This is a requirement for all didactic and clinic courses. You will receive notification via your official UABSO e-mail address (uab.edu) that the evaluations are available for you to fill out at the web address indicated in the e-mail. You will have access to course and instructor evaluations about 1 week before your final exam for each course. You will fill out one course evaluation for each course. You will also fill out one instructor evaluation for each instructor who lectured during a course. So, for one course you may have 2-12 evaluations depending on the number of lecturers in a particular course. There will be a drop box to select **clinical** instructor evaluations for non-didactic courses.

ISSUES THAT MAY ARISE

If you have access to evaluations for a class in which you were not registered, please do not complete or submit these evaluations. Please notify Student Affairs and give us the course name so we can keep a record of the error and remove your name from the list of students who did not submit all of their evaluations.

If you do not have access to all of your evaluations, notify Student Affairs of the issue.

If you receive an e-mail notifying you of outstanding evaluations and feel that you have submitted them all please, inform the sender.

DUE DATES

Please submit your evaluations on or before the due date listed on your evaluations. **If you do not submit your evaluations by the due date, you will not receive a grade for the class.** If your evaluations

are overdue, you will be contacted by phone and asked to submit your evaluations immediately. Please don't procrastinate!

CONFIDENTIALITY

We cannot trace evaluations from the submitter. This computer program gives you total confidentiality. Because of this we cannot retract an evaluation after it is submitted. So please insure you verify the instructor name on each form prior to submission.

MANDATORY

Why are course evaluations mandatory? The school and the dean are dedicated to giving you, the student a voice. They are also used as a tool to adjust the curriculum, etc.

COMMENT BOX ON EVALUATIONS

Each evaluation has a place for comments and we welcome specific positive and negative comments. Please use the utmost professionalism when writing comments.

POLICY ON ELECTIVES

Overview

Electives are non-mandatory courses designed to provide additional learning and experience for optometry students. Electives may be didactic, laboratory, clinical or research courses (or in combination) designed by faculty and must be approved by the curriculum committee, executive committee and Dean. Because of scheduling complexities and the limitations of resources and time, not all electives can be offered to every student. All students at the UAB School of Optometry are required to complete a minimum of one elective during their time at the School. As interest, faculty resources and schedules permit, students may elect to complete several electives.

Priorities. The needs of the professional curriculum must be fulfilled before any electives may be scheduled. Electives shall not be considered for any student during regularly scheduled class time.

Graduation Requirement of One Elective. To complete requirements for graduation, each student is required to complete at least one elective.

Grading. All grades for elective courses shall be Pass/Fail and therefore will not count in the calculation of a student's GPA. A failing grade shall be placed on a student's transcript for not satisfactorily completing an elective. The customary university withdrawal process shall govern requests to drop any elective course. After 25% of a term, no withdrawal is permitted. Courses in the graduate program will provide grades according to the rules of the graduate school. Elective courses being substituted for clinic courses will use the customary clinic grading scale.

Substituting Electives for Professional Course Work. On rare occasions with prior permission from the Director of the Professional Program and Dean, optometry students who are concurrently enrolled in the graduate program may substitute an elective for a course in the professional curriculum. Ordinarily for this to occur, a review and positive recommendation from the curriculum committee to the Director and Dean must be completed.

Elective and Externship Options for Graduate Students enrolled in the O.D./M.S. Program. Students enrolled in the O.D./M.S. program may use their graduate enrollment as their compulsory elective. Approval in this case should be obtained through the Director of the Graduate Program in collaboration with the student's M.S. Advisor. The Director of the Graduate Program will inform the Director of the Professional Program that the student has chosen M.S. research as their elective. All O.D./M.S. graduate students have the option to use one of their Fourth Year Professional Program Externships to conduct M.S. level thesis research. This information will be provided to the student by the Director of the Graduate Program at the time of the student's enrollment in the O.D./ M.S. program. If a student elects to use an Externship to conduct M.S. level thesis research, the student must obtain approval from the Director of the Graduate Program. Upon approval, the Director of the Graduate Program will notify the Director of the Professional Program of the student's Externship choice.

