Student Guide

2019-2020

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Chapter 1 – WHAT IS THE STUDENT GUIDE?

This guide is meant to inform you, as a currently enrolled student, about ICO policies, practices and organizations, as well as, the resources available to you at the College. In accepting the offer of admission and through continued enrollment, you agree to abide by the policies and practices of the College. In accordance with this principle, you are expected to be familiar with the policies and practices contained in this guide, which pertain to your academic and professional standing at the College.

This guide supersedes all previous ICO Student Guides. Changes to this guide, which may be made at any time deemed appropriate by the College, will be announced via email. The document is available to all students and staff on the College portal - my.ico.edu.

Students will receive official notices, academic-related or otherwise, via your @eyedoc.ico.edu e-mail account. It is your personal responsibility to check your @eyedoc.ico.edu e-mail for information, particularly toward the end of the quarter when final grade and academic status notifications are distributed. Additionally, increasing amounts of information, including access to grades, are available by logging-in to your personal accounts on the campus portal at my.ico.edu.

Any reference in this guide to either gender will be construed to refer to both genders.

2019-2020 Student Guide Errata and Updates

Any errata and updates that were amended after the initial PDF file was posted to the Web will be noted below as they occur.

For questions about the Student Guide, you can contact the Student Affairs Office.

Date, section and brief description of updates

9/12/19 Library section edited – staff number change and resources update

General Information

Contact Information

Department	Location	Phone	Email
Academic Administration	2176	312-949-7127	
Accommodations/ADA	2720	312-949-7415	BKarmis@ico.edu
Admissions	2700	312-949-7400	Admissions@ico.edu
Advanced Care	2617	312-949-7220	
Alumni Relations	2720	312-949-7080	Alumni@ico.edu
Annual Giving	2720	312-949-7071	Development@ico.edu
Bookstore	2750	312-949-7470	Bookstore@ico.edu
Business Affairs	1205	312-949-7039	studentaccounts@ico.edu
Career Development	2720	312-949-7081	Careerdev@ico.edu
Continuing Education	B1009	312-949-7429	

Cornea & Contact Lens	1560	312-949-7268	
College Operator *	1700	312-949-7000	
Communications	2126	312-949-7412	Communications@ico.edu
Counseling	2705	312-949-7422	ICO@sankofapsychology.com
Development	2720	312-949-7042	Development@ico.edu
Externship Office	2176	312-949-7310	externship@ico.edu
Food Service	Brady	312-949-7452	Food-Services@ico.edu
IEI – Desk/Appointments	1700	312-225-6200	
Facilities Help Desk		312-949-7610	Facilities@ico.edu
Faculty & Staff by name *		312-949-7000	
Financial Aid	2700	312-949-7445	Finaid@ico.edu
Human Resources	2530	312-949-7041	
Information Systems	B1016	312-949-7500	Support@ico.edu
Library	1100	312-949-7160	icolibrary@ico.edu
Vision Rehabilitation	1530	312-949-7255	
Medical Records	1550	312-949-7207	
Pediatrics	1500	312-949-7280	
Registrar	2176	312-949-7425	Registrar@ico.edu
Security	2218	312-949-7633	CampusSecurity@ico.edu
Student Affairs	2700	312-949-7401	
Work Study Office	2530	312-949-7043	workstudy@ico.edu

*Voice Recognition: will dial directly after you state the individual's name

Whom to contact about…

We encourage you to contact the Office of Student Affairs as soon as any problem or concern arises that may affect your performance or standing.

All telephone numbers listed in this Student Guide can be reached directly by dialing '**312**' area code and the prefix **949**. Example: to reach the Student Affairs Office while on campus x7401, if off campus dial 312-949-7401.

Requests for Absences from -	
Examinations	Academic Administrative Services (x7130)
Classes/Labs	Course Instructor
Clinic	Office of the Registrar (x7425)
Academic Assessment	Course Instructor
Academic Counseling	Assistant Dean for Student Success (x7415)
Academic Issues	Vice President and Dean for Academic Affairs (x7015)
Address Change	Office of the Registrar (x7425)
Alumni Information	Senior Director of Alumni Development (x7080)
Athletics	Fitness Coordinator (x7460)
BSVS Degree	Office of the Registrar (x7425)

Building and Grounds	Chief Engineer (x7610)
Career Development/Part-time and Summer Jobs	Director of Career Development (x7081)
Check Cashing	Cashier Window, Business Affairs (x7039)
Class Schedule(s)	Office of the Registrar (x7425)
Clinic Make-up	Office of the Registrar (x7425)
Clinic Schedule(s)	Office of the Registrar (x7425)
Compliance Office	Gen'l Questions (x7311) Confidential Hotline (x7225)
Computer Center	Library Staff
Computer Help Desk	IS Support Desk (x7500)
Counseling	Sankofa at ICO (X7422)
Deferments (Loans)	Office of the Registrar (x7425)
Disability Services for Students	Assistant Dean for Student Success (x7415)
Emergencies	
Immediate (safety, etc.)	Campus Security (x7633)
Personal	Student Affairs (x7405)
Externship	Externship Office (x7126)
FAX Machine	Bookstore and library (printer)
Federal Work Study Program	Human Resources Coordinator (x7043)
Financial Aid	Financial Aid Coordinator (x7445)
Food Service	Dining Services Manager (x7455)
Grades	Office of the Registrar (x7425)
Housing	Student Affairs Office (x7405)
ID Card	One Card Office (x7500)
Illness/Missing Exam	Academic Administrative Services (x7130)
Inclement Weather	312-949-SNOW (x7669)
International Students	Office of the Registrar (x7425)
IS Help Desk	x7500
Learning Resources & Library	Director of Learning Resources (x7160)
Leave of Absence	Dean of Student Affairs (x7405)
Loans	Financial Aid Coordinator (x7445)
Lockers	Student Affairs Office (x7401)
Lost and Found	Security (x7633)
Mail	Mailroom (x7085)
Missed Examinations	Academic Administrative Services (x7130); AAS@ico.edu
Missed Clinic	Office of the Registrar (x7425)
NBEO	Office of the Registrar (x7425)
Newsletter (*ICO Insider*)	Communications
Notary	Human Resources, Office of the Registrar & Library
One Card	One Card Office (BH1013 x7500)
Organizations and Clubs	Student Affairs Office
Parking	Security (x7633)
Personal Concerns	Student Affairs Office (x7405)
Photocopiers & Printers	Located in the library (x7158)
Police	911
Privacy Office	x7311
Recreational Facilities	Fitness Coordinator (x7460)
Registration	Office of the Registrar (x7425)
Residency Program	Residency Director (x 7248)
Room Reservations	
	Office of the Registrar (x7425)

Classes/Labs After school hrs./Social Activities	Student Affairs Office (X7401)
Rules, Regulations & Policies	Student Guide/Dean of Student Affairs (x7405)
Scholarships	Student Affairs (x7405)
Security	x7633
Support Desk – Information Systems	x7500
Transcripts	Office of the Registrar (x7425)
Tutoring	Assistant Dean for Student Success (x7415)
Veterans Affairs	Office of the Registrar (x7425)
Vision Screenings	Community Screening Coordinator (x7103)
Withdrawal from the College	Dean of Student Affairs (x7405)
Work Study	Human Resource Coordinator (x7043)

Food and Drink Guidelines

Aside from examination periods, food and drink are allowed in the Lecture Center and Adams Center. Drinks are permitted in cups or containers with lids (to limit spills). Food and trash must be completely cleaned up and disposed of properly before leaving the area.

During examinations no food is permitted. Water in clear container is allowed during examinations. See "Procedures for Test Administration" for further details.

ID Card & OneCard

Student Identification Cards

A photo identification card is issued to all students, faculty and staff. It must displayed at all times while on College property. The front desk staff will check to ensure all students and staff wear their ID badges when they enter the building. If a student or staff member is not wearing a badge and does not stop at the front desk, Security will be notified. ID cards must also be worn to be served in the cafeteria and library. Patients, and those with them, will be issued dated visitors tags. Each student should make it his/her responsibility to assist anyone seen in the halls without a badge. If a suspicious person is observed, please notify Security.

Should you misplace or lose your ID card, you must obtain a temporary ID card and you will have 72 hours to either locate your card or obtain a replacement. If you are certain your card has been lost or stolen, contact Security immediately so that they can deactivate your card. Replacements can be obtained by e-mailing the following address: support@ico.edu or call the I.S. support desk at X7500. The temporary card will expire at the conclusion of the 72-hour time frame. Please return your temporary I.D. Card to Security.

Any visitors to the College are required to sign in at the Front Desk located at the Indiana entrance and obtain a VISITOR badge. Visitors are not allowed to proceed on their own to the office they are visiting. When the visitor leaves, he/she should be escorted to the front desk to sign out and return the VISITOR badge. Relatives of students and staff should remain in the front desk area. Relatives should not proceed through the building unescorted. Please inform your guests of this procedure.

Spouses of currently enrolled students may purchase an ID badge for use of the recreational facility. The student should complete the request form in the Student Affairs Office and an ID with the spouse's name will be issued. Spouses displaying an appropriate ID badge upon entering the College will be allowed to proceed directly to the Fitness Center.

OneCard Debit Cards

Debit Card Services are optional. These services allow you to add value to your ID card via the ICO Cashier or Load Stations located by the Mail/Print Room and Residential Complex.

Account Holder's Liability for Unauthorized Purchases - If an Illinois College of Optometry (ICO) OneCard with a declining balance OneCard Account is lost or stolen, the account holder is responsible for no more than $50 in unauthorized card purchases **provided the card is reported lost or stolen to the ICO Security Office within two business days after learning of the loss or theft.** Once the card is reported lost or stolen, the account will be inactivated.

If the account holder fails to notify the ICO Security Office (x7633) within two business days after learning of the loss or theft of the card, but does notify the ICO OneCard Office (x7500) within 10 days of a statement transmittal that unauthorized card purchases appear on the statement, the account holder's liability for the unauthorized purchases shall not exceed $500.00.

If the account holder fails to report an unauthorized card purchase within 30 days of transmittal of a statement, then the account holder's liability for unauthorized purchases may have no dollar limit.

Reporting a Lost or Stolen ICO OneCard - You can report your ICO OneCard lost or stolen, 24 hours a day, via the *ICO OnLine Card Office* at http://onecard.ico.edu or by calling the *Security Office* at *312-949-7633* open 24/7. Upon notice of your lost or stolen card, the Security Office will deactivate your ICO OneCard and suspend your account to prevent additional unauthorized use and transactions.

Confidentiality - ICO will disclose information to third parties regarding your account: (1) where it is necessary for completing a purchase or (2) in order to verify the existence and conditions of your account for a merchant or (3) in order to comply with government agency or court orders, or (4) if you give us your written permission.

Shortages and Negative Amounts - Cardholders are responsible for keeping track of the expenditures made with their ICO OneCard. A card reader, point-of-sale terminal, or cashier will not typically approve a transaction attempted when there are insufficient funds in the cardholder's ICO OneCard account. However, a system malfunction or human error may sometimes result in a debit that exceeds the balance in your account, creating a shortage or negative balance. You understand and agree to be liable for any shortages or negative balance amounts in your ICO OneCard account. If the Illinois College of Optometry bills you for a negative balance, you agree to repay the amount promptly. You also agree that the Illinois College of Optometry may, in its discretion, offset a negative balance against subsequent deposits to any of your Illinois College of Optometry accounts.

Documentation of Transactions - (1) If the point-of-sale terminal is equipped to provide a receipt you will receive a receipt at the time of your purchase. (2) The account holder can view their transactions via the web at http://onecard.ico.edu.

Liability for Failure to Make Transfers - If ICO does not properly initiate a transfer to or from your account within 3 business days or in the correct amount according to our agreement with you, we will be liable, to the extent permitted by Illinois Law, for your losses or damages. However, there are some exceptions. We will not be liable for instance:

- If through no fault of ours, you do not have enough money in your account to make a purchase.

- If the point of sale terminal was not working properly and you knew about the failure before the purchase.

- If circumstances beyond our control (such as fire or flood) prevent the transfer, despite reasonable precautions that we have taken.

Account Corrections and Error Resolution – Telephone the *ICO OneCard Office* at *312- 949-7520* or write us at the address below, if you think your statement or receipt is incorrect, no later than 30 days after you become aware of the problem or error. When contacting us: (1) state your name and ID number, (2) explain why you believe there has been an error, (3) tell us the dollar amount of the suspected error.

ICO will explain the results of the investigation within 10 business days from the time when initially contacted. If more time is required, ICO may take up to 45 days to investigate your complaint or question. If ICO decides to do this, it will credit your account within 10 business days for the amount you think is in error, so that you will have the money during the time it takes to complete the investigation. If you are asked by ICO to put your complaint in writing and ICO does not receive it within 10 business days, at its discretion ICO may not credit your account.

Your ID card is not transferable and must be presented upon request to establish official ICO identification. An ICO official may confiscate an invalid ID card. A lost or abused ID card carries a replacement fee of $35.

Upon withdrawal from ICO any remaining funds will be reimbursed to your student account within 30 days. If an outstanding ICO balance exists in your student account, these funds will be applied to these charges first. At graduation students will be given an opportunity to collect funds remaining on their card. Any funds uncollected will be given to the Student Association Scholarship

*By depositing money to your ICO OneCard Account, you are accepting the terms and conditions of this disclosure.

Here is where you can add money:

- Business Affairs: Illinois College of Optometry, 3241 S. Michigan Ave. Chicago IL. 60616 (Cash/Checks/Student Accounts)

- Load Station: President's Lounge & Residential Complex (Cash)

- ICO OnLine Card Office: http://onecard.ico.edu (Debit or Credit Card)

Charges:

Your first ICO OneCard is FREE of charge
All Cardholders pay **$35 for lost or stolen cards.**
There is no cost for a request of a name change or damaged card.

Immunization Requirements

The optometric training program requires classroom, laboratory and clinical training. Therefore, an ICO student is not only considered a "student" in the traditional definition of a student enrolled in an institution of higher education but also a health care provider. So, as an ICO student you need to consider your obligations, as it pertains to disease control, for yourself and your colleagues but also, more importantly, to your patients. You also need to be prepared to meet your obligation to patients not to be a source of infectious disease in several settings including the Illinois Eye Institute, hospitals, private practices, and other multidisciplinary sites. Therefore, ICO's requirements for proof of immunity reflect the state's requirements for college students but also other requirements for health care workers.

In response to state law, the Centers for Disease Control recommendations, OSHA regulations and other related standards, the College requires certain immunizations and tests. Prior to

entering ICO, students are required to provide proof of immunity to varicella, measles, mumps, rubella, and a current booster for tetanus/diphtheria/pertussis[1].

Students less than 22 years of age upon matriculation must also have received a single dose of meningococcal vaccine (dose administered between 16 and 22 years of age. Additionally, students are required to document 3 doses of tetanus/diphtheria/pertussis, including the most current Tdap.

Prior to matriculation, students are required to document they are free from active tuberculosis. As of the 2018-19 academic year, the college has discontinued annual TB testing. Additional TB testing may be required in the students' fourth professional year, depending upon the policies of the externship sites.

The vaccinations for the Hepatitis B Virus are recommended prior to entering the program but are required prior to the beginning of the second professional year. Due to the length of time involved in completing this series of vaccinations, it is highly recommended that you complete it before coming to ICO.

The College requires annual influenza vaccinations for all students, faculty and staff. The vaccinations should be administered early within the period of availability. If the College's Compliance Department is alerted to epidemic influenza outbreak impacting ICO, those students, faculty and staff who decline the influenza vaccination requirement will be subject to daily symptom checks or will be required to remove themselves from classes or work through the duration of the epidemic. Removal from classes/labs/clinic requires make up of missed obligations. Employees should reference the College's infection control policy for details about how the flu vaccination requirement impacts them.

If you have specific questions about required immunizations for students, please contact the Assistant Dean for Student Success. Immunization records (for the Class of 2020 and prior) are kept with the student academic record, any requests for this information should be directed to the Office of the Registrar. Immunization records for students in the class years of 2021 and later are stored on the student's individual CastleBranch portal. The student may access them directly. Questions about immunization requirements may be directed to the Assistant Dean for Student Success.

Lockers

The College provides student lockers for storage of coats, books, equipment, etc. for students who do not live in the RC. Each student is required to supply his/her own lock. The recommended lock is a basic 'MasterLock' combination lock, as sold by the Matthews at ICO bookstore.

Lockers are available on a first come first serve basis. One full locker is allowed per person. Students utilizing the half lockers on the 2nd floor may occupy two if needed.

Steps to obtaining an ICO locker:

1. Identify an unoccupied locker. Place your own lock on the locker. Make note of the number and location.
2. Register your name to the locker with Ms. Kathy Olson in the Student Affairs Office (KOlson@ico.edu).
3. If you change your locker location, you must register for the new locker.
4. If you inherit a graduating students' locker, registration is needed.

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[1] **The Illinois College Immunization Law specifies proof of immunity for measles, mumps, rubella, diphtheria/tetanus and meningococcal virus for students under the age of 22. The College is required by law to officially report compliance. If a student chooses not to complete the Immunization Record by the end of the first quarter that student cannot *by law* register for the next quarter.**

Locker registrations are periodically reviewed. Should a locker not be registered to a current student, the lock can be cut, and the contents of the locker removed. All efforts are made to notify the locker occupant prior, so updating current registration of the locker is important.

Lockers in the Fitness Center shower rooms are available for daily use, with a limited number of permanent lockers that may be reserved only after contacting the Fitness Coordinator.

The College is not responsible for the loss of personal property. Personal belongings and equipment should be identified and covered by personal insurance policies of students or their parents (homeowners). The College reserves the right to inspect lockers when there is a reasonable suspicion of the use or sale by the student of controlled substances or possession of weapons.

Parking on Campus

The Illinois College of Optometry has instituted a comprehensive campus parking policy for all persons utilizing ICO parking lots. The purpose of this policy is to establish reasonable, guidelines and an annual parking rate. Students who have paid for use of the parking facility can gain access by using your Student ID.

No student or College employee is to park in areas designated for patients or the Indiana Avenue circle entrance.

Parking Regulations

Any violation of ICO Parking Regulations may result in towing at owner's expense and/or a suspension of parking privileges.)

1. The Illinois Eye Institute main outside patient parking lot is for patients only.

2. Parking in circular drive on Indiana Avenue is for **visitors** only.

3. All inside parking is paid.

4. Every car parking in the garage must display an assigned vehicle parking tag on their interior mirror for identification purposes.

5. Overnight parking is for RESIDENTIAL COMPLEX residents only. No overnight parking is allowed on the 4th level during the snow season. Persons, other than RC residents, who may need to park in the garage past 11:00 p.m., should receive prior approval from the Security Office.

6. Every effort should be made by residential complex residents to park on the *third* or *fourth* levels as a courtesy to those who are regularly in and out of the garage.

7. The entire second level is reserved for faculty only.

8. All cars without the proper identification tags are subject to be towed at the owner's expense.

9. Parking rates effective July 1, 2019 for students are as follows:

   i.   The annual parking rate for 12 months will be $784.

   ii. The annual parking rate for 10 months will be $588. This plan is available for First- and Second-year students only and runs August through May.

   iii. **Fourth** year student parking rates are based on quarters when on campus. *Fourth year students must identify quarters on campus during registration.* The parking rate is $196.00 per quarter.

   iv. Students can have their annual parking fees charged to their student account.

   v.   If a parking tag is lost or stolen, the holder must notify the Security Office immediately. A fee of $35 will be charged for each replacement. If you intend to enroll in the Parking Plan,

please complete the application form. You will need to login to my.ico in order to see the form.   Spaces within the garage are limited. Visit the Security Office for any questions.

Parking Policy and Procedures are subject to change upon notification of those utilizing the facilities.

Tuition & Fees

Fall 2019-Summer 2020 Tuition and Fees

Full-Time Tuition

	per Academic Quarter
1st through 3rd Year Students	$14,290
4th Year Students	$11,053
5 Year program	$7,145

Part-Time Tuition (per credit)

	per Credit Hour
1st through 3rd Year Students	$893.13
4th Year Students	$690.81
5 Year Students	$893.13

Fees

Annual Fees

Student Association (billed in Fall to all class years)	$250
Class Dues (Years 1-3)	$100

Special One Time Fees

Lifetime Transcript Fee (assessed in Fall 4th yr)	$75
Audience Response System (3 yr license, assessed in Fall 1st yr)	$45

Optional Fees

Duplicate Diploma Fee - Small	$50
Duplicate Diploma Fee - Large	$75
Ophthalmic Optics Proficiency Exam	$90
Retest	$250
Concurrent Remediation Fee	$200
Make-up Exam Fee (Pre-arranged)	$175
Make-up Exam Fee (Unexcused)	$300
Full Year Parking (billed $196 per quarter)	$784
Three Quarters Parking (F/W/SP, billed $196 per quarter)	$588
Single Quarter (4th Year Students only)	$196
BSVS Degree	$100

Tuition Deposit	$750
Alternate Tuition Deposit	$750
Waitlist Tuition Deposit	$750
Deferred - Additional Tuition Deposit	$750
Residential Complex Deposit	$200

Library Circulation Fines / Printing Fees

Books (including leisure reading) - 4 weeks, 1 renewal*	Overdue fine: $1/day
DVDs, laptops, test study guides - 1 week, 1 renewal*	Overdue fine: $1/day
Bound periodicals, equipment - 1 day, no renewals*	Overdue fine: $1/day
Reserves, models - 3 hours, no renewals*	Overdue fine: $1/hour
Black and White Printing / Copying	.08 per page
Color Printing / Copying	.40 per page

*If item is lost, replacement value and a $25 processing fee will be assessed

Late Fees

If you do not pay your student account balance by the due date, you will be assessed a late payment charge - this applies to any balance over $200	$250

Room Rates - Fall 2019 - Spring 2020

	per Academic Quarter
1 bedroom apartment	$4,856
2 bedroom apartment	$3,837
3 bedroom apartment	$3,258
1 bedroom apartment - Large	$5,088
Single *	$4,107
Double *	$3,479
Double as a Single * ($852 surcharge)	$4,331
Contract Cancellation	$750
Meal Plan	$1,245

*Meal plan included

Room Rates - Summer 2020

	per Academic Quarter
1 bedroom apartment	$4,953
2 bedroom apartment	$3,837
3 bedroom apartment	$3,258
1 bedroom apartment - Large	$5,088
Single	$2,862

Double	$2,234
Double as a Single ($852 surcharge)	$3,086
Contract Cancellation	$750

When Student Account Balances are Due

The due date is the 1st Friday of the quarter. Payments must be received by Business Affairs no later than the tuition due date.

Quarter	Due Date
Summer 2019	May 24, 2019
Fall 2019	August 16, 2019
Winter 2019	November 15, 2019
Spring 2020	February 28, 2020

If you find that you are unable to pay your student account balance by the due date, you may contact the Business Affairs or Financial Aid Office for further assistance. Subsequent charges for equipment purchases or other similar larger purchases (i.e. Eyeball tickets, frame sale, etc.) are due by the 15th of each month. Current balances are available on the student portal.

All student accounts must be settled in full by the last day of classes each quarter.

Late Payments

If you do not pay your student account balance (those greater than $200) by the due date, you will be assessed a late payment charge of $250.

Failure to pay your outstanding balance may result in a hold on your academic records and/or your account being referred to an outside collection agency, which will add additional charges.

Student Payments pending from US Dept of Veterans Affairs

Beginning August 1, 2019, and despite any policy to the contrary, the Illinois College of Optometry will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:
• Prevent their enrollment;
• Assess a late penalty fee to;
• Require they secure alternative or additional funding;
• Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:
• Produce the VA's Certificate of Eligibility by the first day of class;
• Provide written request to be certified;
• Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

Chapter 2 – GENERAL ACADEMIC INFORMATION

Academic Policies and Procedures

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of the student's educational records, provides students with the right to inspect and review their records and provides students with the right to challenge the content of their educational records which they believe to be inaccurate, misleading, or in violation of their privacy and other rights. It is the intention of the Illinois College of Optometry to comply fully with the provisions of FERPA. Requests to inspect your educational records and questions concerning the Family Educational Rights and Privacy Act may be directed to the Office of the Registrar.

Disclosure of Student Records

Official student records are maintained in the Office of the Registrar. We adhere to a policy which permits disclosure of educational records without consent to "school officials" with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position; a person or company with whom the College has contracted; a person serving on the Board of Trustees; or a student serving on an official committee; or authorized representatives of specific government entities. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Other persons or organizations given access without consent are those responsible for accrediting the institution, providing the student with financial aid, complying with a judicial court order and protecting the health and safety of students in an emergency.

Directory Information

Certain information is classified by the Illinois College of Optometry as "directory" information. We may disclose without consent directory information such as student's name, permanent, local and e-mail addresses, telephone numbers, professional year, mailbox number, dates of attendance, class/lab and clinic schedules, digitized image/photograph/video, degrees conferred, honors, awards and scholarships received, unless explicitly directed in writing by the student not to do so.

Periodically, ICO receives requests from various groups, such as state optometric associations and optometric manufacturers, for names of enrolled students. The Office of the Registrar provides a form by which students can authorize or opt out of the release of directory information to such groups. **Under no circumstances, however, does the College release directory information to the general public**

Non-Disclosure Form

A non-disclosure form must be completed each academic year. If the form is not completed within two weeks after the beginning of the Fall quarter, it will be assumed that the above information may be disclosed for the remainder of the current academic year.

Release of Student Academic Records

Students wishing to allow others to view their academic records must complete a "Release of Student Academic Records" form, which is available in the Office of the Registrar.

Copying Letters of Recommendation and Undergraduate Transcripts

At times, students may request the College to copy and forward letters of recommendation submitted during their admissions application. It is the policy of the College to decline such requests.

Although all pre-professional transcripts are maintained in a student's file, request for copies of transcripts from other educational institutions are not honored. Students should contact previous institutions for transcripts. In exceptional cases, where another transcript is unattainable or can be secured only with the greatest difficulty (as in the case of some foreign language institutions), the Office of the Registrar may authorize copies to be made and released with the notation "certified copy of a record from the student's file".

Criminal Background Check – Report of Findings

In advance of clinical work with the Chicago Public School (CPS) based program at the Princeton Clinic, all first professional year students are required to participate in a criminal background check. The process is initiated during New Student Orientation and is provided by a vendor selected by CPS. The organization performing the criminal background check does not disclose specific information about any finding, but rather will report that the individual is not cleared for work with CPS. CPS provides the College with a list of unapproved candidates.

While the nature of the process protects the privacy of the student, the College requires that students who have criminal findings on their report meet with the Registrar to discuss the findings. Findings on a criminal background check can have implications to a student's ability to participate in clinical education programs with CPS, Veterans' Administration facilities, and military-based clinical sites. Findings on a criminal background check can also impact a practitioner's ability to be licensed and practice full scope optometry. The Registrar will not provide legal advice but will work with the student to resolve issues related to the criminal background check.

International Student Affairs

The Registrar is the "Principal Designated School Official" for all matters relating to International students which includes employment, issuance of I-20 forms and other required documents.

Veteran Affairs

All matters relating to Veteran Affairs as they apply to students at the College are handled by the Registrar.

Please see the Tuition and Fees section for policy regarding pending payments from the US Dept of Veterans Affairs.

Readmission of Veterans Policy

It is the College's policy is to readmit previously enrolled veterans returning from military service. To the extent possible, the veterans will be admitted into the same point of the curriculum from which they departed. Because of the nature of the curriculum, this may require a delay of up to three quarters.

Academic Standing

The College identifies one of the following academic standings for all students at the conclusion of each academic quarter:

- **Good Academic Standing**: A student who has a passing grade in each course taken during the quarter, a quarterly grade point average of 2.25 or higher, a cumulative grade point average of 2.25 or higher, and no additional stipulations from the Student Promotions Committee.
- **Academic Probation**: A student who has an *F* or *U* final grade in any course taken during the quarter, or a quarterly grade point average lower than 2.25, or enrolled in any re-examination or remediation program during the quarter.
- **Academic Jeopardy**: A student who has a cumulative grade point average lower than 2.25 or who qualifies for Academic Probation in two consecutive quarters.

A student experiencing academic difficulty for any reason should contact the Assistant Dean for Student Success or the Dean of Student Affairs immediately. (See *Academic Assistance*)

Dean's List / Clinical Dean's List

Students who achieve superior academic performance will be placed on the Dean's List / Clinical Dean's List which is published at the end of each academic quarter. Quarterly eligibility for the Dean's List requires full-time enrollment in the first, second, or third professional year, a quarterly grade point average of 3.50 or higher, and no grade below a *B* for courses taken during the quarter. Quarterly eligibility for the Clinical Dean's List requires full-time enrollment in the third or fourth professional year, and *H* grades in all patient care courses taken during the quarter. Students not in good academic standing are ineligible for inclusion on the Dean's List or Clinical Dean's List.

Student Promotions Committee

The Student Promotions Committee (SPC) meets at the conclusion of each academic quarter or as circumstances require to review the academic standing of each student. The voting members of the SPC include the Associate Dean for Academic Assessment and Records, the Associate Dean for Education, the Associate Dean for Faculty, the Assistant Dean for Community Based Education and International Programs, the Assistant Dean for Didactic Education, the Assistant Dean for IEI Patient Care Education, the Assistant Dean for Student Success, and the highest ranking student member present. Decisions may only be made by the SPC when a quorum is present. When a quorum is not available, the Dean may appoint one alternate faculty member as a voting member. The SPC Chair is appointed by the Dean while one student member each from the second, third, and fourth professional years is selected by the SPC.

Academic Advancement

For students to be unconditionally advanced to each succeeding professional quarter, they must be in Good Academic Standing and have all financial obligations to the College satisfied. Students not in Good Academic Standing may be dismissed from the College.

All admissions deficiencies must be completed to the satisfaction of the Dean of Student Affairs prior to a student being permitted to register for the winter quarter of the first professional year.

A student must be in good academic standing with no unmet matriculation requirements, in order to be unconditionally admitted to the final year of professional study.

At the discretion of the SPC, a student not in Good Academic Standing may be allowed to continue in the program but with specific stipulations. Students who fail to meet these stipulations may be dismissed from the College. Examples of possible stipulations may be:

- **Re-Evaluation of Academic Standing**: The student may be given an extended time period in which to improve his/her grade point average to a satisfactory level.
- **Retest**: The student may remediate an *F* final course grade by passing an additional comprehensive final examination within a time period specified by the SPC. The highest final course grade achievable after successfully passing the re-examination is a *D*, and this option includes a $300 College fee. The student is responsible for all tuition, housing, fees, and other incidental charges incurred during the retest process, regardless of the exam's outcome.
- **Re-Enrollment**: The student may repeat an entire course or series of courses at a time specified by the Student Promotions Committee. This may or may not involve a delay in the student's anticipated graduation date. The student's new final course grade(s) appears on the transcript along with the original course grade(s). However, only the new course grade(s) will be used in the calculation of the student's cumulative grade point average.[1] This option includes all College fees and tuition appropriate for the credit hours of the repeated course(s). The determination of continued financial aid eligibility is a separate process that requires that the student is making appropriate progress towards the completion of his/her degree. The student will be billed as a full-time student during academic quarters in which he/she is taking 12 or more credit hours. The student will be considered a part-time student with tuition charged per credit hour during academic quarters in which he/she is taking 6-11 credit hours. The student will be considered less than a part-time student not eligible for financial aid or loan deferment during academic quarters in which he/she is taking less than 6 credit hours.

