

**Student Handbook**  
**2025-2026**  
**Vision Care Technology**



## TABLE OF CONTENTS

<b>WELCOME AND FACULTY.....</b>	<b>4</b>
<b>WHO'S WHO IN VISION CARE.....</b>	<b>4-5</b>
Ophthalmologist.....	4
Optometrist.....	4-5
Dispensing Optician.....	5
Ophthalmic Technician.....	5
Optometric Technician .....	5
Ophthalmic Laboratory Technician .....	5
Frame Stylist.....	5
<b>OPTICIANRY.....</b>	<b>6</b>
The Profession of Opticianry .....	6
Work Environment .....	6
Future Job Outlook .....	6
Why the Market is Right for Opticians.....	6
<b>VISION CARE TECHNOLOGY PROGRAM.....</b>	<b>7</b>
Description.....	7
Mission Statement .....	8
Program Goals.....	8
Program Objectives.....	8-9
Program Learning Objectives.....	9-10
Degree Plan.....	11
Course Description.....	12-13
Graduate Competencies.....	14
<b>General Procedures/Requirements.....</b>	<b>15</b>
Entrance Requirements .....	15
Tuition and Fees/Cost .....	15
Financial Aid.....	15
Scholarship .....	15
Withdrawal Procedures.....	15
Refund Information.....	15
Health Guidelines .....	15
Malpractice Insurance.....	15
Medical Emergency on Campus.....	15-16
Emergency Procedures.....	16
Grading/Tests.....	16-17
Attendance Requirement.....	17
Food and Drink.....	17

Cell Phone .....	17
Alcoholic Beverages .....	17
Drug-Free Environment.....	17
Smoking and Tobacco Products.....	17-18
Disruptive Conduct.....	18
Readmission.....	18-19
Disciplinary Procedures and Policies.....	19
Student Healthcare Services.....	19
Mental Health Crisis Help.....	19
Job Placement Rates.....	19
Student Records Request.....	19
Academic Calendar.....	19
Student Counseling.....	19
Grade Appeals and Procedures.....	19
Practicum Checklist.....	19
<b>PROGRAM SELF-EVALUATION.....</b>	<b>20</b>
<b>OPHTHALMIC DISPENSING CLINIC.....</b>	<b>21</b>
Professional Appearance and Grooming.....	21
Professional Conduct.....	21
Other Clinic Conduct Rules.....	21
Student-Patient Communication.....	21
Required Supplies.....	22
Student Lab Manager.....	22
Student Optician .....	22-23
RSCC Library Reference Material.....	24
<b>LABORATORY SAFETY PROCEDURES.....</b>	<b>25</b>
Ophthalmic Laboratory Regulations.....	25
Infection Control Tips on Hand Washing.....	25
Hand washing Steps.....	25
Infectious Disease Control .....	26
<b>STUDENT APPEALS .....</b>	<b>27</b>
<b>STUDENT OPTICAL SOCIETY BY-LAWS.....</b>	<b>28-30</b>
<b>TN LICENSING REQUIREMENTS FOR OPTICIANS.....</b>	<b>30</b>
<b>PROFESSIONAL ORGANIZATIONS.....</b>	<b>33-34</b>

The Commission on Opticianry Accreditation .....	33
Tennessee State Board of Dispensing Opticians .....	33
United Opticians Association .....	33
National Academy of Opticianry .....	33
The American Board of Opticianry .....	34
National Contact Lens Examiners.....	34
Tennessee Dispensing Opticians Association.....	34
The Contact Lens Society of America.....	34

**A CODE OF ETHICS FOR RSCC OPTICIANRY STUDENTS .....35**

**COVID-19 PROCEDURES (IF NEEDED)..... 36-37**

**SIGNATURE SHEETS..... 38-43**

Criminal Background Check... ..	38
Drug/Alcohol Testing .....	39
ABO and NCLE Release Form .....	40
Academic Misconduct Agreement.....	41-42
Student Handbook Signature .....	43

## **WELCOME TO THE VISION CARE TECHNOLOGY PROGRAM**

Welcome, and congratulations on your acceptance into the RSCC Vision Care Technology Program! We hope that your college experience will be pleasant and beneficial. Use this handbook to familiarize yourself with the program and its requirements. If you need assistance of any kind, do not hesitate to ask your faculty advisor or any of us.

