

The New England College of Optometry



Student Handbook
2006-2007

The New England College of Optometry – Student Handbook

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Quick Reference

College Closing at Beacon St. and Boylston St. Campuses: Notices of academic program closure or delay will be:

- Listed on all four major Boston television networks (local ABC, CBS, NBC & FOX)
- Listed on WBZ radio (1030 AM)
- Indicated on the College web site with a dated notation of “open” or “closed”
- E-mailed to all College student e-mails with a dated notation of “open” or “closed”

NOTE: Students with any type of clinical assignments must check with their assigned clinical sites as to their status according to the procedures in the ‘Clinical Education: Policy and Procedures Manual’.

Institutional Communication: The College uses electronic and written communications in the delivery of its educational programs and in the conduct of its business affairs. Students are responsible for assuring that they read and respond appropriately to all communications from faculty and administration.

Unexpected Absence From: Clinic even for one day must be reported in advance to the Clinical Program Department at 617-236-6243. Please refer to the ‘Clinical Education: Policy and Procedures Manual’. **Laboratory** must obtain prior approval from laboratory instructor, instructor of record or appropriate department chair if the instructor(s) are unavailable before the start of the laboratory session. **Class** for more than three days must be formally excused by the Office of Academic Affairs by calling in advance to 617-236-6260. Please refer to pages 20 through 22 for complete and other “Absence Policies and Procedures”

Bicycle Racks: Racks are located outside of 424 Beacon Street to be used at your own risk. A sturdy lock is strongly suggested.

Class Schedules: These are created and distributed via e-mail by the Office of Academic Affairs.

Off Campus Jobs: There is a listing on our website. Click on ‘current students’ and then ‘job opportunities’. Foreign students are not eligible for off campus jobs.

On Campus Work-Study, Loans and Scholarships: On campus work-study jobs are posted on the Financial Aid Office’s webpage, <http://www.neco.edu/finaid/default.aspx>, as are timesheets and other required forms. Call Joann Reed if you have questions: 617-236-6275 or e-mail reedj@neco.edu. Information about financial aid in general, scholarships, loans, applications, and the Emergency Loan can also be found at the above website or in the Financial Aid Office.

College Buildings Hours: **The buildings on Beacon Street** are open seven days a week from 6 AM to 10 PM. An ID card is necessary to enter the buildings at all times. **The second floor on 1255 Boylston Street** is open Monday through Friday from 6:45 AM to 9:00 PM, and Saturday and Sunday from 7:00 AM to 4:00 PM. An ID card will not permit access to the building outside of building use hours.

Course Materials: The Campus Store coordinates the distribution of optometric equipment and course notes. Textbooks are available at ‘Barnes and Noble’ on Commonwealth Avenue.

Deferment Forms and Enrollment Verification Letters: Please submit your Deferment Forms with your part completed and/or submit your written requests for letters verifying your student status to the Registrar’s Office. The Registrar’s Office has a three to five working day turnaround time for all requests.

Health Insurance for Students: Questions can be directed to Joshua Parker in the Office of Student Services at parkerj@neco.edu or 617-236-6208. If you have the College’s insurance, you can also contact the company at www.collegiaterisk.com. The nearest health center to the College that is affiliated with Collegiate Risk Management is the Fenway Community Health Center, 7 Haviland Street, 617-267-0900. It is within walking distance of the school by turning right out of 424 Beacon Street, turning left onto Mass. Ave., and then turning right after about 4 blocks, onto Haviland Street.

Housing Information in Boston: Please contact Joshua Parker in the Office of Student Services at 617-236-6208 or parkerj@neco.edu.

Immunization Documents for Students: Joshua Parker in the Office of Student Services maintains these records. Please contact him at 617-236-6208 for information and/or with questions.

Library Hours: These are posted at the entrance to the Library and on the College website.

The Lost and Found: You should inquire at the Main Office at 424 Beacon Street.

Lost ID Cards: Please see Ms. Christine Foster in the Main Office.

MBTA (T) Passes: Discounted passes may be purchased through Student Services during the first week in September and the first week in January. Please contact Joshua Parker at 617-236-6208 or parkerj@neco.edu for further information and exact deadlines. You may also purchase passes at the Back Bay and Government Center train stations. For more information call the T at 617-222-3200.

Midterm and Final Exam Schedules: These are created and distributed via e-mail by the Office of Academic Affairs.

National Board of Examiners in Optometry: The website is www.optometry.org or telephone number is 1-800-969-3926.

Notary Public: Ms. Trish Dahill found in the Office of Human Resources is a notary public at the College. She can be reached at 617-236-6268 or dahillp@neco.edu. Do not sign any forms until you are told to do so by the notary.

Photocopiers: These are located in the library for a nominal charge.

Student Parking: Parking for students is not available at the College.

Tutoring Requests: All inquiries should be directed to Ms. Barbara McGinley in the Office of Student Services at 617-236-6228 or mcginleyb@neco.edu.

Vending Machines: Beverage and snack machines are located in the basement of 424 Beacon Street and on the second floor of 1255 Boylston Street.

Other information on Boston: For further information or facts on banks, libraries, entertainment, etcetera with regard to Boston, log onto www.boston.com.

Department/Office Guide

Department/Office	Telephone #	e-mail
Academic Affairs Office	617-236-6260	vaccaroj@neco.edu
Admissions Office	617-236-6204	admissionsoffice@neco.edu
Administration	617-236-6258	sanfordt@neco.edu
Beacon St. Main Number	617-266-2030	
Biomedical Science & Disease	617-236-6221	
Business Office	617-236-6213	flynnm@neco.edu
Campus Store	617-236-6284	bookstore@neco.edu
Clinical Care & Services	617-236-6311	schlossbergb@neco.edu
Clinical Education Programs	617-236-6319	kelleyt@neco.edu
Community Health	617-236-6318	lowek@neco.edu
Graduate Research Education	617-236-6227	troilod@neco.edu
Financial Aid Office	617-236-6275	finaid@neco.edu
Institutional Adv. & Development	617-236-6285	olsenn@neco.edu
International Adv. Of Optometry	617-236-6278	patelb@neco.edu
Library	617-236-6263	library@neco.edu
New England Eye Institute	617-262-2020	decourceyc@neco.edu
President's Office	617-236-6303	gershawj@neco.edu
Registrar's Office	617-236-6272	registrars@neco.edu
Residency Education	617-369-0196	hoffmand@neco.edu
Specialty & Advanced Care	617-236-6318	lowek@neco.edu
Student Services	617-236-6208	zstudentservices@neco.edu
Vision Science Department	617-236-6232	thompsonv@neco.edu

STUDENT GROUPS

Student Council

The Student Council governs the internal affairs of the student body. The Council consists of twenty-five voting members and is made up of the Executive Board; representatives from the first, second and third year classes of the Four Year OD Program; the Accelerated OD and Advanced Standing International Programs; and officers from the American Optometric Student Association (AOSA), National Optometric Student Association (NOSA), Volunteer Optometric Services to Humanity (VOSH).

The Council's Executive Board includes a president, vice-president, two secretaries, and treasurer all of whom are elected by the entire student body at the end of the year. The positions of president, vice-president, secretary and treasurer are open to any student who meets the GPA requirement (See page 25).

Every year each class elects a president, vice-president and three representatives to the Student Council. The AODP classes and ASIP classes elect one representative each. The students elected to these positions have the duty of representing their class during student council meetings, as well as acting as liaisons between their professors and classmates.

The vice-president of the Student Council will act as the interim-president for the first year students in the Four Year OD Program until elections are held. Rising second and third year students of the Four Year OD Program hold elections at the end of the spring term for positions beginning the following fall. The Accelerated OD and Advanced Standing International classes hold elections in the middle of the summer term for positions beginning in the fall of that year.

Student Council organizes legislation, activities, the annual Halloween and Holiday parties, the Eye Ball, and the yearbook. At the fall budget meeting, Council members allocate funds from student activity fees to the various school organizations.

The Council also meets periodically with school administrators to help set policy concerning student interests, and oversees the election of student representatives to various administrative committees such as Curriculum, Student Affairs and Financial Aid which usually occurs at the end of the academic year. The president of the Student Council is a voting member of the Board of Trustees. Monthly Council meetings are usually held in the late afternoon at the most convenient time for everyone.

The needs of the student body regulate the frequency of meetings. One of the secretaries of the Student Council will post announcements concerning when and where the meeting will be held. Generally, meetings are sixty to ninety minutes in length. All are invited to attend.

If you have any questions about the Student Council, contact the Student Council President. The administrative advisor to the Student Council is Ms. Barbara McGinley.

American Academy of Optometry

The major goal of the American Academy of Optometry is to maintain and enhance excellence in standards of optometric practice. It does this by fostering research and the dissemination of knowledge in both basic and applied vision science. Since its founding in 1922, the Academy's success in achieving this objective has moved it to the forefront of American and international optometry and made fellowship in the Academy a significant and cherished attainment for optometrists and vision scientists.

Student membership in the Academy is open to all optometry students in good academic standing, to full time students in the vision and related sciences, and to residents in accredited optometric residency programs.