In many instances, the SPC may request written correspondence (via Student Profile questionnaire, provided by SPC) and/or a personal meeting with the student before rendering a decision. Because College policy specifies that the student must be in Good Academic Standing in order to be unconditionally advanced to each succeeding professional quarter, such student correspondence is an opportunity for the student to advocate why the SPC should intervene and allow the student to continue in the program. Student correspondence should contain a detailed description of any extenuating circumstances that may have prevented the student from being successful, the steps toward self-help the student has undertaken, and what actions the student wishes the SPC to take to allow the student to return to Good Academic Standing.

Academic Dismissal Appeal

Students not in Good Academic Standing and/or failing to satisfy stipulations made by the SPC may be dismissed from the College. When a student is dismissed as the result of an SPC review, the date of dismissal is noted as the last day of the quarter. As described above, students have an opportunity to share extenuating circumstances to explain their academic performance. Should the SPC not find these extenuating circumstances compelling and vote to dismiss the student from the College, the student may request an appeal of the SPC decision in writing to the Vice President / Dean for Academic Affairs within three business days of the date of notification. The written request of an appeal should explicitly indicate why the extenuating circumstance(s) should be re-evaluated and/or why the level of the SPC's actions did not seem to be supported by the given evidence. The appeal process must not include new information or details previously

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[1] Effective only for the Class of 2023 and forward. For students in classes prior to Class of 2023, both original course grades and new course grades contribute to the cumulative GPA.

withheld from the original SPC meeting. A student wishing to present new material not previously in evidence before the SPC should contact the SPC Chair directly. If necessary, the SPC will reconvene to consider the new information.

The Vice President / Dean for Academic Affairs will review the request for an appeal. If the Dean determines that there are extenuating circumstances to be re-considered and/or that the level of the SPC's actions did not seem to be supported by the given evidence, then an appeal meeting will be scheduled. If the Dean determines that there are no extenuating circumstances to be re-considered and/or that the level of the SPC's actions were supported by the given evidence, then the request for an appeal is denied, and the original decision of the SPC stands.

Appeal hearings are conducted by the Vice President / Dean for Academic Affairs and the Dean of Student Affairs. The Chair of the SPC will also be present to assess if new information is being presented, but he/she will not take part in the decision-making process.

In the interim between the original SPC's decision and the conclusion of the appeal hearing process, the student is in neutral academic standing (actively enrolled, attending classes/labs, participating in clinical duties as assigned, etc.). The student should be aware that an appeal may result in overturning the SPC's decision to either a more or less-favorable outcome. Likewise, the appeal may uphold the original SPC's decision. The decision rendered by the Vice President / Dean for Academic Affairs in the appeal process is considered final. If the appeal decision ends with dismissal, the date of dismissal will be the date the appeal decision is rendered (not the original SPC decision date).

Financial Considerations & the Appeal Process

If a student invokes an appeal, they are responsible for all tuition, housing, fees, and other incidental charges incurred during the process of the appeal, regardless of the decision of the appeal.

Student Enrollment Status-Credit Hours

- **Full-Time**: at least twelve (12) credit hours
- **Half-Time***:at least six (6) credit hours
- **Less than Half-Time*:** less than six (6) credit hours – not eligible for financial aid or loan deferment

*Tuition charged on per credit hour basis

Attendance & Non-Attendance

Student attendance at all scheduled classes and laboratories is expected. Faculty members may take attendance and utilize this information at their discretion as long as they do so in a consistent manner and if requirements for attendance are announced at the beginning of the academic quarter and are addressed in the course syllabus.

Students are responsible for material presented in any lecture. Electronically captured files of the lecture are available for review, though the availability of these are not guaranteed, as in the case of technical difficulties. Students may also wish to consult class notes from colleagues or refer to the note taking service notes.

If a laboratory session is to be missed, the student should contact the course instructor or the laboratory coordinator following the protocol noted in the course syllabus. In most cases, it is the student's responsibility to find another student willing to switch sessions if an absence is anticipated. The instructor may allow the student to attend a different session without a switch; however, the student should refer to individual course syllabi to identify the procedure they should follow for a course. When a switch is not possible, due to an unanticipated absence, the student

should contact the Assistant Dean for Didactic Education to request an excused absence. Once the student receives an excused absence, the student should contact the course instructor regarding an alternative or make-up assignment.

If an examination or assessment is missed or a retest of an examination or laboratory assessment is required, applicable fees will be charged to the student's account.

Request for Excused Absence from Mandatory Attendance Assignment

The College believes it must maintain an environment of academic excellence and integrity in both the classroom and clinical settings. In accordance with this objective, the following policies and procedures are applied in the evaluation of student performance:

- A student may request an excused absence in advance from the appropriate Assistant Dean. The Short-Term Absence Form should be filled out and emailed to the appropriate Assistant Dean(s) and the Registrar.

- Due to circumstances beyond a student's control, requesting an excused absence in advance may not be possible. Students should contact the Office of the Registrar (x7425 or Registrar@ico.edu) to report an absence as soon as they are able. The Office of the Registrar will notify the appropriate academic faculty of the student's absence. In the case of a missed examination, students should contact Academic Administration Support (x7130 or AAS@ico.edu).

- If the Short-Term Absence Form was unable to be filled out prior to the absence, students must fill out the form and email it to the appropriate Assistant Dean(s) as soon as possible so that a make-up or an alternative assignment can be scheduled upon return to campus.

- After receiving an excused absence, the student may contact the appropriate course instructor regarding an alternative or make-up assignment.

Religious Observation Requests

Requests for accommodations due to religious observances should be submitted to the Associate Dean for Education and Registrar within the first week of the fall quarter of the first professional year. A letter must be provided by a religious leader (pastor, rabbi, priest, etc.) indicating the religious affiliation and describing the observance. ICO will make every effort to provide fair and equitable accommodations. As a health care educational institution that provides visual care for our patients seven days a week, it is inevitable that students should expect quarter(s) with weekend requirements, thus the need for this notification for such consideration well in advance.

Military Leave

If a currently enrolled student is called upon to fulfill an obligation to the military, the College will work individually with that student in order to assist him/her in meeting their obligations. Every effort will be made to facilitate the student's transition from the program to the military and back into the program. Each situation will be evaluated on an individual basis. The student will, however, be required to fulfill all academic and clinical obligations in order to progress in the program. Any student faced with conflicts between their military obligations and their academic or clinical obligations should meet with the Dean of Student Affairs for assistance as early as possible.

Inclement Weather

All students should assume that we are open and operational each scheduled day. In the unlikely event that the College and the Illinois Eye Institute are closed due to inclement weather or other unforeseen reasons, it is each student's responsibility to either: call the ICO Weather Hotline at 312-949-SNOW (7669), check the College's Website or Facebook page for closing information. In any event, each individual needs to determine the road conditions and safety factor in their home locations and decide upon attendance at their own comfort and safety level. If it should become necessary to close ICO and the IEI during regular operating hours due to a storm, flood, snow, power outage, or any unexpected event, the following are three possible scenarios and the policy for each condition that may occur:

A. **Severe conditions develop during ICO/IEI operation hours and the decision is made to <u>close early.</u>**

   All staff and faculty who are present will be notified of the early closing through their department heads and will in turn notify their classes where appropriate. Signs will also be posted in strategic locations around the campus. The ICO Weather Hotline, the College's Website and Facebook Page will be updated with this information. The College phone system may be used to broadcast the early closing message to all campus phones.

B. **Severe conditions in the early morning and ICO and IEI are <u>officially closed for the day.</u>**

   In the unlikely event of this occurrence, the decision to close will be communicated in the following manner: Appropriate recorded messages will be placed on the telephone system and will be accessible by dialing the ICO Weather Hotline at 312-949-SNOW (7669). In the occurrence of an official closing, students are excused for the day. The College's Website and Facebook Page will be updated with this information. The College phone system may be used to broadcast the closing message to all campus phones.

C. **Severe conditions in the early morning and ICO and IEI <u>remain open.</u>**

Students who may question whether the College/Illinois Eye Institute is open because of questionable weather should call the ICO Weather Hotline at 312-949-SNOW (7669). Students who are not able to get to ICO/IEI due to weather conditions in their area must notify their faculty of the absence as soon as possible. The College's Website and Facebook Page will be updated with this information. The College phone system *may be* used to broadcast the message to all campus phones. **Please note:** There is a possibility that the College could be closed, and the Illinois Eye Institute would remain open. Always check the ICO Weather Hotline at 312-949-SNOW (7669) for updated information.

Short-Term Absences

Short-term absences from mandatory attendance assignments are defined as absences that last 1-14 calendar days. Typically, these absences do not involve a change in student enrollment status and are handled through switches; makeup sessions; personal days; short-term clinical leave; professional academic leave; and/or other alternative assignments where applicable. Short-term absences are coordinated by the course coordinators, Registrar's Office, and/or appropriate Assistant Deans.

- For missed lecture or laboratory sessions, see Attendance & Non-Attendance in the Academic Information chapter.
- For missed patient care sessions, see Attendance, Absences, Leaves & Personal Days in the Clinical Education chapter. In addition, for missed externship sessions, please see Externship Attendance in the Clinical Education chapter.

If at any point it appears that a short-term absence is jeopardizing the student's academic performance or may extend beyond 14 calendar days, then the student and/or appropriate Assistant Dean should pursue an official Leave of Absence as described below.

Leave of Absence

A Leave of Absence (LOA) is defined as an absence that lasts 15-180 calendar days to avail the student the time and resources needed to remediate extenuating circumstances that may be impacting academic performance. Such absences do not negate or remove any final course grades.[1] A course grade of W will be given if a LOA prevents a student from completing a course. If given approval to return, students return to the program with the same academic standing as when they left.

To initiate a Leave of Absence, the student should submit a letter requesting a LOA addressed to the Assistant Dean for Student Success. This letter should contain the anticipated start and end dates of the requested LOA and information describing why the LOA is being requested. Supporting documentation from an independent source should be attached whenever possible (e.g. documentation from a medical professional in cases where the student is pursuing a LOA for medical reasons). The Assistant Dean for Student Success is the official designated to maintain student health-protected information. After sufficient documentation has been verified, the Assistant Dean for Student Success will notify the Student Promotions Committee Chair that an LOA letter and sufficient documentation have been received so that the SPC can respond to the LOA request.   Unless physically unable, a student requesting a LOA should continue with his/her academic schedule until he/she receives a response from the SPC Chair. Because student health-protected documentation is not on file with the SPC, any such information should be sent directly to the Assistant Dean for Student Success. The College also reserves the right to impose a mandatory LOA under circumstances deemed appropriate by the College

One month prior to the student's anticipated return from then LOA, the student should initiate a similar process as above. The student should submit to the Assistant Dean for Student Success a letter either requesting an LOA extension or requesting intent to return from an LOA, again providing supporting documentation where required from an independent source that recommends either an extension or a return to the program. The Assistant Dean for Student Success will notify the Student Promotions Committee Chair so that the SPC can respond.

A student on a LOA may utilize the Learning Resources Center but will not be allowed to check out materials. In addition, the student must relinquish their Student ID for the duration of the LOA. Consequently, a student on LOA is considered a "visitor" and needs to obtain a visitor badge when they visit the campus.

Any absence greater than 180 calendar days is a withdrawal from the program. Although determined on a case-by-case basis, students who are allowed to return who took an LOA/withdrawal during the first through third professional years will return to the program to restart the professional year in which they left or to re-start the academic term in which they left; students allowed to return who took an LOA/withdrawal during the fourth professional year will return to the program at the start of an academic term to resume their four quarters of patient care.

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[1] In cases where an LOA is approved based on supporting documentation showing that the student had an extenuating circumstance that impaired his/her ability to apply for the LOA earlier, the student may petition the SPC to retroactively change the effective start date of the LOA to an earlier date. All course grades after this date would become *W.* Students must request this retroactive change prior to returning from LOA. Such changes in LOA effective start date apply only to final course grades and to the point in the program at which students must return and have no bearing on previous tuition/fees billed or financial aid applied.

If you are utilizing US federal student loans to pay for your education, please be aware that if you do not return to the program within 180 days, your loans will enter repayment effective the date on which your LOA began. Any leave of absence greater than 180 days is a withdrawal from the program according to federal financial aid rules. This means that your loans would enter repayment after 180 days and would only be eligible for in-school deferment upon your return to the program. This means you may need to begin repayment of your loans during your LOA or may need to request a temporary forbearance if you have already used up your grace period on prior loans. In addition, those loans would have utilized their grace period and would enter immediate repayment upon graduation.

Withdrawal from Professional Studies

To officially withdraw from the College a student must:

- Provide a written request to the Dean of Student Affairs

- Satisfy all obligations to the College

Students considering withdrawal are advised to first meet with the Dean of Student Affairs to discuss reasons for withdrawal. The student should assure that a Withdrawal Clearance Form, available from the Student Affairs Office, is completed and signed by those designated to verify clearance of all financial and other obligations. This form should be completed and submitted to the Office of the Registrar within one (1) week of actual withdrawal from classes. No diploma, certification of academic standing or transcript of credits will be released while a student has unmet obligations to the College. Refunds of tuition fees and room charges are based on published College policy and practice. Refunds for all students will be calculated based on the date of withdrawal through the 60% point in the term (days attended divided by possible days in the term). Withdrawals after the 60% point are charged in full.

If a student notifies the College of intent to withdraw, either in person or in writing, but fails to complete the official withdrawal procedures, the College will treat it as an unofficial withdrawal from the program and use the date that the student made the notification as the last date of attendance to begin the withdrawal process.

If the student is a US Federal loan recipient, the College will perform a Return of Title IV (R2T4) calculation as mandated by federal regulations. This calculation will determine what portion of the student loans must be returned to the federal programs through the 60% point in the term. The financial aid office will initiate this return from any loan funds that remain at the College. If the student has already received their credit balance refund check for the quarter, the promissory note in effect will govern the repayment of the portion of the loan that has already been released to the student.

Request to Transfer

The Association of Schools and Colleges of Optometry (ASCO) discourages transfer of students from one institution to another. However, in certain instances a transfer may be deemed necessary for reasons disclosed by the student. To request a transfer from ICO to another institution, the student should first meet with the Dean of Student Affairs, well in advance of the anticipated transfer date to discuss their situation and to receive counsel on the procedures to be followed, as recommended by the Association of Schools and Colleges of Optometry. The Dean of Student Affairs will provide a letter to the institution to which the student is applying for transfer indicating the College has been advised of the student's current enrollment status. The student must sign a release approving any additional information to be provided on the student's behalf.

The College policy for transfer of credit for transfer students entering ICO is to consider the content, clock hours and credit from the previous institution. Because optometry school curricula are largely individual, the decision about transfer credit is made on an individual basis by the Associate Dean for Education in consultation with the Dean of the College.

Bachelor of Science in Visual Science Degree

The Bachelor of Science in Visual Science (BSVS) Degree is available only to those students who entered ICO without a bachelor's degree. However, the BSVS Degree is not a terminal degree and does not connote graduation from the Illinois College of Optometry.

Students become eligible for the BSVS Degree upon satisfactory completion of all second (2nd) professional year courses and fulfillment of specific pre-optometric course requirements. These include all the required courses of the pre-professional program plus one (1) year's pre-optometric studies in each of the following disciplines: Humanities, Social Studies and Human Related Biological Sciences. Please note that these courses are in addition to the other Admissions course requirements and are not offered by ICO. Also, candidates for the BSVS Degree must have a grade point average of not less than a "C" (2.00) in each of the required disciplines.

All academic requirements for the BSVS Degree are to be completed by the end of the second (2nd) quarter of the fourth (4th) professional year.

Applications for the BSVS Degree are available on line and are accepted any time after the end of the second (2nd) quarter of the first (1st) professional year. Early application will enable a review of academic records to provide guidance and counseling to ensure that all requirements have or will be completed by the deadline. **In order to be eligible for the awarding of the BSVS Degree the student's application must be approved by the Office of the Registrar no later than February 1st of the year in which the degree will be awarded. Students must be in good academic standing at the time of application and at the time of conferring of the BSVS Degree.**

This degree is not conferred on an individual after receipt of the Doctor of Optometry degree. A baccalaureate fee ($100) will apply for those receiving this degree. For specific information relating to the BSVS Degree, students should contact the Office of the Registrar.

Doctor of Optometry Graduation Requirements

A candidate for the degree of Doctor of Optometry from the College must have:

1. Completed all academic and clinic requirements with satisfactory performance.
2. Achieved a passing grade in each subject and a cumulative grade point average (GPA) of at least 2.25
3. Complied with the rules and regulations of the Illinois College of Optometry. This includes the release of all NBEO exam scores to the College.
4. Returned all College owned equipment and supplies assigned to the student, including library materials, mailbox key and Residential Complex keys.
5. Discharged all financial obligations to the College.
6. ICO recognizes Graduation with Honors for the following categories:

Cumulative GPA	Designation
3.50 - 3.74	Cum Laude
3.75 - 3.89	Magna Cum Laude
3.90 - 4.0	Summa Cum Laude

7. Students who have met the grade point average qualifications for Honors, but who have had to repeat a clinic rotation will not be considered as graduating with Honors.

Clinical Methods and Procedures Skills Enhancement

The laboratory coordinators of each of the optometry courses monitors the progress of each student within the given Clinical Methods and Procedures lab. A student's course grade is determined by whatever grading methods are established in the given course syllabus. Unsatisfactory performance on a given CMP Assessment may or may not invoke involvement by the Student Promotions Committee (SPC) depending on the final course grade.

All students, regardless of overall Assessment performance, must pass each of the skills listed below with a normalized score designated in the course syllabus for that skill.

Case History	Phorias/Vergences
Near Cover Test/NPC	Accommodation Testing
Pupils	Biomicroscopy
EOMs	Tonometry
Confrontation Visual Field	Gonioscopy
Lensometry	Fundus Biomicroscopy
Retinoscopy / Distance Subjective Refraction	Binocular Indirect Ophthalmoscopy

For students that have one or more deficient skills, the laboratory coordinator re-administers a laboratory assessment comprised of at least the deficient skills. This re-administration may take place during the normal time or during the first few weeks after all the assessments are completed for that course. Students enrolled in POP 162.3 may take their assessment re-administration the fall following summer break. The first week of fall quarter shall be used for practice, with practical re-administration taking place during the second (and third, if need) week. Other than students specifically denied didactic or patient care activity by the SPC, students re-take their deficient skill laboratory assessments concurrent with their normally scheduled didactic and clinical activities. In the case of students participating in patient care sessions, the appropriate Service Chiefs/Educational Coordinators are also notified and specify what interventions may be necessary in the student-preceptor relationship while the student is in the process of re-taking his/her assessment.

Students who successfully pass all their re-takes for each skill meet the course and clinic entrance requirements. Students who are not successful on a re-test are enrolled in a formal remediation course.

Formal remediation is coordinated by the appropriate laboratory coordinator. Again, other than students who are specifically denied didactic or patient care activity by the SPC or Assistant Dean for Patient Education, students are enrolled in remediation concurrent with their normally scheduled activities. As above, in the case of students participating in patient care sessions, the appropriate Service Chief / Educational Coordinator is also notified and specifies what interventions may be necessary in the student-preceptor relationship while the student is in remediation.

The remediation course is assigned a POP course number that is posted to the transcript as a *Satisfactory* or *Unsatisfactory* upon completion the remedial course. The laboratory coordinator develops the remediation course and develops the activities and assignments that take place during the remediation. Although the remediation course is assigned a weekly meeting time, it is left to the discretion of the laboratory coordinator to determine how or if this time is utilized. Whether a formal component of the remediation course or not, it is expected that students also make use of open laboratory time to practice deficient skills. All remediation courses end with a re-assessment of at least the deficient skills and applicable fees apply. Students who successfully complete all the remediation course requirements and pass all their

remediation skill re-takes, earn a S*atisfactory* grade for the remediation course. Students who have not completed the requirements of the course earn an U*nsatisfactory* grade for the remediation course and are referred to the SPC.

Clinic Entrance Requirements

Students may begin unrestricted direct patient care activities only after successfully completing all courses within the clinical education curriculum beginning with the designation 162 and/or 262. Students who have outstanding make-ups in any clinical activity will not be permitted to begin direct patient care until the make-ups have been completed.

At the completion of the second professional year, the Assistant Dean for IEI Patient Care Education and the POP coordinator review the performance of each student in the Clinical Methods and Procedures course sequence, paying attention to each student's performance on the laboratory assessments.

Based on this review, one of the following recommendations may result:

- Direct patient care activity without stipulation
- Probationary direct patient care activity with specified concurrent remediation
- Denial of direct patient care activity pending successful completion of specified remediation

Probationary and remediation periods shall not extend for a period beyond six (6) weeks before reconsideration by the Student Promotion Committee (SPC).

Students with probationary status will be notified by the Assistant Dean for IEI Patient Care Education, no later than the first week of the third professional year. Students who are denied direct patient care activity will be notified by the Student Promotions Committee (SPC).

Students may appeal the decision of the Assistant Dean by notifying, in writing, the Associate Dean for Education within three (3) days of the date of notification. During any appeal process, the decision of the SPC is suspended until the appeal is reviewed and finalized by the Associate Dean.

Academic Assistance

Any student having academic difficulty in a course should seek immediate assistance. The student may seek help by meeting with the:

- Course instructor to discuss the problem.
- Appropriate Curriculum Coordinator.
- Assistant Dean for Didactic Education.
- Dean of Student Affairs.
- Assistant Dean for Student Success.

In the fall quarter of each academic year, you will receive lists of any required texts and equipment for each academic year and these can also be found in course syllabi. Other lists of materials that are recommended, but optional, will also be distributed by faculty. A summary equipment list is provided to you in this guide.

ICO's Matthews Bookstore makes every effort to make available for purchase the essential instructional materials and equipment for all years of professional study. A complete line of ophthalmic equipment from the major manufacturers is available to the student purchaser through

ICO's Matthews Bookstore at substantial savings compared to regular list price. Prior to the start of each quarter, a current listing of all known and required equipment and texts will be distributed to students for pre-ordering. Taking advantage of this "Pre-Order" will ensure the best available price for the item through ICO's Matthews Bookstore, as well as, delivery of the text or equipment at the beginning of the quarter.

Another advantage to equipment purchased through the Matthews Bookstore is that it can be serviced through Bookstore personnel. Equipment not purchased through ICO's Matthews Bookstore group discount cannot be serviced by Bookstore personnel.

Any student purchasing used ophthalmic equipment or equipment from sources other than the ICO's Matthews Bookstore should secure approval from the faculty member in whose class the equipment will be utilized.

Please note that this list is cumulative. Students are expected to retain and maintain this equipment throughout their ICO career.

Equipment Lists & Supplies 2019-2020

First Professional Year

Needed By First Day of:	Name	Requirements - No Substitutions
Year 1 Fall Quarter	Accommodative Fixation Targets	Two ICO Near Cubes; One Bernell Fixation Stick (#BCFIX)
	Carrying Case	For transporting equipment to laboratories and clinical assignments. Should allow easy removal of all equipment so that it may be placed in or on the desk provided in each examination room.
	Diagnostics Set (*)	Ophthalmoscope, Retinoscope (with MEM Cards), and Transilluminator
	P.D. Ruler	
	Penlight	
	Prism Bar, Horizontal (*)	
	Stereotest with Polaroid Glasses	Randot
	Color Vision Test with Amsler Grid	Richmond HRR
	Audience Response License	Turning Point
	Eye Patch	Elastic
	Multiple Pin-Hole Spectacle Occluder	
	Near Acuity Card	ICO Version
	Occluder	With Maddox Rod in handle
	Tape Measure, Metric	At least 1 meter in length.
	Clinic Coat	White Three Quarter Length
	Skiascopy Bars	
	Trial Frame (*)	Fully adjustable
	Trial Lens Set (*)	Must include a stenopaic slit, red lens, at least one +0.37 D trial lens, and a full set of prisms.
	Trial Lens Holder	8-Well
	Sphygmomanometer (*)	With multiple cuff sizes (a minimum of small adult, regular adult, and large adult).
	Stethoscope (*)	Must have a bell and a diaphragm.
Year 1 Spring Quarter	Modified Thorington Card	With attachment to transilluminator.
	Near Rotochart	Reichart Card
	Accommodative Rock Cards	Complete Set
	Anaglyph Glasses	
	Detailed Fixations Sticks	By Good-Lite (1 adult and 1 pediatric)
	Suppression Control Strips	Polaroid Bar Reader
	Timer / Stopwatch	
	Worth 4 Dot	With attachment to transilluminator
	Vergence Facility Prism with Handle	

Second Professional Year

Needed by First Day of:	Name	Requirements - No Substitutions
Year 2 Fall Quarter	Binocular Indirect Ophthalmoscope with Teaching Mirror (*)	Spectacle mounted type is only acceptable if it has an adjustable PD and light source.
	BIO Condensing Lens (*)	+20 D, 52 mm diameter glass
	Biomicroscopy Lens (*)	Double Aspheric Condensing Lens (60 D / 78 D / 90 D), Volk superfield Lens, Digital High Mag, Digital Wide Field, or equivalent lens.
	Marking Pen, Water Soluble	Black or Blue
	Screwdriver	Ophthalmic size
	Sphygmomanometer (*)	With multiple cuff sizes (a minimum of small adult, regular adult, and large adult).
	Stethoscope (*)	Must have a bell and a diaphragm.
	Gonioscopy 3-mirror Lens (*)	Must have flange
	Gonioscopy 4-mirror Lens (*)	
	Tonometry Probe	Haag Streit. Must be imprinted with "HS" near base of probe.
	Scleral Depressor	
	Stereo viewer	For use at ~40-60 cm working distance

Third Professional Year

Needed by First Day of:	Name	Requirements - No Substitutions
Year 3 - Summer	Lea Acuity Chart	Near only.
	Trial Frame, Pediatric Size	
Year 3 - Fall Quarter	Albee 3 Dot or Barrel Card	
	Alphabet Pencils	Two
	Brock String	10-Foot
	Eccentric Circles, Keystone	Both clear and opaque. Available from Bernell.
	Hart Charts	Both distance and near.
	Life-Saver Cards, Keystone	Both clear and opaque. Available from Bernell.

(*) Denotes items which may be group-purchased by the class in cooperation with the Bookstore Manager. Such group purchases allow students to obtain equipment at the lowest cost per item. Equipment NOT denoted as an item which may be group purchased may be purchased at the Matthews Bookstore at ICO.

Grading & Exams

Specific grading scales are the prerogative of the individual instructor. In the absence of an individual course grading scale, the College recommends a scale of: **A =** 93-100, **A- =** 90-92, **B+ =** 87-89, **B =** 83-86, **B- =** 80-82, **C+ =** 77-79, **C =** 73-76, **C- =** 70-72, **D+ =** 67-69, **D =** 65-66, **F =** <65 be applied.

It is educationally desirable to provide each student with a consistent evaluation of his/her academic performance. It is therefore recommended to all instructors that the "C" range of grades should encompass the 70-79% interval and that the minimal acceptable performance (i.e. D) should be 65%.

Grades issued by the Illinois College of Optometry are:

Grade Quality Points Description

Grade	Quality Points	Description
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Above Satisfactory
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	
D+	1.3	
D	1.0	Minimum Passing
F	0.0	Failure

I	Incomplete
IP	In Progress
H	Honors*
S	Satisfactory
U	Unsatisfactory
W	Withdrawn
AS	Advanced Standing
AU	Audit
NC	No Credit

*Applicable only to specifically identified courses.

The grades I, S, U, H, W, AS, AU, IP and NC are not used for calculation of the student's grade point average.

Special Grade Descriptions

I = Course work is not complete. An incomplete grade is issued only when requirements specified in the course syllabus are not completed. An incomplete grade must be removed by the end of the second week of the following quarter (including Summer) or it will automatically be changed to an "F" or "U". Under extenuating circumstances, and only with the approval of the appropriate Assistant Dean or SPC (Student Promotions Committee), this time period may be extended up to one (1) year from the date the "I" grade is given. If an extension is granted, the I grade is temporarily replaced by an IP grade.

W = Authorized withdrawal from the College through the 2nd week of the quarter.

AS = Advanced standing indicates that the student has been exempted from taking a course, as determined by the appropriate Assistant Dean, by virtue of having passed an equivalent course with a grade of "B" or above at another institution or having successfully passed a proficiency examination on this course work at ICO.

AU = Audit course.

NC = No credit issued when student is dismissed (Academic or Disciplinary) prior to the end of the quarter.

Grade Reports

The Office of the Registrar will not mail grade reports to students. Students may access their grades through **portal.ico.edu.**

Grade Notifications

Grade notifications are made at the end of the quarter. Students should monitor their progress towards successful completion on an ongoing basis throughout the term.

In clinical assignments, midterm grade notifications will be made for unsatisfactory progress to allow the student the opportunity to remediate their clinical performance before the conclusion of the term.

The absence of such midterm notification does not preclude the possibility of course/clinic failure (i.e. due to failure of tests or lack of clinical progress subsequent to midterm). Each student shall, therefore, continue to monitor his/her progress throughout the academic term.

Since the ability to continue in the program requires a quarterly and cumulative grade point average of 2.25 or higher, a grade below that level is considered unsatisfactory (C and below).

A student who earns a failing grade (F or U) in any course must remediate that failing grade to continue in the program. The opportunity to remediate a failing grade, and the plan for how that may be accomplished, is granted/determined by the Student Promotions Committee.

Instructors must submit final course/clinic grades to the Registrar's Office within three (3) College working days of the administration of their final examination or last day of clinic.

If a student believes a grade has been assigned in error, he/she must notify the appropriate instructor within five (5) business days of the grade being submitted to the Registrar's Office. If the student is unable to reach the instructor, he/she must contact the appropriate Assistant Dean. In the event the Assistant Dean is unavailable, the Associate Dean for Education should be consulted and ultimately the Vice President and Dean for Academic Affairs.   The instructor will verify the accuracy of the grade and must submit any grade changes to the Registrar's Office within five (5) business days of being notified of the error.

Students will receive official notices, academic-related or otherwise, via the student's @eyedoc.ico.edu e-mail account and/or their on-campus mailbox. It is the student's personal responsibility to check these communication sources for information, particularly toward the end of the quarter when final grade and academic status notifications are distributed. Additionally, increasing amounts of information, including access to grades, are available by logging-in to student's personal accounts on the campus portal at <u>my.ico.edu</u>.

