MISSION STATEMENT

Our mission is to lead the profession by educating the best possible healthcare providers, promoting lifelong learning, and fostering a personal commitment to service.
INTRODUCTION

The purpose of the Student Handbook is to familiarize readers with Southern College of Optometry, as well as with Memphis. The handbook is edited by the Vice President for Student Services’ Office and published annually.

This edition of the Student Handbook is effective beginning with the Summer semester of the 2015-16 academic year, and it contains information current as of May, 2015. College policies and procedures undergo review throughout the year and may be changed to better serve the interests of all concerned. Notice of such changes will be distributed as they occur and the new information reflected in the next edition of the Student Handbook. Consequently, this publication should not be considered a contract between the college and any person.

No person shall, on the basis of race, color, creed, religion, gender, age, disability, sexual orientation or national origin be excluded from participation in, denied the benefits of, or subject to discrimination or harassment under any program or activity at Southern College of Optometry. The college is an Equal Opportunity Employer.
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Useful Phone Numbers
When calling the college from off-campus:

**THE EYE CENTER OFFICES**
- Appointments ........................................ 722-3250
- Adult Primary Care ................................ 722-3355
- Advanced Care Ocular Disease ............. 722-3263
- Chief of Staff .......................................... 722-3260
- Cornea and Contact Lens ....................... 722-3258
- Nursing Home Service ......................... 722-3371
- Operations ........................................... 722-3260
- Optical .................................................. 722-3297
- Pediatric Primary Care ......................... 722-3284
- Student Assignment Desk ..................... 722-3268
- Vision Therapy and Rehabilitation ......... 722-3276
- VP for Clinical Programs ....................... 722-3260

**ADMINISTRATIVE OFFICES**
- Academic Affairs .................................. 722-3234
- Academic Support Services .................... 722-3352
- Accounting ........................................... 722-3232
- Activity Center ....................................... 722-3243
- Alumni Affairs ....................................... 722-3216
- Bookstore ............................................. 722-3291
- Communications .................................... 722-3343
- Diner ..................................................... 722-3289
- Externships ............................................ 722-3366
- Financial Aid .......................................... 722-3207
- Fund-Raising .......................................... 722-3216
- Human Resources .................................... 722-3230
- Information Services .............................. 722-3202
- Institutional Advancement ...................... 722-3216
- Instructional Technologies ...................... 722-3333
- Learning Resource Center (Computer Lab) 722-3333
- Library .................................................. 722-3237
- Mail Center ............................................ 722-3303
- Physical Plant ......................................... 722-3304
- Security Office, 1st Floor ....................... 722-3306
- Special Events ....................................... 722-3285
- Student Government .............................. 722-3349
- Student Lounge ...................................... 722-3288
- Student Services .................................... 722-3224
- For Numbers Not Listed ......................... 722-3200

**NOTE:** When calling from on-campus, dial only the last 4 digits (e.g., 3243 for 722-3243).

Have a Question? Whom to See

Absence from Class ................................. Student Services Office
Absence from The Eye Center ................... VP for Clinical Programs
Academic Counseling ............................... Director of Academic Support Services
Accident/Injury Report ............................. Security Office
Activity Center ....................................... Director of Physical Plant
Admissions Information ............................ Director of Admissions and Enrollment Services
Alumni Affairs ........................................ VP for Institutional Advancement
Claims, Health Insurance ......................... Human Resources Office
Classroom Reservations ......................... Student Services Office
College Calendar ..................................... VP for Student Services
Course Changes ........................................ VP for Academic Affairs
Course Surveys ......................................... Chair of Assessment
Degree Information .................................. VP for Student Services
Directory, Campus ................................... Student Services Office
E-Mail ..................................................... Information Services
Emergency Contacting of Students .......... VP for Student Services
Employment of Students ................................ Financial Aid Office
Equipment, Student ................................ Bookstore
Externships ............................................. Director of Externships
Fees ...................................................... Accounting Office
Financial Aid ............................................ Financial Aid Office
Focal Points Information ......................... Director of Communications
Food Services / Diner ............................... VP for Student Services
Fund-raising ............................................ VP for Institutional Advancement
Grievances ............................................. VP for Student Services
Health Insurance .................................... Accounting Office
Housing Information ................................. Director of Student Recruitment
Identification Cards ................................ Director of Security
Immunizations ........................................ Director of Preventive Health
InSight Newsletter .................................... Director of Communications
Library Assistance ................................... Librarian
Locker Assignment .................................. Director of Physical Plant
Lost and Found ....................................... Director of Campus Security
National Boards ..................................... VP for Student Services or Chair of Assessment
News Releases/Newsletters ...................... Director of Communications
Notary Public ......................................... Located on 11th floor and The Eye Center
Parking Permits ...................................... Director of Campus Security
Parking Violations .................................... Director of Campus Security
Placement .............................................. Hayes Center for Practice Excellence
Press Releases ......................................... Director of Communications
Probation .............................................. VP for Academic Affairs or VP for Student Services
Re-admission Counseling ....................... VP for Student Services
Records, Student ..................................... Student Services Office
Safety and Security ................................. Director of Campus Security
Schedules: Class/Exam ............................. Director of Admissions and Enrollment Services
The Eye Center ........................................ VP for Clinical Programs
State Boards .......................................... VP for Student Services
Student Lounge ....................................... VP for Student Services
Student Mailboxes ................................. Director of Physical Plant
Student Organizations ............................. VP for Student Services
Textbooks Purchase ............................... Bookstore
Transcript Requests ............................... Student Services Office
Tutors ..................................................... Director of Academic Support Services
Veterans Affairs .................................... Director of Financial Aid
Visions Newsletter .................................. Director of Communications
Withdrawal ............................................ VP for Student Services
Yearbook .............................................. Student Government Association
# Managerial Staff Directory

<table>
<thead>
<tr>
<th>Office</th>
<th>Staff Member</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Dr. Bart Campbell</td>
<td>1108</td>
<td>3234</td>
</tr>
<tr>
<td>Academic Support Services</td>
<td>Dr. Carrie Lebowitz</td>
<td>127</td>
<td>3352</td>
</tr>
<tr>
<td>Accounting</td>
<td>Terry M. Milius</td>
<td>1112</td>
<td>3232</td>
</tr>
<tr>
<td>Admissions and Enrollment Services</td>
<td>Michael Robertson</td>
<td>1121</td>
<td>3226</td>
</tr>
<tr>
<td>Alumni Affairs/Special Events</td>
<td>Beth Fisher</td>
<td>10th Floor</td>
<td>3290</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Denise Henson</td>
<td>1011</td>
<td>3291</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>Ken Coble</td>
<td>101</td>
<td>3312</td>
</tr>
<tr>
<td>Communications</td>
<td>Jim Hollifield</td>
<td>919</td>
<td>3343</td>
</tr>
<tr>
<td>Community Outreach</td>
<td></td>
<td>10th Floor</td>
<td>3692</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Jeanie Snider</td>
<td>10th Floor</td>
<td>3216</td>
</tr>
<tr>
<td>Development</td>
<td>Christine Weinrich</td>
<td>10th Floor</td>
<td>3311</td>
</tr>
<tr>
<td>The Eye Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patient Services/Appointments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief of Staff</td>
<td>Dr. Chris Lieves</td>
<td>CL 140B</td>
<td>3260</td>
</tr>
<tr>
<td>VP for Clinical Programs</td>
<td>Dr. James E. Venable</td>
<td>CL 140C</td>
<td>3260</td>
</tr>
<tr>
<td>Operations</td>
<td>Gary R. Snuffin</td>
<td>CL 140D</td>
<td>3260</td>
</tr>
<tr>
<td>Optical</td>
<td>Michelle Sellers</td>
<td>CL 130</td>
<td>3332</td>
</tr>
<tr>
<td>Externships</td>
<td>Mary Rice</td>
<td>1008</td>
<td>3366</td>
</tr>
<tr>
<td>Financial Affairs</td>
<td>David West</td>
<td>115</td>
<td>3210</td>
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<tr>
<td>Financial Aid</td>
<td>Cindy Garner</td>
<td>1015</td>
<td>3207</td>
</tr>
<tr>
<td>Hayes Center for Practice Excellence</td>
<td>Dr. Lisa Wade</td>
<td>10th Floor</td>
<td>3256</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Ann Fields</td>
<td>8th Floor</td>
<td>3230</td>
</tr>
<tr>
<td>Information Services</td>
<td>Dean Swick</td>
<td>302</td>
<td>3202</td>
</tr>
<tr>
<td>Institutional Advancement</td>
<td>Dr. Kristin Anderson</td>
<td>10th Floor</td>
<td>3217</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>Janine Tenorio</td>
<td>301</td>
<td>3333</td>
</tr>
<tr>
<td>Library</td>
<td>Leslie Holland</td>
<td>500</td>
<td>3238</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>Danny Anderson</td>
<td>106</td>
<td>3304</td>
</tr>
<tr>
<td>President’s Office</td>
<td>Dr. Lewis Reich</td>
<td>1101</td>
<td>3220</td>
</tr>
<tr>
<td>Preventive Health</td>
<td>Dr. Jennifer Sanderson</td>
<td>917</td>
<td>3393</td>
</tr>
<tr>
<td>Residency Programs</td>
<td>Dr. Cheryl Ervin</td>
<td>1008</td>
<td>3201</td>
</tr>
<tr>
<td>Research</td>
<td>Dr. Michael Christensen</td>
<td>953</td>
<td>3326</td>
</tr>
<tr>
<td>School Screenings</td>
<td>Dr. Lindsay Elkins</td>
<td>1019</td>
<td>3353</td>
</tr>
<tr>
<td>Student Recruitment</td>
<td>Sunnie Ewing</td>
<td>1122</td>
<td>3231</td>
</tr>
<tr>
<td>Student Services</td>
<td>Joseph H. Hauser</td>
<td>1118</td>
<td>3228</td>
</tr>
</tbody>
</table>

[Complete Faculty/Staff Directory](#)
Parking Map 2015-2016

The college's complete Parking Rules and Guidance policy can be found on page 16.

PARKING POLICY

PARKING LOTS
- Lots 1, 2: Patient/Visitor parking only.
- Lots 3, 5, 6, 7, 9: Available to all Faculty, Staff, 3rd and 4th Year students anytime. 1st and 2nd Year students after 4 pm weekdays.
- Lot 4: Faculty/Staff Only.
- Lot 7: Mandatory parking for 1st and 2nd Year students until after 4 pm weekdays.
- Lot 8:  
  - Spaces designated with tenant signage - Tenant Only.  
  - Spaces designated as Faculty/Staff Only  
  - Other spaces are available to all on a first come - first serve basis.
- Area marked 10: Motorcycle parking near bicycle racks on east side of building.

LOT HOURS
- Lot 4, 5: Open at 7 am and closes at 9 pm weekdays. Closed weekends.
- Lot 9: Open at 7 am and closes at 7:30 pm weekdays. Closed weekends.
- Note: Call 24/7 SCO Security at 722-3306 to be let out of any locked/closed lot after posted hours.

WEEKEND/LATE PARKING
- To assist Security efforts please park or move your auto to the closest parking available to the SCO Tower or Lots 1, 2, 3 or 6.
GENERAL BUILDING INFORMATION

The college’s business hours are from 8:30 am-4:30 pm, Monday-Friday. The college does post extended hours for study access for each term. Any modifications to these hours will be announced by the appropriate department. Students are able to view the hours of operation for such areas as Library, Optometry labs, general study areas, Bookstore, Learning Resource Center and Activity Center housed on the SCO website and Sharepoint.

LIBRARY

The Southern College of Optometry Library occupies the entire fifth floor of the tower building. The library primarily collects visual science and related materials and is home to VISIONET, the most comprehensive database of vision science, optometry, and ophthalmology citations in the world. Our highly focused collection includes 10,000+ monographs, ebooks, and subscriptions to over 200 periodicals. Amenities include a computer lab, study carrels, private study rooms, and comfortable seating.

The library hours are listed on the library’s website.

The loan period for the general collection is 14 days and items may be renewed via phone, email, or in person provided there are no pending holds.

Reference material such as encyclopedias, dictionaries, textbooks, bound and unbound journals, etc., are non-circulating and are to be used only in the library. The library maintains a reserve collection for in-library use, but also provides access to books and other items may be placed on reserve by faculty members whose circulation guidelines are stipulated by the faculty.

Reference and instructional services are available on a walk-in basis when a librarian is available or by appointment.

The library will procure any items not in our collection via interlibrary loan (ILL), usually within two weeks of the request, which is facilitated by our participation in a number of national and international library networks such as DOCLINE and AVSL (Association of Vision Science Librarians), giving the SCO community access to hundreds of libraries worldwide.

The SCO library produces Visionet, an index of vision-related periodical literature, which is used worldwide by other vision science libraries and researchers. In addition to VISIONET, the library provides access to several bibliographic databases, over 100 online full-text journals, and ebooks.

SCO community members have access to most local college libraries through a reciprocal borrowing agreement between member libraries including Rhodes College, University of Tennessee Health Science Center, Baptist College of Health Sciences, and Christian Brothers University.

The Library hosts a Community Book Exchange which is comprised of popular books donated by library patrons and members of the SCO community. These items do not need to be checked out and the library accepts donations for the collection on an ongoing basis.