EXTERNSHIP PROGRAMS

During the last year at UAB students spend a portion of their year in an externship setting outside UABSO. The purpose of the Externship Program is to provide our students with a broad-based hands-on clinical experience. Externships are designed to enhance the student's preparation for professional success. During their externship rotations, students gain increased experience in optometric patient care and the diagnosis, treatment and management of ocular disease under the guidance of a practicing professional. Also, depending on the site, experience may be gained in specialty areas of optometry (such as contact lenses, low vision, pediatric and binocular vision), and in the co-management of patients. In addition to required university-based experiences, students select other externship sites in institutional, hospital-based or multidisciplinary clinics and private practice locations.

Educational Objectives:

- To develop a high level of competence in the use of optometric techniques, instruments and problem solving roles.
- To engender high standards of professional competence and responsibility.
- To develop the student's ability to work and communicate effectively with other health professionals and ancillary personnel for the sensitive and responsive delivery of eye care.
- To prepare students for lifelong career satisfaction.

Learning Objectives:

- To demonstrate to the student the art of the practice of optometry as evidenced by the attending doctor/practitioner.
- To widen the student understanding of the broad spectrum of optometry practice by showing the student the clinical conditions and their interaction with each other that make up the wide variety of health conditions in the community.
- To demonstrate the use of common diagnostic and therapeutic procedures involved in the problem solving stages of the delivery of eye care.
- To demonstrate the role of the optometrist in patient education.
- To demonstrate the conscious and purposeful use and development of the doctor-patient relationship.
- To provide practical experience in the office management and business aspects of optometric practice.

The externship year is divided into three terms: Summer, Fall and Spring. The terms may be further divided into Summer 1, Summer 2, Fall 1, Fall 2, Spring 1, and Spring 2. Students have externship site requirements that must be met during their externship year. Each student must spend at least one 16 week term at the UABSO clinic. To ensure that all students receive a complete clinical experience, it is required that one of the rotations be hospital-based, institutional or in a multidisciplinary-type environment. A third rotation must be spent in a private practice environment.

There are currently three Hospital-based sites that must be staffed by UABSO externs every term. These sites are: the Birmingham Veteran's Administration Medical Center, which requires four externs per term, the Tuscaloosa Veteran's Administration Medical Center, which requires three externs per term, and the Central Alabama Veterans Health Care System (Montgomery, AL), which requires one extern per term. One additional student per site (three per term) will be designated as alternates for these sites each term, but will staff the sites only if an assigned extern is unable or ineligible to participate.

All other sites are optional, but they must fulfill the site requirements outlined above. The students select sites taken from a roster of approved sites. These sites are in every southeastern state as well as other states across the nation and include multidisciplinary health centers, co-management referral centers, military hospitals, Indian Health Service facilities, and solo, partnership and group optometry and ophthalmology practices. Optional sites are assigned to students after the required sites and alternates are determined. Externship assignments are based on preceptor availability, GPA, and student preference.

Dr. Keshia S. Elder, Director of the Externship Program
Ms. Cynthia Perry, Program Coordinator

* This is subject to change during the academic year.

PARTICIPATION IN THE UABSO DOCTORAL CONVOCATION AND HOODING CEREMONY

On occasion, a fourth year optometry student may not be able to complete all graduation requirements in the expected time period, and therefore graduation is delayed. Upon successful completion of the required courses, passage of Parts I and II of the National Board Exam, and fulfillment of all other obligations to the University, a student will officially graduate from the School of Optometry

In addition to the official UAB graduation, the School of Optometry conducts a Doctoral Convocation and Hooding Ceremony, which is a more meaningful celebration of the completion of the professional program. This event is only for optometry graduates with their family and friends in attendance. The graduates are presented with their academic hoods and diplomas.