Students are responsible for obtaining grade notification in accordance with the above timetable. It is the student's responsibility to be available to receive grades in a timely manner, including at the end of spring quarter prior to summer vacation or any of the vacation periods, and prior to leaving for externship rotations. This is of utmost importance as student academic standing, promotion and graduation may be significantly affected by delay on the student's part in procuring notice. The Student Promotions Committee will meet as soon as possible at the conclusion of each quarter to review student statuses. Students requesting reconsideration of an SPC decision should be available to meet regardless of indicated student vacation dates.

Requesting an Academic Transcript

Current Students

An academic transcript fee of $75 is added to the fourth year student accounts to cover the cost of transcripts. To request a transcript, you can fill out the transcript request form located on the Registrar's page. The Completed transcript request form with the student's written signature should be scanned and emailed to registrar@ico.edu from the student's official ICO email address.

Exemption from a Required Course (Advanced Standing)

ICO students who wish exemption from a required course by virtue of having taken and passed (with a grade of B or higher) a similar course prior to entering ICO must submit a written petition to the Dean of Student Affairs. The petition must include an official transcript from the institution indicating credits earned, a complete course description, a copy of the institution's course listing catalog and a course syllabus. The petition, indicating all courses for which Advanced Standing are requested, and all supporting documents must be received by the Dean of Student Affairs at least one month prior to the start of the First Year classes.

The petition is considered and acted upon by the Vice President and Dean for Academic Affairs, in consultation with the Associate Dean for Education, Assistant Dean for Didactic Education and the course instructor. If the student meets the qualifications to test for exemption, he/she will write a qualifying proficiency exam before the end of the first (1st) week of the quarter. Students challenging a course are required to attend the course pending outcome of the qualifying exam.

Proficiency Exam

A Proficiency examination is required if a student wishes to gain exemption from a required course or lab. The content of the examination is determined by the course or lab instructor but will be based on the ICO course or lab outline. A student who fails the qualifying exam is not given a second opportunity. No official credit from ICO is given for the exempted course or lab. This procedure carries a College fee of $150 which will be billed to the student's account by the Business Affairs Office.

The result of the qualifying exam will be transmitted to the Dean of Student Affairs by the end of the second (2nd) week of the quarter. A passing grade for the qualifying exam is reflected in the transcript by the symbol AS (Advanced Standing) indicating exemption by qualifying exam. No official credit from ICO is given for the exempted course.

Course Evaluation

All students are ***strongly*** encouraged to complete course evaluations each quarter.

Students' evaluation of their courses, instructors and clinical experience are instrumental in maintaining the quality of the professional program. Instructors and their evaluators all appreciate the constructive comments that students make on these evaluations.

Student evaluations are handled in a confidential manner. All course and laboratory evaluations are completed on-line through an independent third-party (Meditrek). While we will know if students have completed the evaluations, there is no way to associate an evaluation with a student, per our agreement with Meditrek. Statistical information analyzing students' responses, along with the compiled comments, are available to the appropriate faculty member.

The Assistant Deans share the evaluation results and comments with the Associate Dean for Faculty and the Vice President and Dean for Academic Affairs. These evaluations become part of

a faculty member's portfolio and are also used in the yearly evaluation and when considering promotion of a faculty member.

Procedures and Guidelines for Exam Administration (ExamSoft)

In order to know whether your device will meet the device compatibility requirements please reference the most current guidelines updated on the portal.

All ICO Examinations will be give via ExamSoft
- Make sure your device is charged the night before an exam.
- Prior to entering the lecture center, make sure to silence your keyboard sounds on your device.
- Make sure you have at least 1 Gig free on your device prior to downloading your exams.
- Exams should be uploaded immediately after finishing the exam or there may be a delay in grading your exam.
- Your device should have the latest version of Examplify. UNLESS OTHERWISE SPECIFIED, PLEASE REFRAIN FROM UPDATING your operating system until we know that Examplify is fully compatible with the new OS.
- All students must be properly connected to **ICO Secure** WIFI. Students should be certain to work with IS ahead of time if they are struggling to connect. WIFI connection must be in place to start the exam and to upload the exam.
- If you plan to use a wireless keyboard or mouse, these devices must be connected successfully PRIOR to starting Examplify.
- All exams should be downloaded to your device **24 hours before the exam**. Students that wait to download the exam the morning of the exam risk losing exam time while they wait for downloads.

Arrival and Starting Times for Examinations
- Students are expected to arrive 20 minutes prior to the scheduled examination start time to ensure timely entry into the exam room.
- Exams begin at the exact scheduled start time (i.e. not ten minutes after the hour). You will be unable to open the exam if you arrive after 8:25am. You will need to report to AAS for further instructions.

Clothing, Food, and Beverages
- Students may not wear hats to examinations.
- Students may wear a sweater or sweatshirt to their seats if the lecture center is cold. However, pockets should be empty.
- Water is permitted during exams and must be in a **clear container with no labels**. No other beverages or food are permitted.

Questions during an Examination
- No questions will be permitted during an examination.
- If you have comments regarding an exam item or feedback for the instructor, those should be typed in the question feedback area which is available on each question screen.

Seating
- Proctors outside of the lecture center will tell you when you may pick up your scratch paper with your name and seat assignment. Note your assigned room (1201 or 1203) and proceed to the room and find your seat.
- Students must sit in the assigned seat printed on the scratch paper.

- There is to be no talking among students once they enter the Lecture center.

Personal Belongings
- All belongings should be left in 1202, your locker, or your car. There should not be ANY belongings left in the hallways or common areas, as this is a fire hazard.
- Backpacks, books, bags, purses, coats, hats, food, beverages other than water, headphones, calculators, notebooks, clinic equipment, cellular telephones, smart watches, other wearable technology, and any other non-approved materials are not permitted to be in a student's possession during an examination.
- Cellular telephones are not permitted in the lecture center. If there is an urgency that requires a student to be available by telephone during the testing period, special accommodations may be granted by the Assistant Dean for Didactic Education.
- At the examination seat, the student may have in his or her possession ONLY the following items: electronic device running Examplify, a pencil, the provided scratch paper, and a clear water bottle.

Starting/taking the Examination
- Once seated, the student should enter the password displayed on the lecture screens. At this time, your device will be locked down.
- Read any pre-test notices but stop at the screen prompted you with a 4-character code.
- **You may not type in your four-character code until the proctor instructs you to begin.**
- After beginning, keep all scratch paper flat on the table.

Ending the Examination
- You have 50 minutes to complete the examination (120 minutes for final exams). No student will be permitted to continue using Examplify or writing on the scratch paper after the proctor calls "time." This includes writing a comment to the instructor. Any student continuing after time has been called will be reported to the Professional Conduct and Ethics Committee for unprofessional conduct.
- Examplify will automatically give you a 5-minute warning. You may add more alerts in the system if you desire.
- No student who has completed an examination can leave his/her Lecture center seat during the first half of the stated test period (25 min, 60 min for finals). When you do leave after completing the exam, do so quietly so as not to disturb students still taking the exam!
- If a student arrives late to an exam, he/she will not receive extra time at the end of the exam. Once time is called, even if a student has more time indicated on Examplify, the student must submit his/her exam. Exceptions to this may be granted at the discretion of the floating proctor outside the exam room.

Exiting the Examination Room
- Before leaving, students must show the test submit "green" screen to show that they have uploaded their ExamSoft test.
- All scratch paper must also be turned in as the student leaves the lecture center. These will be counted, and any missing paper will be considered unprofessional behavior. Any student with a missing paper will be referred to the Professional Conduct and Ethics Committee, and he/she may suffer a grade penalty.
- Students should not gather in the hallways or in 1202 after an exam. Students should quietly collect their belongings and leave the area in consideration of those students still taking the exam.

Suspected Cheating

- When a proctor observes cheating or other unprofessional conduct or suspicious actions by a student during an examination, the proctor may take one or more of the following actions: warn the student, move the student to a different seat, notify the Registrar for a future change in seating, or notify the Professional Conduct and Ethics Committee for possible hearing.

Final Exams

The final examination period is declared by the academic calendar. Students should assume that there will be a final examination on the last day of the Finals period (including Saturdays) as identified in the calendar, regardless of the number of Final Exams anticipated. **Prior travel arrangements will not be an acceptable excuse for missing an examination during finals week.**

Make-Up Examination

Attendance at regularly scheduled examinations is mandatory. **A student missing an examination for any reason MUST contact the Academic Administrative Services prior to the scheduled examination time.** The Academic Administrative Services is reached by calling **312-949-7130 or AAS@ico.edu**.

Make-up examinations are authorized at the discretion of the Assistant Dean for Didactic Education. No fee will be assessed for the following approved extenuating circumstances **when appropriate documentation is provided**:

1. Documented illness or accident that prevents a student from writing the examination.
2. A death in the student's immediate family.
3. Conflict with a religious holiday. In such cases students must request a make-up examination(s) within the first week of the quarter in which there is a conflict with a religious observance.
4. Attendance at a pre-approved professional development meeting – Examples: AOSA, American Academy of Optometry, AOA Congress, NOA, COVD, or state association meeting (IOA).
5. Student leadership related responsibilities (i.e. AOA-PAC national meeting).
6. College related business (i.e. recruitment).

A fee of $175 may be authorized for a make-up exam in cases with reasons beyond those listed above, including to attend a wedding.

When a student has multiple absences from exams in the same quarter, he/she will be asked to present more detailed medical documentation regarding his/her health to the Assistant Dean for Student Success. A determination will be made whether the absences constitute a need for a Leave of Absence or other intervention. Excessive absences without just cause are considered unprofessional conduct and may be brought to the attention of the Professional Conduct and Ethics Committee.

Late Arrival / Missing Examination

Students arriving late but before the halfway mark will enter the Test Center and use the remaining time of the test period. No additional time will be granted unless the student can prove an extenuating circumstance (in which case the student should report to AAS).

Students arriving after the halfway mark should report to the proctor outside the exam room. If no student has left the test center the student may be instructed to enter and utilize the remaining time. If students have left the test center the student will be directed to Academic Administrative Services (AAS).

If the student notified AAS of late arrival due to extenuating circumstances (pending approval of the Assistant Dean for Didactic Education or the Associate Dean for Education), the student may be given the full time to take the exam in AAS with no penalty or may need to schedule a make-up exam with no penalty.

If the student misses the exam entirely and cannot provide supporting documentation/evidence for an *excused* absence, then it is deemed *unexcused.* For the first offense a make-up exam will be granted with a fee of $300. No grade penalty is applied for the first offense. For a subsequent offense(s) within a given academic year, a make-up exam will be granted but the student will incur $300 fee as well as a grade penalty (65% maximum allowed credit). The $300 make-up exam fee is intended for unexcused/unplanned missed exams.

Request for Approval of Make-Up Examination

1. Students who miss an examination must contact Academic Administrative Services (x7130 or AAS@ico.edu) prior to the scheduled examination time.

2. Academic Administrative Services will notify the course instructor and the Assistant Dean for Didactic Education once an absence is reported

3. As soon as is feasible, the student must submit a request for make-up examination to the Assistant Dean for Didactic Education. The request form is available on My.ICO.edu/current-students/registrar. Documentation should be included with the request.

4. The Assistant Dean for Didactic Education reviews the request, including the reason for the absence. The Assistant Dean for Didactic Education approves the absence and makes a decision regarding the assessment of a fee.

5. When granted, the request is forwarded to Academic Administrative Services. The Academic Administrative Services personnel are responsible for scheduling the date, time and place of the make-up examination. The student is contacted when these arrangements are made.

6. Make-up examinations, including final examinations, are never given prior to an approved absence.

7. The format of the make-up examination is at the discretion of the course instructor; however, no other activity may be substituted for an examination without the approval of the Assistant Dean for Didactic Education. The student is responsible for contacting the course instructor regarding the format of the make-up examination after receiving notification that the request for a make-up has been approved.

Protocol for requesting a Pre-approved Absence for a Professional Development Meeting or Conference = Professional Academic Leave

> *Examples: AOA, AAO, AOSA, NOA, COVD or state association meetings (IOA)*
>
> **1st, 2nd and 3rd years: Examinations** - to be excused from examinations, you must complete the "Request for Approval of Make-up Examinations" form located on the Registrar's webpage. Provide the following:
>
>> Your name, ID, etc.
>> Date of Absence
>> Course #, title and professor
>> Reason for absence - insert the name of meeting attending

Submit the completed form electronically, with proof of conference registration, **3 WEEKS** prior to meeting to Registrar@ico.edu.

The Assistant Dean for Didactic Education forwards the request to Academic Administrative Services. Academic Administrative Services will notify the student and the course instructor regarding the Assistant Dean's decision.

Labs / Class - Requests for excused absences for class and/or labs or general assignments should be addressed to the Assistant Dean for Didactic Education.

NOTE: You must submit proof of conference registration with this form.

1st, 2nd and 3rd years: Professional Academic Leave - To be excused from a patient care activity, you must complete the clinic sign-out request on the Registrar's webpage and e-mail it as an attachment to the Office of the Registrar at registrar@ico.edu. The Office of the Registrar (will forward the sign-out request to the appropriate person(s) for final review and approval. This must be done **4 WEEKS** prior to attending the conference.

Understand that this form *initiates a request for permission* for academic leave. Completion of the form does not automatically guarantee academic leave – the student must await approval. Because students have shown an increased interest in attending conferences, efforts by your Service Chief and the Assistant Dean for IEI Patient Care Education will be made to accommodate as many students as possible. However, some students may have to obtain switches for that week due to the understaffing of students during a particular clinic session. The Assistant Dean for IEI Patient Care Education, as well as, the Service Chief will make the decision as to whether you will be excused or must arrange a switch for that week.

*Note - If you have been approved for academic leave you must submit proof of attending the education course to the Assistant Dean for IEI Patient Care Education within **ONE (1) WEEK** of returning from the conference. For instance, if you will be missing one clinic session, you must have proof of attendance for at least one conference educational program. Again, if you miss two clinic sessions, you must have proof of attending two educational programs. Therefore, you will have proof of an adequate educational substitute for the clinic session that you have missed.

If you have any questions, please contact the Assistant Dean for IEI Patient Care Education.

Open Laboratory Use

Lab spaces that are not being used for instruction are available for student use as follows:

Eyelabs*:* Key card access to the Eyelabs is available between 7:00 a.m. and 12:00 a.m. seven days per week when the labs are not otherwise being used for scheduled educational activities. Doors to the Eyelabs are not to be propped open, and **all students are expected to swipe upon entering** during non-classroom activities.

Non-Eyelabs*:* If there is demand, and the instructor approves, the academic program will also work to allow students or groups of students to reserve non-Eyelabs spaces on the third floor **with appropriate room reservation requests.** The hours of availability will still be between 7:00 a.m. and 12:00 a.m. Use could include study groups, open lab reviews (approved by the instructor), and organizational meetings.

For All Open Laboratory Use: Students are expected to use the facilities with respect and care. This includes responsible behavior and **clean up**. Rooms found to be disrupted, dirty, or disorganized may cause accessibility to be revoked.

In instances where individuals or organizations use college facilities or equipment to produce items or provide services for monetary compensation, they must also receive written permission from the Dean of Student Affairs.

Illinois College of Optometry Library

Library Services

The Illinois College of Optometry Library was founded in 1955. The Library employs 4 full-time, experienced medical librarians, 1 library assistant and 30+ student workers to assist students with research, homework, interlibrary loan and studies.

Find us on **Facebook** at: https://www.facebook.com/IllinoisCollegeOfOptometryLibrary

AND follow us on **Twitter** @ICOLibrary for up-to-the-minute posts.

ICO Library staff members are here to help you succeed at ICO!

Library Hours (Subject to Change)

Fall, Winter and Spring Quarters

Monday-Thursday	8 a.m. to midnight
Friday	8 a.m. to 9 p.m.
Saturday	9 a.m. to 9 p.m.
Sunday	10 a.m. to midnight

Summer Quarter

Monday	8 a.m. to 9 p.m.
Friday	8 a.m. to 5 p.m.
Saturday	9 a.m. to 5 p.m.
Sunday	Closed

Quiz days	Open at 7 a.m.
Holidays	Closed

Quarter Breaks	
Monday-Saturday	Close at 5 p.m.
Sunday	Closed

*Hours are posted on the television by the library entrance and are also posted on the Library's website and may vary according to the College schedule.

Library Collections

The ICO Library provides access to both physical and digital collections, which are available 24/7 for ICO student use. Its collections contain approximately 24,000 physical books, 115+ physical serials, as well as to bound serials, DVDs, and streaming videos. Access to thousands of e-books and e-journals and to many databases are also available to our students.

Microforms

The Library maintains a collection of 3,073 microforms for access to older research material.

Online Catalog

The Library's online catalog provides access to most all of the Library's holdings, as well as to the ICO Library's **VisionCite** proprietary database of journal citations. The catalog can be accessed by clicking the "Library" tab on the student portal, as well as from our Facebook page:

http://my.ico.edu/library

https://www.facebook.com/IllinoisCollegeOfOptometryLibrary

Detailed instructions on how to access and search the catalog, and our extensive resources, are available in the Library or by contacting an ICO Library staff member.

Digital Collections

Off campus access to the Library catalog, and to thousands of our digital resources: e-journals, full text articles, e-books, and databases is also available 24/7 via the student portal (you must be signed in).

Included in the library's 96 databases, many of which have *mobile access,* are:

Access Medicine

A resource that features leading medical content: including the last editions of leading medical textbooks, a differential diagnosis tool, practice guidelines, self-assessment exam prep. for residents, algorithms, case studies, customizable patient information, an integrated drug database and extensive multimedia library, downloadable images, and much more!

American Academy of Ophthalmology (AAO) eBook Collection

A collection of authoritative e-book titles essential for the lifelong learning and professional interests of ophthalmologists.

Acland's Video Atlas of Human Anatomy

Video atlas images are direct **video recordings of real human anatomic specimens.** For students who do not have access to dissection facilities, Acland's provides an appreciation of the real human body and a direct understanding of the mechanics of body movement.

Bates' Visual Guide

Bates' Visual Guide delivers head-to-toe and systems-based **physical examination techniques**. The series offers careful attention to clinical accuracy, as well as a range of profiled patient types.

Business Education in Video

Business Education in Video features executive interviews, corporate training videos, case studies, how to features and documentary films that focus on all aspects of the global business environment. This is a great resource for students who plan to go into private practice.

CARLI A-Z List of eBooks

Resources include over **350,000** active **e-books, documents, manuscripts, dissertations, proceedings, and reports.**

Center for Research Libraries

CRL provides access to a **shared collection of five million books, journals, documents and newspaper** holdings in the humanities, **science**, and social sciences. CRL materials can be obtained for extended loan periods, allowing for intensive use of long runs of publications and archives.

CINAHL with Full Text

CINAHL with Full Text provides **full text access to top allied health literature**. This database covers a wide range of topics including biomedicine, alternative/complementary medicine, consumer health and 17 allied health disciplines. The full-text resource features publications and access to health care books, dissertations, selected conference proceedings, standards of practice, audiovisuals, book chapters and more. It provides an easy-to-use interface with basic and advanced search features and searchable cited references.

ClinicalTrials.gov

Registry and results database of federally and privately supported clinical trials conducted in the United States and around the world, ClinicalTrials.gov gives **information about a clinical trial's purpose**, who may participate, locations, and summary results, many of which have not been published in the research literature.

Cochrane Library

The Cochrane Library contains reliable up-to-date **information about effectiveness of health care interventions.** Its databases include: The Cochrane Central Register of Controlled Trials (CENTRAL), Cochrane Clinical Answers, and The Cochrane Database

of Systematic Reviews (CDSR). A bibliography: The Cochrane Methodology Register (CMR) is also included in the collection.

Drug Information Full Text

Two premier pharmaceutical reference books in one: AHFS Drug Information and Handbook on Injectable Drugs.

EBSCOhost eBook Business Collection

A wide variety of e-books are available on the following topics: Business and Economics, Education, Engineering and Technology, Health and Medicine, Psychology, and Reference.

eRead Illinois

Thousands of **downloadable fiction and non-fiction e-books and audio books** that can be downloaded to your tablet, computer, or other mobile devices are included!

Healthcare Knowledge Management eBook Collection

EBSCO's e-book collection focuses on a wide range of subject material related to healthcare knowledge management. Big data; EHR; healthcare data management and information systems; informatics; leading change in healthcare organizations; mobile health; Six Sigma; and tele-health are all ideas that are available to research and explore.

Low Vision: The Reference

A bibliographic database, Low Vision currently contains over **11,900 references on low vision**.

Mango Languages

An online language learning application that combines everyday conversation skills, Mango provides simple language and culture learning for over 70 languages.

Medical Database–Proquest

This database is a comprehensive collection of e-books and journals covering clinical and biomedical literature. Access to some **ophthalmology and optometry titles** is provided.

MedLinePlus

MedlinePlus is the National Institutes of Health (NIH) web site for patients and their families and friends. Produced by the National Library of Medicine, (NLM), it presents **information about diseases**, **conditions, and wellness issues**, in language that can be well understood.

PubMed

PubMed comprises over **26 million citations for biomedical literature** from MEDLINE, life-science journals, and online books.

R2 Digital Library

The R2 Digital Library is an eBook platform for health science collections featuring a comprehensive selection of **medical and health-related ebooks.** Many library course reserve textbooks are available for use by students via the R2 library platform.

Small Business Reference Center

Small Business Reference Center **supports entrepreneurs and small business owners** with a variety of online resources including full-text business periodicals, many top consumer small business reference books, as well as tools to address many small business topics. It includes business videos, a help and advice section, and details on how to create business plans.

UpToDate

More than 1.7 million clinicians in 190+ countries rely on UpToDate® to make the best care decisions and stay abreast of contemporary standards in the workflow and on-the-go. UpToDate is the only resource associated with improved patient outcomes and hospital performance, and studies show that clinicians who use UpToDate change their decisions 30 percent of the time.

Visible Body

The go-to anatomy reference app for healthcare professionals, students, and professors. Offers limitless 3D views inside the human body.

VisionCite

VisionCite is a journal article citation database which contains close to **350,000 journal citations**. This proprietary database is a unique product of ICO; it provides access to vision science articles, many of which are not indexed by PubMed. *VisionCite* is intended to be used in conjunction with PubMed.

Reference Services, Interlibrary Loan and Document Delivery

Reference and document delivery services are available from the Library to all ICO students.

If you cannot find the information you need, have unanswered questions or need material that you cannot locate in the ICO Library, <u>please ask a librarian. We are here to assist you</u>!

Circulating Material

ALWAYS bring your ICO ID card with you to borrow ANY library material!

The Library loans books, periodicals, calculators, headphones, laptops, lenses, as well as skull, brain and eye models. Reserve material is available (some digitally); physical reserves can be checked out for a three (3) hour period. See the Library website for updated circulation time frames. Some library material can be checked out at the self-checkout stations located on each floor of the Library.

How to Avoid Library Fines

➡Return your material on time!

➡1 renewal per checkout:

- Use the online catalog or the self-checkout stations
- Call the Library during posted hours at 312-949-7150
- E-mail ico@ico.edu; remember to include your name and ID #

- Use the self-checkout stations located on both floors of the library

➡Reserve materials and items "on hold" for others may <u>not</u> be renewed.

Library Policies

Library policies can be accessed by clicking the "Library" tab on the student portal.

Copyright, Fair Use and Citing Sources

Copyright law is not static. Older guidelines are always subject to revision and new guidelines will gradually win acceptance. As new or revised guidelines are introduced, ICO will review their applicability and revise this Handbook as applicable. The need for educational resources never justifies violating copyright laws:

➢ ICO staff and students **may not** copy books, e-books or entire journals in order to avoid the purchase of books, reprints, music, periodicals, software or media
➢ ICO staff **may not** be directed by higher authorities to make illegal copies
➢ ICO staff and students **may not** make copies of copyrighted originals owned by other schools, unless expressed written permission to do so is granted
➢ A student **may not** be directed to violate copyright laws on behalf of faculty

See the "Copyright" section on the library website for additional information on copyright and fair use: "About Us/Policies/Copyright Information."

Citing Copyrighted Sources: Respecting the Rights of Authors

ICO staff and students are reminded to credit the sources and display the copyright notice and copyright ownership information as it is shown in the original source. This includes all works incorporated as part of the educational multimedia projects they prepare, including those prepared under **Fair Use.** Please be sure to appropriately credit your sources.

Food and Drinks

Food and drink are both permitted in the Library, but drinks must have lids. Please remember to be considerate and to clean up after yourself so that others don't have to!

Library Computers

In cooperation with the Information Systems Department, the Library provides Windows computers that are available for student use. These computers are available during posted library hours and can be used to send material to the library printers. Academic use of computers takes priority over personal computer use. Library computers are equipped with: MS Office, internet, access to the Library catalog and digital resources and practice management software. Library staff members cannot re-set passwords. If problems arise, students may dial x7500 for assistance from the IS Department.

Library Printers

The printers on both floors of the Library can be used to copy, print, fax and/or scan. Computer printing is only available by using a student One Card.

Library Study Rooms

Four 2nd Floor Group Study Rooms may be reserved. Reservations for these rooms can be made by signing the sheet on the door of the study room. Reservations cannot be made for more than four hours at a time.

Student Library Employment

The ICO Library employs 30+ federal work study students throughout the school year, as well as some summer students, to work in the library. Positions will be posted as they become available. Students must be in good academic standing, and must maintain a good attendance record to work, and continue to work, in the library.

Wireless in the Library

Both floors of the library have wireless access points, as does the Library courtyard. Your computer will need to have the most up-to-date operating system updates and virus protection in order to access ICO wireless access. See the IS Department to set up wireless on your personal devices; students may dial x7500 for assistance.

<u>**The library staff is here to help you succeed, so please**</u>

<u>**don't hesitate to ask us for assistance!**</u>

National Board of Examiners in Optometry

(We make all efforts to have accurate information about NBEO in this guide, however; NBEO information is subject to change and students should consult Optometry.org for the most current information possible.)

The purpose of Parts I (Applied Basic Science) and II (Patient Assessment and Management) of the National Board examination is to test cognitive skills deemed necessary for optometric practice. Part I of the National Board is administered two times yearly in March and August. Part II is administered twice (December, and the following April). Part III (Clinical Skills Exam) is administered at the NCCTO testing center in Charlotte, NC from August through July.

Registration and Applications are available through NBEO's website at www.optometry.org

Approximately two weeks prior to each exam administration for all Parts, ICO must provide certification to NBEO of which students are eligible to participate. To be eligible, students must not be on Academic Jeopardy at the time of each certification.

Part III (Clinical Skills) is offered by the National Board as an alternative and in some cases as an addition to certain state board practical exams. It consists of an examination of clinical skills. All states require this part of the NBEO examination, but passage of any part does not automatically qualify the candidate for licensure. Full details are available at NBEO's website at www.optometry.org

All ICO students are required to release their NBEO exam scores to the College. The results of student performance on the National Board of Examiners in Optometry (NBEO) examinations are invaluable in the College's development and assessment of its professional program. This release is a requirement for graduation. To allow for uniformity in this requirement students will be given a one-time release to sign at the beginning of their ICO career.

Students who re-take any part of the National Board exams are required to make-up any missed clinical assignments.

All states require passing of Parts I, II and III of the NBEO in order to apply for licensure. Some states may have additional requirements (e.g. passage of TMOD portion of Part II or ISE portion of Part III.) Full information can be obtained through the NBEO's web-site at www.optometry.org

NBEO Requirements for Calculators, Electronic Aids, and Drawing Instruments

NBEO I and NBEO II are computer-based tests, offered at Pearson VUE test centers throughout the United States. Candidates are not permitted to bring any materials into the testing environment.

Pencils, Calculators, Watches, Cell Phones, and All Other Electronic Devices

SCRATCH PAPER
- Candidates will be provided a booklet of scratch paper and a marker at the test centers.
- No other writing instruments will be permitted in examination rooms.

CALCULATORS
- An on-screen scientific calculator (TI-30XS) will be available to candidates throughout the ABS exam. No other calculators will be permitted in examination rooms.
- Calculators are neither required nor permitted for the Part II, Part III, TMOD, or ACMO examinations.

WATCHES
- No watches will be permitted in examination rooms.
- It is suggested that watches not be brought to the test venue to avoid loss or theft.
- Large wall clocks will be provided for each exam room so that candidates are able to time their exam progress.

CELL PHONES
- No cell phones will be permitted in examination rooms.
- Candidates are advised not to bring cell phones to the test venue to avoid loss or theft.

ALL OTHER ELECTRONIC DEVICES
- No electronic devices of any kind are permitted in exam rooms except for those necessary to assist disabled candidates (e.g., medicine infusion pump). Only those assistive devices that have been approved as test accommodations by the NBEO will be allowed in exam rooms. See the NBEO website (www.optometry.org) for details
- It is suggested that Candidates not bring electronic devices to the test venue to avoid loss or theft.

Non-compliance with any aspect of this policy will be regarded as an irregularity, which will be reported to the National Board by the Chief Proctor and may be subject to the consequences associated with cheating. After being admitted to an examination room, the use of a calculator, watch, cell phone, and/or any other electronic device which can be used for recording, photographing, communicating, or transmitting any test material shall provide the basis for one or more Board actions. These may include the withholding of scores, assignment of the 0F* score, and various legal consequences. Candidates found to have used any such devices during an NBEO examination risk being prohibited from taking future National Board examinations for an appropriate length of time, to be determined at the sole discretion of the National Board.

Student Note-Taking Service

Note-Taking Service (NTS) is a "for the students, by the students" program allowing the student to actively participate and engage their mind during class, rather than spending all their time trying to annotate the copious amount of presented material.

Students in the Class of 2019 can subscribe to NTS. Students in the Class of 2020 and onward will automatically have access to NTS as a portion of their Student Association membership benefits. All NTS notes are provided electronically. NTS notes are the product of other students and are generally accurate; however, errors do occur. Accuracy and content of the notes is not reviewed by the faculty. **Under no circumstance will an error or omission in the notes be considered as a valid excuse for inadequate student performance.** NTS notes are NOT a substitute for class attendance or participation.

Chapter 3 – CLINICAL EDUCATION INFORMATION

Attendance, Absences, Leaves & Personal Days

Attendance is mandatory at all patient care activities regardless of academic holidays; study weeks, exam schedules and quarter break weeks unless otherwise specified. This is true for ALL clinic assignments, including IEI Services (Patient Care), Eyewear Center, Screenings, Clinic Conferences and Observations. Students should consult the academic and clinical calendars for information regarding days students are excused from patient care.

Non-excused absences will not be tolerated and will result in clinical probation. Repeated absences may lead to more serious consequences including academic dismissal.

Requests for accommodations due to religious observances should be submitted to the Assistant Dean for Academic Administration and Registrar within the first week of the first quarter of each academic year. First professional year students must provide a letter by a religious leader (pastor, rabbi, priest, etc.) indicating your religious affiliation and describing your observance. For subsequent years of attendance students should indicate dates of religious observations during the first week of the first quarter of each professional year. The Illinois College of Optometry will make every effort to provide fair and equitable accommodations. As a health care educational institution that provides visual care for our patients seven days a week, it is inevitable that students should expect quarter(s) with weekend requirements, thus the need for this notification for such consideration well in advance.