Student membership in the Academy provides an opportunity to attend the annual meetings of the Academy. The Academy meets each year in early December in a major North American city to conduct scientific and educational meetings in optometry, including continuing education courses, section programs, papers sessions, scientific posters and exhibits, and award lectures. Student members are invited to attend the meetings of the New England chapter of the Academy in October and April. Student members also receive the monthly publication *Optometry and Vision Science*, which addresses topics of both scientific and practical clinical interest. Each year The New England Chapter of the Academy awards travel grants to students to attend the annual meeting of the Academy.

If you are interested in membership or further information, please contact the student representative. The faculty advisor for the Academy is Dr. Daniel Kurtz.

American Optometric Student Association

The American Optometric Student Association (AOSA) is the international professional organization run for and by optometric students and is often an initial exposure to organized optometry. The AOSA is headed by an Executive Council (president, vice-president, secretary, and treasurer) and a Board of Trustees representing each school or college of optometry. Every student at the College becomes a member of AOSA when his/her activity fee is paid. In return, members receive the AOSA newsletter "Foresight", automatic membership to the American Optometric Association and other benefits including penlights, T-shirts, clipboards, PDRs and access to the NPRN (National Practice Resource Network).

More importantly, the AOSA represents student interests to a variety of organizations including the National Board of Examiners in Optometry, American Regulatory Board of Optometry, Association of Schools and Colleges of Optometry and various sections of the American Optometric Association. The AOSA sponsors the Annual Conference which coincides with the AOA Congress. The Conference, besides being a great time, affords students the opportunity to attend informative classes, become familiar with various products and manufacturers, meet fellow students from other schools and colleges of optometry and form business contacts with optometrists and future employers.

For more information, contact the AOSA student Trustee or check out <http://www.theaosa.org>. The faculty advisor for AOSA is Dr. Daniel Kurtz.

Beta Sigma Kappa

The Beta Sigma Kappa (BSK) International Optometric Honor Society is an elite group of Optometrists and Optometry students who are dedicated to stimulating scientific and clinical excellence and high moral standards in the profession.

The organization is involved in a variety of academic activities, including tutoring and organization of review sessions and group seminars. It supports optometric research by awarding grants each year to deserving student projects. It also presents the Silver Medal Award to the graduating senior with the highest academic record. In addition to its academic goals, BSK encourages its members to volunteer for worthy community projects and supports social interaction among students.

Membership eligibility consists of a minimum grade point average (GPA) of 3.5 after the first year, 3.4 after the second year, and 3.3 after the third year. AODP students are eligible with a minimum GPA of 3.5 after the first year and 3.3 after the second year. ASIP students are eligible with a minimum GPA of 3.3 after the first year.

Membership certificates are presented to qualified individuals who join the organization. Individuals who maintain the required academic standards throughout the four years of optometry school are recognized with an additional certificate of achievement and distinguished by a gold cord that is worn during the graduation ceremony.

Membership is for life, as are the standards advocated by the organization. For further information, contact Dr. Nicole Quinn who is the faculty advisor.

College of Optometrists in Vision Development

The COVD-NECO-Special Interest Group is a chapter for COVD at The New England College of Optometry. There are currently 16 other chapters across the country at various optometry schools.

COVD-NECO-SIG serves as an advocate for comprehensive vision care with an emphasis on a developmental and behavioral approach to patient care; provides an education opportunity to share programs and information in the areas of behavioral vision care, vision therapy and related fields; and provides and promotes professional standards of behavior among members of the student organization and the general public.

Membership in COVD is required to be a member of the club. Applications will be distributed at the first meeting of each year and to anyone who is interested in joining thereafter.

The faculty advisor for COVD is Dr. Richard Laudon.

Massachusetts Society of Optometry Students

The Massachusetts Society of Optometry Students (MSOS) is a student organization at The New England College of Optometry that serves as a liaison between the school and the local state association (the Massachusetts Society of Optometrists – MSO). The state organization is dedicated to the fulfillment of quality vision and eye care needs of the public. To achieve this goal, the MSO seeks to unite all Massachusetts optometrists in their effort to practice the highest standard of care through support of continuing education and research. The MSO promotes the full scope of practice through public education as well as legislative, legal and other pursuits. The MSO is also dedicated to promoting the success of its members in professional life.

As a student chapter of the MSO, the MSOS shares the same goals and benefits as the state organization. Furthermore, the MSOS represents student concerns, and keeps students informed of issues at the state level of organized optometry.

All first year students are members of MSOS. As a member, you will have an opportunity to build relationships with local optometrists; attend luncheons at which prominent optometrists provide valuable educational/career tips; and be among the first to learn of the latest legislation/scope of practice developments within the field of optometry.

The faculty advisor for MSOS is Dr. Clifford Scott.

National Optometric Student Association

The National Optometric Student Association (NOSA) promotes the delivery of vision care to minority communities through consumer education, legislative advocacy and minority recruitment and retention activities. The Association informs minority community members about vision protection and works to raise legislators' awareness of minority consumers' visual needs.

NOSA's recruitment efforts include talks with elementary, high school and college students.

NOSA is affiliated with the National Optometric Association, a diverse organization of optometrists. For further information or questions about becoming an active member, contact the NOSA president. The administrative advisor for NOSA is Ms. Barbara McGinley.

Performance Vision Club

Objectives of the Performance Vision Club are to serve all patients in the community to improve their visual performance; to inform the public of preventative measures to ensure proper eye safety and to reduce the risk of eye injury; to promote professional standards of behavior and mutual respect among members and to promote professional standards of behavior among members of the student organization and the general public.

Meetings can feature speakers, screenings, observations, examinations (childhood to adult), and sporting events. For more information, please contact the PVC president. The faculty advisor for PVC is Dr. Walter Potaznick.

Volunteer Optometric Services to Humanity

VOSH/NECO is the student chapter of VOSH International which provides eye and vision care to people who cannot afford care or for whom it is otherwise unavailable. Student clinicians, along with practicing optometrists, travel to underserved populations in countries such as Mexico, Nicaragua and Honduras. The most recent mission gave complete eye exams to over 1,000 people in Chetumal, Mexico. Students also participate by collecting, sorting and classifying donated eyeglasses which are dispensed to needy patients during VOSH missions. Every patient receives basic eye care and leaves with a pair of prescription eyeglasses if vision correction is needed. Locally, VOSH/NECO participates in vision screenings in conjunction with the Lions Club.

All NECO students are encouraged to join VOSH, both to better their clinical skills and to help others. As a VOSH member you will get early hands on experience by seeing patients of all ages at local screenings as well as the opportunity to see patients in other countries during the annual trip.

Participation in VOSH provides a rewarding experience and a chance to give to the local and world community. If you are interested in becoming a member or have any questions about VOSH, please contact a VOSH representative. The faculty advisor for VOSH/NECO is Dr. Bina Patel.

EDUCATIONAL POLICIES AND PROCEDURES

This section outlines the educational policies of The New England College of Optometry. Students, faculty and administrators are expected to familiarize themselves with the academic, clinical, student ethics and administrative policies.

The Student Affairs Committee (SAC), composed of faculty members, administrators and student representatives, is responsible for the implementation of the College's educational policies. The Committee is here to offer support to students and to counsel them.

Degree Requirements

Degrees will be conferred pursuant to the completion of the following requirements:

- **Curriculum Requirements** - All didactic and clinical requirements for the degree must have been completed.
- **Academic Requirements** - A minimum cumulative grade point average of 2.00 with no outstanding grades of Failure, Remedial, or Incomplete is required. (The cumulative GPA is not a rounded number; a cumulative GPA of 1.999 does not qualify a student to graduate.)
- **Professional Conduct Requirement** - No student will be allowed to graduate with charges or pending actions.
- **Faculty and Board of Trustees Approval** - Conferring of a degree requires formal approval by the Faculty and Board of Trustees.
- **Fiscal Requirements** - All fiscal obligations must have been satisfied at least one week prior to the conferring of a degree. These include tuition and fees, clinic expenses, and bookstore and/or library charges.
- **Financial Aid** - A student who has received financial aid must have an exit interview with a member of the Financial Aid Office.

Student Status Policies and Procedures

The Registrar will determine a student's academic progress or standing after each term.

Academic Standing

A student is considered to be in good academic standing unless he/she has met any of the criteria for Academic Dismissal and/or Clinical Dismissal for a second consecutive time or has not met the requirements set forth in a modified program. (Please review the "Academic and Clinical Dismissal" sections that are in the latter part of this handbook.)

Academic Progress

A student whose expected date of graduation is not more than one year after the date anticipated at the time of matriculation will be considered to be making satisfactory academic progress.

At the end of each term, the Registrar and/or the SAC review each student's performance. A student may progress normally or may be placed in one of the following categories.

Academic Distinction

A student with a cumulative grade point average of 3.500 or above at the end of an academic year will have achieved academic distinction for that academic year.

Academic Warning

A student will be placed on academic warning when his/her cumulative GPA falls within the range of 2.000 - 2.200. The student will receive a written notice from the Registrar when he/she is placed on academic warning for the first time and at the end of the academic year if the student remains on academic warning. Any student placed on warning will be required to meet with the Director of Student Services.

Resolution of Academic Warning

Academic warning will be resolved when the student's cumulative GPA is 2.200 or above.

Academic Probation

A student will be placed on academic probation for one or more of the following:

- student's cumulative grade point average is below the minimum grade point average of 2.000 required for advancement to the next professional year or graduation,
- student's term grade point average is 1.600 or below in any one term,
- student has earned two grades of "F" in one term.