### **FACULTY**

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Master Optician

## **WHO'S WHO IN VISION CARE**

### **OPHTHALMOLOGIST (M.D.)**

An ophthalmologist is a physician who specializes in comprehensive care of the eyes and visual system. The ophthalmologist is a medically trained specialist qualified to diagnose and treat all eye and visual system problems. Each is licensed by a state to practice medicine and surgery. The ophthalmologist has completed two to four years of college premedical training, four years of medical school, one year of internship, and three years of residency; some have additional years of fellowship.

### **OPTOMETRIST (O.D.)**

Doctor of Optometry (optometrists) are professionals who are specifically educated, clinically trained and state licensed to examine the eyes and visual system, diagnose problems or impairments and prescribe and provide treatment. Among the types of treatment optometrists use are prescription glasses, contact lenses, vision therapy, low-vision aids, and in many states, pharmaceutical agents.

After a minimum of two to four years of undergraduate training, optometrists pursue a four-year professional

degree program involving specialized classroom and clinical training in all phases of functional vision care, optics, and eye health.

#### DISPENSING OPTICIAN (L.D.O. or R.D.O)

A licensed dispensing optician is a professional who designs, verifies, and delivers spectacle lenses, frames and other specially fabricated optical devices and/or contact lenses upon prescription to the intended wearer. The optician's functions include prescription analysis and interpretation; frame selection; determination of the lens forms best suited to the wearer's needs; preparation and delivery of work orders for surfacing of lenses and fabrication of eyewear; verification of the finished ophthalmic products; adjustment, replacement, repair, and reproduction of previously prepared ophthalmic lenses, frames, and other specifically fabricated ophthalmic devices.

#### OPHTHALMIC TECHNICIAN (C.O.T.)

A certified ophthalmic technician is a professional who performs medical histories, pre-tests to assess visual function, specialized tests to determine specific eye diseases, and office management for ophthalmologists (medical doctors). The ophthalmic technician needs to understand the anatomy of the eye and how the eye functions. This will include knowledge and recognition of common eye diseases. Communication skills are utilized to obtain relevant medical histories and to efficiently convey eyecare information to patients. Ophthalmic technicians also help administer eye medications and dressings and assist in minor office surgeries.

#### OPTOMETRIC TECHNICIAN

A paraoptometric can perform various specialized skills, including clinical data collection, ophthalmic fabrication, and ophthalmic dispensing under the direct supervision of optometrists.

#### OPHTHALMIC LABORATORY TECHNICIAN

The technician operates machinery to grind lenses and fabricate eyewear to prescription in an ophthalmic laboratory.

#### FRAME STYLIST

A person trained to help clients select a frame for a good fit and cosmetic appearance is usually employed in a large retail optical store. Their training consists of on-the-job training.

# OPTICIANRY

## THE PROFESSION OF OPTICIANRY

Opticians are professionals who design and fit eyeglasses, contact lenses, and other specialized optical devices. The patient brings the optician a prescription from their doctor, and the optician determines the best way to fill that prescription. There are hundreds of ways to fill any given prescription. There are many different frame and lens materials, lens designs, colors, coatings, frame fashions, and other add-ons. Opticians select the best of these options for each patient based on his or her visual, fashion, and financial needs. The optician considers many patient variables: their prescription, the type of work they do, their hobbies, sports they play, and other special visual considerations. Opticians need to make sure their patients see clearly, look attractive (opticians are also fashion consultants), and have properly adjusted and comfortable glasses that fit conveniently into their lifestyle.

### WORK ENVIRONMENT

Most opticians work in retail business settings and medical offices, selling eyewear directly to the public. However, some specialize in areas such as contact lens fitting, laboratory work, or as sales representatives for frame and lens manufacturers.

### FUTURE JOB OUTLOOK

There is a real demand for good opticians in the workplace. The profession is enjoyable and financially rewarding while providing real service to your patients. Opticians can work for themselves, for other private opticians, ophthalmologists, optometrists, chain stores, laboratories, or manufacturers. Because of this high demand, opticians are also very mobile. If relocation is desired, it is fairly easy to secure a new job in any part of the country.