For an absence to be excused, students must submit the appropriate paperwork to the Office of the Registrar at least ten (10) days in advance of an anticipated absence. For unplanned absences the student should complete and submit the Short-Term Absence Form to the Registrar and appropriate Assistant Dean(s) as soon as possible.

Students reporting to an assignment more than 30 minutes late may be given an unexcused absence for that assignment. Students who are late for an assignment more than once may be referred to the Student Professional Conduct and Ethics Committee by the Assistant Dean for IEI Patient Care Education.

The following conditions describe acceptable excused absences:

1. Personal illness. A statement from a physician that the student was under professional care and too ill to attend patient care activities is required.
2. A death in the student's immediate family.
3. Documented failure of means of transportation.
4. Family illness. A statement from a physician that a member of the student's immediate family was seriously ill and required the student's presence may be requested.
5. Any approved switch as provided below.
6. Any other unavoidable or urgent situation beyond the student's control.

In consideration of the need to continue patient care even in the event of a student absence, it is the student's responsibility to inform the Office of the Registrar as soon as possible by email (registrar@ico.edu) and copy the Assistant Dean for IEI Patient Care Education (apihos@ico.edu).

When an absence has been unanticipated the student should immediately contact the Office of the Registrar and complete the Short-Term Absence Form to begin the process of scheduling a required make-up. After review and approval by the Assistant Dean for IEI Patient Care Education, the student may be scheduled a make-up during the academic quarter or during the inter-quarter make-up period depending upon the circumstances.

Students are notified of scheduled make ups via email. A hard copy of the approval is also placed in the student's mailbox. During the make-up session the student must have the attending sign the make-up and submit the form to the Office of the Registrar (original signatures only).

If the student is unable to make up the scheduled assignment, the student should contact the Office of the Registrar immediately and a new day and time will be identified.

Non-Excused Absences (repetitive)

The College will immediately place a student on clinical probation when a non-excused absence occurs. This applies to any non-excused absence from a clinical activity whether Patient Care, Clinical Assistant Program, Clinic Conference, Eyewear Center, Community Screenings or Clinical Observations. Any additional non-excused absences will automatically result in suspension from clinical activities and referral to the Professional Conduct and Ethics Committee for resolution of the issue, including possible disciplinary action. The student will not be permitted to return to clinical assignments until the issue has been resolved.

Clinic "Switches"

The need for students to plan "absences" from clinic assignments from time to time to attend to personal business is recognized. In order to accommodate this need, students are permitted to switch scheduled clinic assignments with another student.

Clinic switches allow the opportunity for students to switch a clinic assignment with another student. Switches will be permitted only between students assigned to the same Service. Switches are required because (1) they provide for more consistent staffing of the Illinois Eye Institute and (2) a compatible make-up session does not need to be found. The Educational Coordinator or Service Chief has the authority to deny a request for a switch if the absence from

the scheduled assignment may have a detrimental effect upon the student's progress in patient care.

*Clinic assignments include Patient Care Services, Eyewear Center, Clinical Assistant Program, Clinic Conferences, Screenings and Observations.

Procedure for Requesting a Switch

Unless otherwise specified in a course syllabus, a student should find a student who is assigned to the same area who is willing to switch assignments. It is acceptable to switch with a student from another professional year in Primary Care, the Eyewear Center, and CPS Clinic.

On-campus clinical assignments may include on-campus Primary Care Observations, Clinical Assistant Program, Optical Services, Vision Screenings, Primary Care, Vision Rehab, Pediatrics/Binocular Vision, Advanced Ophthalmic Care and Cornea/Contact Lenses.

Please remember that paperwork for a switch and/or excused absence must be submitted at least ten (10) days in advance, or it may not be approved.

Complete the Switch Request Form *on-line* on the Registrar's webpage and e-mail it to the Office of the Registrar at registrar@ico.edu for review.

Once approved, a copy of the Switch Request Form will be sent to you via your @eyedoc.ico.edu e-mail address.

If you have exceeded your switches for the quarter, you will be notified by the Office of the Registrar. You will then have to petition the Service Chief or Assistant Dean for IEI Patient Care Education for approval.

Allocation of Switches

Fourth Year Students:
Each fourth year student is allowed four **(4)** "switch" days per quarter

Third Year Students:
Each third year student is allowed three **(3)** "switch" days per quarter

Second Year Students:
Each second year student is allowed two **(2)** "switch" days per quarter

First Year Students:
Each first year student is allowed one **(1)** "switch" day per quarter

Please note that a "switch" day is considered to be one calendar day regardless of the number of sessions assigned on that day. All sessions missed (switches and other excused absences) must be made up in the area of the original assignment (either prior to or following an anticipated absence) and within two (2) weeks of the end of the quarter in which they are accrued. Any absences not made up by the end of the quarter will result in a grade of incomplete "I" for the quarter until the make-up has been completed. Failure to complete these make-ups by the end of the second week of the following quarter may result in the "I" grade being changed to a grade of unsatisfactory "U".

Professional Academic Leave Days

Students who are involved in various professional activities may request Professional Academic Leave days from <u>clinical</u> assignments. Professional Academic Leave may be granted when students are participating in specific activities which may be considered to be an appropriate alternative to the missed assignment; for this reason, Professional Academic Leave does not need to be made up. Examples of appropriate professional activities that would be considered for Professional Academic Leave include but is not limited to AAO, AOA, COVD, other national optometric association meetings, state optometric meetings, SVOSH trips, and 4th year residency interviews, etc. **Students must make other appropriate arrangements for absences from lectures/laboratories.**

For Professional Academic Leave to be approved, the following criteria must be met:

1. The event must be deemed an appropriate substitute for the missed assignment.
2. The student must have a history of significant involvement with the sponsoring organization.
3. There must be an acceptable means of verifying the student's attendance at the event.
4. The student's absence must not compromise delivery of patient care in the assigned Suite.
5. The student must be in good academic standing.
6. The student previously has not had excessive absences from assignments.
7. Only one Professional Academic Leave per quarter will be approved for any student.
8. The maximum length of a Professional Academic Leave is one week. It must be taken as one contiguous week (for example: Sunday through Saturday, or Wednesday through Tuesday). If the event that the student wishes to attend is greater than one week in length, the student must use personal days or clinic switches to cover the additional missed clinic assignments.

Procedure for Requesting Professional Academic Leave

1. The student must complete and submit the [Short-Term Absence Form](#) found online to the Office of the Registrar (registrar@ico.edu).
    The student will receive information regarding the request through campus mail.
2. Following the return from the absence, **the student must submit the agreed upon proof of attendance to the Assistant Dean within five (5) business days.** Failure to submit acceptable proof of attendance will result in the student being required to make up the missed assignment(s) and charged with the corresponding number of personal days.

Please note that if a student is denied Professional Academic Leave, he/she will have the opportunity to utilize clinic switches in order to participate in the event.

Requests for Professional Academic Leave will be considered in the order in which they are submitted. Therefore, if a significant number of students apply for leave in order to attend the same event, it is conceivable that some requests will be granted while others may be denied due to staffing considerations. Students are encouraged to apply for Professional Academic Leave as early as possible if their attendance is required at a particular event.

Protocol for Clinical Mission Trips

(SVOSH, FCO, or other official ICO affiliated groups)

1. Any notifications of potential trips or requests for ICO student participation in SVOSH/VOSH/FCO mission trips reaching ICO should be directed to and received by SVOSH/FCO Faculty Sponsor.

2. The ICO SVOSH/FCO Faculty Sponsor will communicate trip notification to SVOSH/FCO officers as they arrive.

3. SVOSH/FCO officers will review potential trip dates with the ICO Academic calendar. If a trip conflicts with any Quarterly or Final Examinations at ICO, the response will be that ICO students will not be eligible for that trip. SVOSH/FCO officers and students are encouraged to select trip dates coinciding with ICO vacation periods whenever possible, as it is unlikely that a trip during the academic quarter will be approved.

4. If the trip dates do not present any conflicts with the ICO Examination schedule and the SVOSH/FCO Faculty Sponsor and the SVOSH/FCO officers have no other concerns about the trip or its sponsors, the Assistant Dean for Didactic Education and the Assistant Dean for IEI Patient Care Education will be advised of the trip and potential dates for approval based upon the ICO Class/Lab schedule and IEI Clinic schedule.

5. If the Assistant Dean for Didactic Education and the Assistant Dean for IEI Patient Care Education approve of the potential dates, the SVOSH/FCO officers will then notify SVOSH/FCO membership of an approved trip and seek interested students to sign-up for the trip. ICO students participating in International Mission trips must be in good academic, clinical and disciplinary standing. Students who are on Academic Probation, Academic Jeopardy, Clinical Probation or Disciplinary Probation at the time of the trip are NOT eligible for international mission trips.

6. SVOSH/FCO Officers should compose a Mission Trip Roster indicating all approved trips (approved by both SVOSH/FCO Faculty Sponsor and Assistant Dean for Didactic Education and the Assistant Dean for IEI Patient Care Education) including dates of trips, location, sponsoring group and contact person. All students committing to the trips should also be included. The student roster must be submitted to the Associate Dean for Academic Assessment and Records for approval of individual students. **Students who are in good academic standing and approved to participate at the time that the roster is submitted will *not* be permitted to participate in the trip if they fall out of good academic standing prior to departure.**
The SVOSH/FCO-ICO Mission Roster should be updated periodically and copies provided to: SVOSH/FCO Faculty Sponsor, Associate Dean for Academic Assessment and Records, Assistant Dean for Didactic Education, Assistant Dean for IEI Patient Care Education and Senior Director of Compliance, Risk Management & Quality Improvement (Int'l travel insurance).

7. Students signing-up for trips should immediately see their IEI Service Chiefs for permission to miss any clinical assignments and to make provisions for any required make-ups. Requests are typically handled on a first-come basis. Any additional students requesting time-off during the same period must arrange for "switches" in advance. See Student Guide for further guidance.

8. Students signing-up for trips should immediately see all impacted didactic faculty to make arrangements for any missed classes, laboratories and assignments. In the unlikely event that an examination will be missed, a "[Request for Make-Up Examination](#)" should be submitted 4 weeks in advance to Academic Administration.

9. All students taking mission trips must complete and have on file a "Liability Waiver". ICO students participating in International Mission trips must be in good academic, clinical and disciplinary standing.

10. All students completing SVOSH/FCO Mission Trips are asked to submit a brief trip report upon returning to ICO which should include the following information: trip destination, dates, affiliated organization, cost, number of people on trip, number of patients seen, accommodations, any problems encountered, and any suggestions for future students considering trips. This information will be maintained by the SVOSH/FCO Officers and Advisor in order to provide information to future students considering trips.

(Established Jan. 2004 – revised 2009, 2012, 2016, 2017)

Clinical Mission Trip Travel/Accident Insurance

Through the Compliance Office, ICO provides each student traveling on a humanitarian mission outside of the US, travel/accident insurance. This insurance pays for emergency/urgent health care such as hospital and doctor visits for illness or accident. The insurance provider can also assist in matters such as lost passports, lost luggage, legal troubles such as arrest, kidnap/ransom situations, etc. and for getting our students back to the US in the case of civil unrest, etc. such as immigration assistance, car rental, etc.

SVOSH and FCO provides a list of students going on the trip and the Compliance Office sends out an insurance card with the international call in number for our travel insurance services and information on what the insurance covers, how to use their resources in finding out the latest security information about your destination city, etc. We don't do this until about a week to 10 days before you leave on your trips – the information tends to get lost or forgotten if we send it out earlier.

While we don't expect you will have trouble while abroad, we want to be prepared and able to assist you in case the worst case scenario happens

Personal Days for Fourth Year Students

It is recognized that fourth year students have demanding patient care schedules and finding clinic switches may be difficult. Therefore, each fourth year student will be permitted to have one excused absence day during each on-campus quarter that does not have to be made up. This "free day" may be used when the student is sick or for a planned personal day. The student must submit the Short-Term Absence Form to the Office of the Registrar (registrar@ico.edu).

Students who take Professional Academic Leave are not eligible for additional personal days without make-ups. Only one "free" personal day may be taken each on-campus quarter. For example, if a student has taken the free personal day early in the quarter and subsequently has a sick day, the sick day must then be made up. If a student takes 3 days of academic leave

(which do not require make up), any personal or sick days during the quarter will be required to be made up as well.

Short Term Clinical Leave Policy - 4th Year Student Clinicians

Students in the fourth professional year may have need to take a short-term (1-14 calendar days) leave of absence from clinical rotations. All missed sessions during the leave must be made up. In cases where the leave is anticipated, assignments may be made up in advance. Requests for approval of a short-term clinical leave should be submitted to the appropriate Assistant Dean. Legitimate reasons for short-term leave include but are not limited to personal medical problems or death/serious illness of an immediate family member.

At the discretion of the appropriate Assistant Dean, short-term clinical leave may not be granted to a student who has a history of academic difficulty and will not be granted to any student not in Good Academic Standing. In addition, approval of the requested leave will be contingent upon the ability to reschedule missed patient care sessions.

Fourth Year Clinic Rotation

The general format of the fourth year clinic rotation system is:

- Four quarters of successful clinical rotations with a minimum of 80 credit hours total
- At least two of these quarters should be Externships
- The following minimum curriculum hours are required in the following areas
  - Advanced Care   10
  - Cornea/Contact Lenses   10
  - Low Vision Rehabilitation   5
  - Pediatrics/Binocular Vision   10
  - Primary Care   35

Clinic Conduct & Evaluations

Each clinician is expected to conduct him or herself in an ethical and professional manner. Although the College is confident that students generally will aspire to the highest standards, there are forms of misconduct that will result in clinical probation and/or referral to the Professional Conduct and Ethics Committee for consideration of disciplinary action or SPC for consideration of clinical performance. These forms of misconduct include but are not limited to:

1. Excused absences not made-up in clinic.
2. Unexcused absences.
3. Clinical probation during any two (2) quarters.
4. Clinical probation after an "Unsatisfactory" grade has been received in any clinical rotation.
5. Falsifying information in the patient record or willfully misrepresenting patient examination information to the attending faculty.
6. Examination of, telephone contact with, or consultation with any Illinois Eye Institute patient without the direct supervision or consent of a supervising staff doctor.

7. Examination (to any degree) of any person not registered and appointed as a patient in the Illinois Eye Institute.
8. Canceling the appointment of any patient without the approval of a staff doctor.
9. Recopying of any portion of a patient record without the express consent of the attending staff.

It is important to note that it is illegal for any student employed in a health care setting to allow the public to perceive him/her as a doctor. This constitutes practicing without a license and is subject to criminal prosecution by the respective state.

Dress Code

It is important that every person representing the Illinois Eye Institute maintain a professional appearance. As a rule, conservative dress is appropriate for clinical activities.

When in attendance in an Eye Institute activity, all student clinicians are additionally expected to adhere to the following standards:

1. Tailored, clean white clinical jacket (short, sport coat style) is to be worn.
2. For male clinicians, shirt and tie; clean, pressed trousers (no jeans) are appropriate.
3. For female clinicians, dress or blouse, sweater, skirt, slacks (no jeans or leggings worn as pants) are acceptable.
4. Regular shoes must be worn. No athletic shoes, sandals, clogs or working or hiking boots are permitted. Socks or hose are required.
5. Hair must be neatly combed. Men should be clean-shaven or beard or mustache, if present, must be neatly trimmed.
6. Avoid/limit use of fragrances (cologne/aftershave) as it may be bothersome to colleagues, patients and faculty.
7. Students must always wear an ICO ID badge.

The above standard of dress applies for all Illinois Eye Institute activities. This includes direct patient care, observation of patient care, optical service, as well as when you are present in your service completing records, dictating letters, etc., even if such presence occurs at other than your regularly assigned times. The dress code also applies when any student is merely passing through the clinic. Any student not meeting the above guidelines may be suspended from clinical activity pending action by the PCEC.

Community-Based Education

Fourth Year Externship Program

The externship program supports the mission of the Illinois College of Optometry; to develop highly qualified clinical optometrists through excellence in optometric education.

Externship opportunities during the fourth professional year afford students exciting experiences in primary care, ocular disease, pediatrics, contact lenses, and low vision rehabilitation in a variety of clinical settings including private practices, hospitals, schools of optometry, Veterans Affairs Medical Centers (VAMC), and military bases, both nationally and internationally.

All fourth year students stay at the College's home clinic, the Illinois Eye Institute, for one quarter, while rotating at external sites for the remaining three quarters: one VAMC, one Primary Care ("Specialty 1") and one Pediatric/Binocular Vision/Ocular Disease/Specialty Contact

lens/Vision Rehabilitation ("Specialty 2"). The Office of CBE reserves the right to mandate that Chicago-only students are placed in IEI affiliated rotations (i.e., The Rosenbloom Center for Vision and Aging, Chicago Public Schools, etc.) for one quarter.

Site Selection: Site selections take place during the fall quarter of the third professional year. A dedicated externship website, www.externship.ico.edu, allows the student to review all available sites which are searchable in various ways: location (by region or state), facility type, specialty, housing availability, number of students accepted per quarter, need for a car etc.

All selections are done online, on pre-determined dates and times that have been approved by the Class representatives. All students will be randomly assigned the order in which their rotations take place for Summer/Fall/Winter/Spring (i.e., Group A: IEI/ Specialty 1/ VA/Specialty 2; Group B:Specialty 1/VA/Specialty 2/IEI, etc.) and will have the opportunity to make switches with their classmates prior to the start of selections. Students will be assigned a priority number, 1-4, for each quarter which determines when they make their site selections. At the conclusion of selections, the students will have the opportunity to make switches, either to an open site or with a classmate, upon approval by the Assistant Dean for Community Based Education.

Clinical Conduct

While on externship students are expected to adhere to the rules and regulations stipulated by the individual externship facilities. Students are expected to meet critical standards of clinical performance within individual facility operations. Failure to do so can result in dismissal from the externship, with reassignment to the Illinois Eye Institute or elsewhere as determined by the Assistant Dean for Community Based Education and/or the Student Promotions Committee. If a student is identified at or before midterm of being in danger of failing the rotation, the Externship Education Coordinator will contact the student for either in person or remote enhancement. If the student successfully passes the clinical requirements for that quarter, the student can progress to the next quarter, as assigned. If the student does not complete this quarter with a Satisfactory grade, the student is subject to review by the Student Promotions Committee. The SPC will determine whether the student will be allowed to repeat the quarter or be dismissed from the program.

Externship Attendance

Externs are to follow holiday/vacation schedules as stipulated by each individual externship site unless specified within the "External Clinical Rotations" calendar published by the College. Therefore, externs do not necessarily follow the same clinic schedule as the Illinois Eye Institute on-campus clinic. For those vacation periods specifically listed on the "External Clinical Rotations" calendar, externs will be excused from their off-campus, patient care externships. Compensatory days will not be given to students for missing on-campus College recess periods because of an external rotation. Travel/make-up weeks and NBEO Part II (Winter Quarter) are noted on the Academic Calendar sent to all site preceptors. NBEO Part III is scheduled by the student anytime during the fourth professional year. **ALL OTHER ABSENCES, INCLUDING RETAKES OF ANY PART OF NBEO, MUST BE APPROVED THROUGH THE COMMUNITY BASED EDUCATION DEPARTMENT**. **ANY TIME MISSED FOR A RETAKE MUST BE MADE UP.**

Time-off/absence request forms are available to the student on **my.ico.edu** under externship. When foreseeable, students should arrange for absences by contacting their site preceptor several weeks prior to the needed time off. As there are no personal days guaranteed on externship, it is up to the discretion of each site whether time off will need to be made up, either

during the normal workweek or during the break week between each rotation. The Assistant Dean for Community Based Education must receive a signed copy of all externship absence requests for it to be considered valid.

Any unexcused absence may result in the student being placed on clinical probation. Additional unexcused absences will result in suspension from the externship and referral to the Professional Conduct and Ethics Committee for resolution of the issue, including possible disciplinary action. The student will not be permitted to return to the externship assignment until the issue has been resolved.

Externship Housing

Students will be responsible for securing and maintaining place of residence while attending out-of-town clinical externship rotations. Although certain externship facilities do provide housing at either no cost or subsidized cost, this cannot be expected in most situations. In instances where lodging is not provided by the externship facility, externs will be expected to make arrangements for lodging in advance of the assigned clinical rotation. While we do encourage preceptors to assist in the housing search as much as is possible, the student is ultimately responsible. Where housing has been arranged by externship facilities, lodging may be quite variable regarding distance from the clinic, cost to the student, and furnishings. In situations where lodging has been arranged, the College is not responsible for the extern's personal belongings in the event of fire, theft, etc. Externs will be expected to follow any and all rules set forth by the providing facility. Refusal to obey guidelines or neglect of properties provided by an externship facility is grounds for immediate dismissal from an externship clinical rotation.

Forwarding of mail (excluding magazines) is available to the student if they are located more than ten miles from the College. The change of address form is available on my.ico.edu on the externship page.

Student Employment and Externships

Due to the potential for confusion as to the role of optometrists-in-training and technicians, work study students within a site affiliated with the College as a community-based education facility may not be eligible to be assigned to that site as an externship. Additionally, students may not be paid for assigned patient care activities by the facility during their externship rotation. Students can accept housing, travel and meal stipends as long as the Assistant Dean for Community Based Education is made aware of these arrangements so that it is determined that these stipends are fair and equitable to all students assigned to that facility. Violation of this policy may result in referral to the Professional Conduct and Ethics Committee.

Externship Grading

In order to progress to the next term of externship, students must complete each quarter with a satisfactory grade from their preceptor. A portion of this grade is proper and timely completion of Meditrek logs and evaluations of the site and the preceptor(s). The Assistant Dean for Community Based Education is responsible for finalizing all grades.

If an ICO student receives a final grade of unsatisfactory for the quarter, the student will not be permitted to proceed to their next externship site. The Assistant Dean for Community Based Education will review all materials and determine if the grade should be overturned based ion extenuating circumstances or upheld. If upheld, the student must meet with the Student Promotions Committee, who will determine the subsequent course of action. Externship assignments are only provided to students in good academic standing.

All questions regarding the externship program should be directed to the Assistant Dean for Community Based Education at x 7122.

Clinic Evaluations

The College believes it must maintain an environment of academic excellence and integrity in both the classroom and clinical settings. In accordance with this objective, the following policies and procedures are applied in the evaluation of student performance.

Students assigned to clinical rotations are evaluated by various criteria. These criteria include, but are not limited to:

- Case history
- Case documentation
- Technical skills
- Test selection
- Data analysis
- Knowledge base
- Case management
- Professionalism
- Patient communication
- Efficiency

These objectives are evaluated through a combination of the following methods:

- Direct observation of patient encounters
- Review of patient records
- Collective evaluation by attending staff
- Case discussion with the student
- Conference participation
- Written examinations and laboratories

Each on-campus patient encounter will generate some form of student evaluation. It is the student's responsibility to be certain that such an evaluation is completed. Policies within an individual service, which indicate specific student responsibility in the evaluation process (i.e. presenting the appropriate evaluation forms with the patient record for staff completion), must be followed.

Students will have the opportunity to schedule a mid-quarter review meeting with a member of the service faculty. Student strengths and weaknesses will be discussed, along with any recommended remediation plan. A written summary will be provided to the student at his/her request. Any student who is not performing at a passing level or is in danger of not passing as evidenced by performance at the mid-quarter, will also be contacted by the appropriate Clinical Education Coordinator.

Students will receive official communication via the student's @eyedoc.ico.edu e-mail account and/or their on-campus mailbox. It is the student's personal responsibility to check these communication sources for information, particularly toward the end of the quarter when final grade and academic status notifications are distributed. Additionally, increasing amounts of information, including access to grades, are available by logging-in to student's personal accounts on the campus portal at portal.ico.edu which is also linked from my.ico.edu.

It should be noted, however, that a failing final grade might still result without such notice, as in the situation where a student's performance during the second half of the quarter has fallen below the minimally acceptable level. It is important for the student to remember that expectations of his/her clinical performance increase continuously as he/she progresses through the clinical program. For example, a student's performance which may have been considered minimally satisfactory at a mid-quarter evaluation, could, if not improved, be assessed as unsatisfactory later in the same quarter and conceivably lead to failure of a rotation.

Upon notification of unsatisfactory progress, the student should contact the appropriate Educational Coordinator and Service/Externship Chief immediately to discuss deficient areas and to develop plans for remediation. It is the student's responsibility to schedule this meeting with the appropriate Service Chief.

The Service Chief will only make recommendations for remediation. The Service Chief is available to facilitate implementation of remedial recommendations. It is ultimately the student's responsibility to seek faculty assistance to remediate deficiencies. Recommendations for remediation may include, but are not limited to:

- Clinical tutorials
- Case discussion groups
- Patient care observations
- Assigned readings

A student performing at an unsatisfactory or borderline level may be required to perform a patient examination under direct observation of attending faculty in order to demonstrate clinical competency. If a student is judged to be clinically incompetent, to the point where patient welfare may be in jeopardy, that student will be removed from patient care and referred to the Assistant Dean for IEI Patient Care Education, or Assistant Dean for Community Based Education. It will be at the discretion of the Assistant Dean, in consultation with the Dean or his/her designates, to determine whether the student may continue with clinical activities.

At the end of the quarterly rotation, a Final Evaluation Form is completed for each student. These evaluations are based on the collective judgment of the attending faculty assigned to the student's clinical area.

The student's final evaluation will be calculated using information as collected in the manner described above. The student's performance, in each area, will be rated by the faculty, based on collective experience with student performance in the professional program.

Skill levels for a given item within the overall evaluation are categorized as follows:

- **Honors -** The student's skill is above the expected for his/her current level (i.e. first quarter, third professional year versus second quarter, fourth professional year) in the clinical program. The student combines competence with confidence and independence.
- **Satisfactory -** The student demonstrates skill at the expected level of performance for his/her current level in the clinical program and with the consistency expected for the current level.
- **Unsatisfactory -** The student's skill or cognition level is not acceptable for the current level of the clinical program.

IEI Health Emergency Response

Purpose: To provide any person experiencing a serious health emergency while in the institution the best chance, to the level of our ability and resources, of limiting disability and avoiding death.

Policy: The procedure outlined provides a clear protocol for life support response to health emergency situations such as heart attack, respiratory arrest, etc. and should be followed as appropriate for the situation.

Procedure for Health Emergency Response during Normal Operating Hours:

The most senior staff (e.g. faculty) or security personnel will oversee the scene/incident.

1. The first individual who has assessed, according to their level of CPR training, that a person requires emergency response care should call out "Code Blue" loudly until another staff member, optometry student or resident, etc. responds. The first person on-site should initiate life support procedure (CPR).
2. The "responder" should go to the nearest phone and dial 911 to activate the ACLS (Advanced Cardiac Life Support) system. *This will automatically alert the security office.* The security personnel will respond to the scene. The security personnel will either go to the entrance to guide the paramedic response team to the site or select another person to go to the entrance for this purpose. Masks that can be used for performing CPR can be found next to the sink in every IEI service consultation room or in the auto defibrillator wall case. These masks may be used for infants, children or adults and have a one-way valve attached.
3. The "responder" should retrieve the auto defibrillator unit at this point. If another responder is available, this can be done at the same time 911 is being called. These units can be found in/near the Illinois Eye Institute. One is in the first floor corridor near the utility elevator (across from the Cornea Center for Excellence, near the stairwell and double fire doors.) The other unit is in the corridor on the second floor near the utility elevator, the stairwell and the fire double doors across from the Human Resources office. An alarm will sound as you open the wall case, do not try to silence the alarm or close the case.
4. The auto defibrillator unit should be used as indicated by the instructions. NOTE: the auto defibrillator should not be used on children less than eight years old or weighing less than 55 pounds.
5. The most senior person in charge of the scene will remain until the ACLS team (e.g. paramedics) has arrived. This person should inquire as to which hospital the patient will be transferred.
6. The most senior person in charge of the scene should file an incident report with the security office as soon as is appropriate. The Chief of Security will forward the report to the Director of Quality Improvement and any other appropriate personnel which may include the Vice President of Patient Care Services, the Vice President of Administration, and the Dean of Student Affairs or the Vice President and Dean for Academic Affairs. A disaster drill/response evaluation form may be used to evaluate the procedure/response to a health emergency in order to constantly improve the institution's readiness to properly handle future situations.
7. Drills will be held periodically and evaluated.

Procedure for Health Emergency Response after Normal Operating Hours

1. The individual who has first contact with the person appearing to require emergency assistance will evaluate that person according to their level of training, such as CPR, should call out "Code Blue" loudly.
2. If any other person responds, the procedure should occur in the same manner as previously outlined for normal operating hours.
3. If no other person responds, 911 should be called and then CPR initiated. The security office will be automatically notified of the room location and will respond to the scene.
4. If the auto defibrillator is within proximity, the person administering CPR should retrieve it. Otherwise, the responding security personnel will retrieve the unit. A CPR mask for infants, children and adults can be found in the wall case with the auto defibrillator.
5. The procedure should occur in the same manner as previously outlined for normal operating hours.

Equipment Monitoring and Maintenance

The auto defibrillator will be monitored daily (for the presence of the illuminated "red X") by the Biomedical Engineering and/or Security personnel. The Biomedical Engineering personnel will inspect the auto defibrillator twice a year and replace batteries, etc.

CPR masks will be inspected yearly by the Biomedical Engineering personnel and replaced as necessary.

The Biomedical Engineering personnel should be notified after the unit is utilized in order to restock the auto defibrillator's pc card, pads, gloves, etc.

IEI Power Outage Policy

Patient Care: Student clinicians and/or attending staff should remain in examination rooms with their patients until they can be escorted with a light source to the naturally lighted parts of the building. The attending staff will take charge and ensure that each exam room is clear, using the emergency lighting, flashlights or light sticks to guide patients to a naturally lit area. These areas are the main waiting room on the first floor and the area near the elevators on the second floor.

The decision of whether to suspend patient care should be made by the most senior patient care administrator present in the facility at the time of the power outage. Since most power outages are short-lived, it is advisable to wait at least 45 minutes to an hour before discharging patients, support staff, students or attending staff unless conditions such as external weather, internal temperatures, or compounding conditions occur.

IEI General Protocol & Policies

In a setting such as the Illinois Eye Institute it is essential for all individuals involved in the provision of patient care to maintain the highest levels of professionalism. All activities within the Illinois Eye Institute patient care and public areas must be performed in a manner which bespeaks respect of the individual patient. Only activities which are related to Institute functions are permitted in the Illinois Eye Institute patient care and public areas. Breaches of these standards will result in disciplinary action. Without exception, these standards of conduct apply to all faculty, students and support staff.

