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College Closing or Delay

Beacon Street Campus & Clinical Training Center at Commonwealth Ave.: 

- Notices of College closure or delay will now be listed on all four major Boston television networks (channels 4, 5, 7, 25 and NECN on cable tv).

- A notice will be posted on the College website indicating the Beacon Street building is "closed" on the "news" window of the Home Page, www.neco.edu and will include the date.

- A text message and email will be sent through the Emergency Notification System of the College’s closure or delay.

- There will be a recorded announcement on the College's telephone auto-attendant, 617-266-2030.

The notices apply only to academic programs; persons (students, faculty and staff) with clinical assignments must separately check with the sites to which they are assigned. Even if the College is closed, clinics may be open and assigned personnel must report unless specifically and individually notified that a given clinic is closed. It is the responsibility of persons with clinical assignments to check with their assigned site using the procedures they have been given.

Clinical Sites:
A student assigned to clinic is expected to contact their preceptor and/or the clinic director. If the clinical site remains open, the student is expected to go to clinic. If the student is unable to attend, the student must follow the procedure for an "unexpected absence" which can be found under “Absence Policies and Procedures”.

A student assigned to screening will have their screening cancelled if the Beacon Street Campus is closed regardless of the status of the screening site.

A student assigned to an observation will have their observation cancelled if the Beacon Street Campus is closed. The student is expected to contact their preceptor to cancel the observation for that day and reschedule their observation at the earliest available time.
Quick Reference & General Information

Academic Calendar: The Office of Academic Affairs is responsible for annually coordinating and publishing the academic year calendar. The calendar can be found on https://www.neco.edu/academics/current-calendar. All students are responsible for familiarizing themselves with important academic dates. Final year students taking clinical rotations follow the calendar at their clinical site.

Bicycle Rack: Students may park their bikes during the day at the bike rack located outside the main entrance of the Beacon Street Campus. Any bike found in the storage rack overnight will be impounded, where the owner will have 48 hours to collect their bicycle before it is discarded. Students may not park their bicycles within the college facilities or any other location than the designated bike rack. If a student wants the lock cut off their bike, he/she must go to the Front Office to sign a permission form and schedule the lock cutting.

*Please be aware that bicycles, mopeds, and scooters are not allowed within the college facilities.

Change of Address or Name: Students are responsible for notifying the Registrar's Office immediately in writing (no emails, faxes or telephone calls) of any address, telephone and/or name changes. Student Address Forms are available on the NECO Student Portal. Students should contact the Registrar's Office with regard to a name change as this will require appropriate legal documentation to accompany the request.

Class Schedules: The Office of Academic Affairs creates and distributes class schedules. The schedules are posted on the NECO Student Portal.

Counseling: All inquiries should be directed to the Office of Student Services at 617-587-5593.

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 via scan (registrars@neco.edu) or in person. The Registrar’s Office has a three to five business day turnaround time for all requests.

Faxes/Scans: Faxing and/or scanning related to College/Clinic business can be done in the Office of Student Services.

Grade Reports: Grades are coordinated by the Registrar’s Office. Please contact the Registrar directly to obtain a grade report.

Health Insurance for Students: Questions can be directed to the Office of Student Services at 617-587-5593.

Hours of Operation at Beacon Street Campus:

<table>
<thead>
<tr>
<th>Season</th>
<th>Days</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Summer Term</td>
<td>Monday-Friday</td>
<td>6:30 AM-9:00 PM</td>
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<tr>
<td></td>
<td>Saturday</td>
<td>8:00 AM-4:00 PM</td>
</tr>
<tr>
<td></td>
<td>Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td>Fall &amp; Spring Term</td>
<td>Monday-Friday</td>
<td>6:30 AM-10:00 PM</td>
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<tr>
<td></td>
<td>Saturday-Sunday</td>
<td>8:00 AM-6:00 PM</td>
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</tbody>
</table>

*Hours are subject to change.*
**Housing Information in Boston:** Contact the Center for Academic and Professional Achievement at 617-587-5593.

**ID Card and Campus Access:** ID cards are issued free of charge upon matriculation and provide access to our various campuses and resources, such as:

- Beacon Street Campus
- Clinical Training Center
- NECO Center for Eye Care
- NECO Library’s resources and services

Students are required to use their ID to gain entrance to the various NECO facilities and wear it at all times while on the premises. At the Beacon Street Campus, if you do not have your ID on your person, you will be required to obtain a temporary ID/guest pass at the reception desk. Replacement of lost, stolen, and broken ID cards are issued by the Front Office. Lost and stolen cards must be reported immediately to the Front Office. Further information can be found under “ID Usage and Beacon Street Campus Access”.

**Immigration Information:** International students should direct their questions to The Registrar at 617-587-5581 or email at registrars@neco.edu. An appointment may be needed to clarify the disposition of the information or to process documents.

**Immunization Documents for Students:** Please keep a copy of your immunization documents for use. If your personal copy has been lost and you need a copy of your immunization records you can request them through your doctor or make a request through the Office of the Registrar. For more information, (See ‘Immunization Requirements’ in the Student Handbook) or have questions, please contact the Office of the Registrar

**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, especially email, from faculty and administration.

**I-20 Validation:** International students must have their I-20 forms signed every year in order to re-enter the United States. F-1 Students need to come to the Registrar’s Office at the end of the first week of the Fall term. To schedule an appointment, please email registrars@neco.edu.

**Lost and Found:** All inquiries should be directed to Reception in the Front Office, where items lost are held. Items unclaimed after 30 days will be discarded or donated.

**Mail Room:** Students are permitted to send preposted articles of mail through the Mail Room in the Front Office. Mailing hours are between 7:00AM-2:30PM Monday through Friday. Any item left after 2:30PM will be mailed out the next business day.

Furthermore, students may ship their packages to the Beacon Street Campus. The Mail Room is open for drop off and pick up of packages during building hours, see “Hours of Operation at Beacon Street Campus”. Items unclaimed after 10 business days will be returned to sender. See “Students Personal Property Policy” for information regarding liability and responsibility of parcels.

**MBTA (T) Passes:** Discounted passes may be purchased during the first week in September and the first week in January. Please contact the Center for Academic and Professional Achievement at 617-587-5593 for further information and exact deadlines. You may also purchase passes at the Back Bay and Government Center train stations. For more public transportation information, call the T at 617-222-5000 or go to their website: www.mbta.com.
Midterm and Final Exam Schedules: Exam schedules are created and distributed via email by the Office of Academic Affairs. The schedules are also posted outside the Academic Affairs Office and can be found on the NECO Student Portal.

National Board of Examiners in Optometry: Information on licensing exams can be found at the National Board of Examiners in Optometry (NBEO) site, www.optometry.org. This is also where you may order board exam scores to be sent to state licensing offices. The telephone number is 800-969-3926.

On Campus Work-Study, Loans and Scholarships: On campus work-study jobs are posted on the Financial Aid Office’s webpage, www.neco.edu/admissions/financial-aid, as are timesheets and other required forms. Call Ms. Joann Reed if you have any questions: 617-587-5649 or email reedi@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.

NECO Campus Store: https://www.store.neco.edu/

Optometric Equipment and Course Notes:
Student Equipment Kits:
Dr. Hillary Gaiser (gaiserh@neco.edu) will manage the order and distribution of equipment kits for OD1 students. These will be purchased centrally and the cost is included in student fees.

Optometry Licensing Information: Please note that students are responsible for understanding the requirements of the states in which they plan to seek licensure. You are strongly urged to research your state’s requirements at least five months before you graduate. The Association of Regulatory Boards of Optometry provides a list of states with direct links to their licensing web sites, at www.arbo.org/dir_of_boards.php.
In addition, the NBEO site contains a directory of board addresses, telephone numbers and web sites at http://www.optometry.org/state_board.cfm.

Printing and Copies: See the NECO Portal for more details.

Room Reservation: To reserve a room for a student related meeting/function, please see Jessica Bonitatibus in the Center for Academic and Professional Achievement.
Servery and Vending Machines: The servery and vending machines are located in the lower level of the Beacon Street Campus. The servery hours of operation are:

<table>
<thead>
<tr>
<th>Term</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Term</td>
<td>Monday-Friday</td>
<td>7:30 AM-3:00 PM</td>
</tr>
<tr>
<td></td>
<td>Saturday-Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td>Fall &amp; Spring Term</td>
<td>Monday-Friday</td>
<td>7:30 AM-3:30 PM</td>
</tr>
<tr>
<td></td>
<td>Saturday-Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*Hours are subject to change.*

Student Parking at Beacon Street Campus: Limited student parking is available evenings and weekends during the below time frames.

<table>
<thead>
<tr>
<th>Term</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Term</td>
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<td>5:00-9:00 PM</td>
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<td></td>
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</tr>
<tr>
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<td>Monday-Friday</td>
<td>5:00-10:00 PM</td>
</tr>
<tr>
<td></td>
<td>Saturday-Sunday</td>
<td>8:00 AM-6:00 PM</td>
</tr>
</tbody>
</table>

Parking overnight, when the campus is closed, or during business hours is prohibited. All vehicles are required to have a guest parking pass while parked in the lot. Guest passes are available at Reception in the Front Office. All inquiries should be directed to a member of the Facilities Department.

Textbooks: The Library creates and distributes the course textbook listing which is posted on the https://www.neco.edu/library.

Transcripts: Students can order NECO transcripts through the Registrar’s Office. Transcript requests can be made online via the National Student Clearinghouse. This link (https://www.neco.edu/alumni/registrar-information), and further information is available on the Registrar Website. Please call the Registrar for any questions 617-587-5581

Tutoring Requests: All inquiries should be directed the Center for Academic and Professional Achievement at 617-587-5593

Usage of Perfumes and Colognes: Please be aware that some individuals have allergic reactions to perfumes and colognes. Please minimize your use.

Website for the College: www.neco.edu
# Office/Department Telephone Guide

<table>
<thead>
<tr>
<th>Office/Department</th>
<th>Telephone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs Office</td>
<td>617-587-5587</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>617-587-5580</td>
</tr>
<tr>
<td>Bioscience Department</td>
<td>617-587-5590</td>
</tr>
<tr>
<td>Business Office</td>
<td>617-587-5583</td>
</tr>
<tr>
<td>Campus Store</td>
<td>617-587-5600</td>
</tr>
<tr>
<td>Center for Academic and Professional Achievement (CAPA)</td>
<td>617-587-5593</td>
</tr>
<tr>
<td>Center for Educational Effectiveness</td>
<td>617-587-5604</td>
</tr>
<tr>
<td>Clinical Education Office</td>
<td>617-587-5566</td>
</tr>
<tr>
<td>College Main Number</td>
<td>617-266-2030*    (Beacon Street Campus)</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>617-587-5582</td>
</tr>
<tr>
<td>Front Office</td>
<td>617-587-5652     (Reception, Lost and Found, Mail)</td>
</tr>
<tr>
<td>Human Resources Office</td>
<td>617-587-5599</td>
</tr>
<tr>
<td>Information Technology Office</td>
<td>617-587-5591</td>
</tr>
<tr>
<td>Library</td>
<td>617-587-5589</td>
</tr>
<tr>
<td>NECO Center for Eye Care Commonwealth</td>
<td>617-262-2020*</td>
</tr>
<tr>
<td>NECO Center for Eye Care Roslindale</td>
<td>617-553-2108     (reception)</td>
</tr>
<tr>
<td>President’s Office</td>
<td>617-587-5678</td>
</tr>
<tr>
<td>Primary Care Department</td>
<td>617-587-5594</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>617-587-5581</td>
</tr>
<tr>
<td>Specialty &amp; Advanced Care Office</td>
<td>617-587-5595</td>
</tr>
<tr>
<td>Student Services Office</td>
<td>617-587-5593     (room scheduling for students)</td>
</tr>
<tr>
<td>Vision Science Department</td>
<td>617-587-5588</td>
</tr>
</tbody>
</table>

*Access the NECO directory by calling 617-266-2030 to locate a specific individual, department, or office.
The NECO Library

Located on the garden level of the 424 Beacon Street campus, the NECO Library offers a full range of information services. A member of Fenway Library Organization, a local library consortium, the library shares its catalog with several other local special and academic libraries. These libraries are open to current NECO students, and students are able to borrow materials from most of the other FLO libraries. A NECO ID is needed to visit the other libraries, borrow books or request articles.