A more detailed description of library services is available on the library’s website.

INFORMATION SERVICES

LEARNING RESOURCE CENTER

SCO provides computer resources for student use in the Learning Resource Center located on the third floor of the SCO Tower Building, Room 301. The LRC provides the following computing resources for student use:

- Internet Access
- Slide Scanning
- Desktop Office Applications
- CD/DVD burning
- Optometric Software and Labs
- Printing
- Document Scanning

PRIORITY FOR ACCESS

Access to the workstations are available on a first come basis subject to the following priorities.

1st priority: Scheduled labs and instruction.
2nd priority: Academic assignments including papers, programs, research projects and exercises, assigned or supervised by faculty members.
3rd priority: Personal use.

RESTRICTIONS

1. All users of the LRC are subject to the college’s Computer Security Policy.
2. No changes are to be made to the configuration of a LRC workstation by anyone except an LRC staff member.
3. No program is to be loaded on LRC workstations without the prior approval of the Director of Information Services. This includes downloading materials from the Internet.
4. Each user should save his materials on a USB drive or on their u:drive unless prior permission is obtained to temporarily save it to a workstation hard drive. The contents of workstation hard drives are periodically cleaned by LRC staff, including the desktop and local “My Documents” folders.
5. No program or CD-ROM disks are to be taken out of the LRC without the prior approval of the Director of Information Services.
6. No downloading of copyrighted materials is allowed (i.e. music, software, and journals).
7. No playing of any audio programs without the use of headphones.
8. Viewing of materials generally considered obscene is prohibited.

WIRELESS ACCESS

SCO provides wireless (WiFi) access throughout the campus. For specific setup and configuration please see Information Services Technical Support Department in Room 303 or the IS department site on Sharepoint.

PRINTING AND COPYING ACCOUNTS

Printers and copiers are available for student use at the locations listed below. Cost for color is $1.10 and $.04 for black and white per page. Front and back printing counts as two pages. Students may register or associate their student ID with their account to avoid entering their credentials for each copy and/or print job. First, second, and third year students will receive a bill for the previous semester usage during registration. Graduating students will receive a final bill prior to graduation. Students may look up their printing balance anytime from a link on the IS department site.

Students use a single printer defined as “Konica-cloud”. When printing to this printer the print job is held until released by the student. Printer/copying locations that students can release their print jobs are: 1st, 2nd (just outside south classroom), 3rd, 5th, 6th, 7th, 9th, and 10th floors in the Tower and Room 215 and LL Contact Lens in The Eye Center.

STUDENT E-MAIL ACCOUNTS

The college recognizes email correspondence as a primary and official form of communication among students, faculty and staff. It is the responsibility of each student to frequently check his/her email. Entering students can...
obtain an e-mail account by applying online. Current students may obtain the form from Information Services, Room 303. If you need to make any changes to your account, please contact Information Services at ext. 3202 or InformationServices@sco.edu.

All account holders are subject to the following email guidelines:
1. E-mail accounts are for academic purposes only.
2. Transmission of obscene material can and will cause loss of account privileges.
3. Group e-mail accounts have been set up to aid in communication between faculty, staff, and students for official business only. Sending chain letters, petitions for sale of personal items, or any other purpose not related to college business is prohibited.

COMPUTER SECURITY

Southern College of Optometry computing, telecommunications, and networking resources are provided to students, faculty, and staff for the support of instruction, administration, and research activities of the institution. These resources are operated under a variety of security systems, procedures, and protocols. Use of these resources is a privilege granted by the college, with designated offices coordinating assigned activities. Users of these resources are expected to conduct their activities within the restrictions and overall policies of Southern College of Optometry, the laws of the State of Tennessee, and Federal statutes. Misuse or improper use of college computing facilities, resources, and equipment include (but are not limited to) the following:
1. Theft or destruction, unauthorized access or use, reproduction without proper authorization, sharing access codes or security related procedures, or violation of the copyright laws.
2. Transmitting or accessing abusive, obscene, harassing or threatening materials, or interfering with the activities of others.
3. Use for commercial purposes or business other than that which supports the College’s mission.
4. All other unauthorized acts or uses of the college computing facilities, or any other actions not in accordance with college policies, or not in the best interest of Southern College of Optometry. The college reserves the right to override any individual’s password and access all electronic and voice mail messages in order to ensure compliance. You should not presume that such messages are confidential or that access by an authorized college representative will not occur. The college will take appropriate action against any user who willfully misuses computer resources. Such actions may include (but are not limited to) canceling the user’s account, revoking the user’s operating privileges, revoking access to resources, assessing penalties as provided by college policies up to and including discharge, and seeking any other legally available remedies.

SCO ACTIVITY CENTER

The Activity Center is available to all SCO students, faculty, staff, and their spouses. Admission is by SCO identification card for students, staff, and faculty; or by access card for spouses (available from the Security Office for $15). Facilities include a basketball/volleyball court, two racquetball courts, exercise equipment, recreational room, lockers and showers.

The Activity Center is supervised by the Director of Physical Plant, and user policies are developed by a steering committee composed of student, faculty, and staff representatives.

Users are allowed to bring one guest per visit. Guests must check in at the front desk. Children under 12 must be accompanied by a parent or guardian and are not allowed in the weight room, exercise room, or racquetball courts.

New users are advised that appropriate workout attire is expected of those utilizing the Activity Center facilities. Dress must be tasteful and in keeping with the professional image of the college. Cut-off shorts or torn or ripped clothing is not allowed. Shirts are required in the weight training room. No hard sole shoes are allowed on the gym floor. Protective goggles must be worn when playing racquetball.

A complete set of policies and procedures is posted at the Activity Center.

HAYES CENTER FOR PRACTICE EXCELLENCE

The Hayes Center for Practice Excellence offers numerous services to students and alumni on the topics of business management, practice options/counseling, debt management, and placement. The Hayes Center is located on the 10th floor of the Tower. The Hayes Center sponsors a variety of programs and information sessions throughout the year. Students interested in more information or individualized counseling are encouraged to make an appointment with the Director of the Hayes Center, Dr. Lisa Wade.

CAREER COUNSELING INITIATIVE

In an effort to provide students more information on how to determine which practice opportunities are best for them, several faculty and administrators meet with students through the Career Counseling Initiative Program sponsored by the Hayes Center for Practice Excellence. Students have multiple sessions to learn how to prepare for practice selection and how to network with optometrists about practice opportunities. If a student has any specific questions about the Career Counseling Initiative and/or career planning, he/she should contact the Director of the Hayes Center for Practice Excellence.

PLACEMENT

Graduate placement assistance for SCO students and alumni is available through the Hayes Center for Practice Excellence. SCO’s Placement Service is available online at the college’s web site.

The web-based service allows SCO students to access optometry listings from their home computer or while they are away on externs. The online service also allows the optometrists looking to hire someone the ability to provide much more detailed information, including a link to their practice web pages.

For more information regarding the Placement Service, you may contact the Hayes Center on the 10th floor.

BOOKSTORE

The college bookstore is located on the first floor. Hours of operation are posted on the door. The bookstore stocks all equipment required in the educational program and all required or recommended textbooks. A limited line of supplies also is carried. The bookstore accepts major credit cards except for books and equipment purchased at registration.

TEXTBOOKS

Each course may have one or more books assigned as required reading and/or reference. Required books will be ordered by the bookstore and provided to students on the day of registration. Charges for required textbooks will be placed on each student’s fee slip at the time of registration. Non-required textbooks may be ordered through the bookstore.
EQUIPMENT

Uniformity and adequate quality of instruction is dependent upon the possession of necessary instructional aids by each student enrolled in a course. It is the policy of the college that each student must personally own the required instruments and equipment for a given course during the term that course is offered; and further, that ownership and possession of certain items of equipment must be retained throughout the entire program of study. Students who violate the policy of ownership and possession of acceptable equipment during the required periods will be subject to grade penalties by faculty and/or disciplinary action from the college.

All equipment items required in a given term will be purchased by the college bookstore and provided to students at the time of registration. Charges for required equipment will be placed on each student’s fee slip at the time of registration. Permission to use equipment obtained from sources other than the college bookstore must be obtained from the Chair of the Department of Optometric Education. Such requests must be submitted in writing (email is acceptable) at least three months prior to the start of the term in which the equipment would normally be purchased through the college bookstore. Approval of these requests will be based on suitability of the equipment for the educational component of the course(s) in which it is required, as judged by the Chair in consultation with course faculty. Submission of a request to use equipment not obtained through the college bookstore is not a guarantee of approval, and if the request is denied the student will purchase the equipment through the college bookstore.

BLINK, A FOOD SPOT (4th Floor Diner)
The fourth-floor student lounge includes an eating area, as well as a deli and vending concession privately operated through a contract with the college. Ms. Melissa Hardage, who owns the concession, is responsible to the Vice President for Student Services for services provided to the SCO community. The deli counter is generally open Mondays through Fridays, and specific hours are posted on the fourth floor. Questions, comments, and complaints about the concession may be directed to Ms. Hardage, or to the Vice President for Student Services, who has overall responsibility for the student lounge.

Please note that waste cans and a recycle bin have been provided throughout the student lounge. Students are expected to pick up after themselves. Food is not permitted in classrooms, laboratories, or the library. Proper beverages may be allowed only if the beverage is in a covered personal container. Disposable containers such as covered fast food cups are not considered personal.

ACADEMIC INFORMATION

ACADEMIC ADVISING AND COUNSELING
The college encourages students to develop and maintain professional relationships with individual faculty members. Faculty advisors are assigned to first-year students shortly after the beginning of the Fall term. You should note your advisor’s office hours and arrange a meeting early in the term.

In addition, probationary students are expected to meet with the Director of Academic Support Services to arrange for extra help. A student who is placed on academic probation shall meet with the Director of Academic Support Services within the first two weeks of the ensuing semester.

If you are having difficulty with a particular course, you should seek guidance from the course instructor. Early action may help you avoid greater problems later. You may also seek help through the Director of Academic Support Services, who may arrange tutoring by students who are proficient in appropriate areas.

Students are also encouraged to contact the appropriate Department Chair or the Vice President for Student Services for further counseling and guidance.

ACADEMIC SCHOLARSHIPS
These scholarships for outstanding students are funded by gifts from those wishing to support the college through recognition of academic excellence. Academic scholarships consist of grants of up to $60,000 in recognition of outstanding academic achievement. Scholarship recipients are usually selected prior to entrance on the basis of academic and service/leadership qualifications. SCO is proud to provide over 200 endowed scholarships to deserving students. Students receiving a military scholarship are not eligible for the college’s endowed scholarships. A list of endowed scholarships, along with eligibility requirements, can be found in the college catalog. For more information and/or questions about the college’s endowed scholarships, you may contact the Vice President for Student Services.

Other scholastic awards are given out under the coordination of the college’s Faculty Scholarship Chair. These awards typically come from state, regional or national associations interested in optometric education. These awards are typically posted monthly in the college’s internal publication.

Additional academic scholarships are under development. For information about making gifts to the scholarship fund, contact the Office of Institutional Advancement.

DEAN’S LIST
The Dean’s List is comprised of those full-time students who have achieved grade-point averages of 3.25 (B+) or higher, passed all hours attempted, and were carrying at least 12 hours during the preceding semester. The student’s permanent academic record at the college is annotated with each Dean’s List award.

COMMENCEMENT HONORS
Latinized honors are based on cumulative grade-point averages at the completion of the fourth year. Summa Cum Laude signifies an overall grade-point average of 3.80 or higher; Magna Cum Laude, 3.60 to 3.79; Cum Laude, 3.40 to 3.59.

The Valedictorian Appointment is awarded by the college to the graduating student having the highest overall grade-point average in the class. The Salutatorian Appointment is awarded to the second-ranked student in the graduating class. These appointments are based on grade-point average upon completion of the entire curriculum while at SCO.

Other academic awards are presented to students at the annual Awards Banquet.

COMMENCEMENT
Degrees and diplomas awarded by the college are presented at scheduled commencement exercises, and graduating students are required to attend. In qualifying for a degree, the curriculum requirement for any year-level of study consists of the courses currently offered for that year. Curriculum modifications may be made from time to time to ensure that graduates of the college continue to be academically qualified to take any state board licensing examination offered in the United States.

CAPSTONE
The college recently began hosting a forum for graduating seniors called Capstone sponsored by The Hayes Center for Practice Excellence. This program intends to provide a variety of information and updates for the soon-to-be graduates. All graduating students are required to attend.
SUMMER MINI-TERM
As a part of the regular and required curriculum, students will enroll in a six-week Summer Mini-Term from mid-July through late August. This term is considered the first term of the second academic year. Students can apply for and obtain financial aid for the mini-term.

Although this is a shorter length term, students are still considered full-time and all college policies regarding academic standards, withdrawal, and financial aid, etc. are in effect.