Illinois Eye Institute Policies

The Illinois Eye Institute maintains published policies in the Illinois Eye Institute Policy and Procedure Manual. Each faculty member and care provider, support staff and service has access to all Illinois Eye Institute Policies at that URL. Policies addressing general information, patient rights and organizational ethics, assessment of patients, care of patients, education of patients and families, continuum of care, performance improvement, environment of care, information management, infection control, patient financial/operations, miscellaneous can be found in the manual. The credentialing and privileging policy manual, clinical practice guidelines, and compliance program documents can be found in the appendix.

Adams Center for Clinical Learning

Because the Adams Center is housed within the Illinois Eye Institute, it is always accessible to patients and visitors to the College. For this reason, it is necessary for all individuals who use the facility to present themselves in a professional manner. Students using the Adams Center should not be traveling through patient care areas unless they are in full clinic attire (including white coat).

Smoking

Smoking is not permitted in any area of the Illinois Eye Institute (IEI) or within 15 feet of its entrances by patients, students, faculty or staff. Students, faculty and staff are expected to support the Smoke-Free Campus Policy.

Food and Drink

In order to maintain an appearance of dignity and purposeful activity in rendering patient care, and in order to maintain cleanliness in a healthcare facility, the Illinois Eye Institute has adopted the following Food and Drink Policy:

Food and drink are not brought into nor consumed in any area of the IEI. These areas include:

- Examination Rooms
- Conference Rooms (where students and faculty meet to discuss active patient care)
- Reception and waiting areas
- Corridors and stairways
- Preliminary testing, examination and special procedures areas
- Adams Center (with exceptions for special events and after hours activities)
- Optical service and dispensing areas
- Records room
- Any business area which patients or visitors may enter without prior announcement.

Food wrappers, boxed meals or beverage containers are not to be in evidence in the above areas at any time. Water bottles (capped/covered) are permitted in the conference rooms.

Students are permitted to "step out" of IEI in order to have a snack/break during long days. Permission from supervising faculty must be obtained first.

The possession or use of alcoholic beverages anywhere in the clinical facilities is strictly prohibited. Any student reporting to clinic under the influence of alcohol is subject to clinical probation.

Patient Rights & Responsibilities

The College believes that patients are entitled to the highest quality of health care possible. Please take special note of the many ways that this entitlement applies to the operation of the Eye Institute.

Patient Rights

Each patient has the right to:

- Quality health care

- Receive a copy of this patient right and responsibilities policy

- Considerate and respectful care from all personnel of the Illinois Eye Institute

- Confidentiality and privacy concerning medical care, communications, records and related information, as provided by law and consistent with the needs of the involved providers to share information and monitor the quality of care; exceptions may include suspected abuse, public health hazards and other instances when reporting is permitted or required by law.

- Be fully informed of any experimental, research or educational projects that may be used in treatment, and to allow or refuse any such projects at any time without penalty.

- Receive a prompt, considerate response to any question, complaint or request for service that is within the Illinois Eye Institute's ability, purpose and duty to deliver.

- Present a compliment or complaint to the Illinois Eye Institute and receive a response about any aspect of the patient's care or treatment; presentation of a complaint will not compromise the patient's access to care or the quality of future service.

- Be informed of the diagnosis, treatment and prognosis in easily understood language; make decisions about the patient's plan of care, including the refusal of the treatment and be informed of the consequences of these decisions.

- An explanation about fees and payment plans, regardless of their source of payment.

- Have someone the patient chooses help make decisions about the patient's care, with the understanding that the Illinois Eye Institute will honor this choice to the extent allowed by law.

- Know the name and professional status of the person(s) providing care and know if the Illinois Eye Institute has relationships with outside parties that could influence treatment and care of the patient; these relationships may be with educational institutions, other health care providers, or insurers.

- Expect the Illinois Eye Institute to be a safe environment.

- Have access to an eye doctor on call 24 hours a day.

- Review the records pertaining to the patient's eye care at the Illinois Eye Institute, and to have the information explained or interpreted as necessary, except when restricted by law.

- Expect reasonable continuity of care.

The patient will be requested to provide the Illinois Eye Institute with a written consent to diagnosis and treatment. The patient has the right to receive information about procedures, treatment, risks and alternatives before giving consent.

Patient Responsibilities

Each patient has the responsibility to:

- Participate actively in your health care and ask questions of health care providers and staff when an examination technique, diagnosis or prescribed treatment is not understood.
- Provide your health care provider with accurate information about medical history and other matters related to your health such as past illnesses, hospitalizations and medications.
- Keep appointment times and if not possible to do so, cancel appointments at least 24 hours in advance.
- Satisfy the financial obligations to the Illinois Eye Institute promptly; this responsibility includes asking questions concerning financial obligations, providing information necessary for insurance processing and arranging for payment plans.
- Follow the treatment plan prescribed and notify the health care provider of any changes in health status.
- Be considerate and respectful of other patients and Illinois Eye Institute personnel and see that your companions are considerate as well.
- Observe Illinois Eye Institute policies and the rights of its personnel and other patients.

Patient Caregiver Identification

Purpose: To assure that patients are informed as to who is delivering their care.

Goal: Every patient served in the Illinois Eye Institute knows the name of their caregiver and the professional and educational level of that person.

Nomenclature: No member of the staff should refer to an optometry student as a "young doctor" or "doctor in training". This terminology may make it unclear to the patient as to who is providing their care and their educational background.

Optometric students should introduce themselves to the patient as "optometry student" and explain to the patient that their care will be supervised by an attending staff. Other staff should introduce themselves to the patient by name and identify themselves as attending staff.

Identification: All caregivers in the IEI should have their identification tag displayed so that their name can be read, and their picture always visible.

Attire: Optometric students should wear a consultation jacket when delivering patient care. When dealing with patients that are children or those who are stressed by the appearance of a

lab coat, it is permissible to remove the coat or jacket, but the identification tag should still be displayed.

Chapter 4 – Support Services

Alumni Association

The Illinois College of Optometry Alumni Association maintains an active network of over 8,000 alumni throughout the world. Its mission is to foster current and future alumni relations in support of the mission of the College. The Alumni Association is led by the Alumni Council, a group of 13 volunteers (11 alumni and 2 students) who have volunteered to serve the College. Meeting twice per year, with conference calls in between, the Alumni Council plans and implements programs and services to serve the needs of alumni and future alumni.

The Alumni Council has initiated an Alumni Association Scholarship to help offset the financial burden 4th year students face upon graduating and to acknowledge the student's service to ICO and intentions to continue service to ICO as an alumnus. Additionally, an Alumni Ambassador Program was developed to increase outreach and engagement among alumni and build relationships with prospective and current students for networking, shadowing and recruitment purposes.

Each ICO student automatically becomes a member of the Alumni Association upon graduating, playing a vital role in keeping our alma mater and profession strong. By graduating from ICO, you join the largest constituency of alumni of any school or college of optometry in the world and inherit a strong commitment to excellence in optometric clinical education.

The on-campus liaison for the Alumni Association is Connie Scavuzzo, the Senior Director of Alumni Development. Throughout the year, there are several alumni events that are planned and executed through the Alumni Development Office. ICO students are always invited and encouraged to attend alumni events, which are nearly always free of charge.

If you are interested in learning more about the Alumni Association or the Alumni Development Office, please contact Connie Scavuzzo at 312-949-7080, or email cscavuzzo@ico.edu or alumni@ico.edu. The Office of Alumni Development is in Suite 2720 on the second floor of the College.

Bookstore

The Bookstore is Room 2740, adjacent to the Student Affairs Office Suite. Required textbooks, supplies, and ophthalmic equipment may be purchased at the Matthews ICO Bookstore. The Bookstore Manager has knowledge of student book and equipment needs and will be at the service of all students throughout the academic year.

In addition to professional texts and equipment, the Bookstore offers outbound fax services free of charge to students. Items such as clothing, school supplies, snacks, gifts, cards, etc. are available. Suggestions for items to be stocked in the Bookstore are welcomed by the Bookstore Manager. Bookstore hours are as follows:

Monday - Friday   9:00 a.m. – 5:00 p.m.

Business Affairs

Students who wish to transact financial business may do so at the cashier's window of the **Business Affairs Office.** Students may cash personal checks up to $200. A fee of $35 is assessed for each check that is returned unpaid by the bank. Upon receipt of a second returned check within an academic year, the student will be suspended from check cashing privileges for 30 days. If a third check is returned during an academic year, the student's check cashing privileges will be terminated. The Cashier's Office is opened from 11:00 a.m. - 1:00 p.m. paydays and Fridays. For your convenience there is a 24 hour ATM in the President's Circle Lounge.

Career Development

The Office of Career Development is committed to providing exceptional programs and services which facilitate lifelong career management experiences to students, residents and alumni. Such services include individual and group counseling sessions regarding topics of career guidance and development, CV and cover letter review, interview preparation, professional networking skills, career search assistance and business related seminars and workshops. We also seek to support the development of lasting relationships of students, alumni, practitioners and employers. Students may enhance their knowledge of business aspects of optometry by networking with alumni and practitioners through the following programs: The Kattouf Program for the Advancement of Independent Optometry, ICO Pro Mentoring Program, Practice Opportunities Symposium and Capstone Program.

In addition, the Office of Career Development provides the Practice Opportunities Listing, exclusively for ICO students and alumni via my.ico.edu. This on-line service provides the ability to search among professional opportunities available throughout the U.S. and Canada. As a result, new career opportunities are posted on a regular basis and range from short-term, part-time and full-time positions to practices for sale. Due to ICO's exceptional didactic clinical education, alumni often seek to hire or transition their practices to graduates of their alma mater.

The Office of Career Development is in Suite 2720 on the 2nd floor of the main building. Feel free to contact Daphne R. Anderson, Director of Career Development, at danderson@ico.edu or 312-949-7081.

Counseling and Enrichment

Sankofa Psychological Services at Illinois College of Optometry (SPS@ICO) is excited to provide support to students in their journey through graduate school. Balancing classes, study hours, clinic hours, and any semblance of a personal life can be difficult and stressful, so SPS@ICO is here to help students manage their stress and develop a healthy school-life balance. Currently counseling services are available by appointment on campus on Mondays, Tuesdays, Wednesdays and Saturdays. If you have any questions about setting an appointment or services offered through SPS@ICO, send an e-mail to ico@sankofapsychology.com.

Student Success and Academic Enrichment Services

As an ICO student, you have access to faculty who are leaders in the profession. As a graduate student, you want to make sure that you avail yourself of your faculty's office hours, review sessions, etc. One of the best ways to be successful in the program is to take advantage of the accessibility of our faculty in working with you before you find yourself facing academic difficulty.

From time to time you will encounter courses and labs that are a struggle. Your first-line resource for students experiencing academic difficulty is the course instructor. The Student Success Center coordinates and provides assistance for students to augment the assistance provided by faculty members. The academic enrichment services include, but are not limited to, review sessions, tutoring, academic advising and individual or group sessions on topics such as study skills enhancement and time management.

Tutoring - individual and staffed / drop in tutoring services are available. Upper classmen who have done well in the course and have been reviewed by faculty, are available to provide one-on-one and group assistance. Students should check the Student Success Center page or stop by the Student Success Center (room 2721) to arrange for tutoring. Students having trouble with patient care should contact their Clinic Preceptor to arrange for tutorial help.

Academic Advising - some students who experience academic difficulty may require assistance above and beyond review sessions and tutoring. These students may meet with the Assistant Dean for Student Success for evaluation and the provision of necessary assistance.

Special Topic Sessions - group and individual sessions are offered to enhance students' learning experience. Topics will include stress management, study skills enhancement and time management. Group sessions will be advertised on the bulletin boards and in the "*ICO Insider*." Individual sessions may be arranged by contacting the Assistant Dean for Student Success.

Communications

Bulletin Boards

Bulletin boards are a means for communication among students, faculty, staff and administration. They are also in public view as the campus experiences many visitors from outside the ICO family. This policy is designed to promote a means for communication while, at the same time providing "ground rules" to ensure individual communications are efficient, non-offensive, and do not compromise the perceived professionalism of our school, students or the profession. The policy is also designed to allow those persons interested in viewing specific items to seek out those items when needed and not be constantly bombarded with repetitive information or notices which may be of no interest to an individual.

Anyone at ICO may use bulletin boards to communicate with others if that communication meets the following guidelines. Observation of the following rules is necessary:

1. Notices are to be mounted only on appropriate bulletin boards utilizing thumb tacks or push pins (no staples).

2. Signs should not extend beyond the rim of the bulletin board.

3. Serving of alcohol should only be mentioned on signs posted on the bulletin boards in the President's Circle Lounge or mailbox area.

4. Anyone mounting signs should write their box number in the lower right corner with the date the sign was posted.

5. Signs without a box number, placed in an inappropriate area, expired or not meeting the above criteria will be removed.

6. Individuals mounting signs are responsible for removal of their sign within 24 hours following the date of an event or when it is no longer appropriate.

7. College administration reserves the right to remove items from the bulletin boards in preparation for special events. Items are subject to removal 30 days after posting.

8. Questions regarding bulletin board usage should be directed to the Student Affairs Office.

Publications, Publicity, Advertising

The Sr. Director of Enrollment Management Technology serves as advisor for the College publications including *ICO Insider* (bi-weekly e-newsletter) and Afterimage (ICO yearbook).

Editorial freedom of student publications or yearbooks shall be governed by the following guidelines:

1. Students shall be guided by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

2. Student publications should explicitly state on the editorial page that the opinions expressed are not necessarily those of the College or Student Body.

3. The publishing staff of the publication must be listed on the masthead.

The following situations require the prior permissions of the Sr. Director of Enrollment Management Technology.

1. Any invitation to attend the campus, or to attend any student function, made to any speaker, or any reporter, photographer or cameraman from the news media or from any off-campus publication.

2. A student permitting himself to appear in commercial advertising which identifies the College or its facilities.

3. Students publishing any paper or other publication bearing the name of the College or purporting to be sanctioned by the College.

ICO Insider

The ***ICO Insider*** is the e-newsletter for the Illinois College of Optometry and the Illinois Eye Institute. Please submit any news, photos, or anything else you think would be of interest to students, faculty and staff using the following submission guidelines.

ICO Insider Submission Guidelines

1. The newsletter is published bi-weekly.
2. Please send submissions to communications@ico.edu and include "*ICO Insider* Submission" in the subject line.
3. Please check previous newsletters to make sure the item you are submitting has not already been published.
4. Please feel free to send links to news articles, columns or blogs that mention you or that you have written, or that mention ICO.
5. For awards, honors and accomplishments, please include the person's full name, reason for being honored or acknowledged; year of graduation (for current students), and job title (for staff & faculty).
6. Please consider sharing your photos from ICO events or activities!

Financial Aid

Federal Student Financial Aid

Federal student financial aid, which includes student loans and work study, provides assistance for students enrolled at least half time. It helps to cover school expenses, including tuition and fees, room and board, books and supplies, and transportation.

Applying for Federal Financial Aid

1. Complete the **FAFSA** (Free Application for Federal Student Aid). Beginning October 2019, you will be able to apply for the 2020-21 award year. You will be allowed to use your 2018 tax data to file this FAFSA (This is called prior-prior year.) You will need an FSA ID to sign the FAFSA and subsequent loan promissory notes. You can obtain the FSA ID at https://**fsaid.ed.gov**/
2. Our FAFSA school code is 001689. There is no charge for completing your FAFSA. Be sure the site that you are using to complete your FAFSA is www.fafsa.gov.
3. You should save all records and all other materials used in completing the application because you may need them later if your application is selected for verification by the Department of Education. We recommend using the IRS Data Retrieval Tool to complete your FAFSA and pre-populate it with your IRS tax info. This saves you time in the verification process later.
4. The Financial Aid Office will review your FAFSA and prepare an award notice outlining the amount of aid (from all sources) that we will offer you. Once completed, you will be able to view your financial aid award on the student portal at portal.ico.edu

Deadlines for Applying

Apply as soon **AFTER October 1st** of each year as possible. This helps ensure that we can get your award letter to you as early as possible. You can't apply before this date. The FAFSA will

now be using your prior-prior year tax return, so it should be easier to file using real tax data. For 2020-21, you will be using 2018 tax return data, which were to have been filed in April 2019. You only need to apply once for each school year. You must reapply for federal aid every year.

Eligibility requirements for federal financial aid

To receive aid from the federal student aid programs, you must meet all the following **criteria**:

- have financial need, except for some loan programs,
- be enrolled at least half-time or accepted for enrollment as a regular student working toward a degree,
- be a U.S. citizen or eligible non-citizen.
- have a valid Social Security Number. If you don't have a Social Security Number, you can find out more about applying for one at **www.ssa.gov**
- maintain satisfactory academic progress.
- sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that:
    o   you will use federal student aid only for educational purposes.
    o   you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- register with the Selective Service, if required.
    o   if you are a male 18 through 25 years of age and you have not yet registered with Selective Service, you can give the Selective Service permission to register you by checking a box on the FAFSA. You can also register through the Internet at www.sss.gov

Satisfactory Academic Progress for Federal Student Financial Aid

This policy is separate from the ICO academic progress policy program requirements and affects only eligibility for financial aid, and not the ability to continue to be enrolled at the College.

Federal regulations require that all students receiving federal Title IV financial aid make satisfactory academic progress towards the completion of the degree program. The requirements set forth for financial aid eligibility must meet the federal requirements and be at least as strict, if not more, than the student's academic program.

Policy

Students receiving federal student financial aid must maintain a cumulative GPA of 2.25 at the end of each professional year and complete the degree requirements within six academic years, not exceeding 414.75 credit hours attempted. In addition, students must satisfy all academic requirements to progress academically within the program.

Evaluation of Progress

The Financial Aid Office will monitor the satisfactory academic progress of all financial aid recipients at the end of each Spring quarter in order to authorize eligibility for the next year. At each review period, the Financial Aid Office will review the student's cumulative GPA and pace of progression to degree completion to ensure that the student is on track to complete the program within the maximum timeframe.

However, at any point in the year, should the SPC review of the student result in the dismissal of the student, eligibility for financial aid is immediately terminated. Should the student appeal the SPC's dismissal decision and be granted an additional term, the student will still have to complete a separate financial aid appeal. Being reinstated for enrollment at the College by the SPC does not reinstate eligibility for federal student financial aid.

Academic Progress: Cumulative GPA

The financial aid office will review financial aid applicants'/recipients' Cumulative GPA's to ensure that they are in keeping with the 2.25 standard of the College. Any student failing to maintain a minimum 2.25 Cumulative GPA will have their financial aid eligibility suspended. Students will be notified via their "eyedoc" email account.

A student may appeal the suspension of their financial aid by presenting an appeal letter and documentation of extenuating circumstances to the financial aid office. This decision and appeal is related to financial aid eligibility only and is independent of any decision made by the SPC and academic program.

Academic Progress: Maximum Timeframe

As ICO students are enrolled full-time in a cohort based curriculum, students are expected to complete the program within four academic years. Given the way courses are offered, a student must complete fall courses within a given fall quarter; otherwise those courses will generally not be offered until the following fall. Considering this, there are times when the academic program may allow the student to restart the program or repeat a portion of the program in the following year.

All students must complete the OD program within 150% of the number of credit hours attempted required to complete their degree (414.75 credit hours) and within a six year span. This means that each quarter enrolled, the student must successfully complete 67% of their attempted hours. At any point where the student is mathematically incapable of completing the program within the 150% timeframe, aid will be suspended. The student may submit a letter of appeal and an academic plan to the financial aid office for consideration.

The pace at which the student completes the program is defined as the number of hours earned divided by the number of hours attempted.

Electives (which are not required by the curriculum) are not included in the maximum timeframe calculation as they can only be taken in addition to the standard curriculum and with the approval of the Registrar.

Incompletes/Withdrawals/Repeated Courses/Transfer Credits

All courses receiving an incomplete or withdrawal grade will be counted as hours attempted toward the maximum program time frame.   Transfer credits will be counted as attempted and earned hours towards the maximum time frame. Repeated courses will count in the hours attempted calculation. The financial aid office will continue to use the cumulative GPA as calculated by the Office of the Registrar.

Appeals for Extenuating Circumstances

Cumulative GPA

If a student has had their financial aid suspended due to a failure to meet the minimum GPA standards, a written and signed appeal must be submitted to the Financial Aid Office before further financial aid can be considered. The letter must explain the extenuating circumstances that have caused the decline in the cumulative GPA and give indication of what steps have been taken to ensure that those factors have been mitigated for future terms. In addition, the student must supply an academic plan, authorized by their academic program, outlining the steps required to remediate the grade point average and identify how progress can be measured at the end of each quarter, if it will take more than one quarter to reach the 2.25 cumulative GPA requirement.

If the return to good standing will take longer than one quarter, the academic

plan must outline the requirements that the student must meet by the end of each quarter. The academic plan must be satisfied by the end of one academic year. If the student fails to meet the terms of the academic plan, they are ineligible for further financial aid.

These appeals must be reviewed and approved by the financial aid office before further federal financial aid can be received.

Maximum Timeframe

If a student has had their financial aid suspended due to exceeding the maximum timeframe standard, a written and signed appeal must be submitted to the Financial Aid Office before further financial aid can be considered. The letter must explain the extenuating circumstances that have caused the need to extend the program in either time or number of hours and give indication of what steps have been taken to ensure that those factors have been mitigated for future terms.

In addition, the student must supply an academic plan, authorized by their academic program, outlining the remaining coursework required and the schedule in which it must be completed.

These appeals must be reviewed and approved by the financial aid office before further federal financial aid can be received.

SPC Actions Taken Before the End of Spring Quarter

Since the SPC reviews continued eligibility to enroll in the program, should the SPC dismiss a student from the program at any time, financial aid eligibility automatically terminates at the time of the dismissal.

In cases where the student appeals the SPC decision, and the SPC appeal is granted, the student must still appeal to the financial aid office for continued eligibility. The student must document any extenuating circumstances and how they have been mitigated. The financial aid office will review the appeal and make a determination about the financial aid status, independent of the SPC decision. The financial aid office would use the SPC action plan as the requirements necessary to maintain financial aid should the financial aid office find cause to grant the appeal. Failure to meet the SPC terms at the end of the financial aid appeal quarter results in immediate suspension of eligibility for continued aid until the student returns to good academic standing in the program. The student is responsible for all tuition and fees incurred should they enroll while on financial aid suspension. These must be paid in full each quarter where financial aid is suspended.

If the SPC dismisses the student with the option to return in a future term, financial aid eligibility terminates with the dismissal. The student must still appeal to the financial aid office for continued eligibility. The student must document any extenuating circumstances and how they have been mitigated. The financial aid office will review the appeal and decide about the financial aid status, independent of the SPC decision. The financial aid office would use the SPC action plan as the requirements necessary to maintain financial aid should the financial aid office find cause to grant the appeal. Failure to meet the SPC terms at the end of the financial aid appeal quarter results in immediate suspension of eligibility for continued aid until the student returns to good academic standing in the program. The student is responsible for all

tuition and fees incurred should they enroll while on financial aid suspension. These must be paid in full each quarter where financial aid is suspended.

Financial Aid Satisfactory Academic Progress Statuses

Good Standing: The student is meeting both the 2.25 cumulative GPA requirement at the end of Spring quarter and is on track to complete the program within the allowable time frame.

Probation: The student has been granted an appeal of their satisfactory academic progress and is working on the agreed upon remediation plan. The student will be evaluated each quarter based upon the terms of the academic plan. If the student meets the requirements of the academic plan, they will continue to be eligible for financial aid. If the student fails to meet the requirements of the plan, further financial aid will be suspended. An appeal is required before further financial aid can be considered.

Suspension: The student has been dismissed by the SPC; has failed to meet the SPC action plan during a financial aid appeal quarter; or has failed SAP review by the financial aid office when either their cumulative GPA fall below 2.25 at the end of Spring or the student not able to mathematically complete the program within the required timeframe. An appeal is required before further financial aid can be considered.

If aid has been suspended after a prior financial aid appeal, a return to good academic standing is required before further aid can be considered, regardless of the SPC decisions. The student is responsible for all tuition and fees during a suspension of financial aid eligibility and must satisfy their financial obligations with the College prior to the end of the enrolled quarter.

Federal Student Aid Programs

Federal Work-Study

The Federal Work-Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study.

Your Federal Work-Study wages are $13 per hour. Your total Federal Work-Study award depends on your level of need, and the funding level of the school.

The amount you earn can't exceed your total Federal Work-Study award. In order to receive work study, you must be making satisfactory academic progress toward your degree. Federal funds are used for a portion of the student's salary. The matching portion is paid by the College.

FWS job descriptions for available positions are typically posted on **the MY ICO** website. The Workstudy Coordinator will hire all eligible students prior to their being allowed to work. Once a student finds a FWS job, all hiring paperwork needs to be processed **before the student may start working**. The paperwork includes: Work Study Authorization Form; an I-9 Form complete

with proper identification (identification must be original documents; photocopies are not acceptable); Federal W-4; and Illinois IL W-4. All forms can be found on **the MY ICO**, or obtained from the Work Study Office. Students may not work during scheduled class/lab/clinic hours.

Workstudy students will need to complete an electronic timecard twice a month and submit the timecard by 5pm of the 16th and/or the first day of the month. The total hours worked in all positions combined many not exceed 15 hours a week while school is in session. The total hours worked in all positions combined may not exceed 28 hours a week during break weeks or summer (summer maximum applies only to new 2nd professional year students not enrolled in summer coursework). Students will be paid on the 15th of the month for the hours they worked on the 16th through the end of the previous month and on the last day of the month for the hours worked on the 1st through the 15th.

If timecards are not completed on time, the student must obtain a paper timesheet from either the Work Study Office or the Business Affairs Office. The student needs to complete the paper timesheet with the missing hours, and have it signed by the supervisor before submitting it to the Business Affairs Office.

Please contact the work-study office via email at workstudy@ico.edu if you have any questions. The work-study office is in the Human Resource Department.

Health Professions Student Loans

As one of the Health and Human Services funding programs, HPSLs are available to full-time students attending participating schools who demonstrate family financial need. These are subsidized loans with a five percent interest rate, and these loans are subsidized–the government pays the interest during periods of eligible enrollment, grace or eligible deferment.

To apply, you need to complete both the student and parent income and asset information on the FAFSA. Please note that parental information is used only to determine HPSL eligibility; it does not influence your eligibility for any other financial aid program.

HPSL loans generally have a 12-month grace period available upon graduation and up to 10 years to repay the loan, if it is not included in a Direct Loan Consolidation.

Direct Unsubsidized Loans

As a graduate student, you are no longer eligible for Federal Direct Subsidized loans, instead your loans will come from the Federal Direct Unsubsidized Loans. An **unsubsidized** loan is not restricted to federal financial need, and therefore can be used to pay for what the FAFSA will determine as you estimated family contribution (EFC). You apply for eligibility for the loan via FAFSA and creditworthiness is not required. You'll be charged simple interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be **capitalized as the loan enters repayment** -that is, the interest will be added to the principal amount of your loan and additional interest will be based upon the higher amount.

The interest rate on your loan is variable percent for the Unsubsidized Direct Loan, set annually on July 1 each year for the life of that year's loans. As a result, you may have different interest rates for each year of your loan and those rates will apply to the individual loan for the life of the loan. For loans first disbursed after July 1, 2019, the rate is 6.0%. Origination fees may change based on sequestration rules established by the US Congress. Loans first disbursed after October 1, 2017 will have a 1.066% origination fee.

Generally, as a graduate student, you can borrow up to $40,500 each nine month academic period and $47,167 for each 12 month academic period under the Direct Unsubsidized Loan program.

NOTE: The amounts given above are the maximum yearly amounts you can borrow. You may receive less than these yearly maximum amounts if you receive other financial aid that is used to cover a portion of your cost of attendance.

Generally, the total debt you can have outstanding from Direct Loan Subsidized and Unsubsidized loans combined is $224,000 as a professional student (only $23,000 of this amount may be in undergraduate subsidized loans). The graduate debt limit includes any Stafford Loans received for undergraduate or prior graduate study. The Direct Graduate Plus loan is not included in this aggregate maximum.

Direct Graduate PLUS Loans

This is an unsubsidized federal student loan that can be used to cover portions of your cost of attendance not able to be covered by the other financial aid sources. Interest accrues while in school and unpaid interest capitalizes upon repayment (similar to Direct Unsubsidized Loans). The interest rate of Direct Graduate PLUS Loans is 7.0 percent for loans disbursed after July 1st, 2019. The origination fee is 4.264 percent for loans originated after October 1, 2017.   The interest rate is set annually on July 1st and is fixed for the life of that loan, until it is repaid. The origination fee may change based on sequestration rules established by the US Congress.

Receiving Your Direct Loans

For a Direct Loan, ICO will originate your Direct Loans with the Department of Education and request disbursement of funds to coordinate with the start of each quarter of your enrollment. When ICO receives these funds, they will be credited to your student billing account and will be used first to pay any institutional charges, or other charges you have authorized to be placed on your account. Any funds in excess of your charges will be given to you as a credit balance refund via EFT, if you have elected direct deposit, or via paper check that will be placed in your campus mailbox. We highly recommend that you use direct deposit, to the bank account of your choosing, which ensures you have the quickest access to your funds. In general, credit balances are timed to be available the Friday before classes begin. First year, first quarter students will have their credit balances processed during the first week of class to ensure that we can verify actual enrollment in the program.

Federal student loans can only be received during periods of actual enrollment. Therefore, first year students cannot receive funds before the first day of class, nor during the summer between first and second year due to lack of enrollment in the program.

Grace Period

After you graduate, leave school, or drop below half-time enrollment, you generally have six months before you begin repayment on the loans you used at ICO. This is called a "grace period."

If you took time off before coming to ICO, or had a "gap year", your non-ICO loans may enter immediate repayment should you drop below half-time or cease enrollment at ICO for any

reason. A leave of absence that will exceed 180 days will also prompt loans to enter repayment as of the date of the start of the leave.

During the grace period on a subsidized loan, you don't have to pay any principal, and no interest will be charged.

Note: If you received a Direct Subsidized Loan that was first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your *principal* balance.

During the grace period on an unsubsidized loan, you don't have to pay any principal, but interest will be charged. You can either pay the interest or it will be capitalized.

After you leave school or drop below half time enrollment, you'll receive information about repayment and will be notified by your loan servicer of the date repayment begins. However, you are responsible for beginning repayment on time, even if you don't receive this information. Failing to make payments on your loan may have a negative effect on your credit rating.

Understanding the Repayment Options

Understanding the repayment options for your federal student loans can go a long way toward building a solid financial future.

For more information on repayment plans, visit **studentaid.gov**

Web Sites

Student Loans	studentloans.gov
FAFSA on the Web	fafsa.gov
Federal government resources for education	studentaid.gov

Fellowship and Awards Committee

This committee selects students to be honored with various, whether due to academic, clinical achievement or service to the College. Membership of this committee consists of the Dean of Student Affairs (Chairman), two faculty selected at large, and one student representative from the Student Association. In addition, various members of the College may be called upon to serve as resources for selected issues.