The library’s service desk circulates physical reserve materials in support of the current term course offerings (additionally, the library provides access to online reserve materials). These varied materials include books, articles, notes, lens sets, skulls and calculators, among other items. From this desk, library staff members support users in locating relevant materials and learning research techniques. The library also loans iPad Minis for use on campus, as well as chargers, adapters, and peripherals for various devices. For more details regarding the library’s borrowing policies, please visit library.neco.edu/services/borrow.

Students are registered in the library’s system when they arrive for orientation. A NECO ID card with a 14-digit barcode sticker on the back is required both for borrowing physical materials and for accessing online resources from off campus. If at any point a student’s ID card is replaced, it is necessary to stop by the service desk to receive a replacement barcode sticker as well.

library.neco.edu is a 24/7 gateway to the library’s vast collections. From here, you can search the library’s online and print holdings, including databases, scholarly articles, eBooks, print journals and print books. You can also easily request materials that the library does not own. The library regularly announces new services and resources on this site as well.

Contact the NECO Library:
library.neco.edu
617-587-5589
library@neco.edu
STUDENT GROUPS

The following recognized student groups at the New England College of Optometry provide opportunities for leadership development in student government; optometric research; local, national and international eye care; and public health legislation.

Student Council

American Academy of Optometry

American Optometric Association PAC

American Optometric Student Association

Beta Sigma Kappa

Canadian Association of Optometry Students (CAOS)

College of Optometrists in Vision Development

Contact Lens Society

La Vista

Lions Club

Massachusetts Society of Optometrists

National Optometric Student Association

Neuro-Optometric Rehabilitation Association

Performance Vision Club

PRISM

Private Practice Club

Public Health Club

Volunteer Optometric Services to Humanity

Descriptions can be reviewed at http://www.neco.edu/student-life/student-organizations. If you have further questions, please contact Jessica Bonitatibus, Coordinator of Student Services, at bonitatibusj@neco.edu.
Student Council

The Student Council governs the internal affairs of the student body. The Council consists of twenty-three voting members and is made up of the Executive Board (a president, a vice president, treasurer, secretary, and media/clubs coordinator) and:

- representatives from the first, second and third year classes of the Four Year OD Program
- representative from the Accelerated OD Program (AODP)
- representative from the Advanced Standing International Program (ASIP)
- representative from the Masters of Science in Vision Science Program (MS)

The Student Council positions are open to any student who meets the GPA requirements (See ‘GPA Requirement to Hold Student Office/Committee Member’ section) and are elected by the entire student body at the end of the year.

Every year, each class in the Four Year OD Program elects a president, a vice-president and three representatives to the Student Council. The AODP, ASIP and MS Programs each elect one representative. The students elected to these positions have the duty of representing their class during Student Council meetings as well as acting as liaison 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, the MS Program and the Accelerated OD Program hold elections at the end of the Spring Term for positions beginning the following Summer Term. The Advanced Standing International Program holds elections in the middle of the Summer Term for the positions beginning the following Fall Term.

Student Council works toward making change to Optometric legislation and organizes activities such as the NECO Olympics, the Halloween party and the Eye Ball. At the fall budget meeting, the Executive Council members allocate funds from student activity fees to the various recognized school organizations.

The Council also meets periodically with school administrators to help set policies 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 Alumni Association Board of Directors includes all members of the Executive Student Council. 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 email announcements regarding when and where the meeting will be held. Meetings are open to all students, faculty and administrators as observers without rights to speak or to vote, unless otherwise invited.

If you have any questions concerning the Student Council, contact Jessica Bonitatibus, Assistant Director of Student Services in the Center for Academic and Professional Achievement at bonitatibusj@neco.edu.
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 and adherence to the College’s educational policies as well as other policies as defined throughout the Student Handbook.

Degree Requirements

Students are required to apply to the Registrar’s Office for the award of any degree at the College.

There are three conferral periods per academic year with one graduation ceremony. When students complete their requirements, they will be recommended for their degree to be conferred upon the next conferral date. The conferral dates for the 2019-2020 calendar year are as follows:

- September 1, 2019
- December 15, 2019
- May 17, 2020
- September 1, 2020
- December 15, 2020

Students eligible for a first professional degree (OD), graduate degree (MS) or a specially devised curriculum for an undergraduate optometry degree should contact the Registrar’s Office six months in advance of when they are expected to complete their program to complete a Diploma Application if they have not received prior notification from the Registrar’s Office.

A student who has not earned a bachelor’s degree prior to enrolling in the four-year first professional program may apply for the Bachelor of Science in Optometry degree. At the beginning of the second year of study, the student must submit a written request to the Registrar stating that he/she has not received a bachelor’s degree and is requesting to be evaluated for eligibility to receive the College’s bachelor’s degree. Because a student is not eligible for the bachelor’s degree after graduation from the College, any deficiencies in the undergraduate course requirements must be completed prior to receipt of the Doctor of Optometry degree.

In order to be eligible for the bachelor’s degree, the student must:

1. Hold no prior bachelor’s degree;
2. Have successfully completed (C or above) at least twelve semester hours of Social Science and twelve semester hours of Humanities at the undergraduate level (Information regarding the categorization of courses may be obtained from the Registrar’s Office.);
3. Have successfully completed two years of study at the New England College of Optometry;
4. Have not yet received the Doctor of Optometry degree.
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 successfully.
- **Academic Requirements** – A minimum cumulative grade point average of 2.000 with no outstanding grades of Failure, Remedial, or Incomplete is required in a first professional program. For a graduate program a minimum cumulative grade point average of 3.000 is required with no outstanding grades of Failure or Incomplete. For a joint first professional and graduate program a minimum cumulative grade point average of 3.000 in the graduate program and a minimum cumulative grade point average of 2.750 in the first professional program is required with no outstanding grades of Failure or Incomplete in either program. (The cumulative GPA is not a rounded number. Example: a cumulative GPA of 1.999 does not qualify a student in a first professional program to graduate.)
- **Professional Conduct Requirement** – No student will be allowed to graduate with charges or pending actions.
- **Thesis Requirement for MS Graduate Program only** – An approved thesis must be defended and submitted.
- **Requirements for MS/OD China Program only** – The award of the MS degree in China and passing Part I of the NBEO board exam are required prior to the OD degree being awarded.
- **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, expenses incurred at the clinic and Campus Store, library charges and/or other fees.
- **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.*

All grades, including Incomplete, In Progress, and Remedial are considered for purposes of determining academic standing and academic progress. Academic standing and academic progress will only be calculated once per term following the grade submission deadline.

**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 or more of the following categories:
- Academic Warning
- Academic Probation
- Clinical Probation
- Disciplinary Probation
- Modified Status
- Inquiry Status

**Academic Distinction:**
NECO strives to recognize students that have demonstrated high academic achievement and performance. The distinctions below detail the qualifications to receive these honors. Please note, GPA cannot be rounded up.

**BSK:** Available once a year after Spring term ends (except final year clinical rotations). Students will achieve this honor by earning a cumulative GPA of 3.5 or higher.

**Dean’s List:** Only available after the traditional Fall and Spring terms (Rotation and Summer terms do not qualify). Students will achieve this honor by earning a term GPA of 3.5 or higher.

**Honor Roll:** Only available after the traditional Fall and Spring terms (Rotation and Summer terms do not qualify). Students will achieve this honor by earning a term GPA of 3.0 or higher.

**Academic Warning**
A student in a first professional program will be placed on academic warning when their cumulative GPA falls within the range of 2.000 – 2.399. The student will receive a written notice, which may be transmitted via the student’s NECO email from the Registrar.

*Students that entered their academic program prior to 2019, and if they earned a cumulative GPA between 2.000-2.199, will be placed on Academic Warning.*

**Resolution of Academic Warning**
Academic warning will be resolved when the student’s cumulative GPA is 2.400 or above.

*Students that entered their academic program prior to 2019: Academic warning will be resolved when the student’s cumulative GPA is 2.200 or above*
**Academic Probation**
A student in a first professional program only 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 one grade of “F” in one term.

A student in a graduate program 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 3.000 required for advancement to the next year or graduation,
- student’s term grade point average is 1.600 or below in any one term,
- student has earned one grade of “F” in one term.

A student in the combined OD/MS program will be placed on academic probation for one or more of the following:
- student’s MS cumulative grade point average is below the minimum grade point average of 3.000 required for advancement to the next year or graduation,
- student’s OD cumulative grade point average is below the minimum grade point average of 2.750 required for advancement to the next year or graduation,
- student’s term grade point average is 1.600 or below in any one term for either program,
- student has earned one grade of “F” in one term for either program.

A student in the combined OD/PhD program will be placed on academic probation for one or more of the following:
- student’s OD cumulative grade point average is below the minimum grade point average of 2.750 required for advancement to the next year or graduation,
- student’s term grade point average is 1.600 or below in any one term,
- student has earned one grade of “F” in one term.

The student will receive a written notice, which may be transmitted via the student’s NECO email from the Registrar each time he/she meets a requirement to be placed on academic 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 academic probation may be required to meet with the SAC and will be required to meet with the Dean of Academic Resources and Administration. A student in the Accelerated OD Program or the Advanced Standing International Program will also be required to meet with their program advisor. A student in a graduate program will also be required to meet with the Director of the program.

**Resolution of Academic Probation**
Academic probation in a first professional program will be resolved when the student’s cumulative GPA is 2.000 or above and any requirements set by the SAC and/or the Vice President/Dean of Academic Affairs has been met.

Academic probation in a graduate program will be resolved when the student’s cumulative GPA is 3.000 or above and any requirements set by the Director of the
Graduate Program, the SAC and/or the Vice President/Dean of Academic Affairs has been met.

Academic probation in the OD/MS program will be resolved when the student’s OD cumulative GPA is 2.750 or above and MS cumulative GPA is 3.000 or above and any requirements set by the Director of the Graduate Program, the SAC and/or Vice President/Dean of Academic Affairs has been met.

Academic probation in the OD/PhD program will be resolved when the student’s OD cumulative GPA is 2.750 or above and any requirements set by the Director of the Graduate Program, the SAC and/or Vice President/Dean of Academic Affairs has been met.

**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, which may be transmitted via the student’s NECO email, from the Registrar each time he/she meets a requirement to be placed on clinical 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 Clinical Probation**
Clinical Probation will be resolved if a student receives a grade of pass (P) or higher in their next clinical course for a remedial grade or in their next equivalent level clinical course for a failure grade and has met any requirements set by the SAC, the Vice President/Dean of Academic Affairs and/or as part of a remedial program.

**Disciplinary Probation**
A student will be placed on disciplinary probation if he/she is found in violation of any policies under ‘Student Rights and Responsibilities’. A letter will be placed in the student’s file. If the student is involved in subsequent violations, he/she will be eligible for dismissal and will meet with the Student Affairs Committee.

**Resolution of Disciplinary Probation**
Disciplinary probation will be resolved if the student meets the conditions set forth in their retention letter from the Student Affairs or other appropriate committee. The appropriate committee will determine on an individual basis if the letter(s) with regard to disciplinary probation will remain in the student’s file permanently and if ‘Disciplinary Probation’ or other notation will be transcribed on the student’s transcript.

**Modified Status**
A student whose program has been changed or has been retained by the SAC will be placed on modified status. The Vice President/Dean of Academic Affairs or designee 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 and/or clinical standard. The modified program will also contain the academic and/or clinical standard(s) that the student must meet in the modified program. The SAC may set different academic and/or clinical standard(s) as part of a student’s performance review or dismissal hearing as well as recommend curriculum changes to the Vice President/Dean of Academic Affairs.
Re-classed: The SAC committee treats every academic situation individually, and their decisions are based upon what is best for the student. In some circumstances, the SAC committee may decide to retain a student, but require the student to repeat a previous semester, or even a full academic year.

Student Request for Modified Program
Ordinarily a student’s request for a change in their academic curriculum should be submitted to the Vice President/Dean of Academic Affairs no later than two weeks after mid-term exams. If approved, a student’s request for a change in their curriculum will place the student on modified status. The same procedures as listed under ‘Modified Status’ will be used to create the modified program.