The student will receive a written notice from the Registrar each time he/she meets a requirement to be placed on probation. However, this may not be the final action as any student placed on academic probation may be required to meet with the SAC.

Any student placed on probation may be required to meet with the SAC and will be required to meet with the Director of Student Services. A student in the Accelerated O.D. Program or the Advanced Standing International Program will also be required to meet with his/her program advisor.

Clinical Probation

A student will be placed on clinical probation for one or more of the following:

- student has earned a grade of remedial in a clinical course
- student has earned a grade of failure in a clinical course.

The student will receive a written notice from the Registrar each time he/she meets a requirement to be placed on probation. However, this may not be the final action as any student placed on clinical probation may be required to meet with the SAC.

Resolution of Probation

Academic probation will be resolved when the student's cumulative GPA is 2.000 or above and has met any requirements set by the SAC and/or the Vice President/Dean of Academic Affairs.

Clinical Probation will be resolved if a student receives a grade of pass (P) or higher in his/her next equivalent level clinical course and has met any requirements set by the SAC, the Vice President/Dean of Academic Affairs and/or the Associate Dean of Academic Affairs.

Modified Status

A student whose program has been changed as listed below will be placed on modified status. The Vice President/Dean or the Associate Dean of Academic Affairs in collaboration with the Student Affairs Committee may modify a student's academic or clinical program. Modification may take the form of increasing the time allowed to complete the curriculum, the sequence in which courses are taken, and/or by setting a different academic or clinical standard. The modified program will also contain the academic or clinical standards that the student must meet in the modified program. Ordinarily a student request for a change in curriculum should be submitted to the Vice President/Dean of Academic Affairs no later than two weeks after mid-term exams.

The Student Affairs Committee may set a different academic or clinical standard as part of a student's performance review or dismissal hearing as well as recommend curriculum changes to the Vice President/Dean or the Associate Dean of Academic Affairs.

Inquiry Status

A student who has an unprofessional conduct complaint pending before the SAC will be classified as an inquiry status student until the complaint is resolved. (Please review the "Unprofessional Conduct" section that is in the latter part of this handbook.)

Requirements for Student Advancement

A student is required to meet minimum academic standards in order to advance to the next professional year of study.

- A student must have at least a 2.000 cumulative GPA at the end of the academic year,
- To enter the final Professional Year, a student must have a 2.000 cumulative GPA and no more than one grade of Incomplete, In Progress, Remedial or Fail in didactic or clinical courses unless placed in a modified program.

Dismissal Policies and Procedures

Academic Dismissal

A student in a degree program may be subject to dismissal:

- when the term GPA is 1.60 or below,
- following two consecutive terms on academic probation,
- when a grade of "F" is earned in a course retaken to resolve a grade of "F",
- when the requirements for advancement are not met,
- or when additional modified status requirements have not been met.

Clinical Dismissal

A student in a degree program may be subject to dismissal:

- following the grade of Fail (F) earned in a clinical course that involves patient care,
- following two consecutive Remedial (RM) grades earned in clinical courses that involve patient care,
- when three nonconsecutive Remedial (RM) grades are accumulated in clinical courses that involve patient care,
- following two consecutive terms on clinical probation,
- or when additional modified status/remediation requirements have not been met.

The student will be required to meet with the Student Affairs Committee (SAC) for review and determination of his/her status.

Dismissal Hearing Policy and Procedure

When a student meets the criterion for academic and/or clinical dismissal, the SAC will conduct a dismissal review.

As part of the review, the SAC will consider the student's academic record, clinical record, if applicable, and all pertinent information provided by the student such as:

- circumstances regarding poor academic and/or clinical performance,
- the student's proposal for satisfactorily completing the academic and/or clinical program,
- evaluation by the Counseling Service requested by the SAC or the student,
- written faculty recommendations and comments when requested by the student.

Prior to any dismissal action, the SAC will notify the student in writing of the time and date of his/her hearing. A student has the right to select a faculty member or administrator of The New England College of Optometry as an advisor.

Following the dismissal review and/or hearing, the student may be dismissed or classified as a modified status student. The SAC will notify the student in writing of the decision to dismiss or retain. If the student is retained as a modified status student, the SAC will also inform the student as to whether the notation "academic and/or clinical probation" will be permanently transcribed onto the student's transcript. A dismissal that is upheld will always be permanently transcribed onto the student's transcript.

Appeal of Dismissal

The student may submit a written appeal of his/her dismissal to the Vice President/Dean of Academic Affairs within five business days after the date of the letter in which the SAC advises the student of his/her status. The Vice President/Dean of Academic Affairs will serve as the primary reviewer of appeals of dismissals.

An appeal will only be considered if a student demonstrates that the SAC did not follow the dismissal process, or if the Vice President/Dean of Academic Affairs finds that *new* extenuating evidence exists. The Vice President/Dean of Academic Affairs will act in an expeditious manner after receipt of a written appeal. If the Vice President/Dean of Academic Affairs deems that the appeal is justified, he/she may request input from the SAC or others as appropriate before making the final decision.

A student who is appealing a dismissal to the Vice President/Dean of Academic Affairs will be allowed to attend didactic courses and may be allowed to attend clinical courses. The Vice President/Dean of Academic Affairs will inform the student as to what courses he/she may attend.

If the Vice President/Dean of Academic Affairs does not feel that the appeal is justified, the student will be advised in writing of this finding and may then appeal to the President for final action. A student will be informed by the Vice President/Dean of Academic Affairs as to whether or not he/she will be allowed to attend didactic or clinical courses during the appeal to the President. A written appeal to the President must be submitted within five business days after the date of the letter in which the Vice President/Dean of Academic Affairs advises the student that the appeal was denied. Only under very unusual circumstances would the President rescind the decision of the Vice President/Dean of Academic Affairs.

As soon as the dismissal from the College becomes official, a student must complete the following:

- An interview with the Director of Student Services
- An exit interview with a member of the Financial Aid Office for those students who have received financial aid

And the following actions will occur:

- Deactivation of the student's identification card to remove access to campus buildings except as a visitor during regular business hours
- Discontinuation of the student's e-mail account. The student will be asked to give another e-mail address where e-mail can be forwarded for 30 days. If a student fails to give the College IT Department another account within seven (7) days forwarding will not be instituted.

Grading Policies and Procedures

Academic Grading

Explanation of Grades

A = 4.00 (Excellent)
B = 3.00 (Good)
C = 2.00 (Fair)
D = 1.00 (Lowest Passing)
F = 0.00 (Failure)
FD = 1.00 (Failed, passed special examination)
P (Pass)
F (Fail as part of the Pass/Fail system)
I (Incomplete)
AU (Audit)
W (Withdrawal)
EX (Exempt)
IP/WIP (In Progress)

Incomplete Grade

A student who does not complete all course requirements by the end of the term in which the course was taken may, at the discretion of the course instructor, be given a grade of Incomplete. Grades of Incomplete should be given only when a significant component of the course work has not been completed with the instructor's permission and/or the final exam was missed with approval from the Office from Academic Affairs, and should never be used in lieu of an "F" or any other grade.

Resolution of an Incomplete Grade

A student who has a grade of Incomplete is required to make arrangements with the instructor to complete the course requirements within 5 weeks following the term in which the Incomplete was given. The student and instructor of record will be informed by the Registrar of the actual deadline date. A student receiving an Incomplete in the Spring Term is advised to remain in the Boston area until the Incomplete is resolved.

If the grade of Incomplete is not removed within this 5 week period, the grade will automatically become a grade of "F". If extenuating circumstances arise, the student and instructor may request an extension by contacting the Registrar before the deadline has passed.

Following the resolution of an Incomplete, the new course grade will be used in calculating the term and cumulative GPA. This may result in the student being placed on academic warning or probation for the term or in the student being eligible for dismissal.

Grade of F (Failure)

A student who has earned a grade of "F" must make arrangements for resolving this grade with the instructor. The Resolution of Failure Grade Form must be received by the Registrar's Office within two weeks of the date on your failure letter.

Resolution of an F Grade

A grade of "F" may be resolved by repeating the entire course at the next regularly scheduled course offering OR by taking a special examination within 5 weeks following the term in which the grade of "F" was earned. The instructor of record, after consulting with the Department Head, shall have the right to decide which of these options is to be chosen. In extenuating circumstances, a reasonably equivalent course may be allowed with the approval of the Vice President/Dean of Academic Affairs.

A student receiving a Fail in the Spring Term is advised to remain in the Boston area if he/she is going to be allowed to retake a special examination or is required to retake the course if it is offered over the summer.

A student who makes up an "F" grade by retaking an examination will have the grade transcribed as "FD", which is equivalent to a "D" grade and will be used for GPA calculation. Academic warning or probation will remain for the term even though the change from an "F" to "FD" may qualify for the removal of academic warning or probation.

If taking a special examination does not satisfactorily resolve a grade of "F", the student will be required to retake the entire course at the next regularly scheduled course offering. When a student retakes the course in which an "F" grade was earned, both grades will be transcribed on the student's transcript and will be used for GPA calculation.

Grade of Audit

A student may audit a course with the recommendation of the Vice President/Dean of Academic Affairs and approval of the SAC. A student is required to attend the majority of classes and/or any lab sessions required by the instructor. Attendance must be verified by the Instructor of record in order for the course to be transcribed.