DOCTOR OF OPTOMETRY (O.D.) DEGREE
A student is required to accomplish the following in order to become eligible to receive the Doctor of Optometry Degree:

1. Fulfill all academic and clinical requirements, including having at least a 2.00 (C) average in all courses attempted at the college, and having no unresolved failing grades.*
2. Receive passing scores on the Applied Basic Science (Part I) and Patient Assessment and Management (Part II) examinations offered by the National Board of Examiners in Optometry.
3. Satisfy any probationary condition, whether for academic or other reasons, and not be subject to any pending academic, clinical or disciplinary action.*
4. Discharge all financial obligations to the college.
5. Receive the recommendations of the Faculty, the Vice President for Student Services, and the Vice President for Academic Affairs, and the approval of the President with respect to satisfactory completion of the above requirements.

* Should a student be placed on academic probation at the end of the final term of enrollment, the case will be reviewed by the Vice President for Clinical Programs or a designated committee for resolution. In most cases, the probation received at the end of the last scheduled term of the fourth year will cause a delay in graduation.

NATIONAL BOARDS
While specific licensure requirements vary from state to state, all states either require or accept National Board (Parts I and II) Applied Basic Science and Patient Assessment and Management (PAM) examinations as part of the licensing procedure. Most states also require passing of the National Board’s Treatment and Management of Ocular Disease (TMOD) examination and the Clinical Skills (Part III) examination. Students are required to pass the Applied Basic Science and PAM examinations of the National Boards to obtain the Doctor of Optometry degree. The passing of National Board examinations is the responsibility of the individual student, and the college neither guarantees that every student will pass nor accepts responsibility for those who do not. Current information is available from the Vice President for Student Services.

STATE LICENSURE
Prior to entering the college, students should become familiar with the requirements in those states in which they intend to practice, and they should remain abreast of changes during enrollment. The college undertakes no obligation concerning any change which might be made by any board of optometry, or comparable agency, in its requirements for licensure. The Vice President for Student Services distributes pertinent information regarding state board examinations.

CLINICAL PROGRAMS
An integral part of the curriculum making up the doctorate of optometry degree is active participation in the clinical programs through CLN courses in the 2nd, 3rd and 4th professional years of study. Students, interns and residents function as non-physician extenders providing care alongside some of the country’s top optometric and medical physicians. SCO works diligently to provide more diverse patient encounters than any other school or college of optometry.

The Clinical Programs are composed of three major components: 1) The Eye Center, located on campus, is the primary clinical facility and serves as the major health care resource for the City of Memphis and the Mid-South. Approximately 50,000 individuals receive care annually in this facility. 2) Community Vision Health Services is composed of the Nursing Home/Assisted Living Program, The School Screening Program and the Community Outreach Program. These programs provide care to approximately 20,000 individuals and our students, interns and residents with unique exposure to the provision of eye health and vision care in alternative settings to the typical office. With changes in the delivery of health care brought about by recent legislation, SCO is committed to preparing our graduates for the ever-evolving health care environment. The Community Outreach Program provides an avenue for service learning by providing education and public awareness on the importance of eye health and vision care. 3) The External Clinics at SCO serve a specific role in expanding our patient base demographic. Each year, we provide care to nearly 10,000 individuals in special populations through a number of collaborative institutions and our new, free-standing University Eye Care on the campus of the University of Memphis.

For specific information on hours of operation, dress code, leave requests, attendance, etc., please reference the Clinic Policy Manual.

FOURTH-YEAR EXTERNSHIPS
Fourth-year students are required to enroll in two externships prior to graduation. The externship program is an integral part of the curriculum. It is designed specifically to broaden and supplement the student’s experience in evaluating, diagnosing and treating conditions of the eye and visual system. The externship program provides a wide range of geographical locations in institutional and private practice settings. In all cases externs participate with experienced preceptors in the provision of optometric care to a wide variety of patients. Externship rotations are scheduled for two of the three terms in the fourth year. Not more than one term may be spent in one location. Should a student be placed on academic probation at the end of the third academic year, he/she shall meet with the Faculty Student Affairs Committee for resolution (see Academic Standards section). Should a student on academic probation at the end of the third academic year be allowed to proceed into the fourth year, his/her externship eligibility may be jeopardized.

ATTENDANCE
Students are expected to attend all classes, laboratories, and clinic assignments. Specific attendance policies for students enrolled in clinic courses appear in the Clinic Policy Manual.

EXCUSED ABSENCES
Classroom and laboratory attendance is expected. The college will typically only approve planned absences that are major events (i.e. surgery) and/or attending an optometry conference. Family events, such as weddings, are typically not excused. Students seeking an approved absence from class or lab must submit an Excused Absence Form to the Student Services Office no later than two weeks before the planned event. However, if the student knows about a major event well in advance, it should be discussed with the Vice President for
Student Services as soon as possible. The Student Services Office has the right to approve, deny or modify the student’s request for an excused absence. The student seeking an excused absence should not make any formal plans (plane tickets or other commitments) until the absence request is approved. Any request for excused absence from clinic assignment is managed by the Student Services Office. Should a student miss a test, quiz or lab practical due to an illness, medical documentation may be required.

Should a student miss a test, quiz, lab practical, or any form of graded assignment without having his/her absence excused, the student could receive a grade of “F” or zero for the assignment. When seeking an excused absence, should the student misrepresented the nature of the absence or request, it could be considered a violation of the college’s Honor Code.

EXTENDED ABSENCE

The demands of the academic program effectively limit the amount of instruction a student may miss without incurring academic risk. If medical or personal circumstances cause the student to be absent for more than a few days, the student should consider requesting an extended leave of absence. This option may be discussed confidentially with the Vice President for Student Services. An extended leave, if approved, would almost always delay graduation by a year. A student returning from an extended leave of absence is subject to all curriculum requirements, fee schedules, and other policies in effect for current students at that time.

*If a student were approved for a leave of absence during an enrolled term, the student would receive grades of “W” for withdrawn for that term. However, these “W” grades would not reflect an official withdrawal from the college while the student was on leave of absence.*

CLINIC LEAVE

The college provides three clinic leave days for third-year students and two leave days for on-campus fourth-year students. These personal leave days can cover for unexpected circumstances (illness, family emergencies, etc.) and/or planned purposes (family events, personal matters, etc.). Specific protocol on the clinic leave approval process is listed in the Clinic Policy Manual.

CLINIC CONFERENCE LEAVE

SCO encourages students to become involved in national, regional, and state optometric associations. To provide students the opportunity to attend optometric meetings, the college has a Clinic Conference Leave Policy. For third and fourth-year students on campus, this policy provides up to three conference leave days. To attend a state, regional, or national optometric meeting, interested students will need to submit their request in writing to the Vice President for Clinical Programs at least three weeks prior to the meeting.

TESTS AND EXAMINATIONS

Each instructor, at the beginning of the course each term, should inform the class of the course policy concerning attendance, number and weight of examinations, and procedure for making up missed assignments, including tests, quizzes, and labs. Test results or information can only be obtained from the appropriate instructor or Moodle.

Students shall not have access to cell phones or similar smart devices which afford the opportunity for communication with other parties during practicals, quizzes, midterm or final examinations, and similar assessments. The only exception will be for devices specifically used for completing examinations in electronic format that are using examination software controlled by the college. Violation of this policy represents a violation of the honor code policy. If extenuating circumstances exist such as an imminent birth or death which may require timely communication, prior arrangement shall be made with the Student Services Office.

Final examinations will be retained by the instructor for two weeks into the next term of the curriculum for the student’s reference. A missed final examination, assuming the absence was approved, should be made up within the first two weeks of the ensuing term, unless the instructor approves extended time to make-up the missed exam.

REGISTRAR SERVICES

The Student Services Office on the 11th Floor handles all services usually associated with a Registrar’s Office. These include, but are not limited to, the following:

Transcript Requests – Requests may be submitted in writing (forms are available in the Student Services Office), by fax to 901-722-3328, or through an SCO email account to transcripts@sco.edu – email requests are not accepted from personal email accounts such as AOL, Yahoo, etc. All requests must include:

- Social Security Number (last four digits)
- Full address of where transcript is to be sent
- Original signature (if requesting by fax or in-person)
- Students pay a lifetime fee at their first registration, and no other fees are charged.

Enrollment Certifications – Letters or forms verifying attendance for various reasons – auto insurance, jury duty, etc. A form is available in the Student Services Office or the request can be submitted directly from a student’s SCO email account to transcripts@sco.edu.

Name Changes – Must include legal documentation such as a copy of a marriage certificate or court order. Changing your name does not automatically change your email address.

Class Rank – Available through Moodle. Also, requests can be in person or in writing and should be made to the Director of Admissions and Enrollment Services. Email requests must come directly from the student’s SCO email account.

Address Changes – Students are expected to keep their address information with the college up-to-date. Changes may be submitted via email to the Director or Admissions and Enrollment Services.

Loan Deferments – Student Services Office can process any student’s loan deferment (from previous college and/or SCO related loans). Each student needs to provide the Student Services Office the appropriate form provided by each lender for processing.

GRADE REPORTING

Students can access their term grade on Moodle within two to three business days after the completion of a term. Student Services can provide a hard copy to students upon request.

Student test, quiz and lab scores are posted on Moodle throughout the term. Final exam scores will be posted by the individual instructor to Moodle by the end of finals week. Final term course grades will not be posted to Moodle until they become official.

WITHHOLDING GRADES/TRANSCRIPTS

The college will withhold term grade reports, enrollment certifications, and/or transcript requests should any student have unmet official college
business. Such unmet official college business many include, but not be limited to, unpaid fines, overdue library books, or failure to complete college-assigned requirements, such as completion of course surveys.

Students who wish to appeal a course grade should contact the instructor of record in writing within the two weeks after grade reports have been issued.

GRADING SYSTEM

The standard interpretation of the grading system used by the college is as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Quality Points</th>
<th>Suggested Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>97.00-100.00%</td>
<td>A+</td>
<td>4</td>
<td>Excellent performance</td>
</tr>
<tr>
<td>93.00-96.99%</td>
<td>A</td>
<td>3.7</td>
<td>Good performance</td>
</tr>
<tr>
<td>90.00-92.99%</td>
<td>A-</td>
<td>3.3</td>
<td>Acceptable performance</td>
</tr>
<tr>
<td>87.00-89.99%</td>
<td>B+</td>
<td>3</td>
<td>Minimum passing performance</td>
</tr>
<tr>
<td>83.00-86.99%</td>
<td>B</td>
<td>2</td>
<td>Failure, possible dismissal</td>
</tr>
<tr>
<td>80.00-82.99%</td>
<td>B-</td>
<td>2.7</td>
<td>Incomplete, must be resolved; see Student Handbook</td>
</tr>
<tr>
<td>77.00-79.99%</td>
<td>C</td>
<td>2</td>
<td>Fourth-year course in progress; must be resolved; see Student Handbook</td>
</tr>
<tr>
<td>73.00-76.99%</td>
<td>C+</td>
<td>2.3</td>
<td>Pass; expected performance in clinical courses and selected didactic courses</td>
</tr>
<tr>
<td>70.00-72.99%</td>
<td>C</td>
<td>2</td>
<td>Good performance</td>
</tr>
<tr>
<td>67.00-69.99%</td>
<td>D</td>
<td>1</td>
<td>Minimum passing performance</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
<td>N/A</td>
<td>Failure, possible dismissal</td>
</tr>
</tbody>
</table>

**WP** N/A Excellent performance at an honors level in clinical courses and selected didactic courses

**I** N/A Incomplete, must be resolved; see Student Handbook

**IP** N/A Fourth-year course in progress; must be resolved; see Student Handbook

**P** N/A Pass; expected performance in clinical courses and selected didactic courses

**W** N/A Withdrawal—authorized withdrawal from a course before the end of the seventh week of the semester

**WP** N/A Withdrawal, passing—authorized withdrawal from a course after the beginning of the eighth week of the semester; work evaluated as satisfactory by the instructor of record

**WF** N/A Withdrawal, failing—authorized withdrawal from a course after the beginning of the eighth week of the semester; work evaluated as unsatisfactory by the instructor of record

**GRADE-POINT AVERAGE (GPA)**

In computing the GPA, letter grades are assigned quality points according to the above scale then multiplied by the semester hours of credit for each individual course. The GPA represents the total quality points earned divided by the total semester hours attempted. The original grades of any repeated courses are included when computing the GPA, and both the original and repeat grades remain on the permanent academic record. Courses showing grades of HP, I, IP, P, W, WP, or WF are not included in the credit hours attempted. Note that a grade of P in a Pass-Fail course will not affect the GPA, but a grade of F in a Pass-Fail course will affect the GPA.

Students are expected to maintain term and cumulative GPAs of at least 2.00 (C).

**INCOMPLETES**

Students will need to resolve incomplete (I) grades before the end of the second week following the term in which the incomplete was earned unless given prior written exception by the instructor involved. However, if an "I" grade results from failure to take a final examination due to hospitalization, serious illness, or other serious emergency reasons, the "I" should be resolved within two weeks of the student’s return to “active” status. In any case, if the "I" grade is not resolved by the end of the immediately following term, it is automatically converted to an “F” unless an exception was approved by the Vice President for Student Services or the Vice President for Academic Affairs. A first-, second-, or third-year student with an incomplete may not be allowed to register for the next term until the incomplete is resolved.

**IN-PROGRESS GRADES**

The IP grade is restricted to fourth-year courses. IP grades must be resolved according to deadlines set by the responsible fourth-year instructor and may be converted to grades of “F” by the instructor after reasonable notice if those deadlines are not met.