If a fourth year student encounters circumstances that delay their official graduation, the student may still participate in the Doctoral Convocation and Hooding Ceremony if the following conditions are met:

1. All didactic (classroom) courses are completed and passed;
2. Parts I and II of the National Board examination administered by the National Board of Examiners in Optometry (NBEO) have been passed; and
3. all other University requirements and obligations have been completed.

FUNCTIONAL GUIDELINES FOR DIDACTIC AND CLINICAL OPTOMETRIC EDUCATION

To provide guidance to those considering optometry as a profession, the Association of Schools and Colleges of Optometry (ASCO) has established functional guidelines for optometric education. The ability to meet these guidelines, along with other criteria established by individual optometric institutions, is necessary for graduation from an optometric professional degree program.

One of the missions of each school and college of optometry is to produce graduates fully qualified to provide quality comprehensive eye care services to the public. To fulfill this mission, each institution must ensure that students demonstrate satisfactory knowledge and skill in the provision of optometric care. Admission committees, therefore, consider a candidate's capacity to function effectively in the academic and clinical environments, as well as a candidate's academic qualifications and personal attributes.

The functional guidelines in optometric education require that the candidate/student possess appropriate abilities in the following areas: 1) observation; 2) communication; 3) sensory and motor coordination; 4) intellectual –conceptual, integrative and quantitative abilities; and 5) behavioral and social attributes. Each of these areas is described in this document. In any case where a student's abilities in one of these areas are compromised, he or she must demonstrate alternative means and/ or abilities to meet the functional requirements. It is expected that seeking and using such alternative means and/or abilities shall be the responsibility of the student. Upon receipt of the appropriate documentation, the school or college will be expected to provide reasonable assistance and accommodation to the student.

Observation Abilities

The student must be able to acquire a defined level of required knowledge as presented through lectures, laboratories, demonstrations, patient interaction and self-study. Acquiring this body of information necessitates the functional use of visual, auditory and somatic sensation enhanced by the functional use of other sensory modalities.

Examples of these observational skills in which accurate information needs to be extracted in an efficient manner include:

Visual Abilities: (as they relate to such things as visual acuity, color vision and binocularity):
• Visualizing and reading information from papers, films, slides, video and computer displays
• Observing optical, anatomic, physiologic and pharmacologic demonstrations and experiments
• Discriminating microscopic images of tissue and microorganisms
• Observing a patient and noting non-verbal signs
• Discriminating numbers, images, and patterns associated with diagnostic tests and instruments

• Visualizing specific ocular tissues in order to discern three-dimensional relationships, depth and color changes

Auditory Abilities:
• Understanding verbal presentations in lecture, laboratory and patient settings
• Recognizing and interpreting various sounds associated with laboratory experiments as well as diagnostic and therapeutic procedures

Tactile Abilities:
• Palpating the eye and related areas to determine the integrity of the underlying structures
• Palpating and feeling certain cardiovascular pulses

Communication Abilities

The student must be able to communicate effectively, efficiently and sensitively with patients and their families, peers, staff, instructors and other members of the health care team. The student must be able to demonstrate established communication skills using traditional and alternative means.

Examples of required communications skills include:
• Relating effectively and sensitively to patients, conveying compassion and empathy
• Perceiving verbal and non-verbal communication such as sadness, worry, agitation and lack of comprehension from patients
• Eliciting information from patients and observing changes in mood and activity
• Communicating quickly, effectively and efficiently in oral and written English with patients and other members of the health care team
• Reading and legibly recording observations, test results and management plans accurately
• Completing assignments, patient records and correspondence accurately and in a timely manner

Sensory and Motor Coordination Abilities

Students must possess the sensory and motor skills necessary to perform an eye examination, including emergency care. In general, this requires sufficient exteroception sense (touch, pain, temperature), proprioceptive sense (position, pressure, movement, stereognosis, and vibratory) and fine motor function (significant coordination and manual dexterity using arms, wrists, hands and fingers).