Exemption from Courses

A student may be exempted from a course only with the approval of the instructor of record. If the instructor finds that the student has sufficient educational background and successfully passes a test administered by the instructor, the student may be exempted from the course. If the student is granted an exemption, the course instructor must notify the Registrar and student in writing by the end of the third week of the beginning of the course. The student is required to attend the course until receiving written notification of exemption. An exemption from a course does not entail a change in tuition.

Repeat of a Course

A student may only repeat a course when an instructor requires a student to resolve a grade of "F", when required by the Student Affairs Committee, or when placed in a modified program. A student may not elect to repeat a course to improve academic performance and GPA. Both grades will be transcribed on the student's transcript and will be used for the GPA calculation.

Withdrawal from Courses

A student is not normally allowed to withdraw from individual courses. In unusual circumstances, a student who is performing at a "C" or higher level may petition the Vice President/Dean or Associate Dean of Academic Affairs for exception to this policy. The petition must be presented no later than two weeks prior to the final examination. Permission to withdraw from the course will only be given by the Vice President/Dean or Associate Dean of Academic Affairs after consultation with the instructor of record. If a student withdraws from a course without permission, as evidenced by nonattendance and failure to complete assignments and examinations, a grade of "F" will be transcribed. The SAC will review a student who requests to withdraw from one or more courses, as this constitutes a modified program.

Withdrawal from course(s) after the third week of classes will not result in a tuition adjustment if the student is still attending the college.

Clinical Grading

Explanation of Grades

H = Honors	Outstanding
P = Pass	Performing at expected levels
RM = Remedial	Performing below expected levels
F = Failure	Inadequate
FP = Pass	Adequate after completing additional work
I = Incomplete	Adequate; requirements not completed
AU = Audit	
W = Withdrawal	
NC = No Credit	No credit or grade given
IP/WIP = In Progress	

Clinical grades represent an overall rating of a student's clinical performance as judged by technical skills, knowledge, analytical skills and professionalism. Successful completion of clinical courses is defined in terms of grades of Pass (P) or above. Clinical grading criteria are specified in the 'Clinical Education: Policy and Procedures Manual'.

Clinical instructors must submit written documentation to the instructor of record to support a Remedial (RM) or Failure (F) grade, including a learning plan.

Failure Grade

A student who earns a grade of "F" in a clinic course will be required to meet with the SAC for a dismissal hearing.

Resolution of Failure Grade

The resolution of the failure grade depends on the outcome of the SAC dismissal hearing. If a student is allowed to continue, the student will be placed on modified status. Before further advancement in the clinical program is allowed, the student will have to satisfactorily complete a course of remediation and achieve a 'P' grade or above in the repeated clinical course. Upon completion of the remediation course and repeated clinical course, the student will be reviewed by the SAC and further action will be taken if necessary.

Remedial Grade

A student who earns a Remedial grade in a clinic course will be referred to the Student Affairs Committee for review and action if necessary.

Please Note: If this is the student's first Remedial grade, the course instructor must submit a written remedial program to the Associate Dean of Academic Affairs for approval. A copy of the approved remedial program must be sent to the SAC.

- A program of remediation which specifically targets identified deficiencies must be instituted for the following term for the student,
- The student must be provided with both details of the remediation program and time specific goals, to be achieved for successful completion of the program (including assessment criteria to be applied); a copy of the remediation plan will be placed in the student's file,
- The student will be referred to the Director of Student Services for review of his/her case and specific needs, including tutoring.

Resolution of Remedial Grade

A student who receives a grade of Remedial at the end of any clinical term will be placed on Clinical Probation:

- A grade of Pass (P) or higher in his/her next equivalent level clinical course will remove a student from clinical probation; the original Remedial grade (RM) will be converted to a Pass (P),
- A Remedial grade converts to a Failure (F) grade if the student fails to meet passing criteria for the next equivalent level clinical course; the student is then eligible for dismissal and will be required to meet with the Student Affairs Committee (SAC).

Additional clinical courses may be required when more than one Remedial grade is obtained and when a Remedial grade is awarded in the final term of each program year.

A student accumulating either two consecutive or three non-consecutive Remedial grades throughout the clinical curriculum is eligible for dismissal.

Audit Grade

A clinical course can only be taken for a grade of audit if required as part of a student's degree program or requested by the instructor of record upon recommendation by the Vice President/Dean of Academic Affairs or his/her designee and approved by the SAC. A student is required to meet the same attendance standards as a student taking the course for credit. The above attendance and satisfactory progress must be verified by the instructor of record in order for the course to be transcribed.

Incomplete Grade

A student who does not complete all clinical course requirements by the end of the term in which the course was taken may, at the discretion of the course instructor, be given a grade of Incomplete. A grade of Incomplete should be given only when a significant component of the clinical work has not been completed, and should never be used in lieu of an "F" or any other grade.

Resolution of an Incomplete Grade

A student who receives a grade of Incomplete is required to make arrangements with the instructor to complete the clinical course within 5 weeks following the term in which the Incomplete was given. The student and instructor of record will be informed by the Registrar of the actual deadline date.

If the grade of Incomplete is not removed within this 5 week period, the grade will automatically become an "F". If extenuating circumstances arise, the student and instructor may request an extension by contacting the Registrar before the deadline has passed.

Following the resolution of an Incomplete, the new clinical course grade will be used in determining the student's status with regard to clinical probation, academic standing or eligibility for dismissal.

Repeat of a Clinical Course

A student may only repeat a clinical course if required by the Student Affairs Committee or placed in a modified program. A student may not elect to repeat a course. Both grades will be transcribed on the student's transcript.

Exemption from Clinical Courses

There is no exemption from or substitutions for clinical courses (See paragraph below with regard to contact lens clinical courses). Students will be assigned only to clinical assignments that have been previously established by formal affiliation with the College. The Office of Clinical Education Programs publishes a list of clinical affiliates annually.

A student may be exempt from contact lens clinical courses only. If the instructor of record finds that the student has sufficient educational background and/or clinical experience, the student may be exempted from the contact lens clinical course. If the student is granted an exemption, the instructor of record must notify the Registrar and the student in writing by the end of the third week of the beginning of the contact lens clinical course. The student is required to attend the contact lens clinical course and/or assignment until receiving written notification of exemption. An exemption from a clinical course does not entail a change in tuition.

Withdrawal from Clinical Courses

A student is not normally allowed to withdraw from a clinical course. Permission to withdraw from the clinical course will only be given by the Associate Dean of Academic Affairs after consultation with the student's clinical preceptor and the instructor of record for the course. A student may request permission to withdraw from a clinical course by writing to the Associate Dean of Academic Affairs no later than 3 weeks before the last day of a clinical assignment to which the student is currently assigned, or 3 weeks prior to the beginning of the next term's clinical assignment. If the Associate Dean of Academic Affairs has approved a student's request for withdrawal from this course, a grade of "W" will be transcribed if applicable. A copy of this approval letter will be sent to the Registrar. A student who withdraws from a clinical course will be reviewed by the SAC as this constitutes a modified program.

If a student withdraws from a clinical course without permission by not attending clinic (clerkships or screenings) or failing to complete other requirements of the clinical course, a grade of "F" will be transcribed.

Submitting Grades

Final grades are due from the instructor of record on the date specified by the Registrar. All grades, including Incomplete, In Progress, and Remedial, are considered for purposes of determining academic standing and progress.

Change of Grade Policy

The instructor of record for each course has final authority for the designation of grades. Once a grade has been reported in writing to the Registrar's Office, the following procedures apply:

Change of grade for I, F, or RM

The instructor of record must complete a Change of Grade Form or a formal letter with the instructor's signature and deliver the form directly to the Registrar's Office.

Change of grade due to a clerical error

The instructor of record must complete a Change of Grade Form or a formal letter with the instructor's signature with a statement indicating the reason for the change for review by the Registrar. The Registrar may request final approval from the Vice President/Dean of Academic Affairs.

Change of grade due to calculation error

The instructor of record must complete a Change of Grade Form or a formal letter with the instructor's signature with a statement indicating the reason for the change for review by the Registrar.

All grade changes must be submitted to the Registrar's Office in person or in a sealed envelope. E-mails and faxes are not acceptable.

Notification of Grades

Grade Reports are ordinarily mailed to the students' local address usually within 3-4 weeks after the term ends. Grades are given directly to the student only in the form of a grade report or as an unofficial transcript. Final grades that are provided in any other format are considered unofficial.

Changes in grades will be given to the student by the Registrar's Office through a new grade report, which is usually mailed to the student.

Grade Point Average (GPA) Calculation

The term or cumulative GPA is calculated by dividing the total number of quality points by the total number of credit hours attempted during a specific time period. Pass/Fail grades, Clinical grades, Incomplete grades, and In Progress grades are not used in the calculation of the GPA.

Courses that are taught over the span of two or three terms and for which only one grade is given are recorded as "IP" (In Progress) for the first or second term. When the final grade is received, it is recorded for each term of the course. Interim grades, which reflect a student's progress in a course listed as "IP", especially "D" or "F", will be used for the evaluation of academic standing and progress.