Inquiry Status
A student who has an unprofessional conduct complaint pending before the SAC or a disciplinary probation violation pending 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 and clinical standards in order to advance to the next year of study. A student in the OD/MS or OD/PhD program must meet the professional and graduate program standards to advance to the next year of study.

For a professional program:
- A student must have at least a 2.000 cumulative GPA at the end of each academic year and have completed all clinical requirements without an unresolved grade of “F” for that year unless placed on modified status.
- To enter the final Professional Year, a student must have a 2.000 cumulative GPA, no more than one grade of Incomplete, In Progress, Remedial or Fail in didactic or clinical courses, and have completed all clinical requirements for all three years without an unresolved grade of “F” unless placed on modified status.

For a graduate program:
- A student must have at least a 3.000 cumulative GPA at the end of each academic year.
- A student must meet all program requirements for that year which is confirmed by their advisor to the Graduate Studies Committee.
- A student must have no more than one grade of Incomplete, In Progress, or Fail in a didactic course unless placed on modified status.

For OD/MS program:
- A student must have at least a 2.750 OD cumulative GPA and a 3.000 MS cumulative GPA at the end of each academic year.
- A student must meet all program requirements for that year which is confirmed by their advisor to the Graduate Studies Committee.
- A student must have no more than one grade of Incomplete, In Progress, or Fail in didactic or clinical courses unless placed on modified status. To enter the final Professional Year, a student must also have completed all clinical requirements for all three years.
For OD/PhD program:
- A student must have at least a 2.750 OD cumulative GPA at the end of each academic year.
- A student must meet all program requirements, both OD and PhD, for that year which is confirmed by their PhD graduate advisor to the NECO Director of Graduate Studies.
- A student must have no more than one grade of Incomplete, In Progress, or Fail in didactic or clinical courses unless placed on modified status. To enter the final Professional Year, a student must also have completed all clinical requirements for all three years in the OD program.

Satisfactory Academic Standing/Progress and Financial Aid Eligibility

A student will be placed on Financial Aid Warning after two consecutive terms on Academic and/or Clinical Probation. During the Financial Aid Warning term, a student will receive federal financial aid for which he or she is otherwise eligible. If the Academic or Clinical Probation is not resolved at the end of the Financial Aid Warning term, the student will be required to meet with the Student Affairs Committee. If allowed to continue in the program, he/she will be placed on Financial Aid Probation and is eligible for one more term of federal financial aid. At the end of the Financial Aid Probation term, the student, who has not been removed from Academic and/or Clinical Probation and is allowed to continue in the program, will no longer be eligible for federal financial assistance.

Once Academic and/or Clinical Probation is resolved or the specified modified program requirements are met, the Financial Aid Warning or Probation is lifted. The student may regain eligibility for federal financial aid after all issues are resolved.

Please refer to the Financial Aid Handbook for further details.

Dismissal Policies and Procedures

Academic Dismissal

A student in a first professional degree program may be subject to dismissal:
- when the term GPA is 1.60 or below,
- when the cumulative GPA is below 2.000,
- following two consecutive terms on academic probation,
- when a grade of “F” is earned in a course,
- 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.

A student in a graduate degree program may be subject to dismissal:
- when the term GPA is 1.60 or below,
- when the cumulative GPA is less than 3.000,
- following two consecutive terms on academic probation (not including an intervening summer session),
When a student meets the criterion for academic and/or clinical dismissal, the SAC will conduct a dismissal hearing.
As part of the review, the SAC will consider the student’s academic record, clinical record, Graduate Studies Committee (GSC) recommendation, 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,
- or written faculty recommendations and comments when requested by the student.

Prior to any dismissal action, the SAC will notify the student in writing usually by NECO email of the time and date of their 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 hearing, the student may be dismissed or retained on modified status. The SAC will notify the student in writing usually by NECO email of the decision to dismiss or retain. 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 their dismissal to the Vice President/Dean of Academic Affairs within five business days after the date of the letter in which SAC informs the student of their dismissal. The Vice President/Dean of Academic Affairs or designee will serve as a 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 that was not available at the time of the hearing. The Vice President/Dean of Academic Affairs or designee will act in an expeditious manner after receipt of a written appeal and may elect to convene a committee of faculty and/or administrators to assist with this decision at any point of the process. The Vice President/Dean of Academic Affairs or designee may request input from the SAC, GSC, if applicable, or others as necessary.

If the Vice President/Dean of Academic Affairs deems that the appeal is justified, he/she may consult further with others before advising the student in writing usually by NECO email of the student’s status, curriculum changes or conditions that are required as part of the student’s program in order to be retained. If the Vice President/Dean of Academic Affairs does not feel that the appeal is justified, the student will be advised in writing usually by NECO email of this finding. The decision of the Vice President/Dean of Academic Affairs will be final.

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

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

● an interview with the Dean of Academic Resources and Administration,
● an exit interview with a member of the Financial Aid Office,
● an exit interview with a member of the Business Office to determine the student’s unpaid balance.

And the following will occur:

● permanently transcribing of dismissal on student’s record
● deactivation of the student’s identification card to remove access to campus buildings except as a visitor during regular business hours,
● the student must contact IT within five (5) days to set up forwarding of their NECO email for thirty (30) days. If a student fails to contact the College IT department within five (5) 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 as part of the Pass/Fail system)
F (Fail as part of the Pass/Fail system)
I (Incomplete)
AU (Audit)
W (Withdrawal)
EX (Exempt)
IP/WIP (In Progress)

Grade of I (Incomplete)

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 Academic Affairs Office. An incomplete grade should never be used in lieu of an “F” or any other grade.

Resolution of I 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. 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 instructor
of record may request an extension by contacting the Registrar before the deadline has passed. Otherwise, the Incomplete will expire, and an F will be applied.

A student in the MS program who has an incomplete in the final course of the MS program will only have two terms in which to complete this course. If the student is administratively withdrawn from the MS program, the grade will automatically become a grade of “W”. The Director of Graduate Students can extend this deadline only if the student registers and pays the Thesis Maintenance Fee.

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 of record. If the instructor has specified on the grade sheet which resolution option will be allowed, this will be indicated in the failure letter to the student.

A student receiving an “F” in the Spring Term is advised to remain in the Boston area.

**Resolution of 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 will have the right to decide which of these options is to be chosen for each student.

**Repeat Course to resolve an “F”**
A student, who needs to repeat the course to make up the “F” grade, will be referred to the SAC for a dismissal hearing.

When a student repeats the course in which an “F” was earned, both grades will be transcribed on the student’s transcript and will be used for GPA calculation.

In extenuating circumstances, a reasonably equivalent course may be allowed with the approval of the Vice President/Dean of Academic Affairs or designee.

**Retake a Special Examination to resolve an “F”**
A student, who makes up an ”F” grade by taking a special examination and passes that exam, 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 the grade of “F”, the student will be required to meet with the SAC as described above in Repeat Course to resolve an “F”.
Grade of AU (Audit)
A student may audit a course with the recommendation of the Vice President/Dean of Academic Affairs or designee. 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 pass 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 with a duration of 14 or more weeks; end of the first week of the beginning of the course with a duration of 12 or less weeks. The student is required to attend the course until receiving written notification of an 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 the student to resolve a grade of “F” when required by the Student Affairs Committee, or when placed in a modified program. Both grades will be transcribed on the student’s transcript and will be used for the GPA calculation.

Student’s cannot repeat a course to improve academic performance and GPA.

If placed in a modified program, the SAC or Vice President/Dean of Academic Affairs may decide to not have the grade of the first course count toward the GPA calculation. This must be in writing as part of the modified program.

Withdrawal from Courses
A student is not normally allowed to withdraw (drop) from individual courses. In unusual circumstances, a student who is performing at a “C” or higher level may petition the Vice President/Dean of Academic Affairs or designee 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 of Academic Affairs or designee after consultation with the instructor of record. If the student’s request is approved, a grade of “W” will be transcribed. A student who withdraws from one or more courses will be placed on modified status. The Vice President/Dean of Academic Affairs or designee will devise a modified program using the same procedures as listed under Modified Status for this student. A copy of the letter approving the withdrawal and providing the student’s modified program will be sent to the Registrar.

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.

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)
RMP = Remedial to Pass (Remedial, passed next clinical course)
RMF = Remedial to Fail (Remedial, did not pass next clinical course)
F = Failure (Inadequate)
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 base, analytical skills, diagnostic skills, treatment and management, attitude, communication 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 Course Syllabi’.

Clinical preceptors must submit written documentation to the Office of Clinical Education to support all clinical grades.

Grade of F (Failure)
A student who earns a grade of “F” in a clinical course involving patient care will be required to meet with the SAC for a dismissal hearing. The student is required to contact the Dean of Academic Resources and Administration with regard to their performance. The Dean of Academic Resources and Administration will review all students receiving a Failure grade with regard to the program of remediation, circumstances and specific needs.

Resolution of F Grade
The resolution of an “F” 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 and is required to contact the Dean of Academic Resources and Administration to discuss their program of remediation. Before further advancement in the clinical program is allowed, the student will have to satisfactorily complete a course of remediation and achieve a grade of “P” or above in the repeated clinical course. Upon completion of the remedial course work and repeated clinical course, the student will be reviewed by the SAC and further action will be taken by the SAC if necessary.

Grade of RM (Remedial)
It is recommended that a student who earns a Remedial grade in a clinical course meet with the Instructor of Record of Clinical Programs to discuss possible consequences and steps for resolution.
Resolution of RM 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 their next level clinical course and if applicable, the successful completion of their remedial program will remove a student from clinical probation; the original Remedial (RM) grade will be converted to a Remedial/Pass (RMP).
- A Remedial grade converts to a Remedial/Failure (RMF) grade if the student fails to meet passing criteria for the next level clinical course; the student is then eligible for dismissal and will be required to meet with the Student Affairs Committee (SAC) and the Dean of Academic Resources and Administration as described above in the ‘Grade of F’ section.

Additional clinical assignments may be required when more than one Remedial grade is obtained and when a Remedial grade is awarded in the final term of the program. A student accumulating either two consecutive or three non-consecutive “RM” grades throughout the clinical curriculum is eligible for dismissal.

Grade of AU (Audit)
A clinical course can only be taken for a grade of audit if required as part of a student’s modified degree program due to their modified or probationary status. 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 clinical preceptor in order for the course to be transcribed.

Grade of I (Incomplete)
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 clinical preceptor or Instructor of Record of Clinical Programs, 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 I Grade
A student receiving a grade of Incomplete is required to contact the Instructor of Record of Clinical Programs or their designee immediately following receipt of the grade of Incomplete in order to make arrangements to complete the clinical course. The work must be completed within 3 weeks following the term in which the Incomplete was given. The student and the Instructor of Record of Clinical Programs will be informed by the Registrar of the actual deadline date of when the grade must be received.

If the grade of Incomplete is not removed by the actual deadline date given by the Registrar, the grade will automatically become an “RM”. If extenuating circumstances arise, the Instructor of Record of Clinical Programs 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 SAC or as part of a modified program when placed on modified status. Both grades will be transcribed on the student’s transcript. A student may not elect to repeat a clinical course.

Exemption from Clinical Courses
There is no exemption from or substitutions for clinical courses involving patient care. Students will be assigned only to clinical assignments that have been previously established by formal affiliation with the College, with the exception of student-scheduled observations as a part of Patient Care I. The Office of Clinical Education publishes a list of clinical affiliates annually.

Withdrawal from Clinical Courses
A student is not normally allowed to withdraw from a clinical course. A student may request permission to withdraw from a clinical course by writing to the Vice President/Dean of Academic Affairs and providing a copy to the Office of Clinical Education no later than 3 weeks before the last day of the student’s present clinical assignment or 3 weeks before the first day of the student’s next clinical assignment. Permission to withdraw from a clinical course will only be given by the Vice President/Dean of Academic Affairs or designee. If the student’s request is approved, a grade of “W” will be transcribed. A student who withdraws from a clinical course will be placed on modified status. The Vice President/Dean of Academic Affairs or designee will devise a modified program for this student. A copy of the letter approving the withdrawal and providing the student’s modified program will be sent to the Registrar and the Office of Clinical Education.

If a student withdraws from a clinical course without permission by not attending clinic assignments (Patient Care I, II, III, IV) or by failing to complete other requirements of the clinical course, a grade of “F” will be transcribed.