Examples of skill required include but are not limited to:
• Instillation of ocular pharmaceutical agents
• Insertion, removal and manipulation of contact lenses
• Assessment of blood pressure and pulse
• Removal of foreign objects from the cornea
• Simultaneous manipulation of lenses, instruments and therapeutic agents and devices
• Reasonable facility of movement

• Injections into the eye, lids or limbs

Intellectual-Conceptual, Integrative and Quantitative Abilities

Problem solving, a most critical skill, is essential for optometric students and must be performed quickly, especially in emergency situations. In order to be an effective problem solver, the student must be able to accurately and efficiently utilize such abilities as measurement, calculation, reasoning, analysis, judgment, investigation, memory, numerical recognition and synthesis.

Examples of these abilities include being able to:

• Determine appropriate questions to be asked and clinical tests to be performed
• Identify and analyze significant findings from history, examination, and other test data
• Demonstrate good judgment and provide a reasonable assessment, diagnosis and management of patients
• Retain, recall and obtain information in an efficient manner
• Identify and communicate the limits of one's knowledge and skill

Behavioral and Social Attributes

The student must possess the necessary behavioral and social attributes for the study and practice of optometry.

Examples of such attributes include:

• Satisfactory emotional health required for full utilization of one's intellectual ability
• High ethical standards and integrity
• An empathy with patients and concern for their welfare
• Commitment to the optometric profession and its standards
• Effective interpersonal relationships with patients, peers and instructors
• Professional demeanor
• Effective functioning under varying degrees of stress and workload
• Adaptability to changing environments and uncertainties
• Positive acceptance of suggestions and constructive criticism

Candidates with questions or concerns about how their own conditions or disabilities might affect their ability to meet these functional guidelines are encouraged to meet with an optometry school counselor prior to submitting an application.

Approved by the ASCO Board of Directors on March 20, 1998
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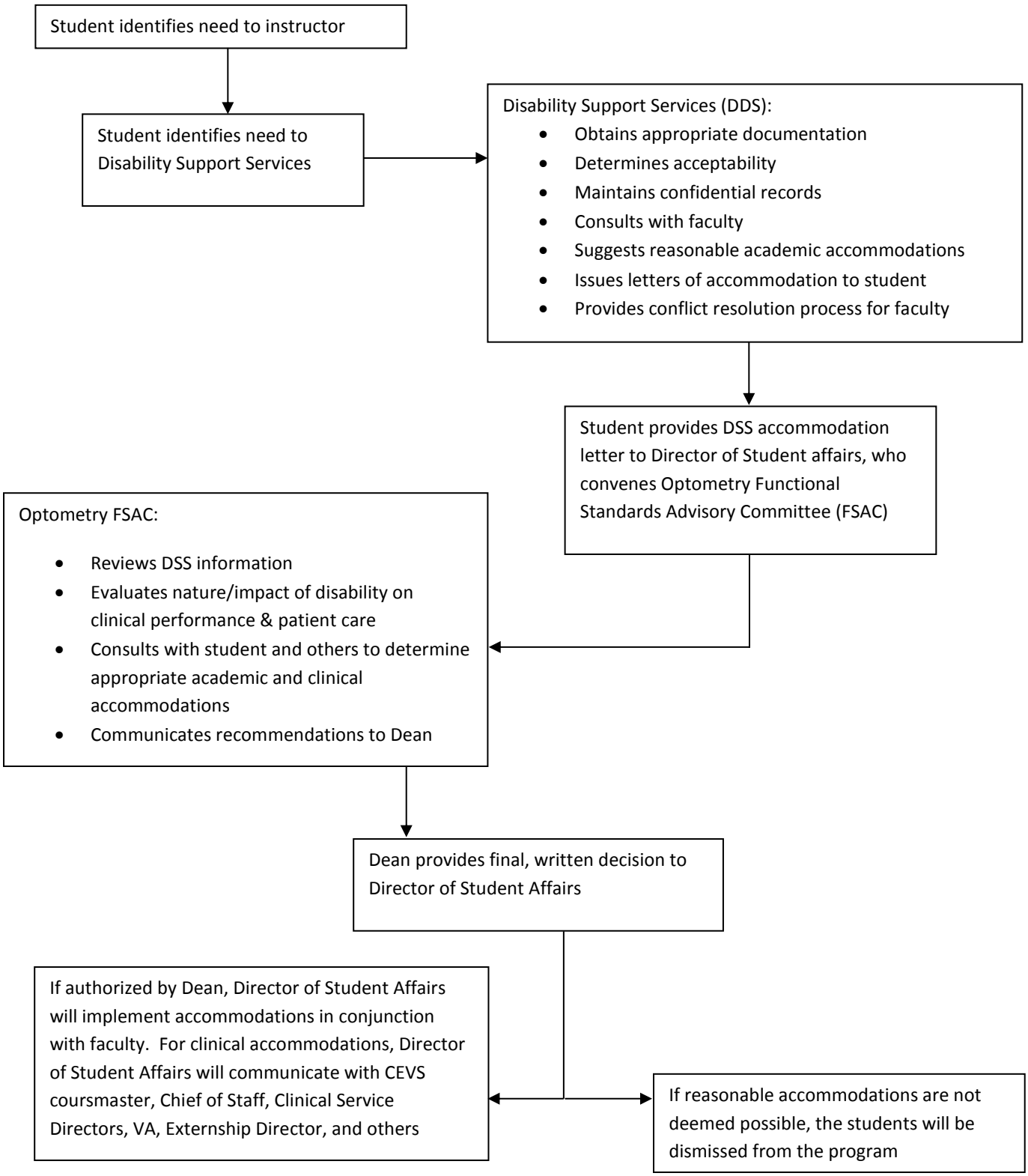