**WITHDRAWAL OR DISMISSAL**

A student may withdraw from the college at any time. A student contemplating withdrawal should consult with the Vice President for Student Services or Vice President for Academic Affairs. Failure to satisfy all exit requirements will result in grades of “F” in current courses, forfeiture of any refund otherwise due, and loss of eligibility for future readmission.

Students dismissed from the college are also expected to complete all exit requirements. Failure to do so will result in the suspension of college services such as the issuing of transcripts and letters of standing, the forfeiture of any refund otherwise due, and loss of eligibility for future readmission.

**ACADEMIC STANDARDS**

Students are expected to maintain a grade-point average of at least 2.00 (C) while completing all courses in the curriculum. A regular student is one pursuing a degree at the college and is full-time if the course load is at least 12 hours per semester. Otherwise the student is part-time. The one exception to this enrollment standard regards the summer mini-term at the beginning of the second year. While a student is not enrolled in 12 hours during the mini-term, due to the term’s concentrated nature, enrolled students are still considered full-time. All academic standards and probationary policies apply to the summer mini-term.

A student is considered to be in good standing if not subject to dismissal for academic or disciplinary reasons. A special student is one not pursuing a degree and may be either full-time or part-time. Failure to maintain satisfactory progress may lead to dismissal. The status of disciplinary probation is applied when the student’s conduct, unless changed, could lead to dismissal. In such an instance the conditions for continued enrollment will be specified in writing to the student. A student is placed on academic probation when the level of academic performance, if continued, will lead to dismissal. Additional probationary information is provided in the Course Failure section.

A student is placed on academic probation when:

1. The cumulative grade point average falls below 2.0; or,
2. The semester grade point average falls below 2.0, regardless of the cumulative grade point average; or,
3. The student earns two or more grades of D in courses given during the same semester; or,
4. The student earns a failing grade in a course, regardless of either the cumulative or term grade point average.

Automatic academic dismissal occurs when:
1. The student earns a second failing grade in the same course; or,
2. The student earns a failing grade in more than one course in the same semester; or,
3. The student was on academic probation when the failure or multiple grades of D occurred; or,
4. A student on academic probation fails to achieve a term GPA of 2.0 or higher and maintain or achieve a cumulative GPA of 2.0 or higher.

Additionally, there are several conditions in which a student may be subject to imminent academic dismissal and must appear before the Faculty Student Affairs Committee. These conditions are:
1. A student fails one course in a term and is not on academic probation at the time of the course failure (see Course Failure Section); or,
2. A student has been placed on academic probation for a second, non-consecutive academic term; or,
3. A student has earned three or more course grades of D in the same term and is not on academic probation at the time.
4. A student who is placed on academic probation at the end of the third professional year.

In all academic cases that come before the Faculty Student Affairs Committee, the committee will make recommendations to the Vice President for Academic Affairs that may include:
1. Academic dismissal; or,
2. Repeating a portion of the academic program; or,
3. Continuation of the program with possible enrollment stipulations.

The only exception to this policy regarding cumulative GPA is in the special case of a first-year student who has been placed on academic probation at the end of Fall Semester. If a student in this case earns a 2.0 grade point average and does not fail a course nor earn multiple grades of “D” in the first-year Spring Semester, the student would not be automatically dismissed. The student, in this case, would appear before the Faculty Student Affairs Committee to review enrollment status. The Faculty Student Affairs Committee would then make a recommendation to the Vice President for Academic Affairs of either:
1. dismissal; or,
2. allowed to continue in the program with possible enrollment stipulations.

**COURSE FAILURE**

A student cannot graduate with an “F” as the final grade in any course. Course failure will result in automatic dismissal when:
1. it is the second failure in the same course; or
2. more than one course is failed in the same term; or
3. the student was already on probation when the failure occurred.

In other cases of course failure, the student will be asked to appear before the Faculty Student Affairs Committee to review the course failed along with the entire student record. The Committee will evaluate previous terms of probation, any academic trends, the number of grades not meeting acceptable performance (grades of “D” or below), and any non-academic factors that might be affecting student performance. The committee will assess the probability of future success in the program and the profession to make a recommendation whether the student is to:
1. be dismissed; or
2. repeat a portion of the academic program; or
3. be allowed to continue in the program, and remediate the failed course with possible enrollment stipulations.

Students dismissed from the college are expected to complete all exit requirements. Failure to do so will result in the suspension of college services such as the issuing of transcripts and letters of standing, the forfeiture of any refund otherwise due, and loss of eligibility for future readmission.

**REMEDICATION**

Under certain circumstances a student who fails a course may be allowed to resolve the failure through individual remedial instruction in the immediately following term. The student is charged one-half of the non-regional tuition rate for the course being remediated. The instructor whose course was failed, or designee, will supervise the remediation and, following its completion, assign a second grade for the course. The student’s record will reflect that the failed course was repeated, and both the original and remediated grade will be shown and calculated in the cumulative GPA. If the remediated grade is also an “F”, it will be considered a second failure in the same course and dismissal will be automatic.

Students allowed to remediate a failed clinic course should expect additional supervision and instruction by clinic faculty to address appropriate deficiencies. To be considered for remediation:
1. a student must not have been on academic probation in the term prior to receipt of the failing grade; and
2. a student must not be subject to automatic dismissal under the probation and failure policies; and
3. the course must be approved by the Vice President for Academic Affairs.

Veteran students are reminded that the Veterans Administration prohibits the payment of veterans’ educational benefits for courses which are remediated.

**READMISSION**

Each application for readmission is considered on its own merit by an appropriate faculty committee and the Vice President for Academic Affairs. Readmission may not be possible without an opening at the proper year-level for the applicant. While there are no specific criteria for readmission, students seeking readmission should consult with the Vice President for Student Services or the Vice President for Academic Affairs. It is the applicant’s responsibility to demonstrate improved prospects for success if readmitted. Should a re-entrant subsequently withdraw or be dismissed, future readmission applications will not be considered.

Students who are readmitted may be required to repeat one or more terms of previously completed courses and meet higher academic standards than students attempting the program for the first time. These requirements will be specified in writing if the applicant is accepted for readmission. Re-entrants are charged the normal tuition rate for repeating previously completed courses.

A student readmitted after an interruption of five years or longer must re-enter as a first-term, first-year student, and must satisfactorily complete the entire curriculum in effect at the time of re-entry. This requirement is automatic, regardless of the student’s status at the time of departure.

Reinstatement to a regional position is not automatic, but depends on (1) the approval of the original certifying state, and (2) the availability of a vacant position at the appropriate year-level for that state. Most states will not provide regional contract seats for students repeating coursework.
Re-entering students are subject to all curriculum requirements, fee schedules, and other policies in effect for other students at the re-entrant’s current year-level.

Readmission application forms can be obtained from, and the completed form returned to, the Student Services Office.

AUDITING COURSES

Auditing may be permitted upon approval of the instructor whose course is to be audited and the Vice President for Academic Affairs. However, regular students are not allowed to audit courses in which they have yet to receive a final grade unless the audit is in connection with resolving an “I” or “IP” grade. When approving a course audit, the Vice President for Academic Affairs will determine if the audit will be formal or informal in nature. In a formal course audit, the student is required to complete all mandatory assignments for the course and take all tests/exams. The VPAA will outline any performance expectations in the approval letter for the formal audit. In an informal audit, class participation is voluntary. The intent of an informal audit is to provide the student access to the information being taught and not to assess student performance.

For a formal or informal audit, no credit is granted and no grade is assigned on the student’s academic transcript. For an informal audit, no tuition fee is charged. For a formal audit, the student will be assessed a fee of one-half the normal tuition rate per course.

COURSE CHANGES

It is possible to change a course schedule after registration upon the approval of the Vice President for Academic Affairs and the instructors involved. Since courses are rarely offered more than once a year, such changes usually result in graduation being delayed by a year or more. Course changes may also lead to reduction or loss of financial aid, veteran’s benefits, and/or regional tuition eligibility.

COURSE EVALUATIONS

The Department of Assessment conducts evaluations of each course and each clinical instructor during the latter part of each term. Data are most useful to faculty when all students complete these evaluations. Faculty are expected to use student feedback to improve their courses or methods of clinical instruction. The surveys are conducted online and students will receive email notifications about the courses in which they are enrolled. Student interns at The Eye Center will evaluate the clinical instructors to whom they are assigned. The evaluations are confidential; and the results are aggregated and given to the faculty after the term of evaluation has ended.

REGISTRATION

All students are required to register on or by the dates specified in the college calendar. Students can register in advance by making appropriate payments with the college’s Accounting Office before the published registration date.

An integral part of registration is the payment of an amount sufficient to cover then-due charges in full for the next term of enrollment. If a student does not have sufficient funds by registration, or cannot register for any other reason, the student will need to pay the appropriate funds at the published Late Registration date. Late registrants are subject to an additional $50 fee.

Since the college defines a full-time regular student as one registered for at least 12 semester hours, any student registering for at least 12 semester hours is scheduled to pay the full term’s tuition. Any student registering for less than 12 hours will pay a pro-rated tuition at the college’s non-regional tuition rate.

Entering international (F1 visa) students are required to submit payment to cover all registration charges for the entire first year in advance. These payments are due before the college can issue the F1 visa to the student. For subsequent years, international students register at the scheduled periods for the costs for that term of enrollment.

Students receiving federal financial aid/loans to cover registration charges will register electronically. Once the student has been approved to receive federal loans, these monies will be wired to the college from the federal lender. Any funds in excess of the due registration charges (i.e. for living expenses) will be wired to the student’s checking account within one week after the registration date. Students who do not receive federal financial aid, or not enough to cover all registration charges, will need to make appropriate payment with the college’s Accounting Office.

Before matriculation, the Student Services Office will provide each entering student a Check Authorization Form. This form will provide the college the needed information to process students’ registration electronically. It is each student’s responsibility to make sure this information remains current. If a student needs to update or change checking account information, a new form is available on the Student Services section of Sharepoint or in the Student Services Office.

Registered students will be able to pick up their books and equipment on the first day of instruction for that term in the college’s bookstore.

A first-, second-, or third-year student with an incomplete (I) grade from the previous term, may not be allowed to register for the next term until the incomplete is resolved.

For other information on registration, including policies on electronic registration, is available on the college’s Sharepoint site under Student Services. If you have any further questions regarding registration, students should contact the Director of Admissions and Enrollment Services.

STATE OF RESIDENCE – REGIONAL STUDENTS

Each student’s state of residence is determined at the time of admission or readmission to the college. A regional student is defined as one currently filling a place in the total contract quota of some state or contracting agency. Regional tuition is less than the non-regional rate.

Should a state or contracting agency discontinue (or default on) its contract, the affected students become non-regional and must begin paying tuition at the non-regional rate retroactive to the effective date of the contract termination.

STATE RECIPROCAL ENROLLMENT POLICIES

Some states require that a student holding a regional seat return to the state to practice. The stipulations by these states (Kansas, Louisiana, Mississippi) are exclusively between the state and student. If a student were admitted with a regional seat from one of these states, the student would be expected to maintain that seat for all four years.

INTELLECTUAL PROPERTY RIGHTS

In keeping with the times, SCO has developed a policy on intellectual property (inventions and patented works, but also published works such as journal articles, movies, and music). The SCO Board of Trustees has adopted a Policy on Intellectual Property. This policy is universal and applies uniformly to students, staff, and faculty. If you have any questions or concerns regarding intellectual property, please contact the Academic Affairs Office.
SECURITY POLICIES AND PROCEDURES

SECURITY SERVICE
Southern College of Optometry campus security service is provided by unarmed uniformed security officers, twenty-four hours a day, year around. The security office is located in the main entrance of the college at 1245 Madison Ave., phone 722-3306.

The purpose of the college’s security operation is to observe, deter and report to appropriate authorities any incident or potential incident which would endanger life or property on the campus. Security personnel do not have the authority to arrest or physically hold a criminal suspect. Two-way radios with telephone dispatch are used to call the Safety & Security Department and or Emergency to arrest or physically hold a criminal suspect. Two-way radios with telephone dispatch are used to call the Safety & Security Department and or Emergency

EMERGENCY NOTIFICATION PLAN
The college utilizes messaging systems to notify all students, faculty and staff in the event of an emergency and/or the closing of the college. Text messaging emails, and paging can be utilized depending upon the occurrence and communication need. More detailed information regarding Emergency Notification and Policies are contained on the iris.sco.edu page. Please keep your mobile numbers updated with Information Services to ensure that you receive such notices.

SEVERE WEATHER PROCEDURES
The college generally remains open during severe weather conditions. All classes, programs and business offices are expected to operate according to the regular schedule unless closing is authorized by the President of the college or the Vice President for Student Services.

Procedures for announcing the closing of the college during severe weather conditions have been arranged:

If inclement weather or other emergency conditions affecting the campus develop during the workday, departments will be notified by telephone, or text/email of any authorized changes to normal hours. If such conditions develop during the night and warrant delayed opening or official closing, official announcements will be made by the Vice President for Student Services through the following outlets:

- Local News Channel 3 WREG will carry official announcements
- Text/email alert system. This system is voluntary sign up and available on SharePoint or please contact Information Services at 901-722-3202
- Other outlets sources, such as by phone. A security officer is available at the College 24/7 to acquire closure information-Security Cell Phone 901-212-0772 or office at 901-722-3306.