Withdrawal from any clinical course(s) after the third week of the term will not result in a tuition adjustment.

Submitting Grades
Final grades are due from the instructor of record one week after the final exam. For any questions, please contact the Registrar.

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 to the Registrar’s Office, the following procedures apply:

**Change of grade for I (clinical or didactic) or F (didactic)**
The instructor of record must complete a Change of Grade Form or write a formal letter with the instructor’s signature and deliver the form/letter 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 write 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 a calculation error
The instructor of record must complete a Change of Grade Form or write 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. An Email that provides the same information as a ‘Change of Grade Form’ and has a valid (pen to paper) signature can be submitted if encrypted. Please contact the Registrar or Assistant Registrar for clarification and appropriate email address. Faxes are not acceptable.

Notification of Grades
A grade report can be sent to the student, at the end of the term, upon a student’s written request. The registrar can mail, email, or even physically hand out grade reports. Please contact the Office of the Registrar for more details.

A grade report or transcript at the end of a term will not be released until the student’s course evaluations have been completed. Please review ‘Course Evaluation Requirement’.

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.

A course that is taught over the span of two or three terms and for which only one grade is given is recorded as “IP” (In Progress), “WIP” (Work In Progress) or a blank space for the first or second term. When the final grade is received, it is recorded for each term of the course. An interim grade, which reflects a student’s progress in a course that is in progress, especially “D” or “F”, will be used for the evaluation of academic standing and progress.

Quality points are awarded per credit hour as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D or FD</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>
For students who started their degree program after February 24, 2011:

One credit hour is equivalent to:

- 15 hours of lecture per term
- and a minimum of 30 hours of out of class student work per term
- 30 hours of laboratory per term
- 30 hours of online interactive training per term
- 30 hours of clinic per term
- and a minimum of 15 hours of out of class student work per term

Course load for first professional degrees:

Fall Term and/or Spring Term is defined as:

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

Each term in the final year, March Term and/or Summer Term is defined as:

- Full time: 9 or more credit hours
- Half time: at least 4.50 and up to 8.99 credit hours
- Part time: less than 4.50 credit hours

Course load for stand-alone graduate degrees per term:

- Full time: 10 or more credit hours
- Half time: at least 5 and up to 9.99 credit hours
- Part time: less than 5 credit hours

A student who attends and completes all required courses offered to their 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 ‘Tuition, Fees and Payment Policy’ section.)

Course Offerings

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

Attendance and Tardiness Policies

Students are expected to attend all classes and are required to attend all laboratory sessions, clinical assignments (Patient Care I, II, III, IV) and mandatory classes, training, or meetings. Absences often require prior approval. Students should review the ‘Absence Policies and Procedures’ to see which procedure applies to them.

Students who agree to a clinical/lab switch with classmates and/or additional/volunteer clinical assignments are subject to the same attendance/absence policies and procedures.
Additional Attendance Requirements for Clinical Assignments:

- Attendance at clinic orientation each term is mandatory. A student who misses orientation may be delayed from starting their clinical assignment. Additional clinic time for any clinic days missed because of missed orientation will be added to the student’s overall minimum hours needed at a rate of two hours make-up per hour missed and may be assigned during school break/vacations.

- Attendance is mandatory for all clinical assignments in Patient Care I, II, III and IV. This includes scheduled screenings and observations that comprise Patient Care I. Students should review the ‘Absence Policies and Procedures’ as well as the Patient Care I syllabus for information regarding planned or unplanned absences.

- Patient Care II, III, and IV students are required to follow the attendance policies at the clinic to which they are assigned. Please refer to page 1 of the Student Handbook for specific reference to “closing or delay usually due to inclement weather”.

- Third year students in the 4 year OD program are expected to fulfill their clinical assignments throughout midterm and final exam weeks. Exams will be scheduled in the morning so that students can make afternoon clinic assignments. The last day of exam week is considered as a clinic day, including Saturdays.

- First and second year students in the 4 year OD program, first and second year students in the AODP program, first year students in the MS/OD China program, and first year students in the ASIP program will not be assigned to clinical assignments during midterm and final exam weeks.

- First, second and third year students in the 4 year OD program, first and second year students in the AODP program, first year students in the MS/OD China program, and first year students in the ASIP program will not have clinical assignments during Thanksgiving, Winter and Spring Breaks.

- Final year students taking clinical rotations do not follow the academic calendar in regards to scheduled holidays or breaks. They follow the calendar at their clinical site.

Tardiness for Clinic Assignments:

Punctuality is expected for all clinical assignments. The student must notify their assigned clinic and preceptor of unavoidable delays. Failure to do so will be considered an unauthorized absence. The preceptor has the right to inform Academic Affairs if a student has more than one incident of tardiness. Furthermore, this may be considered unprofessional conduct and may be brought before the Student Affairs Committee.

Absence Policies and Procedures

A student who will be missing one of the following must submit a digital “Absence Request Form” to the Academic Affairs Office (this form is located on the homepage of the Moodle website):

- Clinic Assignment*
- Examination
- Lab Session (includes lab switches)
- Mandatory Class, Training or Meeting
- More than three days of academic activity including regular classes
*A student, who will be missing any clinical assignment, must obtain their preceptor’s permission to be absent from clinic before applying for an excused absence.

There are three types of absences:

1. **Expected Absences** which include:
   - Religious Observation
   - Jury Duty
   - National Boards
   - Planned Medical Leave
   - Academic Event/Meeting

   A student with an expected absence needs to submit the “Absence Request Form” with appropriate documentation at least 45 days in advance to the Academic Affairs Office. Not all requests for expected absences will be approved.

   **NOTE:** There are certain timeframes that will be announced via email or in the Academic Year Calendar that students will not be allowed to be absent or switch any clinic assignments, exams, lab sessions, or mandatory classes/training/meetings.

2. **Unexpected Absences** which include:
   - Illness (ex. Flu)
   - Personal/Family Emergency

   A student with an unexpected absence must:
   1) Contact instructor/preceptor to inform them of their unexpected absence.
   2) Fill out a digital “Absence Request Form”. The “Absence Request Form” should be submitted with documentation preferably within three business days or as instructed by the Academic Affairs Office. If a clinical assignment is being missed, the student must also follow the clinic’s absence policy.

3. **Unauthorized Absences:** An unauthorized absence is considered unprofessional conduct.

   An unauthorized absence includes, but is not limited to:
   - not following the procedures with regard to expected and/or unexpected absences
   - leaving a clinic assignment without permission
   - an unapproved clinic and/or lab assignment switch
   - an unexcused absence

   **Student’s Responsibilities for Excused Absences**

   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,
   - making every effort to switch clinical assignments with a classmate to insure coverage for patient care and completion of their own clinical requirements.

   A student should review the additional information and/or a requirement listed below that apply to their expected or unexpected absence. A student will not be granted an excused absence because of travel plans or personal events that are in conflict with the
Academic or Clinical Site Calendars. The Office of Academic Affairs will notify all parties as to whether or not the absence has been approved with regard to didactic coursework.

Additional Information/Requirements with regard to specific reasons for absences:

Absence to Attend Professionally Related Activities or Corporate-Sponsored Educational Programs/Events
- Absence must be approved in advance (see “expected absences”) regardless of the number of days of absence.
- A student must have a GPA of at least 2.399 and may not be on Warning, Probation and/or Inquiry Status.
- A student 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 may be granted if the student has an official role in the event, (e.g. officer, coordinator, etc.) and should have a GPA above 2.80. The student’s role should be described as part of the request.
- 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 their studies and their obligation to patient care.

Absence Due to Jury Duty
A student must submit a request at least 45 days in advance to the Office of Academic Affairs providing a photocopy of the Jury Duty Notice as well as documentation that all appropriate absence policies have been followed and authorized. A student must switch lab sessions and clinic assignments with classmates.

Absence from and/or Switch of 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. An Absence Request Form must be submitted if the student will be missing a laboratory session or requesting a switch.

Absence from a Mandatory Class, Training 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 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 (617-587-5587) prior to the start of the examination to request an excused absence. Not all requests will be approved.
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 (617-587-5593) to inform them of their inability to attend. The office that is verbally contacted will inform the instructor of record 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 instructor of record via email with a copy to the student and the Registrar’s Office as to whether or not the absence from the examination has been approved.

Upon written notification of an approved absence from the Office of Academic Affairs:

- The student is required to contact the instructor of record to reschedule the missed examination immediately upon their return.
- If the missed exam is the final exam, the instructor of record will award a grade of Incomplete until the exam has been made up. Please see “Resolution of Incomplete Grades” with regard to deadlines.

Students who do not follow the procedures above will not be given an excused absence. The instructor of record is not required to offer a make up exam for this student. Options include recording a grade of 0 (zero) for the exam, requiring an alternative exam and/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 Dean of Academic Resources and Administration each term. Habitual absences from examinations will not be tolerated and will be treated as unprofessional conduct.

Absence Due to National Boards
A student may schedule one day of travel time prior to the administration of Part III of the board exam and one day after administration of the exam. A student may not schedule time off for Part III boards during the first week of a clinical rotation. A student must obtain approval from their clinical preceptor in advance.

Absence from a Quiz
The instructor of record will determine the consequences for being absent from an announced or unannounced quiz. A student should contact the instructor of record prior to the quiz for a previously announced quiz.

Absence Due to Religious Observance
In general, the College does not observe religious holidays.
Each student, upon notifying their instructor of record, lab instructor, clinical preceptor and clinical director at least 45 days in advance, shall be excused from class, lab or clinical assignment to observe a religious holiday of their faith.

While the student will be held responsible for the material covered in their 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 a student who is absent from academic or clinical activities because of religious observances.

**MISCELLANEOUS PROCESSES AND POLICIES**

**Leave of Absence and Readmission**

A student, who is in good academic standing may request a leave of absence from the College. This request must be submitted in writing to the Vice President/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.

If the student is in their final year of a first professional program and/or in a graduate program, the Clinical Education Office and/or the Office of Graduate Studies will be notified by the Office of Academic Affairs upon receipt of the request.

The Vice President/Dean of Academic Affairs will inform the student in writing of the decision and any terms and date of reentry relative to returning to the College as well as also notifying 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 Director of Clinical Education if student is in their final year, the Director of Graduate Studies if student is in a graduate program, the Chair of the Student Affairs Committee, and any other appropriate individuals.

- 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.

- A student who returns to the College after a leave of absence may be required to take additional coursework due to curriculum changes. A student taking a leave of absence does so with the understanding that course sequencing may change during the leave of absence. A student may be required to pass a clinical proficiency examination prior to assignment to clinical patient care.
Conditional Leave of Absence and Readmission

If a student is not eligible for a leave of absence as described above, yet presents extraordinary extenuating remediable circumstances, a conditional leave of absence may be requested. Examples of such circumstances could include illness or other medical/personal conditions. Documentation of the circumstances by a practitioner deemed to be qualified by the College must accompany the requests. Remediation of the condition by a qualified practitioner must be presented by the student in order to return to the College. Conditions set in the return documentation, such as continued medical care or therapy, must be adhered to.

If the student is in their final year of a first professional program and/or in a graduate program, the Clinical Education Office and/or the Office of Graduate Studies will be notified by the Office of Academic Affairs upon receipt of the request.

The Vice President/Dean of Academic Affairs will inform the student in writing of the decision and any terms and date of reentry relative to returning to the College as well as also notifying the appropriate offices.

Please note the following:

- The decision to grant the conditional leave will be a function of consultation between the Vice President/Dean of Academic Affairs, the Director of Clinical Education if student is in their final year, the Director of Graduate Studies if student is in a graduate program, the Chair of the Student Affairs Committee, and any other appropriate individuals.

- 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.

- A student who returns to the College after a leave of absence may be required to take additional coursework due to curriculum changes. A student taking a leave of absence does so with the understanding that course sequencing may change during the leave of absence.

- A student who returns to the College after a conditional leave will be required to pass a clinical proficiency examination prior to assignment to clinical patient care. If the student fails to pass, the student will be required to complete clinical tutoring before retaking the proficiency examination. Failing to pass a second time may result in the student being reclassified as to their level in the program or not being allowed to return.
College Withdrawal

A student in a first professional program may withdraw from the College by informing the Registrar in writing. This should be done at least two (2) weeks before Final Exams begin or three (3) weeks before the end of a final year clinical assignment. A student who does not withdraw by these deadlines will receive a ‘Zero/Fail’ for any missed examinations, papers, etcetera and this ‘Zero/Fail’ will be used in the grade calculation. A student must make an appointment with the Dean of Academic Resources and Administration and have exit interviews with the Financial Aid and Business Offices.