BASIC COMPENTENCY FOR ENTRY-LEVEL OPTOMETRISTS

Curriculum Committee
School of Optometry, The University of Alabama at Birmingham

Introduction

The fundamental goal of the *School of Optometry of the University of Alabama at Birmingham* is to educate men and women as optometrists to serve the primary vision and eye care needs of the public. This document represents the consensus of the curriculum committee of the basic attributes and learning objectives necessary in achieving this goal. An appropriate curriculum is derived from these attributes via these learning objectives.

These individuals must be capable of independent optometric practice and demonstrate the following:

- knowledge of basic biomedical, behavioral and clinical sciences, especially as it relates to vision and the eye;
- cognitive and motor skills; and,
- professional and ethical values.

The goals and learning objectives listed below will be modified to meet the evolving needs of the profession. The curriculum must reflect the frequency and criticality of the conditions that the optometrist will encounter. An expanded list of conditions is included in Appendix 1. A partial list of conditions contained in many of the basic competencies described below is included in Appendix 2.

Knowledge & Skill

Knowledge is understanding a given area. The entry-level optometrist must be knowledgeable of basic biomedical, behavioral and clinical sciences, especially as it relates to vision. Skill is ability, proficiency or expertise in using knowledge to perform within a certain context. The entry-level optometrist must have appropriate cognitive and motor skills in the prevention, diagnosis, treatment and management of clinical conditions within the scope of optometric practice.

The entry-level Optometrist must understand and have skill in the prevention, diagnosis, treatment and management of:

1. <u>systemic conditions and processes which relate to vision</u>

    1.1. the normal structure and function of the body and each of its organ systems emphasizing their relationship to vision

        1.1.1. ((e.g., anatomy, histology, neuroscience, biochemistry, physiology, microbiology, immunology, pharmacology and molecular biology and genetics).

1.2. the altered structure and function of the body and each of its organ systems emphasizing their relationship to vision

1.2.1. (e.g., genetic, developmental, metabolic, toxic, microbiologic, auto-immune, neoplastic, degenerative and traumatic disorders, pathology and patho-physiology).