INCIDENT REPORTS/CLERY ACT
If a student, faculty, or staff member were to have an accident, injury, or need to report any form of incident, that person should first notify SCO’s Security Office on the 1st floor of the Tower or call 722-3306.

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act), all colleges participating in federal Title IV student aid programs are required to maintain and publish campus crime statistics. It is the responsibility of Southern College of Optometry to do everything possible to provide a safe and secure environment for our students, employees, and campus visitors. The Southern College of Optometry Annual Security Report contains policy statements, crime statistics, crime reporting procedures and crime prevention information. The report is available at sco.edu/campus-safety.

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Statistics for the most recent 3-year period are:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex Offenses</td>
<td></td>
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<td></td>
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<tr>
<td>Forcible</td>
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<tr>
<td>Non-forcible</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simple Assault</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burglary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Arson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theft From Building</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapons Possession</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other Offenses</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

SEXUAL ASSAULT/HARASSMENT REPORTING
A victim of sexual assault on campus should immediately contact Janice Frazier-Scott, Title IX Coordinator and HR Generalist (901-722-3271 or in person in the HR Department), or Security for confidential assistance with the optional assistance with the options available to the victim. All reports regarding sexual assault/harassment are submitted to the college’s Title IX Coordinator. Sexual assault victims may also call the 24-hour hotline of the Memphis Sexual Assault Resource Center, 901-272-2020, or the Memphis Police Department, 911. Other assistance is available through CONCERN (901-458-4000), the confidential counseling service provided to employees and students at no cost. For information regarding the college’s Sexual Assault/Harassment policy, please contact the Title IX Coordinator.

IDENTIFICATION CARDS
Each student and employee receives a photo I.D. badge from the college and is expected to wear the I.D. badge at all times while on campus or using SCO facilities. The I.D. badge shall be worn so as to be visible outside of one’s clothing. Failure to wear the required identification badge could result in the individual’s removal from the premises. The I.D. badge also serves as a limited access control card, as determined by the Director of Safety & Security. A lost I.D. badge may be replaced for a fee of $15.00 at the Safety & Security Office (1st floor). A temporary I.D. badge may be signed out on a day-to-day basis at the Security Office, 1st floor.

FIREARMS/WEAPONS
Employees and students are prohibited from possessing or carrying firearms or weapons on SCO property for any reason. All employees and students are responsible for observing and adhering to all security policies, regulations, and directives or be subject to disciplinary measures if they fail to comply with security regulations

SOLICITORS AND AGENTS
Business representatives, salespeople and other agents are prohibited from contacting students and conducting transactions on the campus. Students and employees are also prohibited from acting as agents and actively pursuing non-college business or mercantile activities on campus without prior approval. Violators should be reported to the Vice-President for Financial Affairs or the Director of Safety & Security.
CAMPUS TOURS

Official/formal tours are available by appointment only. Official tours are typically given by a student ambassador and are usually intended for alumni and prospective students. Visitors seeking an official tour should provide the Office of Student Recruitment one week’s notice to help ensure a student tour guide is available at the desired day and time.

Informal tours of the campus by students or employees and their guests during normal working hours need no prior approval, providing classes and work schedules are not interrupted. Weekend and evening tours should not be arranged without prior contact with the Security Office, and in all cases should involve prior assumption of responsibility by a faculty or staff member. That is, no particular employee has designated responsibility for such after-hours tours and, hence, the responsibility for such must be assumed by some employee on a voluntary basis.

STUDENT STUDY AREAS

The first floor contains many group and individual study areas. Several areas of the campus are also available as student study areas when not in use for classes, seminars, or meetings.

Areas open during hours of operation:
- 1st Floor: Lounge and Conference Rooms
- 2nd Floor: Lobby, Atrium and Study Nooks
- 3rd Floor: LRC, North Balcony and Wings
- 4th Floor: Lounge and Wings
- 8th Floor: Conference Rooms 817, 818, 820

Areas open from 7 am to 5 pm: Annex (card access), Monday-Friday

USE OF COLLEGE FACILITIES

Student organizations desiring to use college facilities for meetings or other approved activities must submit a request through the Vice President for Student Services, who will make the necessary arrangements with the appropriate departments of the college.

The college requires at least three days advance notice in order to accommodate requests for use of its facilities.

PROPERTY LOSS OR DAMAGE

The replacement cost of a book or instrument or other property of the college that becomes unavailable for faculty or student use because of disappearance or breakage will be charged to the responsible individual.

Theft of, or damage to, personal property on college premises should be reported immediately to Security for investigation. The college is not responsible for the loss of, or damage to, personal property on campus.

LOST AND FOUND

The Safety & Security Office, located on the First Floor, serves as the campus lost and found repository. Security receives, makes secure and returns lost items. Articles which cannot be traced to owners and which are not claimed within specified time limits are subject to disposal. All personal items should have some type of owner identification to facilitate return when found.

NON-ACADEMIC POLICIES AND INFORMATION COUNSELING

The Vice President for Student Services is available to any student needing help for any reason. For personal or individual problems, as well as complaints implying privileged communication, the Vice President for Student Services can discuss these issues confidentially with students. Formal complaints about college affairs should be lodged with the Vice President for Student Services through the Student Government Association (SGA), since SGA represents the student body in matters of school policy and campus governance. For issues relating to instruction, examinations, and course difficulties, students should first contact the instructor of record, then the appropriate Department Chair or Director of Academic Support Services (see Academic Advising and Counseling section).

The college now provides counseling services for students and student dependents through Baptist Hospital Services. This program is free to all students. This counseling program offers individual counseling by appointment as well as a 24-hour emergency hotline. This program also offers services to students while on externship or at home during college breaks. For more information, please contact the Vice President for Student Services or students can contact Baptist Hospital Services at (901) 458-4000 or (800) 445-5011.

VETERANS AFFAIRS

The Vice President for Student Services and the Director of Financial Aid are the veterans affairs coordinators for the college. Students intending to draw veterans’ educational benefits while at SCO should file a claim for initial benefits or a request for change of school (and/or program) well in advance of initial registration at SCO. Failure to file in advance will result in a delay of at least several months in the receipt of the first check.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The college complies with the Family Educational Rights and Privacy Act of 1974. The college may, at its discretion, provide directory information to outside sources as follows: Student name, local address; local telephone number; home address; home telephone number; email address; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student; and participation in officially recognized activities. Student directory information is typically only provided to optometric related organizations.

Students may withhold directory information by written notification to the Student Services Office on or before the Fall term registration deadline. Students’ requests for non-disclosure will be honored only for one academic year, and should be renewed annually with the Student Services Office in writing. Students may inspect personal files and contents, with certain exceptions provided for in the Act, by written request to the Student Services Office. Copies of specific personal documents may be released to students at a cost of $1.00 per page. An appropriate review and appeals procedure exists for students to challenge information found in their personal files. Students have the right to submit an explanatory statement for inclusion in their educational records if the outcome of an institutional hearing is unsatisfactory. Students have the right to file complaints with the Department of Education concerning alleged failures by institutions to comply with the Act. Written complaints should be directed to The Family Policy Compliance Office, Department of Education, Washington, D.C. 20202-4605.

PARKING RULES AND GUIDANCE

Vehicle Registration
- Faculty, staff and students must register their vehicles online with the Safety and Security Dept. iris.sco.edu page.
- Placement of decal; facing the rear of your auto; the inside lower left of the rear window - regardless of tint.
- Motorcycles; on windscreen or front fork.
**Temporary Permit** (rental, family, friends or borrowing cars)
- Temporary permits should be acquired at SCO Tower Security.

**Overnight Parking**
- Overnight parking is allowed in the S. Lot Only (directly behind TEC) for SCO sanctioned events and by approval of the Safety and Security Director. Please email Director Ken Coble with the request ahead of time. Please include the SCO sanctioned event, vehicle description and cell phone number. You may retrieve your vehicle if the gates are locked/after hours by contacting 24/7 SCO Security at 722-3306.

**Other**
- SCO parking lots are private property and Memphis Police Dept. does not provide accident reports on private property.
- SCO is not responsible for damaged autos, lost or stolen items.
- Non-Injury accidents should be reported to SCO Security.
- Campus speed limit is 3 MPH.
- Vehicles should be parked head in and within the white lines provided.
- SCO strongly enforces State Handicapped Laws by contacting the Memphis Police.

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**STUDENT HEALTH**

Upon entering Southern College of Optometry all students have the option to participate in the student major medical insurance program. Coverage is available for the student, spouse, and/or dependent children, with the entire premium for such additional coverage paid by the student. The insurance program is reviewed periodically and is subject to change.

All students shall complete the group insurance application form or the required waiver form in order to register. Coverage for entering students becomes effective on September 1 and continues without interruption until the student graduates, or otherwise ceases to be enrolled.

Claim forms are available in the Accounting Office. Students desiring additional information or having questions concerning the group insurance plan should contact the Accounting Office on the eleventh floor.

The college provides a comprehensive vaccination program, covering hepatitis B, influenza, and tuberculosis screening. Students are automatically included through payment of a one-time preventive health fee upon entrance to the college. Questions about the program, or other health concerns, may be directed to the Director of Preventive Health.

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**STUDENTS WITH DISABILITIES**

The college complies with Title II of the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. These laws provide that educational institutions offer reasonable accommodations for persons with applicable disabilities.

The college has a procedure for students seeking accommodation for disabilities. To initiate the procedure, the student shall submit a written request to the Vice President for Student Services, signed and dated by the student, describing the specific accommodation(s) sought by the student. The student's request should be supported by acceptable verification of the existence of a disability. To be acceptable, the verification shall be received by the college in writing directly from an appropriate authority, bearing a current date and the issuing authority's original signature.

The college reserves the right to determine what, if any, accommodation is to be offered. Therefore the verification should provide sufficient information for the college to determine that the student's request is appropriate, and that the college's granting of the request will assist in reasonably accommodating the disability. Specifically, the verification should include:

1. A diagnosis or description of the disability.
2. A prognosis for any change in the disability.
3. The date of the authority's last evaluation of the student.
4. The date the student should next be reevaluated.

This verification is required in connection with the student’s initial request, and may be required periodically thereafter.

This procedure is mandatory unless waived in writing in advance by the Vice President for Student Services. Contact the Student Services Office for further information.

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**GROOMING AND ATTIRE**

Students are expected to maintain professional standards of cleanliness and appearance. Specific policies for students enrolled in clinic courses appear in the Clinic Policy Manual, copies of which are available in The Eye Center.

In non-clinic courses, students may wear sport shirts or blouses, blue jeans, tennis shoes, or other informal apparel in good taste. Laboratory instructors may prescribe a specific dress code for their entire lab sequence or for specific laboratory periods, as the nature of the laboratory dictates. Course instructors are responsible for applying this policy in the classrooms and may stipulate reasonable dress requirements at the beginning of a course. A minor violation of the policy may be handled informally by the responsible instructor. Serious or continued violations of the policy by any student shall be reported in writing to the Vice President for Student Services, who has the authority to assess formal disciplinary measures including suspension of the student. Such reports may be submitted by any member of the faculty, staff, or student body of the college.

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**BULLETIN BOARDS**

Open bulletin boards are located throughout the building for appropriate materials and posting on these requires no permission. Bulletin boards in the student lounge (fourth floor) are designated for use by various student organizations, and posting on any of these requires the prior approval of the responsible organization.

The built-in bulletin boards on the second floor are reserved for “Faculty and Administration Use Only.” Access to the Faculty and Administration board is through the Faculty Administrative Assistants on the 11th floor.

The closed (glassed-in) bulletin boards located near the fourth floor elevators are reserved for use by each class and specified departments as needed.

Outdated, improperly posted, or inappropriate materials are subject to removal and disposal. Please help keep bulletin boards current by removing any outdated information you have posted.

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**STUDENT MAILBOXES**

Student mailboxes are located on the first floor. The Director of Physical Plant assigns mailboxes to entering students at Fall semester registration, and keys are issued at that time. Students can expect to retain the same box numbers throughout their enrollment at the college. There is no rental charge for mailboxes, but a $5 key deposit is required. The deposit is refunded upon the return of the key at graduation. Campus mail is occasionally misdirected. A student receiving mail intended for someone else should return it to the mail room. SCO student mailboxes are intended for use only for intracampus mail and are not approved by the U.S. Postal Service for U.S. mail delivery. Consequently, students should not use the college as a mailing address.
STUDENT LOCKERS

Lockers are provided to students on campus free of charge and are assigned to students by the Physical Plant Office. Students provide their own locks. Fourth-year students are assigned lockers in The Eye Center. First-, second- and third-year students are assigned lockers throughout the tower. Unauthorized use of lockers is not permitted.

CAMPUS DIRECTORY

A complete Faculty/Staff Directory is provided by the joint efforts of the Academic Affairs Office and the Office of Human Resources. The directory is posted on the college’s Sharepoint. A complete Student Directory is provided by the Student Services Office. It is required that students update the Student Services Office when directory information changes. Once updated directory information is submitted, it is posted immediately on Sharepoint. If you would like your directory information withheld from the Sharepoint listing, you need to state so in writing to the Student Services Office.