## **Why the market is right for opticians**

There are several reasons why people are buying glasses and contact lenses now more than ever before, and why sales continue to rise. People used to have only one pair of glasses. Today, they buy many pairs based on fashion. Some customers buy new glasses to match each new outfit. Many of the frames today have a recognizable logo or designer's name and are advertised in high-fashion magazines. Opticians also sell multiple pairs of glasses based on lifestyle. Many patients now have a specialized pair of glasses for different activities, such as working with the computer, fishing, skiing, dressing up, reading, swimming, racquetball, safety jobs and other special applications. Many people are moving into the age bracket where they lose the ability to see small print and focus at near distances. This alone will create a need for specialized eyewear.

# **Vision Care Technology Program Overview**

The Vision Care Technology program is a two-year Associate of Applied Science degree designed to prepare students for a professional career in opticianry. Graduates of this program will be eligible to sit for the Tennessee State Board Examination in Ophthalmic Dispensing and national board certification examinations. The curriculum includes general education, technical instruction, and clinical fieldwork components.

This program is nationally accredited by the Commission on Opticianry Accreditation (COA).

Admission to the program is required prior to enrollment in any VECT courses. All VECT courses must be taken in the prescribed sequence, and students must earn a grade of “C” or better in each VECT course to remain in good standing and progress through the program. All professional coursework is delivered at the main campus in Harriman.

Successful completion of the program provides graduates with the knowledge and skills necessary for a rewarding career as a licensed healthcare professional in the field of opticianry.



## **Program Goals and Objectives**

### **MISSION STATEMENT**

The Mission of the Roane State Community College Vision Care Technology Program is to provide our students with a post-secondary education resulting in an Associate of Applied Science degree and to provide society with qualified, conscientious, and professional dispensing opticians.

### **PROGRAM GOALS**

The interests and welfare of the community, students, faculty, institution, and the ophthalmic health care professions are satisfied by the attainment of the stated goals. The program goals are also consistent and compatible with the stated goals of the Allied Health Science Division and Roane State Community College.

1. Community-Related Goals
  - a. Provide the ophthalmic community with a skilled graduate qualified by academic and clinical training to fulfill the duties and responsibilities of a Dispensing Optician.
  - b. Promote cooperation among the health care delivery system ophthalmologists, optometrists, Opticians, and consumers in the recognition and full utilization of the graduate.
  - c. Eliminate hazardous waste and to reduce non-hazardous waste to the minimum levels economically, and technically practical, and to be in full compliance with all federal and state environmental regulations.
2. Student Goals
  - a. Accomplish the educational objectives of each course and to fulfill the criteria used to evaluate student success.
  - b. Develop the professional attitudes and discipline necessary for success in the ophthalmic health care professions.
  - c. Successfully complete the ABO (American Board of Opticianry), NCLE (National Contact Lens Examination), and Tennessee State licensing examinations.
3. Faculty Goals
  - a. Provide teaching/learning experiences which develop knowledge, concepts, and understanding skills for opticianry through both formal and continuing education.
  - b. Pursue continuous and professional development in order to provide students with the latest information regarding ophthalmic innovations.
  - c. Actively participate and assume leadership roles in local, state, and national professional organizations and the college.

### **PROGRAM OBJECTIVES**

1. Prepare all graduates for employment as opticians.
2. Prepare all graduates to become licensed opticians
3. Provide a learning experience that encompasses theoretical and practical knowledge leading to a marketable skill for the student in the career area.
4. Prepare competent opticians to demonstrate professional and ethical behavior when interacting with clients

and other professionals, through employer and/or practicum feedback.

5. Ensure that graduates will have general knowledge in the areas of communication, mathematics, social science, and humanities, through the successful completion of the required general education core classes.
6. To recruit and provide educational opportunities, in the discipline of opticianry, to the college community regardless of sex, race, creed, age, marital status, national origin, handicaps or financial resources.