1.3. systemic conditions which relate to vision

1.3.1. (e.g., general health, the neurological system, the musculoskeletal system, skin and hair, head and neck, hematopoietic system, immunologic system, cardiovascular system, renal and urogenital system, gastrointestinal system, liver and biliary tract, endocrine and metabolic system, reproductive system, respiratory system, nutrition, psychosocial illness, infectious diseases and congenital and hereditary conditions).

2. <u>ocular conditions and processes</u>

2.1. the normal structure and function of the eye and the visual system

2.1.1. (e.g., anatomy of the eye, ocular adnexa and visual pathway, ocular physiology and biochemistry and neuro-physiology).

2.2. the development of the eye and the visual system

2.2.1. (e.g., embryology and development of the eye, ocular adnexa and visual pathways).

2.3. the altered structure and function of the eye, ocular adnexa and the visual system

2.3.1. (e.g., ametropia, presbyopia and accommodative anomalies, strabismus and oculo-motor anomalies and ocular disease and trauma (including genetic, developmental, metabolic, toxic, microbiologic, auto-immune, neoplastic, degenerative and traumatic disorders)).

2.4. ocular disease conditions and trauma

2.4.1. (e.g., the orbit, adnexa, lacrimal system; cornea and external disease; glaucoma; lens, cataract and refractive surgery; uveitis; sclera and episclera; retina and vitreous; and, neuro-ophthalmic disorders).

3. <u>optics and lens systems and their application to vision</u>

3.1. optics and lens systems and their application to vision

3.1.1. (e.g., geometrical optics, physical optics, ophthalmic optics, quantum optics (lasers and fluorescence) and visual optics).

3.2. refractive conditions

3.2.1. (e.g., ametropia, myopia, hyperopia, astigmatism and combinations thereof; anisometropia, presbyopia, aphakia, pseudophakia, aniseikonia and low vision).

3.3 anomalies of vision using spectacles

3.3.1 (e.g., single vision, multifocals (bifocals, trifocals, progressive & occupational lenses), coatings, tints, prism, slab-off, adds, photochromics, materials (glass, plastic, polycarbonate, high index), dress and safety lenses, ANSI standards, center and edge thickness, effectivity, design (base curve, sagittal depth)).

4. <u>anomalies of vision using contact lenses</u>.

4.1. anomalies of vision using contact lenses

4.1.1. (e.g., rigid and soft lenses for spherical and/or cylindrical correction

5. <u>sensory and motor processes of vision</u>

5.1 the sensation of the external world by the visual system

5.1.1. (e.g., visual perception & binocular vision).

5.2. motor processes of the visual system

5.2.1. (e.g., accommodation, ocular motility and control systems).

5.3. accommodative conditions

5.3.1. (e.g., anomalies of accommodation and accommodative vergence).

5.4. anomalies of binocular vision and strabismus

5.4.1. (e.g., sensory and/or integrative anomalies such as amblyopia, eccentric fixation, suppression, and anomalous correspondence).

5.5. disorders of eye movement

5.5.1. (e.g., nystagmus and related conditions).

5.6. perceptual conditions as they relate to vision

5.6.1. (e.g., anomalies of child development, anomalies of the aging adult, anomalies secondary to acquired neurological impairment and anomalies of color vision).

6. <u>public health, ethical, legal and administrative issues as applied to optometry</u>

6.1. public health issues as applied to Optometry

6.1.1. (e.g., health care systems and administration, health care policy).

6.2. ethical issues as applied to Optometry

6.2.1. (e.g., standards of professional ethics).

6.3 legal and administrative issues as applied to Optometry

6.3.1. (e.g., licensure and governmental regulation of Optometry; patient re cords, confidentiality of patient information, professional liability and visual disability and practice management issues and techniques).

6.4. principles of human behavior

6.4.1. (e.g., psychology and human development).