Quality points are awarded per credit hour as follows:

- A = 4.00
- B = 3.00
- C = 2.00
- D or FD = 1.00
- F = 0.00

One credit hour is equivalent to:

- 10 hours of lecture per term
- 20-30 hours of laboratory per term
- 20 hours of clinic per term

Course load per Fall and Spring Terms is defined as:

- Full time: usually 24 or more credit hours
- Half time: at least 12 and up to 23.99 credit hours
- Part time: less than 12 credit hours

Course load per term in the final year and per March and Summer Terms is defined as:

- Full time: 16 or more credit hours
- Half time: at least 8 and up to 15.99 credit hours
- Part time: less than 8 credit hours

A student who attends and completes all required courses offered to his/her class for the term or academic year will be considered to be full time. These course load designations are used for student classification status only (For policies relating to tuition see page 35).

Absence Policies and Procedures

Students are expected to attend all classes and are required to attend all laboratory sessions, clinic assignments and mandatory meetings. Absences often require prior approval. **Planned Absences:** Students will not be granted excused absences because of travel plans or personal events that are in conflict with the Academic Calendar. **Unexpected Absences:** Students with unexpected absences may receive an excused absence with sufficient reason may such as an illness, a death in the family or a personal emergency. Students should review the following types of absences to see which procedure applies to them with regard to an unexpected absence.

Absence to Attend Professionally Related Activities

Each year there are a series of professionally related activities which occur outside of the region and which are in conflict with the Academic Calendar. Requests to attend an event should be submitted to the Office of Academic Affairs, at least 30 days prior to departure. Those students in clinical assignments must also follow the authorized absence procedures in the 'Clinical Education: Policy and Procedures Manual'.

A few specific events are:

- Volunteer Optometric Services to Humanity (For a VOSH trip, a list will be gathered and submitted by the VOSH President.)
- American Academy of Optometry
- American Optometric Student Association
- Association for Research in Vision and Ophthalmology

Since participation requires more than a three day leave, the following criteria will be applied:

- A student must have a GPA of at least 2.200 and may not be on Warning, Probation and/or inquiry status.
- Students will be granted one leave for professional activities per term. Extraordinary circumstances may warrant an exception. Exceptions will be reviewed on an individual basis, but will usually be granted if the student has an official role in the event, (e.g. officer, coordinator, etc.) and/or has a GPA above 2.80. The student's role should be described as part of the request.
- A student who will be missing a clinical assignment must follow the authorized absence procedures in the 'Clinical Education: Policy and Procedures Manual'.
- Under no circumstances will a student be allowed to attend more than two events in a given term.

Student participation in professional activities is encouraged by the College. It must also be recognized that a student's priority is to his/her studies and his/her obligation to patient care. If a student is granted an excused absence, the student assumes all responsibility for:

- obtaining and completing missed assignments, and examinations,
- switching laboratory sections, with written notification of the switch to relevant instructors,
- switching clinic assignments with a classmate to insure coverage for patient care and completion of his/her own clinical requirements. The switch must follow the guidelines in the 'Clinical Education: Policy and Procedures Manual'.

Absence from the College for Three or More Consecutive Days

A student who will be absent for three or more consecutive days from the College is expected to obtain prior approval from the Office of Academic Affairs. Please review the descriptions of Planned and Unexpected Absences at the beginning of this section.

Absence due to Religious Observance

In general, the College does not observe religious holidays.

Each student, upon notifying his/her instructor of record or clinic preceptor at least two weeks in advance, shall be excused from class to observe a religious holiday of his/her faith. However, a student in a clinical assignment must follow the guideline in the 'Clinical Education: Policy and Procedures Manual'.

While the student will be held responsible for the material covered in his/her absence, each student shall be permitted a reasonable amount of time to make up any work missed.

No test, quiz, major class event, or major College event will be scheduled on a major religious holiday.

Faculty and administration shall in no way penalize students who are absent from academic or clinical activities because of religious observances.

Absence from a Clinic

Please refer to the 'Clinical Education: Policy and Procedures Manual'.

Absence from a Laboratory Session

A student must obtain prior approval from the laboratory instructor, instructor of record or the appropriate department chair if the instructor(s) are unavailable prior to the start of the laboratory session.

Absence from a Mandatory Class or Meeting

A student must obtain prior approval from the instructor of record for the class and/or the appropriate office convening the meeting.

Absence from a Quiz

Absence from a previously announced or unannounced quiz is at the discretion of the instructor of record. A student should contact the instructor of record prior to a previously announced quiz.

Absence from Midterm and Final Examinations

All students are required to attend midterm and final examinations on the dates published by the Office of Academic Affairs except in the case of serious illness or personal emergency. If a student is ill or has a personal emergency, the student must contact the Office of Academic Affairs (617-236-6260) prior to the start of the examination to request an excused absence. (Not all requests will be approved.) If there is no one available in Academic Affairs to verbally discuss the request for an excused absence, the student should leave a message on Academic Affairs voicemail and must then contact the Office of Student Services (617-236-6228 or 617-236-6208) to inform them of her/his inability to attend. The office that is verbally contacted will inform the instructor that the student is unable to attend the examination.

In the case of illness, a written medical excuse must be submitted to the Office of Academic Affairs. The written medical excuse documentation must include date(s) of the illness and a date specifying medical clearance to return to the College. In the case of a personal emergency, the Office of Academic Affairs will inform the student of what documentation is necessary.

The Office of Academic Affairs will contact the course instructor via e-mail with a copy to the student and the Registrar's Office as to whether or not the absence from the examination has been approved.

The student is required to contact the instructor of record to reschedule the final examination immediately upon return if his/her absence was approved. Upon written notification of an approved absence from the Office of Academic Affairs, the instructor of record will award a grade of incomplete until the exam has been made up. If a student has an excused absence from an exam due to illness, the student is not to leave town until arrangements for taking a makeup exam have been made. Arrangements must be coordinated with, and be approved by, the instructor of record in each course from which the student has been excused. If a student needs to leave town unexpectedly due to an emergency situation, he or she should contact Student Services to communicate the situation and to coordinate the means by which exams will be made up.

In situations where students do not follow the correct procedures as stated above, students will not be given an excused absence. The instructor of record is not required to offer a make up exam for these students. Options include recording a grade of 0 (zero) for the exam, requiring an alternative exam or other additional assignment, or other options at the discretion of the instructor of record.

The Office of Academic Affairs will keep a record of examinations missed by each student and will forward the records to the Chair of the Student Affairs Committee each term. Students with frequent absences will be required to meet with the Director of Student Services. Even with appropriate documentation, habitual absences from examinations will not be tolerated. Habitually missing examinations represents an unfair advantage over classmates and will be treated as unprofessional conduct.

MISCELLANEOUS PROCESSES AND POLICIES

Course Offerings

The College accepts no obligation to re-offer courses to any student during the same academic year.

Leave of Absence and Readmission

A student in good academic standing may request a leave of absence from the College. This request must be in writing and must be submitted to the Vice President/Dean of Academic Affairs or Associate Dean of Academic Affairs at least 30 days in advance of the anticipated leave date. This requirement of an advanced notice will be waived only under extraordinary circumstances.

The Vice President/Dean of Academic Affairs or Associate Dean of Academic Affairs will inform the student in writing of the decision and any terms relative to returning to the College. The Vice President/Dean of Academic Affairs or Associate Dean of Academic Affairs will also notify in writing the appropriate offices.

Please note the following:

- The decision to grant the leave will be a function of consultation between the Vice President/Dean of Academic Affairs, the Associate Dean of Academic Affairs, the Chair of the Student Affairs Committee and the Director of Final Year Clinical Program, if the student requesting a leave of absence is a final year student.
- A leave of absence may not be granted before all tuition and fees are paid in full and the student has met with the Financial Aid Office to discuss the effect of the leave upon financial aid arrangements.
- A leave of absence is usually not extended beyond one year. Ordinarily, a student is granted only one leave of absence.
- Any student who returns to the College after a leave of absence may be required to take additional course work due to curriculum changes. Students taking a leave of absence do so with the understanding that course sequencing may change during the leave of absence. Students may be required to pass a clinical proficiency examination prior to assignment to clinical patient care. Date of reentry will be determined by the Vice President/Dean of Academic Affairs or Associate Dean of Academic Affairs.

Withdrawal and Readmission

A student may withdraw from the College by informing the Registrar in writing. This should be done at least two weeks before Final Exams begin, or three weeks before the end of a final year clinical assignment. A student must have an interview with the Director of Student Services and an exit interview with the Financial Aid Office.

When the withdrawal from the College becomes official, the following actions will occur:

- Deactivation of the student's identification card to remove access to campus buildings except as a visitor during regular business hours,
- Discontinuation of the student's e-mail account. The student will be asked to give another e-mail address where e-mail can be forwarded for 30 days. If a student fails to give the College IT Department another account within seven (7) days forwarding will not be instituted.

A student who has withdrawn from the College must reapply submitting new documentation to the College for readmission to the program. A student who withdraws from the College must apply to the Admissions Committee for readmission but will not be readmitted without the recommendation of the Student Affairs Committee. The SAC in consultation with the Vice President/Dean of Academic Affairs will determine the reentry level, date of reentry and modified program, if necessary. The original expected graduation date may be revised as appropriate.

Withdrawal from the College in good academic standing does not in itself guarantee readmission. A student must have met all prior fiscal obligations to the College before petitioning or applying for readmission.

STUDENT RIGHTS AND RESPONSIBILITIES

The College uses electronic and written communications in the delivery of its educational programs and in the conduct of its business affairs. Students are responsible for assuring that they read and respond appropriately to all communications from faculty and administration.