## **PROGRAM LEARNING OBJECTIVES**

1. Demonstrate effective oral and written communication skills in patient, prescriber, and professional interactions.
2. Perform accurate ophthalmic calculations using basic algebra, trigonometry, and geometry.
3. Describe the structure, function, and common pathologies of the human eye.
4. Measure and assess facial and ocular features for accurate eyewear fitting and physiognomic measurements.
5. Neutralize, verify, and analyze ophthalmic prescriptions using appropriate tools and techniques.
6. Evaluate patient lifestyle and vocational needs to recommend appropriate eyewear or vision solutions.
7. Assist patients in selecting suitable frames and lenses based on needs, preferences, and prescriptions.
8. Calculate pricing, collect payments, and maintain accurate billing records for vision aids and services.
9. Create ophthalmic laboratory job orders for the fabrication of prescription eyewear.
10. Dispense prescription eyewear and vision aids and instruct patients on proper care and usage.
11. Maintain accurate and comprehensive patient/customer records, including third-party forms and inventory logs.
12. Provide follow-up services, including adjustments, repairs, and frame or lens replacement.
13. Effectively address patient inquiries, concerns, and complaints.
14. Apply applicable laws, regulations, and safety protocols to ensure ethical and compliant practice.
15. Demonstrate proficiency in the operation and maintenance of ophthalmic and optical equipment.
16. Apply advanced optical finishing techniques to modify and complete eyewear.
17. Explain the theory of refraction and visual assessment in the context of clinical opticianry.
18. Assist with business operations, including recordkeeping, inventory management, and third-party processing.

19. Demonstrate proficiency in adapting, fitting, and dispensing contact lenses.
20. Identify procedures for dispensing low vision aids and artificial eyes when appropriate.
21. Communicate effectively with prescribers about patient needs, prescriptions, and optical recommendations.

# VISION CARE TECHNOLOGY (VECT)

Associate of Applied Science  
Degree Plan

## Business Elective – 1 course

BUSN 1305	Introduction to Business
ACCT 1010	Principles of Accounting I
BUSN 1330	Entrepreneurship
BUSN 1380	Supervisory Management
ALH 2311	Management and Leadership for Allied Health Supervisors

## Communication – 2 courses

ENGL 1010	Comp I
COMM 2025	Fundamentals of Communication

## Humanities/Fine Arts – 1 course

ART 1035	Introduction to Art
ART 2000	Art History Survey I
ART 2020	Art History Survey II
ENGL 2110	Early American Literature
ENGL 2120	Modern American Literature
ENGL 2210	Early British Literature
ENGL 2220	Modern British Literature
ENGL 2310	Early World Literature
ENGL 2320	Modern World Literature
ENGL 2510	Appalachian Literature
HUM 1010	Early Humanities
HUM 1020	Intro to Humanities
MUS 1030	Introduction to Music
MUS 1037	Introduction to World Music
PHIL 1030	Introduction to Philosophy
PHIL 1040	Introduction to Ethics
PHIL 2200	Introduction to World Religions
PHIL 2640	Science and the Modern World
THEA 1030	Introduction to Theatre

## Mathematics – 1 course

MATH 1010	Math for General Studies
MATH 1130	College Algebra
MATH 1530	Introductory Statistics
MATH 1630	Finite Math
MATH 1720	Precalculus Trigonometry
MATH 1730	Pre-Calculus
MATH 1830	Applied Calculus
MATH 1910	Calculus I

## Social Science – 1 course

ANTH 1130	Introduction to Physical Anthropology
ANTH 1230	Introduction to Cultural Anthropology

ANTH 1430	Introduction to Prehistoric Archeology
ANTH 2150	Native American Studies
ECON 2100	Principles of Macroeconomics
ECON 2200	Principles of Microeconomics
GEOG 2010	World Regional Geography
INTL 1010	Introduction to Global Studies
POLS 1030	American Government
POLS 1010	Introduction to Political Science
POLS 2025	State and Local Government
PSYC 1030	Introduction to Psychology
PSYC 2210	Biological Basis of Behavior
PSYC 2130	Lifespan Development Psychology
SOCI 1010	Introduction to Sociology
SOCI 1040	Social Problems
WELL 1010	Lifetime Wellness