Mailing addresses and phone numbers for faculty, staff and students posted to Sharepoint are for internal use only and should not be released to any outside entity without the approval of the Vice President for Student Services or the Vice President for Human Resources.

SMOKING

The college maintains a smoke-free environment in all buildings and parking lots on campus.

SUBSTANCE ABUSE

Southern College of Optometry students are expected to conduct themselves as responsible individuals. The college assumes the right to dismiss, suspend, or otherwise penalize students who engage in inappropriate, unprofessional, or unlawful behavior, and to annotate their permanent records accordingly.

Entering upon college property, or being on college property, while under the influence of alcoholic beverages is prohibited. The consumption of alcoholic beverages on college property or at college functions is also prohibited except for specific occasions which have been properly requested in advance and approved in writing by the President of the college. A violation is adequate cause for disciplinary action by the college.

Entering upon college property, or being on college property, while under the influence of, or using, possessing or distributing any narcotic drug is prohibited. A violation is adequate cause for disciplinary or other action by the college. A drug prescribed by a licensed physician and being used as prescribed is exempt from this policy.

If evidence of chemical dependence (alcohol and/or drug) is discovered, the college, at its option, may require the student to take a medical leave of absence for the purpose of completing a program of rehabilitation. The student may be allowed to return to active status following satisfactory completion of such a program. Evidence of subsequent chemical abuse would be adequate cause for further action by the college.

A conviction for any offense during a period of enrollment for which the student was receiving Title IV funds (i.e. student loans, work study), under federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV funds.

A student voluntarily seeking help for chemical dependence may be allowed to take a medical leave of absence for treatment. The student’s return to active status will be automatic following satisfactory completion of treatment, although the specific provisions of reinstatement will depend on the student’s former academic status.

A student returning from any medical leave of absence is subject to all curriculum requirements, fee schedules, and other policies in effect for current students at that time, including the provisions of this policy.

CONDUCT

Southern College of Optometry students are expected to conduct themselves as responsible individuals both on, and off, campus. The college has also recently approved a college-wide Honor Code (listed on page 20) regarding academic honesty. The college assumes the right to dismiss, suspend, or otherwise penalize students who engage in inappropriate, unprofessional, or unlawful behavior, and to annotate their permanent records accordingly.

Any allegation of misbehavior on the part of a student is subject to investigation by the Vice President for Student Services if it is made in writing within a reasonable time following the events precipitating the allegation. Such written allegation can be made by any faculty or staff member, or student, but should be directed to the Vice President for Student Services who is responsible for the administration of the conduct policy. If the allegation is originated by the Vice President for Student Services, it should be transmitted in writing to the student by the Vice President for Student Services within a reasonable time. The Vice President for Student Services, after reviewing a written complaint regarding a student, has the authority to 1) make a judgment that the allegation is valid or invalid and render a decision, or 2) determine that the issue should go before a panel hearing as outlined in the Due Process Policy for Student Grievances and Appeals.

For any allegation of misbehavior on the part of a student determined to be true based upon the investigation by the Vice President for Student Services or a designated hearing panel, the student would be subject to a warning, disciplinary probation, suspension, or dismissal.

The college follows its Due Process Policy for Student Grievances and Appeals. Any inquiries or concerns about the college’s Due Process policy should be directed to the Vice President for Student Services.

An allegation by a student of sexual harassment or sexual assault should be communicated to the TITLE IX Coordinator as soon as possible after the incident occurs, preferably by the victim, who will be confidentially advised as to the options available. Should the victim choose to file a complaint at the college against the student, faculty, or staff, it will be handled in accordance with college policy.

The college discourages any amorous relationship between faculty/staff/ administration and their subordinates or any student. Such relationships could lead to undue favoritism or the perception of undue favoritism. Such relationships are improper when they influence or could reasonably be expected to influence decisions or actions in college-related matters.

The Clinic Council administers additional policies concerning the behavior of students while in The Eye Center. These are published in the Clinic Policy Manual.

When disciplinary action for misbehavior occurs, the student has 10 instruction days from the notice of the action within which to appeal. The appeal should be directed to the Vice President for Student Services in writing and must state the grounds for the appeal.

NON-DISCRIMINATION

The college’s complete policy on non-discrimination can be obtained by contacting the Title IX Coordinator.

HONOR CODE

In May 2012, the college approved the Honor Code Statement listed below. The college has added a Honor Code Policy to address the promotion of academic
honesty to the highest standards. The Vice President for Student Services is available to address any questions/concerns about the Honor Code.

Southern College of Optometry is an institution with the mission to lead the profession by educating the best possible healthcare providers, promoting lifelong learning, and fostering a personal commitment to service. As such, the community of SCO is largely made up of professionals and those who aspire to become professionals, with all the ethical and moral obligations such a community demands. As we strive to hold ourselves and those around us to the highest standards, we, the Board of Trustees, staff, faculty, and students of Southern College of Optometry, have adopted a code of honor at the college.

Should a student, faculty or staff member have a concern about a student possibly violating the honor code, that person should contact the Vice President for Student Services to discuss the matter. If it were determined the alleged incident could be an honor code violation, the student, faculty or staff member should submit the concern in writing to the VPSS. In turn, the VPSS would forward the allegation to a student-led honor court panel for investigation and to determine if an honor code violation occurred. All details about honor code investigations and potential formal hearings are listed in the Honor Code Policy.

HONOR CODE STATEMENT
Members of the Southern College of Optometry community hold themselves and those around them to the highest professional standards. Individuals at Southern College of Optometry will not lie, cheat, or steal nor tolerate those actions in others.

SUSPENSION
The Vice President for Student Services, in consultation with the President of the college, may dismiss or suspend a student for good cause. A suspended student is not required to apply for readmission. However, such a student may not return earlier than specified in the terms of the suspension and must have the approval of the Vice President for Student Services that all terms of the suspension have been met. Reinstatement to a regional position is not automatic for a student returning from suspension, but may depend on (1) the approval of the original certifying state, and (2) the availability of a vacant position at the appropriate year-level for that state. The returning student is subject to all curriculum requirements, fee schedules, and other policies in effect for current students at that time.

COMPLAINT AND GRIEVANCE PROCEDURES
SCO STUDENT GRIEVANCES, APPEALS, AND DUE PROCESS
When a student, faculty or staff member has a complaint against a student, he/she is to contact the Vice President for Student Services as soon as possible. The Vice President for Student Services can discuss confidentially any issue related to a prospective complaint. The complete policy and procedure documents for Due Process Policy for Student Grievances and Appeals can be found in the Student Services section on SCO’s sharepoint.

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC)
Southern College of Optometry is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Doctor of Optometry degree. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern College of Optometry. Southern Association of Colleges and Schools Commission on Colleges is to be contacted only if there is evidence that appears to support the institution’s significant non-compliance with a requirement or standard.

ACCREDITATION COUNCIL ON OPTOMETRIC EDUCATION (ACOE)
ACOE’s procedure for complaints is described in the Accreditation Manual for OD degree programs.

FINANCIAL AID POLICIES AND INFORMATION
THE COST OF BORROWING
It costs money to borrow money. The difference between the amount you borrow and the amount you eventually repay is called interest. Interest is usually expressed as an Annual Percent Rate, or APR. The amount of interest you will pay depends on both the APR, and the duration of the repayment period. Here are some representative monthly payment amounts (and total repayments) assuming an APR of 6% and repayment periods of 10, 15, 20, and 25 years.

<table>
<thead>
<tr>
<th>Amount Borrowed</th>
<th>Repayment Period in Years</th>
<th>Monthly Payment</th>
<th>Total You'll Pay</th>
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<tr>
<td>$80,000</td>
<td>10 Years</td>
<td>$888</td>
<td>$106,580</td>
</tr>
<tr>
<td></td>
<td>15 Years</td>
<td>$675</td>
<td>$121,515</td>
</tr>
<tr>
<td></td>
<td>20 Years</td>
<td>$573</td>
<td>$137,556</td>
</tr>
<tr>
<td></td>
<td>25 Years</td>
<td>$515</td>
<td>$154,633</td>
</tr>
<tr>
<td>$100,000</td>
<td>10 Years</td>
<td>$1,110</td>
<td>$133,224</td>
</tr>
<tr>
<td></td>
<td>15 Years</td>
<td>$844</td>
<td>$151,894</td>
</tr>
<tr>
<td></td>
<td>20 Years</td>
<td>$76</td>
<td>$171,944</td>
</tr>
<tr>
<td></td>
<td>25 Years</td>
<td>$644</td>
<td>$193,291</td>
</tr>
<tr>
<td>$125,000</td>
<td>10 Years</td>
<td>$1,388</td>
<td>$166,531</td>
</tr>
<tr>
<td></td>
<td>15 Years</td>
<td>$1,055</td>
<td>$189,868</td>
</tr>
<tr>
<td></td>
<td>20 Years</td>
<td>$896</td>
<td>$214,929</td>
</tr>
<tr>
<td></td>
<td>25 Years</td>
<td>$805</td>
<td>$241,612</td>
</tr>
</tbody>
</table>

AVERAGE INDEBTEDNESS
As a part of its debt-management initiative, SCO has been tracking the indebtedness of its new graduates since 1990. The average debt of the class of 2015 at graduation was $134,071. Assuming an APR of 6%, the average 2015 graduate can expect loan repayments of about $16,620 per year for 10 years, or about $1,488 per month. Most 2015 graduates have the option of consolidating most of their educational loans, thereby lowering their monthly payments and extending the repayment period up to 25 years. This could result in monthly payments as low as $864 over 25 years, but would also increase the total cost of borrowing by about $80,531 over the same loans repaid in 10 years. Truly, time is money.

STANDARD STUDENT BUDGETS
To help students plan their expenses for the coming year, SCO publishes annual estimates of educational costs. This information is used to construct standard student budgets for purposes of student loan eligibility. Here are the student budgets for 2015-16:

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Regional Tuition</td>
<td>$33,534</td>
<td>$33,534</td>
<td>$33,534</td>
<td>$33,534</td>
</tr>
<tr>
<td>SREB® Regional Tuition</td>
<td>$20,136</td>
<td>$20,136</td>
<td>$20,136</td>
<td>$20,136</td>
</tr>
<tr>
<td>Incidental Fees</td>
<td>$95</td>
<td>$270</td>
<td>$205</td>
<td>$305</td>
</tr>
<tr>
<td>Books, Equipment and Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required Books</td>
<td>$1,266</td>
<td>$672</td>
<td>$448</td>
<td>$0</td>
</tr>
<tr>
<td>Required Equipment</td>
<td>$2,954</td>
<td>$4,154</td>
<td>$195</td>
<td>$0</td>
</tr>
</tbody>
</table>
Total Costs, SREB Regional $36,951 $40,462 $39,909 $40,191
for the next year. Third- and fourth-year students have priority, since their next
year by the end of Spring term. Early notification will help you plan your finances
This processing schedule enables us to email award letters for the upcoming
Director of Financial Aid must approve all loans requested after March 15.
The deadline to apply for additional aid for the current year is March 15. However,
completed, and available funds are awarded on a first-come, first-served basis.
It is advantageous to apply early, since we process applications as they are
ready for you at registration. Please apply on time – or even early.
after receipt of the forms. If you do your part on time, your loan funds will be
repayments so the money can be re-loaned to you. Former SCO students have
in your household, or if you are assigned to a non-local externship in your
However, we will always try to accommodate you in the event of a new dependent
program with the least possible debt at graduation. In keeping with this mission,
you may request consideration for additional loan amounts when
1. the additional amount will not exceed your calculated need; or
2. there is additional expense not originally included in your calculated need.
In this event, the additional expense must be related to your attendance
at SCO; and must not have been made previously
Even if all of the above are true, additional funding may not be possible if the
additional expense is not Federally allowable or if existing loan limits would be
exceeded.
However, we will always try to accommodate you in the event of a new dependent
child in your household, or if you are assigned to a non-local externship in your
fourth year.
All offers of campus-based Federal financial aid are contingent on the availability
of funds. This, in turn, depends mostly on former students making timely loan
repetitions so the money can be re-loaned to you. Former SCO students have
an excellent repayment history. Remember those following you when it is time for you to begin repaying your loans.
Current students should file the Free Application for Federal Student Aid
(FAFSA) and SCO application no later than March 5. Incoming students should
complete the financial aid application process by June 1, or as soon as possible
after receipt of the forms. If you do your part on time, your loan funds will be
ready for you at registration. Please apply on time – or even early.
It is advantageous to apply early, since we process applications as they are
completed, and available funds are awarded on a first-come, first-served basis.
There is usually enough for everyone – but not always.
The deadline to apply for additional aid for the current year is March 15. However,
should you have an unforeseeable financial emergency, please let us know. The
Director of Financial Aid must approve all loans requested after March 15.
This processing schedule enables us to email award letters for the upcoming
year by the end of Spring term. Early notification will help you plan your finances
for the next year. Third- and fourth-year students have priority, since their next
year starts with the Summer term, in May.
APPLYING FOR FINANCIAL AID
For incoming students, application materials are sent out during the middle
of January. You will be applying for the entire academic year, which runs from
September through April. You should complete all forms and return to the FAO
by June 1.
Current students will receive an email from the Director of Financial Aid informing
them that it is time to complete the next year’s financial aid application and
FAFSA. These are both completed online.
All students requesting financial aid must complete a FAFSA (Free Application
for Federal Student Aid), even if you only need federal work study funds. You
may do so at www.fafsa.ed.gov. Remember to designate SCO as the school to
receive your information. Our school code is 003517.
The Federal Student Aid Programs (FSAP) should process your FAFSA within
two days, if you submit it electronically either on-line yourself or by sending it
to us. When your FAFSA is processed, if you have designated SCO as a school
choice, we will receive an ISIR (Institutional Student Information Record) and
you will receive a SAR (Student Aid Report). Please check the SAR for errors.
If you believe a correction should be made, please give us a call before making
the correction.
Other supporting documents will also be required of you, depending on your
particular circumstances. Once you file the SCO application, we will send you
periodic status reports to keep you informed of any additional documents
required.
If something seems to be amiss, check with one of the financial aid counselors.
STUDENT LOANS
SCO participates in two campus-based Federal loan programs. “Campus-based”
means that we act as the lender for the Federal government by originating loans
to current students and collecting repayments from former students. These
repayments, in turn, become new loans for current students.
Our campus-based programs are the Federal Perkins Loan Program and the
Federal Health Professions Student Loan Program (HPSL). The Perkins Loan
provided $784,448 to our students last year. HPSL provided $623,536. The
interest rate on these loans is a fixed 5%. Interest does not accrue while in school
or during grace. For the 2015-16 award year, Perkins and HPSL will only be
awarded for spring term.
“Off-campus” programs include Federal Direct Unsubsidized Stafford Loans,
Grad Plus, and private alternative loan programs. Together, these programs
provided about $16.3 million to our students last year. Off-campus loan funds
are delivered to your account each term.
Financial Aid Office personnel are responsible for analyzing your eligibility for
the various Federal programs, counseling you about indebtedness, tracking
the progress of your loan applications, and notifying you of loan check arrival.
Accounting Department personnel are responsible for crediting, disbursing or
delivering your loan funds to you, usually at registration.
FEDERAL WORK-STUDY PROGRAM
Approximately 190 part-time jobs were awarded last year to students who
requested work-study on their financial aid applications. Work-study funds are
limited, so preference is given to eligible students in the order that their financial
aid applications are completed. If you receive a work-study award, it is your
responsibility to find a suitable job at SCO and earn up to the amount shown on
your award letter. Should you earn less, you may borrow the difference through
one of the student loan programs.