Student Ethics Policy

The Student Ethics Policy was written by students to ensure ethical behavior and practice. Students at The New England College of Optometry are preparing for a career in a profession which demands of its members high standards of ethical conduct and personal honesty. All students are expected to make a commitment to abide by a Code of Ethics, exemplifying a standard of behavior, which forms a sound basis for future professional conduct. Students are required to respect the academic environment of the College, to uphold the rights and well being of all members of the College community, and to avoid any form of dishonesty.

All students are required to endorse the Code of Ethics, thereby agreeing to uphold the provisions of academic and professional conduct. Furthermore, The New England College of Optometry supports the ideals of the American Optometric Association Code of Ethics as a valuable guideline for future professional practice.

Misconduct Descriptions

Academic Misconduct: This is the misrepresentation of one's own academic achievement. It includes but is not limited to the following:

1. Cheating on examinations,
2. Copying and/or providing examination questions and/or answers to others,
3. Plagiarism.

Professional Misconduct: This includes but is not limited to the following:

1. Deliberate acts of disrespectful behavior toward faculty, staff, students or patients,
2. Failure to abide by standard clinical policies and procedures,
3. Theft of an examination or examination answers,
4. Forgery, alteration or knowing misuse of patient records,
5. Theft or destruction of College/Clinic property and/or property belonging to members of the College's community.

A student whose behavior can be reasonably inferred that he or she has acted in accordance with academic and/or professional misconduct may be subject to actions by the Student Affairs Committee.

When an infraction of the Ethics Policy has been perceived, the observer(s) shall submit a written complaint describing the infraction directly to the Chair of the Student Affairs Committee within three business days. If further action is necessary, the SAC will invoke the Unprofessional Conduct Policy.

GPA Requirement to Hold Student Office/Committee Member

A student must have and maintain a cumulative grade point average of 2.20 or better in order to run for, hold a student office, represent a student government office or be a student member on College committees.

A student who fails to maintain this cumulative grade point average will be required to resign his/her position immediately. If applicable, the position will be replaced by the student who received the second highest number of votes.

Unprofessional Conduct

The College reserves the right to terminate the enrollment of any student at any time for whatever the faculty and administration at The New England College of Optometry consider to be good and sufficient reason. Unprofessional conduct may include, but is not limited to cheating, plagiarism, unexcused absences from assignments, falsifying clinical records, abusive behavior, organizing or participating in harassment or hazing and theft or destruction of College's, Clinic's or College member's property as well as other conduct unbecoming a student at the College.

A faculty member, student or other member of the College community who considers a student's conduct to be unprofessional must submit a written complaint after consultation with his/her supervisor to the Chair of the Student Affairs Committee. Upon receipt of the written complaint, the SAC will notify the student that a complaint has been received and that the student has been placed on inquiry status pending an investigation of the complaint by the Student Affairs Committee. The student will also be informed that he or she shall have the right to present evidence and testimony and may also select a faculty member or administrator of The New England College of Optometry as an advisor to aid him/her in answering the complaint. The student will be notified by the Chair of the SAC as to the date, time and place of the investigative hearing as well as provide information with regard to the unprofessional conduct charge.

An investigative subcommittee usually consisting of the Chair of the SAC, a student member of the SAC, and one faculty member of the SAC will be formed. The subcommittee will meet separately with the student, the individual making the charge, and any other individual with information pertinent to the complaint. The subcommittee shall attempt to collect, within reason, all evidence and testimony relevant to the charge before making its recommendations to a majority of the SAC in an expeditious manner. Penalties are determined on an individual basis and include, but are not limited to, dismissal, suspension, disciplinary probation, and additional academic assignments. The Chair of the SAC will notify the student in writing as to the results of the inquiry and actions to be taken.

Appeal of SAC Decision on Unprofessional Conduct

The student may submit a written appeal of the decision of the SAC to the Vice President/Dean of Academic Affairs within five business days after the date of the letter in which the SAC advises the student of their decision. An appeal will only be considered if a student demonstrates that the SAC did not follow the investigative hearing process or finds that new extenuating evidence exists.

The Vice President/Dean of Academic Affairs will act in an expeditious manner after receipt of a written appeal. If the Vice President/Dean of Academic Affairs deems that the appeal is justified, he/she may request input from the SAC before making the final decision.

A student who is appealing a dismissal to the Vice President/Dean of Academic Affairs will be allowed to attend didactic courses and may be allowed to attend clinical courses. The Vice President/Dean of Academic Affairs will inform the student as to what courses he/she may attend.

If the Vice President/Dean of Academic Affairs does not find that the appeal is justified, the student will be advised in writing of this finding and may then appeal to the President for final action. A written appeal to the President must be submitted within five business days after the date of the letter in which the Vice President/Dean of Academic Affairs advises the student that the appeal was denied. Only under very unusual circumstances would the President rescind the decision of the Vice President/Dean of Academic Affairs. A student who is appealing to the President is not allowed to attend didactic or clinical courses.

Falsification of Records

Falsification of official records is a violation of College policy and is subject to disciplinary action. Such falsification includes forging signatures, or deliberately misrepresenting or altering information submitted on College records. Appropriate action will be taken which includes expulsion from the College.

Hazing Policy

The Commonwealth of Massachusetts prohibits hazing. Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Consent of the individual is not available as a defense. The crime of hazing is punishable by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

Any person who knows that another person is the victim of hazing and is at the scene of such a crime should report the crime to an appropriate law enforcement official as soon as possible. Failure to report is punishable by a fine of not more than one thousand dollars.

The New England College of Optometry will not tolerate hazing of any kind. Hazing will be considered unprofessional conduct. Any student found guilty of hazing by the Commonwealth of Massachusetts, whether or not the incident was affiliated with the College, will be subject to immediate dismissal for unprofessional conduct.

Harassment

The College is committed to providing an environment in which each student is treated with dignity and respect. Any verbal, physical, or other form of harassment of students because of race, sexual identity, national origin, age, religion, mental or physical disability, and veteran status, by staff, faculty, other students, or others authorized to be on the premises is illegal and will not be tolerated. Such harassment is defined as unwelcome statements, questions, innuendoes, actions, pictures, gestures, jokes, etc., regardless of their subtlety, that cause someone to be offended, intimidated, humiliated, or degraded. Harassment creates a hostile environment, negatively impacts academic performance, and is strictly prohibited at the College.

All College administrators and faculty have the explicit responsibility and duty to take immediate action to prevent the occurrence of any harassment of students because of race, sexual identity, national origin, age, religion, mental or physical disability, and veteran status. They also have the responsibility to report any complaints or observations of such harassment immediately to the Director of Student Services. Any student who has been harassed is encouraged to tell either the Director of Student Services or the Director of Human Resources. Reports of harassment of any kind will be responded to immediately. Appropriate confidentiality will be maintained throughout the process of handling harassment reports. Concerns related to sexual harassment are specifically addressed in the following policy.

Sexual Harassment

Introduction

In keeping with efforts to establish an environment in which the dignity, rights, and worth of all members of the community are respected, it is the policy of The New England College of Optometry that sexual harassment of, or by, any member of the College community is unacceptable conduct. Sexual harassment is unlawful and prohibited by both state and federal statutes. It is also a violation of the College policy and subject to disciplinary action. Retaliation against individuals for filing complaints of sexual harassment, or for cooperating in an investigation of such complaints, is also unlawful and subject to disciplinary action. For the purposes of this policy, the College community consists of internal and external faculty, staff, administrators, students, members of the Corporation, independent contractors, patients, and visitors on the premises.

This policy seeks to encourage all members of the College community to express freely and responsibly any concern or complaint of sexual harassment.

Definition

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the following occurs:

1. **Quid Pro Quo Harassment:** submission to such conduct is made explicitly or implicitly a term or condition of employment or academic standing; or submission to or rejection of such conduct is the basis of employment or academic decisions (salary, benefits, job status, assignments, grades, etc.); or when
2. **Hostile Environment Harassment:** such conduct in person, by telephone calls, by e-mail and/or by any other method which unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive work or academic environment. Examples of unwelcome conduct that could create a hostile environment include, but are not limited to:
 - * sexual flirtations, advances, propositions, or physical contact;
 - * comments, innuendoes, gestures, glances, and jokes of a sexual nature or of a nature commonly considered offensive by individuals of a specific gender or sexual orientation;
 - * sexual reference to or about an individual's body, sexual interests, or habits;
 - * displays of sexually suggestive objects, posters, pictures, etc.

Sexual harassment also encompasses harassment of an individual that is based on the gender or sexual identity of the individual. Sexual harassment is most notably perpetrated by individuals in positions of authority, but can also be perpetrated by co-workers, peers, or subordinates. It can

also involve interactions between non-employees (e.g. patients and visitors) and employees. Conduct can be considered harassment regardless of the gender of the perpetrator or the person being harassed. It can also be considered harassment when it occurs without the intent to offend, and if it negatively impacts an observer of the conduct. Sexual harassment does not refer to academic curriculum content that is germane to the subject matter of the course and presented in a serious instructional manner.