6.5. scientific methodology especially as applied to vision and its assessment

6.5.1. (e.g., formation of hypotheses and their logical conclusions, collection of data and statistics and their application to clinical practice).

6.6. the epidemiology of systemic and ocular conditions, particularly risk factors for conditions within the scope of practice

6.6.1. (e.g., epidemiology, bio-statistics and the contributions of non-biological factors in poor health such as economic, psychological, social and cultural factors).

6.7. environmental and occupational conditions

6.7.1. (e.g., environmental vision, lighting and visibility).

7. <u>issues concerning clinical care of patients</u>

7.1. the examination of patients

7.1.1. (e.g., patient case history and communication; visual acuity and other preliminary tests; blood pressure measurement; retinoscopy; refraction; heterophoria testing such as von Graefe phorometry and Maddox rod; accommodation testing; vergence testing; cover test evaluation; pupil testing; biomicroscopy; tonometry; occlusion (amblyopia and pressure patches); instillation of ophthalmic medications and other pharmaceuti- cal agents; evaluating ophthalmicmaterials, binocular indirect ophthalmo-scopy; fundus lens evaluation, gonioscopy, contact lens insertion, re-moval and evaluation; visual fields; ophthalmic imaging and photography; insertion and removal of lacrimal implants; ultrasound; and laboratory testing).

7.2. evaluating clinical data

7.2.1. (e.g., visual recognition and interpretation of clinical signs of ametropia, oculomotor neuropathology and strabismus; and, ocular disease and trauma).

7.3. rendering patient care decisions

7.3.1. (e.g., patient management (case history and clinical findings, diagnosis, treatment and management and prognosis and follow-up), and, patient education).

7.4. effectively communicating, both orally and in writing, with patients, their families and other health professionals, as appropriate, in the care of the patient and the performance of their responsibilities including the use of new technology to gather knowledge and manage

information and, the use of that understanding in making decisions about health care and optometric practice

Professional and Ethical Values

Professional and ethical values describe qualities necessary for the full and appropriate application of knowledge and skills to the scope of optometric practice.

The entry-level optometrist must demonstrate appropriate:

8. personal professional and ethical values

8.1. (i.e., be an advocate for the visual welfare of patients and the public; be committed to life-long learning and to improving knowledge, skills and professionalism; recognize limitations of ability and knowledge; respect the confidentiality of patient information; maintain practices and records in accordance with professional standards).

9. values towards people

9.1. (i.e., respect the inalienable rights of all people and render care independent of a patient's economic status).

10. community-related values

10.1. (i.e., be committed to organizations benefiting optometry and the visual welfare of the public and recognize the value of other professions and work in harmony with them to serve the patient's best interest at all times).

Conclusion

Defining the goals and objectives of optometric education is extraordinarily important. This curriculum will provide the entry-level optometrist with appropriate knowledge and skill in every core area. This document will be successful when it achieves a clear definition of attributes to define Basic Competency for Entry-level Optometrists.

UAB STUDENT HANDBOOK

Please note that the complete UAB Student Handbook can be found on the University website at http://catalog.uab.edu/student-handbook/. The following list is a sample of the topics contained in the UAB Student Handbook. Please refer to the website for complete and updated information.

Student Policies

http://www.uab.edu/students/one-stop/policies
Student Violence and Sexual Misconduct Policy and Flowchart

Student Affairs

Student Affairs
Campus Dining
Campus Recreation
Career and Professional Development
Disability Support Services
Fraternity and Sorority Life
Hill Student Center
Student Advocacy, Rights and Conduct
Student Counseling Services
Student Health Services
Student Housing and Residence Life
Student Involvement and Leadership
Student Media
Student Multicultural and Diversity Programs
Veterans Services

Reporting Improper Misconduct

https://publicdocs.maxient.com/incidentreport.php?UnivofAlabamaBirmingham

Report a Student of Concern

https://publicdocs.maxient.com/reportingform.php?UnivofAlabamaBirmingham&layout_id=2