### BUDGET ADJUSTMENTS

Our mission is to see that you receive the funds necessary to complete the
program with the least possible debt at graduation. In keeping with this mission,
you may request consideration for additional loan amounts when
1. the additional amount will not exceed your calculated need; or
2. there is additional expense not originally included in your calculated need.
   In this event, the additional expense must be related to your attendance
   at SCO; and must not have been made previously.
Even if all of the above are true, additional funding may not be possible if the
additional expense is not Federally allowable or if existing loan limits would be
exceeded.
However, we will always try to accommodate you in the event of a new dependent
child in your household, or if you are assigned to a non-local externship in your
fourth year.

### AVAILABILITY OF FUNDS

All offers of campus-based Federal financial aid are contingent on the availability
of funds. This, in turn, depends mostly on former students making timely loan
repetitions so the money can be re-loaned to you. Former SCO students have
an excellent repayment history. Remember those following you when it is time for you to begin repaying your loans.

### FINANCIAL AID DEADLINES

Current students should file the Free Application for Federal Student Aid
(FAFSA) and SCO application no later than March 5. Incoming students should
complete the financial aid application process by June 1, or as soon as possible
after receipt of the forms. If you do your part on time, your loan funds will be
ready for you at registration. Please apply on time – or even early.
It is advantageous to apply early, since we process applications as they are
completed, and available funds are awarded on a first-come, first-served basis.
There is usually enough for everyone – but not always.
The deadline to apply for additional aid for the current year is March 15. However,
should you have an unforeseeable financial emergency, please let us know. The
Director of Financial Aid must approve all loans requested after March 15.
This processing schedule enables us to email award letters for the upcoming
year by the end of Spring term. Early notification will help you plan your finances
for the next year. Third- and fourth-year students have priority, since their next
year starts with the Summer term, in May.
The Department of Education is phasing out the Perkins Loan Program. Only students who have received the Perkins Loan at SCO prior to June 30, 2015 will be eligible. Therefore, no entering students from the Class of 2019 will be eligible for the Perkins Loan in 2015-16.

**SUMMER EMPLOYMENT UNDER FEDERAL WORK-STUDY**

During the Summer semester, third- and fourth-year students may work up to 20 hours per week in the FWS program. If you are not a third- or fourth-year student, you may work up to 40 hours per week during the summer, provided that you
1. intend to enroll for the following Fall term; and
2. you were enrolled for the preceding Spring term (or you have been accepted for admission for the coming Fall term); and
3. you are otherwise eligible for, and have received, a work-study award for the Summer term.

Unless you are enrolled in third- or fourth-year classes, a portion of your summer work-study earnings will be counted as summer savings for your Fall semester educational costs. When we calculate your summer savings we automatically allow for your job-related costs, including your rent and food if your home is other than Memphis. Summer job-related costs are based on the rent, food, and transportation components of the published budget for living expenses. For the 2015 Summer semester the job-related cost allowance is $1,525 per month. Earnings in excess of this will be considered as summer savings.

**COMMUNITY SERVICE UNDER FEDERAL WORK-STUDY**

A limited number of off-campus community service jobs are available in our FWS program. These positions are at a higher wage rate than on-campus jobs, and involve work which benefits the community rather than the college. We select applicants on a first-come, first-served basis, giving preference to students who have past experience in a community service program, or in other volunteer work, or who can otherwise demonstrate commitment to community service. Community service application forms are available in the Financial Aid office, 10th floor.

What is “community service”? It is work which improves the quality of life for community residents, particularly low income individuals, or solves particular problems related to their needs. If you are interested, please let us know.

Our Financial Aid Office staff will help you with the work-study procedures.

**GRAD PLUS LOAN**

The Grad PLUS Loan is for graduate and professional students who need assistance financing an education that is not covered by other financial aid. The Grad PLUS loan is an alternative to using savings, income, or private loans to cover education expenses. Features and benefits include:
- No payments while you are in school
- Fixed interest rate of 6.8
- Borrow up to total cost of education less total financial aid
- No grace period

**EMERGENCY LOANS**

Our Randolph Gilbert Student Emergency Loan Fund offers short-term loans to students experiencing temporary financial difficulty. A loan from this fund can make it possible for you to register on time when one of your student loan checks is delayed for reasons beyond your control. This is not a long-term financing program, and the loan must be repaid on or before the due date. Loans are normally due by the end of the term in which the loan is made. An extension may be requested for mitigating circumstances.

The loan limit is $8,000. Interest is charged on the unpaid principal balance at an annual percent rate of 1% over prime. Failure to repay the principal and interest when due may result in a $25 late fee and other penalties at the discretion of the college. A creditworthy cosigner other than a spouse may be required in some cases, and always for a first-year, first-term student.

Emergency loan checks are disbursed on Friday mornings, for applications received by noon on Wednesdays.

**NON-U.S. CITIZENS**

If you are not a citizen of the United States you may not be eligible for any of our Federal student loans or Federal Work-Study, depending on your specific status. Ineligible non-citizens include those with temporary student visas who are in the U.S. for the purpose of attending school. Such students are not eligible for any financial aid programs administered by the college. Eligible non-citizens include those who are permanent residents of the U.S., and those who are in the U.S. for other than a temporary purpose with the intention of becoming citizens or permanent residents.

The U.S. Department of Education flags the records of financial aid applicants who are not U.S. citizens and who may not have registered with the U.S. Immigration and Naturalization Service (INS). If your record is so flagged, we will allow you 30 days in which to furnish documents substantiating your INS status. Within 10 days of our receipt of your documents we will ask INS to...
confirm your status. If we don’t have the INS response within 15 business days of our request we will notify you and ask you for the originals of your documents so we can make a determination for you. Further processing of your financial aid application would be suspended until you were determined to be eligible.

TUITION REFUND POLICY

A student who ceases to attend the college during the first 60% of a term is entitled to a pro rata refund of tuition and most fees paid at that semester’s registration, assuming that all exit requirements are satisfied. An example refund calculation is available from the Accounting Department (11th floor) upon request.

Some fees are exceptions to the pro rata calculation. The replacement fee charged to incoming students who cancel is not refundable. If the student has purchased group health insurance through the college, any unused portion of the premium will either be fully refunded, or used to extend the student’s coverage as allowed by state law, at the student’s option. Required books and equipment purchased by the student from the college’s bookstore are not returnable for refund, although the college will include in the pro rata refund amount the difference between the student’s cost and the college’s cost for these items. If the student ceases to attend the College before the equipment or books have been used and the items can be returned in their original packaging and in like new condition, the cost of these items may be refunded to the student. Assessment of the condition of the books/equipment regarding their suitability for refund will be made by the Chair of the Department of Optometric Education, in consultation with the college bookstore manager if necessary. The Student Government Association’s student activity fee, which is collected by the college for the SGA, is not refundable.

The percent to be refunded is based on the percent of days attended during the semester before enrollment ceased, calculated to the nearest 0.1% as follows: number of calendar days attended/number of calendar days in semester. Scheduled breaks of five days or more (e.g., Spring Break) are not included in determining the number of calendar days. If the percent of days attended is greater than 60%, there is no refund.

If the student received Federal Title IV student loans for the term not completed, the refund is first applied to eliminate outstanding balances on student loans for the term in the following order: Federal Unsubsidized Stafford, Federal Subsidized Stafford, Federal Perkins, Federal HPSL, and other sources of student loans. Any remainder is next applied to other sources of financial aid for the term. Finally, any remaining balance is disbursed to the student.

The same refund calculation is also applied if a single course is dropped during the refund period and lowers the student’s course load to part-time status. If the student is receiving Federal Title IV student loans, and the refund process is triggered by an approved extended leave of absence of more than 180 days, then the portion of tuition and fees not refunded will be credited to the student upon return to the program in accordance with the terms of the approved leave of absence. However, failure to return to the program as scheduled will result in forfeiture of the amount to be credited.

SGA is composed of elected and appointed voting members, including one faculty member who is selected by SGA itself. The membership of SGA also includes the student trustee of the American Optometric Student Association; four SGA officers who are elected from the student body at large; student representatives from the various student organizations; student athletic directors and SCOPE yearbook editors; state liaison coordinator; and six voting members from each class, as follows: class president, class vice-president, class secretary, class treasurer, and two class SGA representatives.

To be eligible for the offices of SGA President or Vice President, a candidate should have had at least one year of prior SGA experience at SCO. In addition, the SGA President must be a third-year student upon assuming office. There is no restriction on year-level for the offices of SGA Vice President, Secretary, or Treasurer. Election to the SGA presidency nominates the electee for the student representative position on the College Board of Trustees each year.

SGA members serve for one year. The SGA meets at least three times during the Fall and Spring semesters. Prior to each meeting, the various representatives are encouraged to elicit class opinion on the problems and situations to be discussed and acted upon by SGA.

Student Government Association responsibilities include the SCOPE yearbook, social events, and intramural sports. The intramural sports program is under the immediate supervision of student directors who are appointed annually by SGA.

THE AMERICAN OPTOMETRIC STUDENT ASSOCIATION

The American Optometric Student Association (AOSA) is the national organization of optometry students which exists to improve the visual welfare of the public and to enhance the education and welfare of optometry students. AOSA directs itself to the educational, legislative, political, professional, and social concerns of optometry students.

The AOSA at Southern College of Optometry is headed by an AOSA Trustee, assisted by a Trustee-elect. The Trustee is responsible for representing SCO students at the national level and for overseeing activities of the AOSA at the college. The Trustee-elect serves for one year and then automatically assumes the office of AOSA Trustee for an additional one-year term. To be eligible to run for the position of AOSA Trustee-elect, the candidate should be scheduled to remain in local residence throughout the duration of the succeeding one-year term as AOSA Trustee.

HONORARY ORGANIZATIONS

BETA SIGMA KAPPA

Membership in the student chapter of Beta Sigma Kappa at Southern College of Optometry is awarded annually to second-, third-, and fourth-year students who meet the minimum academic requirements. Members of the student chapter are eligible for membership in the international fraternity upon graduation.

GOLD KEY SOCIETY

Gold Key International is an honor society whose membership is restricted to ten percent of the fourth-year class. Membership is awarded to students demonstrating outstanding leadership and professional and ethical attitudes toward the college, the profession and society.
STUDENT AMBASSADORS
Ambassadors assist in student recruitment, admissions, and public relations functions of the college. Ambassadors are selected each spring from the current first-year class on the basis of academic performance, nominations by faculty and staff, and personal interviews.

WHO'S WHO
Who's Who Among Students in American Colleges and Universities membership is determined annually. The faculty, administration, and senior class select the most deserving fourth-year students on the basis of scholarship, leadership, and value to the profession.