The Sexual Harassment Committee

The Committee is established to provide an avenue through which complaints of sexual harassment will be addressed. The committee is composed of 5 members, and is to include 3 females and 2 males. Staff and faculty members are elected every 3 years; student members are elected annually. The Committee consists of:

- * two staff members: the Director of Human Resources (who serves as Chair), and one staff member voted on by staff; at least one staff member must be female;
- * two faculty members: one of junior rank and one of senior rank, voted on by faculty; at least one of the faculty members will be female;
- * one student member appointed by the student council or voted on by the student body; the gender will be determined by the make-up of the committee.

Reporting Allegations of Sexual Harassment

To protect the privacy of all concerned, a reported complaint and its subsequent investigation and resolution will occur with as much confidentiality as possible without compromising the thoroughness of the investigation. Supervisors will be notified. Strict confidentiality on the part of all persons involved will be mandated, but cannot be absolutely guaranteed. Any breach of confidentiality will be subject to disciplinary action. There are two routes available for reporting complaints of sexual harassment; the complainant may choose either route. The College must respond to all notices of potential harassment, even if a reported complaint is immediately withdrawn. Each reporting route requires the identification of the complainant and alleged harasser (respondent) in order for an effective investigation and appropriate resolution to occur.

1. Primary Route:

- The complainant may notify his/her supervisor, or the supervisor of the respondent, or a member of the Committee. The person first contacted informs the Committee Chair.
- The Chair investigates by speaking with both parties, either individually or together.
- The Chair determines if the conduct in question occurred and, if so, whether it fits the definition of sexual harassment.
- Conduct that is considered harassment must cease immediately; disciplinary action will correspond to the nature of the offense.
- Either the Chair, the complainant, or the respondent, may request that the matter proceed to the Committee Route before a final resolution or disciplinary action is determined.

2. Committee Route

- The complainant submits a signed statement and a request for a Sexual Harassment Committee review to a Committee member, who informs the Chair.
- The respondent is then notified and asked to respond to the charges in writing. The respondent is informed that an investigation and determination will take place, with or without his/her assistance.
- A Committee meeting is scheduled within ten working days to discuss the matter with the complainant and the respondent individually; an advocate for each party may be present.
- If conflicting versions of the matter are described to the Committee, a meeting with both parties will be held within ten working days; an advocate for each party may be present.

- If conflicting versions are unresolved, the Committee will assign one of its members, as approved by both parties, to investigate the complaint. The investigator, who shall remain neutral, will attempt to determine the validity of the complaint within ten working days. The investigation may include private discussions with any person able to provide important input on the matter, including department heads, supervisors, co-workers and peers.
- The Committee meets without the presence of the two parties to determine if the conduct in question occurred and, if so, whether it fits the definition of sexual harassment.
- Conduct that is considered harassment must cease immediately; disciplinary action will correspond to the nature of the offense.

The Chair of the Faculty Affairs Committee shall be included in any investigation of complaints related to instructional material. All aspects of the complaint, investigation, and resolution will be documented and filed in the office of the Committee Chair. Records are to be kept for a period of five years. Either party may appeal the committee's decision through the grievance/administrative review procedures that exist for staff, faculty, and students in the corresponding College handbooks. Either party may seek outside counsel, but such counsel may only provide supporting documents.

Disciplinary Action or Sanctions

Violations of the sexual harassment policy may lead to a variety of sanctions including, but not limited to, written reprimands, suspension (with or without pay), and termination of employment or student status. Once conduct has been determined to be sexual harassment, disciplinary action shall be prompt and appropriate to the offense. Discipline shall be consistent with the act and not altered by the status of the persons involved. In general, sanctions will be stronger for incidents of quid pro quo harassment, and for repeated incidents of hostile environment. The Chair (primary route) or the Committee (committee route) recommends the sanction. The appropriate supervisor is informed so that the sanction may be promptly administered.

If it is determined that a complainant knowingly alleged an incident of harassment that was without any merit or basis in fact, disciplinary action will be imposed against the complainant.

Dissemination and Training

The Sexual Harassment Policy will be included in the student handbooks. The policy will be distributed to students annually. Training shall be provided to students during their first and third academic year. The appropriate administrators will coordinate the training. The first and third year students should attend.

Consenting Relationships

Members of the College community who hold positions of authority are expected to maintain strictly professional relationships with their subordinates at all times. Sexual relationships between persons in authority and their subordinates should not occur. Positions of authority include, but are not limited to: administrators in relation to all employees and students, students in relation to patients, faculty in relation to students and patients, and supervisors in relation to supervisees. Relationships in existence prior to employment or matriculation are excluded.

Administrators, faculty members, and supervisors who engage in a consenting sexual relationship are strongly advised that they could be subjecting themselves to an eventual allegation of sexual harassment. In such cases, prior consent by the subordinate does not provide absolute defense for, nor grant immunity to, the person in authority against a harassment charge.

Grievance Procedure

It is believed that sound educational policies in conjunction with a practical affirmative action program are the most effective means of ensuring fair and equitable educational opportunities. However, it is also recognized that changing institutional and individual needs, the human element in relations among students, faculty and administration, and the complexities of personal interaction within the educational environment require mechanisms whereby students can seek redress or adjustment of conditions that affect them. The College's grievance procedure has been designed to meet that need.

Any student, who feels he/she has been discriminated against on the basis of race, color, gender, or national origin, should detail the grievance in writing to the Vice President/Dean of Academic Affairs. If, within ten days, the Vice President/Dean of Academic Affairs has been unable through informal efforts to resolve the issue to the mutual satisfaction of all, he will appoint a Grievance Committee. The Director of Human Resources will Chair the Committee and will randomly pick a committee of two members from the Faculty and/or administration and two members from the Student Council. The Grievance Committee will meet within fifteen days from the date the written grievance is received by the Vice President/Dean of Academic Affairs. The Grievance Committee will issue its response to the student grievance within fifteen days from its meeting referred to in the previous sentence, and the decision of the Grievance Committee will be final.

The Americans with Disabilities Act

The Americans with Disabilities Act prohibits discrimination on the basis of disability and protects qualified applicants and students with disabilities from discrimination in all aspects of the application process and student life. The ADA also requires educational institutions to provide qualified applicants and students who have disabilities with any necessary reasonable accommodations that do not impose undue hardship to the school.

The College strictly adheres to the provisions of the ADA. Applicants and students with disabilities are invited and encouraged to make their necessary accommodations known to:

Director of Student Services
The New England College of Optometry
424 Beacon Street
Boston, MA 02115
617-236-6228

If you believe you have been discriminated against with regard to the ADA, please contact the Director of Student Services immediately.

Nondiscrimination Policy

The College does not discriminate with regard to any of its policies, practices, or activities involving students on the basis of gender, race, color, national origin, religion, age, mental or physical disability, sexual identity, and veteran status. The following person has been designated to handle inquiries regarding nondiscrimination policies:

Vice President/Dean of Academic Affairs
The New England College of Optometry
424 Beacon St.
Boston, MA 02115
617-236-6260

Inquiries concerning the application of nondiscrimination policies may also be referred to:

Regional Director
Office for Civil Rights
U.S. Department of Education
J.W. McCormack P.O.C.H., Room 222
Boston, MA 02109-4557

Drug and Alcohol Abuse Prevention Policy

As a recipient of federal monies, The New England College of Optometry maintains a Drug and Alcohol Abuse Prevention Policy, in compliance with The Drug Free Schools and Communities Act Amendment of 1989. The purpose of the policy is to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol, and the abuse of alcohol, by students.

Standards of Conduct

The College strictly prohibits, on its premises and at all College sponsored functions off-campus:

- a. The possession, use, or distribution of illicit drugs, including inappropriate possession, use or distribution of pharmaceutical drugs;
- b. The possession or consumption of alcohol by, or distributed to, persons under 21 years old.

The College reserves the right to restrict the use, distribution, or possession of alcohol on College premises or at any College sponsored function by persons 21 years old or older. The College also reserves the right to request documentation of age before serving alcohol.

Any function that students will attend and where alcohol will be served must be pre-approved by the Vice President and Dean of Administration. At all College functions, nonalcoholic beverages must be provided and located in a visible area separate from the alcoholic beverages. Food must always be available at all College functions where alcohol is served.

The College expects students to create and maintain a professional and educational environment that is safe and healthy and encourages responsible conduct. Furthermore, the College holds students responsible for the consequences of using or distributing illicit drugs, and serving or consuming alcohol.

Disciplinary Action

Reports of suspected violations of the Drug and Alcohol Prevention Policy by students will be responded to by the College administration.

Disciplinary action will be imposed on students who violate the Drug and Alcohol Abuse Prevention Policy and may include immediate suspension or dismissal from school.

Students violating local, state, or federal laws regarding drugs and alcohol on College premises or at College functions are not exempt from the corresponding legal sanctions. Disciplinary action taken by the College for legal violation may include a referral to local authorities for prosecution, the sanctions listed above, and/or mandatory completion of an appropriate rehabilitation program as a condition of continued student status.

Legal Sanctions for Violating Drug Laws – Student Consequences

A person convicted of a drug offense may be declared ineligible for any or all federal benefits for up to one year, or longer for repeat offenders. Federal benefits include grants and contracts, and professional licenses.

Health Risks

Potential health risks of alcohol abuse are: brain cell damage, loss of memory, poor concentration, muscle degeneration, personality disorders, alcoholism, and others. Potential health risks of drug use are: brain, nerve, and liver damage, psychosis, addiction, cardiac arrhythmias, coma, death, and others.