International Student Eligibility for Financial Aid at ICO

International students who are permanent residents of the US should complete a Free Application for Federal Student Aid (FAFSA); these forms are available online at fafsa.gov.

If you are not a Permanent Resident of the United States of America but are able to obtain a credit-worthy co-signer for student loans who is a U.S. citizen or Permanent Resident, there are some private bank loan programs for which you may be eligible.   The terms of these educational loans are quite competitive, and the loans can cover a large portion of your educational expenses at ICO.

Many Canadian students are eligible for federal (Canada Student Loan) and provincial loans; the application process begins with forms provided by your home province (e.g. British Columbia Student Assistance Program). Because those programs may vary by province, and fall outside our area of experience, you will need to contact the appropriate administrative office (e.g. Ministry of Advanced Education, Training and Technology) to pursue these loan programs.

If a Canadian student is not a Permanent Resident of the United States of America and is unable to obtain a credit-worthy co-signer who is a U.S. citizen or Permanent Resident, funding must be sought through Canadian sources to assist you with your educational expenses. You will want to make sure that you take into consideration the full four-year cost of your program, and factor in how applicable exchange rates may affect your financing plans.

You can also find more information on financing a U.S. education at www.edupass.org .

Facilities/Room Reservations & Master Calendar

Facilities Request forms are available in the Student Affairs Office or online.   The Office of Student Affairs maintains an "all-campus" master calendar of events and activities of the College community. In order to prevent scheduling conflicts, it is important that any planned on-campus and/or off-campus activity be placed on the master calendar 14 days prior to event.

If food or beverages are desired, arrangements must be coordinated through the Dining Services Manager. (Appropriate charges will apply).

The College reserves the right to deny any person or organization access to current students on the ICO campus.

Current student "Directory Information" can be provided upon request and in accordance with the Family Educational Rights and Privacy Act. (FERPA)

A request to address faculty should be directed to the Vice President and Dean for Academic Affairs.

A request to address employees should be directed to the Vice President for Administration.

A request to address Alumni should be directed to the Director of Alumni Development.

Facilities at the College are available for use by student groups without fee. However, the intended use must be consistent with the objectives of the College. The proposed program or event must not interfere with or restrict the normal operation and function of the educational program at the College. Since the purpose of the College is education, requests for academic or instructional programs will have priority over social events. The use of College facilities, by students, must be approved by the Assistant Dean for Student Success (or designate). The College seeks neither to promote nor discourage involvement of individuals or groups in religious activity. Student groups having a religious orientation may apply for the use of College facilities through the Student Affairs Office.

Requests for use of facilities, by student groups, should be received by the Student Affairs Office **no less than fourteen (14) days prior to the date of the proposed event**. For those programs or events requiring special preparation (e.g. Orientation Program, BlindSpots, etc.) requests should be submitted much earlier.

Room reservation forms must be submitted according to the following guidelines:

Lecture Center – Requests for use of lecture facilities are vitally important to be submitted well in advance in order to ensure availability of rooms. Academic schedules and room assignments may change at any time and therefore must be cleared in advance. Moveable room dividers in the Lecture Center may only be altered by the ICO Facilities Department. The dividers are heavy and awkward and must be moved and secured properly for safety. **DO NOT ATTEMPT TO MOVE LECTURE CENTER WALLS/PARTITIONS UNDER ANY CIRCUMSTANCES. Facilities must be notified in advance – no exceptions.**

Library – Four study rooms on the Library's second floor may be booked by either contacting the Library Circulation desk, booking the room online, or by using the sign-up sheet posted outside of the room(s). Students are limited to booking one room for 4 hours per day during library hours. These rooms are closed for use when the Library is closed. It is highly suggested that the rooms are used for parties of 2 or more.

Please submit requests well in advance to the Library Director to reserve any other Library facilities.

Eye Institute - Requests to use Clinic Facilities are to be submitted to the Chief of Staff. Students may not utilize IEI examination rooms for unsupervised practice.

Fitness Center - Events involving the gymnasium complex will be cleared with the Fitness Coordinator.

Other Campus Facilities - Requests for use of all other campus facilities are to be submitted to the Student Affairs Office.

1. Room reservations are processed by the Student Affairs Office.
2. Requests are then presented to the Assistant Dean for Student Success for approval.
3. Requests for events involving the use of alcoholic beverages must be submitted to the Student Affairs Office for approval by the Assistant Dean for Student Success

Student groups using campus facilities will ensure that upon completion of the activity, such facilities and College property affected will be restored to the same condition as prior to the event. This will include, but is not limited to, clean up, replacement or rearranged furniture and removal of all announcements.

Outside Request - The outside request use of the lecture center or other facilities of the Illinois College of Optometry by any organization or group which is not affiliated with the College must be approved by the Office of Human Resources (x7076). This approval must be secured a minimum of thirty days prior to the meeting of the organization. Arrangements must be made to cover the costs incidental to the use of these facilities, such as janitorial services, electric, heat or cooling, security staff and other expenses that may accrue for opening the College for such a meeting. This also applies to student organizations requesting the use of College facilities for outside organizations, groups and speakers. *The Illinois College of Optometry reserves the right to deny the use of any of its facilities to any group or organization at any time.*

Vendors/Outside Organizations Speaking to Students

The College has a responsibility to provide students with the latest information that will assist them in becoming excellent health care practitioners. The primary means for assuring this is through classroom lectures, laboratories, conferences and direct patient care supervised activities. The responsibility for determining who conveys information to students during scheduled classroom lectures, in conjunction with required course times, laboratories, conferences related to courses and/or patient care activities is the responsibility of the course instructor (lead instructor) or Suite Chief under the ultimate direction of the Assistant Deans and Vice President and Dean for Academic Affairs.

Periodically, the College is contacted by individuals, companies, association representatives, etc., that have interests in addressing students, marketing a product or services or simply conveying information that may be of interest to students.

The College, when deemed appropriate, will try to provide a reasonable and best suited forum to cooperate with the interests of outside representatives as long as their interests can provide a demonstrated benefit to ICO students, staff, faculty or alumni. Companies and organizations currently supporting the mission of the College and participating through established channels (i.e. Bookstore, Equipment Expo, etc.) will be given priority.

The entry point for all outside requests to provide information or address students directly should first be routed through the Student Affairs Office. The Dean of Student Affairs (with appropriate counsel) will determine if and how the request will provide a direct benefit to current ICO students and provide guidance and direction on how to best structure a presentation of the information to students.

Available options may include (but are not limited to):

- Participation in an ICO sponsored program (Practice Opportunities Symposium, Commencement Capstone Program, Equipment Exhibition, etc.)
- A presentation sponsored by a Student Association recognized club or organization
- A presentation with an individual class - arranged with assistance by Class Representatives
- Direct mail to current students' on-campus mailboxes
- Marketing table to address passers-by
- Providing a private or jointly sponsored (after-hours) lecture or program
- Student Newsletter announcement/article
- Bulletin Board posting

The College will determine any associated costs to the College, which will become the responsibility of the person/organization submitting the request.

Fitness Center & Recreational Programs

As a student at ICO, we want you to work hard, but also play hard. The ICO Fitness Center & Gym are great resources for all students to stay healthy and keep stress at bay. A full sized gymnasium, racquetball court, locker rooms and a multipurpose fitness center make it easy for you to exercise in many ways while at ICO. The fitness center features treadmills, elliptical trainers, and several other cardio options, along with an assortment of strength training and stretching equipment. To make your workouts more enjoyable, the Fitness Center maintains three flat screen televisions and a variety of magazines subscriptions.

Fitness Coordinator: ICO retains a full-time Fitness Professional, nationally certified by the American Council on Exercise (ACE) and the National Strength and Conditioning Association (NSCA). The Fitness Coordinator provides, free of charge, a variety of one-on-one fitness assessment and guided workout services.

The Fitness Coordinator can design and help you implement an individualized exercise program targeted toward your goals. Please email fitness@ico.edu to set up an appointment.

Group Fitness Classes: If group workouts are more your style, you'll be happy to know that group exercise classes are available, free of charge, to all students. Class formats may include boxing, yoga, boot camp, dance, indoor cycling, and strength training. Class schedules change on a monthly basis.

Fitness and Health Programming: Of course, there's more to health than exercise alone. To help make sure you stay well, the Fitness Coordinator provides a variety of wellness programs, emphasizing the importance of developing smart eating and exercise habits and implementing a healthy lifestyle. With these goals in mind, the Fitness Coordinator offers a variety of education programs including bulletin boards focusing on different aspects of health; nutritious snack breaks or stress relief during final exam periods; health and wellness special events, and opportunities to participate in local fitness events.

Intramurals: Athletes can find a home at ICO. In conjunction with the Student Association, the ICO Fitness Center runs a variety of intramural sports. Recent intramural leagues have played dodge ball, flag football, basketball, volleyball and softball. The ICO Fitness Center can provide equipment to student-organized sports groups. Students wishing to start their own sports team, whether for intramural or extramural play, can be sure that the Fitness Center will assist in any way possible.

Spouse Usage: Spouses of currently enrolled students may purchase an ID badge (for a fee of $5) for use of this recreational facility. The student should complete the request form in the Student Affairs Office and an ID with the spouse's name will be made. Spouses displaying an appropriate ID badge upon entering the College will be allowed to proceed directly to the Fitness Center.

Gym Guest Policy

1. ICO students, staff, and faculty are welcome to bring (1) guest to use the Fitness Center and Gym, provided the following requirements are met:
2. Guest must sign in on Guest Log Sheet in the Fitness Center binder.
3. Guest must sign a waiver to use any fitness center/gym equipment (1 per academic year).
4. Guest must always be accompanied by ICO student/staff while at ICO.
5. Guest must follow all Fitness Center policies and replace any equipment after use.
6. Guest is the responsibility of the ICO student/staff who signs them into the Fitness Center.
7. Only 1 guest is allowed per student/staff at a time.
8. Guests must not be in the ICO fitness facilities any later than 6 PM on any weekday or weekend
9. Please contact the Fitness Coordinator with any questions or concerns at fitness@ico.edu 312-949-7460

Keep up-to-date with the latest fitness and wellness offerings here at ICO and across the Chicagoland area by checking out the Fitness Center's webpage.

Waiver and Release of Liability

The use of the ICO Fitness Center is voluntary. All individuals who utilize the Fitness Center are required to sign a waiver and release of liability form, prior to the use of the facility. You can find this form online on my.ico in the Fitness Center section.

This waiver form reminds individuals that all fitness activities have inherent risks and engaging in fitness activities is done at your own discretion. ICO is not liable for any incidents that may arise in conjunction with your voluntary usage of the Fitness Center facilities and/or equipment. Please carefully read through the waiver and release before signing it.

Food Service

The Illinois College of Optometry operates an in-house dining service under contract with A'viands; an Elior Company. The Dining Services Manager works in cooperation with the Vice President for Business & Finance to provide meals which are both convenient and nourishing for students, faculty and staff.

Menus vary daily, and special events are scheduled throughout the year to add to the enjoyment of dining on campus. **If you anticipate special dietary requirements, please contact Dining Services Manager, 312-949-7455 to discuss whether your specific needs can be met prior to signing a housing contract.**

Meal Plan - Due to safety, sanitation, and ventilation concerns associated with students cooking in the RC, suite residents are required to participate in the meal plan. Residents will automatically be enrolled in the meal plan (board) when contracting for housing. Serving times may vary during the year; when this occurs; the changes will be posted in the dining hall. Normal serving hours are as follows:

> **Breakfast** – **Monday – Friday: 7:30 – 9:30 A.M.** - All you can eat -while in the cafeteria. If you choose to take it out of the cafeteria, 1 swipe will consist of 4 items and 1 beverage. **Additional items** may be purchased with either cash, one card dollars or 1 swipe of the meal plan card.

> **Lunch – Monday – Friday: 11:30 A.M. – 2 P.M. -** 1 protein, choice of 2 sides, 1 dessert and 1 beverage in exchange for 1 swipe of the meal plan card. **Additional items** may be purchased with either cash, one card dollars or 1 swipe of the meal plan card. Meals may be taken out of cafeteria.

> **Dinner – Monday – Friday: 5:00 – 7 P.M. -** 1 protein, choice of 2 sides, 1 dessert and 1 beverage in exchange for 1 swipe of the meal plan card. **Additional items** may be purchased with either cash, One Card dollars or 1 swipe of the meal plan card. Meals may be taken out of cafeteria. If you are stuck in clinic or work study and are unable to make it to dinner by 7 P.M. you may call x7452 to have a meal put aside in the warmer to be picked up by 8:00 P.M. You may also place this order during lunch on that day.

> **Brunch** – **Saturday & Sunday: 11:00 A.M. – 12:00 P.M. (Continental & Beverages) 12:00 P.M. – 2 P.M. (Hot Buffet Meal)** - All you can eat while in the cafeteria. If you choose to take it out of the cafeteria, 1 swipe will consist of 4 items and 1 beverage. Additional items may be purchased with either cash, One Card dollars or 1 swipe of the meal plan card.

All RC Suite Residents will automatically be issued 132 meals per quarter. Meal swipes must be utilized each quarter and may <u>NOT</u> be carried-over to the next quarter (use or lose each quarter).

Student I.D. - You must present a valid Student I.D. when obtaining meals. Lost Student I.D. cards must be replaced before students may obtain a meal. A replacement fee of $35 will be assessed to the student for lost/stolen Student I.D. I.D.s are available in the One-Card Office (Room 1013 in Brady Hall). Only in exceptional circumstances, the Dining Services Manager may allow a meal plan participant who has lost their I.D. to obtain a meal. Meal plan participants are <u>NOT</u> permitted to loan their I.D. card to another person for <u>ANY</u> purpose, obtaining a meal or sharing food.

Guests - Guests are welcome in the dining hall. Guests may obtain a meal at the advertised Food Services cash price. Meal plan participants, however, may not share their food with guests or allow guests or others to use their Student I.D. for the purpose of obtaining food or beverage in the dining hall

Sick Tray - A resident unable to attend a scheduled meal due to illness may obtain a sick tray permit from the Dining Services Manager. The director will then assist delivery of the meal for the resident.

Additional Policies

1. Meal plan students are requested to return their trays, dishes and silverware to the appropriate places (helps keep costs down). If tables are moved, kindly return them to the proper place when leaving the dining area.

2. Meals may only be obtained during designated meal plan hours. Any other purchases will be on an à la carte basis.

Communication

We are eager to improve services. The Dining Services Manager welcomes constructive criticism and comments. The food service staff often uses student suggestions in the Dining Services program. **Dining Services Manager, 312-949-7455**

If you have suggestions on meal planning, please feel free to stop in to see the Dining Services Manager, the Head R.A. or contact the R.C. Advisory Board.

Opening and Closing Dates

During the Official College Holiday and Vacation periods, Brady Hall Cafeteria will be closed, and meals will not be served. For more information like weekly menus and posted closures, check the Dining Services information [on line.](#)

Housing

Residential Complex

The Residential Complex is available for on-campus student housing. All College policies and regulations apply. The use of the College Residential Complex by guests must be in

accordance with the provisions of the housing contract and current RC Manual. You can find the RC manual on portal (my.ico.edu) Housing Page. Resident Assistants and Security must be notified in advance.

Off-Campus Housing Information

Information about off-campus housing is available in the Student Affairs Office.

Mailroom Service

The mailroom and student mailboxes are in the President's Circle Lounge, beneath the library. The mailroom handles all mail for the College. The phone extensions are x7085 or x7087.

Each new student is assigned a mailbox at the time of orientation. All student mail delivered to the College (other than parcels), along with messages and communications from the College faculty and administration, are placed in these mailboxes. The mailroom holds all incoming packages that are too large for your mailbox. You will receive a pink slip in your mailbox notifying that you have a package. A student ID is required for retrieval. Students may leave messages for other students with the mailroom staff to be placed in mailboxes.

The ICO mailroom receives mail Monday through Friday. Every effort is made to put mail in student mailboxes no later than 2:00 p.m. each day.

Outgoing mail can be brought to the mailroom (before 2:00 p.m.) each day, to be posted for that day. We will weigh and apply proper postage to letters and or parcels. Payment for postage is required at that time.

All students wishing to access their mailbox must use the mailbox key they were assigned. Please do not ask the mailroom staff to retrieve your mail. If you do not have a key you must go to the College Cashier, located at the front entrance to the Business Affairs Office and pay $5.00 for a new key. Bring the receipt to the mailroom and we will retrieve your mail until your new key has been processed.

The mailroom provides most US Postal Services. We also provide UPS service. All services are available on a cash basis. Students are required to wrap and properly identify packages; the mailroom will provide the needed materials. The mailroom staff will be happy to assist you in any way they can. The staff can give you correct charges on any of the services we provide from this location. Outgoing Fed Ex services are not available from this location. We can provide you with the location of the nearest Fed Ex office.

Regarding UPS refunds, if an outgoing package is lost or damaged, we will assist in filing a claim with UPS. However, if a student receives credit it may be applied to the student account if there is an outstanding balance.

The mailroom is open from 8:30 a.m. through 4:30 p.m. Monday through Friday. If you have any questions or need further information, contact the Mailroom staff at x7085.

Students will receive official notices, academic-related or otherwise, via the student's @eyedoc.ico.edu e-mail account and/or their on-campus mailbox. It is the student's personal responsibility to check these communication sources for information, particularly toward the end of the quarter when final grade and academic status notifications are distributed. Additionally, increasing amounts of information, including

access to grades, are available by logging-in to student's personal accounts on the campus portal <u>my.ico.edu</u>.

Students should check their mailboxes at various times throughout the day. Packages not called for in the mailroom within a week after notice has been given, may be returned to the sender.

All students are reminded that mail delivered to or sent from the College is private and must be treated as such, including situations where students are employed by the College as mail handlers.

Using the proper address: For the delivery of all mail and packages you must use the 3241 S. Michigan Ave. address. Please do not use the RC, Indiana Ave. address for mail and packages as there is no one available to accept packages at the RC entrance. The Indiana address should only be used for food delivery.

Your mailing or shipping address should read:

> Your name
> 1st Year Student
> Illinois College of Optometry
> 3241 S. Michigan Ave.
> *#???
> Chicago, IL 60616

*do not use the words "Box #".   Please just use # or use apt #. Many times, companies like Amazon mistake Box number for PO (U.S. Post Office) Box number and that causes numerous problems getting your packages delivered.

Security

The College Security Office is staffed with active off-duty or retired Chicago Police Department officers who have had considerable experience in law enforcement. Security officers are on duty 24 hours a day every day of the year. Closed circuit TV monitors are used for surveillance of parking lots and the surrounding College property.

The Security officers have instructions to check identification of anyone on campus whenever necessary. Since Security officers may not recognize everyone, it is important that each student always wears his/her College ID badge . This will save time and trouble for all concerned and avoid possible embarrassment. If you are requested to present your identification, please cooperate with the officer because he/she is functioning in his/her capacity for your welfare and safety.

Persons carrying packages out of the building may be challenged. The Security officers have instructions to contact the administrative offices for clearance on packages or boxes going out of the building to prevent disappearance of personal articles and school equipment.

Public access to the campus is restricted to two (2) controlled entrances: the College/business entrance on Indiana Avenue and the Illinois Eye Institute entrance on Michigan Avenue. When a receptionist is not present, entrance to the campus is gained by:

- Access card (ID) which is issued to all students, staff and faculty
- Admittance by a Campus Safety Officer

The following are some suggestions of ways to reduce the possibilities of personal loss:

- Keep important items locked in a secure place
- Keep car doors locked, windows rolled up, and items in cars not visible from the outside
- Do not leave clinic equipment unattended and do not leave purses, jewelry, money, etc. on desks, in the library, in the washrooms, or in the fitness center/locker rooms
- Personal items (unless properly secured) should not be left overnight at the College
- Be aware of your surroundings
- The possession, storage or use of any firearm or other weapon on campus is strictly prohibited
- Under extraordinary circumstances, it may be necessary for the College to conduct a reasonable search of a student's locker, RC room or other campus facilities.

For your welfare and protection, anything or anyone of a suspicious nature on the College premises should immediately be reported to Campus Security (x7633) or a member of the ICO or IEI Administration or a faculty member. In the Residential Complex, report anything suspicious to Security or a Resident Assistant. Students should not hesitate to call College Security or the city police (via 911) when the occasion seems to warrant this action. In such cases, give full information and follow instructions given.

Campus Security and Fire Safety Report

Infractions, crimes and other information must be documented according to the Uniform Crimes Reporting System (UCR) as dictated by law. Statistics and records of all campus safety activities are compiled monthly and forwarded to the College administration in a timely manner. The annual ICO Campus Security and Fire Safety Report is available online and printed copies are available from the Student Affairs Office.

ICO Student Courtesy Escort Van

From dusk until 12:15 am, students can request shuttle transportation within our service boundaries, seven days a week:

- West to Halsted
- East to Martin Luther King Drive
- North to Roosevelt
- South to 35th Street

Students need to contact Security (x7633) to request transportation within the service boundaries. Each student must swipe their ID card prior to entering the van.

Student Health

Healthcare Options

While there is not a primary care provider on campus, there are several nearby convenient care clinics.

- Walgreen's at 35th Street and Martin Luther King Drive has an Advocate Clinic.
- Rush South Loop Convenient Care
- South Loop Immediate Care
- Michigan Avenue Immediate Care

The clinics listed are not endorsed by the College, nor should one assume the clinics provide care without charge.

Health Insurance

The Illinois College of Optometry strongly recommends that each student maintain a quality accident and health insurance policy. Students should investigate whether they are still covered by health insurance policies of their parents. With recent changes to health care, a student's eligibility under parents' plans has been expanded.

Chapter 5 – Policies & Regulations

Functional Guidelines for Didactic and Clinical Optometric Education

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

Revised: March 31, 2009

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

Applicants 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 applying. Current ICO students with questions should meet with the Assistant Dean for Student Success.

Americans with Disabilities Act Compliance & Functional Guidelines

The Illinois College of Optometry is committed to providing a supportive and accessible educational environment for students with disabilities. The College recognizes its legal and ethical responsibilities to comply with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504). The College will provide reasonable and appropriate accommodations for qualified students for whom a disability substantially limits one or more major life activities. Inquiries about and requests for accommodation should be made to the Assistant Dean for Student Success.

It is the student's responsibility to request accommodation by completing the "Request for Accommodation" form and provide documentation of his or her disability. The College has established guidelines to assist students in obtaining the appropriate documentation.

Student Accommodations / Disability Services - Documentation Guidelines

ICO requires students to provide the following documentation by a licensed professional before providing accommodations:

- diagnosis of condition
- definition of the functional limitations the student will experience in an academic and/or clinical environment
- recommendation for reasonable accommodations

Such documentation assists the Student Success Center in providing the most appropriate and reasonable accommodations and support.

The documentation provided by the student is considered confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).

In order to assist the student, the following information is provided by disability type(s).

Psychological Conditions

Students must provide recent documentation prepared by a licensed mental health professional detailing the current diagnosis of a disabling condition and the impact that such condition will have on the student's academic activities. This documentation should address:

- Current diagnosis that meets DSM-5 criteria or otherwise demonstrates functional impact.
- Clear evidence and documentation indicating relevant symptoms across multiple settings, which may include impact on academic, social, or vocational functioning.

In lieu of the above documentation, licensed mental health professionals can access and complete our Verification of Psychological Disability form on the student's behalf.

Medical or Physical Conditions

Students with medical or physical conditions must provide documentation of the condition and the resulting functional limitations. Such documentation must be prepared by a qualified professional and should be current. The professional who prepares this documentation should include the following information:

- Documentation of current diagnosis that demonstrates functional impact
- Clear evidence and documentation indicating relevant symptoms, which may include impact on academic, social, or vocational functioning
- History, severity, and approximate duration of disorder
- Additional recommendations that may assist SDS in determining appropriate accommodations

In lieu of the above documentation, licensed medical professionals can access and complete our Verification of Physical Disability form on the student's behalf.

Learning Disabilities

Typical documentation for learning disabilities should include an educational or psychological evaluation report that was completed using adult norms. Current documentation is always required so we can best determine reasonable accommodations and support. Diagnostic reports should be completed by qualified professionals, and it is preferred that they include the following minimum requirements:

- A clear explanation of the diagnosis and/or functional impacts, which may include previously utilized accommodations or interventions (and their effectiveness)
- Scores from the tests administered
- Recommendations and rationale for reasonable academic and/or clinical accommodations

Attention Deficit / Hyperactivity Disorder

Student Disability Services is in the best position to assist with determination of accommodations and services when students requesting accommodations for AD/HD submit documents containing the following information:

- Documentation of current diagnosis that meet DSM-5 criteria or otherwise demonstrates functional impact.
- Clear evidence and documentation indicating relevant symptoms across multiple settings, which may include impact on academic, social, or vocational functioning.

In lieu of the above documentation, licensed mental health professionals can access and complete our Verification of ADHD form on the student's behalf.

Autism Spectrum Disorder

Students with autism spectrum disorder must provide recent documentation prepared by a licensed mental health professional detailing the current diagnosis of autism spectrum disorder and the impact that this condition will have on the student's daily activities. This documentation should address:

- Current diagnosis that meets DSM-5 criteria or otherwise demonstrates functional impact.
- Clear evidence and documentation indicating relevant symptoms across multiple settings, which may include impact on academic, social, or vocational functioning.

In lieu of the above documentation, licensed mental health professionals can access and complete our Verification of Autism Spectrum Disorder form on the student's behalf.

ADA Accommodations for NBEO

(We make all efforts to have accurate information about NBEO in this guide, however; NBEO information is subject to change and students should consult Optometry.org for the most current information possible.)

In accordance with their guidelines, the National Board will provide reasonable accommodations for all <u>qualified</u> candidates for any NBEO examinations. Disabilities are more readily accommodated for NBEO written examinations. Part III CSE candidates with disabilities are accommodated when it is possible to do so without sacrificing the integrity and purpose of the Clinical Skills Examination, which by its very essence is a TIMED SKILLS ASSESSMENT. A diagnosis of **ADA-eligible** or **non-ADA-type** impairment by itself is not sufficient to warrant testing accommodations. There must also be compelling evidence that there is a substantial limitation in a major life activity when compared with the average person in the general population. The need for test accommodations must be adequately justified in all cases.

In addition, the Board requires you to submit documentation prior to each exam and there is no guarantee you will automatically receive special accommodation for each exam. Up-to-date information can be obtained at <u>http://www.optomety.org/disability.cfm</u>.

Service and Emotional Support Animals

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), and the Fair Housing Act (FHA), Illinois College of Optometry seeks to accommodate persons with disabilities requiring the assistance of a qualified service or therapy animal. Students should make requests regarding service or therapy animals to the Assistant Dean for Student Success, Illinois College of Optometry, at least 30 days prior to the start of the academic year for which the request is being made. Determinations will be made on a case by case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. Where it is not readily apparent an animal is a service animal as defined by ADA, or an assistance animal under the FHA, ICO's will require sufficient documentation to determine whether the animal qualifies. This process may include additional conversations between the College and the requesting student.

Definitions: Service Animal
Under ADA, a public accommodation shall modify policies, practices, or procedures to permit the use of **service animals** by an individual with a disability. ADA defines a service animal as a dog individually trained to work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether trained or untrained, are not considered services animals (with the exception of miniature horses). The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting during a seizure, alerting to the presence of allergens, and preventing or interrupting impulsive or destructive behaviors.

Documentation and Inquiries regarding Service Animals: The College can make the following inquiries to determine whether an animal qualifies as a service animal:

- Is the animal required because of a disability?
- What work or tasks has the animal been trained to perform?

When it is not readily apparent the individual has a disability or an animal is a service animal, the College will require the student to submit documentation from the treating health care provider (appropriately certified) with the following information in order to decide:

- the individual has a disability for which the animal is necessary
- how the animal assists the person, including whether the animal has undergone any training
- the relationship between the disability and the assistance the animal provides

Responsibilities of the Student with the Service Animal: The service animal must be under the control of its handler. A harness, leash, or other tether must be used unless the handler is unable because of the disability to use a harness, leash, or other tether, or if the use of a harness, leash, or other tether interferes with the service animal's safe, effective performance of the work or task.   In such cases, the service animal must remain under the student's control, such as voice control.

The student must provide care and supervision of the service animal. The College is not responsible for the animals' care or supervision. All students are responsible to clean up after and properly dispose of their animal's feces while on campus.

The animal must not be placed in a location blocking access for others.

It is the handler's responsibility to ensure that the service animal is in good health, clean, free of fleas and ticks, and is always in compliance with all City of Chicago and State of Illinois laws and requirements associated with licensing, vaccinations, and other health regulations.

Exceptions: Illinois College of Optometry may ask a student with a disability to remove a service animal from the premises if the animal is out of control and the student does not take effective action to control it, or if the animal is not housebroken. If Illinois College of Optometry properly excludes a service animal, it must give the student the opportunity to obtain goods, services, and accommodations without having the service animal on college property.

Definition: Therapy/Emotional Support Animal - While only service animals are recognized under the Rehabilitation Act and ADA, the FHA provides for a broader range of therapy or emotional support animals in campus housing (the RC). A "therapy" or "emotional support" animal is an animal whose role is to provide companionship, affection, security, calming influence, emotional support, or otherwise function as part of a regimen of psychological treatment. Federal law does not give therapy animals' access to the campus as a whole. While a college or university may be required to reasonably accommodate a therapy animal in a residence hall or campus apartment, the institution is not required to allow that student to bring the animal to other areas or buildings on campus unless the animal also qualifies as service animal under ADA and section 504 of the Rehabilitation Act.

Documentation and Inquiries regarding Therapy Animals: Students requesting a therapy animal as a reasonable accommodation under FHA should submit documentation from the treating health care provider with the following information so the college can decide. This documentation must contain the following information:

1. the person has a disability

2. the animal is necessary to afford the person with a disability equal opportunity to use and enjoy the dwelling, and

3. there is an identifiable relationship or nexus between the disability and the assistance the animal provides.

Responsibilities of the Student with the Therapy Animal - As with service animals, the student is responsible for the care and supervision of the therapy animal. The college is not responsible for the animals' care or supervision. The student is responsible to clean up after and properly dispose of their animal's feces while on campus. It is the students responsibility to ensure the animal is animal is in good health, clean, free of fleas and ticks, and is at all times in compliance with all City of Chicago and State of Illinois laws and requirements associated with licensing, vaccinations, and other health regulations.

Exceptions: Illinois College of Optometry may ask an individual with a disability to remove a therapy animal from the premises if the animal is out of control and the handler does not take effective action to control it, or if the animal is not housebroken. If Illinois College of Optometry properly excludes a service animal, it must give the individual with the disability the opportunity to obtain goods, services, and accommodations without having the service animal on college property.

Alcohol, Drug Free, Non-Smoking, & Firearms

Use of Alcohol on Campus

Use of alcohol at social events sponsored by student groups on campus is prohibited without the advance written approval of the Dean of Student Affairs. This approval may be requested by completing the Facilities Request Form available from the Student Affairs Office. It is the responsibility of the student group(s) to assure that the use of alcohol at any student function is both responsible and consistent with ICO standards of safety and professionalism.

