

University of Missouri-St. Louis



College of Optometry

Bulletin

2003-2004

Enriching Lives Through Vision



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University of Missouri-St. Louis
College of Optometry
Office of Student Services
800I Natural Bridge Road
St. Louis, MO 63121-4499

UM-St. Louis home page:	http://www.umsl.edu
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Cashier's Office	(314) 516-5151
Veteran Affairs	(314) 516-5679
Minority Affairs	(314) 516-5603
Externship Programs	(314) 516-5603

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Optometric Oath

With full deliberation I freely and solemnly pledge that:

I will practice the art and science of optometry faithfully and conscientiously and to the fullest scope of my competence.

I will uphold and honorably promote by example and action the highest standards, ethics and ideals of my chosen profession and the honor of the degree, Doctor of Optometry, which has been granted me.

I will provide professional care for those who seek my services, with concern, with compassion, and with due regard for their human rights and dignity.

I will place the treatment of those who seek my care above personal gain and strive to see that none shall lack for proper care.

I will hold as privileged and inviolable all information entrusted to me in confidence by my patients.

I will advise my patients fully and honestly of all which may serve to restore, maintain or enhance their vision and general health.

I will strive continuously to broaden my knowledge and skills so that my patients may benefit from all new and efficacious means to enhance the care of human vision.

I will share information cordially and unselfishly with my fellow optometrists and other professionals for the benefit of patients and the advancement of human knowledge and welfare.

I will do my utmost to serve my community, my country and humankind as a citizen as well as an optometrist.

I hereby commit myself to be steadfast in the performance of this, my solemn oath and obligation.

Adopted by the American Optometric Association and the Association of Colleges and Colleges of Optometry.

Optometry: The Profession

"Optometrists are independent primary health care providers who examine, diagnose, treat and manage diseases and disorders of the visual system, the eye and associated structures as well as diagnose related systemic conditions. Optometrists prescribe and/or provide eyeglasses, contact lenses, low vision aids and vision therapy. They prescribe medications to treat eye diseases and perform certain therapeutic procedures. Optometrists also do testing to determine the patient's ability to focus and coordinate the eyes, judge depth perception, and see colors accurately." Adapted from American Optometric Association (AOA), 2002.

Optometry is the nation's third largest independent healthcare profession. With favorable working conditions, it offers many career options and great freedom in choosing a location to live and practice. Optometrists provide the majority of primary vision care administered. Over half the people in the United States wear glasses or contact lenses. Even people who may not require corrective eyewear need regular care to prevent and detect eye and vision problems, and manage eye disease.

The aging of the U.S. population has had two effects on the practice of optometry. First, nearly one quarter of practicing optometrists are approaching retirement age. As the baby-boomer generation enters retirement, many aging optometrists are looking for younger doctors who can take over their practices or offer new specialties to their practices.

Second, as the population ages, optometry services will be in increasing demand. Ninety percent of Americans 45 years of age and over will require vision correction. The growing number of senior citizens with age-related eye diseases such as cataracts, glaucoma, diabetic retinopathy, hypertensive retinopathy, and macular degeneration will increase the demand for services from optometrists.

As our society becomes more highly mechanized, vision requirements become more exacting. The number of people needing professional help for near-point visual tasks, including both older patients and college children, is steadily growing. Increased demands for vision care result not only from population changes but also from an increased understanding of how good vision relates to

driving, workplace requirements, student achievement, leisure activities, adjustments to aging and other areas crucial to a modern computer and technology-driven society.

Demand for optometry services is also expected to increase as state laws, which regulate optometric practice (similar to all medical professions), are expanded. All states in North America recognize that optometrists are appropriately trained to prescribe medications for the treatment of diseases of the eye and surrounding structures.

Most new opportunities for graduates are created by the retirement of optometrists, the establishment of new offices, the inclusion of optometrists in interdisciplinary practices, and the growth of group practices, as well as from the expanding scope of care provided by optometrists. An increase in the number of corporate optometry locations has also created an increased demand for optometrists.

The number of new practicing optometrists is limited since there are currently just 17 colleges and colleges of optometry in the United States and Puerto Rico, with two additional colleges in Canada. Class sizes are restricted and therefore the number of new graduates remains fairly constant. Federal data indicate that opportunities for optometrists are expected to grow about as fast as the average for all occupations through 2008 in response to the vision care needs of a growing and aging population. (U.S. Department of Labor, Bureau of Labor Statistics, the Occupational Outlook Handbook, 2000-2001).

Doctors of Optometry experience good satisfaction in their profession. The fact that many optometrists choose to practice on a part-time basis well into their retirement speaks highly of the rewards of the profession. Adding to optometrists' satisfaction is the fact that increases in their income have outpaced inflation for the past 10 years. Building on years of professional service as a primary entry point into the vision health care system, optometrists work with consumers and other health care providers, expanding delivery mechanisms to ensure improved general health.

Although optometry has met today's challenges with some measure of success, tomorrow's tests will be even greater. Tomorrow's challenges will require cooperation among

health care providers, legislative bodies, public policy makers, and consumers with a firm commitment to modify the health care delivery system to the changing needs of the patient.

Future need for optometric services means that, upon graduation, tomorrow's optometric graduates will be able to choose from a wide range of options in terms of the nature and location of their practices.

However, the greatest importance to those considering a future in optometry is the fact that nationwide, the need for optometrists is growing rapidly. Hundreds of shortage areas for optometrists already exist and those shortages will inevitably increase as approximately one quarter of the optometrists practicing today are nearing the age of retirement.

Introduction to UM-St. Louis

The University of Missouri-St. Louis is one of four campuses that comprise the University of Missouri system, the ninth largest university in the United States. Established in Columbia, Missouri in 1839 on the ideals of Thomas Jefferson, the University of Missouri became a land-grant institution upon passage of the Morrill Act by Congress in 1862.

The university remained a single-campus institution until 1870, when the Rolla campus was opened. In the 1960s a movement began across the country toward creation of public universities located within metropolitan centers. That movement marked the most significant change in higher education in the twentieth century, and the University of Missouri-St. Louis is a product of that educational development. Two campuses were added in 1963. The private University of Kansas City became the university's Kansas City campus, and an entirely new campus was started in St. Louis.

The notion of a major public institution serving the St. Louis area evolved from a dream to a solid reality, which today exceeds the expectations of those who created it. Since the doors of the old Administration Building opened nearly 40 years ago, UM-St. Louis has become the largest university serving St. Louisans and the third largest university in the state. The university faculty has grown from 30 in 1963 to more than 900 members, committed to the future of the St. Louis area through teaching, research, and service.

One of the keys to this university's development as an outstanding institution has been the careful selection of faculty over the years. UM-St. Louis has attracted some of the top authorities in many fields. More than 90 percent of the full-time faculty hold doctoral degrees, a figure that far exceeds the national average. These professionals develop new theories and new procedures, and in so doing attract millions of dollars each year in research funding.

Student enrollment has grown from 600 in 1963 to more than 16,000. The numbers have changed, but not the spirit. Faculty and students are still most concerned with the education of new talent, which is the basis for the future social, intellectual, and economic health of Missouri's largest metropolitan area.

From its beginning on what was once the site of a country club with a single building, UM-St. Louis has grown to a large modern campus of some 73 buildings on 250 acres, offering a full university experience.

The curriculum has grown to include 42 undergraduate programs, 26 master's programs, seven preprofessional programs, ten doctoral programs, and one first professional degree program. There are programs which answer the particular needs of older students returning to college; of students pursuing pre-architecture, pre-law, pre-medicine, pre-optometry, pre-pharmacy, pre-engineering, or pre-journalism courses, and of students interested in urban careers. There are also many opportunities for students to combine their academic course work with internships that often lead to job offers.

Mission Statement

The University of Missouri-St. Louis is the land-grant research institution committed to meeting the diverse needs in the state's largest metropolitan community. It educates traditional and nontraditional students in undergraduate, graduate, and professional programs so that they may provide leadership in health professions, liberal and fine arts, science and technology, and metropolitan affairs such as business, education, and public policy. University research advances knowledge in all areas, and through outreach and public service, assists in solving, in particular, problems of the St. Louis region.

Academic programs are enriched through advanced technologies and partnerships that link UM-St. Louis to institutions and businesses locally, regionally, nationally, and internationally. Its special commitment to partnership provides UM-St. Louis with a leadership responsibility among public educational and cultural institutions in improving the region's quality of life, while its relations with two- and four-year colleges and universities in the St. Louis region promote seamless educational opportunities.

Academic Structure

UM-St. Louis consists of the College of Arts and Sciences, College of Business Administration, College of Education, Evening College,

Graduate College, Barnes College of Nursing, College of Optometry, UM-St. Louis/Washington University Joint Engineering Program, and Continuing Education-Extension.

College of Arts and Sciences

The College of Arts and Sciences, largest of the divisions, includes the recently formed College of Fine Arts and 18 academic departments. These departments combine general educational offerings that provide students with opportunities to acquire a breadth of knowledge and a foundation in the basic skills of intellectual inquiry with basic preparation for the student's professional life through learning experiences leading to a career in a specific field.

College of Business Administration

Through its bachelor's and master's degree programs, the College of Business Administration expands student capability in communication, analysis, and judgment, enabling its graduates to deal effectively with today's complex economic environment. The college maintains a balance between the specialization of professional courses and the diversity of liberal arts.

College of Education

Consistently one of the top three institutions in the state in production of educators, the College of Education provides undergraduate and graduate programs to prepare and sustain educational leaders. Its programs emphasize state-of-the-art technological applications to enhance teaching and learning as well as collaboration among university, college, agency, and corporate partners.

Evening College

For students interested in traditional university study, the Evening College offers almost all of the degree programs and campus services available to day students and ensures that these programs conform to the same standards and requirements as their daytime counterparts. The bachelor of general studies (BGS) program is designed for mature students who want more flexibility in reaching educational goals.

Graduate College

Programs offered in the Graduate College fall into two categories: professional programs designed to develop a special competence in a particular field and academic programs designed to develop the student's command of a range of related subjects within a field. These graduate programs are structured to meet the needs of

the metropolitan area and to give students the skills and professional competence to succeed.

College of Optometry

The College of Optometry is one of 17 colleges in the United States. It provides professional optometric education and clinical experience. Facilities are furnished with equipment for teaching and research. The college operates the University Eye Center on campus, the Optometric Center of St. Louis in the city's Central West End, the East St. Louis Eye Center, jointly owned and operated by the UM-St. Louis College of Optometry and Southern Illinois University at Edwardsville, and the Harvester Eye Center, a private practice setting in St. Charles, Missouri.

Pierre Laclède Honors College

The Pierre Laclède Honors College brings together intellectually curious and gifted students who are pursuing various career goals and earning degrees in disciplines offered by the university's other undergraduate colleges and colleges. Honors Scholars follow a special curriculum that combines Honors College classes with course work done for honors credit in their major areas. In addition to offering scholarships and stipends, the college's Community Mentorship Program links scholars with model urban citizens who share their interests.

Barnes College of Nursing

The Barnes College of Nursing offers programs at the bachelor's, master's, and doctoral levels. The Bachelor of Science in Nursing is available for a student wishing to pursue a program of study leading to eligibility to complete state licensure examinations to become a registered nurse (R.N.). In addition, an upper-level option designed for the associate degree or diploma-educated registered nurse avoids repeating basic nursing course work. The Master of Science in Nursing, a cooperative program with UM-Kansas City College of Nursing, offers studies in adult, children's, and women's health. Practitioner options are also available (adult, family, neonatal, pediatric, and women) as part of the MSN program. The Ph.D. in Nursing offers studies focused on health promotion and protection, health restoration and support, and health care systems.

UM-St. Louis/Washington University Joint Undergraduate Engineering Program

The University of Missouri-St. Louis and Washington University have joined forces to offer bachelor of science degrees in mechanical, electrical, and civil engineering.

Students who enter the program take about half of their course work--mathematics, physics, chemistry, humanities and social sciences, and some elementary engineering subjects--on the campus of UM-St. Louis. The remaining half consists of upper-level engineering courses and laboratories taken on the campus of Washington University and taught by Washington University engineering faculty members. Students register for all courses at UM-St. Louis, pay tuition at UM-St. Louis rates (plus a small surcharge on engineering courses), and receive their degrees from the University of Missouri.

Division of Continuing Education and Outreach

Continuing Education and Outreach extends the university's expertise to the community by offering a variety of credit and noncredit courses, both on-and-off-campus. It also sponsors programs in the community, such as the annual St. Louis Storytelling Festival.

Office of International Student Services of the Center for International Studies

The Office of International Student Services assists international students and scholars with undergraduate and graduate admission, credential and transfer credit evaluations, visa and immigration advising, pre-arrival and cultural adaptation assistance, new international student and scholar orientation, prospective student information requests, and personal advising. The office also coordinates activities for integration of students and scholars into the community by facilitating cultural events and activities, coordinating the annual International Student Speaker's Bureau, and working closely with other campus and community organizations.

Student Life

Although UM-St. Louis provides opportunities for all students through a demanding curriculum, the life of the university is not all work. There are a great many leisure-time activities, either free or at reduced cost to students. Numerous student organizations, from the Accounting Club to Zeta Tau Alpha sorority, seek members and leaders. Interesting speakers, concerts, film series, plays, exhibits, recitals, and a host of informal gatherings crowd each week's schedule. The St. Louis area offers still more recreational, sports, and cultural events.

The university offers a wide range of varsity and intramural sports for students, whether as

players or spectators. On the varsity level, Rivermen and Riverwomen compete in most major sports. UM-St. Louis men's soccer teams have participated in numerous NCAA Division II tournaments; the team won the national title in 1973. The men's basketball, baseball, swimming, and golf teams frequently play in national tournaments. The expanding women's program includes varsity competition in basketball, soccer, softball, volleyball, swimming, and tennis. The women's soccer team ranks annually in the top 20 teams nationwide.

The Mark Twain athletic facility offers a state-of-the-art fitness center, weight room, swimming pool, and basketball, volleyball, handball, and racquetball courts. Outdoor facilities include tennis and handball courts, a fitness trail, and baseball, soccer, and softball fields. Students will find fitness activities, both organized and individual, to suit their interests and needs. Intramural sports are available to all students, with schedules designed for maximum participation.

Graduates

The graduates of UM-St. Louis reflect the diversity found in a metropolitan community. The university has more than 60,000 graduates living in all 50 states and several foreign countries. Of these alumni, more than 80 percent continue to live and work in the St. Louis metropolitan area.

The university is a major force in providing the region with a highly educated and diverse work force. Alumni can be found in companies and organizations throughout the region and nation. UM-St. Louis has graduated more than 6,000 accountants, 600 nurses, and 600 doctors of optometry. With more than 8,000 graduates, the College of Education is the largest educator of teachers in the St. Louis metropolitan area.

Accreditation

The University of Missouri-St. Louis is fully accredited by the North Central Association of Colleges and Colleges Commission located at 30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504.

College of Optometry

History

In 1968 the Missouri Optometric Association first recommended that an optometry college be established in the state. A committee was appointed for the purpose of pursuing this goal. The committee contacted the Missouri Commission on Higher Education, and that body undertook a study of the "optometric manpower needs" in Missouri. A formal report was released in June of 1970 that documented the need for an increase in the number of optometrists in the state.

In 1974 the state legislature approved \$50,000 to be used for "the planning phase for the opening of a College of Optometry." As a consequence, the University of Missouri-St. Louis submitted a plan leading to the establishment of an optometry college. An additional optometric workforce study was completed in 1976 and updated in 1977 as part of the Health Manpower Planning Project. This study also documented the need for additional optometrists in Missouri and recommended the establishment of a regional College of Optometry serving Missouri, Kansas, Iowa, and Nebraska.

In 1977 a House Bill was passed providing for the establishment of an optometry college. A state appropriation of \$200,000 was approved in 1979 and \$1.3 million for capitation and start-up funding was obtained from the federal government for the start of the college. On May 12, 1980 the governor signed the bill authorizing the establishment of the college, and it officially came into existence on June 1, 1980.

Educational Philosophy

Educating a health-care professional is a formidable undertaking. Due to the multifold consequences of decisions made on behalf of the patient's well-being and the autonomy health professionals enjoy, the educational process must be well-planned and thorough.

As primary eye care providers, optometrists must be competent to provide traditional optometric services, such as the remediation of optical defects of the eye through appropriate diagnosis and prescription of glasses, contact lenses, and specialized visual aids for the partially sighted; optimization of the visual performance of the individual; and evaluation and treatment of eye movement and binocular vision anomalies. They also must be able to

evaluate the health status of the eye and visual system, recognize and appreciate the ocular signs and symptoms of systemic diseases, and be able to provide treatment for most eye diseases. All these abilities must be reflected in the educational program. The rapid expansion of the scope of optometric practice has necessitated shifts of the curriculum of the colleges and colleges of optometry.

The optometric educational program must encompass not only the specialized knowledge and technical capabilities necessary for the practice of optometry, but also must offer curricular elements and experiences that will enable graduates to be effective in the delivery of full-scope optometric eye care. The appropriate professional relationship to a patient is one in which the patient is willing to be fully revealing of his or her medical history and symptoms that might be related to eye health. The patient must trust the practitioner to be confidential, to have the wisdom and clinical experience to make effective diagnostic and therapeutic judgments, to be objective and place the patient's best interests foremost in the total doctor/patient interaction. The optometrist must be able to explain existing conditions, treatment options, and outcomes to the patient in a straightforward manner that is clear and understandable to the patient and with the appropriate degree of candor and compassion. Optimizing each of these abilities is the purpose of courses addressing the understanding and appreciation of human behavior, interpersonal communications, public health, and community and societal needs. The "art" of practicing a health profession is in part comprised of these skills, which cannot be taught by classroom work alone. Moreover, the development of these complex attitudes and communication skills depends on having the appropriate role models and learning through closely-guided experience with patients.

In addition to providing students with the fundamental and specialized knowledge base required for the contemporary practice of optometry, a health-professional's educational program must be concerned with the development of the ability to continue the educational process beyond graduation. The knowledge and technological explosion that has occurred in the last 25 years makes this even more imperative. Consequently, the four-year educational program must prepare the student

for life-long learning. The faculty, through their educational interactions with students, must be able to transfer a thirst for continued learning and the ability to acquire new knowledge and skills through educational experiences that will be largely self-initiated. This learning process requires the students to obtain an appreciation for the scientific process and how to analyze and evaluate scientific and clinical research as demonstrated by faculty in the laboratory and clinical setting, but ultimately the students must learn to carry out these activities on their own.

Professional college is not just an education system but also a social system. This aspect of the program can be most influential in shaping the budding professional's attitudes and values regarding professionalism and professional practice. Role-model learning, curricular arrangement, student selection, the nature and type of patient experiences, peer, faculty, and institutional influence, and the overall learning climate of the college are all significant factors in this socialization process. The development of professional standards and ethics is important, especially in light of the prerogatives and self-policing of the professions.

The professional education program is complex and must be carefully structured. Each of the considerations above must be reflected in the curriculum and in the overall educational experience of each student.

Mission Statement

The primary mission of the University of Missouri-St. Louis College of Optometry is to graduate a select and diverse population of optometrists and vision scientists who will contribute to eye care and to the profession of optometry. Through its academic program, the College instills in the graduate a professional and scientific attitude, ability and skills for life-long learning, and the basis for contributions to the social welfare of the community. Through its research programs, the College fosters the creation and advancement of new knowledge in the ophthalmic and vision sciences to further optometrists' understanding and ability to care for patients. Through post-graduate residency and continuing education programs, the College elevates the educational level of eye care professionals. Through College eye care centers and other outreach programs, the College provides exemplary service to the population of the state's largest metropolitan community.

Core Values

The University of Missouri-St. Louis College of Optometry is a caring institution, valuing human life with all its diversity, and dedicated to educating those who practice health care in a compassionate manner. We are accountable to our students, our patients, our community, and ourselves. We are committed to perfecting fundamental ideas while developing, assessing and disseminating new knowledge, thus growing continuously as we strive for excellence.

Goals

The major goals of the University of Missouri-St. Louis College of Optometry are:

1. Attract and educate superior entering students with appropriate academic capabilities, education and motivation, who will become exemplary practitioners through a quality learning experience.
2. Encourage faculty to achieve their highest potential, thereby fostering career satisfaction and creating outstanding role models for students.
3. Develop and maintain an active vision research program to ensure high quality instruction in both the professional and graduate programs and to advance vision science.
4. Provide effective graduate education in physiological optics so as to produce educators and researchers for optometry and vision science.
5. Conduct high quality, accredited post-graduate residency programs that enhance and extend optometric skills beyond entry-level optometry.
6. Provide high quality continuing education opportunities for optometrists in Missouri and surrounding states.
7. Plan for improvements to the physical facility and equipment, as to make the environment conducive to the highest level of learning, patient care, research, and service.
8. Contribute to the social welfare of the community through clinical and related service programs.

Facilities

Situated in Missouri's largest metropolitan area, the College enjoys the city's strong community and professional support. The urban setting offers many opportunities for outreach programs, expanding the scope of optometric education and making available highly diverse programs of clinical training. Another asset of the College is the location of the national headquarters of the American Optometric Association, approximately 12 miles from the campus.

The College of Optometry is located on the South Campus of the University of Missouri-St. Louis and shares in the use of many university resources. A modern five-story building houses the College's classrooms, laboratories, research facilities, administrative offices, library, and the University Eye Center. The complex also includes a 350-seat amphitheatre and the E. Desmond Lee Technology and Learning Center.

University Eye Center

The University Eye Center, located on the South Campus, is open to the public, as well as to the faculty, staff, and students of the University. The Center serves to provide patients with the highest quality eye and vision care. This purpose is consistent with the overall goal of training highly qualified eye care practitioners.

In addition to the University Eye Center, the College operates the Optometric Center of St. Louis, a full scope optometric eye care facility in the Central West End of the city, the East St. Louis Eye Center, and the Harvester Eye Center in St. Charles, Missouri. All of the patient care facilities serve patients from the St. Louis metropolitan area.

Libraries

The University Libraries support the educational objectives of the university and meet the teaching, research, and informational needs of the campus community. Housed in three locations—the Thomas Jefferson Library and the St. Louis Mercantile Library at UM-St. Louis (North Campus) and the Ward E. Barnes Library (South Campus)—the Libraries' collections consist of more than 950,000 volumes, 2,900 periodical subscriptions, one million U.S. government documents, over one million items in microform, and numerous special and manuscript collections.

Materials from the libraries of all campuses of the University of Missouri and Saint Louis University can be identified in the MERLIN online catalog. At the time of the catalog search, users can request that items at other institutions be transferred to UM-St. Louis. A full range of services, including interlibrary loan, reference assistance, library instruction, and access to a large number of databases are also available through the Libraries.

Accreditation

The College of Optometry is a member of the Association of Colleges and Colleges of Optometry and is accredited by the Accreditation Council on Optometric Education (ACOE), the official optometric agency recognized by the National Commission on Accrediting. The ACOE is located at 243 North Lindbergh Blvd., St. Louis, Missouri, 63141 (phone 314-991-4100). Optometry students and graduates are eligible to take the annual examinations of the National Board of Examiners in Optometry. Graduates of the college are eligible for licensure in all 50 states and the District of Columbia.

Our Graduates

The 675 optometry alumni may be found around the world including Cameroon, Australia, and Canada, in addition to countries served by our military. Our alumni reside in 42 states. While primarily clustered in the upper and central Midwest and plains states, many of our graduates may be found in California and Texas. We also have alumni in Alaska and Hawaii.

Patient Care

Center for Eye Care

The Center for Eye Care provides a patient care learning environment for third-year and fourth-year optometric students and residents. The Center for Eye Care includes four locations: the University Eye Center on the UM-St. Louis south campus, the Optometric Center in the Central West End of St. Louis, the East St. Louis Eye Center, and the Harvester Eye Center in St. Charles, MO. The main purpose of these and other smaller centers in the St. Louis area is to provide an instructional setting where student interns are exposed to a wide variety of patients under the direct supervision of full-time or part-time clinical faculty. Equally important is that these Centers provide exemplary, comprehensive and state-of-the-art optometric care to their patients.

The Centers provide a full range of optometric services to patients including primary eye care, contact lens, pediatric/binocular vision, low vision, and eye health management. These services are described below in greater detail.

Third Year Patient Care Service

Most patients are initially scheduled into the Third Year Patient Care Service. This service is staffed by third-year clinicians and is an entry level into most of the other services. In this service, the comprehensive eye examinations are performed encompassing testing for refractive status, binocular status and the ocular health of each patient. In addition, this service serves to provide emergency care. When patients have been identified as needing additional care, they are referred to other services according to their specific needs.

Pediatric/Binocular Vision Service

The Pediatric/Binocular Vision Service serves patients who have problems with their eyes working together, such as in amblyopia (lazy eye), crossed eyes, or other eye-muscle coordination difficulties. After the problem is thoroughly evaluated, a treatment program for eye exercises or spectacles if necessary, may be prescribed.

Children 13 years or under are initially scheduled in the Pediatric/Binocular Vision Service for a comprehensive eye examination.

In addition, a special educator is associated with this service in the role of consultant. College screenings, both elementary and precollege levels, are coordinated through the Pediatric/Binocular Vision Service.

Contact Lens Service

The Contact Lens Service offers patients an alternative to spectacle correction. Many people can obtain better vision with contact lenses than with eyeglasses. Others wear contact lenses so they can participate more fully in athletics or other recreational activities.

With the wide selection of lens types available, many people who previously could not be fitted with contact lenses can now wear them successfully.

Student clinicians are exposed to gas-permeable and soft contact lens materials and gain expertise in fitting spherical, toric and bifocal contact lenses. Many students have the opportunity to participate in contact lens research studies supported by industry, foundation and federal research grants.

Low Vision Service

The Low Vision and Visual Rehabilitation Service provides comprehensive examinations and rehabilitative follow-up care to patients who are partially sighted. Persons of all ages who suffer from vision losses that are not correctable by standard optical means can often benefit greatly from the proper application of optical and non-optical low vision aids. Many of the patients examined in this service are legally blind. Such individuals usually have remaining vision which can be enhanced through the use of appropriate optical devices.

Eye Health Management Service

In order to provide the most beneficial care, eye care professionals must work cooperatively. For this reason fourth-year students are rotated through the Eye Health Management Service, where ophthalmology and optometric professionals work as a team in the medical and surgical management of ocular disease and other medical conditions with ocular manifestations.

Dispensary Service

The Center offers patients full spectacle, frame and lens services. Clinicians are responsible for the frame selection of patients they examine. Third and fourth year students rotate through this service to get an opportunity to dispense new frame and lens materials, and instruct patients in their proper use, care and handling. Students also learn to fit, adjust and repair frames.

Fourth Year Externship Program

In addition to the patient care experiences available through the University Eye Center, Optometric Center, the East St. Louis Center, the Harvester Eye Center, and the College of Optometry has an diverse Externship Program. Students must receive approval from the faculty and the Director of Externships for assignments to each Externship site. This program allows fourth-year students to spend a portion of their final year of training in a variety of patient care environments (i.e., military bases, Veterans Administration Hospitals, Indian Health Services Hospitals, various speciality practices and private practices).

These eight (8) week Externships are selected and scheduled according to the individual student's interest, needs and future practice intentions. In this program, students leave the academic environment and begin working with selected practicing optometrists while continuing to be monitored by the Centers through weekly reports of all patient experiences and activities.

These are some of the most frequently used sites:

Becherer and Becherer, Belleville, IL
Carl Albert Indian Health Service, Ada, OK
Koetting and Associates, St. Louis, MO
Missouri Eye Institute, Springfield, MO
Morey/Mulqueeny Eye Center, St. Louis, MO
O'Donnell Eye Institute, St. Louis, MO
Omni Eye Services of Georgia, Atlanta, GA
Optometric Clinic, Kaneohe Bay, HI
Resler-Kerber Optometric, Inc., St. Louis, MO
St. Louis Comprehensive Neighborhood Health Center, St. Louis, MO
Southwest Medical Center, St. Louis, MO
Veterans Administration Hospital, Columbia, MO

Veterans Administration Hospital-Cochran/Jefferson Barracks, St. Louis, MO

Veterans Administration Hospital, Kansas City, MO

Veterans Administration Hospital, Marion, IL

Washington University Eye Center, St. Louis, MO.