A student in a graduate program may withdraw from the College by informing the Director of Graduate Studies in writing. The Director will notify the Registrar in writing and provide the student’s withdrawal letter. A student must have exit interviews with the Financial Aid and Business Offices.

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 email account. The student must provide the IT Department with another email address within five (5) days where email can be forwarded for thirty (30) days. If a student fails to give the College IT Department another email account within five (5) days forwarding will not be instituted.

Reaplication after Withdrawal or Dismissal

A student who has withdrawn or has been dismissed from the College must reapply by submitting new documentation to the College for readmission to the program. A student who withdraws or has been dismissed 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 Vice President/Dean of Academic Affairs or designee in consultation with the SAC and the Graduate Studies Committee (GSC) if applicable will determine the reentry level, date of reentry and modified program, if necessary. The original expected graduation date may be revised as appropriate.

The former student must have met all prior fiscal obligations to the College before petitioning or applying for readmission. Withdrawal from the College in good academic standing does not in itself guarantee readmission. Previous admission to the College in no way guarantees successful readmission by a former student who reapplies to the College. Readmission to the College will only be decided by the process listed in the above paragraph. An administrator or faculty member of the College has no authority to insinuate that a student will be successfully readmitted.
**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 practices. 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 wellbeing 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 as well as the College and NBEO exam conduct. The NBEO ethics policy can be found at [http://www.optometry.org/pdf/ethics_policy.pdf](http://www.optometry.org/pdf/ethics_policy.pdf). 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 a misrepresentation of one’s own academic achievement. It includes but is not limited to the following:

1. cheating on examinations,
2. not following ‘Examination Procedures and Protocols’,
3. copying and/or providing examination questions and/or answers to others,
4. 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,
6. failure to read and respond when requested to faculty or administrative communications.

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.
Committee within three business days. If further action is necessary, the SAC will invoke the Unprofessional Conduct Policy.

Plagiarism

Plagiarism is the act of presenting another person’s work as one’s own, whether intentional or accidental. Plagiarism can occur by not citing or incorrectly citing a source, such that information appears to come from an author other than the one who produced or cited that information. Plagiarism can also include fabricating sources or data.

At NECO, plagiarism is considered academic misconduct and violates the Ethics Policy. A student who commits academic misconduct will be subject to actions by the Student Affairs Committee.

When writing documents, be sure to always properly credit the source you are using for information. Remember that verbatim text requires quotation marks and a citation. Paraphrased text requires a citation. Images also require a citation.

For help with citation, visit the library or contact the library by emailing library@neco.edu or calling 617-587-5589. The library staff can assist students in using various citation managers and tools, which will create citations for you. The library can also teach students where to find images that are copyright-compliant.

NECO encourages students to make use of resources for citation, such as the library's citation guide (available at https://library.neco.edu/services/citing).

Bring Your Own Device (BYOD) Policy

In order to promote and support the use of technology in the classroom, NECO has decided to implement a Bring Your Own Device (BYOD) policy. This is in lieu of requiring all students to purchase a particular device.

Just as you are required to purchase specific supplies and textbooks in order to gain a high-quality education, a mobile device will now be required to complement course instruction. Most importantly you will be required to bring an approved device to midterm and final examinations in several of your courses. You may already own a device that will meet the required specifications (see below), and several options are available.

Many of our instructors have already implemented technology in their classrooms with much success, and NECO would like to make this experience available to everyone.

Instructors will vary on how and when devices will be used in their classrooms. Devices can also be used by students to access the library's collection of information resources from on-campus, in clinic, or wherever they may be.

Approved Devices:
The college requires one of the following 4 device types:
Tablet PC Convertible (Surface RT tablets are not supported)
- Windows 10, 64-bit version
- Intel i7 processor
- 8 GB RAM
- 250GB hard drive or 256GB solid-state hard drive
- Gigabit wireless card
- Screen capable of 1366 x 768
- Adobe Reader XI (free download)
- Malware protection antivirus (Malwarebytes or Sophos Home)

Notebook Computer
- Windows 10, 64-bit version
- Intel i7 processor
- 8 GB RAM
- 250GB hard drive or 256GB solid-state hard drive
- Gigabit Wireless card
- Screen capable of 1366 x 768
- Adobe Reader XI (free download)
- Malware protection antivirus (Malwarebytes or Sophos Home)

Mac Requirements
- Operating System: 10.14 (Mojave) or higher.
- CPU: Intel processor
- RAM: 8 GB
- Hard Drive: 250GB 7200RPM SATA or 256GB solid-state SATA hard drive
- LCD capable of 1366 x 768 resolution
- Adobe Reader XI (free download)
- Malware protection antivirus (Malwarebytes or Sophos Home)

iPad Requirements*
- Hardware: iPad 4, 5 and iPad Mini iPad Pro and 6th generation
- Operating System: iOS 10 or higher. Only genuine versions of iOS are supported.
- 500 MB of free space (required to commence a computer exam)
- iPad must not be jailbroken

*Not recommended as a substitute for a full featured laptop, especially for third year students interested in taking online electives.

Guidelines for Use
- The primary purpose of the use of personal devices at school is educational.
- The use of a personal device is not to be a distraction in any way to teachers or students. This includes attempting to setup proxies and downloading programs to bypass security.
• Students shall not distribute pictures or video of students or staff without their express permission.

Questions around electronic devices for educational use should be directed to:

Emily Bouchard, Instructional Technologist:  boucharde@neco.edu | 617-587-5604

Cloud Storage Policy

GSuite & Google Drive
As cloud-based services become more widely used, faculty, students and staff are encouraged to leverage NECO's GSuite (formerly Google Apps) contract and Google Drive. Google Drive is a cloud-based file storage service provided by Google under our NECO GSuite contract. It lets you store and access your files anywhere – on the web, on your hard drive, or on the go. Change a file on the web, computer, or mobile device and the updated version is available on every device where you can access Google Drive. Your files are automatically synchronized and kept up-to-date. This service makes the secure sharing and collaboration much easier and allows for the storage and sharing of files up to 5 TB in size.

Google Drive lets you choose exactly who has access to your files with easy-to-use access controls. You can share just the one specific document or file with someone, or set up a folder in Google Drive so that specific people have access to an entire folder. How granular you get is up to you. We recommend making security easy to maintain by keeping the permissions you set up simple, set up a folder for each different group/community with whom you want to share documents.

HIPAA & FERPA Compliance
When properly administered and secured, Google Drive is HIPAA and FERPA compliant and NECO's GSuite contract is covered by a HIPAA Business Associate Agreement (BAA). The NECO Information Technology department discourages the use of third-party cloud storage platforms (i.e. Dropbox and Microsoft OneDrive) due to NECO IT's inability to manage top-level administrative settings on those platforms.

Avoiding HIPAA Violations when Storing Personal Health Information
Users who will be storing content containing personal health information (PHI) need to take extra precautions to avoid HIPAA violations. Please consult IT if you have any questions:

• Configure access controls carefully - never share documents outside our domain
• Use 2-factor authentication for access
• Use strong passwords - minimum of eight characters containing numbers and symbols
• Set the visibility of documents to private - prevents others from finding the files in searches
Never put PHI in the titles of files - file names can sometimes be visible to prying eyes

PHI is not permitted in Google Groups, Contacts or elsewhere.

Social Media Policy

NECO uses various Social Media channels to help build community within the online environment. Students are expected to uphold standards of professionalism within those communication challenges. Related thereto are New England College of Optometry Social Media and Email Guidelines, which all students should review. A link to the guidelines is attached below.

https://www.neco.edu/pdfs/general/NECO_Social_Media__Email_Guidelines.pdf

If students create any outside social media groups for communication, such groups will not be monitored by NECO staff for content and messaging. Choosing to participate in these groups is optional where you can opt in and out at any point in time. NECO branding materials should not be used in these groups, and students should not represent that any group communications represent NECO’s views or policies. Students are encouraged to remain professional in any and all online communities to maintain a strong digital footprint. Your digital footprint matters as a future doctor. What you do online contributes to a portrait that is more public than you may realize. It is important that you know what kind of digital trail you are leaving and the possible impact of that trail.

Examination Procedures and Protocols

The following procedures and protocols have been established in an effort to ensure examination integrity and fairness to all students. The goal of this policy is to deter cheating and define appropriate testing conditions and behaviors. Students found in violation of these procedures and/or protocols may be eligible for dismissal from the college.

Cheating on an examination/inappropriate behaviors:

- giving any answer that is not your own,
- looking at other students’ answers even if you don’t change your own answer,
- using or possessing unapproved materials during examinations such as cheat sheets, notes, formulas or personal items,
- using a calculator that is not within the Texas Instruments 30X-series,
- possessing or using any unapproved electronic device, including smart phones and cell phones
- whispering or other behaviors deemed inappropriate by the examination proctors.

Procedures and protocols:

- All students shall conduct themselves in a professional manner and abide by the Code of Ethics agreements that students signed during orientation.
- Students are not permitted in the examination room before the proctor allows them in.
- Students should arrive in a timely manner to review their seating and room assignments at least 10 minutes before the start of the examination. Entering the
classroom when the examination begins or after the examination has begun is
disruptive to others.
- While waiting to enter the examination room, please keep your voices to a
  minimum to avoid disruption of an ongoing examination.
- Once in the exam room, all personal belongings must be left at the front of the
classroom. These include, but are not limited to:
  - bags, backpacks, purses,
  - coats, hats, gloves, caps,
  - hooded clothing cannot be placed over the head during an examination
    and may be subject to inspection,
  - books/notes,
  - cell phones, smart phones and all other electronic devices which must be
    turned off,
  - calculator cover,
  - food/drinks except water as specified below,
  - “good luck” pieces

The following items are permitted at the student’s desk:
  - NECO Student Photo ID
  - Pencils/pens
  - Rulers, compass, protractor
  - Permissible calculator* without cover, if required for exam
  - Clear bottle of water without label

*Permissible calculators include only those in the Texas Instruments 30X-series. A
calculator must be used by only the owner and may not be given to another student.
Students are responsible for their calculator being in proper working order; proctors do
not have calculators for students. Proctors may inspect calculators during the exam.
The allowance of a calculator during the examination is at the discretion of the course
instructor.

- Students will be randomly assigned to their examination room.
- The proctor has the right to ask any student to move from their seat to any other
  seat in the room before and throughout the duration of the examination. These
  requests are standard protocol and do not necessarily indicate a problem. If
  asked to move, collect your belongings and examination and move to the
  requested location quickly and quietly.
- During the examination, a student must keep their eyes on their own paper and
  avoid unnecessary wandering of eyes. Under no circumstances is a student
  allowed to borrow anything from a classmate or communicate in any form with
  another classmate during the examination.
- Once a student finishes the examination, the student should submit the exam to
  the proctor, quietly collect personal belongings from the front of the examination
  room and leave the examination vicinity. The examination vicinity includes all
  areas where conversation may be overheard by other students still in the
  examination room. These include, but are not limited to, hallways, restrooms
  near the exam room, rotunda and atrium.
- Except in emergencies, a student will not be allowed to leave the examination
  room until he/she has finished and submitted their examination. Feeding a
  parking meter is not viewed as an emergency reason to leave the examination
  room. A student should use restroom facilities before the examination starts. A
  student who urgently needs to use the restroom should use the one on the same
floor as the examination and immediately return to the examination. Only one
student at a time will be allowed out of the exam room for restroom purposes and
the student’s name will be noted by the proctor. Restrooms will be randomly
checked for study materials during exam week. A student found wandering the
building during an examination will be asked to explain their presence.

- A student should represent herself/himself accordingly to prevent their actions
  from being interpreted as cheating during any examination and to encourage
  others to adhere to these high standards of ethical academic behavior and
  professional conduct.

Course Evaluation Requirement

Students must submit course evaluations through the web-based CoursEval system at
the end of each term. Students will have two to three weeks in which to complete their
course evaluations.