The use of alcohol is restricted to those individuals of legal age according to school policy and after obtaining appropriate authorization. Any violation of this policy will be dealt with immediately in a manner prescribed by law and/or by College policy.

Non-Smoking Policy

The Illinois College of Optometry is an institution devoted to educating people as health professionals. Accordingly, the College is a smoke-free campus. Smoking is not permitted in any part of the College, Illinois Eye Institute or Residential Complex. All smoking materials must be extinguished prior to entering the College, the Illinois Eye Institute and the Residential Complex. Ash containers are provided at major entrances.

In order to comply with the City of Chicago Ordinance, ICO's policy is as follows:

1. Smoking is not allowed in any of our garages, except for the top deck of the parking structure, at least 15 feet from the door. A "smoker outpost" is placed in the designated smoking area of the top deck only.
2. Smoking is not allowed in the courtyard between buildings.
3. Smoking is not allowed within 15 feet of any of our entrances.

Drug-Free Campus/Workplace Policy

The Illinois College of Optometry affirms its commitment to a drug-free campus. For information about the dangers of drug abuse reference "Drug Facts" or visit the National Institute of Health's drug abuse webpage. A paper copy of "Drug Facts" is also available from the Office of Student Development. Drug related issues are detrimental for ICO students in both personal and professional ways. There are specific policy violations that can impact a student's enrollment, eligibility for financial aid, as well as, future ability to be fully licensed.

The College prohibits the manufacture, distribution, dispensing, possession or use of a controlled substance by students, including those employed by the College, on the premises of the College and at any of its auxiliary clinical sites. Any violation of this policy is to be dealt with immediately in the manner prescribed by law. Each student agrees to:

- Abide by the terms of the above policy on prohibition of controlled substances.
- Notify the Dean of Student Affairs within 5 days of any conviction under any criminal drug statute for a violation occurring during enrollment at the College (including auxiliary clinical sites). Appropriate disciplinary action, up to and including dismissal, will be taken against a student who has experienced such a conviction.
- The College reserves the right to conduct searches of any student's locker or on-campus residence when there is a reasonable suspicion of the use or sale by the student of controlled substances at any time, or the consumption of alcoholic beverages while engaged in academic or clinical activities.

Suspension of Eligibility for Drug-Related Offenses

In general, a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified as follows:

If convicted of an offense involving:

The possession of a controlled substance:

- First Offense - 1 Year of ineligibility
- Second Offense - 2 years of ineligibility
- Third Offense - Indefinite ineligibility

The sale of a controlled substance:

- First Offense - 2 years of ineligibility
- Second Offense - Indefinite ineligibility

Rehabilitation - A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period determined under such paragraph if:

- The student satisfactorily completes a drug rehabilitation program
- The rehab program above includes two unannounced drug tests
- The conviction is reversed, set aside, or otherwise rendered nugatory

If you have any questions pertaining to the Federal Drug Violation penalties, you may contact the Department of Education at 1-800-433-3243.

Possession of Firearms

The possession, storing or carrying of firearms and/or other weapons deemed illegal by statute are prohibited on campus. Illinois continues to expressly prohibit the carrying of firearms on college campuses (including those by concealed carry weapons permit holders). This prohibition was reinforced again in 2013 with Public Act 098-0063.

Anti-Harassment Policy and Procedure

Harassment Prohibited. The Illinois College of Optometry fully supports the right of all people on its campus, including students, staff, faculty and visitors, to be free of harassment based on age, race, gender, skin tone, marital status, sexual orientation, religion, national origin or disability. (Harassment on the basis of any other protected status is prohibited as provided under relevant federal, state and local laws.)

However, this policy is designed not only to comply with our legal obligation, but also to create a more positive educational experience for all concerned. The appropriate resolution of any concern raised under the policy will therefore rest with ICO's administrative judgment concerning the appropriate means to prevent harassment and create a more positive environment.

Definition. Harassment may take different forms. One specific form of sexual harassment is the unwanted demand for sexual favors. Other examples of harassment would include sexually suggestive gestures or comments; derogatory statements regarding a person's sex, race, disability, religion, age or sexual orientation; jokes of a racial or ethnic nature; sexually explicit gestures or pictures; and unwanted physical contact, including touching and pinching. Any questions about whether a situation is in violation of this policy should be directed to the Title IX Coordinator and/or the Dean of Student Affairs, and questionable conduct should be avoided until your obligations are clarified. The Title IX Coordinator is the Assistant Dean for Student Success and is responsible for enforcement of ICO's anti-harassment efforts and response.

Sexual Harassment. It is against ICO policy for any staff or faculty member, student or visitor (male or female), to harass any other person by:

- Making unwelcome sexual advances or request for sexual favors a requirement for any type of grade, assignment, course participation or scholastic award, etc. or to threaten adverse consequences for rejecting such unwelcome sexual conduct.

- Engaging in unwanted verbal or physical conduct of a sexual nature, which has the effect of creating an intimidating, hostile or offensive environment for another person, whether such an effect was intended.

We expect everyone on our premises to behave in an appropriate manner for our academic environment, and not just to avoid the most extreme, unlawful actions. Therefore, some types of conduct which may be acceptable in an informal social setting would not be considered acceptable at ICO. For example, sexually explicit pictures and/or conversations may be

appropriate in private with consenting individuals, but not in public. On the other hand, sexual harassment does not include occasional compliments or voluntary relationship(s) between students or others.

Whatever form it takes - verbal, non-verbal or physical - all types of prohibited harassment are insulting and demeaning, and such conduct will not be tolerated in connection with your education here or on our campus generally. All students, faculty, staff and visitors of Illinois College of Optometry are expected to comply with this policy. We will continue appropriate preventative measures to prevent harassment and, if it does occur, take appropriate remedial measures to ensure it does not happen again.

Enforcement Procedure. If you observe conduct which you feel is prohibited by this policy or feel you have been a target of such harassment, you should clearly state your position, and any reasonable objections you make should be respected. If not, you should report the matter immediately to the Dean of Student Affairs or Assistant Dean for Student Success orally or in writing or to the Chairperson of the Professional Conduct and Ethics Committee. Delay in raising concerns often leads to more difficult situations, and we encourage you not to delay if you have concerns about harassment.

You may contact your professor or Chair or Dean. He or she is responsible for bringing such concerns to the attention of the Dean of Student Affairs or Chairperson of the Professional Conduct and Ethics Committee.

ICO will investigate the facts in as timely and discrete a manner as possible. The investigation may be done through the Professional Conduct and Ethics Committee otherwise, depending on the circumstances. We may consult with outside experts to help gather the relevant facts, and normally will confer with the people involved and any named or apparent witnesses. No one will be subject to retaliation for bringing good faith concerns to our attention or for assisting in an investigation. All students, staff, faculty and visitors will be expected and required to cooperate truthfully and completely in this process.

Consequences. If the investigation reveals that harassment has occurred, we will take action to stop the harassment promptly and to prevent it from happening again. Depending upon the seriousness of the misconduct and the surrounding circumstances, including whether the conduct was intentional and/or repeated, the consequences of violating this policy may include dismissal from the College, suspension, disciplinary probation, or other appropriate action in the judgment of the Professional Conduct and Ethics Committee or the Dean of Student Affairs.

Campus Conduct Policy

ICO seeks to create an environment where the greatest academic potential of students and professional potential of employees can be reached. Toward that end, ICO values a community atmosphere that is free from all forms of discrimination and harassment, and will endeavor to prevent discrimination based on race, color, gender, sexual orientation, national origin, age, disability or military service. ICO prohibits conduct which prevents free academic interaction and opportunities, or which creates an intimidating, hostile or offensive study or work environment.

Sexual harassment and racial harassment have been held to constitute a form of discrimination that is prohibited by Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1977. Other types of harassment or discrimination (age, religious, national origin, disability or other protected status) are prohibited by applicable state and federal law.

Illinois College of Optometry is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct based on sex, which includes sexual orientation and gender-related identity and expression. It is the policy of the College that no employee, student or other members of the College community shall be subject to sexual discrimination, harassment or misconduct. This Policy applies to students, employees, appointees, or third parties, whenever the misconduct occurs:

1. On College property; or
2. Off College property if:
   A. The conduct was in connection with a College or College-recognized program or activity; or
   B. The conduct may have the effect of creating a hostile environment for a member of the College community.

The College designates our Title IX Coordinator and team to ensure adherence to the policy and promote a respectful College environment free of sexual discrimination, harassment and misconduct.

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. No one will be subject to retaliation for bringing good faith concerns to our attention or for assisting in an investigation, even when coming forward identifies the reporter of having been at an event where College policies governing alcohol or drug use may have been violated.

ICO (under the oversight of the Title IX Coordinator) will maintain and publish procedures implementing this policy on the College's publicly available Campus Conduct website, as well as in other formats useful to a variety of College audiences. These sources contain information that includes but is not limited to:

- Definitions of prohibited conduct;
- Responsibilities of and contact information for ICO's Title IX Coordinators;
- Options for assistance following an incident of sexual discrimination, harassment and/or misconduct;
- Procedures for reporting and confidentially disclosing sexual discrimination, harassment and/or misconduct;
- Complaint investigation, resolution, and appeal procedures;
- Prevention and education programming provided to College students;
- Training and education provided to employees, including the Title IX Coordinator, Department of Human Resources, Campus Security, responsible employees, and anyone involved in responding to, investigating or adjudicating sexual discrimination, harassment and misconduct incidents; and
- Any other relevant information as required by federal and state law.

Comprehensive information about the College's disciplinary procedures can be found in the Student Guide and in the Employee Handbook, both of which can be found online on my.ico.edu. ICO maintains a compliance program, including a reporting mechanism as one way of communicating to employees and external parties that we are committed to compliance with all applicable laws, standards and regulations. A compliance program is also a way of organizing policies and compliance information in order to facilitate the understanding of what can sometimes be overwhelming and confusing information.   The Compliance Office maintains a confidential message line at 312.949.7225 that can be utilized to report any compliance related concerns or matters. This line provides allows for confidential and anonymous reporting and does not track caller id information.

There may also be behaviors (such as an isolated inappropriate comment) that are offensive or cause discomfort but do not constitute a policy violation or warrant disciplinary action by the College; In these situations, the College can still provide supportive resources and avenues for feedback and education.

The Title IX Team

ICO has designated the following individuals as part of the Title IX Team.

- Title IX Coordinator: Beth Karmis, Sr. Director for Student Development, 312-949-7415, Office 2721
- Deputy Title IX Coordinators:
    - Laura Rounce, VP for Administration, 312-949-7040, Office 2533
    - Milissa Bartold, Sr. Director of Enrollment Management Technology, 312-949-7440, Office 2125
    - Michael Butz, Sr. Director of Compliance, Risk Mgmt. & Quality Improvement, 312-949-7311, Office 1213
    - Maritza Lopez, Director of Human Resources, 312-949-7043, Office 2534

Behavior Intervention Team

ICO has assembled a Behavior Intervention Team that will serve as a hearing panel when allegations of violations of the Campus Conduct Policy arise. This team will utilize the information gathered during the complaint and investigation processes and conduct a hearing to determine if the evidence points to a finding that it is more likely than not (preponderance of evidence) that a violation of the Campus Conduct Policy has occurred.

Should the Behavior Intervention Team find that a policy violation has occurred, they will make recommendations to the Dean of Student Affairs (when the accused is a student) or the Vice President for Administration (when the accused is an employee) as to how to remediate the violation of the policy and what disciplinary measures are appropriate to the situation.

The Behavior Intervention Team will notify both the complainant and the respondent of the outcome of the hearing.   Should either party wish to appeal, they must do so in writing within 5 business days of the notification of the outcome.   Grounds for an appeal are limited to requests to hear new evidence that was unavailable at the start of the hearing; appeals of failure to follow outlined hearing procedures and if the severity of the disciplinary sanction is thought to be

excessive considering the allegation.   Appeals should be addressed to the Dean of Student Affairs who will determine if there are enough grounds for an appeal. In general, Appeals will be returned to the Behavior Intervention Team for reconsideration with final review by the Dean of Students.   Appeal decisions are considered final.

It should be noted that some conduct governed by this policy may also result in a criminal complaint. The College will provide appropriate support to local law enforcement. Criminal complaints are beyond the jurisdiction of the College and will be referred to appropriate law enforcement. The College will act on violations of the Campus Conduct Policy regardless of whether criminal charges are filed.

The full policy and procedure governing ICO's Campus Conduct (Title IX) Policy is available on https://my.ico.edu/title-ix

Computers and Networks

The Illinois College of Optometry (ICO) provides a wide variety of computing and networking resources to all qualified members of the College community. Access to computers, computing systems and networks owned by ICO imposes certain responsibilities and obligations to the user. The user is then subject to policies and codes, and local, state and federal laws. All users of these resources must comply with specific policies and guidelines governing their use and act responsibly while using shared computing and network resources including wireless. The purpose of this policy is to promote the efficient, ethical and lawful use of the ICO's computer and network resources.

This policy applies to all users of ICO computing and network resources, whether initiated from a computer and/or network device located on or off campus; it applies to students, employees, contractors, vendors, etc.

Individuals using computer resources belonging to ICO must act in a responsible manner, in compliance with local, state and federal law and College policies, and with respect for the rights of others using a shared resource. The right of free expression and academic inquiry is tempered by the rights of others to privacy; freedom from intimidation or harassment; protection of intellectual property; ownership of data; and security of information.

Violations of this policy are subject to sanctions prescribed in, but not limited to, the following: Employee manual; IEI Policy and Procedures Manual; Student Guide; Business Affairs Office Policy and Procedure Manual or any other ICO policy.

The specific usage guidelines that follow are not intended to be comprehensive, but rather to establish and clarify the intent of this policy. Situations not defined here will inevitably arise, and they should be interpreted according to the spirit of this policy.

Each person using the ICO's computer and network resources should:

1. Take no actions that violate any ICO or IEI code of conduct, ethics policy or law. In the event of a conflict between policies, the more restrictive use policy shall govern.

2. Use security measures to protect the integrity of information, data, and systems. Users shall protect their computer systems and accounts by using strong passwords, not tampering with anti-virus software and keeping such software, as well as the operating system

and application security patches, up to date. Users are responsible for safeguarding their identification codes and passwords, and for using them only as authorized. Examples of misuse include using a computer account and/or obtaining a password that you are not authorized to use, using the campus network to gain unauthorized access to any information or computer system, and using a "sniffer" or other methods in an attempt to "crack" passwords.

3. Clearly and accurately identify one's self in electronic communications. Do not misrepresent yourself or forge anyone's identity. Concealing or masking the identity of electronic communications such as altering the source of an e-mail message by making it appear as if the message was sent by someone else is a violation of this policy.

4.   Use computer and network resources efficiently. Computing resources are finite and must be shared. Users may use the ICO's computer and network resources for incidental personal purposes, provided that such use does not (a) unreasonably interfere with the use of computing and network resources by other users, or with the ICO's operation of computing and network resources; (b) interfere with the user's employment or other obligations to ICO; or (c) violate this policy or other applicable policy or law. The College retains the right to set priorities on use of the system, and to limit recreational or personal uses when such uses could reasonably be expected to cause, directly or indirectly, strain on any computing facilities, or to interfere with research, instructional or administrative computing requirements, or to violate applicable policies or laws. You may not establish a server, personal or private network or wireless service. Examples of inappropriate use include circumventing the editor or moderator to post messages to private (closed) listservs, sending "chain letters" engaging in pyramid schemes, excessive personal audio or video streaming or engaging in unauthorized peer-to-peer file sharing. Sending "spam," defined as unsolicited "junk" e-mail sent to large numbers of people to promote products or services or inappropriate promotional or commercial postings to discussion groups or bulletin boards, is not permitted. Using e-mail to solicit for personal gain is not permitted.

5.   Do not harass or intimidate or use computer and network resources for unlawful acts. ICO, in general, cannot and does not wish to be the arbiter of content maintained, distributed or displayed by users of the ICO's computing and network resources. For example, the ICO, in general, cannot protect users from receiving e-mail they may find offensive. Using ICO computer or network resources for illegal activities, however, is strictly prohibited. Unlawful use of ICO computer and network resources can expose the individual user and ICO to damages claims, or potential criminal liability. Unlawful uses may include, but are not limited to: harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation or disability; obscenity; child pornography; threats; theft; attempting unauthorized access to data; attempting to breach security measures on any electronic communications software or system; attempting to intercept electronic communication transmissions without proper authority; and violation of intellectual property or defamation laws. Do not use computer systems to send, post, or display slanderous or defamatory messages, text, graphics, or images. By using ICO's computer and network services, each user accepts the responsibility to become informed about, and to comply with, all applicable laws and policies.

6. The use of computer resources and networks is for legitimate academic or administrative purpose. Incidental personal use is permissible to the extent that it does not violate other provisions of this policy, interfere with the performance of employee's duties, or interfere with the education of students or the care of patients at the IEI. Use of your computer account or the network for commercial activities that are not approved by appropriate supervisory personnel consistent with applicable policy or for personal financial gain (except as permitted under applicable academic policies and approved) is prohibited. Examples of

prohibited uses include using your computer account for engaging in unauthorized consulting services, software development, advertising products/services, and/or other private commercial activity.

7. Respect copyright and intellectual-property rights. Users must adhere to the U.S. Copyright Act. Any form of original expression fixed in a tangible medium is subject to copyright, even if there is no copyright notice. Examples include music, movies, graphics, text, photographs, artwork and software, distributed in any media -- including on-line. The use of a copyrighted work (such as copying, downloading, file sharing, distribution, public performance, etc.) requires either (a) the copyright owner's permission, or (b) an exemption under the Copyright Act. The law also makes it unlawful to circumvent technological measures used by copyright owners to protect their works.   Copyright infringement exposes the user, and possibly ICO, to heavy fines and potential criminal liability. Therefore, without limitation of other possible sanctions, ICO may refuse, suspend and/or terminate computer and network access, with respect to any user who violates the copyright law, or who uses ICO computer or network resources contrary to the terms of ICO software or database license agreements.

United States Copyright Office (*http://www.loc.gov/copyright*)
Copyright and Fair Use *(http://fairuse.stanford.edu/)*

8. **Respect ICO property.** Misuse of ICO property includes, but is not limited to, theft or damage of equipment or software, knowingly running or installing computer viruses or password cracking programs, attempting to circumvent installed data protection methods that are designed and constructed to provide secure data and information, or in any way attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any campus network or computer system.

9. Make only appropriate use of data to which you have access. Authorized ICO personnel (e.g. system, network and database administrators, among others) may have access to data beyond what is generally available. Privileged access to data may only be used in a way consistent with applicable laws, ICO policies, and accepted standards of professional conduct. Those who have access to databases that include personal information shall respect individual privacy and confidentiality, consistent with applicable laws (including but not limited to HIPPA), and ICO policies regarding the collection, use and disclosure of personal information. Users should be aware however that state laws and ICO policies, guidelines and regulations may prevent the protection of certain aspects of individual privacy. Both the nature of electronic communications and the public character of the ICO's business make certain uses less private than users may anticipate. For example, in certain circumstances, ICO may permit the inspection, monitoring or disclosure of e-mail, consistent with applicable laws such as the PATRIOT Act, etc.

10. Respect and adhere to other departmental/college/Internet Service Provider's acceptable use policies. When using an ICO computer system and/or network to connect to a non-ICO system or network, adhere to the prevailing policies governing that system or network. This does not in any way release your obligation to abide by the established policies governing the use of ICO computer systems and networks.

Recourse for Misuse and/or Non-Compliance

The policies in this document include action steps to be taken to determine whether an individual has, in fact, misused ICO computing and/or network resources. Protections of the rights of individuals accused of policy violations afforded by those policies also apply.

Users who misuse ICO computing and network resources or who fail to comply with the ICO usage policies, regulations and guidelines are subject to one or more of the following consequences:

- Temporary deactivation of computer/network access
- Permanent deactivation of computer/network access
- Disciplinary actions taken by the department head, Student Affairs Office, etc. up to and including expulsion or termination of employment
- Subpoena of data files
- Legal prosecution under applicable Federal and State laws
- Possible penalties under the law, including fines and imprisonment
- Restitution to ICO of any costs or fines

Violations, complaints and questions should be reported to the ICO Information Systems Security Officer at x7512 or Director of Compliance and Quality Improvement at x7311.

Use of the ICO LMS (Learning Management System)

The Illinois College of Optometry provides a Learning Management System (LMS) primarily for the use of registered students. The URL for these resources is: https://sakai.ico.edu.

The purpose of these systems is to give students access to their personal and academic information from on-campus or off-campus locations. Use of an internet browser is needed for this access.

All students will have a login id and user password. This login is necessary to access personal, biographic, academic and financial information. As with any personal data, your id and password should not be shared with anyone.

As a student, you have rights to access data provided by ICO. The content you access is owned by the creator of such content. You do not have a right to distribute or describe this content as your own.

While we strive to maintain 24 X7 access to these systems, periodic shutdowns, scheduled or not, may occur at any time. We will try to provide advance warning whenever possible of system downtime.

Uses of the LMS not specifically stated here are governed by the Acceptable use of Computers and Networks Policy.

Concerns & Record of Student Complaints

The Student Association President and Class Representatives meet regularly with the Dean of Student Affairs to discuss student concerns. Individual problems of a personal nature should also be brought to the Dean of Student Affairs or the Assistant Dean for Student Success.

Students who are having trouble in a course, a patient care activity or who feel that they have a valid concern over the evaluation of their performance in a particular course or patient care activity are to follow the following protocol:

1. Arrange a meeting to discuss the concern with the instructor(s) responsible for the specific performance assessment.
2. Subsequent to this discussion, if the student is dissatisfied with the resolution, they may appeal the action by:

   a. If the concern pertains to a course, the student should meet with the Assistant Dean for Didactic Education who may elect to include the course instructor(s) in the discussion in order to facilitate resolution of the individual student's concern. In the event the situation is still unresolved, the Associate Dean for Academic Affairs should be consulted.

   b. If the concern pertains to a patient care activity, the student should arrange a meeting with the Service Chief or Educational Coordinator in the involved clinical area. If the student is dissatisfied with the outcome of this meeting, he or she should schedule a meeting with the Assistant Dean for IEI Patient Care Education. The student should understand that at each level the faculty administrator may at his/her discretion elect to include in meetings those faculty members who have already attempted to resolve the student's specific concern.

3. If the student is dissatisfied with the resolution, they may appeal the action by arranging a meeting with the Vice President and Dean for Academic Affairs. The student must understand that, as at the previous levels, the appropriate faculty members or administrators may be consulted and/or included in the process by the Vice President and Dean for Academic Affairs. Students who have concerns over an assessment of their performance in academic or patient care activities who consult the Dean of Student Affairs or other College officials will be advised to follow the protocol as outlined above.

Institutional Record of Student Complaints

In compliance with federal regulations, the Accreditation Council on Optometric Education (ACOE) and upon recommendation of the Higher Learning Commission (HLC), a "Student Complaint Log" has been established and maintained in the Office of the Dean of Student Affairs. Any student submitting a complaint in writing to the attention of the Office of the President, Vice President and Dean for Academic Affairs and/or Dean of Student Affairs will have their complaint entered into this log and preserved for review by the Higher Learning Commission Accreditation Team. The log has been set-up such as to protect the identity of the individual making the complaint as well as other individuals involved in the facts of the complaint.

In order to be entered into the "Student Complaint Log", the student must complete the following:

1. the complaint must be addressed to either the Office of the President, Vice President and Dean for Academic Affairs and/or Dean of Student Affairs

2. the complaint must be signed by the student

3. the student must indicate in writing in the complaint that they wish for it to be included within this "Student Complaint Log".

In order to track a complaint, the following information will be entered into the log:

1. the date the complaint was first formally submitted to an appropriate officer of the College (e.g. President of the College, Vice President and Dean for Academic Affairs, Dean of Student Affairs)

2. the nature of the complaint (e.g. grade dispute, harassment, etc.)

3. steps taken by the institution to resolve the complaint

4. the institution's final decision regarding the complaint, including any referral to outside agencies;

5. any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.)

In order to maintain privacy, any request to view the log by accrediting bodies will require that all names contained within logged complaints will be masked prior to inspection of the log by the accrediting body. No actual documents accrued relating to a complaint will be shared with an accrediting body without the express permission of the complainant.

The Dean of Student Affairs reserves the right to record a complaint received by other means, however, the College is only required to act upon complaints submitted through our formal procedure above.

Copyright Guidelines

What is Copyright?

Copyright is a form of protection provided by the laws of the United States to the authors or creators of "original works of authorship fixed in a tangible medium of expression." Works of authorship include literary, musical and dramatic works; pictorial, graphic, sculptural and architectural works; motion pictures and other audiovisual works and sound recordings. Materials used in connection with courses taught at ICO may be subject to copyright protection.

Fair Use

The basis of the Fair Use doctrine rests on the assumption of good faith. There are 4 considerations of good faith listed below which are used to determine whether material can be

copied **or whether printed material, motion picture media, illustrations, or photographs** can be used legally.

Consider:

- The purpose and character of the use.
- The nature of the copyrighted work.
- The amount to be reproduced.
- The economic effect of use on the potential market value of the copyrighted work.

Guidelines for Printed Material

The Fair Use guidelines for printed material allow students to make a single copy of an item for scholarly research, for teaching purposes, or for preparation to teach a course. In addition, one copy of an item may be made per student if it is used only once and by only one teacher. The copy may be reused only if written permission is received from the publisher. Tests of brevity, spontaneity, cumulative effect, and classroom use should be considered in determining Fair Use. Fair Use does not apply to consumable materials such as: worksheets, standardized tests, and lab manuals that student enter data into, etc., as consumable materials are protected. These consumable materials are *excluded* from **Fair Use**, *may not be copied and need to be purchased.*

All copies should include a notice of copyright or sources should be cited if ICO owns or licenses the content.

Guidelines for Use of Electronic and Audiovisual Material

Electronic and Internet Use, Copying and Downloads

Material published to, and downloaded from, the Internet is usually protected by copyright laws and is subject to the same **Fair Use** guidelines as other copyrightable works. The following guidelines should be followed:

- Anything posted on the Internet **should be** considered published and under copyright protection.

- A posting may be copyrighted, even if a copyright notice is NOT included in the posting.

- In like manner, **you may not post** a previously published article, poem, etc. on a bulletin or web page without citing it. This constitutes publishing a previously copyrighted work without permission.

- To share an electronic resource for clubs or other reason, it is legal to send the link to the item in an email. It is not legal to attach the document and send it to multiple email accounts without permission of the copyright owner or without citing it if ICO owns or licenses the content.

- Knowingly writing, copying, coding, compiling, storing, deliberately transmitting or transferring malicious software codes to include viruses, worms, and macro viruses that may damage hardware or software by sending it over the Internet is against the law.

- Recorded lectures which may contain copyrighted material are only for the use of students enrolled in the associated course for purposes associated with that course and may not be retained or further disseminated."

- Movies and videos are copyrighted and should not be downloaded without paying the copyright fee. An exception is if ICO has purchased or licensed that content.

Digital Images

Examples of digital images include the following:

- Images that represent a particular pixel or part of the image.
- Graphics are encoded equations and/or algorithms which represent lines and curves.

Digital images of previously copyrighted visual materials may be used as follows:

ICO Students

- Students may use digital images in an academic course assignment such as a term paper, thesis or in fulfillment of graduation requirements. Citations and/or attributions are needed.
- Students may publicly display their academic work incorporating images in courses in which they are enrolled and during formal critiques at a non-profit educational institution. Citations and/or attributions are needed.
- Students may retain their academic work in their personal portfolios for later uses such as, college/university, graduate school and/or employment applications.

Software

Computer programs are also protected under intellectual property copyright laws. The following guidelines should be followed by ICO students:

- Non-network software **must not** be installed on networks.
- Software should NOT be lent to others, especially for illegal duplication or personal use.
- Programs **are not** to be installed on multiple computers unless expressly authorized by the license.
- The unauthorized duplication of software constitutes copyright infringement regardless of whether it is done for sale, for free distribution or for the copier's personal use, and it is NOT permitted.
- Computer programs **do not** fall within the protection of **Fair Use** guidelines since the need to copy the entire program **would not** pass the brevity test.

Multimedia Presentations

ICO students have certain **Fair Use** rights when they create multimedia projects as part of a systematic learning activity. Please note that these rights only apply to the use of materials that have been *lawfully acquired to begin with,* (purchased or licensed by ICO or permission

has been given), and only to projects that incorporate original material, such as notes or commentary.

DVDs/CDs/Videotapes

Copyrighted, prerecorded DVDs, CDs, and videotapes **may be used** for educational purposes, provided a performance meets **all** the following criteria:

- A **legal** copy of the program is used.
- The performance must take place in a classroom in a not-for-profit educational institution.
- It is shown for instruction.
- It is used as part of a face-to-face teaching activity.
- It is used for instruction and **not** as a reward, entertainment, nor extra-curricular activity.

Sound Recordings

All forms of copyrighted sound recordings, (records, cassettes, soundtracks and CDs), are subject to the same criteria as other forms of audiovisual materials. ICO Staff may take advantage of the educational exceptions to the public performance regulations. The following must be considered:

- You must be using the recording in a face-to-face classroom instructional situation, led by a teacher or student using a **legally acquired** sound recording.
- Sound recordings **may not** be duplicated, even for archival purposes, unless they have been **purchased with duplication rights.**
- **Additional** copyright clearance requests must be submitted for the music, the lyrics and the performance for use in school situations.
- Transferring a sound recording from one format to another is prohibited (i.e. making a cassette from a CD).
- Downloading music without payment of a copyright or licensing fee is illegal.

Public Domain Works and Other Works Not Protected by Copyright

Copyright extends to "original works of authorship" that are embodied in some fixed form. This could mean anything from a photograph to a lesson plan to a digital image stored on a computer's hard drive. At the same time, there are some items that are *not* covered by copyright protection. Copyright protection does not extend to the following:

- Works such as improvisational speeches and choreographic works that have not been fixed in a tangible form of expression.
- Titles, names, short phrases and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering or coloring; listings of ingredients or contents.
- Ideas, procedures, methods, systems, processes, concepts, principles, discoveries or devices. NOTE: A description, explanation or illustration of any of these might still be copyrightable.
- Works that consist *entirely* of information that is common property and contain no original authorship (i.e. standard calendars or height and weight charts).
- Works created by the United States Government.

- "Public Domain" works for which copyright protection has expired. Today, copyright protection is expired on works that were published prior to the year 1923.
- "Public Domain" protection also lasts for the life of the author plus 70 years; or for anonymous or pseudonymous works, the shorter of 95 years from publication, or 120 years from creation. For works published before 1978, copyright protection lasted 28 years and could generally be extended to a total of 75 years, an extension which has since been made automatic for many works and increased to 95 years as well. Since 2003, unpublished works of authors who died 70 years before will enter the public domain.