Research

While the University Eye Center is primarily a patient care training facility, various members of the faculty are nationally and internally recognized for conducting patient care related research. Research in the areas of electrodiagnostic testing, contact lens design, materials and care regimens, orthokeratology, binocular visual anomalies, and treatment of ocular diseases is being investigated in association with the patient care activities of the Centers.

The College of Optometry is part of a university with a land-grant, research-oriented mission. The University is the only public academic institution in the state that has a primary research mission. Research compliments teaching because faculty active in the discovery of new knowledge provide students with the insight to understand and use this knowledge, and they also provide firsthand understanding of how discoveries are made.

There are two basic types of research conducted in any health-professions program: basic laboratory research and clinically-oriented investigations. As you read the descriptions of research, note that some studies are purely one or the other, and some are combined.

The Faculty and Their Research

Dr. Gary Bachman's research falls into three areas. First, he studies progressive addition spectacle lenses and their applications and acceptance by select groups of presbyopic subjects. To date these have included presbyopic computer users, presbyopic contact lens wearers, high index progressive wearers, and presbyopic law enforcement officers. Second, he is active in the visual assessment area as the vision consultant to the Missouri Highway Patrol. This involves researching visual requirements for the patrol in order to screen and advise on acceptance and retention of troopers. Finally, he has developed a program of research on the visual effects of laser eye protective devices worn by military aircrew. This research will determine the effects of these absorptive and holographic devices on color vision and color adaptation.

Dr. Carl Bassi's research involves the development of novel approaches to evaluate the visual system in a number of patient populations. The goals are to improve disease diagnosis, assessment of progression, and treatment. Electrophysiological (including electroretinograms [ERGs] and visual evoked potentials [VEPs]) as well as psychophysical techniques (including color vision, contrast sensitivity, and stereopsis) are used to assess vision in patients with dementia, glaucoma, macular degeneration and other retinal abnormalities. This work has been funded through the Missouri Alzheimer's Association and a Weldon Springs award.

Dr. Edward Bennett is actively involved in the clinical investigation of contact lens designs, materials, and care regimens. Over the past fifteen years he and his co-workers have performed more than 75 contact lens research studies, most of which were supported by the contact lens industry. Specifically, his area of interest has been rigid gas permeable contact lenses. He is currently evaluating different types of rigid contact lens bifocal designs, and the effect of rigid lenses on myopia reduction, a process termed "orthokeratology."

Dr. Jerry Christensen is interested in the areas of optometric history, professionalism, and biomedical ethics. He is currently in the process of collecting material for a book on these topics. In addition, he has written on educational

methodology as applied to courses in the optometry curriculum.

Dr. Larry Davis pursues various applied clinical research interests. First, he investigates ways to enhance vision performance for patients following cornea surgery or found to have cornea disease, through innovative spectacle and contact lens designs. He is principal investigator at one of 15 participating clinics for the collaborative longitudinal evaluation of keratoconus (CLEK) study which began enrolling subjects in June 1995. He also has an interest in immunology and microbiology, particularly as it relates to contact lens wear. Finally, he investigates the application of computer assisted videokeratometry as it relates to innovative contact lens designs and ways that the cornea shape may be altered.

Dr. Aaron Franzel's clinical research involves the study of sensory and motor aspects of strabismus. In particular, he is interested in the development and progression of esotropia. Currently, he is studying familial esotropia, determining characteristics shared by these families and suggesting potential risk factors for the incidence of binocular dysfunctions in non-strabismic family members. He is also interested in developing more successful therapy regimens for adults with strabismus.

Dr. Ralph Garzia's area of clinical specialization is pediatrics and binocular vision. He has conducted a number of clinical research investigations on these topics. He is specifically interested in the role of nearpoint activity in the development of visual anomalies. This work primarily involves investigation of changes that occur in accommodation and vergence function. He is also interested in the role of vision and early visual information processing in reading achievement.

Dr. Vinita Henry is active in contact lens research. This research includes investigations of FDA investigational contact lenses and solutions, special contact lens designs, and lens comparison studies. The FDA investigational studies involve state-of-the-art contact lenses and solutions. These studies are primarily funded by the contact lens industry.

Dr. Vasudevan Lakshminarayanan's research spans a number of different areas of visual science. He has conducted experimental studies on clinical applications of visual psychophysics (e.g., perimetry, hyperacuity reading performance in low vision observers). A special area of interest is in studies of the Stiles-Crawford effect and photoreceptor optics. The majority of his current projects are on modeling of visual phenomena (perceptual spaces, neural networks, stochastic eye movements, visual and ophthalmic optics, use of wavelet techniques for image compression and studies of irregular sampling by the receptor mosaic). The use of optimization techniques to study light propagation in optical fibers and photoreceptors is a major current project.

Dr. William Long works in the areas of the optical principles of optometric tests and visual optics. Recent work has concerned the diffraction limitation implications for laser capsulotomy and optical problems which may be encountered in SLR photography. Current projects include studies of the use of Varilux progressive add lenses with young patients and the effectiveness of optical aids used by archers. Additionally, he has developed an interest in the application of computer assisted instruction to optics teaching.

Dr. W. Howard McAlister is researching the role of optometry in the interdisciplinary health care delivery system. He is currently involved in several studies dealing with the evolving primary care model of practice, specifically the coordination of care with primary care medical practitioners, the effect of changes in optometric practice acts on patient services, and scope of practice as it relates to classes of federal service optometry.

Dr. Raymond Myers' research interests include contact lenses, refractive surgery, and the concerns of optometric students. As the first president and co-founder of the American Optometric Student Association, he has studied the financial indebtedness of optometry students as well as grading methods. He is presently concerned with innovative techniques of refractive surgery for the correction of refractive errors and cataract retardation. He has also published various articles on the properties

of contact lenses including fitting characteristics, flexure, and lens deposits and buildup.

Dr. Carol Peck does both basic science research and applied research. In basic sciences, she studies neural control of saccadic eye movements by midbrain and cortical structures. This research program includes physiological investigations of individual cells in the superior colliculus and the anterior ectosylvian cortex. A major goal of this research is to understand how saccadic eye movements are controlled in complex environments with targets from several modalities. In applied research, she and her students conduct behavioral studies of eye movements in humans with normal vision. This work is being extended to children in an attempt to understand if eye movements play a role in developing a reading disability. Work in Dr. Peck's lab has been supported by the National Institutes of Health and by the University of Missouri Research Board.

Dr. Timothy Wingert is interested in the clinical aspects of optometry and how optometric services are delivered. He is also interested in the visual demands of different occupations and the restrictions put on wearers of visual aids and protective eyewear. He is currently involved in several studies comparing the validity of clinical testing procedures and the prevalence of various vision anomalies in different populations.

Curriculum

Academic Program

The curriculum leading to the Doctor of Optometry degree is a four-year, full-time program of study. The first year of the professional program emphasizes optical principles, the Biomedical sciences and introduces students to optics of the visual system. The second year pertains to vision science pharmacology, systemic and ocular disease and training in eye examination techniques. The third year emphasizes patient care and introduces the student to various specialty areas within optometry, such as contact lenses, pediatric and geriatric vision care, binocular vision and vision training, and low vision rehabilitation. The fourth year provides additional patient care experience and includes rotation through a variety of outreach programs, giving the student added experience in the treatment of eye diseases as well as valuable experience in other optometric specialties.

In addition to the core course requirements, students must complete a minimum of three credit hours of approved elective courses* during the first three years of their professional curriculum.

Four-Year Professional Degree (O.D.)

Curriculum

First Year Fall Semester	Credit Hours	Lecture	Lab
8040 Neuroanatomy	4	3	2
8020 Geometric Optics	4	3	2
8030 Practice Management I	2	2	-
8010 Gross Anatomy, Physiology and Disease Processes I	5	4	2
8060 Biochemistry	3	3	-
8350 Epidemiology	2	2	-

First Year

Winter Semester	Credit Hours	Lecture	Lab
8140 Physical Optics and Photometry	2	2	-
8180 Clinical Optometry I	2	1	2
8120 Ocular Optics	3	3	-
8130 Physiological Optics Laboratory I 1	-	-	2
8160 Anatomy and Physiology of the Eye	5	4	2
8150 Physical Optics and Photometry Lab	1	-	2
8110 Gross Anatomy, Physiology and Disease Processes II	4	3	2

Second Year

Fall Semester	Credit Hours	Lecture	Lab
8220 Ophthalmic Optics	4	3	2
8280 Clinical Optometry II	5	3	4

8250 Monocular Sensory Processes	4	4	-
8210 Physiological Optics Lab II	1	-	2
8260 General Pharmacology	3	3	-
8230 Practice Management II	2	1	2
8240 Ocular Motility	3	3	-

Second Year Winter Semester	Credit Hours	Lecture	Lab
8320 Ophthalmic Dispensing	1	-	2
8380 Clinical Optometry III	5	3	4
8340 Binocular Vision and Space Perception	4	3	2
8370 Ocular Disease I	4	3	2
8360 Ocular Pharmacology	3	3	-
8560 Public Health	2	2	-

Third Year

Fall Semester	Credit Hours	Lecture	Lab
8500 General Clinic I	6	-	2
8520 Contact Lenses I	3	2	2
8540 Binocular Vision Anomalies	4	3	2
8570 Ocular Disease II	4	3	2
8550 Low Vision	3	2	2
8390 Clinical Medicine	2	2	-

Third Year

Winter Semester	Credit Hours	Lecture	Lab
8610 Environmental Vision	2	2	-
8680 Ophthalmic Lasers	1	1	-
8600 General Clinic II	6	-	12
8690 Pediatric /Binocular Specialty Clinic I	1	-	2
8660 Contact Lens Specialty Clinic	1	-	2
8620 Contact Lenses II	3	3	-
8650 Geriatric Optometry	2	2	-
8670 Ocular Assessment	1	1	-
8640 Pediatric Optometry	3	3	-
8360 Practice Management III	3	3	-

Fourth Year

Category 1 UM-St. Louis

Note: Must enroll in 8700, 8710, and 8720 concurrently

8700 UM-St. Louis Pediatric/ Binocular Vision Patient Care	3	-	6
8710 UM-St. Louis Contact Lens Patient Care	3	-	6
8720 UM-St. Louis Eye Health Management Patient Care	1	-	2

Category 2 Institutional

8780 External Rotation in Institutional Patient Care	7	-	14
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Category 3 Ocular Disease

8790 External Rotation in Ocular Disease Patient Care	7	-	14
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* Due to advances in the optometric profession, sequencing of courses may change. The courses listed above are subject to change through normal academic procedures.

Category 4 Intern	Credit Hours	Lecture	Lab
Note: Must enroll in 8730 and 8740 concurrently			
8770 Community Service in Rotation in Patient Care	7	-	14
8750 East St. Louis Center Patient Care	7	-	14
8730 Optometric Center Patient Care 6	-	-	12
8740 Optometric Center Eye Health Management Patient Care	1	-	2
8760 Harvester Eye Center Patient Care	7	-	14

Category 5 Specialty

8810 External Rotation in Contact Lens Patient Care	7	-	14
8800 External Rotation in Pediatric/Binocular Vision Patient Care	7	-	14
8820 External Rotation in Low Vision Patient Care	7	-	14

Category 6 Elective	Credit Hours	Lecture	Lab
8830 External Rotation in General Patient Care	7	-	14
8830 Supplementary Rotation in General Patient Care	7	-	14
8840 External Supplementary Rotation in General Patient Care	7	-	14

Required Courses

8870 Practice Management IV	2	2	-
8880 Clinic Seminar	1	1	-

Elective Courses in the College of Optometry

- 8400 (589) Directed Readings
- 8410 (588) Directed Research
- 8420 (569) Ocular Photography
- 8440 (598) Clinical Applications of Current Topics in Visual Science

Graduate Physiologic Optics Courses Approved for Elective Credit*

- 6400 (400) Sensory Processes and Perception
- 6401 (401) Visual Optics
- 6402 (402) Ocular Anatomy and Physiology
- 6403 (403) Psychophysical Methods and Experimental Design
- 6404 (404) Sensory Neuroscience
- 6405 (405) Neuroanatomy
- 6406 (406) Geometric Optics
- 6451 (451) Corneal Physiology
- 6452 (452) Growth and Development of the Visual System
- 6453 (453) Advanced Physiology of Other Sensory Systems
- 6454 (454) Binocular Vision
- 6455 (455) Visual Information Processing
- 6456 (456) Oculomotor Systems
- 6457 (457) Comparative and Evolutionary Aspects of Vision
- 6458 (458) Noninvasive Assessment of the Visual System
- 6459 (459) Introduction to Computer Programming for Vision Research
- 6470 (470) Individual Studies in Physiological Optics
- 6490 (490) Graduate Research in Physiological Optics
- 6497 (497) Interdisciplinary Geriatric Care
- 6499 (499) Current Topics in Optometry and Vision Science

Course Descriptions

The following 8000 (500)-level courses are taken in the Doctor of Optometry (O.D.) program. The numbers in parenthesis reference the previous course numbering system.

8010 (509) Gross Anatomy, Physiology and Disease Process I (5)

First in a two-semester course sequence that will detail the general anatomy of the human body along with the histology (microanatomy), physiology and disease processes of major organ systems. Course content will be presented in a modular format. Areas of discussion will include cardiovascular, respiratory, endocrine, digestive, reproductive, integumentary, and peripheral and autonomic nervous systems. The laboratories will emphasize and augment important concepts introduced in the classroom environment.

8020 (505) Geometric Optics (4)

Prerequisite: Consent of instructor. The principles of geometric optics as applied to refracting and reflecting surfaces, thin lenses, thick lenses, and lens systems. The optics of various ophthalmic instruments and techniques will be examined.

8030 (506) Practice Management I (2)

An introduction to the profession of optometry, including a consideration of the characteristics of a profession, the history of optometry, the profession's legal limitations, and major optometric organizations. The ethical basis of the practice of optometry will be explored, including a consideration of the theories and principles of normative ethics, biomedical ethics and the responsibilities of the health care practitioner, professional codes of ethics and ethical issues that arise in the practice of optometry. Ethical case studies will be extensively used. This is an interactive course, requiring active participation on the part of the student.

8040 (504) Neuroanatomy (4)

Prerequisite: Consent of instructor. Detailed gross and microscopic anatomy of the human central nervous system with a special emphasis on the cranial nerves, nuclei, and the visual system.

8060 (512) Biochemistry (3)

Basic concepts of general and cellular biochemistry. Study of nomenclature structure, and reactions of organic molecules. Some emphasis on visual system - tears, intraocular fluids, lens, and photochemistry.

8110 (510) Gross Anatomy, Physiology and Disease Process II (4)

Prerequisite: Opt 8010 (509). Continuation of Human Anatomy and Physiology and Disease Processes I.

8120 (515) Ocular Optics (3)

Prerequisite: Opt 8020 (505). The eye as an image forming mechanism, the schematic eyes, the optical role of the pupil, the retinal image and its evaluation. Nature, classification, and etiology of ametropia. Experimental models of refractive errors. Entoptic phenomena. Mechanism and optical aspects of accommodation.

8130 (516) Physiological Optics Laboratory (1)

Experiments designed to accompany Opt 8120 (515).

8140 (513) Physical Optics and Photometry (2)

Prerequisite: Optometry 8020 (505) or consent of instructor. Basic photometric concepts, measurements of light levels, applications in ergonomics, visual and photographic optics. Physical optics including diffraction, interference, polarization, birefringence, and lasers.

8150 (519) Physical Optics and Photometry Laboratory (1)

Prerequisite: Concurrent enrollment in Opt 8140 (513). Experiments designed to accompany Opt 8140 (513).

8160 (518) Anatomy and Physiology of the Eye (5)

Prerequisite: Opt 8040 (504) and Opt 8090 (508) or consent of instructor. Vegetative anatomy and physiology of the eye, optic nerve, orbit, and adnexa will be discussed. This includes discussion of embryology and the dynamics of ocular fluids and includes a two-hour laboratory.

8180 (514) Clinical Optometry I (2)

Selected tests for ocular assessment including case history, visual acuity, and ophthalmoscopy.

8220 (520) Ophthalmic Optics (4)

Prerequisite: Opt 8140 (513), 8120 (515), and 8150 (519). Ophthalmic materials, physical characteristics of lenses and frames, paraxial optics of ophthalmic lenses, ophthalmic prisms, lens specifications, special lenses, multifocal

lenses, unique designs, aniseikonic lenses, aberration theory and its application to lens design, lenses for low vision, protective eyewear, selecting and dispensing eyewear, management of a dispensary.

8230 (541) Practice Management II (2)

Prerequisite: Opt 8030 (506). Principles of human interpersonal relationships. The enhancement of listening and verbal skills will be provided. Emphasis will be preparing the student to understand and manage the many human interpersonal relationships necessary in the practice of optometry.

8240 (517) Ocular Motility (3)

Prerequisite: Opt 8040 (504) or consent of instructor. The anatomy, physiology, neurology, measurement, characteristics, and control of the intra and extraocular system.

8250 (524) Monocular Sensory Processes (4)

Prerequisite: Opt 8160 (518) or consent of instructor. Monocular sensory mechanisms of vision, photoreception, visual neurophysiology, spatial and temporal effects, visual acuity and resolution, adaptation, brightness discrimination, and color vision. Topics include a consideration of both the psychophysical aspects and neurophysiological bases of these mechanisms.

8260 (555) General Pharmacology (3)

Prerequisite: Opt 8110 (510). General principles of drug actions on the organ systems, central and peripheral nervous systems, methods of administration, pharmacological actions, side effects, and drug interactions. Regulatory agencies, laws, and drug abuse.

8280 (521) Clinical Optometry II (5)

Prerequisite: Opt 8180 (514). Continuation of clinical optometry. Patient care in the areas of refraction, binocular integration, perimetry, and bimorescopy.

8210 Physiological Optics Lab (1)

Prerequisite: Opt 8130 (516). Experiments designed to accompany Opt 8240 (517) and Opt 8250 (524).

8320 (530) Ophthalmic Dispensing (1)

Prerequisite: Opt 8220 (520). Clinical experience in verification and dispensing of ophthalmic materials.

8340 (532) Binocular Vision and Space Perception (4)

Prerequisite: Opt 8240 (517), 8280 (521) and 8250 (524) or consent of instructor. Binocular vision and space perception. Visual direction, theory of correspondence, fusion, rivalry, ocular dominance, and stereopsis. Developmental aspects and neurophysiological mechanisms.

8350 (535) Epidemiology (2)

A review of descriptive statistics, probability sampling, correlation, and prediction. The essentials of epidemiological study procedures and a discussion of the epidemiology of vision disorders.

8360 (565) Ocular Pharmacology (3)

Prerequisite: Opt 8260 (555). Pharmacology principles, methods of administration, doses, contraindications, and adverse effects of drugs used for the diagnosis and treatment of abnormalities of the eye, adnexa and visual system. Ocular manifestations of systemic medications.

8370 (533) Ocular Disease I (4)

The etiology, epidemiology, symptoms, signs, and course sequelae of ocular disease and anomalies. Disease and anomalies of lids, orbit, conjunctiva, cornea, sclera, iris, ciliary body, lens, vitreous, retina, choroid, and optic nerve.

8380 (531) Clinical Optometry III (5)

Prerequisite: Opt 8280 (521). Correlation and analysis of optometric data. Emphasis on diagnosis, prognosis, and therapy of visual problems.

8390 (568) Clinical Medicine (2)

Prerequisite: Opt 8290 (522) and 8260 (555). Diagnostic principles and medical management. Comprehensive health history, physical examination and neurological screening with particular association to ocular health conditions. Clinical chemistry and interpretation of clinical laboratory tests, criteria for referral to other providers and emergency office procedures. Comanagement practice with other primary care physicians will be emphasized.

8400 (589) Directed Readings (1)

Credit is given for independent literature review of a specific topic in any area of basic or clinical vision science. Readings are to be supervised by a two person faculty committee and at least one member of this committee must be selected from among the full-time regular faculty. Credit is awarded upon approval of a written paper

regarding the selected topic. This elective may be repeated once.

8410 (588) Directed Research (3)

Credit is given for independent research. Projects may be laboratory, library, or clinically based research in any area of vision science. All projects must be undertaken under the supervision of a three member faculty committee. This elective may be repeated once.

8420 (569) Ocular Photography (2)

Prerequisite: Consent of instructor. Optical principles and clinical techniques in photographing the internal and external eye and its adnexa. Includes laboratory exercises on use of the most common types of clinical cameras.

8440 (598) Clinical Applications of Current Topics in Visual Science (2)

(elective) Prerequisite: Consent of instructor. A seminar on the use of new discoveries in visual science in clinical optometry. Students will participate in selecting the topics, which will change from year to year, with the guidance of the instructor. The course will also include laboratory demonstrations of seminar topics.

8500 (550) General Clinic I (6)

Prerequisite: Opt 8380 (531) and successful completion of all first and second year course work. The clinical examination and care of general clinic patients, along with the fitting and dispensing of lenses and frames.

8520 (553) Contact Lenses I (3)

Prerequisite: Opt 8380 (531). Historical development of the contact lens and its use. Basic lens terminology, specifications, physiochemical characteristics, optics, fabrication, and verification. Preliminary patient evaluation, indications and contraindications for contact lenses. Basic fitting philosophies for all lens types. Lens care and patient education. Patient and practice management considerations.

8540 (554) Binocular Vision Anomalies (4)

Prerequisite: Opt 8310 (531) and 8340 (532) or consent of instructor. The etiology, epidemiology, symptoms, signs, and course sequelae of the obstacles to binocular vision - sensory, integrative, and motor. The detection, diagnosis, prognosis, and orthoptic treatment of such anomalies. Clinical care of aniseikonias.

8550 (564) Low Vision (3)

The etiology, epidemiology, symptoms, signs, and course sequelae of low vision problems. Methods of testing, prognosis, selection of

therapy, design of environmental and optical aids, problems of rehabilitation. Agencies, laws, public and social assistance for the partially sighted and blind.

8560 (596) Public Health (2)

A review of local, state, and federal organizations involved in health care, comprehensive health planning, new trends in health care delivery, and the assessment of the quality of health care delivery. The relationship of vision care to these topics is emphasized.

8570 (556) Ocular Disease II (4)

Prerequisite: Opt 8370 (533). The etiology, epidemiology, systems, signs, course sequelae and management of posterior segment ocular disease and the anomalies and ocular manifestations of systemic diseases. Disease, abnormalities and management of neurological conditions which affect the lids, pupils, extraocular muscles, optic nerve and visual system.

8600 (560) General Clinic II (6)

Prerequisite: Opt 8500 (550) and successful completion of all Fall semester third year course work. Same as General Clinic I.

8610 (557) Environmental Vision (2)

This course considers the relationship of the eye and vision to all aspects of one's environment including home, work, recreation, and transportation. Emphasis will be placed on protecting the eye from injury and maximizing vision performance.

8620 (563) Contact Lenses II (3)

Prerequisite: Opt 8520 (553). Advanced contact lens fitting, theories, and clinical methods for astigmatic, presbyopic, keratoconic, and aphakic designs. Special considerations include the use of corneal topography, orthokeratology, disposable lenses, lenses for extended wear and lenses for color deficiencies.

8630 (582) Practice Management III (3)

Prerequisite: Opt 8030 (506) and Opt 8230 (541). The development and management of an optometric practice from a patient and community service point of view - office design, office routine, patient care administration, personnel management, and recall systems. The establishment, development, and management of an optometric practice from a business point of view. Legal developments, governmental relationships, legislation and the legislative process, malpractice, professional ethics, taxes, fee structures, insurance, and accounting methods.

8640 (567) Pediatric Optometry (3)

Prerequisite: Opt 838 (531). Special examination and management considerations of the pediatric patient. Psychological, physiological, social, and demographic aspects of early visual development. Discussion of the optometric considerations of children with learning and reading disabilities.

8650 (558) Geriatric Optometry (2)

(Same as Gerontology 6458 (458).) Special examination and management considerations of the geriatric patient will be discussed. Psychological, physiological, social, and demographic aspects of aging, as well as ocular changes associated with the aging process will be taught.

8660 (562) Contact Lens Specialty Clinic (1)

Prerequisite: Opt 8520 (553) and successful completion of all Fall semester third year course work. The clinical examination and care of patients in the optometric specialty area of contact lenses.

8670 (566) Ocular Assessment (1)

Prerequisite: Enrollment in General Clinic I or II. Discussion of the diagnosis and management of common clinic patient encounters via Socratic teaching techniques. Interns are encouraged to present actual cases which have been particularly challenging for them.

8680 (559) Ophthalmic Lasers (1)

Principles and applications of lasers for ophthalmic use. Emphasis will be placed on demonstration where possible. Topics will include the principles, physics and safety concerns of ophthalmic lasers. Lasers used in retinal imaging, and in the care of glaucoma, cataract, refractive conditions, and cosmetic conditions will be discussed and demonstrated. Comanagement of patients requiring ophthalmic laser treatment will also be covered.

8690 (561) Pediatric/Binocular Vision Specialty Clinic (1)

Prerequisite: Opt 8540 (554) and successful completion of all Fall semester third year course work. The clinical examination and care of patients in the optometric specialty areas of binocular vision and pediatric vision.

8700 (573) UM-St. Louis Pediatric/Binocular Vision Patient Care (3)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of patients in pediatric/binocular vision clinic at the University of Missouri-St. Louis University Eye Center. This

course fulfills one of the clinic courses required for graduation. This course must be taken in conjunction with Opt 8710 (574) and Opt 8720 (575).

8710 (574) UM-St. Louis Contact Lens Patient Care (3)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care in the contact lens clinic at the University of Missouri-St. Louis University of Eye Center. This course fulfills one of the clinic courses required for graduation. This course must be taken in conjunction with Opt 8700 (573) and Opt 8720 (575).

8720 (575) UMSL Eye Health Management Patient Care (1)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care in the eye health management clinic with ophthalmologists at the University of Missouri-St. Louis University Eye Center. This course fulfills one of the clinic courses required for graduation. This course must be taken in conjunction with Opt 8700 (573) and Opt 8710 (574).

8730 (576) Optometric Center Patient Care (6)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of patients at the University of Missouri-St. Louis Optometric Center. This course fulfills one of the clinic courses required for graduation. This course must be taken in conjunction with Opt 8740 (577).

8740 (577) Optometric Center Eye Health Management Patient Care (1)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of patients in the eye health management clinic with ophthalmologists at the University of Missouri-St. Louis Optometric Center. This course fulfills one of the clinic courses required for graduation. This course must be taken in conjunction with Opt 8730 (576).

8750 (572) East St. Louis Center Patient Care (7)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of patients at the East St. Louis Eye Center. This course fulfills one of the clinic courses required for graduation.

8760 Harvester Eye Center Patient Care (7)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of patients in a private practice setting. This course fulfills one of the clinic courses required for graduation.

8770 (571) Community Service Rotation in Patient Care (7)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of patients at St. Louis area community health centers. This course fulfills one of the clinic courses required for graduation.

8780 (586) External Rotation in Institutional Patient Care (7)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of primary care patients at external sites approved by the College of Optometry's Externship Council. This course fulfills one of the clinic courses required for graduation.

8790 (585) External Rotation in Ocular Disease Patient Care (7)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of patients with ocular disease at external sites approved by the College of Optometry's Externship Council. This course fulfills one of the clinic courses required for graduation.

8800 (579) External Rotation in Pediatric/Binocular Vision Patient Care (7)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of pediatric/binocular vision patients at an external site approved by the College of Optometry's Externship Council. This course fulfills one of the clinic courses required for graduation.

8810 (578) External Rotation in Contact Lens Patient Care (7)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of contact lens patients at an external site approved by the College of Optometry's Externship Council. This course fulfills one of the clinic courses required for graduation.

8820 (592) External Rotation in Low Vision Patient Care (7)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of low vision patients at an external site approved by the College of Optometry's Externship Council. This course fulfills one of the clinic courses required for graduation.

8830 (570) External Rotation in General Patient Care (7)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of a general population of optometric patients at external sites approved by the College of Optometry's Externship Council. This course fulfills one of the clinic courses required for graduation.

8830 (580) Supplementary Rotation in General Patient Care (7)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of general population of optometric patients at the UM-St. Louis University Eye Center, UM-St. Louis Optometric Center, or the UM-St. Louis East St. Louis Eye Center.