Students’ grades will not be released until their course evaluations have been
completed. Students should direct any questions with regard to how to complete course
evaluations in CoursEval to the Office of Academic Affairs.

Requirements to Hold Student Office/Committee Member

A student must have and maintain a cumulative grade point average of 2.400 or better;
the student must not be on Academic Probation and/or Clinical Probation for more than
1 semester, in order to run for a student office, hold a student office, represent a student
government office or be a student member on College committees.

A student who fails to maintain these requirements must resign their 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 clinical assignments,
professional misconduct related to patient care, falsifying clinical records, abusive
behavior, organizing or participating in harassment or hazing, and theft or destruction of
the 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 to the Chair of
the Student Affairs Committee. A member of the College should consult with their
supervisor before submitting the complaint. 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 College 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 and will be provided with information with regard to the unprofessional conduct charge.

An investigative subcommittee usually consisting of the Chair, a student member 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 and/or clinical 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. The Vice President/Dean of Academic Affairs will serve as the primary reviewer of appeals of the 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 that was not available at the time of the investigative hearing. The Vice President/Dean of Academic Affairs will act in an expeditious manner after receipt of a written appeal and may elect to convene a committee of faculty and/or administrators to assist with this decision at any point of the process. The Vice President/Dean of Academic Affairs may request input from the SAC or others as necessary.

If the Vice President/Dean of Academic Affairs deems that the appeal is justified, he/she may request input from the SAC and/or other involved parties as appropriate before advising the student in writing of the final decision. 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 final decision.

A student who is appealing an unprofessional conduct decision with the consequence of dismissal or suspension should contact the Vice President/Dean of Academic Affairs to find out what didactic courses and/or clinical courses/assignments that he/she may attend.

An unprofessional conduct dismissal or suspension will always be permanently transcribed onto the student’s transcript and record. An administrator or faculty member of the College has no authority to intimate that this transcription can be changed or eliminated.
Consequences of Unprofessional Conduct, Dismissal or Suspension
As soon as the dismissal or suspension from the College becomes official, a student must complete the following:
- an interview with the Dean of Academic Resources and Administration,
- an exit interview with a member of the Financial Aid Office,
- an exit interview with a member of the Business Office.
And the following will occur:
- transcribing of unprofessional conduct dismissal or suspension on the student’s transcript and record
- 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 email account. The student must provide the IT Department with another email address within five (5) days where email can be forwarded for thirty (30) days. If a student fails to give the College IT Department another account within five (5) days forwarding will not be instituted.

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.

Immunization Requirements
The Commonwealth of Massachusetts under the College Immunization Law requires all students in a health science program who may be in contact with patients to provide the College with proof of immunity against measles, mumps, rubella (2 doses of each vaccine are required); tetanus; diphtheria; acellular pertussis; varicella (2 doses), the hepatitis B (3 dose series) vaccine, and meningitis (one dose of the MenACWY vaccine for any student up to and including age 21). The College also requires a Mantoux PPD test for tuberculosis annually. The College mandates that students obtain all immunizations prior to enrollment.

Exemptions from immunizations can be made only for certain medical conditions, such as health circumstances which contraindicate immunization, pregnancy, or participation in a current sequence of immunizations. A written statement from a physician is necessary in all health circumstances.

Students will not be allowed to participate in clinical assignments which begin in the first term of the first year until all immunization requirements have been fulfilled. The College’s clinical affiliations may also require additional immunizations and/or testing that must be complied with before participating in patient care at that clinical site.

CPR, AED and Epi-pen Certification
All students are required to maintain certification in cardiopulmonary resuscitation (CPR), in the use of automated external defibrillation (AED) and in the use of an Epi-pen. Students will not be allowed to participate in clinical assignments without proper certification.
Mandatory certification courses for CPR, AED and Epi-pen will be arranged for students by the Office of Clinical Education.

**ID Usage and Campus Access**

NECO ID cards provide access to Beacon Street Campus, NECO Center for Eye Care, and Clinical Training Center. It gives you the ability to visibly identify yourself while you are on campus and add functions to your card for authorized services.

You must wear your ID card while on a NECO campus to identify yourself as a member of the College Community. **Do not open doors for those you do not know.** Plastic ID holders and lanyards are available at the reception desk of the Front Office.

At Beacon Street Campus, if you do not have your ID on your person, you will be required to obtain a temporary ID/guest pass at the reception desk. Furthermore, individuals in the building not recognized as a member of the College Community must be escorted to the reception desk. At which time, the individual will be required to produce identification and the reason for being in the building to determine their continuing presence.

Individuals who refuse to wear or manipulate the appearance of their ID are undermining the security of the building or campus. As a result, said individuals will be required to meet with their superior (listed below) to review their actions. On-going refusal to comply with campus security protocol will result in disciplinary action per their corresponding handbook.

- **Faculty:** Vice President/ Dean of Academic Affairs
  - Per Faculty Contract, “meeting reasonable performance standards.”
- **Staff – Human Resources Director**
  - Per Employee Handbook, “refusal to carry out reasonable assignments.”
- **Student – Dean of Academic Resources and Administration**
  - Per Student Handbook, “unprofessional conduct.”

**Solicitation Policy**

The College maintains relationships with many corporations in the health care field. Newly instituted healthcare industry guidelines and recent Commonwealth of Massachusetts laws have strict rules defining what types of sponsorship can be permitted between health care corporations and providers, students, and teaching institutions. There are penalties to both the corporation and the benefiting individual or institution for violating these laws.

Companies are not permitted to solicit on College property unless authorized by the Dean of Academic Resources and Administration or the Vice President/Dean of Academic Affairs. The College does not provide lists of students, NECO email addresses or residence addresses to external corporate groups. Student groups requesting direct corporate support must first notify the Development Office. Travel to meetings that is paid or reimbursed by a corporation requires prior approval of the Office of Academic Affairs.
Electronic Communications Policy

While the College fully supports an individual's right to freedom of speech, as well as pursuit of academic freedom, the email systems and electronic communications systems of the College are not an appropriate medium for all types of communication. Material that is harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other methods of electronic communications.

The use of the College’s communications systems (including email, 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 organizations or other solicitations or activities that would jeopardize the College’s tax-exempt status or would otherwise violate this policy. Chain email should not be initiated or forwarded through the College’s email system.

To enhance efficient communications, the College establishes internal distribution lists for various programs. The College does not routinely monitor the College’s Systems, but does reserve the right to gain access to email in a student’s account or to monitor internet use. However, group emails sent via College established distribution lists may be monitored by College administrators.

Copyright Policy

The New England College of Optometry (‘the College’) is committed to providing an environment that supports the research and the teaching activities of its faculty, students, and staff. As a matter of principle and practice, the College encourages all of its members to publish their papers, books, and other forms of communication without restriction in order to share openly their findings and knowledge with both the optometric profession as well as the general public.

In furtherance of this credo, the College has adopted a Copyright Policy that is intended to provide guidance for the members of the College community, including faculty, visiting faculty, staff, administrators, and students, in matters of copyright compliance when using a variety of creative works including, but not limited to: printed materials, digital media, sound recordings, and computer and educational software. The College expects that all members of the community adhere to the provisions of the United States Copyright Law – Title 17, United States Code, Sec. 101, http://www.copyright.gov/title17/. The Policy presents to the College community a summary of U.S. copyright law related to the use of copyrighted works in the classroom, in the CMS (Moodle) and the library as well as to provide guidelines and procedures for obtaining permission to use copyrighted works.

While the policy provides practical advice and procedures on copyright matters, legal advice should be sought if a member of the community feels clarification is needed. Members of the College community who willfully disregard the Policy do so at their own risk and assume all liability. Therefore, each member should not rely on this summary; rather he/she should read the Copyright Policy in its entirety at library.neco.edu/copyright.
Course Proprietary Policy

No instructor may be audio-taped, video-taped, or photographed without their specific permission. With the permission of the instructor, course materials in the form of lectures, handouts, presentations, videos or other materials not restricted by copyright may be obtained by the student for private use but may not be disseminated without the permission of the instructor. Violation of this policy will be considered unprofessional conduct.

Family Educational Rights and Privacy Act

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

1. Students have the right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. They should submit to the Registrar, Dean, Head of the Academic or Clinical Departments/Offices, or other appropriate official, a written request that identifies the record(s) he/she wishes 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 to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The student may ask the College to amend a record that he/she believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. Students have the right to provide written consent before the College discloses personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is the disclosure to college officials with legitimate educational interests. A college official is defined as a person employed by the College 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 College 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 their tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill their professional responsibilities for the College.
4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your Social Security Number, grades, or other private information – may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

**Student Directory Information Policy**

The following information is considered directory information and may be released on request without the student’s specific written consent: student name while in attendance, dates of attendance, program and year in which student is enrolled, course load, the College’s degrees received.

**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 Dean of Academic Resources and Administration, the Chair and Members of the Student Affairs Committee, the Director of Clinical Education, the Director of the Accelerated OD, the Director of the Advanced Standing International and the Director/Committee of 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.

Name and Address Policy

A student is required to provide the Registrar with their 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 such as the library consortium 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.

A student’s name of record includes first name, middle initial(s) or middle name(s) if applicable and the family name. The College will change the name of currently enrolled students on its official records upon receipt of a request in writing accompanied by evidence of the legal basis for the change. A record of the previous name will be maintained, but all official documents will be released under the new name. The College will not record name changes for former students. Note: The diploma is awarded using the student’s name of record in the format submitted by the student on a diploma application.

NECO Preferred First Name Policy

Preferred First Name
New England College of Optometry recognizes individuals may prefer to use first names other than their legal first name to identify themselves. To foster an inclusive environment that encourages self-expression, current students and employees may use a preferred first name on campus. These may include, but are not limited to, people who use their middle name instead of their first name, people who use nicknames of a legal name, people who use an anglicized name, or people who use a name that affirms their gender identity. We strive to have this name used wherever a legal name is not necessary.

Places Where Preferred First Name May Be Used as an Alternative to you Legal Name
Your chosen name will appear in the following College systems:

- Blackbaud (SIS)
- Moodle (LMS)
- Class Rosters
- Internal Communications, where allowable
**Places Where Legal Name Must Be Used**
- Enrollment Inquiries and Verifications
- Financial Aid
- Health, Insurance and Medical Documents and Records
- International Student Visa Status
- Official Transcripts/Diplomas
- Payment/Billing
- Student and Employee Payroll systems

**Submitting Your Preferred First Name**
- Students can submit a request for a preferred name change to the Registrar’s Office, either by email (registrars@neco.edu) or in person.
- Requests for preferred name will be reviewed by the Registrar to ensure the preferred name is not used for the purposes of misrepresentation.
- You will receive a notification from the Registrar’s Office either confirming or denying your request. Students may challenge a denied chosen name through the Dean of Students whose decision is final.
- If you are a faculty or staff member of the college you must submit your preferred first name request to the Human Resources department in person.
  - NECO reserves the right to deny or remove, with or without notice, a chosen name if it is used for inappropriate purposes including, but not limited to, misrepresentation, use of offensive language, including profanity or language which has the effect of mockery, or avoiding legal obligation. Students will be notified if the chosen name is not accepted.
  - Updating chosen name in student systems identified in the chosen name policy can take upwards of a week.
  - Using or changing a chosen name is not the same as legally changing a name through the courts. Student legal names will remain the same in all College related systems. Students wishing to pursue a legal name change should consult with the Registrar’s Office.

**Getting a New Student ID**
Students who want a new NECO ID card with their preferred name, must bring the preferred name approval notification to the Front Desk and request a new card.

**Student Photo Policy**
Photographs may be taken while on New England College of Optometry premises or at off College campus events. Students should be aware that by attending these events their picture may be taken and their likeness may be used by the College in the College’s publications, internal promotional video boards and websites. All photographs and subsequent materials become the property of the College and there is no form of compensation for said photographic images.
Students who do not wish to have a photograph taken or did not agree on the ‘NECO Photo and Video Release Form’ should advise the event planner of their wishes and should request the photographer not to take their picture; however, there is no guarantee that a picture will not be taken.

The College is not responsible for any photographs that are taken on College premises or at College events held off campus by unauthorized individuals.