SPECIAL INTEREST CLUBS

COLLEGE OF OPTOMETRISTS IN VISION DEVELOPMENT (COVD)
COVD is dedicated to facilitate the awareness that vision involves more than eyesight and to expand the number of students that will deliver developmental vision care and vision therapy to their patients.

CONTACT LENS SOCIETY
The Contact Lens Society is open to third- and fourth-year students interested in expanding their knowledge of contact lenses through presentations by guest lecturers.

FELLOWSHIP OF CHRISTIAN OPTOMETRISTS
FCO serves to promote good will and Christian belief within the profession of optometry.

GAMMAOMICRON
Gamma Omicron is dedicated to increasing awareness of issues for women in optometry, networking opportunities, and professional development.

LATTER DAY SAINTS (LDS) STUDENT CLUB
Supporting the LDS church and optometry by providing a network for students and families, establishing interaction opportunities with alumni and pre-optometry students, and service opportunities within the local community and optometry.

LIONS CLUB
The Lions Club promotes service through community involvement, especially working with those who are visually impaired.

NATIONAL OPTOMETRIC STUDENT ASSOCIATION
The SCO chapter of NOSA was started in 1980 to enhance and promote minority optometric manpower. NOSA is affiliated with the National Optometric Association, and works to recruit and retain minority students in optometry.

NEURO-OPTOMETRIC REHABILITATION ASSOCIATION
The Neuro-Optometric Rehabilitation Association is focused on bringing inter-professional approach with multiple health care providers in order to advance the art and science of rehabilitation for brain injury patients.

OMEGA DELTA, IOTA CHAPTER
The oldest and largest optometric fraternity, Omega Delta’s activities include the SCO Holiday Party, tutoring retinoscopy for first-year students, camping and canoeing trips, and other social events.

OPTOMETRY PRIVATE PRACTICE CLUB
The Optometry Private Practice Club is dedicated to prepare students for the business of optometry by providing resources and information from experienced persons, practices and business entities.

STATE CLUBS
SCO's numerous state clubs provide fellowship for students of particular states.

SPORTS VISION SOCIETY
The Sports Vision Society provides opportunities for its student members to gain experience in vision care as it relates to various sports fields.

STUDENT VOLUNTEERS IN OPTOMETRIC SERVICE TO HUMANITY
SVOSH was founded at SCO in 1975 to provide free eye care and glasses to needy people in Central America and throughout the world. SVOSH members work year around to prepare for their annual 10-day missions abroad. Activities include collecting, inspecting and sorting donated eyeglasses, and various projects to help finance travel expenses. Membership is open to all interested students. So far, SVOSH members have seen over 170,000 patients in 12 different countries.

GUIDELINES FOR STUDENT ORGANIZATIONS
Participation by students in organized extracurricular activities is a valuable part of the total educational program and is encouraged by the college. Such activities provide experience in self-government, leadership, and the opportunity to identify and fulfill responsibility. It is recognized that the majority of these activities are sponsored and carried out by student organizations, and that these organizations therefore have a responsibility to their members and to the college in the conduct of their activities.

OFFICIAL AND UNOFFICIAL ORGANIZATIONS
The activities of student organizations vary widely in scope, purpose, and formality of organization. An official organization is one whose purposes and membership remain relatively stable from year to year and whose relationship to the college is formally acknowledged by the college. An unofficial student organization, on the other hand, is one which is not formally organized or which is organized to carry out a specific one-time function or activity, and for these or other reasons is not formally recognized by the college.

In order to be considered an official organization by the college, a student organization would be expected to meet the appropriate guidelines of this policy. Organizations such as the Student Government Association, professional or social fraternities or sororities, and other groups which expect to conduct activities on a continuing basis from year to year, should seek or maintain formal recognition from the college.

DOCUMENTS REQUIRED FOR OFFICIAL RECOGNITION
Before recognition of official status can be granted by the college, a student organization should submit to the Vice President for Student Services the following information:
1. A copy of the organization's official constitution, or charter, or other formal statement of purpose. Such a document would be submitted only...
once and retained permanently by the Student Services Office, unless it were revised.

2. In addition, an official student organization is responsible for ensuring that the Student Services Office receives, in writing, a current list of officers after every election and at least once a year. Upon initial receipt of the above documents and the organization's written request for formal recognition by the college, the Vice President for Student Services would consider the request and act on it, normally within 30 days. Should a prospective student organization seek to become a voting member of SGA, such details are listed in the SGA Bylaws. Once granted, the college's formal recognition of any student organization would be continued as long as the organization remained active and its purposes and functions continued to support the purposes of the college. In the event of a major change in an official organization's stated purpose, the Vice President for Student Services would review the organization's status in light of its revised purpose and would either continue or terminate formal recognition of the organization.

STUDENT ORGANIZATION FACULTY ADVISORS

Faculty and staff members are encouraged to assist official student organizations, and when appropriate, to participate in their activities. To this end, each official student organization will have an advisor. The advisor would normally be a faculty or staff member of Southern College of Optometry who has agreed to act in such a capacity for the organization. Although each organization is free to choose its own advisor, the organization is obligated to inform the Student Services Office in writing whenever a change in advisors occurs. The written notice must be signed by both the president of the organization and the new advisor.

RESPONSIBILITIES OF OFFICIAL STUDENT ORGANIZATIONS

Each student organization has a joint responsibility to its student members and to the college. It is expected that the activities of any organization will not conflict with the best interests of its members, its stated purpose, or the purposes of the college. Official student organizations are expected to conduct its affairs in a responsible, professional manner. The dereliction of its responsibilities by an organization could result in the loss of that organization's official status with the school. Official organizations are expected to make provisions to at least lessen the time demands placed on those members who attain academic probation or who are otherwise experiencing academic difficulties. The college encourages the development of positive programs to help members who are experiencing academic difficulty.

CHECKING ACCOUNTS

All SCO student organizations' checking accounts are housed with the college. Student leaders will still manage and be responsible for organization funds, but the college will hold the assets. Any appropriate check requests will be processed in two to three business days with prior approval. Any student organization with a 501-C status may opt to continue to hold its own outside banking account. Any questions should be routed to the Vice President for Student Services.

USE OF COLLEGE FACILITIES

Official student organizations which desire to use college facilities for their activities may do so provided that these activities do not conflict with other scheduled activities of the school or with existing policies. Student organizations which are not officially recognized by the school might also be allowed the use of college facilities for appropriate activities as approved in advance by the Vice President for Student Services.

STUDENT PUBLICATIONS

Student organizations have a joint responsibility to their members and to the college. The college expects, at a minimum, that the publications of any student organization will not conflict with the best interests of its members, its stated purpose, or the purposes of the college. The college encourages student publications which reflect responsible and professional consideration of the topics at hand.

FUND-RAISING

The college is legally accountable for all funds donated to its student organizations, and it must comply with all laws and regulations regarding such gifts. Accordingly, the solicitation of any company, business, organization, vendor, or alumni by or for a student organization requires the prior approval of the Vice President for Institutional Advancement. The actual letter and/or materials to be used in making the request for cash, goods, or services must be submitted for review and authorization. Thirty working days should be allowed for this process. In addition, any student organization which receives donations must follow the approved procedures in Fundraising Guidelines for Student Organizations for recording such gifts and reporting them to the college. For assistance, please contact the Vice President for Institutional Advancement at 7216.

MAIL FOR STUDENT ORGANIZATIONS

Official student organizations may have mail addressed to them at the college's address, provided that the president of the organization has filed with the Student Services Office the name and SCO box number of the student designated to receive mail for the organization. This should be done at least annually, or whenever the organization elects new officers. Student organization mail should be addressed to the college as follows:

[Student Organization Name]
c/o Student Services Office
Southern College of Optometry
1245 Madison Avenue
Memphis, TN 38104
# 2015-2016’ Calendar

## SUMMER SEMESTER 2015
- May 18, Monday Registration, Instruction Begins
- May 25, Monday Memorial Day Holiday (College Closed)
- May 26, Tuesday Late Registration<sup>2</sup>
- June 12-14 Residents Weekend
- June 15-18 Mid-term Exams (3rd years)
- June 25-26 AOA Conference (No Instruction)
- July 3, Friday Independence Day Holiday (College Closed)
- July 13, Monday Registration, Second Year Mini-Term, Instruction Begins
- July 14-17 Mid-term exams (3rd years)
- August 19-21 Final Examinations (3rd Years)
- August 21, Friday Second Year Mini-Term Concludes
- August 21, Friday Last Day of Clinic (4th Years)
- August 22-30 Semester Break

## FALL SEMESTER 2015
- August 27-28 New Student Orientation
- August 31, Monday Registration, Instruction Begins
- September 7, Monday Labor Day Holiday (College Closed)
- September 8, Tuesday Late Registration<sup>2</sup>
- September 24-27 Fall CE/Homecoming/Convocation
- October 1-7 First Mid-term Examination Week
- November 2-6 Second Mid-term Examination Week
- November 21-29 Thanksgiving Break (No Instruction)
- November 26-29 College Closed
- November 30, Monday Instruction Resumes
- December 1st or 3rd NBEO Part II – PAM
- December 10-16 Final Examinations (1st, 2nd years)
- December 14-16 Final Examinations (3rd years)
- December 18, Friday Last Day of Clinic (4th Years)
- December 19-January 3 Semester Break (College Closed)

## SPRING SEMESTER 2016
- January 4, Monday Registration, Instruction Begins
- January 11, Monday Late Registration<sup>2</sup>
- January 18, Monday Martin Luther King, Jr. Holiday (College Closed)
- February 8-12 First Mid-term Examination Week
- February 20-28 Spring Break (No Instruction)
- February 24-28 Southern Educational Congress of Optometry (SECO) · Atlanta
- February 25-28 College Closed
- February 29, Monday Instruction Resumes
- March 15-16 NBEO Part I - ABS
- March 21-25 Second Mid-term Examination Week
- April 23-29 Final Examinations (1st, 2nd Years)
- April 28-29 Final Examinations (3rd Years)
- April 29, Friday Last Day of Clinic (4th Years)
- May 2, Monday Clinic Orientation (Rising 3rd Years)<sup>3</sup>
- May 4-5 Capstone (4th Years)
- May 6, Friday Commencement

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1. Dates and events are subject to change.
2. Registering late does not excuse a student from clinic and/or class requirements and results in a $50 late fee.
3. Mandatory Attendance for 3rd year Clinic Orientation.

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# 2016-2017’ Calendar

## SUMMER SEMESTER 2016
- May 16, Monday Registration, Instruction Begins
- May 23, Tuesday Late Registration<sup>2</sup>
- May 30, Monday Memorial Day Holiday (College Closed)
- June 10-12 Residents Weekend
- June 13-17 Mid-term Examinations (3rd years)
- June 30- July 1 AOA Conference (No Instruction)
- July 4, Monday Independence Day Holiday (College Closed)
- July 5, Tuesday Instruction Resumes
- July 11, Monday Registration, Second Year Mini-Term, Instruction Begins
- July 19-22 Mid-term Examinations (3rd Years)
- August 17-19 Final Examinations (3rd Years)
- August 19, Friday Second Year Mini-Term Concludes
- August 19, Friday Last Day of Clinic (4th Years)
- August 20-28 Semester Break

## FALL SEMESTER 2016
- August 25-26 New Student Orientation
- August 29, Monday Registration, Instruction Begins
- September 5, Monday Labor Day Holiday (College Closed)
- September 6, Tuesday Late Registration<sup>2</sup>
- September 15-18 Fall CE/Homecoming/Convocation
- September 26-30 First Mid-term Examination Week
- October 31-November 4 Second Mid-term Examination Week
- November 19-27 Thanksgiving Break (No Instruction)
- November 24-27 College Closed
- November 28, Monday Instruction Resumes
- December 6 or 8th NBEO Part II – PAM
- December 10-16 Final Examinations (1st, 2nd Years)
- December 14-16 Final Examinations (3rd Years)
- December 20, Tuesday Last Day of Clinic (4th Years)
- December 21-January 3 Semester Break (College Closed)

## SPRING SEMESTER 2017<sup>4</sup>
- January 4, Wednesday Registration, Instruction Begins
- January 9, Monday Late Registration<sup>2</sup>
- January 16, Monday Martin Luther King, Jr. Holiday (College Closed)
- February 6-10 First Mid-term Examination Week
- February 25-March 5 Spring Break (No Instruction)
- March 1-5 Southern Educational Congress of Optometry (SECO) · Atlanta
- March 2-5 College Closed
- March 6, Monday Instruction Resumes
- March 20-24 Second Mid-term Examination Week
- April 22-28 Final Examinations (1st, 2nd Years)
- April 27-28 Final Examinations (3rd Years)
- April 28, Friday Last Day of Clinic (4th Years)
- May 1, Monday Clinic Orientation (Rising 3rd Years)<sup>3</sup>
- May 3-4 Capstone (4th Years)
- May 5, Friday Commencement

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1. Dates and events are subject to change.
2. Registering late does not excuse a student from clinic and/or class requirements and results in a $50 late fee.
3. Mandatory Attendance for 3rd year Clinic Orientation.
4. 2017 NBEO dates to be announced.