8840 (581) External Supplementary Rotation in General Patient Care (7)

Prerequisite: Successful completion of all first, second, and third year course work. Comprehensive clinical care of general population of optometric patients at an external site approved by the College of Optometry's Externship Council.

8870 (583) Practice Management IV (2)

Prerequisite: Successful completion of all first, second, and third year course work. Further in-depth discussion in practice management.

8880 (593) Clinic Seminar (1)

Prerequisite: Successful completion of all first, second, and third year course work. Presentation and discussion of interesting clinical patients. Additional clinical testing techniques and concepts. Further discussion of patient data analysis – the process of determining diagnosis, prognosis, and therapy. Further discussions in the optometric specialties.

8910 (594) Topics in Geriatric Optometry (3)

Prerequisite: Opt 8910 (558). This course will address concerns and options in providing optometric care to a geriatric population. New techniques, research, and public policy changes

will be discussed to assist students in assembling a global perspective on delivering health care to a specific population.

**8970 (591) Geriatric Patient Care
Delivery (3-6)**

Prerequisite: Consent of Geriatric Residency Instructors. Direct optometric patient care to a population that is largely geriatric. Emphasis will be on integrating specialty care available for these patients to provide comprehensive vision care. Two hours of direct patient care per week are required per hour of credit. In addition, the student will attend weekly supervisory meetings. May be repeated with consent of instructor for a total of 18 credits. Patient care will become more independent of direct supervision and the type of patients seen will be more varied with each repeat.

Admission, Application, Selection, Acceptance

Admission Requirements

	Semester	or	Quarter
English	2	or	3
Biology (including laboratory)*	3	or	4
Physics (including laboratory)	2	or	3
Chemistry**			
General (including laboratory)	2	or	3
Organic (including laboratory)	1	or	2
Mathematics***			
Calculus	1	or	1
Statistics	1	or	1
Psychology	2	or	2
Liberal Arts	2	or	2

*One semester (or one quarter) of Microbiology is a requirement. One semester of Anatomy or Physiology is recommended.

** One semester of Biochemistry is recommended.

***Trigonometry as a prerequisite course for Calculus must be completed either in high college or college.

All courses used to satisfy the admission requirements must have been taken at a fully accredited institution or must be acceptable by an accredited institution toward degree credit. Specific prerequisite courses must be taken for a letter grade; they cannot be taken as an Audit or on a Pass/Fail or Satisfactory/Unsatisfactory basis. Applicants must have completed 90 semester or 135 quarter hours (the equivalent of three years of college education) prior to the start of classes. The applicant cannot apply more than 60 semester-hours or 90 quarter-hours that were earned at a two-year institution toward the credit-hour requirement.

Applicants holding a bachelor's degree will be given preference over applicants with similar academic credentials who do not have a degree. There is no requirement that a student major in a specific area. Applicants to the college come from a variety of undergraduate backgrounds, such as biological sciences, chemistry, psychology, education, and business.

Admission Test

All applicants are required to take the Optometry Admission Test (OAT). The OAT is offered twice each year in February and October. Results are sent to the applicant and colleges of optometry approximately four to six weeks following the date of testing. Official test scores are acceptable for up to three years from the testing date.

Applicants are encouraged to take the examination by the fall of the year preceding anticipated entry into the College of Optometry. If applicants wish to enhance their scores, they are encouraged to repeat the examination. For an OAT application packet and additional information, contact:

Optometry Admission Testing Program
211 East Chicago Avenue
Suite 1846
Chicago, IL 60611
(312) 440-2693

Application Procedures

The Admissions Committee begins to process applications on August 1 for the class entering the following year. An applicant's file will be considered complete and ready for consideration by the Admissions Committee when the following material has been received:

1. Application;
2. \$50.00 (U.S. dollars) non-refundable application fee payable to the University of Missouri-St. Louis;
3. official college transcripts followed by updated transcripts as they become available;
4. Academic Record form;
5. official OAT results;
6. a composite evaluation prepared by the preprofessional advisory committee at the educational institution the applicant is attending. Those applicants not currently attending college or who are at an institution that does not offer a committee evaluation will be required to submit four letters of recommendation.

Official transcripts must be mailed from every college attended, regardless of whether or not credit was earned.

Letters of recommendation must be mailed directly to the college by the originator. All applicants will be required to sign a form to waive their right to review the letters of recommendation. It is the applicant's responsibility to ensure all application materials are received in the office of Student Services by

March 15 to be considered for admission to the class entering in August of the same year. Facsimile (faxed) application material will be not accepted or acknowledged. Application material received after March 15 will not be evaluated for the class entering in August of the same year. To be considered for merit scholarships, there is an early enrollment deadline. All materials must be received by December 15 in order to be considered for the early application deadline. Applications received after that time will still be considered for admission but not additional awards. All correspondence, inquiries and application material should be addressed to:

UM-St. Louis College of Optometry
Office of Student Services
8001 Natural Bridge Road
St. Louis, MO 63121-4499

Applications may also be submitted online by accessing an application at www.umsl.edu/divisions/optometry/programs/applpro.html

Students From Other Countries

In addition to the standard application procedures, applicants living outside the United States and its possessions must take the Test of English as a Foreign Language (TOEFL) and receive a minimum score of 500. Write to:

Test of English as a Foreign Language (TOEFL)
Educational Testing Service
Princeton, NJ 08530

To complete their credential file, applicants are required to furnish original and official transcripts from each college and college attended both in this country and abroad. The Educational Credentials Evaluators, Inc. or the World Education Services must evaluate all foreign college and college transcripts and their evaluation submitted as part of the application requirement. For information contact:

Educational Credentials Evaluators, Inc.
Post Office Box 514070
Milwaukee, WI 53203
(414) 289-3400
Fax: (414) 289-3411
E-mail: eval@ece.org

World Education Services
P.O. Box 745
Old Chelsea Station
New York, N.Y. 10113-0745
(212) 966-6311
Fax: (212) 966-6395

The University of Missouri-St. Louis maintains an Office of International Student Services to assist applicants who have been offered admission. All new international students are required to attend a formal orientation program before matriculation. For more information, contact:

University of Missouri-St. Louis
Office of International Student Services
8001 Natural Bridge Road
St. Louis, MO 63121-4499
(314) 516-5229

Selection Procedures

Applications are reviewed beginning in August with interviews scheduled and initiated starting in October. The College uses a "rolling admissions" process which allows qualified applicants to be admitted on an ongoing basis until the class is filled. Therefore, applicants are encouraged to apply as early as possible to ensure full consideration for admission.

The Admissions Committee has the responsibility to review and evaluate all applicants and select the best-qualified candidates. The committee considers: an applicant's overall grade point average, the grade point achieved in the sciences, any grade trend over the years in college, and the scores on the Optometry Admission Test. Concurrently, candidates are evaluated on less quantitative measures such as: extracurricular activities and interests, related or unrelated work experience, written narrative, and letters of recommendation.

Those applicants whom the committee feels to be most competitive will be invited for an on-campus interview. The on-campus interview facilitates an assessment of the applicant's communication skills, interests, motivation, and personal characteristics. In addition, the on-campus interview allows the applicant to tour the facilities, meet with currently enrolled students, present questions regarding financial aid and housing, and learn more about the University of Missouri-St. Louis and the College of Optometry. From this group of interviewed applicants, the entering class of approximately 44 students will be selected.

The policies of the University of Missouri-St. Louis and the College of Optometry comply with the provisions under those laws which forbid discrimination on the basis of race, color, sex, national origin, religion, age, handicap, or veteran status.

Admission Process

Notices of acceptance may be received as late as June of the year in which the students enter the program. If acceptance to the class is conditional, the terms of the condition must be completed prior to matriculation. Applicants who have indicated that degree requirements will be completed prior to matriculation, and who have been selected for admission, may receive a conditional offer of acceptance contingent upon completion of the degree.

Students offered admission have 15 days from the date on the offer of admission letter to make a required \$200 acceptance deposit. The \$200 deposit will be credited toward tuition when the student matriculates. The deposit is considered a non-refundable administration fee should the student not matriculate.

A certain number of applicants are placed on an alternate list. If an applicant who has been offered admission declines the offer, their position will be allocated to the next individual on the alternate list.

Notification of denial is sent by mail. If an applicant is interested in reapplying, they should contact the College of Optometry's Office of Student Services and request a reapplication packet.

Immunization

The University requires that students born after 1956 to provide documented proof of immunity for measles and rubella, through current immunization records or disease documentation by a physician. Beginning with the Fall 2002 entering class, optometry students are required to show evidence of having the Hepatitis B immunization prior to matriculation.

Residency

For a student to establish residency for fee purposes, the following criteria must be met during the 12 months prior to the academic term for which he or she is requesting residency, the student:

- Cannot be claimed as a dependent in another state;
- must reside in Missouri continuously for the 12 months prior to the academic term for which residency is being requested and provide copy of lease or contract for proof of rent and dated paycheck stubs indicating employment, along with a paycheck stub to cover time periods when not in class attendance;
- must have significant taxable earned income in Missouri during the 12 months prior to the academic term for which residency is requested. Must provide a copy of dated paycheck stubs and/or W-2 and submit a copy of federal and state income tax forms;
- have a valid Missouri driver's license, a Missouri voter's identification card, and if a car is registered in the student's name, it will need to be registered in Missouri;.
- if a permanent resident alien, must provide a copy (front and back) of the permanent resident alien card in lieu of the voter's identification card;.
- complete and submit a Petition for Residency Status form (available from the College of Optometry Office of Student Services) and submit with photocopies of the necessary documentation upon completion of the 12-month period.

Questions related to residency requirements should be directed to:

Mr. Jerry Hoffman
Residency Office
University of Missouri-St. Louis
8001 Natural Bridge Road
St. Louis, MO 63121
(314) 516-5719

Admission Guidelines for Entering First Professional Year Students

The College of Optometry supports the following guidelines recommended by the Association of Colleges and Colleges of Optometry (ASCO):

1. Applicants may be offered an acceptance for admission at any time and required to place a deposit at any time.

2. An institution should not ask accepted applicants to relinquish their alternate status at other institutions prior to the applicant's enrollment.
3. All offers of admission made prior to May 15 of the year of matriculation should allow the applicant at least two weeks in which to respond. After May 15, offers of acceptance may require a response time of less than two weeks. A statement of intent should permit the applicant to withdraw if later accepted by a college that he or she prefers.
4. The acceptance deposit, less an administration fee as determined by the individual institution, should be refunded until at least May 15. The deposit should be credited toward tuition when the student matriculates.
5. The colleges and colleges should encourage applicants accepted after May 15 to immediately notify and withdraw from colleges or colleges where a seat is being held.

Approved by the Board of the Association of
Colleges and Colleges of Optometry

June 1997

Fees & Estimated Cost of Education

Education Fees

All students enrolled in the University must pay educational fees based on either the schedule for Missouri residents or the schedule for non-residents. All optometry students will be required to pay the non-resident educational fee if they do not meet the University of Missouri residency requirements at the time of enrollment.

	Resident	Non-resident
Summer 2003*	\$4,039.20	\$8,314.84
Fall 2003	8,078.40	16,105.60
Winter 2004	8,078.40	16,105.60

The Educational Fees plateau is 16.0 credit hours. Any student enrolled for less than 16.0 credit hours will be charged per credit hour at \$504.90. Nonresidents pay a nonresident fee of \$501.70 per credit hour.

*A Summer Session is required between the third and fourth professional year.

Other Required Fees

All students are required to pay the following fees each semester:

Information Technology Fee \$9.90 per credit hour (no maximum); Student Facility, Activity, and Health Fee \$34.64 for the first credit hour during the summer and \$39.64 for the first credit hour during the Fall and Winter/Spring semester. Additional credit hours (up to the prescribed maximums are assessed at the rate of an additional \$29.64 per credit hour (maximum 6 credit hours for summer and 12 credit hours for the Fall and Winter/Spring). Student Fee Surcharge \$9.00 per credit hour (no maximum).

Parking Fee

All vehicles parked on campus require a parking permit. It is the responsibility of the student to be aware of the parking policies and procedures while using the lots at the University of Missouri St. Louis. The College of Optometry cannot be responsible for violations from students who do not purchase parking permits or adhere to the campus policies and procedures.

Parking fee \$18.00 per credit hour for Fall, Winter, and Summer Semesters. All fourth year students who are away on externship rotation must pay a minimum of \$18.00 per semester for parking.

Student Health Insurance (optional)

An Accident and Sickness Insurance plan is available to students and their dependents.

Information concerning premiums and coverage is available upon request from University Health Services. Their phone number is (314) 516-5671.

Late Registration Fee

Students registering after the close of the regular registration period must pay a \$50.00 late registration fee.

The University reserves the right to modify by increase or decrease the fees charged for attendance and other services at the University, including but not limited to educational fees, at any time when in the discretion of the governing board the same is in the best interest of the University, provided that no increases can or will be effective unless approved by the governing board not less than thirty (30) days prior to the beginning of the academic term (semester, etc.) to which the fees are applicable and such increase does not exceed ten (10) percent over the fee level existing immediately prior to the increase, with all modification of fees to be effective irrespective as to whether fees have or have not been paid by or on behalf of a student prior to the effective date of the modification.

Personal Checks

Personal checks in payment of fees or other obligations to the University will be accepted only when the amount of the check does not exceed the amount due from the student. Any checks payable to the University which are returned unpaid will be assessed a \$20 return check charge.

Delinquent Indebtedness

All delinquent indebtedness to the University must be cleared before transcripts or diplomas will be released or before the next registration period, if enrolled.

Installment Payment Plan

A plan for remitting the semester payments in installments is available through the Cashier's Office. Payments can be made in two or three installments. A late payment charge of \$5 will be assessed for each installment not paid on time. For additional information contact the Cashier's Office at (314) 516-5151.

State Reciprocal Agreement

The College of Optometry currently has a State Reciprocal Agreement for residents of Kansas. This agreement permits the College of Optometry to admit up to five eligible Kansas residents in each entering class to receive the award. The recipients of this award are charged the equivalent of Missouri educational fees. If more than five Kansas residents are admitted to the entering class, the College of Optometry will select the recipients for this award based on a combination of grade point average, admission test scores, and the interview evaluations. The recipient(s) of the award will not

be determined until all Kansas applicants have been reviewed.

To apply for this award, applicants must be certified as a bona fide Kansas resident. For Kansas residency certification, contact:

Kansas Board of Regents
 Optometry Program
 7000 S.W. Harrison, Suite 1410
 Topeka, KS 66603
 (785) 296-3518

Nebraska Contract Agreement

The College of Optometry currently has a State Contract Agreement for residents of Nebraska. This Contract permits the College of Optometry to admit one eligible Nebraska resident in each entering class to receive the award. For detailed information about the Contract and to be certified as a bona fide Nebraska resident, contact:

Dr. Donal Burns
 University of Nebraska
 3835 Holdrege
 Lincoln, NE 68583
 (402) 472-7115

Estimated Cost of Education

There are numerous factors that must be considered when determining how much it will cost for a four-year optometric education. These include required fees, textbooks, equipment, and cost of living. Additionally, financial aid in the form of scholarships and assistantships should be considered.

Beginning in 1996, in an effort to provide financial assistance to students, Departmental Awards have been provided to all students. Although historical trends cannot predict future ones, the amount of departmental awards have increased substantially each year for the past five years.

Through the 2000-2001 academic year, departmental Awards equal to \$1,600 per year for all residents and \$3,400 per year for all non-residents were provided. During the 2001-2002 academic year the Departmental Awards were increased to \$2,500 per year for all residents and \$4,700 per year for all non-residents. Departmental Awards for the 2002-2003 year have been set at \$3,500 for residents, \$6,500 for nonresidents. In addition, students enrolled in the required Summer Session (between the third and fourth professional year) have received an additional Departmental Award equal to \$1,000 for all residents and \$1,900 for all non-residents.

A total of seven renewable scholarship (assistantship) awards ranging from \$3,000 to \$20,000 per year are awarded to entering students. All of these factors, in addition to the fact that the cost of living in St. Louis is quite favorable when compared to other metropolitan areas, equate to an average four year debt which is equal to \$103,200.00.

Example of Fall Semester 2003 Fees for a Non-resident Student based on 16 credit hours

Educational Fee	\$16,105.60
Computer Fee	158.40
Student Facility, Activity, and Health Fee	365.68
Less Departmental Award (1/2 of \$6,500)	-3,250.00
<hr/>	
Total	\$13,379.68

Textbooks and Equipment

	<u>Required Textbooks</u>	<u>Required Equipment</u>
1st Year Student	\$887.23	\$ 1,174.82
2nd Year Student	936.06	2,417.71
3rd Year Student	1,369.62	0.00
4th Year Student	0.00	0.00

Financial Aid

The University of Missouri-St. Louis maintains an Office of Student Financial Aid to assist students with the cost of their education.

Financial assistance is available in the form of grants, loans, scholarships, and work-study. Funds for these programs are available from federal, private, state, and institutional resources. To apply for financial aid, students must complete a Free Application for Federal Student Aid (FAFSA). Preference will be given to those students who have completed the FAFSA by April 1. Preference means that the Student Financial Aid Office will begin awarding FWS (Federal College Work-Study), Federal SEOG (Federal Supplemental Educational Opportunity Grant) and Federal Perkins Loan funds. A completed financial aid application means that the Financial Aid Office has received an official Student Aid Report from the Federal Processing Center.

The Student Financial Aid Office maintains a Web site at www.umsf.edu/services/finaid, where students will find useful information along with the ability to contact the office electronically via e-mail. Also included is a scholarship directory that is updated biweekly.

To be considered for all university scholarships offered through the Financial Aid Office, a student must be accepted for admission. A scholarship application must be completed to apply for scholarships awarded through Student Financial Aid. All incoming students should complete the Incoming Freshman Scholarship Application. Continuing students should complete the Continuing Student Scholarship Application.

Many state optometric associations and their auxiliaries offer scholarships and grants. Application is generally made directly to the state association or auxiliary and selection is generally made on the basis of state residence and other criteria. Information may be obtained by writing to the various state optometric associations and/or auxiliaries.

The College of Optometry will provide additional information about scholarships and the college's Handbook of Loans, Scholarships, Grants, and Awards to applicants during the interview process.

Eligibility for Federal Aid

All recipients must meet the following general eligibility requirements:

- be a U.S. citizen or eligible non-citizen;
- be making satisfactory academic progress;
- not owe a refund on a Pell Grant or be in default on a Federal Education Loan;
- be registered for Selective Service (if required);
- have financial need (except for William D. Ford Direct Loan, formerly called Unsubsidized Stafford Loan).

Note: Eligible Non-citizen is a U.S. permanent resident who has an I-151 or I-1551 (Alien Registration Receipt Card). Students on an F1 or F2 student visa only, or on a J1 or J2 exchange visitor visa only, cannot receive federal student aid.

Application Process

To apply for federal aid, complete the Free Application for Federal Student Aid (FAFSA) and mail it to the federal processor in January or as soon as possible thereafter. For those applicants with Internet access, the FAFSA may be completed on the Web at www.fafsa.ed.gov. (Caution: Do not submit more than one application.) The University of Missouri-St. Louis code is 002519. Applications become available in most college and university Student Financial Aid offices after January 2.

In order to be considered for campus need-based programs (e.g., Perkins, Federal Work-Study), the FAFSA must be processed by the federal processor by the "priority" deadline of April 1. Applications filed thereafter will be considered on a "funds available basis." Late filers, in order to apply, must complete a Request form; this form is available in the University's Office of Student Financial Aid.

Note: Independent optometry students, who wish to be considered for the full range of financial aid, must provide parent information. Specifically, the Health Professional Student Loan (HPSL), Loan for Disadvantaged Students (LDS), and Scholarship for Disadvantaged Students (SDS) require parent information from independent students.

At the present time, the following financial assistance programs are available:

Federal Work-Study (FWS)

The FWS program provides jobs for those students who are enrolled at least half-time and have demonstrated need for financial assistance in meeting their education expenses. The maximum amount is \$2,500 per academic year.

The FWS program provides jobs on campus at a wage per hour at least equal to the current minimum wage. Eligible students may be employed for 40 hours per week during the summer and no more than 20 hours per week during the academic year.

Veterans Benefits

Veterans eligible to receive monthly benefits or widows and children of deceased veterans who are interested in applying for benefits should contact the University's Veterans Office, 269 Millennium Student Center, for information.

Veterans enrolled at the University must achieve special academic standing. All veterans should read the current Handbook of Educational Benefits, published by the Office of Veteran Affairs. This booklet explains the regulations and procedures that apply to them. Veterans are responsible for abiding by these special regulations.

Financial Aid Appeal

The University of Missouri-St. Louis has an established financial aid appeals procedure. An aid applicant can raise questions or appeal the offer, or lack of an offer, of financial aid if not satisfied. Refer to Financial Aid Appeals in the Appendix.

Loans

Perkins Loan

The Perkins Loan program is for students who are enrolled at least half-time and have demonstrated extraordinary need for financial assistance in meeting educational expenses. Graduate or professional degree-seeking students may borrow up to \$40,000. The \$40,000 includes Perkins Loan Funds a student may have borrowed for undergraduate study.

A Perkins Loan bears a 5% interest on the unpaid balance, beginning nine months from the date the borrower ceases to be at least a half-time student. The repayment period can be extended up to ten years.

Health Professions Student Loan (HPSL)

The HPSL program is for students to pursue a course of study in specified health professions by providing long-term low interest loans (5 percent). The maximum loan amount cannot exceed the cost of attendance. HPSL award levels are subject to availability of funds.

Loan for Disadvantaged Students (LDS)

The LDS program is for students to pursue a course of study in specific health professions by providing long-term low interest rate loans (5 percent) to students from economically disadvantaged backgrounds.

William D. Ford Federal Direct Student Loan Program

The aggregate amount allowed between the Subsidized and Unsubsidized is \$189,125.00; this includes loans borrowed for undergraduate study. The interest rate is variable and may change each July 1. There is a period of 10-30 years to repay.

Subsidized

Award amounts are based on need; the maximum award per year is \$8,500. The government pays the interest during in-college, grace, and deferment periods.

Unsubsidized

Award is not need based; the maximum award per year is \$10,000. The borrower is responsible for the interest during in-college, grace, and deferment periods.

Arkansas Optometric Association Student Loan Fund

Arkansas resident students who have completed two years of optometry college may apply for a low interest rate loan through the Arkansas Optometric Association.

Canadian Higher Education Loan Program (CanHELP) and International Student Loan Program (ISLP)

Canadian and international students enrolled in U.S. programs may apply for CanHELP and ISLP loans through the International Education Finance Corporation.

Iowa Loans

The Iowa Optometric Foundation offers three (3) types of loans to students who are residents of Iowa: 1) Long-term loans with a maximum of \$4,000 per year; 2) Emergency loans with a maximum of \$300; and, 3) Loans for beginning optometrists in the state of Iowa with a limit of \$5,000.

Ohio Loans for Ohio Students

Students who are residents of Ohio may apply for a loan that has a maximum 15-year repayment. The maximum amount is the cost of attendance less financial aid received.

St. Louis Scholarship Foundation Loan

The Scholarship Foundation of St. Louis offers a loan to residents of St. Louis City, St. Louis County, Franklin County, Jefferson County, or St. Charles County. The loan is interest free and is based on financial need.

Hattie M. Strong Foundation Student Loan

The Hattie M. Strong Foundation offers a loan to students entering their final year of study. This loan has a maximum amount of \$2,500 and is interest free.

College of Optometry Emergency Student Loan

The College has a short-term loan program through which a currently enrolled student may borrow up to \$1,500 per semester to meet emergency expenses; the loan must be repaid by the end of the current semester. To request a loan, a student must complete and submit a form to the College of Optometry Office of Student Services; this form is available in the Office of Student Services.

Scholarships, Fellowships, and Grants

Many scholarships and awards are available from many sources. The College of Optometry can not assume responsibility for listing a scholarship or award which is no longer available. As of the publication of this document, these were known to exist. Not all scholarships and awards are administered by the College of Optometry or the University of Missouri-St. Louis. Students must contact the outside entity for those scholarships and awards administered outside the university or college.

Scholarship for Disadvantaged Students (SDS)

The SDS program is for students to pursue a course of study in specific health professions by providing funds to students with exceptional financial need who are from disadvantaged backgrounds. SDS award levels are subject to availability of funds.

Indian Health Scholarship (IHS)

Through the Department of Health and Human Services Public Health Service Act, the National Health Service Corps (NHSC) offers a competitive scholarship to any U.S. citizen or national who is enrolled or accepted for full-time enrollment in a nationally accredited college or training program of

a participating discipline (including optometry), eligible for Federal employment either under the Civil Service or in the Commissioned Corps of the U.S. Public Health Services, and free of other service obligations which might conflict with the service obligations of the NHSC. Special preference is given to eligible American Indian and Alaskan Native applicants who are certified by the Indian Health Service for such status. The scholarship recipient receives full tuition, required fees and a monthly stipend.

Air Force Scholarship

Sponsored by U.S. Armed Forces (Air Force)

Award: 100% tuition and fees, expenses, and monthly stipend.

Eligibility: Be a U.S. citizen and physically qualified for an Air Force commission; be currently enrolled in or accepted for the next enrolled class of a College of Optometry; and have completed the Optometry Admission Test (OAT).

Alberta Scholarship

Sponsored by Alberta Association of Optometrists

Award: Up to three (3) \$500

Eligibility: Resident of Alberta

Alumni Scholarship

Sponsored by the College of Optometry Alumni

Award: Variable, as available.

Eligibility: Any enrolled student.

(A.H.) Basman, O.D. Bursary

Sponsored by the Manitoba Optometric Society

Award: \$500

Eligibility: Manitoba resident.

Army Scholarship

Sponsored by U.S. Armed Forces (Army)

Award: 100% tuition, fees, expenses, and monthly stipend.

Eligibility: Be a citizen of the U.S.; be enrolled in or have a letter of acceptance from an accredited college or college of optometry located in the U.S. or Puerto Rico; and meet the prescribed eligibility criteria for appointment as a commissioned officer.

Barnes St. Peters Hospital Scholarship

Sponsored by Barnes St. Peters Hospital Auxiliary

Award: \$500

Eligibility: 3.0 GPA and reside in St. Charles County, Missouri

Bellingrath Scholarship in Optometry

Sponsored by Dr. and Mrs. Edward Bellingrath

Scholarship Fund administered through UMSL

College of Optometry

Award: \$1,000

Eligibility: Demonstrated student leadership and civic responsibility; must be nominated by a faculty member, a staff member or an alumnus/a.

Beta Sigma Kappa Research Grant

Sponsored by Beta Sigma Kappa
Award: Not to exceed \$1,000.

Eligibility: Currently enrolled student (preferably above the 1st year); student does not have to be a member of Beta Sigma Kappa. A faculty advisor is required to oversee the project and to assure that a final report is submitted to BSK by the student.

Brazelton Memorial Award

Sponsored by the American Academy of Optometry, Low Vision Section
Award: \$500 and a commemorative plaque
Eligibility: Any enrolled student.

Chancellor's Assistantship

Co-sponsored by the Chancellor's Office and the College of Optometry
Award: Varies depending on funds available.
Eligibility: Entering student based on grade-point average, Optometry Admission Test (OAT) score, interview for admission, and letters of recommendation.

Corning Scholarship

Sponsored by Corning, Inc.
Award: (2) \$3,000
Eligibility: Any third year student attending any college or college of optometry which is a fully accredited member of the Association of Colleges And Colleges of Optometry (ASCO).

Departmental Award

Sponsored by the College of Optometry
Award: Varies, subject to the availability of funds
Eligibility: Currently enrolled, full-time student.

Essilor of America Student Grant Award

Sponsored by Essilor of America, Inc. competitive entry through UMSL College of Optometry
Award: \$500 per college plus entry into national judging
Eligibility: Third or fourth year student.

(Dr. Monty) Friedow Memorial Scholarship

Sponsored by the South Dakota Affiliate to the American Foundation for Vision Awareness
Award: \$1,000
Eligibility: Resident of South Dakota.

(Helen L.) Gadell Scholarship in Optometry

Sponsored by the Helen L. Gadell Scholarship Fund administered through UMSL College of Optometry
Award: \$500

Eligibility: Full-time optometry student beginning the third or fourth year of the program; must have a minimum cumulative grade-point average of 3.0; demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA).

(Dr. Seymour) Galina Grant

Sponsored by American Optometric Association administered through UMSL College of Optometry
Award: \$2,500
Eligibility: Beginning fourth year student; member in good standing of the American Optometric Student Association (AOSA).