Creative Commons

Creative Commons is a vehicle that allows copyright holders to share their works. It is not a substitute for copyright, but rather, is a licensing model that works in tandem with existing copyright laws. Creative Commons was developed to facilitate the exchange and sharing of ideas and creative content without the need to directly seek the copyright holder's permission to do so. When copyright holders identify their works as part of the Creative Commons network, they are relinquishing part of their right to their works while reserving others**.**

There are six possible ways in which a copyright holder can release some of their rights to their works while reserving others. The common denominator between all licenses is the provision of credit to the original copyright holder. The Creative Commons logo is displayed in works that use any of the Creative Commons licenses.

Citing Copyrighted Sources

Respect the Rights of the Authors!

ICO students are reminded to cite their sources and display the copyright notice and copyright ownership information (if applicable) as it is shown in the original source. This includes all works incorporated as part of the educational multimedia projects they prepare, including those prepared under **Fair Use.** In order to appropriately credit the source, ICO students must do the following:

- Adequately identify (cite) the source of the work, giving full bibliographic description when available, including author, title, publisher and place of publication.   ICO uses the APA format.
- Copyright ownership information should include the copyright notice, year of the first publication and name of the copyright holder.
- The credit and copyright notice information may be combined and shown in a separate section of any educational multimedia project.
- Images incorporated into a project **must** be cited or have the copyright notice and the name of the creator of the image incorporated **into** the image when available.
- Credit and copyright notice information is considered "incorporated" if it is attached to the image file and appears on the screen when the image is viewed.

When and How to Obtain Permission

By weighing the four (4) factors of the **Fair Use** guidelines, (see "Fair Use" section above) ICO students may be able to determine use exceeding the limitations. If there is any question of

infringement, **OBTAIN PERMISSION!** In some cases, the publisher may require a fee or royalties. In these instances, ICO students should consult with their direct supervisors/division heads or with Library staff members.

Summary

1. The need for educational resources never justifies violating copyright laws.
2. ICO students **may not** copy or download in order to avoid the purchase of books, reprints, music, periodicals, software or media, etc.
3. ICO students **may not** be directed to make illegal copies or to violate copyright laws on behalf of a faculty member or higher authorities.
4. ICO students **may not** make copies of copyrighted originals owned by other schools, unless expressed written permission to do so is granted.
5. Copyright law is not static. Older guidelines are always subject to revision and new guidelines will gradually win acceptance. As new or revised guidelines are introduced, ICO will review their applicability, revise this section of the Student Guide as needed, and inform its administrators, faculty, staff and students of any changes.

Penalties for Copyright Infringement

Summary of Civil and Criminal Penalties for Violation of Federal copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed or not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Discount for Optometric Care

	Professional Fees	Glasses	Contacts
ICO Employees, ICO Students, Current and Emeritus Board Members	Waived***	40% reduction**	10% reduction**
Spouse and Children of the above group	Waived***	40% reduction**	10% reduction**

Other Family Members* of employees, Current and Emeritus Board Members	40% reduction***	20% reduction**	10% reduction**
Other Family Members* of ICO Students	Waived***	20% reduction**	10% reduction**
All Other Relatives	No Reduction	No Reduction	No Reduction

* Other family includes parents, parents-in-law, brothers, sisters, grandparents and grandchildren.

** Reduction is not available with coupons, discounted items, sale items, promotional offers or insurance programs.

The purchase of eyeglasses and contact lenses requires a non-refundable deposit of 50% of the total cost of the materials prior to the materials being ordered. The balance is due in full prior to the release of any materials.

Employees have the option of payroll repayment over a maximum of 6 pay periods. Students may apply the charges to their student account. This is processed by the completion of an authorization form that is available from the cashier window in the IEI.

Please note; there are independent care providers working within the Illinois Eye Institute (for instance, the Ophthalmologists in the Advanced Ophthalmic Care Service). The professional fees for their services are not necessarily waived or reduced for ICO and IEI affiliated staff, students, board members or family members. The billing policies for these providers should be explained to all patients as appointments are set.

***Vision or Medical insurance plans we accept will be billed. Non covered charges or absence of insurance will be waived or reduced as indicated.

Dress Code

When in the main College building, students should dress in a manner becoming a professional student. Each student is expected to observe good taste in the choice of clothing worn and to practice habits of hygiene, neatness and good grooming. Faculty may refuse admittance to classroom, laboratory or clinical sessions to any student deemed inappropriately dressed or groomed. A specific dress code is required in clinic. At no time and under no circumstances are students permitted in clinical areas without proper attire.

Educational Contact Lens Program

The program is designed to enhance the fitting experience of interns and residents.

Educational lens fittings may only be scheduled during student patient care sessions.

The program runs from June 1st to April 1st each year. Fittings are not accepted past April 1st. All orders must be placed by April 15th to be considered for a given academic year.

Students may place one order of soft and/or one order of rigid lenses each academic year. The lens choices will be based on the patient's needs and both ICO and individual company policies as listed below. The maximum soft lens supply is one box per eye.

Participants must undergo an annual fitting and an evaluation of the latest options for their refractive status and ocular physiology. A different product must be evaluated each year. Participation is voluntary and lens selection is at the discretion of the examining intern and attending.

Educational lenses are non-transferable, non-returnable, and non-refundable.

There is a $20 processing fee to participate. There is a $100 fee for orthoK or paragon product.

An additional $8 charge will be added if lenses need to be mailed to students.

All educational lens orders are subject to the approval of the CCCE Chief or his/her designate.

Orders are processed weekly and participants should allow 3 weeks for delivery. This program may be modified or revoked at any time.

Emergencies

To place an emergency call, dial 911 from any campus phone. All campus phones provide emergency information to the local 911 Emergency Center as well as the ICO Security Office. This provides faster response times to the calling location and access for emergency personnel to secured areas of the campus. Personal cell phones should only be used if you are unable to access a campus phone. The Officer will complete an incident report which will be filed in the Security Office and forwarded to the Dean of Student Affairs.

An injured individual is to decide whether he/she would like an ambulance to be called. If he/she is unconscious, then Campus Security will arrange for an ambulance. College employees may not drive a student, patient or staff member to a doctor or hospital.

Emergency Notification Technology

The Illinois College of Optometry utilizes mass notification technology which can send out a message via email, text and/or multiple phone contacts to all students, faculty and staff of the College in the event of an emergency. Additionally, the College's phone system can be activated to immediately broadcast audible and visual text messages to all phones throughout the campus. ICO maintains pre-written emergency notification messages for multiple possible scenarios. We are also able to customize a message as needed before sending. These processes can be initiated with a single phone call to the Vice President for Administration, the Director of Compliance and Quality Improvement and/or the Security Department. Additionally, these processes can be initiated by using a mobile device application.

The Vice President for Administration, the Director of Compliance and Quality Improvement and/or the Security Department are notified of an event requiring the use of mass notification technology. Anyone can contact the Campus Security office to notify of a possible emergent situation. Campus Security will verify the situation and respond accordingly, which may or may not include contacting the Vice President for Administration or the Director of Compliance and Quality Improvement to trigger the mass notification system. Additionally, Campus Security will notify the Chicago Police and/or Fire Departments to enlist professional emergency service assistance and alert other members of the greater community.

The emergency notification system is tested twice annually. Each test includes a sent message and a tracking mechanism to identify who may have been missed and how long messages take to be delivered. We work with the vendor to enhance the service when issues are identified.

Titles of individuals involved in emergency preparedness and response:

- Vice President for Administration
- Director of Campus Security
- Director of Facilities
- Senior Director of Compliance and Quality Improvement

ICO Missing Student Policy

Each ICO student residing on or off-campus may identify to the College an individual to be contacted by the College if the student is determined to be missing, in accordance with this policy.

A student is determined to be missing when a report comes to the attention of the College and the College determines the report to be credible. College officials receiving a missing person's report relating to a student are required to notify the ICO Campus Security immediately to investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus. If such a determination is made, the College will notify appropriate law enforcement agencies not later than 24 hours after the time a student is determined to be missing, or immediately if circumstances of criminality or safety are determined to be involved.

Within 24 hours of a determination that a student is missing, the Dean of Student Affairs' office will notify that student's emergency contact, as provided to the Registrar.

ICO policies are subject to revision without prior notice and when mandated by the Federal Higher Education Opportunity Act, Section 485(j) [20 U.S.C. 1092j] as it pertains to missing person procedures.

Policy for Response to Fire and Explosions/Evacuation

Purpose - To provide a safe environment for patients, students, staff and others and to decrease the chance of injury or loss of life in the case of fire or explosion.

What to do in case of fire and/or explosion - A fire is considered to be any uncontrolled flame and/or smoke. When in doubt, respond as if a fire exists. "R A C E R" is the acronym used to represent the fire plan and describe the response to fire, smoke or activation of the fire alarm.

R = Rescue - rescue people from fire/smoke

A = Alarm - pull the nearest fire alarm

C = Contain - close the fire doors in order to contain the fire/smoke

E = Extinguish - extinguish the fire if you are near the point of origin and it is safe to try to do so

R = Relocate - relocate people out of the building through the nearest exit

Notification of a fire or explosion may be by sounding of the fire alarm or by the announcement of "code red" over the PA system. If an employee is in the building when the alarm code is activated, he/she should follow the RACER and department specific plans where applicable. Every person should familiarize themselves with the nearest exit. You should assume that you will not be returning to the area, so take your purse, keys, coat or other necessary items only if they are easily accessible and will not interfere with your abilities to leave the building quickly. The senior level person present should take the responsibility of ensuring all patients, students or employees in the area leave the building (e.g. the professor in the classroom or laboratory, the attending doctor in an examination area). Every effort should be made to close doors, especially fire doors, as the last person leaves. Never use the elevators. The Chicago Fire Department will assist in removing patients or staff unable to use the stairs to leave the building. Every employee should follow any directions issued by fire department officials. Only if time permits and it appears safe to do so, search isolated areas such as restrooms.

The Security Office will serve as the communication center during a fire alarm. The Security Officer on duty should remain at the entrance of the building to guide fire officials to the site of the fire and/or explosion.

If smoke and/or heat conditions are encountered while evacuating, remember to stay low to the floor and exit by the nearest door. In the event of a major fire, evacuation may have to be delayed until the fire is brought under control and/or extinguished. If this situation exists, remain calm and shield yourself from the fire. If you are unable to escape, stuff clothing, rags, etc. in or around all cracks to help keep the smoke from entering the room you are in. It is most important to try and notify someone of your location. If the telephone is out of service, try to get someone's attention by yelling or making noise. Above all, REMAIN CALM until help arrives.

EVAC –Chairs are located on the 2nd floor in the North and South stairways.

Wheelchair bound or persons with limited mobility on the upper floors should be moved to areas of relative safety within the building. These safe areas would be places away from the fire and smoke, areas separated by fire walls or fire doors and areas that facilitate rescue such as areas with windows. Persons should not be moved to any areas that may impede the evacuation of other persons from the building. These areas include:

- Outside the Security Office for fire in the IEI
- Near the north elevator on the stairwell platform in the IEI for fire in the College building
- The north or south stairwell platforms on the third floor whichever is farthest from the fire
- The east or west stairwell platform of the first, second or third floors of Brady Hall, whichever is farthest from the fire.

A member of the staff, either faculty, security or facility personnel, should inform the rescue personnel of the location of these persons.

No one should re-enter the building unless directed to do so by the Security Officer on duty. The Security Officer on duty will only allow re-entry on the orders of the Chicago Fire Department personnel in charge.

Fire Extinguishers

Fire extinguishers are provided, in accordance with NFPA 10 and City Code, throughout the institution. In order to ensure that extinguishers function properly, they are regularly inspected and receive regular maintenance. Fire extinguishers should be used by employees to extinguish a fire only if they feel it is safe to do so.

Defibrillator

Automatic External Defibrillators (AED) are in the hallway on both the 1st and 2nd floor just west of the elevator, as well as in the hallway adjacent to the gym.   Opening the AED case sounds an alarm in order to help bring assistance to the area. If you hear the alarm, please notify Security if they are not already on scene.

Fire Drills

Fire drills are conducted in patient care areas at least twice a year. Fire drills are conducted for two reasons: (1) drills allow personnel to practice how they will respond to a fire (2) drills reinforce fire safety education. A log of fire drills will be kept. This log will contain an evaluation of the performance during the alarm, transmission of an alarm, employee knowledge of the procedure and use of the fire alarm system, etc.

Policy for Response to Bomb Threats

What to do in case of a bomb threat - If you receive a threat of violence against the institution or yourself, either verbal or written, contact the Security Officer on duty immediately. Take every threat seriously.

The Security Office will serve as the communications center in the case of a bomb threat. The Chicago Police and Fire departments will be notified. The Security Officer will make the decision whether to evacuate the building. Notification of an evacuation order will be delivered using a "Code Red" announcement on the PA system or by the fire alarm. The protocol for responding to fire/explosion should then be followed.

Policy for the Response to a Spill or Leak of Hazardous Substances

Purpose - To reduce the risk of injury or loss of life in the case of leaking or spilling hazardous substances.

What to do in case of a leak or spill - If you are present when there is a spill or leak of a substance that may be harmful, you should contact the Security Office immediately.

The Security Office will be the communications center in the case of a spill or leak. The Security Officer will notify the appropriate external agencies and internal departments which may include the Chicago Police, Chicago Fire departments, campus facilities staff, etc. The Security Officer on duty will, with the advice of facilities personnel or emergency personnel, make the decision whether to evacuate the building.

Notification of an evacuation order will be made by an announcement of "Code Red" on the PA system or by the fire alarm. The protocol for responding to fire/explosion should then be followed.

Employment

The academic demands of the optometric curriculum require that a student carefully consider whether they should accept concurrent employment. When the student is unsure of the proper decision, they should discuss the matter with the Dean of Student Affairs or a faculty member, even in the instances where students have demonstrated their capacity to meet academic standards. However, the College recognizes that many students work to finance their education and will assist them when possible. Information about off campus employment is maintained by the Director of Career Development.

It is important to note that it is illegal for any student employed in a health care setting to allow the public to perceive him/her as a doctor. This constitutes practicing without a license and is subject to criminal prosecution by the respective state.

Some students have looked to private clinical practice settings for employment prior to graduation. The College does not discourage this practice provided such employment does not interfere in any way with the student's classroom or clinical performance

Students should be aware that the following practices are not only illegal and could result in charges brought against them, but also could prevent the student from obtaining state licensure in the future:

1. Holding one's self out as an optometrist, being called "doctor" in a clinical setting, or suggesting that the student has a license to practice optometry.

2. Engaging in any act which is defined as the practice of optometry without the direct supervision (i.e. actual presence) of a licensed practitioner.

Any student who is found to be engaging in the above activities will be reported to the proper authorities, along with the practitioner involved. Students will also be referred to the Professional Conduct and Ethics Committee for disciplinary action.

Any patient care assignment, whether it is associated with an academic course or a clinical rotation, must be conducted either at IEI or a specified IEI satellite site.

Fund Raising

Solicitation of funds for any purpose by students may be done only with the permission granted through the solicit funds form. of the Assistant Dean for Student Success. One of the purposes of these guidelines is to provide each student organization with the freedom to engage in traditional fund raising activities without impinging upon the ability of other College organizations to also raise funds without subjecting the campus community to a constant barrage of sales or fund raising efforts. **Organizations considering solicitation of contact lens related industries, or companies doing business with the College, must receive permission from the Chief of Cornea/Contact Lens Specialty Service.**

In order to facilitate planning, each student or student organization must submit a Facilities/Fundraising Request form and a Request for Permission to Solicit Student Funds form, approved by the Student Association President to the Assistant Dean for Student Success at least **two (2) weeks** prior to the proposed event. Schedules and requests delivered to the Assistant Dean for Student Success should describe the nature of the activity to be undertaken, whether it is a new or traditional activity, the period when it will take place, and other such

information as requested. In scheduling various activities, priority will be given to activities of student organizations which have historically been run by such organizations.

Sales activities may be conducted by student groups in hallways, classrooms or the RC only when authorized by the Assistant Dean for Student Success. Designated bulletin boards must be used to advertise events, services and materials as approved by the Assistant Dean for Student Success. Posters or other announcements are to be displayed on these bulletin boards. Any announcements not properly displayed (i.e. on doors, walls, etc.) will be removed.

Student organizations, individual students and outside organizations must obtain permission from the Student Association, and the appropriate class representatives, in order to make presentations to a class.

ICO Symbols & Use of Name

No student organization or individual student may use the College name, logo, seal or other identifying marks or symbols in any sales, fund raising or other activities without prior written approval of the Office of Communications. Organizations or individuals who wish to use such materials should apply to the Dean of Student Affairs and supply all available information concerning the proposed use.

Professional Conduct

Patient care, in all modalities, necessitates professionalism. Professionalism refers to the multitude of ways a person conducts themselves and reflects a person's character. Through the academic and clinical aspects of ICO's curriculum students will learn about and will have experiences that encourage further development of professionalism as a healthcare provider.

The College expects that students come to the program with a strong foundation for the basic constructs of professionalism. Though students are developing nuanced understanding of professionalism through the program, the College always holds students responsible to conduct themselves in a professional manner, whether they are on or off campus. While enrolled at ICO, each student is regarded as a representative of ICO.

The foundational expectations for student conduct include integrity in academic endeavors (test taking, completion of homework/assignments, writing, etc.), ethical actions and decision making in patient care, and respectful behaviors both on and off the ICO campus. Examples of breaches of conduct would activities such as cheating, plagiarism, misconduct in patient care, unlawful or destructive behavior in general, unethical or unprofessional communications such as bullying through social media, etc. Unprofessional conduct would also include action by a student to cause or attempt to cause another individual to engage in unethical conduct.

Reporting - Exceptional Professional Conduct or Unprofessional Conduct

Professional Conduct of ICO students is reviewed by the Professional Conduct and Ethics Committee (PCEC). The PCEC is composed of a minimum of three faculty members and two students (one second and one third year). The faculty are appointed by the Vice President and Dean for Academic Affairs and the student members are recommended through the Office of Student Affairs and approved by the Chair of the PCEC.

The PCEC reviews all reports related to professionalism. Any individual may make a report either of Exceptional Professional Conduct or Unprofessional Conduct to the PCEC. All reports should be made in writing using either the ICO Professionalism Reporting form or supplying a written narrative describing the incident or behavior.

Exceptional Professional Conduct reports can identify students who demonstrate through a specific incident(s) conduct or behaviors that are above and beyond expected. The PCEC welcomes reports of positive conduct and when substantiated will ensure appropriate acknowledgement.

The PCEC will act swiftly on reports of unprofessional conduct. Examples of unprofessional conduct include, but are not limited to:

1. Breaches of patient trust and confidentiality, such as violation of the Health Insurance Portability and Accountability Act of 1997 (HIPAA)

2. Cheating, plagiarism and/or unauthorized use of materials in academic or pre-clinical exercises or examinations

3. Unauthorized use of lecture and laboratory materials, lecture capture recordings or any materials deemed the intellectual property or copyrighted material of a faculty member or fellow student.

4. Misrepresentations, distortions or omissions in data or reports in research

5. Abuse, misrepresentations and other improper conduct in relation to patients or colleagues in clinical training and/or treatment settings

6. Repeated failure to meet assigned obligations in professional and clinical training programs

7. Other misconduct, misrepresentations or failures involving personal conduct which give rise to doubts about the integrity of the student in meeting the overall obligations of a professional optometric career

8. Violation of the Anti-Harassment Policy and or Campus Conduct Policy will be handled by the Behavior Intervention Team but may be referred to the PCEC.

Depending upon the nature, severity and setting of the unprofessional conduct, immediate action and notification should be made to the student (when appropriate), or if not possible or practical, brought to the proctor, course instructor, clinical faculty, Service Chief, Educational Coordinator, or Department Head. The report of unprofessional conduct should be made by the individual with direct knowledge of the incident. The report can be submitted to either the Assistant Dean for Student Success or to the Chairperson of the PCEC.

The PCEC will investigate written reports, determine whether findings necessitate a full meeting, conduct the meeting with student and recommend an official response. Official responses will vary based upon the findings and include probationary sanctions or disciplinary actions. Examples of PCEC response to unprofessional conduct complaints can include restorative assignments, suspension or in most egregious instances, dismissal from the program.

The Chair of the PCEC will notify the Assistant Dean for Student Success of the Committee's findings and recommendations at the conclusion of the Committee's work with the report. The Assistant Dean for Student Success takes the PCEC recommendations into consideration, reviews any previous student disciplinary issues and renders the final decision. The decision will be communicated to the student in a letter. The student will be directed to schedule a meeting to discuss the decision with the Assistant Dean for Student Success.

Appeal Process for Unprofessional Conduct Sanctions

A student receiving notification of Unprofessional Conduct decision has three business days from the date of the sanctioning letter to request an appeal of the decision.

Potential grounds for an appeal would include:

- Additional evidence was not available at the time of the initial meeting with the PCEC, but is now
- Procedural errors in the meeting with the PCEC
- The sanction or discipline seems out of proportion to the alleged offense

An appeal requires a letter be written and submitted to the Dean of Student Affairs (DSA) indicating the exact nature of the appeal and providing all supporting information. The DSA will objectively conduct a review of the appeal, determine whether the appeal has merit and necessitates a meeting with the student or others. It is the DSA's prerogative to determine whether others should be included in the appeal review. Appeal hearings are conducted by the DSA and the Vice President / Dean for Academic Affairs. The Chair of the PCEC will also be present to assess if new information is being presented, but he/she will not take part in the decision-making process.

In the appeal process, the DSA may uphold, modify or overturn the original decision. The student should be aware that the DSA has the authority to render a disciplinary decision that is more or less severe than the original decision. The appeal decision rendered by the DSA is considered final.

General Student Misconduct

Student misconduct that is not relating to class, laboratory or clinical activity and that does not involve a Title IX complaint may initially be addressed by the Dean of Student Affairs (DSA). Examples might include but are not limited to behavior issues in the RC, general misconduct off-campus, or personal conduct that reflects poorly on the College and/or the profession. The DSA may investigate the incident of misconduct and may confer with the Chair of the PCEC. In cases not requiring PCEC attention, the DSA may address the matter and handle administratively. The DSA may meet with and interview the student involved as well as any others that might be able to provide information about the matter. The DSA may impose discipline as indicated. The DSA may, after initial investigation, defer the incident of misconduct to the College's Behavioral Intervention Team (BIT).   The BIT adjudication process and potential appeals will be handled like Title IX complaints.

Student Board of Government and Organizations

Student Association	
	State Clubs:
Board of Directors:	Wisconsin
President	
President-Elect	
Secretary	

Treasurer	
Class Representatives (8)	**ICO Clubs and Organizations**
Immediate Past President (Ex-officio)	ABLE (All Bonding through Life and Eyes)
	AAO Student Chapter
Departments:	American Optometric Student Association – (AOSA)
Director of Health and Community Service	*American Public Health Association*
AOSA Trustee	*Armed Forces Optometric Society - AFOS*
AOSA Trustee-Elect	Black Student Union
Director of Intramural Sports	Canadian Association of Optometry Students
Director of Student Note Service	College of Visual Development - COVD
Director-Elect of Student Note Service	Concussion Legacy Foundation
Resident Complex Head Resident Assistant	*Collegiate/Education Society of the IL Optometric Association – (CESIOA)*
	Contact Lens Society - CLS
	Council on Ethics and Advancement of Professionalism
	Fellowship of Christian Optometrists - FCO
	ICO Leo Club
	Drake Tutoring Program
	ICOPro
	Low Vision Rehabilitation Club
	Multicultural Association
	Muslim Student Association
Societies:	National Optometric Student Association - NOSA
Beta Sigma Kappa	NORA – Neuro-Optometric Rehabilitation Association Student Group
Gold Key Honor Society	Ocular Nutrition Society
Tomb and Key Honor Society	Optometric Extension Program
	Personal Finance Club
	Private Practice Club
	Queer Eye
	Running Club
	Student Illinois Optometric Association
	Spanish Optometric Club
	Sports Legacy Institute Community Educators - SLICE
	*Student Volunteers in Optometric Service to Humanity - SVOSH

*This is a voluntary organization not under supervision of ICO.

Student Association

The Dean of Student Affairs (and his designee, the Assistant Dean for Student Success) supervises the activities of the Student Association (SA) and all other student organizations. Student Organizations are described on the College's website.

SA Membership

All students at ICO are automatically members of the SA. Functioning in cooperation with the College Administration, the SA considers matters concerning student welfare and governs a wide variety of student activities and publications. It makes recommendations regarding the general welfare of students, supervises class elections and all matters involving a vote of the entire student body. SA supervises and guides class officers in the administration of their duties and promotes lecture programs and social and athletic activities for the entire student body. It also serves as a liaison between students and the College through the Dean of Student Affairs.

SA Elections

The SA President is elected by school wide balloting and acts as the official representative of the student body on all matters. The Board of Directors includes representatives from every class and officers elected to perform specific functions. The President may also appoint qualified leaders from the student body to serve on committees.

Under the supervision of the SA, elections for class officers are held in the late Spring each year for the officers to serve the next academic year. Officers of the first year class are elected early in the Fall quarter. They must obtain a simple majority of the votes to retain their positions.

Academic Requirements for Officers

A grade point average of 3.0 or higher is required of all students to run for SA office and at least 2.67 to remain in any class or SA office. Also, a student may not run for or hold student office while on academic or disciplinary probation. If either occurs, the student will be suspended as an officer and the SA President will appoint an interim replacement. The suspended officer may resume his/her duties only with the permission of the Dean of Student Affairs, and only after the original reason for suspension has been corrected.

General Information

Meetings of the SA are held on a regular basis. Any student may attend such meetings, except those meetings called for closed executive session. Members of the College Administration may be invited to attend special meetings of the Student Association. Minutes of the SA meetings are posted in the student lounge and copies are distributed to each Association member, the Dean of Student Affairs, the Academic Dean and the College President.

Each class representative is responsible for communication between class members and the SA. It is his/her duty to present specific class matters to the Association. The Class Representatives are to call regular class meetings to make announcements and to discuss class concerns. Representatives are also expected to use the *ICO Insider* Student Newsletter as a vehicle for announcements and concerns. Please keep in mind the deadline for articles to be submitted is printed on the front page of the current *ICO Insider.*

Class Dues

The ICO Student Association has determined that class dues should be billed directly to student accounts as a convenience to the students. 1st, 2nd and 3rd year students will automatically be

assessed $100 class dues fee (in the Fall Quarter) which will go directly to each class' account. The quarterly dues will be applied each academic year through the Third Professional Year.

Student Organization Financial Accounts

The Illinois College of Optometry acts as a banking agent, without cost, for student organizations of the College. This removes most of the banking responsibilities from one or two individuals of the organization and possible misappropriation of organizational funds. Also, it allows the organizations to establish and maintain accounts without going off campus. The College will maintain the accounts, provide bookkeeping statements, and assist organizations with the setup of their accounts and books. The students will maintain control over the funds and authorize disbursements. All contributions to a student organization must be processed through the ICO Development Office.

Set-up:

1. All cash receipts and disbursements of student organizations at ICO are to be made through the College's Business Affairs Office. Student organizations are NOT to maintain any other bank accounts separately.

2. Students handling financial transactions must be the treasurer of the organization. (the official listing of organization reps is maintained in Student Affairs)

Receipts:

1. All proceeds from any "Blindspot" must be reported to the ICO Development Office.

2. All proceeds from organizational activities (i.e. fund raising, dues, etc.) MUST be deposited in the organization's account with the College.

3. All deposits are to be brought to the Business Affairs Office and given directly to the College Cashier. The deposits must be clearly marked using the Student Organization Deposit Form. Also, an itemized listing of all checks included in the deposit must be attached.

4. All checks must be made payable to the Illinois College of Optometry, or must be endorsed by an officer of the organization by printing the following endorsement on the back of the checks:

   Pay to the order of:
   Illinois College of Optometry
   Signature of Officer
   Title of Officer

5. Receipts for the deposits will be forwarded to the organization's officer designated to receive the reports of the account.

6. For internal student fundraisers, the organization must complete the required request for permission to solicit student funds form. This form includes the reservation for checking out the iPad credit card swipers and one-card swiper. In addition, each student organization has been provided a web page for online collections.

Disbursements:

1. All disbursements require the proper signature(s) as designated on the Student Organization Signature/Authorization form. No disbursements (except as noted below) will be made unless the proper signature(s) authorize the disbursement.

2. The College reserves the right for immediate withdrawal of any funds due directly to the College. These withdrawals include, but are not limited to, such items as photocopier and printing fees, postage, food service and bookstore charges. The withdrawals will be charged directly against the organization's account.

3. A Check Requisition form (blank forms located in the my.ico.edu website) must be completed for all disbursements that do not have a vendor invoice. The proper approvals as indicated on the Student Organization Signature/Authorization form must be signed and the organization's account number must be on the requisition or invoice, before the disbursement will be honored. The approved Check Requisition/Invoice must be given to the College's Accounts Payable Coordinator with all payment support or receipts attached. Disbursements will be made by check. All disbursements must be accompanied by receipts or similar documents supporting the amount of disbursement. Reimbursements to students or employees of the College also must have supporting documentation. For disbursements of compensation, see below.

4. The check based on the approved Check Requisition/Invoice will be written with the next College check run. No checks will be written at a different time.

5. Monthly printouts will be available to the organization treasurer upon request. This printout which will contain all the month's activities. Any disputes must be brought to the attention of the College's Accountant.

6. **ALL** disbursements for compensation to students or employees of the College will be paid via the College semi-monthly payroll. All required payroll documents **MUST** be completed prior to the payment. All compensation payments will be subject to withholding per federal and state regulations. Any questions concerning this paragraph should be brought to the Business Affairs Office.

Other Policies:

1. The officers of the student organization are held *personally* responsible for any overdrafts or outstanding bills not covered by the funds held by the College. Disbursements will be withheld if an organization's account does not contain the funds needed to make the disbursement. Short term advances can be negotiated with the Senior Director of Finance to cover disbursements at times of short cash flow.

2. Per College policy, all returned checks will be charged back to the organization's account, with a service fee of $35.00. The check will be forwarded to the treasurer of the organization. The College will **NOT** act as a collection agent.

3. Any questions on the above items should be brought to the Senior Director of Finance.

Termination of Organization

Upon the termination of a student organization, or upon the graduation of a class organization, the College will disburse any remaining funds based on the current Student Organization Signature/Authorization form. If there is no activity in a student organization's account for one year, the College reserves the right to consider the organization terminated and to disburse any remaining funds per the latest Student Organization Signature/Authorization form. If the information on the Student Organization Signature/Authorization form for the deposition of funds upon termination of the organization is not possible, the funds will be transferred to the Student Association Scholarship Fund.

Honorarium / Gifts

It is considered inappropriate for any appointed or elected student to accept honoraria or gifts from any vendor or outside organization engaging in business with the College or students in order to directly or indirectly influence student or College.