Counseling and Treatment Services

Amy Gerson, PhD is the Staff Psychologist at the College. She provides information and referrals, diagnostic assessment and short-term crisis treatment, and 24-hour on-call emergency service. When students require long-term treatment, Dr. Gerson provides liaison services for internal individual psychotherapy and outside treatment agencies on a fee for service basis. All inquiries and discussions are strictly confidential. Dr. Gerson may be reached at 781-862-5623.

In addition, 24-hour referral access is available through the local Drug and Alcohol Hotline at 1-800-327-5050.

Student Right to Know and Campus Security Act of 1990

In compliance with the Student Right-To-Know Act, the College provides information regarding graduation rates. You may obtain this information from the Registrar's Office.

We also maintain ongoing security records in compliance with the Campus Security Act of 1990. Students may obtain information regarding safety and security from the Administration Office. The College also distributes this information to students and posts it periodically throughout the academic year. NECO's policy is to disclose to an alleged victim of any crime of violence, the results of any disciplinary proceedings against the alleged perpetrator of such crime. Further information is available from the Administration Office.

Information Security Policy

The College complies with federal law regarding information security as required by the Gramm Leach Bliley Act. The full text of the Information Security Policy is located on the College's website at http://www.neco.edu/pubs/operations/information_security_plan.pdf.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the Registrar, Dean, Head of the Academic/Clinical Department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official, the student will be directed to the correct official.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record, the student will be notified and advised of his/her right to a hearing. Additional information regarding the hearing procedures will be provided to the student.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Student Records Access

The individuals at the College who have access to the student records, other than the Registrar's Office employees, are the President, the Vice President/Dean of Academic Affairs, the Associate Dean of Academic Affairs, the Chair and Members of the Student Affairs Committee, Director of Student Services, the Directors of the Accelerated, the Advanced Standing International and the Master of Science Programs (if the student is in that program), and College-authorized auditors. Other College administrators with legitimate educational interests are allowed access to student records as mandated by the Family Educational Rights and Privacy Act.

Student Directory Information Policy

The following information is considered directory information and is released on request without the student's specific written consent: dates of attendance, program and year in which student is enrolled, course load, the College's degrees received, address and telephone number, date and place of birth, and degrees received from other institutions.

Student Award Disclosure Policy

Throughout the year students are eligible for various awards that require personal information to be provided as well as published. However a student may opt out of participating by submitting a written request to Ms. Barbara McGinley in Students Services and Ms. Carol Rubel in Financial Aid in a timely manner (usually before the end of October to ensure non participation in any awards). This request to not participate in awards eligibility will stay in effect until such time that the student submits a written rescission.

Awards Committees may review a student's application, loan debt, financial need, GPA, course grades, class rank, etcetera where applicable. For some awards the release of your name, address and social security number is needed. All recipients of awards will have their names and/or pictures printed in programs and/or future communications.

Name and Address Policy

A student is required to provide the Registrar with his/her local address and telephone number, permanent address and telephone number, and legal name while in attendance at the College. The student is responsible for notifying the Registrar's Office immediately in writing of any changes. A student's name, address and telephone number are considered directory information and will be available to individuals affiliated with the College as well as third parties at the discretion of the Registrar.

The Registrar's Office does not ordinarily provide mailing lists to third parties. A third party must submit a written request for a mailing list and designate its single usage. The Registrar reserves the right to consult with the Vice President/Dean of Academic Affairs or the President for approval.

Tuition, Fees and Payment Policy

Tuition Fees

For the 2006-2007 Academic Year, the Board of Trustees of The New England College of Optometry has set the annual tuition rate as follows:

- \$29,088 – all years of the Four Year OD Degree Program,
- \$33,936 – first year of the Accelerated OD Degree Program,
- \$21,816 – second year of the Accelerated OD Degree Program,
- \$21,816 – third year of the Accelerated OD Degree Program,
- \$38,784 – first year of the Advanced Standing International Program,
- and \$29,088 – second year of the Advanced Standing International Program.

A student enrolled less than full-time will be charged at a per credit rate. Tuition fees are subject to change without notice.

The annual tuition is payable in approximately equal installments coinciding with the start of each academic term. A student will be billed for each term that a student is register for didactic or clinical courses.

Repeated Courses Tuition Charges:

A student, who is not registered full time in the term that the repeated course is given, will be charged on a per credit basis for the repeated course as well as any other course as applicable. A student, who is registered full time in the term that the repeated course is given, will not be charged additional tuition for the repeated course.

Extended Program Tuition Charges:

A student whose program is extended will be subject to applicable tuition and fee charges.

Fees and Expenses

Annual fees include a student activity fee of \$190 and an individual health insurance fee of \$850 for all students which will only be waived if other insurance has been deemed acceptable.

One time fees include a \$300 laboratory fee for first year students in all programs, a \$125 course notes fee, a \$715 equipment fee for first year students, and a \$10 fee for Massachusetts Society of Optometry membership for first year students.

Fees and expenses are subject to change without notice.

Payment Policy

All tuition and fees are due and payable on or before the first day of classes of each term, except for first-year students, which are due by August 1st of the year of entry. Students may not register or attend classes if tuition and fees are not paid in full or appropriate arrangements have not been made with the Chief Financial Officer at least two weeks prior to the beginning of the term. The College does not accept credit cards for the payment of tuition and fees.

Transcript Policy for Present Students

1. A transcript will not be released to a third party if the student has not met his/her financial obligation to the College.
2. A transcript of a student's record will be issued only on the written request and authorization of the student concerned. This written request (E-mails or faxes are not acceptable.) must provide the following information:
 - full name while attending the College,
 - degree(s) received and graduation date(s), if applicable,
 - Social Security Number and date of birth for verification only,
 - address where the transcript(s) should be mailed,
 - signature of student and date.
3. Only academic and clinical course work taken at The New England College of Optometry, as well as any transcribed administrative or disciplinary information, will appear on the transcript.
4. There is a three to five working day turnaround time for all transcript requests. Requests are handled on a first come/first served basis.
5. There is a charge of \$5.00 for each transcript for former students. A check drawn on a bank within the United States should be made out to "The New England College of Optometry". Requests from foreign countries, including Canada, should submit a "money order" or "postal order" in U.S. currency.
6. There is no charge for transcripts for students while attending the College and until the end of the month in which a student graduates unless more than five transcripts are requested within one academic year. Students who have requested more than five transcripts within one academic year will be charged for each additional transcript.
7. The student is responsible for providing the correct address for the mailing of a transcript. If an additional transcript has to be sent because of an address error by the student, the transcript fee will be charged again if applicable.
8. OFFICIAL TRANSCRIPTS - An official transcript, which is so designated and bears the seal of the College and the signature of the Registrar, is sent only to educational institutions, State Boards, National Boards, Research Institutes, Departments of the Federal Government, and other authorized agencies and institutions.
UNOFFICIAL TRANSCRIPTS - An unofficial transcript, which is so designated and does not bear the seal of the College or the signature of the Registrar, is sent to the student and other individual parties.

PLEASE NOTE: The policy of the College does not allow an official transcript to be sent or given directly to the student even in a signed and sealed envelope.

SUBMIT WRITTEN TRANSCRIPT REQUESTS TO:

Registrar's Office
The New England College of Optometry
424 Beacon Street
Boston, MA 02115

Hold On Services Policy

The College will withhold services to any student or former student who has financial or other outstanding obligations to the College.

Outstanding obligations include, but are not limited to:

- tuition and fees
- clinic and bookstore charges
- library late fees and book replacement charges
- unreturned borrowed equipment
- student loan default
- collection fees
- returned check fees

Withheld services include, but are not limited to

- transcripts to third parties
- certifications
- enrollment verifications
- board, licensure and other form processing
- library use and other services

Electronic Communications Policy

While the College fully supports an individual's right to freedom of speech, as well as pursuit of academic freedom, the e-mail systems and electronic communications systems of the College are not an appropriate medium for all types of communications.

The use of the College's communications systems (including e-mail, websites and phone systems) is reserved primarily for the conduct of business at the College. The College's systems may not be used to solicit or proselytize for outside or personal commercial ventures, religious or political causes or activities, outside of organizations or other solicitations or activities that would jeopardize the College's tax-exempt status or would otherwise violate this policy.

To enhance efficient communications, the College establishes internal distribution lists for various programs. Group e-mails sent via College established distribution lists may be monitored by College administrators and/or faculty.

NOTE: GLIMPSE is the electronic newsletter used by the College to disseminate information to the College community. It is e-mailed weekly (usually on Thursday) and provides updated information on various topics such as special lectures or events, vendor presentations, classified advertisements, etcetera.

Smoke-free Environment

NECO is a health care institution that maintains a smoke-free environment.

Accreditation

The New England College of Optometry is accredited by the Accreditation Council on Optometric Education and by the New England Association of Schools and Colleges.

The College makes every effort to be certain that the handbook is substantively true and correct in content and policy as of the date of publication. It should not, however, be construed as the basis of an offer or contract between the College and any present or prospective student. While to the College's knowledge, the handbook contains no erroneous, deceptive, or misleading statements or omissions, the College retains the right to amend, add or delete any information in the handbook, including any course of study, program or regulation, subsequent to publication thereof. Changes are made on a periodic basis utilizing the College's website or printed material.

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