(Mary M.) Gilbert Scholarship in Optometry

Sponsored by the Mrs. Mary M. Gilbert Scholarship Fund administered through UMSL College of Optometry
Award: \$500
Eligibility: Minimum grade point average of 3.0 and a member of the American Academy of Optometry and/or the American Optometric Association.

(Tole) Greenstein Memorial Papers Award

Sponsored by Optometric Extension Program Foundation, Inc.
Award: \$500
Eligibility: Optometry student.

(Gary) Gross Scholarship

Sponsored by American Optometric Foundation in memory of Dr. Gary Gross
Award: (2) \$2,500
Eligibility: Any fourth year student attending an accredited college or college of optometry who is a resident of Illinois, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin.

Hawaii Scholarship

Sponsored by Hawaii Optometric Association
Award: \$500
Eligibility: Resident of Hawaii.

Image Scholarship

Sponsored by Image, Inc.
Award: Amount will be determined by the Image Education Committee.
Eligibility: Hispanic ancestry; official admission to a state/community college or university as a full-time student; GPA of "C" or above.

International Order of the King's Daughters and Sons Health Careers Scholarships

Sponsored by International Order of the King's Daughters and Sons
Award: Variable.
Eligibility: Applicants may be from any health care field.

The William R. Jackson Jr., O.D. Memorial Scholarship

Sponsored by Dr. William R. Jackson Jr. Estate
Administered through the College of Optometry
Award: Variable
Eligibility: Currently enrolled; resident of Missouri at time of matriculation.

The William R. Jackson Jr., O.D. Memorial Scholarship

Sponsored by Dr. William R. Jackson Jr. Estate
Administered through the Missouri Optometric Foundation, in cooperation with the UMSL College of Optometry
Award: ten (10) \$3,000 to \$4,000, varies by academic year.
Eligibility: Currently enrolled; resident of Missouri; financial need; GPA 3.0.

The William R. Jackson Jr., O.D. Memorial Scholarship

Sponsored by Dr. William R. Jackson Jr. Estate
Administered through the Missouri Optometric Foundation in cooperation with the UMSL College of Optometry
Award: Variable
Eligibility: Currently enrolled fourth year student; resident of Missouri; based on external rotation site selected by the Missouri Optometric Foundation.

Kansas Optometric Foundation and the Kansas Foundation for Vision Awareness Scholarships

Sponsored by the Kansas Optometric Foundation and the Kansas Foundation for Vision Awareness
Award: Two (2) \$1,000 awards
Eligibility: Accepted or enrolled students and resident of Kansas

Will G. Kelley Memorial Scholarship

Sponsored by the National Optometric Association
Award: \$1,000
Eligibility: Scholastic achievement, honors and awards for scholastic and community activity, communication skills, extracurricular activities, and financial need.

Dr. Robert A. Koetting Scholarship

Sponsored by Dr. Robert A. Koetting and friends of Dr. Robert A. Koetting Scholarship Fund administered through UMSL College of Optometry
Award: Variable
Eligibility: Beginning fourth- year optometry student; minimum grade-point average of 3.5; member of the American Academy of Optometry and/or the American Optometric Student Association.

Merit Scholarship

Sponsored by the College of Optometry
Award: \$20,000 per year

Eligibility: Entering first year student and a non-resident.

Merit Minority Scholarship

Sponsored by the College of Optometry
Award: \$20,000 per year if non-resident; 2/3 of educational fee if resident
Eligibility: Entering first year student.

Merit Resident Scholarship

Sponsored by the College of Optometry
Award: \$3,000 per year
Eligibility: Entering first year student

Michigan Scholarship

Sponsored by American Foundation for Vision Awareness Michigan Affiliate
Award: (3) \$700
Eligibility: Resident of Michigan; completion of application in 3rd year; 'B' average or better; must demonstrate need of financial assistance; must sign letter of intent to practice ethical optometry according to the AOA rules of practice.

Minnesota Scholarship

Sponsored by American Foundation for Vision Awareness-Minnesota Affiliate, Inc.
Award: \$1,000
Eligibility: Resident of Minnesota; entering first year student.

(Dr. Leslie) Mintz Scholarship

Sponsored by the Dr. Leslie Mintz Scholarship Foundation
Award: \$500 to \$1,000
Eligibility: Resident of New Jersey; enrolled full-time at an accredited college of optometry.

Missouri Affiliate Scholarship

Sponsored by American Foundation for Vision Awareness-Missouri Affiliate, Inc.
Award: \$1,500
Eligibility: Must have completed two years of optometry college; must have been a resident of Missouri for the past eight (8) years; cannot be a previous scholarship winner.

Jackson/MOF Excellence in Education Scholarship

Administered by the William R. Jackson Jr. Estate
Sponsored by the Missouri Optometric Foundation administered through UMSL College of Optometry
Award: 2/3 tuition up to \$11,000 annually, renewable if recipient maintains a 3.5 grade point average and no disciplinary action. Offered currently every four years only.
Eligibility: Entering student and resident of Missouri, with highest GPA and OAT score of all Missouri applicants.

National Eye Institute Predoctoral Research Fellowship (Summer Research Program)

Sponsored by National Eye Institute of the National Institutes of Health

Award: Variable

Eligibility: Currently enrolled optometry students attending University of Houston, University of Missouri-St. Louis, Northeastern State University, Pennsylvania College of Optometry, or Southern California College of Optometry.

Navy Scholarship

Sponsored by U.S. Armed Forces (Navy)

Award: 100% tuition, fees, expenses, and monthly stipend.

Eligibility: Student must be fully accepted for the next entering class; be a citizen of the United States; be of good moral character; and must meet the physical requirements for a Navy commission.

Nebraska Scholarship

Sponsored by American Foundation for Vision Awareness-Nebraska Affiliate

Award: \$1,000

Eligibility: Any 1st, 2nd or 3rd year optometry student who is a Nebraska resident and is not employed by an optometrist, an optometric organization or an optical firm, or related to any person in the above categories.

(Julius F.) Neumueller Award in Optics

Sponsored by the American Academy of Optometry

Award: \$500 and reimbursement for air (coach) travel to the annual meeting of the American Academy of Optometry.

Eligibility: Any student pursuing a Doctor of Optometry degree in a college or college of optometry.

New Jersey Scholarship

Sponsored by the New Jersey Chapter of the American Academy of Optometry

Award: \$2,500

Eligibility: Resident of New Jersey or an individual with strong ties to New Jersey.

Non-resident Assistantship

Sponsored by the College of Optometry

Award: \$7,000

Eligibility: Entering student

Optometric Extension Program Senior Student/Recent Graduate Research Grant

Sponsored by Optometric Extension Program

Award: \$500

Eligibility: Senior or recent graduate conducting research concerning behavioral aspects of vision and clinical applications.

Optometric Student Scholarship

Sponsored by Optometric Society of Greater Kansas City, Inc.

Award: \$500

Eligibility: Resident of greater Kansas City area; 2nd, 3rd or 4th year student not on academic or disciplinary probation.

Petry-Lomb Scholarship/Research Grant

Sponsored by Rochester New York Optometric Society

Award: \$1,000

Eligibility: Optometry or graduate student in an accredited college or college of optometry who has financial need as determined by application and interview; in good academic standing; and a sincere desire to practice optometry in upstate New York after graduation.

RGP Clinical Excellence

Sponsored by RGP Lens Institute administered through UMSL College of Optometry

Award: RGP Fitting Set

Eligibility: Third year student.

(Hilda L.) Rand Scholarship

Sponsored by the Auxiliary to the Maine Optometric Association

Award: \$500

Eligibility: Resident of Maine.

Rhode Island Scholarship

Sponsored by Auxiliary to the Rhode Island Optometric Association

Award: To be announced.

Eligibility: Resident of Rhode Island; first year student.

Salierno Scholarship

Sponsored by American Optometric Foundation

Award: \$1,000 annually.

Eligibility: First year student pursuing an O.D. degree; second, third or fourth year student pursuing O.D. degree but must have 3.0 ("B") cumulative GPA in optometry program.

Saskatchewan Scholarship

Sponsored by the Saskatchewan Optometric Foundation and the Saskatchewan Association of Optometrists

Award: \$500 per year.

Eligibility: Resident of Saskatchewan.

Secretary's Award for Innovation in Health Promotion and Disease Prevention

Sponsored by U.S. Department of Health and Human Services

Award: \$250 to \$3,000

Eligibility: Student must be enrolled full or part-time in a higher degree health professions educational

program in a college that is affiliated, through a participating association, with the Federation of Associations of Colleges of the Health Professions.

Silhouette Scholarship

Sponsored by Silhouette Optical, Ltd.
Award: \$1,000
Eligibility: Third professional year student.

Skeffington/Alexander Award

Sponsored by Optometric Extension Program Foundation, Inc.
Award: \$1,000
Eligibility: Any student.

(Dr. A.M.) Skeffington Memorial Scholarship

Sponsored by friends of Dr. A.M. Skeffington and Dr. Robert L. Mobley Scholarship Fund administered through UMSL College of Optometry
Award: Variable
Eligibility: Fourth year optometry student with demonstrated interest in pursuing the specialty of binocular vision, vision perception, and vision therapy.

Student Leadership Award

Sponsored by the American Optometric Association entry through UMSL College of Optometry
Award: \$1,000
Eligibility: Third year student in good standing in the American Optometric Student Association and the American Optometric Association and in good academic standing at a college/college of optometry.

Student Travel Fellowship

Sponsored by American Academy of Optometry
Award: \$500 Travel Grants.
Eligibility: Student enrolled in O.D. or residency program or enrolled in vision science graduate program.

Travel Award

Sponsored by Alcon Laboratories
Administered through the Heart of America Chapter of the American Academy of Optometry
Award: Variable
Eligibility: Third year student and member of the American Academy of Optometry.

Vision Service Plan Scholarship

Sponsored by Vision Service Plan administered through UMSL College of Optometry
Award: (2) \$2,000 and plaque
Eligibility: Awarded to fourth year students who have demonstrated excellence in primary eye care, are in the top half of their class and have a commitment to enter the independent practice of optometry.

Wal-Mart Scholarship

Sponsored by Wal-Mart administered through UMSL College of Optometry
Award: Three (3) \$1,000 awards
Eligibility: Second, third, or fourth year student, minimum grade-point average of 3.0, employed as an associate of Wal-Mart Vision Center or an affiliated optometrist.

Washington Affiliate Scholarship

Sponsored by American Foundation for Vision Awareness-Washington Affiliate
Award: \$500
Eligibility: Resident of Washington.

Wisconsin Scholarship

Sponsored by Wisconsin Optometric Association and the Auxiliary to the Wisconsin Optometric Association
Award: \$250 scholarship and \$500.
Eligibility: Resident of Wisconsin for at least three years; must have completed one year of optometry college.

Women in Optometry (WinO) Scholarship

Sponsored by the WinO Scholarship Fund administered through UMSL College of Optometry
Award: approximately \$500 annually
Eligibility: Preference is given to a female, but it is awarded to the student demonstrating the most financial need. It is awarded in the second semester of the student's first year.

Wyoming Scholarship

Sponsored by Auxiliary to the Wyoming Optometric Association
Award: \$500
Eligibility: Resident of Wyoming; completed first professional year.

Graduation Awards

Graduating students receive a number of awards at the Honors Banquet that honor their academic and clinical achievements. Among these are:

Alcon Fourth Year Case Study Award

Sponsored by Alcon Laboratories, Inc.

Award: \$1,000

Eligibility: Awarded to the graduate who has written the best case study determined to be the most qualified entry that used an Alcon product.

A. M. Skeffington Memorial Scholarship Award

Sponsored by the A. M. Skeffington and friends of Dr. Robert Mobley Scholarship Fund

Award: Plaque

Eligibility: Awarded to a graduate for excellence in binocular vision anomalies, pediatric optometry, binocular vision and space perception, as well as an interest in the principals of Dr. Skeffington and the Optometric Extension Program.

Clinical Binocular Vision/Vision Therapy Award

Sponsored by the College of Optometry

Award: Certificate

Eligibility: Awarded to a graduate in recognition of clinical performance in the area of binocular vision/vision therapy.

Clinical Excellence Award

Sponsored by the RGP Lens Institute

Award: Plaque and RGP Diagnostic Lens Set

Eligibility: Awarded to a graduate in recognition of clinical performance in the area of binocular vision/vision therapy.

Clinical Optometry Award

Sponsored by Ozarks Optical Laboratories, Inc.

Award: \$1,000 and plaque.

Eligibility: Awarded to the graduate whose clinical skill and professional demeanor has been judged outstanding.

Contact Lens Clinical Award

Sponsored by Paragon Optical, Inc.

Award: (2) Plaques

Eligibility: Awarded to the graduate who has demonstrated clinical excellence in the field of contact lenses.

Corning Low Vision Award

Sponsored by Corning Medical Optics

Award: Corning trial kit valued at \$540.

Eligibility: Awarded to the graduate who has demonstrated interest and exceptional clinical proficiency in the area of low vision.

Dean's and the Dr. M. Earl McClellan Memorial Awards

Sponsored by the Missouri Optometric Foundation and the College of Optometry

Award: \$1,000 and plaque

Eligibility: Awarded to a graduate for outstanding scholarship.

Essilor Award for Excellence in Ophthalmic Optics

Sponsored by Essilor of America, Inc.

Award: Corneal Reflection Pupilometer

Eligibility: Awarded to the graduate who has demonstrated academic and technical excellence in the field of ophthalmic optics and ophthalmic dispensing.

(William) Feinbloom Low Vision Award

Sponsored by Designs for Vision, Inc.

Award: Trial lens set.

Eligibility: Awarded to the graduate who has demonstrated excellence in both the didactic and the clinical aspects of low vision care.

(Dr. William R.) Jackson Jr. Memorial Award

Sponsored by the Missouri Optometric Foundation

Award: One (1) \$3,000 and two (2) \$1,000

Eligibility: Awarded to a graduating student who best exemplifies independent professional optometry. Three students are selected by peer vote by the members of the graduating class. They are personally interviewed and the recipient is chosen by the Missouri Optometric Foundation Board of Directors.

Laser Vision Centers Award

Sponsored by the Laser Vision Centers, Inc.

Award: Crystal Trophy and a trip to the ophthalmic practice of Dr. Richard Lindstrom in Minneapolis, MN

Eligibility: Awarded to the graduate with outstanding achievement in the field of ophthalmic lasers.

(Charles C.) Matlock Memorial Award

Sponsored by the Charles C. Matlock Family

Award: Plaque

Eligibility: Awarded to the graduate who has achieved distinction in the area of pediatric optometry.

Ocular Instruments Award of Excellence

Sponsored by Ocular Instruments

Award: Certificate of Achievement and a certificate that may be redeemed for any diagnostic lens in the Ocular Instruments Catalogue (up to a \$295 value).

Eligibility: Awarded to the graduate who has demonstrated academic and technical excellence in the field of ophthalmic optics and ophthalmic dispensing.

Silver Medal Award

Sponsored by Beta Sigma Kappa International Optometric Honor Fraternity

Award: Silver Medal

Eligibility: Awarded to a graduate for outstanding scholarship.

Vistakon Award of Excellence in Contact Lens Patient Care

Sponsored by Vistakon

Award: \$1,000 and plaque.

Eligibility: Awarded to the graduate who provided outstanding clinical contact lens patient care as indicated by his or her knowledge of the subject matter and demonstrated clinical skills in managing contact lens patients.

Office of Student Services

The primary function of the College of Optometry Office of Student Services is to administer all student services and address student needs. More specifically, the office staff.

- administers the College's student recruitment and admissions programs;
- prepares and distributes the Schedule of Courses;
- coordinates registration;
- provides academic counseling;
- maintains all student records and the College's academic records;
- provides students with housing information;
- coordinates placement activities;
- processes applications to state boards;
- administers the Tutorial Service;
- assists with activities such as the Honors Banquet and Commencement;
- advises student organizations;
- acts as an information source for the student body;
- provides other services as specific needs arise.

The Office of Student Services publishes the College of Optometry Bulletin, the Optometry Student Handbook, the Handbook of Loans, Scholarships, Grants, and Awards, the Optometry Housing Reference Guide, and the Surv-Eye-Val Guide, that is distributed to students.

In addition, the Office of Student Services will assist undergraduate advisors in the selection of appropriate pre-optometry courses at their institution and coordinates "Optometric Workshops" during the year for prospective students.

Student Services

The University and the College offer numerous services to assure the students' physical and emotional well-being while pursuing the professional program. All services are included in the UM-St. Louis Student Academic Planner and/or the (optometry) Student Handbook. These publications are given to entering students during the orientation program. Some of the services offered by the University and the College are:

Millennium Student Center

The Millennium Student Center is the location of the Women's Center, University Bookstore, Food Service, Student Activities offices, Student Government offices, *The Current* student newspaper, and various meeting rooms and study lounges. The Center is also the location of Financial Aid, Health Services, and the Cashier. Banking and copying services are also available.

Emergency Motorist Assist

As a service to motorists on campus, an emergency vehicle operates 7am-11pm, Monday through Thursday and 9am-5pm on Friday to assist in unlocking car doors when keys have been locked inside, jump-starting cars with dead batteries and securing outside towing service in the event major repair is needed. 516-5155.

Emergency Phones

Emergency phones on campus provide a direct line to the campus police. They may be utilized to report such problems as injury and car trouble, and are located at various sites on campus and near most major parking areas.

Parking

All vehicles parked on campus require a parking permit. The parking fee for Fall, Winter, and Summer Semesters is \$18.00 per credit hour.

Failure to comply with traffic regulations may subject students to disciplinary action, payment of an additional fee, and the denial of the privilege to operate a motor vehicle on campus. Copies of Traffic Regulations for the University of Missouri-St. Louis are available at UM-St. Louis Institutional Safety and the Cashier's

Office. The College of Optometry cannot take responsibility for the payment of penalties in the event that students violate these policies.

MetroLink Pass Program

The University of Missouri-St. Louis has purchased for its students a prepaid pass program with Bi-State Development Agency. Students may ride at no charge on all MetroLink and Bi-State buses in metropolitan St. Louis (St. Louis County, the City of St. Louis, and the Illinois counties of Madison and St. Clair) when classes are in session. The program is renewable each semester for all currently enrolled students.

To participate in the program, students must have an official University of Missouri-St. Louis student photo ID with a current semester decal. Decals are available at the Cashier's Office, 284B Millennium Student Center, upon payment of tuition and fees.

Campus Shuttles

UM-St. Louis operates a campus shuttle for students when classes are in session. Students may use this service free of charge. The shuttles stop at numerous locations on the North and South campuses. Schedules and routes are posted at various locations across campus.

Bookstore

The Bookstore is located in the Millennium Student Center and is headquarters for ordering textbooks and supplementary reading materials. In addition to textbooks, popular hardback and paperback offerings and other books for enjoyment and learning are available; the Bookstore can order any book in print. The Bookstore also has gift items, cards, insignia items, and college supplies. 516-5763 or www.umsl.edu/services/bookstore/index.htm

Information Technology Services

The Office of Information Technology Services provides microcomputer and mainframe support for your academic needs. There is no additional charge for use of these facilities. Non-credit short courses are offered in the fall and winter semesters that provide hands-on experience. 516-6000 or www.umsl.edu/technology

Internet Service

The University provides a no charge, dial-up internet service so that students may check email, browse online course material, and conduct online research from home. The following link should provide students with all the needed information
http://www.umsi.edu/technology/tsc/dialup/facstaff_dialup/facstaff_dialup.html If you have problems with setting up the dialup, you can contact the Technology Support Center at 314-516-6034.

Student Computing Services

UM-St. Louis provides a wide array of computing services. Student computing services are funded through the Instructional Computing Fees. These fees support eight open access computing laboratories.

There are Windows NT, Windows 3.1, Macintosh, and UNIX workstations available. All of the labs provide laser printing and all are staffed with student lab assistants who can provide assistance in usage of the machines and with selected software applications.

In addition, a Student Resource Center has special hardware and software to meet additional needs of students. The resources in this room include a color scanner, a color printer, special multi-media software, and a portable projection unit. The equipment in this room can be reserved by contacting the supervisor of the Student Computing Labs.

Child Development Center

The Child Development Center is a campus-based child care center serving the UM-St. Louis and surrounding communities. It is the intent of the Center to provide high quality children's and parent programs, staff development and teacher training, and serve as a site for child study/research. The Center, located in the South Campus Classroom Building of the South campus, provides full and half-day care for children who range in age from six weeks to five years. A summer program for college-age children five to 12 years old is also available.

Child care fees vary according to the age of the child and the attendance schedule. The Center phone number is (314) 516-5658.

Parents are advised to call well in advance of needs, as there are usually long waiting lists for the daytime program.

Health and Fitness Facilities

The facilities available in the Mark Twain Building are numerous and varied to meet the needs of almost every athletic interest. The building includes the athletic and physical education departments and all indoor intercollegiate and intramural-recreational activities.

The indoor swimming pool is available to all members of the University community for daily open recreation. Other areas of interest in the Mark Twain Building include an indoor running track, new fully equipped weight room/fitness center, an aerobics fitness center, saunas and whirlpool, four courts available for handball and racquetball on a reservation basis, and a training room and locker rooms for both men and women. Lockers in both the men's and women's areas may be checked out to students, faculty, staff, and alumni on a semester basis. In order to obtain additional information regarding locker room services, check with the attendant on duty.

The largest single area of the Mark Twain Building is the gymnasium, which has a seating capacity of 4,700 when all of the portable bleachers are utilized. When the bleachers are retracted, the gymnasium includes three basketball courts on the main floor, as well as one court on each of the deck areas, one floor level above the main basketball court. Both the main gym floor and the deck areas can be used for such activities as volleyball and badminton plus a wide range of other activities found in the University's comprehensive program of intramural and recreational sports.

In addition to the indoor facilities, the UM-St. Louis athletic complex contains approximately six acres of outdoor space including soccer, baseball, and softball fields, six tennis and two outdoor handball courts, and an intramural/recreational playfield. Also available is a 1.5 mile "Fit" Trail which winds through campus and a new "Fit" Court located west of the building.

University Health Services

University Health Services offers first-aid, general health consultations, and referral

services. Blood pressure checks and screening tests for vision and hearing are done routinely. Free pamphlets on various health matters are also available. University Health Services also offers health education and screening programs throughout the year.

Handicapped Parking Permits are issued by University Health Services upon presentation of a Medical Certificate verifying a disability. In addition, a regular parking sticker and car license number are necessary in order to process an application for Handicapped Parking.

Brochures, applications, and claim forms for the Student Accident and Sickness Insurance Plan are available at University Health Services.

University Health Services is located in the Millennium Student Center and is open 8:00 am-9:00 pm, Monday through Thursday, and 8:00 am-5:00 pm on Friday. Evening hours are in effect only when evening classes are in session. 516-5671 or www.umsl.edu/services/health/

Drug and Alcohol Prevention Program

Pursuant to the Drug-Free Colleges and Communities Act Amendments of 1989, the University of Missouri-St. Louis is required to establish a drug and alcohol prevention program for its students and employees. A biennial review of this program will be done to determine its effectiveness, to implement changes to the program if they are needed, and to ensure the University's disciplinary sanctions are consistently enforced.

Standards of Conduct

University of Missouri regulations prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs by University students and employees on University-owned or controlled property and at University-sponsored or supervised activities.

Legal Sanctions

Local, state, and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

University Discipline

Violation of these University of Missouri regulations can result in disciplinary action up to and including expulsion for students and discharge for employees.

Health Risks

Specific serious health risks are associated with the use of illicit drugs and alcohol. Some of the major risks are listed below.

Alcohol and Other Depressants (barbiturates, sedatives, and tranquilizers): Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

Marijuana: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema (particularly in cigarette smokers), impairment of driving ability.

Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

Hallucinogens (acid, LSD, PCP, MDMA, etc.): Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, coma.

Narcotics (heroin, Demerol, Morphine, Codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.

Inhalants (gas, aerosols, glue, nitrites, etc.): Loss of consciousness, suffocation, damage to brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

Resources

A variety of resources exist for drug or alcohol counseling, treatment, or rehabilitation programs. For detailed information concerning these resources available from the University and/or community agencies, students, employees, and faculty may contact the offices below. Such referrals will respect individual confidentiality. The UM-St. Louis Drug and Alcohol Prevention Program is described in a brochure. To obtain the brochure and more

information, contact counseling Service, 427 Social Sciences and Business Building, 516-5711; University Health Services, 125 Millennium Student Center, 516-5671; Office of Human Resources, 211 General Services Building, 516-5804; or Vice Chancellor for Academic Affairs, 407 Woods Hall, 516-5371.

Smoke-Free Campus Policy

Effective June 1, 1991 smoking is prohibited throughout the University of Missouri-St. Louis campus.

To assist smokers, Environmental Health and Safety offers non-smoking clinics held on an ongoing basis in conjunction with the American Lung Association. These clinics are offered at no cost. This approach has been used by several large institutions and corporations that have successfully established smoke-free environments.

All members of the campus community are responsible for upholding this policy. Anyone who wishes to enroll in the non-smoking clinics should call (314) 516-6306.

Housing

The University of Missouri-St. Louis offers on-campus housing for students; residence hall and apartment space is available. Housing is available during the academic year and summer session. On-campus housing provides on-site laundry facilities, mail delivery, and shuttle service. A variety of educational and social programming is offered, and students are encouraged to be active members of the residential and campus community.

The College, through the Office of Student Services, also assists students in locating off-campus housing consistent with their needs and desires. The College maintains up-to-date information on available apartments, houses, and rooms, maintains a listing of optometry students who wish to share housing, and publishes the Housing Reference Guide.

Since housing is such an important issue, time is taken during the applicant's visit to the college for the personal interview to discuss the individual needs of the applicant related to housing. After an applicant has been accepted for admission, the necessary information is obtained to assist the student in locating and securing appropriate housing.

Placement

The University, through Career Services, helps students to develop, implement, and evaluate job search strategies. In addition, the College of Optometry, through the Office of Student Services, coordinates Placement Service activities such as the Practice Opportunity Fair and Practice Opportunity On-Line Web Listing.

Upperclass Student Advisory Program

The program was instituted in 1981 as a voluntary program for incoming students to help alleviate problems and stresses related to transition into the professional college program and in most cases, the stresses of moving to a new city.

The entering student is matched with a senior student who is available to answer questions and give general assistance. This program also provides an opportunity for the entering student to become acquainted with students in the program prior to the first day of classes.

New Student Orientation Program

An orientation program is held during the week prior to the beginning of classes for the Fall Semester to introduce students to the administration and faculty and to acquaint them with college policies, procedures, and services offered by the University and College. All entering students are required to attend this two-day program.

Tutorial Service

The College administers the Tutorial Service through the Office of Student Services. Tutorial sessions can be individual or in a group; tutors are faculty-approved and there is no charge to the student for the service.

Counseling

The University's Counseling Service offers free, non-academic professional assistance to students and their families. Counseling can be done individually, with a spouse, or in a group.

Services to Students with Disabilities

The University of Missouri is committed to equal educational opportunities for qualified students without regard to a disabling condition. The University, therefore, will take necessary action to ensure that no otherwise qualified student with a disability is denied access to any particular course or educational program. Such action includes an assessment of the student's abilities and an evaluation of the particular course or program.

International Student Services

The Office of International Student Services provides and coordinates services for international students, including visa and immigration matters, information requests, non-academic advising, initial campus arrival, and social activities.

Veteran Affairs

The Veteran Affairs Office serves as liaison between students and various government offices to provide information on educational benefits, privileges and responsibilities relating to Veteran Administration benefits.

A certifying official is available to answer questions and process official paperwork.

Veterans are certified to the Veteran Affairs Regional Office (VA) beginning with the date of initial registration, and regularly until the expected completion date of the VA approved program or degree. Veteran students must promptly inform the certifying official of any changes in status which might affect benefits. Failure to report such changes can result in overpayments and other complications in receipt of benefits.

Veteran students are expected to attend classes, perform academic duties as assigned by instructors and adhere to academic policies. Failure to do so will result in reports to the VA of unsatisfactory progress, which may result in discontinuance of benefits. Veteran students who cease attending, but do not officially withdraw from class or from the University, will be reported as not making satisfactory progress. If enrollment status is altered in any way, the VA will be notified and an overpayment may be charged against the veteran.