**Emergency Notification System**

The College has an Emergency Notification System that alerts students, faculty, and staff with regard to critical situations in or near the College’s campuses. The system utilizes voice, text, and email technologies. In the event of an emergency, the system will employ all methods to alert the College Community.

**Student Award Disclosure Policy**

NECO offers a limited number of scholarships from private donors and its endowment, and outside organizations frequently ask the College for assistance in selecting deserving students for their scholarships or other awards. Depending on the award criteria, students may have to actively apply for a scholarship or be selected by a committee based on grades, GPA, financial need, student loan indebtedness, state of residence, or other factors. Committees may be composed of faculty members, administrators, private donors, student representatives, or others, who on a strict “need to know” basis, review a candidate’s qualifications. Although the information is reviewed with the utmost confidentiality, some students may not wish to participate. A student may opt out of the scholarship/award process by submitting a written request to both the Dean of Academic Resources and Administration and the Director of Financial Aid. Scholarship selection occurs most of the year, so it is best to submit your request to opt out early in the academic year. The opt out status from the scholarship/award process will remain in effect unless a written rescission is received by both the Dean of Academic Resources and Administration and the Director of Financial Aid.

Students who receive endowed scholarships, those from NECO donors, or other awards are given recognition by the College to celebrate their achievements. Recognition can be in the form of being honored at one of the awards ceremonies, a written announcement in the awards program, a notice to the student’s hometown newspaper, an announcement and photo on the College’s website, or other form of communication. Students are allowed to participate in the awards programs only and opt out of publicity if they so desire. Again a written request to opt out of the publication of names and award and/or photo to both the Dean of Academic Resources and Administration and the Director of Financial Aid is required. The opt out status from publicity will remain in effect unless a written rescission is received.
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 $3,000 or by imprisonment 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 $1,000.

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.

Title IX and VAWA Protections

NECO takes sexual harassment, gender discrimination and sexual violence seriously. As a student, faculty member, staff member, or visitor you are protected under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and Violence Against Women Reauthorization Act (VAWA) of 2013.

The decision to file a formal report or complaint about sexual violence and sexual assault is a personal choice. We’re here to help you understand your options and the resources available, whether you decide to report or not. If you decide not to file a formal report, resources are still available to you for counseling, academic support and other needs. Behavior that is covered by Title IX/Title VII/VAWA includes, but is not limited to:

Gender discrimination:
Inappropriate language, humor and/or jokes, or common expressions that target or are discriminatory toward a specific gender (including pregnancy or childbirth), sexual orientation, gender expression, gender identity, gender transition, transgender status, or gender variance.

Sexual assault:
- Nonconsensual sexual contact
- Nonconsensual intercourse
- Taking sexual advantage of a consensual or nonconsensual person

Sexual harassment:
- Displaying inappropriate sexual images that are offensive and unwelcome
- Unwelcome, gender-based verbal or physical conduct
- Exchanging sexual images, sexual acts or dating for grades or advancement
Domestic/Dating Violence:
- Intimate partner violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Other behaviors:
- Stalking — Unwelcome, continuous and menacing pursuit directed at a specific person electronically or in person that would cause a reasonable person to either fear for the person’s safety or the safety of others or suffer substantial emotional distress.
- “Sexting” — Unwelcome text messaging or sexual comments and/or images
- Cyberbullying — Use of an electronic medium to target and psychologically torment a person

Get more information and support
To report a Title IX/Title VII violation, please contact our Title IX Coordinator. NECO provides an Annual Security Report that includes additional information regarding definitions of prohibited conduct, counseling and assistance resources available and the sexual violence prevention and awareness programs available to all members of the University community. To learn more visit the website here: http://www.neco.edu/pdfs/general/Annual_Campus_Security_Report.pdf

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, gender 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 an unhealthy environment; sexual harassment creates a hostile environment: both negatively impact 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, gender 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 Dean of Academic Resources and Administration. Any student who has been harassed is encouraged to tell either the Dean of Academic Resources and Administration 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. The following are resources:
Massachusetts Transgender Political Coalition, https://www.masstpc.org/
Sexual Harassment

Definition of Sexual Harassment

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

The definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or verbal references to sexual conduct, innuendoes of a sexual nature; comments on an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and
- Discussion of one’s sexual activities.

Reporting a Violation of This Policy

Any employee who observe or is subject to discrimination, harassment or retaliation is advised and encouraged to report the offensive incident to their immediate supervisor, department head, or the Executive Director of Human Resources at (617) 587-5797 or daviese@neco.edu. Reports of discrimination, harassment or retaliation will receive immediate attention by College administrators.

The notice does not have to be in writing and does not need to be formal. These individuals are also available to discuss any concerns employees may have and to provide information about the College’s policy on harassment and our complaint and investigation process. College supervisors are responsible for taking necessary measures to prevent discrimination, harassment and retaliation and for informing their own supervisors, department heads, and/or the Executive Director of Human Resources of observed or reported incidents or complaints.
Investigation

When the College is notified of an alleged violation of this policy, it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances; the College cannot promise complete confidentiality or that it will do nothing. The College’s investigation will include an interview with the person reporting the possible violation of this policy and with witnesses when appropriate. The College will also interview the person alleged to have committed the violation. When the College has completed its investigation it will, to the extent appropriate, inform the person reporting the violation and the person alleged to have committed the violation of the result of that investigation.

Disciplinary Action

If it is determined that inappropriate conduct has occurred, then the College will act promptly to eliminate the offending conduct and, where appropriate, will impose disciplinary action. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as the College deems appropriate under the circumstances.

The College recognizes that, in some instances, an investigation of a report of discrimination, harassment or retaliation may result in a determination that no such conduct occurred and may even have been intentionally falsely made. If an investigation reveals that an employee has maliciously or intentionally made a false accusation, such employee will be subject to appropriate disciplinary action, up to and including termination of employment.

Retaliation

Retaliation against an individual who has reported in good faith any conduct prohibited by this policy, and retaliation against individuals for participating in or cooperating in good faith with an investigation of a violation of this policy is unlawful and will not be tolerated by the College.

Any individual found to have engaged in retaliation that is prohibited by this policy may be subject to discipline, up to and including termination of employment. Employees are encouraged to report any retaliation promptly.

Additional Remedies

In addition to the College’s internal investigation procedures, an employee may file a formal complaint with the Equal Employment Opportunity Commission or other state or local antidiscrimination agency, listed below. Using the College’s internal discrimination, harassment or retaliation investigation process will likely result in a quicker resolution and does not prohibit an employee from filing a complaint with outside agencies. (300 days to file a claim for each agency below).

The United States Equal Employment Opportunity Commission ("EEOC")
John F. Kennedy Federal Building
Government Center
4th Floor, Room 475
Boston, MA 02203
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:

Dean of Academic Resources and Administration
New England College of Optometry
424 Beacon Street
Boston, MA 02115
617-587-5593

If you believe you have been discriminated against with regard to the ADA, please contact the Dean of Academic Resources and Administration 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:

- Dean of Academic Resources and Administration
- New England College of Optometry
- 424 Beacon Street
- Boston, MA 02115
- 617-587-5593

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

- Boston Office
- Office of Civil Rights
- US Department of Education
- 8th Floor
- 5 Post Office Square
- Boston, MA 02109-3921
- Telephone: 617-289-0111
- Facsimile: 617-289-0150
- Email: OCR.Boston@ed.gov

**Grievance Procedure**

**Purpose**

The New England College of Optometry (NECO) strives to provide a positive experience for our community members. In order to promote the development of quality programs and services, the college has established a process to review and address complaints that do not fall within the purview of other established policies and processes. This will allow the opportunity to promote quality standards and make effective decisions about improvements to programs and services.

**Policy**

NECO will respond to student complaints that fall outside the purview of other established complaint policies that fall into one of the following service categories:

- Didactic or Clinical Education
- Student Services
- Business Processes
- College Facilities
Student leadership meets regularly with the Student Life Committee of the Board of Trustees and President to discuss student concerns that impact the student experience.

Student Council meetings include the presence of the President or Vice President of Academic Affairs to discuss any student concerns. The President of the Student Council also meets regularly with the President of NECO.

Ongoing town halls with the President provide an opportunity for students to constructively work on areas of improvement.

Individual problems of a personal nature should be brought to the Vice President/Dean of Academic Affairs or the Dean of Academic Resources and Administration.

**Didactic or Clinic Specific Concerns**

Students who are experiencing difficulty in a course or clinical site who feel that they have a valid concern over the evaluation of their performance should follow the below protocol:

1. Arrange a meeting to discuss the concern with the instructor of record/preceptor responsible for the specific performance assessment.
2. After step 1, if the student is not satisfied with the resolution they may appeal the action by doing the following:
   a. If the concern is course specific, the student should meet with the Department Chair for that course, who may elect to include the course instructor in the discussion to help facilitate the resolution of the student’s concern. If the Department Chair does not resolve the issue, the Vice President of Academic Affairs can be consulted on next steps.
   b. If the concern is clinical in nature, the student should arrange a meeting with the Associate Dean of Clinical Affairs. If the Associate Dean of Clinical Affairs does not resolve the issue, the Vice President/Dean of Academic Affairs can be consulted on next steps.
3. If the student is dissatisfied with the resolution, they may appeal the action, providing written documentation of the evaluation concern and arranging a meeting with the Vice President/Dean for Academic Affairs. The Vice President will involve appropriate faculty and administrators in the review of the student concern. Students who have concerns over assessment of their academic performance in didactic or clinical education who consult with other administrators will be advised to follow the protocol outlined above.

**Institutional Record of Student Complaints**

In compliance with federal regulations and accrediting bodies, a Student Complaint Log is maintained in the office of the Dean of Academic Resources and Administration. Any student submitting a complaint in writing to the attention of the Office of the President,
Vice President/Dean for Academic Affairs, or Dean for Academic Resources and Administration will have their complaint entered into this log and preserved for review by future accrediting teams.

In order to have a complaint entered into the Student Complaint Log, the student must complete the following:

1. The complaint must be addressed to the Office of the President, Vice President/Dean for Academic Affairs, or Dean for Academic Resources and Administration.
2. The complaint must be signed by the student.
3. All written student complaints will be included in the Student Complaint Log.

The Student Complaint Log will include the date of the complaint, the nature of the complaint, steps taken to resolve the complaint, and the final decision to resolve the complaint, including any referral to outside agencies.

In order to maintain privacy, any request to view the log by accrediting bodies will require that the names contained in the log complaints will be masked prior to inspection by the accrediting body. No actual documents will be shared with the accrediting body without the express permission of the complainant.

The Dean of Academic Resources and Administration reserves the right to record a complaint received by other means; however, NECO is only required to act upon complaints submitted through the formal procedure above.

**Drug and Alcohol Abuse Prevention Policy**

**Introduction**

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.

In accordance with federal regulations, the policy contains information about the use of drugs and alcohol in relation to:

- the standards of conduct expected by the College;
- disciplinary actions for violations of the standards;
- legal sanctions for violating corresponding laws;
- potential health risks;
- accessible counseling and treatment services.

This policy is to be distributed to students initially entering the College community and to all students annually. There will be a biennial review of the policy to determine its effectiveness, to implement any necessary changes, and to ensure the consistent application of sanctions for violations of the policy.
Standards of Conduct
The College strictly prohibits, on its premises and at all College sponsored functions off-campus:

- the possession, use or distribution of illicit drugs, including the inappropriate possession, use, or distribution of pharmaceutical drugs;
- the possession or consumption of alcohol by, or distribution 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 functions by persons 21 years old or older. The College also reserves the right to request documentation of age before serving alcohol.

Functions planned for students by employees or students at which alcohol will be served must be pre-approved by the Dean of Academic Resources and Administration.

At all College functions, non-alcoholic beverages must be provided and located in a visible area separate from alcoholic beverages.

Food must always be available at all College functions where alcohol is served.

The College expects employees and students to create and maintain a professional and educational environment that is safe and healthy and encourages responsible conduct. Furthermore, the College holds employees and 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 & Alcohol Abuse Prevention Policy by employees and students will be responded to by College administration.

Disciplinary action will be imposed on students who violate the Drug & Alcohol Abuse Prevention Policy and may include immediate suspension or dismissal from the College as well as affect the student’s eligibility for financial aid. Please see www.FAFSA.gov for further information.