Minority Affairs

The College is active in the recruitment and retention of individuals coming from underrepresented ethnic minority groups.

The College has a number of characteristics that makes it an ideal place for minority students to attend. One is the number of minority faculty who has been an important source of support for current and former minority students. Another ideal characteristic is the small class size (44 students for each class) which allows for more individualized interaction between the students and faculty.

Student Activities/Organizations

Campuswide Student Government

Students are involved in most levels of decision making on the campus, including the Student Association, Senate, and special committees and boards within the individual colleges and departments. All students are members of the campus wide Student Association, which is designed to work toward full student participation in all aspects of university life, university affairs, and policy-making. It represents the student body in all facets of university governance and provides services to the campus community.

Student Organizations

There are more than 100 recognized student organizations offering UM-St. Louis students opportunities to enrich their college education through extra-curricular activities. They include social fraternities and sororities, honor societies, religious and fine art groups, those serving special constituencies (i.e., minority students, international students) the student newspaper, curriculum-oriented and recreational groups, and athletic support organizations (i.e., cheerleading). All of the recognized student organizations follow the principles and procedures established by the University to prevent discrimination and to assure maximum freedom to students.

Optometry students, through professional and honor societies, have many opportunities to participate in social activities, serve the profession and College, and promote professional attitudes and behavior.

American Academy of Optometry (AAO) American Optometric Association (AOA) and the Missouri Optometric Association (MOA)

Students enrolled in the professional program are eligible for student membership in the American Optometric Association (AOA), the Missouri Optometric Association (MOA), and other state optometric associations in states where the student anticipates to practice. Student membership usually provides the student with an opportunity to receive the organization's publications and to attend meetings.

American Optometric Student Association (AOSA)

The AOSA is the only official student organization of the American Optometric Association. The purpose of the AOSA is to enhance the visual welfare of the public, to contribute to the education and welfare of optometry students and to improve the student societies of each optometry college.

The national structure of AOSA consists of an executive council made up of four elected national officers and a board of trustees composed of one student from each of the 17 colleges and colleges of optometry in the United States.

AOSA communities, functioning at national, regional, and local levels, provide opportunities for participation in such areas as education, professional liaisons, public health, minority recruitment, national affairs, and financial aid.

Every year the AOSA holds a National Congress. These congresses provide educational classes and an opportunity to meet students from other colleges and colleges of optometry.

AOSA also publishes the Foresight, a national student newspaper that reports on activities at all colleges and individual and collective student opinions on current optometric issues.

American Optometric Student Association- St. Louis (AOSA-St. Louis)

All optometry students enrolled in the University of Missouri-St. Louis College of Optometry are eligible for membership in the student optometric association, which is affiliated with the American Optometric Student Association; the college chapter is referred to as AOSA-St. Louis. Through this organization, students become involved in local and national optometric activities. AOSA provides an environment for the cultivation of professional leadership skills, and members have organized and participated in a variety of community service activities, including community health screenings and vision care to residents of nursing homes, convalescent hospitals, and mental institutions.

AOSA-St. Louis publishes the Eye Opener, a news bulletin.

Beta Sigma Kappa-St. Louis (BSK-St. Louis)

BSK is the only international honor society for optometry students. It is designed to further optometric education by recognizing achievements and providing grants for student research.

College of Optometrists in Vision Development (COVD)

Students enrolled in the professional program are eligible for student membership in COVD. Student membership provides the student with the organization's publication and the opportunity to attend the annual meeting. COVD is an international organization dedicated to the study and promotion of the developmental aspects of patient care.

Fellowship of Christian Optometrists (FCO)

The purpose of FCO is to encourage Christian optometry students to become involved in mission work, which combines eye care and the furtherance of the Gospel of the Lord. This may be achieved by bearing witness to the Lord in one's usual environment such as the work place or an educational institution.

Missouri Optometric Student Association (MOSA)

MOSA is the student chapter of the Missouri Optometric Association. The mission of the MOSA is to provide ongoing information concerning the importance of individual support of the Missouri Optometric Association's activities and the advancement of the optometric profession to optometry students. In addition, the MOSA will establish a student political body that will provide legislative support for the optometric profession in Missouri, assist the MOA when needed at conference and vision screenings, and acquaint Missouri residents and non-residents with Missouri optometrists.

National Optometric Student Association-St. Louis (NOSA-St. Louis)

NOSA is the student chapter of the National Optometric Association whose membership is predominantly minority optometrists. NOSA-St. Louis strives to uphold the goals of the NOA through vision screenings, recruiting minority students into optometry, and encouraging retention of minority students in optometry. Membership is open to all optometry students.

Optometric Extension Program (OEP)

The Optometric Extension Program is a group of faculty and students that meet to study, discuss and promote the behavioral aspects of optometric practice. OEP is an international organization that began in 1929 dedicated to the continuing education of optometrists in the area of behavioral vision care. OEP two local meetings, the Heart of America meeting held in Kansas City in the fall, and the Mid-American Vision Conference held in St. Louis in the spring.

Student Volunteer Optometric Services to Humanity (SVOSH)

SVOSH is a student chapter of the Volunteer Optometric Services to Humanity, an international organization of optometrists providing free vision care to people in impoverished nations. Used eyeglasses are collected, cleaned, straightened, and catalogued. Students participate in missions with various state VOSH chapters which include practicing optometrists, opticians, and other volunteers.

Academic Policy

Positive Work and Learning Environment

The University of Missouri is committed to providing a positive work and learning environment where all individuals are treated fairly and with respect, regardless of their status. Intimidation and harassment have no place in a university community. To honor the dignity and inherent worth of every individual—student, employee, or applicant for employment or admission—is a goal to which every member of the university community should aspire and to which officials of the university should direct attention and resources.

With respect to students, it is the university's special responsibility to provide a positive climate in which students can learn. Chancellors are expected to provide educational programs and otherwise direct resources to creative and serious measures designed to improve interpersonal relationships, to help develop healthy attitudes toward different kinds of people, and to foster a climate in which students are treated as individuals rather than as members of a particular category of people.

College of Optometry Code of Conduct

The College of Optometry faculty and administration are committed to the enforcement of policies necessary to discourage academic dishonesty by students. A lack of integrity toward the educational process lowers the morale of other students, deceives the student and instructor and may have a profound effect upon one's ability to become licensed.

While the faculty and administration believe that the vast majority of our students have the integrity necessary to maintain good ethical conduct, it is also understood that some may be driven to improve their performance through extreme measures. Therefore, in order to decrease the tendency toward deceptive academic performance, the faculty and administration will implement and enforce policies to discourage academic dishonesty by students.

Students enrolling in the College of Optometry assume an obligation to conduct their behavior in a professional manner, compatible with the

University function as an educational institution.

Refer to the UM-St. Louis Code of Student Conduct published in the Appendix.

Credit Hours

The University credit unit is the semester hour, which represents a subject pursued one period weekly for one semester of approximately 16 weeks or for a total of approximately 16 periods for one term. Generally, a course valued at three semester hours meets for three periods weekly for one semester, a two-credit course meets for two periods a week for a semester, and so on. Normally, the lecture or recitation period is fifty minutes long and the laboratory period one hour and fifty minutes. The number of credit hours is in parentheses after each course title. If the credit is variable, to be fixed in consultation with the instructor, it is shown as (1-15).

Non-Clinical Grading Criteria

The following grading criteria are used by the faculty and will be followed by the faculty Student Committee in recommending management of students in academic difficulty.

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
F	=	0.

DL	=	Delayed
EX	=	Excused

Faculty have full discretion in using full-letter grades, plus/minus grades, or any combination of full-letter and plus/minus grades. The student's grade point average is computed by dividing the total quality points (number of credit hours for a course, multiplied by the grade value received) by the number of hours taken (excluding grade-modified hours).

The College of Optometry does not recognize a "D" grade for courses taken for degree credit.

The Satisfactory/Unsatisfactory (S/U) and Pass/Fail (P/F) grade options are not available to students taking core courses at the College of Optometry level. Only elective courses used to satisfy the three (3) credit hours approved elective course, may be taken as "S/U" or "P/F."

Delayed Grade

A student whose work is incomplete at the end of any semester and who has, in the instructor's judgment, sufficient reasons for failing to complete the work, may, with the approval of the instructor and Dean, be assigned a delayed grade. Such work must be made up no later than one semester after the incomplete grade is given or the grade automatically becomes "F". The Dean may, in unusual circumstances, extend this time limitation (Summer Session is not counted as a semester.)

Grade Point Average (GPA)

All courses taken at UM-St. Louis figure into the calculation of the transcript GPA, including courses that may not be part of the professional program. However, only those courses required for the professional program figure into the calculation of the professional degree GPA. Students must maintain a cumulative professional degree GPA of 2.5 (on a 4.0 scale) in order to remain in good academic standing. All attempts of a given course will factor into the calculation of the GPA and remain on the transcript with the grade(s) earned.

Time Limitations

All of the required courses during the first six semesters of first course enrollment and all required courses for the O.D. degree must be completed within six years after the first course enrollment.

Clinical (Patient Care) Grading Criteria

A grade of "A" reflects performance that is consistently above expected levels. A grade of "B" reflects performance judged to meet expected levels for a student's clinical experience. A grade of "C" is considered below expected performance. Students receiving a "C" grade will have their continued clinical privileges reviewed by a committee of the faculty. The College of Optometry does not recognize a "D" grade for a student enrolled in a patient care course. Students who receive an "F" grade will have their clinical privileges revoked. If a patient care course must be

repeated, it must be taken when it is next offered. All attempts of a given patient care course will factor into the calculation of GPA and appear on the transcript with the grade(s) earned.

Clinical Privileges

Full clinical privileges will be granted to those students who have successfully completed the first and second year professional curriculum and passed the appropriate clinical proficiency examinations. Thereafter, continuing clinical privileges will be assessed after each succeeding semester. Reinstatement of lost clinical privileges will be determined after evaluation by a committee of the faculty. If a grade of "F" or a "DL" (delayed) grade is received in any third or fourth year course, clinical privileges will be revoked. Reinstatement of privileges will be determined after evaluation by a committee of the faculty.

Academic Promotion and Management of Students in Academic Difficulty

Academic promotion and management of students in academic difficulty is the responsibility of the Dean, based on recommendations from the faculty Student Committee.

The faculty Student Committee will make recommendations on the management of students in academic difficulty based upon established guidelines. However, each management decision will be considered individually and prevailing circumstances may justify a recommendation that deviates from these guidelines.

Guidelines

1. Probation

Any student who receives a failing grade, or whose professional GPA (semester or cumulative) falls below a 2.5 will be placed on academic probation. The student will remain on probation for one academic year. Any failing grades received during the probationary period would constitute grounds for dismissal from the professional program. The cumulative GPA must be above 2.5 by the end of the probationary year in order for the student to maintain normal progress through the curriculum. Continued academic performance below 2.5 would

be grounds for further disciplinary action up to and including dismissal from the professional program.

2. Dismissal

Students who receive more than two failing grades while enrolled in the program must petition the Student Committee in order to remain enrolled in the program. Subsequently, the Student Committee may recommend disciplinary action up to and including dismissal from the program. Students may be dismissed if they receive a failing grade while on academic probation or if the cumulative GPA is below 2.50 at the end of a one year probationary period. Academic dishonesty of any form may be considered grounds for dismissal.

A student can be dismissed from the College of Optometry on the recommendation of the faculty Student Committee and concurrence of the Dean. Dismissal letters will be sent from the office of the Dean with a copy sent to the Office of Student Services.

Grades/Graduation Requirement

All courses taken for credit in the professional program must be passed with a "C-" or better in order for a student to qualify for graduation. Furthermore, in order to qualify for graduation, a student must be in good academic standing and the cumulative professional GPA must be 2.5 or higher. Beginning in May 2003, students must submit evidence to the Office of Student Services that they have taken the 3 part NBEO examinations prior to graduation. Such evidence may include a copy of the score report received from NBEO.

To assure graduating at the end of a specific semester, all work for that semester and any delayed grades from previous semesters must be completed with the grades sent to the Office of Student Services no later than the official date for submission of final semester grades.

Course Waivers

All optometry courses listed in the college's Bulletin must be taken for credit unless written authorization of a course waiver is received from the Chairperson of the Curriculum, Instruction, and Educational Policy Committee. Students requesting a course waiver must complete and submit a Course Waiver Request form to the Office of Student Services. The written request

should include a detailed justification for the course waiver. Waiver requests must be received by the end of the first week of classes. The committee will then collect and review all information pertinent to the waiver request and convey this information to faculty members responsible for the course in question. Based upon the recommendation of the faculty members involved, the Curriculum, Instruction, and Educational Policy Committee, together with these faculty members, will decide as to the appropriateness of the waiver request, and the committee chairperson will communicate that decision to the student who submitted the request.

Guidelines used in considering a waiver request are as follows:

1. The student must have completed a course of reasonably similar content.
2. The course used in substitution for the course the student is attempting to waive must have been passed with a letter grade of A or B from an accredited institution.
3. The substitute course must have been completed within the last three years.
4. Any student who is requesting a course waiver and has been found to qualify on the basis of the above three criteria will be required to pass a proficiency examination covering the subject matter.

Curriculum Changes

Periodic curriculum changes within the College of Optometry may occur, in which case the Curriculum, Instruction and Educational Policy Committee recommends whether or not the academic program of currently enrolled Students requires alteration.

Prerequisite courses within the optometric curriculum may be altered and/or waived upon consent of the Curriculum, Instruction, and Educational Policy Committee.

Elective Course Requirement

Students must complete a minimum of three credit hours of approved elective courses during the course of their professional curriculum. Additionally, fourth year students must complete three elective externship courses. Conditions for an approved elective are:

1. The course must be transcript-quality and must be taken for credit.

2. The request to substitute a course from outside of the college must have been received in advance of the course offering.
3. The student must complete and submit an Elective Course Substitute to the Office of Student Services; this form is available from the Office of Student Services.
4. The request must receive approval by a combination of representatives from the Curriculum, Instruction, and Educational Policy Committee and the faculty Student Committee.
5. If a student has chosen to fulfill the entire elective hour requirement with course work (as opposed to directed readings or directed research), it is expected that the student will take at least one (1) hour for the elective credit requirement with the College of Optometry. Therefore, most undergraduate courses taken to fulfill the College's elective requirement will be awarded two (2) hours toward the elective requirement even if that course is rated for more credit hours on the student's transcript. Approved electives in the College of Optometry may be found on page 19.

Dean's List/Dean's List with Honor

First-, Second-, and Third-Year Students

At the end of the fall and winter semesters, the College of Optometry will send a letter of commendation to students who were enrolled full-time with a grade point average (GPA) for the semester as follows:

3.500-3.799 Dean's List
3.800-4.000 Dean's List with Honor

Fourth-Year Students

At the end of the winter semester, the College of Optometry will send a letter of commendation to students who were enrolled full-time with a cumulative grade point average (GPA) as follows:

3.500-3.799 Dean's List
3.800-4.000 Dean's List with Honor

Graduation with Honors

The selection of students to be accorded this honor will be based on the cumulative grade-

point average at the end of the fall semester of the student's fourth year as follows:

3.500-3.799 Dean's List
3.800-4.000 Dean's List with Honor

Grade changes processed after the closing date of the fall semester will not be considered.

Leave of Absence

Students who are forced to interrupt their studies should request a leave of absence from the University. In consultation with the Director of Student Services, students should define the program modifications the leave of absence requires. Requests should indicate the reason for leaving and the expected date of return to the University.

Withdrawal from the University

Withdrawal from the University is arranged through the Director of Student Services. Students leaving before completion of the semester or session without formally withdrawing are given grades of "F" in all courses.

Transcripts

The University of Missouri-St. Louis will furnish transcripts of credits to a student upon written request. Transcripts are furnished to students' parents, guardians, or other parties or institutions only if students have filed written consent with the University.

Requests for transcripts by organizations either financially supporting a student or with fee compensation programs are not honored unless the student has filed a consent form with the University, authorizing the release of such information.

Transcripts are not issued to or for students who have financial obligations to the University until those obligations are paid in full.

Requests should be made directly to the Office of Transcripts and Records in the Millennium Student Center.

Commencement Exercises

A student who satisfactorily completes all four years of the professional curriculum will be eligible to receive the Doctor of Optometry degree. Doctor of Optometry degrees are conferred at the University's Spring (May) Commencement Exercises.

Retention

The attrition rate for students enrolled in the College of Optometry averaged 4% over the last five years. This figure represents total attrition, not only attrition resulting from academic difficulty. Most of those students who do not complete the professional program do so for various personal reasons rather than for academic difficulty. However, if a student does get into academic difficulty, a variety of institutional resources are available to that student, including tutorial assistance paid for by the institution or special assistance from the faculty, and a modified (five year) program of instruction can be designed for the student if necessary.

Transfer Students

The Association of Colleges and Colleges of Optometry (ASCO) discourages transfers from one optometry college to another. However, it can be done, but only under unusual circumstances.

In order for the University of Missouri-St. Louis College of Optometry to consider a transfer request, a student must meet the following criteria:

- be in good academic and disciplinary standing at the transferring institution;
- meet all current admission requirements;
- submit a letter from the chief executive officer of the transferring institution stating that the applicant is in good academic standing and eligible to continue;
- submit a formal application and academic record form along with the required (\$50) application fee;
- provide a letter stating the specific circumstances surrounding the request for transfer;
- provide four (4) letters of recommendation;
- provide official transcripts of all collegiate work completed, including that taken at the transferring institution;
- provide official scores from the Optometry Admission Test.

Decisions on transfer applications are made by the Admissions Committee and the Student

Committee. Factors considered include: available space, admission requirements, reason for transfer, appropriateness of courses completed to the academic level to which transfer is requested and personal attributes of the applicant.

Confidentiality Policy

The College of Optometry abides by all guidelines and procedures to implement the University of Missouri policy on student records developed from The Family Educational Rights and Privacy Act of 1974.

Refer to the UM-St. Louis Confidentiality Policy published in the Appendix.

Graduate Studies

Graduate Degrees

The Master of Science program provides research-oriented training beyond that offered in the professional program in optometry. Many optometry colleges require that applicants for faculty positions hold an M.S. or Ph.D. degree as well as an O.D. degree. Additional employment possibilities for individuals with M.S. degrees are found in industry and in public and private research foundations.

The Ph.D. program prepares students as research professionals in vision science. Employment opportunities are available in college or university teaching and research, in research institutes, and in industry. Within academic optometry, individuals with both O.D. and Ph.D. degrees are in high demand as faculty members.

Physiological Optics

Physiological Optics is a multidisciplinary area concerned with the study of normal and anomalous vision. The goals of this program in Physiological Optics are to train the next generation of researchers in clinical and basic vision science, to conduct research, and to educate faculty for colleges of optometry. Students will be required to integrate basic skills in vision science with focal studies in an area of research emphasis.

This program will emphasize research aimed at new treatments and cures for vision disorders, as well as research in basic mechanisms of visual functions. The College of Optometry offers both an M.S. degree and a Ph.D. degree. Students may apply to the Graduate College for admission to either the M.S. or the Ph.D. program.

Admission Requirements

Students must have the appropriate background for graduate training in physiological optics and appropriate undergraduate courses for their anticipated research emphasis. Applicants must have a bachelor's degree from an accredited college or university within the United States or from an equivalent institution outside of the United States. In order to be admitted as regular graduate students, applicants must have a grade point average of at least 3.0 in their overall undergraduate work, in their

undergraduate major, and in any post-baccalaureate academic work. Students must arrange for transcripts to be submitted from all post-secondary academic work and to have at least three letters of recommendation sent by faculty members at previously attended colleges and universities. Students must also submit Graduate Record Examination (GRE) scores (verbal, quantitative, and analytic). Applicants to the M.S. program must have combined scores on the verbal and quantitative sections of at least 1000; applicants to the Ph.D. program must have combined scores of at least 1100. In addition, students from countries where English is not a primary language must submit Test of English as a Foreign Language (TOEFL) scores of 550 or better. All materials and scores must be submitted by March 1 if an applicant wishes to be considered for financial assistance for the fall semester. Earlier applications are encouraged.

Master of Science in Physiological Optics (M.S.)

Degree Requirements

The M.S. degree requires 30 semester hours of course work, including the core courses. At least 25 of these hours will normally be taken from courses offered by the College of Optometry with no more than 10 of these in Physiological Optics 6490 (490), Graduate Research in Physiological Optics. Each M.S. student will be required to teach at least two semesters in areas determined by the Graduate Committee in Physiological Optics.

The Core Courses for this program are:

Optometry 6400 (400),
Sensory Processes and Perception
Optometry 6401 (401),
Visual Optics
Optometry 6402 (402),
Ocular Anatomy and Physiology
Optometry 6403 (403),
Psychophysical Methods and
Experimental Design
Optometry 6404 (404),
Sensory Neuroscience

Special Topics, Individual Studies, and Advanced Topics courses in Physiological Optics are also offered.

Each M.S. student must also complete a thesis based on research conducted during the program. The thesis must be approved by a committee of at least three members of the graduate faculty, at least two of whom must be from the graduate faculty in Physiological Optics.

Optometry 6403 (403),
Psychophysical Methods and
Experimental Design
Optometry 6404 (404),
Sensory Neuroscience

Special Topics, Individual Studies, and Advanced Topics courses in Physiological Optics are also offered.

Doctor of Philosophy in Physiological Optics (Ph.D.)

Degree Requirements

The doctoral degree requires 60 semester hours of course work, including the core courses. Each Ph.D. student will also be required to demonstrate proficiency in a foreign language, computer language, advanced statistical methods, or another acceptable tool skill. The tool skill and level of proficiency must be selected in advance in consultation with the Graduate Committee in Physiological Optics. Students will be required to teach at least two semesters in areas determined by the Graduate Committee in Physiological Optics.

Written qualifying examinations will be offered at the beginning of each semester and regular summer session. Full-time students must attempt qualifying examinations before beginning their third year of study. Students must declare their intent to take the examinations at least one month prior to the beginning of that semester or summer session.

The preparation of the dissertation will be supervised by a dissertation committee which will be appointed by the Graduate Dean upon the recommendation of the Director of Graduate Programs in the College of Optometry. Input from the student's advisor will be solicited by the Director prior to finalization of the recommendation by vote of the Graduate Faculty. An oral examination of the written dissertation proposal will be conducted by the Committee. A public oral defense of the completed written dissertation is also required.

The Core Courses for this program are:

Optometry 6400 (400),
Sensory Processes and Perception
Optometry 6401 (401),
Visual Optics
Optometry 6402 (402),
Ocular Anatomy and Physiology

Course Descriptions

The following 6000 (400)-level courses may be taken in the Master of Science or Doctor of Philosophy programs in Physiological Optics.

6400 (400) Sensory Processes and Perception (3)

Prerequisite: Consent of instructor required for graduate students not in Physiological Optics. Current views on the encoding of various aspects of the visual stimulus (intensity, space, time, and wavelength) that give rise to the perceptions of brightness, contour, motion, and color will be considered in this course. The psychophysical tools available to examine visual encoding will be emphasized. Other topics will include binocular vision and depth perception, information processing approaches to visual pattern recognition, and the similarities and interactions of the visual system with the other sensory modalities.

6401 (401) Visual Optics (3)

Prerequisite: Opt 6406 (406), Opt 8020 (505), or consent of instructor. This course deals with the optical properties of the eye. Included are a review of general optics including physical optics, paraxial and nonparaxial geometric optics, image quality, radiometry and photometry, and optical instrumentation. Topics in visual optics will include schematic eyes, measurement of the parameters of the eye, accommodation, retinal image size, refractive errors, visual axes, spectral absorption by the ocular media, and the optical performance of the eye.

6402 (402) Ocular Anatomy and Physiology (3)

Prerequisite: Consent of instructor required for graduate students not in Physiological Optics. The structures and fluids of the eye and orbit, their interactions and functions are considered in this course. Specific topics include the eyelids, tearfilm, conjunctiva, cornea, iris, ciliary body, vasculature, aqueous humor, vitreous body, and the retina.

6403 (403) Psychophysical Methods and Experimental Design (3)

Prerequisite: Consent of instructor required for graduate students not in Physiological Optics. Advanced methodology for the design and analysis of experiments in a variety of areas of visual science are considered in this course. Both basic and applied topics will be considered. Special emphasis will be placed on psychophysical methodology, signal detection analysis, and scaling techniques.

6404 (404) Sensory Neuroscience (3)

Prerequisite: Opt 6405 (405), Opt 8040 (504), or consent of instructor. This course will deal with the neural organization of the sensory systems with an emphasis on vision. It will include a review of general neurophysiology and neuroanatomy as they relate to the processing of environmental stimuli into neural information, as well as experimental approaches utilized in neurobiology. Topics to be covered include neural transduction and sensory coding by receptors and neurons, constraints on perception defined by the functional organization of the nervous system, sensory development and plasticity as related to neural development, and evolution of sensory systems.

6405 (405) Neuroanatomy (5)

Prerequisite: Graduate standing. Detailed gross and microscopic anatomy of the human central nervous system with a special emphasis on the cranial nerves, nuclei, and the visual system. Students may not receive credit for both Opt 6405 (405) and Opt 8040 (504).

6455 (455) Visual Information Processing (2)

Prerequisite: Completion of core or consent of instructor. This course covers a variety of topics related to the computer modeling of visual problems, such as the detection of surfaces and three-dimensionality, the perception of color, and the encoding of motion. Computer models will be evaluated in terms of their efficiency, veridicality, and relation to biology.

6456 (456) Oculomotor Systems (2)

Prerequisite: Completion of core or consent of instructor. The intra and extraocular muscle systems illustrate the role of visual and other sensory information in feedback control systems. Topics include the control of eye movements, accommodation and pupil size, and their synkinetic relationship in the near triad. The anatomy, physiology, and pharmacology of the muscles, kinematics, methods of measuring eye movements, neurophysiology of eye movements, and perceptual phenomena are also discussed.

6470 (470) Individual Studies in Physiological Optics (2)

Prerequisite: Consent of instructor. This course designation can be used to cover a variety of topics in visual science. In general, very specific topics of limited interest will be presented as individual studies. Individual studies and advanced topics enable the student's course of

study to be sharply tuned to his or her major area of interest.

6490 (490) Graduate Research in Physiological Optics (1-15)

Prerequisite: Consent of instructor. Research in an area selected by the student in consultation with faculty members. May be taken to a maximum of 10 hours for the M.S. and 15 hours for the Ph.D.

6497 (497) Interdisciplinary Geriatric Care (2)

(Same as Gerontology 6497 (497).) Prerequisite: Consent of instructor. Interdisciplinary approaches that address the medical and social needs of the elderly will be examined. Information about geriatric care and social issues affecting the well-being of older adults will be provided. Clinical, theoretical, and educational perspectives will be presented.

6499 (499) Current Topics in Optometry and Vision Science (1)

Prerequisite: Consent of instructor. This seminar course examines and analyzes current publications in eye care and vision research. May be taken as an optometry elective to a maximum of 3 hours.

Residency Programs and Clinical Fellowships

Residency programs prepare graduates for careers in clinical practice and teaching in specialty areas. Each program begins in July, pays a monthly stipend, and awards a Certificate of Completion.

Hospital Based Optometric Residency Kansas City Veterans Administration Medical Center

Description of Program: Intensive one year program primarily concerned with eye/vision problems commonly found in medical centers, HMO's, or similar institutions. The resident will become proficient in such special procedures as anterior and posterior segment photography, ultrasonography, computerized visual fields, contrast sensitivity evaluation, and fluorescein angiography.

Educational Opportunities: Optometry Grand Rounds held once each month, grand rounds at the Medical Center held once each week, and local and national continuing education programs (Heart of America Primary Care and Contact Lens Congress and the annual meeting of the American Academy of Optometry).

Teaching Responsibilities for

Resident/Graduate Student: Minimal interaction with optometry students.

Research Responsibilities: Resident is expected to perform a clinical research study suitable for publication in a refereed journal.

Residency in Pediatrics and Binocular Vision

Description of Program: This one year program provides advanced clinical experience in all aspects of pediatric optometry and binocular vision patient care. The resident will have the opportunity to interact with a significant number of College of Optometry regular and adjunct faculty members. Also, participation in research and interaction with graduate students and faculty is expected. The resident will have the opportunity for interaction and case co-management with other health care and education professionals. The program is flexible and can be adapted to meet the particular interests of the resident.

Educational Opportunities: The resident is encouraged to take appropriate graduate

courses and required to attend monthly grand rounds.

Research Responsibilities: Preparation of research suitable for publication is required.

Residency Program in Cornea/Contact Lenses

Description of Program: This one year program will provide extensive experience in the theory and clinical application of contact lenses. Participation in advanced contact lenses and corneal physiology instruction, research and rotation through ophthalmology and refractive surgery clinics will be included in this program. Contact lens practice management will be emphasized with the assistance of experienced adjunct faculty. The resident will assist with direct patient care and the teaching of student interns.

Educational Opportunities: Advanced contact lens instruction, fitting challenging cases, co-management of refractive surgery patients, contact lens and clinical research, contact lens practice management instruction, and informative and clinically beneficial elective courses are included in this program.

Teaching Responsibilities for Resident: The resident will assist in contact lens laboratory instruction. Supervision of third and fourth year optometry students in Contact Lens Clinic will occur as experience is gained. The opportunity to provide seminars to optometry students will also be provided.

Research Responsibilities: The resident will perform a minimum of one research project in contact lenses. The resident must also write a paper suitable for publication in a refereed journal.

Combined Postgraduate Clinical Fellowship and M.S. Degree

This two year program is designed for those who wish to pursue a career in specialty clinical practice, education, and/or research.

About one half of the participant's schedule is occupied pursuing course work required of the M.S. degree in physiological optics. The remainder of time will be devoted to advanced clinical practice, clinically relevant research and

teaching optometry students in clinics and laboratories. The clinical fellows also share call coverage for the Center for Eye Care's emergency service. Emphasis areas include pediatrics/binocular vision, low vision, ocular disease, electrodiagnostics, and geriatrics. For the geriatric emphasis the clinical fellow may pursue an M.S. in gerontology rather than physiological optics. A three person advisory team, chaired by a member of the doctoral faculty, will guide the clinical fellow through the program and serve as his/her thesis advisors.

Continuing Education

The College of Optometry offers continuing education programs for optometrists throughout the Midwest region as well as nationwide. Courses on management of ocular diseases, ocular anomalies and visual skills are held on a frequent basis. In addition to our faculty, optometric specialists, medical educators, and researchers have input through participation in the course presentations.

All continuing education courses offered by the College are accepted by those states requiring continuing education credit for relicensure.

Continuing education course information may be obtained by contacting:

University of Missouri-St. Louis
College of Optometry
Office of Continuing Education
8001 Natural Bridge Road
St. Louis, MO 63121-4499
(314) 516-5615

Licensure

Optometry is an independent doctoral-level health profession regulated by the state licensure. This means that optometrists must be licensed by the state in which they wish to practice. Each state establishes its own optometric licensing requirements, enforced by its respective State Board of Examiners. While the requirements for optometric licensure vary from state to state, all state licensing boards require applicants to have graduated from an accredited college or college of optometry. As such, graduates of the UM-St. Louis College of Optometry are qualified to apply for state licensure in any state in the United States and the District of Columbia.

Administration, Faculty, and the Advisory Committee

Administration

Larry J. Davis

Dean, Associate Professor O.D.,
Indiana University; Residency, Contact Lenses,
University of Missouri-St. Louis*

Gerald A. Franzel

*Associate Dean for Continuing Education and
E-learning;
Clinical Associate Professor
O.D., University of Houston*

Ralph P. Garzia

*Assistant Dean for Clinical Programs; Associate
Professor and Program Coordinator for
Residency in Pediatrics and Binocular Vision*
O.D., Residency, Pediatric Optometry,
Pennsylvania College of Optometry*

Vasudevan Lakshminarayanan

Associate Professor
M.Sc., University of Madras, India; Ph.D.,
University of California-Berkeley*

William F. Long

Associate Professor
Coordinator for Informatics
Ph.D., Michigan State University; O.D., Indiana
University*

W. Howard McAlister

*Director of Residency Programs; Associate
Professor*
M.A., Webster College; M.P.H., University of
Illinois at the Health Sciences Center - Chicago;
O.D., The Ohio State University*

Raymond I. Myers

*Clinical Associate Professor
O.D., Indiana University*

Leonard L. Naeger

*Clinical Associate Professor
Ph.D., University of Florida; Residency Hospital-
based Pharmacy, VA Medical Center, St. Louis*

Timothy A. Wingert

Associate Professor
Chief of Third-year Primary Care Service
O.D., Illinois College of Optometry*

Lee J. Browning

*Clinical Assistant Professor
O.D., University of Missouri-St. Louis;
Residency, Northeastern State University,
Talequah, OK*

John Crane

*Clinical Assistant Professor
O.D., University of Missouri-St. Louis*

James A. DeClue

*Clinical Assistant Professor
O.D., Illinois College of Optometry*

Lisa Dibler

*Clinical Assistant Professor
O.D., University of Missouri-St. Louis*

Gail B. Doell

*Clinical Assistant Professor
O.D., University of Missouri-St. Louis*

Faculty (on-campus)

Jerry L. Christensen

Professor
O.D., Ph.D., The Ohio State University*

Carol K. Peck

Director of Graduate Programs; Professor
Ph.D., Postdoctoral Fellow, University of
California-Los Angeles*

William G. Bachman

Associate Professor
M.S., University of Alabama-Birmingham; O.D.,
Southern College of Optometry*

Carl J. Bassi

Associate Professor
Ph.D., Vanderbilt University; Postdoctoral
Fellow, University of Southern California,
Doheny Eye Institute*

Edward S. Bennett

*Director of Student Services; Co-chief, Contact
Lens Service; Associate Professor*
M.S.Ed., O.D., Indiana University, Bloomington*

Vinita A. Henry

*Clinical Associate Professor
Co-Chief, Contact Lens Service, and Program
Coordinator for Residency in Contact Lenses
O.D., Residency, Contact Lenses, University of
Missouri-St. Louis*

Aaron S. Franzel

*Clinical Assistant Professor
Chief of Pediatric and Binocular Vision Service
O.D., University of Missouri-St. Louis*

Alexander J. Harris

*Clinical Assistant Professor
Director of Externship Programs and Minority
Affairs Advisor
M.A., Washington University; O.D., University of
Missouri-St. Louis*

Melissa Helfrich

*Clinical Assistant Professor
O.D., University of Missouri-St. Louis*

Beth A. Henderson

*Clinical Assistant Professor
O.D., The Ohio State University*

Vivian Kloke

*Clinical Assistant Professor
O.D., University of Missouri-St. Louis*

John A. McGreal, Jr.

*Clinical Assistant Professor
O.D., Pennsylvania College of Optometry*

Jeffrey L. Weaver

*Clinical Assistant Professor
M.S., The Ohio State University; M.B.A., Drury
College; O.D., Pennsylvania College of
Optometry; Residency, Family Practice, The
Ohio State University*

* *Members of the Graduate Faculty*

Off-Campus Adjunct Faculty

Joseph H. Maino

*Clinical Associate Professor
O.D., Illinois College of Optometry; Residency,
Rehabilitative Optometry, VA Medical Center,
Kansas City*

Francis E. O'Donnell, Jr.

*Clinical Associate Professor of Ophthalmology
M.D., Johns Hopkins University; Residency,
Ophthalmology, Wilmer Institute, Johns Hopkins
University*

Paul Ajamian

*Clinical Assistant Professor
O.D., New England College of Optometry*

Ronald Bateman

*Clinical Assistant Professor
O.D., Indiana University, Bloomington*

P. Douglas Becherer

*Clinical Assistant Professor
O.D., Southern College of Optometry*

James Bureman

*Clinical Assistant Professor
O.D., Illinois College of Optometry*

Ron Brackenbury

*Clinical Assistant Professor
O.D., Indiana University; Residency, VA
Hospital-based Optometry, Danville, IL*

Robert Brusatti

*Clinical Assistant Professor
O.D., University of Missouri-St. Louis*

Michelle Call

O.D., VA, Wichita, Kansas

Carmen Castellano

*Clinical Assistant Professor
O.D., Illinois College of Optometry*

Daniel Cerutti

*Clinical Assistant Professor
O.D., University of Missouri-St. Louis*

John Galanis

M.D., St. Louis University

John M. Garber

*Clinical Assistant Professor
O.D., Southern College of Optometry*

N. Rex Ghormley

O.D., Southern California College of Optometry

Timothy Harkins

*Clinical Assistant Professor
O.D., Southern California College of Optometry*

Debbie L. Hettler

*Clinical Assistant Professor
O.D., The Ohio State University; M.P.H.,
University of Illinois*

Debbie Kerber

O.D., University of Missouri-St. Louis

Lisa Klein

O.D., University of Missouri-St. Louis

Robert A. Koetting

*Clinical Assistant Professor
O.D., Southern College of Optometry*

Elizabeth M. McLenmore

*Clinical Assistant Professor
O.D., University of Missouri-St. Louis*

Sean Mulqueeny

*Clinical Assistant Professor
O.D., University of Missouri-St. Louis*

Thomas I. Porter

*Clinical Assistant Professor
O.D., Southern College of Optometry*

Paul Resler

*Clinical Assistant Professor
O.D., Illinois College of Optometry*

Byron A. Santos

*Clinical Assistant Professor
M.D., University of San Carlos*

Carol Scott

*Clinical Assistant Professor
O.D., Southern College of Optometry*

David Seibel

O.D., University of Missouri-St. Louis

Don Simpson

*Clinical Assistant Professor
O.D., Indiana University*

Craig Sorce

*Clinical Assistant Professor
O.D., University of Missouri-St. Louis*

Scott Tomasino

O.D., Illinois College of Optometry

Paul Varner

*Clinical Assistant Professor
O.D., University of Missouri-St. Louis*

Claude Valenti

*Clinical Assistant Professor
O.D., University of Pennsylvania*

Matt Wickham

O.D., University of Missouri-St. Louis

Scott Yager

O.D., Ohio State University

Dwayne Young

*Clinical Assistant Professor
O.D., Indiana University*

Advisory Committee

David Bennett, O.D. (Immediate Past Chair)

Kyle Brost, O.D.

Barbara W. Brown, O.D.

Erica Burton, O.D.

Mark Curtis, O.D.

Larry J. Davis, O.D.

Gerald A. Franzel, O.D.

W. Carter Glass, O.D.

Wes Kemp, O.D. (Vice Chair)

Suzette Heiman, M.S.

Mr. Matt Iovaldi

Robert A. Koetting, O.D.

Andrew Kramer, O.D.

Joni LaFerla, O.D.

Mr. Jeff Leipholtz

Ms. Zoe Lyle

Ms. Barbara Nahlik (Chair)

Ms. Lori Swopes

J.W. Vann, O.D.

APPENDIX

The following policies may be found at the URL's in the text, and are updated periodically. The web site will have the most up-to-date information.

www.system.missouri.edu/uminfo/rules/content.htm

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Confidentiality Policy

These statements are set forth as guidelines and procedures to implement the University of Missouri policy on student records developed from The Family Educational Rights and Privacy Act of 1974.

The University of Missouri-St. Louis as charged in the act will annually inform its eligible students by including in the Student Handbook, the Schedule of Courses, the UM-St. Louis Bulletin, and the Current (student newspaper) the following information:

1. "Education Records" are those records, files, documents, and other materials which contain information directly related to a student and are maintained by the university. Those records, made available under The Family Educational Rights and Privacy Act of 1974, are student financial aid, the student's cumulative advisement file, student health records, disciplinary records, admissions file, and academic record.

Confidential letters and statements of recommendation which were placed in student credential folders at the Office of Career

Placement Services after January 1, 1975, are also made available, if the student has not waived the right to view these recommendations.

The University of Missouri-St. Louis "Education Records" do not include:

- Records of instructional, supervisor, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.
 - Records of the University of Missouri Police Department which were created for a law enforcement purpose and are maintained by the police department.
 - In the case of persons who are employed by the university but who are not in attendance at the university, records made and maintained in the normal course of business which related exclusively to such persons and that person's capacity as an employee where the records are not available for any other purpose.
 - All records on any university student which are created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.
2. The University of Missouri-St. Louis recognizes "Directory Information/Public Information" to mean a student's name, address,

telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. All students must inform the Office of Admissions and Records before the end of the two-week period following the first day of classes that any or all of the information designated as directory information should not be released without the student's prior consent. The information listed above will become directory information or public information as of the first day of classes following the end of the two-week period in a regular semester and the first day of classes following the end of the one-week period during the summer session.

3. University of Missouri-St. Louis students have access to the educational records identified in Paragraph 1 above. In accordance with Public Law 93-380 as amended, the University of Missouri- St. Louis will not make available to students the following materials:

- Financial records of the parents of students or any information contained therein.
- Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for the purpose other than those for which they were specifically intended.
- Confidential recommendations respecting admission to the university, application for employment and receipt of honor, or honorary recognition, where the student has signed a waiver of the student's rights of access as provided in 6.0404, the University Policy on Student Records.

3. The director of Financial Aid, the appropriate academic dean, the coordinator of the Student Health Service, the Vice Chancellor for Student Services, the Director of Career Placement Services, the

Director of Admissions, and the Registrar are the officials responsible for the maintenance of each type of record listed in Paragraph 1.

4. Any student may, upon request, review his or her records and, if inaccurate information is included, may request the expunging of such information from the file. Such inaccurate information will then be expunged upon authorization of the official responsible for the file.
5. Students desiring to challenge the content of their record may request an opportunity for a hearing to challenge the content of the educational record in order to ensure that the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein, and to insert into such records a written explanation respecting the content of such records.
6. The university official charged with custody of the records will attempt to settle informally any disputes with any student regarding the content of the university's educational records through informal meetings and discussions with the student.
7. Upon request of the student or the university official charged with custody of the records of the student, a formal hearing shall be conducted as follows:
 - The request for a hearing shall be submitted in writing to the campus Chancellor who will appoint a hearing officer or a hearing committee to conduct the hearing.
 - The hearing shall be conducted and decided within a reasonable period of time following the request for a hearing. The parties will be entitled to written notice 10 days prior to the time and place of the hearing.
 - The hearing shall be conducted and the decision rendered by an appointed hearing official or officials

who shall not have a direct interest in the outcome of the hearing.

- The student shall be afforded a full and fair opportunity to present evidence relevant to the hearing.
 - The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.
 - Either party may appeal the decision of the hearing official or officials to the campus Chancellor. Appeal from the Chancellor's decision is to the President. Appeal from the President is to the Board of Curators.
9. The University of Missouri-St. Louis will mail grade reports only to a student's permanent mailing address. Grades will not be mailed to parents unless the student in question has completed the necessary authorization in the registrar's office.
 10. The University of Missouri-St. Louis may permit access to or release of the educational records without the written consent of the student to the parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
 11. If any material or document in the educational record of a student includes information on more than one student, the student may inspect and review only such part of such material or document as relates to him or her or be informed of the specific information contained in such part of such material.

Code of Student Conduct

200.010 Standard of Conduct Amended March 20, 1981; August 3, 1990; May 19, 1994

A student enrolling in the university assumes an obligation to behave in a manner compatible with the university's function as an educational institution.

- A. JURISDICTION OF THE UNIVERSITY OF MISSOURI generally shall be limited to conduct which occurs on the

University of Missouri premises or at university-sponsored or university-supervised functions. However, nothing restrains the administration of the University of Missouri from taking appropriate action, including, but not limited to, the imposition of sanctions under Section 200.020(C), against students for conduct on or off university premises in order to protect the physical safety of students, faculty, staff and visitors.

- B. CONDUCT for which students are subject to sanctions falls into the following categories:
 1. Academic dishonesty, such as cheating, plagiarism or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the university. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.
 - a. The term cheating includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the university faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
 - b. The term plagiarism includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use

- of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
- c. The term sabotage includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the university community.
 2. Forgery, alteration, or misuse of university documents, records or identification, or knowingly furnishing false information to the university.
 3. Obstruction or disruption of teaching, research, administration, conduct proceedings, or other university activities, including its public service functions on or off campus.
 4. Physical abuse or other conduct which threatens or endangers the health or safety of any person.
 5. Attempted or actual theft of, damage to, or possession without permission of property of the university or of a member of the university community or of a campus visitor.
 6. Unauthorized possession, duplication or use of keys to any university facilities or unauthorized entry to or use of university facilities.
 7. Violation of university policies, rules or regulations or of campus regulations including, but not limited to, those governing residence in university-provided housing, or the use of university facilities, or the time, place and manner of public expression.
 8. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or university regulations.
 9. Disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression.
 10. Failure to comply with directions of university officials acting in the performance of their duties.
 11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
 12. Actual or attempted theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or university official.
 - e. Use of computing facilities to interfere with normal operation of the university computing system.
 - f. Knowingly causing a computer virus to become installed in a computer system or file.

Maintaining a Positive Work and Learning Environment

Executive Guideline No. 3, 7-18-97; Executive Order No. 3 replaced by policy stated in Bd. Min. 1-29-99.

330.080 Maintaining A Positive Work and Learning Environment

<http://www.system.missouri.edu/uminfo/rules/personnel/330080.htm>

1. The university of Missouri is committed to providing a positive work and learning environment where all individuals are treated fairly and with respect, regardless of their status. Intimidation and harassment have no place in a university community. To honor the dignity and inherent worth of every individual—student, employee, or applicant for employment or admission—is a goal to which every member of the university community should aspire and to which officials of

the university should direct attention and resources.

2. With respect to students, it is the university's special responsibility to provide a positive climate in which students can learn. Chancellors are expected to provide educational programs and otherwise direct resources to creative and serious measures designed to improve interpersonal relationships, to help develop healthy attitudes toward different kinds of people, and to foster a climate in which students are treated as individuals rather than as members of a particular category of people.
3. With respect to employees, the strength we have as a university is directly related to maintaining a positive work environment throughout the institution. The university should provide a positive recruiting and work environment focused on the duties and skills of the work to be performed. It is the expectation of the university that all employees and potential employees will be treated on the basis of their contribution or potential contribution without regard to personal characteristics not related to competence, demonstrated ability, performance, or the advancement of the legitimate interests of the university. The General Officers are expected to provide training programs for supervisors to assist in achieving this objective.
4. With respect to violations of the policy, faculty, staff and students may utilize their respective grievance procedures approved by the Board of Curators. The approved grievance procedures are as follows: Grievance procedure in Section 370.010 for faculty; grievance procedure in Section 380.010 for staff; and grievance procedure in Section 390.010 for students, and each such procedure shall be deemed as amended to include grievances filed under this policy. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations, or military organizations associated with the Armed Forces of the United States of America.

Student Disciplinary Matters

Rules of Procedures in Student Disciplinary Matters Adopted November 8, 1968, Amended March 20, 1981; December 8, 1989; and May 18, 1994

200.020 RULES OF PROCEDURES IN STUDENT CONDUCT MATTERS

- A. PREAMBLE. The following rules of procedure in student conduct matters are hereby adopted in order to insure insofar as possible and practicable (a) that the requirements of procedural due process in student conduct proceedings will be fulfilled by the university, (b) that the immediate effectiveness of Article V of the Bylaws of the Board of Curators relating to student conduct and sanctions may be secured for all students in the University of Missouri, and that procedures shall be definite and determinable within the University of Missouri.
- B. DEFINITIONS. As used in these rules, the following definitions shall apply:
 1. Primary Administrative Officers. As used in these procedures, a Primary Administrative Officer is charged with the responsibility for the administration of these student conduct procedures and refers to the person or persons on each campus designated.
 2. Student Panel. A panel of students appointed by the Chancellor, from which shall be selected by the Chair, upon the request of a student charged before the Student Conduct Committee, not more than three (3) students to serve with the Student Conduct Committee.
 3. Student. A person having once been admitted to the university who has not completed a course of study and who intends to or does continue a course of study in or through one of the campuses of the university. For the purpose of these rules, student status continues whether or not the university's academic programs are in session.
 4. Student Conduct Committee. As used in these procedures, a Student Conduct

Committee, hereinafter referred to as the Committee, is that body on each campus which is authorized to conduct hearings and to make dispositions under these procedures or a Hearing Panel of such body as herein defined.

C. SANCTIONS.

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code; more than one (1) of the sanctions may be imposed for any single violation:
 - a. Warning. A notice in writing to the student that the student is violating or has violated institutional regulations
 - b. Probation. A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges. Denial of specified privileges for a designated period of time.
 - d. Restitution. Compensation for loss, damage or injury to the university or university property. This may take the form of appropriate service and/or monetary or material replacement.
 - e. Discretionary Sanctions. Work assignments, service to the university or other related discretionary assignments.
 - f. Residence Hall Suspension. Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - g. Residence Hall Expulsion. Permanent separation of the student from the residence halls.
 - h. University Dismissal. An involuntary separation of the student from the

institution for misconduct apart from academic requirements. It does not imply or state a minimum separation time.

- i. University Suspension. Separation of the student from the university for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- j. University Expulsion. Permanent separation of the student from the university.

1. Temporary Suspension. The Chancellor or designee may at any time temporarily suspend or deny readmission to a student from the university pending formal procedures when the Chancellor or designee finds and believes from available information that the presence of a student on campus would seriously disrupt the university or constitute a danger to the health, safety or welfare of members of the university community. The appropriate procedure to determine the future status of the student will be initiated within seven (7) calendar days.

D. RECORDS RETENTION. Student conduct records shall be maintained for five (5) years after university action is completed.

E. POLICY AND PROCEDURES.

1. Primary Administrative Officers. The Chief Student Services Administrator on each campus or designee is the primary officer except in cases of academic dishonesty, where the Chief Academic Administrator responsible for administering the Student Conduct Code or designee is the primary administrative officer.
2. Preliminary Procedures. The Primary Administrative Officer shall investigate any reported student misconduct before initiating formal conduct procedures and give the student the opportunity to present a personal version of the incident or occurrence. The Primary Administrative Officer may discuss with any student such alleged misconduct and the student shall attend such consultation as requested by the

Primary Administrative Officer. The Primary Administrative Officer, in making an investigation and disposition, may utilize student courts and boards and/or divisional deans to make recommendations.

3. Informal Dispositions. The Primary Administrative Officer shall have the authority to impose appropriate sanctions and shall fix a reasonable time within which the student shall accept or reject a proposed informal disposition. A failure of the student either to accept or reject within the time fixed shall be deemed to be an acceptance and, in such event, the proposed disposition shall become final upon expiration of such time. If the student rejects informal disposition it must be in writing and shall be forwarded to the Committee. The Primary Administrative Officer may refer cases to the Committee without first offering informal disposition.
4. Formal Procedure and Disposition.
 - a. Student Conduct Committee:
 - 1) The Committee shall be appointed by the Chancellor and shall have the authority to impose appropriate sanctions upon any student or students appearing before it.
 - 2) The Committee, when appropriate or convenient, may be divided by the Chair of the Committee into Hearing Panels, each panel to be composed of at least five (5) Committee members, which may include a maximum of two (2) students, present at the hearing, including a designated chair. A Hearing Panel has the authority of the whole Committee in those cases assigned to it. The Chair of the Committee or of a Hearing Panel shall count as one (1) member of the Committee or Hearing Panel and have the same rights as other members.
 - 3) Each Chancellor shall appoint a panel of students, to be known as the Student Panel. Upon written request of a student charged before the Committee, made at least seventy-two (72) hours prior to the

hearing, the Chair of the Committee or Hearing Panel shall appoint from the Student Panel not more than three (3) students to sit with the Committee or two (2) students to sit with the Hearing Panel (as stated in 4.a.(2)) for that particular case. When students from the Student Panel serve at the request of a student charged, they shall have the same rights as other members of the Committee or Hearing Panel.

- b. General Statement of Procedures. A student charged with a breach of the Student Conduct Code is entitled to a written notice and a formal hearing unless the matter is disposed of under the rules for informal disposition. Student conduct proceedings are not to be construed as judicial trials and need not wait for legal action before proceeding; but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein. The Office of the General Counsel shall be legal adviser to the Committee and the Primary Administrative Officer.
- c. Notice. The Primary Administrative Officer shall initiate student conduct proceedings by arranging with the Chair to call a meeting of the Committee and by giving written notice by certified mail or personal delivery to the student charged with misconduct. The notice shall set forth the date, time and place of the alleged violation and the date, time and place of the hearing before the Committee. Notice by certified mail may be addressed to the last address currently on record with the university. Failure by the student to have a current correct local address on record with the university shall not be construed to invalidate such notice. The notice shall be given at least seven (7) consecutive days prior to the hearing, unless a shorter time be fixed by the Chair for good cause. Any request for continuance shall be made in writing to the Chair, who shall have the authority to continue the hearing if the request is timely and made for good cause. The Chair shall notify the Primary Administrative Officer and the student of the new date for the hearing. If the student fails to appear at the scheduled

time, the Committee may hear and determine the matter.

5. Right to Petition for Review (other than university expulsion, university dismissal or university suspension).
 - a. In all cases where the sanction imposed by the Committee is other than university expulsion, university dismissal, or university suspension, the Primary Administrative Officer or the Student may petition the Chancellor or designee in writing for a review of the decision within five (5) calendar days after written notification. A copy of the Petition for Review must also be served upon the nonappealing party within such time. The Petition for Review shall state the grounds or reasons for review, and the nonappealing party may answer the petition within five (5) calendar days.
 - b. The Chancellor or designee may grant or refuse the right of review. In all cases where the Petition for Review is refused, the action of the Committee shall be final. If the Chancellor or designee reviews the decision, the action of the Chancellor shall be final unless it is to remand the matter for further proceedings.
6. Right of Appeal (university expulsion, university dismissal or university suspension only).
 - a. When a student is expelled, dismissed or suspended from the university by the Committee, the Primary Administrative Officer or the student may appeal such decision to the Chancellor or designee by filing written notice of appeal with the Chancellor within ten (10) calendar days after notification of the decision of the Committee. A copy of the Notice of Appeal will contemporaneously be given by the student to the Primary Administrative Officer or by the Primary Administrative Officer to the student. The appealing party may file a written memorandum for consideration by the Chancellor with the Notice of Appeal, and the Chancellor may request a reply to such memorandum by the appropriate party.
7. Status During Appeal. In cases of suspension, dismissal or expulsion where a Notice of Appeal is filed within the required time, a student may petition the Chancellor in writing for permission to attend classes pending final determination of appeal. The Chancellor may permit a student to continue in college under such conditions as may be designated pending completion of appellate procedures, provided such continuance will not seriously disrupt the university or constitute a danger to the health, safety or welfare of members of the university community. In such event, however, any final sanctions imposed shall be effective from the date of the action of the Committee.
8. Student Honor System. Forums under the student honor systems established for investigating facts, holding hearings, and recommending and imposing sanctions are authorized when the student honor code or other regulations containing well defined jurisdictional statements and satisfying the requirements of Article V of the Bylaws of the Board of Curators have been reduced to writing and have been approved by the Chancellor and the Board of Curators and notice thereof in writing has been furnished to students subject thereto. Procedures shall satisfy the requirements of the Board of Curators' Bylaws, Article V, and shall contain procedures herein before stated insofar as appropriate and adaptable to the particular situation and shall be approved by the Chancellor and the General Counsel. Students subject to student honor systems shall have the rights of appeal as set forth in Section 200.020 E.6 and 7.)

F. HEARING PROCEDURES.

1. Conduct of Hearing. The Chair shall preside at the hearing, call the hearing to order, call the roll of the Committee in attendance, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and charges and verify the receipt of notices of charges by the student, report any continuances requested or granted, establish the presence of any adviser or counselor of the student, and call to the attention of the student charged and the adviser any special or extraordinary procedures to be employed during the hearing and permit the student to make suggestions regarding or objections to any procedures for the Conduct Committee to consider.

a. Opening Statements

- 1) The Primary Administrative Officer shall make opening remarks outlining the general nature of the case and testify to any facts the investigation has revealed.
- 2) The student may make a statement to the Committee about the charge at this time or at the conclusion of the university's presentation.

1. University Evidence.

2. University witnesses are to be called and identified or written reports of evidence introduced as appropriate.
3. The Committee may question witnesses at any time.
4. The student or, with permission of the committee, the adviser or counselor may question witnesses or examine evidence at the conclusion of the university's presentation.

c) Student Evidence.

- 1) The student shall have the opportunity to make a statement to the Committee about the charge.
- 2) The student may present evidence through witnesses or in the form of written memoranda.