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 violations 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 Alcohol Laws
A minor in possession of alcohol, who is not accompanied by a parent or legal guardian, may be fined not more than $50 for the first offense and not more than $150 for a second or subsequent offense. The above minor may also be arrested without a warrant by a police office and if convicted will have their driver’s license suspended for a period of 90 days.
A person who falsifies age documentation or misrepresents their age for the purpose of possessing or consuming alcohol is subject to a fine of $300.

Anyone delivering or serving alcohol to a person under 21, or for the use by someone under 21, is subject to a fine of up to $2,000 or imprisonment for not more than one year or both.

The fine for operating a motor vehicle while drinking an alcoholic beverage may result in a fine of not less than $500 nor more than $5,000 or by imprisonment for not more than two and one-half years, or both such fine and imprisonment.

A person suspected by authorities of driving under the influence of alcohol will be stopped and given a sobriety test. Failure of the test will result in immediate arrest, and revocation of one’s driver’s license. A first conviction for driving under the influence of alcohol may result in a fine of up to $1000, imprisonment for up to two years, mandatory completion of an alcohol education or rehabilitation program and revocation of one’s license. Sanctions for driving under the influence increase in severity with each successive conviction.

A person suspected of public intoxication may be taken into protective custody for at least 5 hours.

**Legal Sanctions for Violating Drug Laws**

Criminal penalties for offenses vary according to the particular substance and the quantity of the substance. Generally, the penalties for manufacturing or distributing controlled substances are greater than for simple possession.

Illegal possession with the intent to manufacture or distribute is subject to the same penalties as illegal manufacture or distribution. Possessing relatively large quantities of illicit substances will be considered possession with intent to distribute.

In general, persons suspected of possessing, using, or distributing illicit drugs will be arrested and will remain in jail until bail is met. A court date for arraignment will be set within 10 days.

Convictions for some offenses include mandatory minimum terms of imprisonment. A person sentenced to a mandatory term is not eligible for parole, furlough, or work release. Penalties for repeat offenses are increasingly harsher.

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 offenses. Federal benefits include grants and contracts, and professional licenses.

**Health Risks**

**Alcohol abuse:**
- nausea & headaches
- fatigue
- malnutrition disorders
- brain cell damage
- poor concentration
- liver & stomach cancer
- increased heart rate
- blackouts
- ulcers
- bone degeneration
- personality
- alcoholism
- cirrhosis - muscle degeneration
- loss of memory - heart disease

Illicit drug use:
- brain, nerve & liver damage - personality disorders - psychosis
- respiratory arrest - addiction - coma
- convulsions - heart failure - malnutrition
- hypertension - pulmonary edema - death
- lowered blood pressure - cardiac arrhythmias

Counseling and Treatment Services
The Student Counseling Service provides information and referrals, diagnostic assessment and short term crisis treatment, and 24 hour on-call emergency service. When students require long term treatment, the Counseling Service provides individual psychotherapy on a fee for service basis and liaison services for any outside treatment agency, as well as supportive care within the College. A directory of agencies providing information on substance abuse and rehabilitation programs is also available through the Counseling Service. All inquiries and discussions are strictly confidential. The Counseling Service can be reached through the Student Services Office at 617-587-5593 during regular business hours. For emergency service, please go to your local emergency room at a hospital.

Boston Area Referral and Treatment Agencies
Listed below are randomly selected agencies providing referrals and/or rehabilitation services. The list does not represent recommendations for any particular programs. It is advisable to check with your doctor and health insurance provider for individual referrals.

- Drug & Alcohol Hotline - (800) 327-5050 or https://helplinema.org/
- High Point - (800) 233-4478
- ADCare Recovery - (617) 227-2622

Smoke-Free Environment
NECO is a healthcare institution that maintains a smoke-free environment. Under the Massachusetts Smoke-Free Workplace Law, all enclosed workplaces must be free from smoke. Therefore, the smoking of cigarettes, pipes, cigars, vapes, and similar materials is prohibited inside all NECO facilities. In addition, smoking within 20 feet of any entrance is prohibited.

Student’s Personal Property Policy
Students who bring articles of personal property onto the College premises do so at their own risk. Students are responsible for the security of their personal belongings. The College assumes no responsibility and shall not be liable for any articles lost, stolen, or left behind after vacating. This includes mail or parcels sent to or left for students.
**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.

The College also maintains ongoing security records in compliance with the Campus Security Act of 1990. Students may obtain information regarding safety and security from the Facilities Department. This information is made available to students through the College website under ‘About’ then ‘Policies, Reports & Information’ and is updated with the U.S. Department of Education each academic year.

**Campus Sex Crimes Prevention Act of 2000**

The Campus Sex Crimes Prevention Act requires institutions of higher education to advise the campus community of where it can obtain the information about registered sex offenders provided by the State. The Commonwealth of Massachusetts’ Sexual Offender Registry Board (SORB) can be contacted at (978) 740-6400 or at https://www.mass.gov/orgs/sex-offender-registry-board. This Act also requires the sex offender already required to register in a State to provide notice, as required under State law, to each institution of higher education in the State at which the person is employed, carries on a vocation, or is a student.

**Clery Act Campus Crime Reporting**

The New England College of Optometry annual security report is released by October 1 of each year. For purposes of this report, College refers to both the New England College of Optometry (Beacon Street Campus and the Clinical Training Center at Commonwealth Ave.) and its clinical teaching affiliate, New England Eye Institute, Inc. The report is issued in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Title II of Public Law 101-542, as amended through 2008, as well as the Violence Against Women Act (Public Law 113-4). For further details, please refer to 34 CFR 668.46 and the related subsections found therein.

The report includes the College’s policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, domestic violence, dating violence, sexual assault, stalking, and other matters.

The College’s annual security report also includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the College and on public property within, or immediately adjacent to and accessible from the campus.

https://www.neco.edu/about/facts.
Massachusetts Nonresident Driver Requirement

If you are a nonresident enrolled as a full time student at a school or college in the Commonwealth of Massachusetts who operates a motor vehicle in Massachusetts that is registered in another state or country during any period beginning on September 1st of any year, and ending on August 31st of the following year you must comply with the following law:

“IT IS UNLAWFUL FOR A NONRESIDENT STUDENT TO FAIL TO FILE A NONRESIDENT DRIVER STATEMENT WITH THE POLICE DEPARTMENT LOCATED IN THE SAME CITY OR TOWN AS THE SCHOOL OR COLLEGE ATTENDED, IN ACCORDANCE WITH SECTION 3 OF CHAPTER 90 OF THE MASSACHUSETTS GENERAL LAWS. FAILURE TO FILE SUCH STATEMENT IS PUNISHABLE BY A FINE NOT TO EXCEED $200.”

You may download this form at: www.massrmv.com/Portals/30/docs/20098.pdf. Instructions are located at the top of the form. The Registrar’s Office recommends that you keep a copy for your personal files.

The student must complete the form in quadruplicate and mail to:
Boston Police Department
Attn: Community Service Officer
650 Harrison Avenue
Boston, MA 02116-6199

Tuition, Fees, Payment Policy and Refund Policy

Tuition for the 2019-2020 Academic Year, the Board of Trustees of the New England College of Optometry has set the annual tuition rate as follows:

$42,592 – all four years of the Four Year OD Degree Program
$58,268 – first year and second year of Accelerated OD Degree Program
$42,592 – third year of Accelerated OD Degree Program
$58,268 – first year of Advanced Standing International Program
$42,592 – second year of Advanced Standing International Program
$21,296 – per session Accelerated OD China Program
$21,296 – per year of Master of Science in Vision Science Degree Program
$1,331 – per credit hour cost for non-degree students taking First Professional Courses

A student enrolled less than full-time will be charged at a per credit rate.

Tuition rates are subject to change by the Board of Trustees of the College.
The annual tuition is payable in installments coinciding with the start of each academic term. A student will be billed for each term that a student is registered 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.

**Exempted Course Tuition Charges:** A student in a degree program who is exempted from a course will not receive a change in tuition.

**Extended Program Tuition Charges:** A student whose program is extended will be subject to applicable tuition and fee charges.

A student in the MS degree program has a grace period of two terms, usually summer and fall, from their original completion date before a thesis maintenance fee of $600 per term is assessed. This charge will be assessed until the student graduates, formally withdraws or is administratively withdrawn due to the thesis deadline having passed.

**Dual Program Tuition:** A student in the dual OD/MS degree program will have the tuition charge waived as long as he/she is paying full time tuition charges for the OD program.

**Fees and Expenses**
Annual fees include a student activity fee of $375 and an individual health insurance fee of approximately $2,081 for all students. The health insurance fee will only be waived if other insurance has been deemed acceptable.

**One time fees** for all first year students in all programs include a $300 laboratory fee and a $1,250 equipment fee.

Fees and expenses are subject to change by the Board of Trustees of the College.

**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. Tuition and fees for the first term for first-year students are due by August 15th (about two weeks before the beginning of the term). 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 Controller 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. The College may charge a late fee of $100 for accounts not paid by the due date.
Refund Policy the College’s refund policy with regard to tuition, fees* and other expenses applies in the case of a student’s withdrawal, dismissal, or leave of absence, as follows:

<table>
<thead>
<tr>
<th>Effective Date of Withdrawal, Dismissal, or Leave of Absence</th>
<th>Percentage Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the 1st day of the academic term</td>
<td>100%</td>
</tr>
<tr>
<td>During the 1st week</td>
<td>90%</td>
</tr>
<tr>
<td>During the 2nd week</td>
<td>80%</td>
</tr>
<tr>
<td>During the 3rd week</td>
<td>70%</td>
</tr>
<tr>
<td>During the 4th week</td>
<td>60%</td>
</tr>
<tr>
<td>After the 4th week</td>
<td>0%</td>
</tr>
</tbody>
</table>

*All fees, except for the mandatory equipment fee, are non-refundable. The equipment fee is refundable only if the equipment is returned intact and unopened within the first two weeks of the term.

When calculating a refund, a reasonable administrative fee may be charged. This fee shall be the lesser of 5% of charges assessed the student or $100.

A refund of excess financial aid is processed by direct deposit to the student’s bank account.

A refund of the health insurance fee is generally not permitted except in cases where it is determined that the eligibility requirements were not met or if the request for coverage was determined by the College to have been sent in error. A student may not cancel their insurance once he/she is enrolled, unless he/she joins the military. A student should contact the Student Services Office with regard to health insurance questions or concerns.
Transcript Policy

1. A transcript may not be released to a third party if the student or former student has not met their financial or other outstanding obligation to the College. Further information is available in the Hold On Services Policy.

2. A transcript will be issued after a student makes their online request via the National Student Clearinghouse. Please visit the Registrar page on NECO.edu for more information.

3. Only academic and clinical course work taken at the College will appear on the transcript.

4. There is a three to five business day processing time for all transcript requests. Requests are handled on a first come/first serve basis.

5. The student or former student is responsible for providing the correct address for mailing of a transcript. If an additional transcript has to be sent because of an address error by the student or former student, the transcript fee will be charged again.

6. OFFICIAL TRANSCRIPT – An official transcript, which is so designated and bears the seal of the College and the signature of the Registrar.

   UNOFFICIAL TRANSCRIPT – An unofficial transcript, which is so designated and does not bear the seal of the College or the signature of the Registrar.

7. Hold on Services Policy

The College may 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 campus store charges
- library late fees and book replacement charges
- unreturned borrowed equipment
- institutional loan defaults (Perkins, HPSL, LDS, Fund for Education, Saval Loans, short-term emergency loans, etc.)
- HEAL student loan default
- collection fees
- returned check fees

Withheld services include, but are not limited to:

- classroom instruction, clinical education, etc.
- library use and other services
- awarding of diploma
- transcripts to third parties*
- certifications
Accreditation

The New England College of Optometry is accredited by the Accreditation Council on Optometric Education (ACOE) of the American Optometric Association and by the Commission on Institutions of Higher Education (CIHE) of the New England Association of Schools and Colleges (NEASC). Both ACOE and NEASC are recognized by the U.S. Secretary of Education as reliable authorities on the quality of education and adhere to the standards of the Council for Higher Education Accreditation. The College has been continuously accredited by ACOE since 1941 and by NEASC since 1976. For further information, see http://www.neco.edu/about/facts/accreditation-information.

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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