3) The Committee may question the student or witnesses at any time. The Primary Administrative Officer may question the student or witnesses.

d. Rebuttal Evidence. The Committee may permit the university or the student to offer a rebuttal of the other's presentation.

e. Rights of Student Conduct Committee. The Committee shall have the right to:

- 1) Hear together cases involving more than one student which arise out of the same transaction or occurrence, but in that event shall make separate findings and determinations for each student;
- 2) Permit a stipulation of facts by the Primary Administrative Officer and the student involved;
- 3) Permit the incorporation in the record by a reference of any documentation, produced and desired in the record by the university or the student charged;
- 4) Question witnesses or challenge other evidence introduced by either the university or the student at any time;
- 5) Hear from the Primary Administrative Officer about dispositions made in similar cases and any dispositions offered to the student appearing before the Committee;
- 6) Call additional witnesses or require additional investigation;
- 7) Dismiss any action at any time or permit informal disposition as otherwise provided;
- 8) Permit or require at any time amendment of the Notice of Hearing to include new or additional matters which may come to the attention of the Committee before final determination of the case; provided, however, that in such event the Committee shall grant to the student or Primary Administrative Officer such time as the Committee may determine

- reasonable under the circumstances to answer or explain such additional matters;
- 9) Dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Chair of the Committee;
 - 10) Suspend summarily students from the university who, during the hearing, obstruct or interfere with the course of the hearing or fail to abide by the ruling of the Chair of the Committee on any procedural question or request of the Chair for order.
1. Rights of Students Upon Hearing. A student appearing before a Committee shall have the right to:
 - a. Be present at the hearing;
 - b. Have an adviser or counselor and to consult with such adviser or counselor during the hearing;
 - c. Have students from the Student Panel sit with the Committee or Hearing Panel;
 - d. Hear or examine evidence presented to the Committee;
 - e. Question witnesses present and testifying;
 - f. Present evidence by witnesses or affidavit;
 - g. Make any statement to the Committee in mitigation or explanation of the conduct in question;
 - h. Be informed in writing of the findings of the Committee and any sanctions it imposes; and
 - i. Request review or appeal to the Chancellor as herein provided.
 3. Determination by the Student Conduct Committee. The Committee shall then make its findings and determinations in executive session out of the presence of the Primary Administrative Officer and the student charged. Separate findings are to be made:
 - a. As to the conduct of the student, and
 - b. On the sanctions, if any, to be imposed. No sanctions shall be imposed on the student unless a majority of the Committee present is reasonably convinced by the evidence that the student has committed the violation charged.
 4. Official Report of Findings and Determinations. The Committee shall promptly consider the case on the merits and make its findings and determination and transmit them to the Primary Administrative Officer and the student charged forthwith.
 5. Other Procedural Questions. Procedural questions which arise during the hearing not covered by these general rules shall be determined by the Chair, whose ruling shall be final unless the Chair shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the committee by majority vote shall be final.
 6. General Rules of Decorum. The following general rules of decorum shall be adhered to:
 - a. All requests to address the Committee shall be addressed to the Chair.
 - b. The Chair will rule on all requests and points of order and may consult with Committee's legal adviser prior to any ruling. The Chair's ruling shall be final and all participants shall abide thereby, unless the Chair shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.
 - c. Rules of common courtesy and decency shall be observed at all times.
 - d. An adviser or counselor may be permitted to address the Committee at the discretion of the Committee. An adviser or counselor may request clarification of a procedural

- matter or object on the basis of procedure at any time by addressing the Chair after recognition.
7. Record of Hearing. A taped or stenographic record of the hearing shall be maintained. The notice, exhibits, hearing record and the findings and determination of the Committee shall become the "Record of the Case" and shall be filed in the Office of the Primary Administrative Officer and for the purpose of review or appeal be accessible at reasonable times and places to both the university and the student.
 8. Sexual Assault. In cases of alleged sexual assault:
 - a) The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding;
 - b) The accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.
 - 3) If the Appeals Committee cannot provide a satisfactory solution, the aid applicant may refer the written appeal with all pertinent information to the Director of Financial Aid. Where academic progress is an issue, the student may ask an academic adviser or counselor to write or speak in the student's behalf. If a satisfactory solution is worked out, the case is closed.
 - 4) If step three did not solve the problem, it is referred to the campus Faculty-Senate Committee on Student Aid. In ordinary practice it is rare for a case to be appealed beyond this step.
 - 5) If, however, the applicant is still not satisfied after review by committee, the case is to be referred to the Chancellor.
 - 6) The next appeal is the President.
 - 7) The final university appeal would be for the President to refer a case to the Board of Curators.

Financial Aid Appeals

- 1) The University of Missouri-St. Louis has an established financial aid appeals procedure. An aid applicant can raise questions or appeal the offer, or lack of an offer, of financial aid if not satisfied. The general provisions for appeals procedures are as follows: An aid applicant who is not satisfied with the fact that no aid was offered, or was not pleased with the type and/or amount of aid that was offered, may make a written appeal to the Student Financial Aid Appeals Committee reconsideration of the aid request and/or ask for a personal hearing.
- 2) If on review of all the facts of the case, including any new information which the applicant may provide, the Committee can a) approve an exception to university policy; b) deny the request; c) approve a modified version of the request.

Grievance About Grade

On each campus of the University of Missouri it is the Chancellor who is ultimately responsible to the President and the Board of Curators for all campus programs, policies, and activities. On the University of Missouri-St. Louis campus the Chancellor has delegated responsibility for overseeing the grade appeal process to the Vice Chancellor for Academic Affairs. The Vice Chancellor is therefore responsible for assuring that grade appeals are handled in a fair and timely manner. More specifically, that officer is responsible for seeing that the procedures outlined below are appropriately followed.

Informal Procedures

At any time after the awarding of a grade, for a course or an assignment in a course, a student may discuss the grade with her or his instructor and request that the instructor review the grade. If the instructor does review the grade he or she is, of course, free to change the grade or not as is appropriate.

Formal Procedures

The following procedures apply if the above informal procedure does not resolve a dispute concerning a grade to the student's satisfaction

and if the process is initiated within thirty working days of the start of the first regular semester (fall or winter) following the semester for which the grade was given, or thirty days after the assignment of the grade (whichever is later).

1. If the student has not already done so, he or she discusses the contended grade fully with the course instructor. The student should prepare for this meeting by taking all relevant written work (tests, reports, etc.) with him/her. If the issue is not resolved, and the student wishes to pursue the appeal, she or he should consult the administrative officer of the department or discipline housing the course in question. (This officer will normally be someone below the level of the Dean.) The administrative officer will discuss the appeal with the course instructor, and will inform the student of the result of this discussion. (That result may be the instructor's agreement to change the grade, her or his refusal to change the grade, or her or his agreement to discuss the case further with the student.) The administrative officer may require that the student put the appeal in written form before the administrative officer discusses it with the instructor.

2. If the matter remains unresolved, the student may, within 10 working days of being notified of the result of the discussion between the administrative officer and the instructor, or within 10 working days of her or his last discussion with the instructor, submit a detailed written statement of the complaint to the administrative officer. The administrative officer will refer it to a faculty committee composed of at least three faculty members in the department or unit offering the course or if such are not available, in closely allied fields. This committee will investigate the matter, meeting, as it may deem necessary, with the student, the instructor, and possibly others. Following its inquiries and deliberations, but prior to making its final recommendations, the faculty committee will submit a copy of its findings to the course instructor. If the course instructor elects to comment on the findings to the committee, this must be done in writing within seven working days. After further consideration, but

within 30 working days after receiving the student's statement, the faculty committee will submit its findings with its recommendations and reasons for those recommendations directly to the course instructor, with a copy to the administrative officer.

3. If the faculty committee recommends that the grade be changed, the administrative officer will ask the instructor to implement the recommendation. If the instructor declines, the administrative officer will change the grade, notifying the instructor and the student of this action. Only the administrative officer, upon the written recommendation or the faculty committee, will effect a change in grade over the objection of the instructor who assigned the original grade.¹

4. If the faculty committee recommends that the grade not be changed, the administrative officer will notify the student of this action. The student may then appeal to the Dean of the college or college within which the course in question is housed, who will determine whether the above procedures have been properly observed. If the Dean determines that the procedures have not been appropriately followed, and that their not being followed may have substantively affected the outcome, the case will be returned to the faculty unit for review by the same, or, if the Dean so determines, by a different committee.

¹ Under current campus policy, transcript notation of 'DL' automatically becomes an F after one regular semester. These changes, which the Registrar is mandated to make, are not considered grade changes and are not consistent with this Grade Appeal Policy. Students may appeal these changes provided the appeal is initiated with thirty working days of the notification of the change.

5. If the Dean denies the procedural appeal the student may ask the Vice Chancellor for Academic Affairs, acting as the Chancellor's designee, to conduct a procedural review. The Vice Chancellor is not obligated to conduct such a review and will normally do so only where there is compelling evidence of procedural irregularities. If the Vice Chancellor finds the procedures have not been appropriately followed, and that their not being followed may have substantively affected the outcome, the case will be returned to a lower level for rereview. As the Vice Chancellor is acting as the designee of the Chancellor, there is no appeal beyond this level.

Student Organization Policy

Policy on Student Organizations

The university recognizes that the acquisition of knowledge is not confined to the formality of the classroom and that much can be gained through the activities of student organizations. To assure maximum freedom for students and to assure that organizational activities are orderly, responsible, and appropriate to the mission of the university, certain principles and procedures are established through which organizations gain university recognition.

I. Procedures for Recognition

A. To obtain recognition or to register, an organization shall submit to the Vice Chancellor for Student Services, through the Office of Student Activities, a recognition or registration form which shall include:

- 1) The name of the organization.
- 2) A statement of the general purpose of the organization and the means for accomplishing it. The statement should demonstrate that the organization's purpose is to broaden the scope of general learning, extend knowledge of specialized areas, or to serve the professional, cultural, social or recreational interests of the university community, consistent with the educational goals of the university. The statement must not conflict with policies governing recognized organizations as listed below.

- 3) The names of at least three officers or responsible representatives, including student numbers, addresses and telephone numbers; these persons must be students registered at the University of Missouri-St. Louis.
 - 4) A statement of any affiliation with any other organization not registered with the university, and a copy of the organization's constitution.
 - 5) Organizations seeking recognition must include a copy of their constitution and/or by-laws, the name of a UM-St. Louis faculty or staff member who agrees to serve as an adviser, and the name of a student organizations seeking recognition must include a copy of their constitution and/or by-laws, the name of a UM-St. Louis faculty or staff member who agrees to serve as an adviser, and the name of a student member of the organization who will serve as the organization's representative on the Student Government Association.
 - 6) Upon submission of the recognition or registration form, the organization shall be granted temporary privileges until the request for recognition is acted upon by the Senate Student Services Committee or the request to register is approved by the Director of Student Activities or his/her designee.
- B. To maintain recognition or registration, an organization must update its recognition form or re-register with the Office of Student Activities no later than two weeks following the beginning of the fall semester.
- #### II. Privileges of Recognized Organizations
- 1) Use of campus facilities and services for organizational activities as provided in the university regulations.
 - 2) Use of the university name in connection with publicity, but only for identification purposes, and in no way to imply support of the university for any position of the organization.
 - 3) Participation in university-sponsored events.

- 4) Application for supplemental financial assistance.
- 5) Participation as a voting member of the Student Government Association. Organizations who register may not apply for supplemental assistance and may not be voting members of Student Government Association.

III. Policies Governing Recognized or Registered Organizations

- 1) Organizations shall comply with the Rules and Regulations of the University of Missouri and the St. Louis campus.
- 2) Organizations' membership policy shall not discriminate for reasons of color, creed, national origin or gender. Any organization may petition to the Vice Chancellor for Student Services for exemption from the requirement as it applies to gender. Academic and professional organizations which have discriminatory membership policy based on gender shall not be recognized.
- 3) Organizations' membership shall not be subject to approval by anyone other than the local campus membership.
- 4) Organizations are expected to maintain fiscal responsibility.
- 5) Registered organizations are encouraged to seek the advice of faculty and other members of the university community.
- 6) Recognized organizations are required to seek the advice of faculty and other members of the community.
- 7) Recognized organizations are required to participate in the Student Governance process.

IV. Procedure for Review of Grievances

- A. Any member of the university community may bring charges against a recognized organization for breach of the above policies or procedures.
- B. Such charges, except those pertaining to discrimination, are brought initially to the Vice Chancellor for Student Services, who may:

- 1) Dismiss the charges, in which case an appeal may be made to the Senate Student Services Committee.
 - 2) Settle the charges in a way acceptable to both parties or,
 - 3) Refer the charges to the Senate Student Services Committee.
- C. Penalties may range from withdrawals of one or more privileges to withdrawal of recognition or registration. Assessment of penalties shall also provide for the conditions leading to reinstatement of such privileges for recognition.
- D. Either party to the charges may appeal the decision of the Senate Student Services Committee to the Chancellor.

Policy on Hazing

Hazing, defined by the Fraternity Executive Association and accepted by the University of Missouri-St. Louis, is any intentional action taken or situation created, whether on or off university premises, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. This includes but is not limited to: paddling in any form, creation of excessive fatigue, physical or psychological shocks, wearing apparel publicly which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, involuntary labor, or any activity not consistent with the University of Missouri Board of Curators Standard of Student Conduct. The University of Missouri-St. Louis does not condone or tolerate hazing of any type by an organization, or by an individual against another individual.

The Office of Student Activities will investigate any incident in which a charge of hazing has been made. university recognition may be temporarily withdrawn pending hearings and due process procedures.

Should it be determined that a student organization or any of its members is guilty of hazing as previously defined, sanctions may include but are not limited to:

- A. Automatic and indefinite suspension of campus recognition or registration with an accompanying loss of all campus

privileges (i.e. use of facilities, student services, etc.);

- B. Disciplinary action against those members involved in the incident(s) including suspension or expulsion from the university.

Implementation: Each organizational president (or equivalent officer) is required to read and sign the university's Policy on Hazing at the first regular meeting at which he or she presides. This policy, signed by the incoming president (or equivalent officer), must accompany any notification of a change in officers submitted to the Office of Student Activities. Failure to do so will result in the automatic imposition of inactive status on the organization with an accompanying loss of all university privileges until such time as the signed policy is submitted.

University of Missouri Plan for Equal Opportunity and Affirmative Action

The University of Missouri-St. Louis is an affirmative action/equal opportunity employer committed to excellence through diversity.

Therefore, the university enthusiastically complies with and vigorously enforces each Federal and State Executive Order, law and regulation, University of Missouri Rules and Regulations and University of Missouri-St. Louis directive that prohibits discrimination against employees, students, and others based upon age, ancestry, color, disability, national origin, race, religion, sex, or veteran status.

The above compliance is established upon, but not limited to, the following employment and education related equal opportunity laws:

Civil Rights Act of 1964, Title VII, as amended
Executive Order 11246, Equal Employment Opportunity

Equal Pay Act of 1963, as amended

Age Discrimination in Employment of 1967, as amended

Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended Executive Order 11141, Age Discrimination

Rehabilitation Act of 1973, Section 503, as amended

Rehabilitation Act of 1973, Section 504, as amended

Civil Rights Act of 1964, Title VI, as amended

Education Amendments of 1972, Title IX

Americans with Disabilities Act of 1990

Based upon the foregoing documents, the Board of Curators of the University of Missouri has adopted the appropriate equal opportunity policies and procedures. The Chancellor is responsible for the implementation of equal opportunity at UM-St. Louis. Assisting the Chancellor and each Vice Chancellor is the Office of Equal Opportunity (OEO).

All equal opportunity functions for the campus are centralized in the OEO.

Equal Opportunity Policies of the University of Missouri-St. Louis

The following university policies govern the Office of Equal Opportunity (OEO): Equal Employment/Educational Opportunity Policy—The Curators of the University of Missouri do hereby reaffirm and state the policy of the University of Missouri on Equal Employment/Educational Opportunity, Sexual Harassment.

Equal opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, national origin, age, disability, or status as a Vietnam era veteran.

Equal opportunity is and shall be also provided for all students and applicants for admission in compliance with existing legislation.

University of Missouri Equal Opportunity Statement

The University of Missouri-St. Louis is committed to equal employment and educational opportunities without regard to conditions of race, color, sex, religion, national origin, age, physical ability, veteran status, or individuals with HIV, AIDS, or ARC.

Each administrative unit of the university employing personnel, admitting students, or entering into contracts is charged with implementation of the university's commitments, and maintenance of records to demonstrate good faith efforts, in admission and training,

recruiting and hiring, compensating and promoting, layoff and dismissal, granting of tenure, contracting and purchasing, and access to facilities and programs.

As an employer of persons and as an institution accountable to taxpayers and the general public, the university must have administrative and management practices that are designed for the best use of talent for operational effectiveness and efficiency.

(1) Recruitment and employment of personnel

- a. Recruitment of professors and academic personnel in research and continuing education/extension is primarily the responsibility of deans, directors, chairpersons, and department heads.
- b. Recruitment of administrative, service, and support staff, except for top-ranking administrative personnel, is primarily the responsibility of the personnel office of each campus, and the Director of Human Resources for the University of Missouri-St. Louis administration. Selection is the responsibility of the administrative head of the employing unit.
- c. Administrative efforts are made to recruit and employ minorities, women, the handicapped, and members of protected age groups.
- d. The university maintains relationships with governmental agencies, community groups, and other organizations which may be of assistance in furthering recruitment and employment of minority groups, handicapped persons, and women into departments and units which have imbalances. Personnel sources are advised of the university's commitment to equal opportunity and affirmative action.
- e. Imbalances exist when available talent among specified minorities, women, handicapped, or protected age group members is proportionately underrepresented in a particular personnel category in the university.

Under representation is determined by an analysis of the appropriate employment market

which is generally national or regional for major administrators, professors, and academic personnel in research and continuing education/extension. The appropriate employment market is generally the state or local community for most administrative positions and for service and support staff.

- f. Advertisement and notices of employment opportunities indicate a filing date for consideration.
- g. Notice of employment and training opportunities are made to existing personnel.
- h. Employment applications meet federal and state requirements relating to equal opportunity.
- i. The Office of Equal Opportunity maintains records to demonstrate efforts and results of efforts to achieve equity and to act affirmatively and reasonably to correct imbalances.

(2) Salaries, wages, and benefits

- a. University compensation and benefit programs are administered without regard to conditions of race, color, sex, religion, national origin, age, physical ability, or veteran status.
- b. The salary range for academic positions is determined in advance of recruitment on the basis of prevailing national levels and departmental scales for the educational attainment, experience, and specialty desired.

(3) Facilities, activities, and working conditions

- a. University facilities are maintained on an equitable and nondiscriminatory basis.
- b. Physical facilities have been adapted within the limits of the financial resources available to insure access to the university by the physically handicapped.
- c. Opportunities for involvement in university activities are provided on an equitable or nondiscriminatory basis.

(4) Promotion and training

- a. Promotions, contract renewals, the granting of tenure, and reductions in

force of academic personnel are handled in accordance with established university procedures and qualification criteria for all persons and free of discrimination.

- b. University policy requires that promotions, demotions, layoffs, recalls from layoffs, transfers, and temporary hires for service and support personnel are determined without regard to conditions of race, color, sex, religion, national origin, age, physical ability, or veteran status.
- c. Participation in training and educational programs sponsored by the university, including apprenticeships, is open to all employees within eligible job classifications.
- d. The university offers developmental programs for professional and personal growth to enhance promotion potential.

(5) Student admission and retention

- a. The university gives students equal access to its academic programs without regard to conditions of race, color, sex, religion, national origin, age, or physical ability. Furthermore, the university seeks to recruit, enroll, retain, and graduate minority group members and women in those fields in which they are underrepresented.
- b. The University of Missouri has a unique responsibility for graduate and professional public higher education in the state of Missouri. Therefore, academic departments offering doctoral and/or advanced professional programs in disciplines and professions in which there is a deficiency of minorities and women have adopted methods to encourage enrollment, retention, and graduation of minority group members and women.
- c. Affirmative action is taken to offer graduate teaching and research assistantships to minorities and women.
- d. Business, government, industry, and labor are solicited to assist and provide support to minorities and women

through financial aid and by providing work experiences as they pursue academic objectives.

- e. Personnel representatives of prospective employers using university services and facilities to interview and recruit students must be equal opportunity employers, and must give all qualified students equal opportunity for interviews, without regard to conditions of race, color, sex, religion, national origin, age, disability, or veteran status.

(6) Appeal and grievance procedures

- a. Grievance procedures are available for the processing of complaints and grievances of alleged discrimination based on conditions of race, color, sex, religion, national origin, age, physical ability, or veteran status.
- b. A student grievant has access to the student grievance procedures through the Office of Student Services, the college or college, the campus, and central administration.
- c. The Office of Equal Opportunity currently provides advice and information to grievants on the grievance procedures.

(7) Records and reports

- a. The administrative head of each university unit must be prepared to demonstrate that equal opportunity is practiced and that affirmative action is taken in recruiting and employment of full-time and part-time personnel, admission and retention of students, provision of facilities and programs, and purchasing and contracting.
- b. Each responsible administrative unit of the university must be prepared to show that procedures followed and selections made are in compliance with policies on equal employment and affirmative action. Admissions applications are retained for one year and employment applications are retained for one year.

University business involving contracts and bids for various services are retained in compliance with University

of Missouri record management policies.

- c. Those responsible for recruiting, admitting, and retaining students, undergraduate, graduate and professional, maintain files and records documenting efforts to provide equal opportunity and act affirmatively to attract and retain minority group members, women, and older and handicapped persons. A report is made annually to the appropriate administrative committee.
- d. Campus administrative officers have records demonstrating efforts to provide equal opportunity and show affirmative action in the interests of minority group members, women, and handicapped and older persons in the availability and use of university facilities, including recreational facilities.
- e. Those responsible for personnel recruitment and employment personnel, including graduate teaching and research assistants, have records that reflect their adherence to equal opportunity and affirmative action practices.
- f. Academic or administrative units receiving complaints or grievances based on allegations of discrimination report those cases to the Office of Equal Opportunity.

(8) Reviewing and monitoring

- a. A University Committee on Equal Employment Opportunity and Affirmative Action (EEO/AA) is appointed annually by the Chancellor.
- b. EEO/AA committee membership includes a reasonable cross section of personnel, including a representation of women, minorities, and the handicapped.
- c. The EEO/AA committee advises the Director of Equal Opportunity on matters relating to affirmative action and University equal employment policy.
- d. Administrative officers (chancellor, vice chancellors, deans, directors, department chairpersons, and all other

supervisory personnel) are responsible for implementation of equal opportunity and affirmative action policies and practices within their areas of jurisdiction, and the effectiveness of implementation will be an element in the evaluation of the performance of each officer.

(9) Dissemination

- a. Equal opportunity and affirmative action policies and programs are disseminated throughout the university and discussed at appropriate college, college, departmental, management, and supervisory meetings. The subjects covered include attraction, admission, and retention of students; recruitment, employment, training, promotion, and transfer of employees.
- b. University employees, faculty, staff, and students are kept informed of equal opportunity programs and affirmative action goals through campus publications and communications, the Personnel Policy Manual, the Faculty Handbook, divisional and departmental meetings, staff orientation programs, and posters.
- c. Copies of the Equal Employment and Affirmative Action policies are available to a cross section of community organizations, news media, area colleges, secondary colleges and recruiting sources.
- d. Copies of the Affirmative Action Policy will be made available on request to employees, applicable governmental agencies, and contractors or subcontractors.
- e. University invitations to bid, purchase orders, and specifications to architects and engineers contain the university's equal opportunity policy.
- f. University correspondence, employment notices and advertising, academic information, and other public notices contain the university's equal opportunity phrase.

Sexual Harassment

This University of Missouri policy aims for an increased awareness regarding sexual harassment by making available information, education and guidance on the subject for the university community.

- A. Policy Statement--It is the policy of the University of Missouri, in accord with providing a positive discrimination-free environment, that sexual harassment in the work place or the educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including separation from the institution.
- B. Definition—Sexual harassment is defined for this policy as either:
 - (i) unwelcome sexual advances or requests for sexual activity by a university employee in a position of power or authority to a university employee or a member of the student body, or
 - (ii) other unwelcome verbal or physical conduct of a sexual nature by a university employee or a member of the student body to a university employee or a member of the student body, when:
 - 1. Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions; or
 - 2. The purpose or effect of such conduct is to interfere unreasonably with the work or academic performance of the person being harassed; or
 - 3. The purpose or effect of such conduct to a reasonable person is to create an intimidating, hostile, or offensive environment.
- C. Non-Retaliation--This policy also prohibits retaliation against any person who brings an accusation of discrimination or sexual harassment or who assists with the investigation or resolution of sexual harassment.

Notwithstanding this provision, the university may discipline an employee

or student who has been determined to have brought an accusation of sexual harassment in bad faith.

- D. Redress Procedures--Members of the university community who believe they have been sexually harassed may seek redress, using the following options:
 - 1. Pursue appropriate informal resolution procedures as defined by the individual campuses. These procedures are available from the campus Affirmative Action/Equal Opportunity Officer.
 - 2. Initiate a complaint or grievance within the period of time prescribed by the applicable grievance procedure. Faculty are referred to Section 370.010, "Academic Grievance Procedures"; staff to Section 380.0100, "Grievance Procedure for Administrative, Service and Support Staff"; and students to Section 390.010, "Discrimination Grievance Procedure for Students."

Pursuing a complaint or informal resolution procedure does not compromise one's rights to initiate a grievance or seek redress under state or federal laws.
- D. Discipline--Upon receiving an accusation of sexual harassment against a member of the faculty, staff, or student body, the university will investigate and, if substantiated, will initiate the appropriate disciplinary procedures. There is a five-year limitation period from the date of occurrence for filling a charge that may lead to discipline.

An individual who makes an accusation of sexual harassment will be informed:

- 1. At the close of the investigation, whether or not disciplinary procedures will be initiated; and
- 2. At the end of any disciplinary procedures, of the discipline imposed, if any.

Auxiliary Aids for Students with Disabilities

240.040 Policy Related to Students with Disabilities Executive Order No. 21, 11-1-84; Amended 2-25-97.

A. EQUALITY OF ACCESS

The University of Missouri (UM) strives to assure that no qualified person with a disability¹ shall, solely by reason of the disability, be denied access to, participation in, or the benefits of any program or activity operated by UM. Each such qualified person shall receive reasonable accommodations to provide equally effective access to educational opportunities, programs, and activities in the most integrated setting appropriate unless provision of such reasonable accommodation would constitute an undue hardship on the university or would substantially alter essential elements of the academic program or course of study or would otherwise compromise academic standards. This policy shall apply to all programs, services, and activities of the university, including but not limited to recruitment, admissions, registration, financial aid, academic programs, advising, counseling, student health, housing and employment.

B. FEDERAL AND STATE LAWS

This policy is intended to be consistent with Section 504 of the Rehabilitation Act of 1973, which states that no recipient of federal financial assistance may discriminate against qualified individuals with disabilities solely by reason of disability. This policy is also intended to be consistent with the Americans with Disabilities Act of 1990 and the Missouri Human Rights Act.

C. FACILITIES

Each program or activity, when viewed in its entirety, shall be accessible to otherwise qualified and eligible students with disabilities. Facilities, or parts of facilities, constructed or renovated for UM use will be designed and built so that they are accessible to and usable by persons with disabilities, in accordance with the ADA Accessibility Guidelines or other accessibility standards properly adopted by the campus. Accessible on-campus housing and food service will be provided at the same cost and with the same program options to qualified students with disabilities as are afforded to non-disabled students. When any UM classes, programs or activities are held in private

facilities, thorough efforts shall be made to obtain facilities which are accessible.

D. COORDINATION OF PROGRAMS AND SERVICES FOR STUDENTS WITH DISABILITIES

1. Campus disability support service (DSS) offices or other designated campus units are responsible for coordination of programs, services, and classroom accommodations for qualified applicants for admission and qualified enrolled students with disabilities. Such coordination relates solely to disability issues. Determinations as to whether a student is otherwise qualified often will be based on the academic requirements developed by the faculty. Specific services available to qualified students with disabilities will be provided by the university in conformity with the requirements of federal and state law.

The "essential eligibility requirements" for participation in many activities of public entities may be minimal. For example, most public entities provide information about their programs, activities, and services upon request. In such situations, the only "eligibility requirement" for receipt of such information would be the request for it. However, under other circumstances, the "essential eligibility requirements" imposed by a public entity may be quite stringent.

¹ From the U.S. Justice Department's ADA Title II Technical Assistance Manual, Section II-2.8000: Qualified individual with a disability. In order to be an individual protected by Title II, the individual must be a "qualified" individual with a disability. To be qualified, the individual with a disability must meet the essential eligibility requirements for receipt of services or participation in a public entity's programs, activities, or services with or without:

- 1) Reasonable modifications to a public entity's rules, policies, or practices;
- 2) Removal of architectural, communication, or transportation barriers; or
- 3) Provision of auxiliary aids and services.

2. Determinations as to whether requested services and requested accommodations are required will be made initially by the Coordinator of DSS. Accommodation of the disability will be determined by the coordinator and faculty member, and if either disagrees with the prescribed accommodation, such disagreement shall be described in writing promptly and submitted to the Chancellor or his/her designee for resolution in a prompt manner.
3. Initial determinations and any disagreements submitted to the Chancellor or his or her designee will take into consideration all relevant factors including, but not limited to, the following:
 - a. current documentation of the specific disability and of the need for the requested services or accommodations;
 - b. the essential elements of the academic program or course of study being pursued;
 - c. the fact that the law does not require a university to substantially alter essential elements of its academic program or course of study or to otherwise compromise its academic standards.
4. All students seeking disability-related services and/or accommodations must disclose the presence of a specific disability to DSS. Before receiving requested services and/or accommodations, the student will be required to provide the DSS office with current medical or other diagnostic documentation of a disability from a qualified physician or other qualified diagnostician, as well as current documentation of the need for accommodations. In cases where existing documentation is incomplete or outdated, students may be required to provide additional documentation at the student's expense.
5. It is the student's responsibility to self-identify, to provide current and adequate documentation of his/her disability, and to request classroom accommodations, through the DSS office. The appropriate documentation must be provided in a timely manner to ensure full resolution of accommodations prior to the student's entrance into the program or course of study. Documentation review and accommodations planning by DSS, including consultation with faculty and/or other campus entities that may be affected in providing accommodations, will be done on an individualized case-by-case basis.
6. Reasonable classroom accommodations will be provided to otherwise qualified and eligible students with disabilities who have self-identified and who have provided satisfactory documentation in support of their timely request for such accommodations, in compliance with federal and state mandates. These accommodations shall not affect the substance of the educational programs or compromise educational standards.
7. In addition to providing accommodations needed to ensure nondiscrimination in access to educational opportunities by otherwise qualified students with disabilities, the university is responsible for ensuring that no qualified disabled student is denied the benefits of or excluded from participation in a university program because of the absence of auxiliary aids, services, and/or other reasonable accommodations. Auxiliary aids, services, and/or other accommodations include but are not limited to interpreters (sign or oral), readers, scribes, adaptive equipment, and other appropriate services or equipment necessary for course or program accessibility.
8. While funding for accommodations to ensure equally effective access is provided by the university, funding for auxiliary aids, accommodations, and/or services in some instances may be shared with state vocational rehabilitation agencies. The law does not require and the university does not provide prescription devices or other devices/services of a personal nature (e.g. personal attendants) for students with disabilities.

E. ESTABLISHMENT OF CAMPUS POLICIES

Chancellors are directed to establish campus policies and/or procedures consistent with this order. These should cover, at a minimum, treatment of disability-related information and appropriate regard for confidentiality, responsibilities of students in applying for services through DSS, time-lines to assure that students make accommodation requests in a timely manner, guidelines to assure that disability documentation is reasonably current, a description of the process of individualized assessment of each student's disability documentation and accommodation request(s), the role of faculty in determining the essential elements of the academic program or course of study and the academic standards involved in the accommodations planning and review process within the context of academic program requirements, and processing of complaints and grievances including a procedure for appeal when faculty and/or academic administrators or administrators in other involved campus entities do not agree with the DSS on the requirements of this policy.

ILLUSTRATION: The medical college at a public university may require those admitted to its program to have successfully completed specified undergraduate science courses.

AIDS Policy Statement

Current knowledge indicates college and university students or employees with AIDS, ARC, or a positive antibody blood test do not pose a health risk to either students or employees in a usual academic or residential setting. The policy of University of Missouri is to permit students and employees with AIDS to continue to engage in as many of their normal pursuits as their condition allows. Managers should be sensitive to the medical problem and ensure that such employees are treated consistent with the treatment of other employees. Students will be allowed to continue their enrollment and activities (including continued residency in student housing) as long as they continue to meet academic standards and medical evidence indicates their conditions are not a threat to themselves or others. Every effort will be made to maintain confidentiality at all times.

The university also has a legitimate interest in the welfare of all students, employees, and visitors to the campus. Every reasonable

precaution will be taken to minimize the risk that an employee's or student's condition will present a health and/or safety hazard to others.

The university will not discriminate against individuals with HIV infection, AIDS or ARC, but this protection does not include individuals with secondary infections or diseases that would constitute a direct threat to the health or safety of others or who may because of the disease or infection be unable to perform duties of their employment. In such cases, the appropriate university personnel or student policy will determine what changes, if any, will be made in the student's or employee's academic or work program.

In the event of public inquiry concerning AIDS on campus, the Chancellor or the Chancellor's designee will provide appropriate information on behalf of the university. Existing policies regarding confidentiality of employee and student records will be followed.

Consistent with its concern for students and employees with AIDS, the university offers a range of resources through the AIDS Task Force on each campus and through other campus services.

- a. Student, employee, and management education and information;
- b. Referral to agencies and organizations that offer supportive services for life-threatening illnesses;
- c. Consultation to assist employees in effectively managing health, leave, and other benefits.

The AIDS Task Force on each campus will continue to meet periodically to review and update policy and to make recommendations as new medical facts become available. Each Task Force will continue to encourage programs to educate all members of the campus community about the reality of AIDS.

To address specialized needs, each campus is authorized to adopt and implement special policies related to AIDS which are consistent with this policy statement.

The Office of Equal Opportunity is located in 414 Woods Hall. They can be reached by calling 314-516-5695.

Affirmative Action on Committee Appointments Policy C

As a part of the implementation of the Affirmative Action Plan of the University of Missouri, any person appointing any committee for the university or any campus, in selecting the membership, shall give due consideration to the inclusion in such membership of women and minorities unless membership thereon is ex-officio.

UM Board of Curators Policy on Maintaining a Positive Work and Learning Environment

1. The University of Missouri is committed to providing a positive work and learning environment where all individuals are treated fairly and with respect, regardless of their status. Intimidation and harassment have no place in a university community. To honor the dignity and inherent worth of every individual student, employee, or applicant for employment or admission is a goal to which every member of the university community should aspire and to which officials of the university should direct attention and resources.
2. With respect to students, it is the university's special responsibility to provide a positive climate in which students can learn. Chancellors are expected to provide educational programs and otherwise direct resources to creative and serious measures designed to improve interpersonal relationships, to help develop healthy attitudes toward different kinds of people, and to foster a climate in which students are treated as individuals rather than as members of a particular category of people.
3. With respect to employees, the strength we have as a university is directly related to maintaining a positive work environment throughout the institution. The university should provide a positive recruiting and work environment focused on the duties and skills of the work to be performed. It is the expectation of the university that all employees and potential employees will be treated on the basis of their contribution or potential contribution without regard to personal characteristics not related to competence, demonstrated ability, performance, or the advancement of

the legitimate interests of the university. The General Officers are expected to provide training programs for supervisors to assist in achieving this objective.

4. With respect to violations of the policy, faculty, staff and students may utilize their respective grievance procedures approved by the Board of Curators. The approved grievance procedures are as follows: Grievance procedure in Section 370.010 for faculty; grievance procedure in Section 380.010 for staff; and grievance procedure in Section 390.010 for students, and each such procedure shall be deemed as amended to include grievances filed under this policy. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations, or military organizations associated with the Armed Forces of the United States of America.

Other Procedures or Regulations

Discrimination Grievance Procedure for Students

390.010
December 17, 1982, and January 25, 1990
A. GENERAL

1. It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the university on the basis of merit without discrimination on the basis of their race, color, religion, sex, national origin, age, or disability, or Vietnam era veteran status. Sexual harassment shall be considered discrimination because of sex.
2. To insure compliance with this policy, all University of Missouri prospective or enrolled students shall have available to them this student discrimination grievance procedure for resolving complaints and/or grievances regarding alleged discrimination.
3. This grievance procedure neither supersedes nor takes precedence over established university procedures of

due process for any and all matters related to Academic Dishonesty, Grade Appeals, Traffic Appeals, Disciplinary Appeals, or other specific campus procedures which are authorized by the Board of Curators and deal with faculty/staff responsibilities.

4. These proceedings may be terminated at any time by the mutual agreement of the parties involved.

NOTE: A grievance concerning specific incidents filed under this discrimination grievance procedure shall not be processed on behalf of any student who elects to utilize another university grievance procedure. In addition, the filing of a grievance under these procedures precludes the subsequent use of other university grievance or appeals procedures for the same incident.

B. DEFINITIONS

1. A complaint is an informal claim of discriminatory treatment. A complaint may, but need not, constitute a grievance. Complaints shall be processed through the informal procedure herein set forth.
2. A grievance is the written allegation of discrimination which is related to:
 - a. Recruitment and admission to the institution.
 - b. Admission to and treatment while enrolled in an education program.
 - c. Employment as a student employee on campus.
 - d. Other matters of significance relating to campus living or student life, including, but not limited to:

Assignment of roommates in resident halls;
 Actions of fraternities and sororities;
 Membership in and/or admission to clubs/organizations; Student Health Services;
 Financial aid awards.

3. A student is any person who has applied for admission or readmission, or who is currently enrolled, or who was a student of the university of Missouri at the time of the alleged discrimination.

4. Persons with disabilities--For the purpose of this student discrimination grievance procedure, a "person with a disability" has been substituted for "handicapped individual" (Section 504, Rehabilitation Act of 1973) and shall be defined as " any person who
 - a. Has a physical or mental impairment which substantially limits one or more of such person's major life activities,
 - b. Has a record of such impairment, or
 - c. Is regarded as having such an impairment."

For purpose of this definition, A "major life activity" means any mental or physical function or activity which, if impaired, creates a substantial barrier to employment and/or education.

Any reference in this document to written materials or to written or oral presentations within the student discrimination grievance procedure may be adjusted to accommodate persons with disabilities for whom the stated materials or required presentations would not be appropriate. Cost of such accommodation will be borne by the university, with no charge to the individual.

5. Appropriate Administrative Officer--The primary administrative officer on the staff of the Chancellor (in the area of Student Services/ Services, Administrative Services, Development, and Academic Affairs) having administrative responsibility for the unit in which the discrimination is alleged to have occurred.
6. Grievance Consultant--At any step the Director of Equal Opportunity or of Affirmative Action may be asked to serve as a consultant by any of the parties involved in this grievance procedure.

C. COMPLAINTS

1. Policies and Procedures--A student with a complaint will be provided with copies of appropriate policies and procedures pertaining to student complaints and grievances, and the Chief Student Personnel Administrator or his/her designee and the Officer for

Equal Opportunity or for Affirmative Action shall be available to assist the student in understanding the opportunities afforded through such policies and procedures. The student may choose to have an adviser participate in any stage of the grievance procedure, subject to the restrictions of the hearing procedures set forth in Section 390.010 F.

2. Joint Complaint--If more than one student is aggrieved by the same action, these students may, by mutual written agreement among themselves, file with the Chief Student Personnel Administrator a complaint and pursue their complaints jointly under this grievance procedure. If the number of students in such a case is so large as to make it impractical for them to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of them all.
3. Students may informally discuss a complaint with the relevant supervising administrator. Every reasonable effort should be made to resolve the matter informally at this administrative level. If a satisfactory resolution is not reached, the student may pursue the matter through each level of administrative jurisdiction up to and including the Appropriate Administrative Officer, or file a grievance within the time specified in D.1.b.
4. Complaints Involving Recruitment
 - a. Undergraduate applicants must first present complaints about recruitment to the Director of Admissions. If a satisfactory resolution is not reached, the applicant may appeal the matter to the immediate supervising officer of the Director of Admissions.
 - b. Applicants for graduate study may request a meeting with the academic department head and the dean of the college, or their designees, who are actually involved in the recruitment effort to discuss the matter informally. If a satisfactory resolution is not reached, the applicant may appeal to the Dean of the Graduate

College and finally to the Appropriate Administrative Officer.

5. Complaints Involving Admissions (Undergraduate or Professional)
 - a. Undergraduate and professional student applicants shall present complaints to the Director of Admissions or to the dean of the college or college, depending upon where the application was originally filed.
 - b. This university official shall compare the person's academic qualifications against the official university admissions criteria and review the denial. If the denial is sustained, the applicant may appeal this decision to the official's immediate supervisor or to the appropriate admissions committee.
6. Complaints Involving Admissions (Graduate)- -Applicants to the Graduate College may ask for a meeting with the academic department head of the program to which the applicant was seeking admission.

This official shall explain the reasons for the denial of recommendation for admission. If a satisfactory resolution is not reached, the applicant may then appeal to the Dean of the Graduate College or to the appropriate admissions committee. If the denial is upheld, the applicant may appeal the decision to the appropriate administrative officer.

7. Complaints Involving Admissions to or Treatment in an Educational Program or in the Granting of Assistantships - An undergraduate or graduate student enrolled at the institution who has a discrimination complaint involving admission to or treatment in an educational program or in the granting of assistantships may request a conference with the appropriate department head and with the dean of the college or college (or the dean's designee) to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 F.
8. Complaints Involving Nonacademic Matters Related to Campus Living and Student Life--A currently enrolled

student who has a university-related complaint concerning discrimination in nonacademic matters including but not limited to assignment of roommates, actions of fraternities and sororities, membership in and/or admissions to clubs/organizations, student health services and financial aid awards may request a conference with the appropriate administrative supervisor, department head and/or director to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 D.

9. Complaints Involving Student Employment on Campus . A student enrolled at the university who alleges that discrimination occurred either in applying for work or while working as a student employee at a university job may request a conference with the supervisor, department head or director of the employing unit to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 D.
10. Complaints Involving Financial Aid (Undergraduate, Graduate, Professional):
 - a) Undergraduate, graduate, and professional student aid applicants shall present complaints to the Director of Student Financial Aid where the application was originally filed or the award originally made.
 - b) This university official shall compare the person's financial and academic qualifications against the official university financial aid criteria and review the award, amount, or denial of the aid. If the original judgment is sustained, the applicant may appeal this decision to the official's immediate supervisor or to the appropriate financial aid committee.

D. INITIATING A GRIEVANCE

1. Policies and Procedures-- student with a grievance will be provided copies of appropriate policies and procedures pertaining to student complaints and grievances, and the Chief of Student Personnel Administrator or designee

and the Office for Equal Opportunity or for Affirmative Action shall be available to assist the student in understanding the opportunities afforded through such policies and procedures. The student may choose to have an adviser participate in any stage of the grievance procedure, subject to the restrictions of the hearing procedures set forth in Section 390.010 F.

- a. Joint Grievance--If more than one student is aggrieved by the same action, these students may, by mutual written agreement among themselves, file with the Chief Student Personnel Administrator a grievance and pursue their grievances jointly under this grievance procedure. If the number of students in such a case is so large as to make it impractical for them to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of all of them.
- b. Regardless of their nature, all discrimination grievances are to be filed with the Chief Student Personnel Administrator. A grievance must have been filed by a student within one-hundred-eighty (180) calendar days of the date of the alleged discriminatory act.

2. Filing a Grievance

- a. All grievances must be presented in writing and contain the following information:
 1. A clear concise statement of the grievance which includes the name of the person(s) against whom the grievance is made, the date(s) of the alleged discrimination and a statement describing the specific supporting evidence;
 2. A brief summary of the prior attempts to resolve the matter which includes the names of persons with whom the matter was discussed and the results of those previous discussions;
 3. A specific statement of the remedial action or relief sought.

- b. Within seven (7) working days, the original grievance form with an explanation will be returned to the student if, in the judgment of the Chief Student Personnel Administrator, the statements are vague or do not meet the above requirement. The student may make the necessary corrections and resubmit the grievance within seven (7) days.
 - 3. Any grievance not filed within the time limits specified in Section 390.010 D.1.B shall be deemed waived by the grievant. The Chief Student Personnel Administrator may extend the time limits only if adequate cause for an extension of the time limits can be shown by the student.
 - 4. For informational purposes, copies of the grievance shall be forwarded to the Appropriate Administrative Officer and the Director of Equal Employment and/or Affirmative Action.
 - 5. Within fifteen (15) working days of receipt of a grievance that satisfies the requirement of Section 390.010 D.1.b, the Appropriate Administrative Officer with the consent of the parties involved may establish an informal hearing with the aggrieved student, the responding faculty/staff/organization, the respondent's supervisor and the Appropriate Administrative Officer's designee. The Appropriate Administrative Officer shall not involve himself/herself in this meeting. If this informal means of resolving the grievance fails, a grievance committee will be impaneled as called for in Section 390.010 E.1.
- consist of ten (10) faculty, ten (10) staff and ten (10) students. Selection of the panel will be made by the Chief Student Personnel Administrator from recommendations by the appropriate faculty, staff and student associations. Selection of membership will consider sex, race, disability, academic rank, student classification and employee classification. Membership on the hearing panel shall be for two years. A member's term shall expire on September 30 of the second year unless he/she is serving at that time on a hearing committee still in the process of reviewing an unresolved grievance. In such case, the member's term shall expire as soon as the committee has submitted a written report of its findings and recommendations to the Appropriate Administrative Officer.
- 3. A hearing committee shall be composed of five (5) members. The grievant shall select two (2) members from the grievance hearing panel provided by the Chief Student Personnel Administrator. The responding faculty/staff/organization shall select two (2) members from the grievance hearing panel. Both parties should have their selections made within 15 working days of the receipt of the request. The four committee members shall then select an additional member from the grievance hearing panel to serve as chair. Neither members of the immediate departmental unit nor student members of pertinent student organizations involved in the grievance shall be eligible to serve on the committee.
 - 4. Any person selected to a grievance committee will be expected to serve on such committee and to be present at all sessions. If a member is absent from a single session, he/she will be required to review all tapes or transcribed proceedings of that session prior to the next meeting of the committee. Should a member be absent from two sessions or should a member request to be excused from service for reasons of illness, necessary absence from the campus or other hardship, then that member shall be replaced in the same manner used in the original selection (see Section 390.010 E.3). If a member

E. FORMATION OF GRIEVANCE COMMITTEE

- 1. It is the Appropriate Administrative Officer's responsibility to initiate the selection of the grievance committee within fifteen (15) working days after the request for the formation of a grievance committee or after the completion of the informal hearing provided for in Section 390.010 F.5 without satisfaction to the grievant.
- 2. A grievance hearing panel shall be established by October 1 of each year from which a grievance committee should be constituted. The panel shall

is unable or ineligible to serve for whatever reason, the replacement shall review all tapes or written transcripts and all submitted evidence prior to service on the committee. Five members of the hearing committee, duly selected as in Sections 390.010 E.3 and E.4 must attend the opening and closing session of the hearing.

F. HEARING PROCEDURES FOR FORMAL GRIEVANCES

1. It shall be the responsibility of the Appropriate Administrative Officer to coordinate the procedures contained herein, to make provisions for hearing rooms, to coordinate secretarial and recording services and to otherwise serve the grievance committee as needed.
2. At the first organizational meeting of the grievance committee, the committee shall elect a chairperson from among the members to preside over subsequent meetings. Then the chairperson shall schedule a hearing at the earliest convenient time when all affected parties can be present.
3. A quorum consists of a minimum of four members of the committee except as provided by Section 390.010 E.4.
4. The grievance committee shall invite the grievant and the responding person to all hearings. Attendance at the hearings shall be limited to persons who have an official connection with the case as determined by the chairperson. The grievant and the responding person may choose to be accompanied by an adviser. Others whose participation in the hearing is considered essential in order to assist the committee in establishing the facts of the case shall appear before the committee only long enough to give testimony and to answer questions of committee members.
5. It is within the duties and responsibilities of all members of a grievance committee to commit themselves to observe procedures consistent with fairness to all parties concerned. For example, it is a matter of principle that members of the grievance committee will not discuss a case with anyone outside of the hearing process and that their finding will not be influenced by anything other than the evidence presented to them in meetings in which all affected parties are present.
6. The grievance committee shall set forth the rules of procedure for the hearing within the guidelines set forth herein. The chairperson may, for good cause and with the concurrence of a majority of the entire committee, authorize deviation from the suggested format, in which case the principal parties shall be notified.
 - a. The grievant shall be heard first in all phases of a grievance hearing and shall be primarily responsible for the presentation of his/her position.
 - b. The adviser of the grievant or respondent may advise that person and may briefly explain his or her position but shall not be permitted to testify or to cross-examine.
 - c. A reasonable time limit should be established for opening and closing statements and shall be announced prior to the hearing.
 - d. Length of hearing sessions may be established in advance; every effort should be made to conduct the hearing as expeditiously as possible, with equal fairness to both parties.
 - e. The interested parties shall provide the chairperson with the names of the adviser and potential witnesses at least forty-eight (48) hours prior to the hearing. It is the responsibility of the interested party, working with the chairperson, to ensure the presence of these individuals in a timely manner.
 - f. After initial witnesses for both parties have been heard, such witnesses may be recalled for additional questioning if requested by either party or the grievance committee. The committee may call new witnesses whose testimony it deems relevant or helpful.

- g. In order to promote the truthful, unfettered exchange of information and ideas, all testimony pertaining to the grievance hearing shall be held in confidence.
 - h. Only evidence relevant to the grievance may be introduced. Questions regarding the admissibility of evidence shall be decided by the chairperson.
7. At any point in the proceedings prior to the time at which the committee reaches its final decision, the grievant may withdraw any portion or all of the grievance with the consent of a majority of the committee members and of the respondent. In all cases of withdrawal at the consent of the committee and of the respondent, the grievant shall not have the privilege of reopening the same grievance at any time in the future. In the event that the student refuses to participate further in the committee hearing, the committee may choose to continue the case or to move to closure with an appropriate closing statement as per Section 390.010 F.9.
8. A confidential tape recording of the grievance hearing shall be made and will be accessible to the parties involved, the committee, the Appropriate Administrative Officer, the Chancellor, the President, members of the Board of Curators and authorized representatives on a need-to-know basis. Either party to the grievance may request that the committee provide a written transcript of testimony. The cost of preparation of such a transcript is to be paid by the party making such request unless Section 390.010 B.4 is applicable. After the report of the grievance committee has been prepared, the tapes and relevant materials will be sealed and filed in the Appropriate Administrative Office. Unless extraordinary circumstances apply, these materials will be destroyed at the end of five years.
9. At the conclusion of the grievance hearing, the members of the grievance committee shall meet in closed session to deliberate upon their findings. A majority vote of the entire committee shall be required on all decisions. The grievance committee shall make a written report on findings and recommendations to the Appropriate Administrative Officer of the university, with copies to the grievant(s) and the responding person(s). The written report will contain:
- a. A statement of the purpose of the hearing,
 - b. Issues considered,
 - c. A summary of the testimony and other evidence presented,
 - d. Findings of fact as developed at the hearing, and
 - e. Recommendations for final disposition of the case.
10. The Appropriate Administrative Officer will make his/her decision. This decision and the actions that have been taken shall be presented to both parties in writing. If the administrative officer does not accept the recommendations of the grievance committee, a written statement of the reasons for so ruling must be given to both parties and to the chairperson of the committee.
11. If requested by the grievant or the responding party, normally within seven (7) calendar days of the notification of the decision, the decision of the Appropriate Administrative Officer may be subject to a review of the records by the Chancellor. Any review and decision by the Chancellor shall be made normally within thirty (30) calendar days. The decision of the Chancellor can be appealed to the President, who shall have thirty (30) calendar days in which to make a decision, which shall be final.
12. Grievances shall receive prompt attention. The hearing and the report of the grievance committee shall normally be completed within sixty (60) calendar days of the formation of the grievance committee, and a final decision shall be made by the Appropriate Administrative Officer normally within ten (10) calendar days thereafter. In any case

in which these time schedules should prove to be inadequate, the committee shall present, in writing, an amended time schedule to all parties involved.

Profile

Name:	University of Optometry College of Optometry
Address:	8001 Natural Bridge Road St. Louis, Missouri 63121-4495
Location:	South Campus Complex of the University of Missouri-St. Louis
History:	UM-St. Louis, the fourth campus of the University of Missouri, was established in 1963. The College of Optometry was established in 1980; graduated its first class in May 1984.
Programs:	Doctor of Optometry (O.D.) Master of Science (M.S.) in Physiological Optics Doctoral (Ph.D.) in Physiological Optics Hospital Based Optometric Residency Residency Program in Contact Lenses Residency in Pediatrics and Binocular Vision Residency in Low Vision Rehabilitation Residency Program in Ocular Disease and Eye Health-Management at Eye Health Care Combined Postgraduate Clinical Fellowship and M.S. Degree
Class Size:	44
Faculty/ Student Ratio:	1:6
Clinical Facilities:	UM-St. Louis South Campus Complex University Eye Center Optometric Center of St. Louis East St. Louis Optometric Center Harvester Eye Center
Specialty Clinics:	Low Vision Rehabilitation Pediatric/Binocular Vision Contact Lens Eye Health Management Specialized Visual Analysis (which includes electroretinography, visual evoked potential, contrast sensitivity, dark adaptation and glare recovery, color vision and temporal resolution, and special tests of retinal and optic nerve function tailored for the particular patient's needs)
Accreditation:	Accreditation Council on Optometric Education of the American Optometric Association (ACOE) 243 North Lindbergh St. Louis, MO 63141 Next site visit is scheduled for November, 2008.

Academic Calendar for 2003-2004

2003 Fall Semester

August

20 Wednesday, Classes begin: 8:00 a.m.
30 Saturday, Labor Day holiday begins 5 p.m.

September

2 Tuesday, Classes resume 8:00 a.m.

November

25 Tuesday, Thanksgiving Holiday begins
11:00 p.m.

December

1 Monday, classes resume 8:00 a.m.
8 Monday, Classes end at 11:00 p.m.
9 & 10 Tuesday and Wednesday, Intensive Study
Days *
11 Thursday, Final Examinations begin
19 Friday, First Semester closes, end of day

2004

January

11 Sunday, Fall Commencement

2004 Spring Semester

January

12 Monday, Classes begin 8:00 a.m.
19 Monday, Dr. Martin Luther King Holiday

March

20 Saturday, Spring Recess begins 5:00 p.m.
29 Monday, classes resume 8:00 a.m.

May

3 Monday, Classes end at 11:00 p.m.
4 & 5 Tuesday and Wednesday, Intensive Study
Days*
6 Thursday, Final examinations begin
14 Friday, Spring semester closes, end of day
16 Sunday, Spring Commencement

* Intensive Study Days-No classes held: no
exams scheduled

2004 Summer Semester

Session 1 (4 weeks)

May

17 Monday, Classes begin 8:00 a.m.
31 Monday, Memorial Day Holiday

June

12 Saturday, session closes end of day

Session 2 (4 weeks)

June

14 Monday, Classes begin: 8:00 a.m.

July

4 Sunday, Independence Day
5 Monday, Independence Day Holiday
10 Saturday, session closes, end of day

Session 3 (4 weeks)

July

12 Monday, classes begin 8:00 a.m.

August

7 Saturday, session closes, end of day

*Final examinations are held during the last class
meeting of Summer Sessions 1, 2 & 3*

Session 4 (8 weeks)

May 17 – July 6

(Summer Sessions 1 & 2, above)

July 7, 8, 9, & 10

Final Examinations

Session 5 (8 weeks)

June 14 – August 3

(Summer Sessions 2 & 3, above)

August 4, 5, 6, & 7

Final Examinations

Session 6 (12 weeks)

May 17 – August 3

(Summer Sessions 1, 2 & 3, above)

August 4, 5, 6, & 7

Final Examinations

August 8 Sunday, Summer Commencement

- Note: Students will not be allowed to enter courses (undergraduate and/or graduate) following the first week of a regular semester without the written consent of the instructor.

www.umsl.edu/services/academic/Publications/academic_calendar.html

Campus Map

www.umsl.edu/misc/maps/maps.html

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