## First Year

### *Fall Semester*

VECT 1410	Introduction to VECT – 4 credits
VECT 1430	A&P of the Eye-4 credits

### *Spring Semester*

VECT 1420	Ophthalmic Dispensing I – 4 credits
VECT 1440	Ophthalmic Materials I – 4 credits
VECT 1330	Geometric Optics for Opticians – 3 credits
VECT 1450	Contact Lenses I – 4 credits

### *Summer Semester*

VECT 1140	Practicum – 1 credit
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## Second Year

### *Fall Semester*

VECT 2410	Ophthalmic Dispensing II – 4 credits
VECT 2420	Ophthalmic Materials II – 4 credits
VECT 2430	Contact Lenses II – 4 credits

### *Spring Semester*

VECT 1460	Ophthalmic Dispensing III – 4 credits
VECT 1470	Ophthalmic Materials III – 4 credits
VECT 1480	Contact Lenses III – 4 credits

**There are 66 Total credit hours for Vision Care Technology to graduate. The Intent to Graduate form needs to be submitted to the Office of Graduation during the fall term of the second year.**

## Course Descriptions

### **VECT 1410 -- Introduction to Vision Care Technology .....4 credits**

A general overview of the field of Opticianry, intended to provide the student with a broad base for more advanced study. Included is the history of Opticianry, the visual sense, basic geometric optics, normal and abnormal vision, lens theory and design, frame design, and principles of decentration, government regulations and licensure, as well as an introduction to the ophthalmic dispensing clinic

**3 hours lecture/3 hours clinic**

### **VECT 1420 -- Ophthalmic Dispensing I..... 4 credits**

A continuation of Introduction to Opticianry to include frame fit and adjustment, prescription analysis, visual acuity, resolving prisms, influence of vertex distance on prescription, and introduction to presbyopia.

**3 hours lecture/3 hours clinic**

### **VECT 1440 -- Ophthalmic Materials I.....4 credits**

This course is designed to introduce the student to the most commonly used ophthalmic devices, and the physical make-up of these devices. This includes single vision lenses, spectacle frames, and bifocal lenses, with special emphasis on how these devices are produced. Also included is an introduction to fabrication of lenses, developing a basis for layout, blocking, grinding, and verification procedures.

**3 hours lecture/3 hours laboratory**

### **VECT 1330 -- Geometric Optics for Opticians ..... 3 credits**

Surveys basic elements of geometric optics. Explores basic theories of light, shadow optics, mirrors, thin lenses, and single spherical refracting surfaces. Deals with thick lenses, vergence angular magnification, and telescopes. Emphasizes ray tracing and calculations. (Prerequisite: MAT 1130) Spring

**Combination lecture/lab (3 hours/week)**

### **VECT 1450 -- Contact Lenses I.....4 credits**

An introduction to the fitting of contact lenses, following the history of contacts and the development of new contact lens materials. Advantages and disadvantages of these materials are outlined, as well as indications and contra-indications to contact lens wear. Emphasis is placed on the optical principles behind contact lens correction, and the introduction of basic skills with related instrumentation.

**3 hours lecture/3 hours**

### **VECT 1140 -- Practicum .....1 credit**

Supervised fieldwork in a retail dispensary under a licensed optician.

### **VECT 1430 -- Anatomy and Physiology of the Eye.....4 credits**

A detailed study of the structures and functions of the eye and its adnexa, as well as an overview of common ocular pathologies.

**4 hours lecture**

**VECT 2410 -- Ophthalmic Dispensing II.....4 credits**

A continuation of Ophthalmic Dispensing I to include the optical properties of spectacle lenses and their relationship to the patient's refractive error, the spectacle management of presbyopia, the spectacle management of high power prescriptions and prescription analysis.

**3 hours lecture/3 hours clinic**

**VECT 2420 -- Ophthalmic Materials II.....4 credits**

A continuation of Ophthalmic Materials I, stressing: multifocal lenses - bifocals, trifocals, occupational, blended and progressives. Increased hands-on experience with lens edging, including insertion, removal, and bench adjustment of spectacles. ANSI standards applied to all lab work.

**3 hours lecture/3 hours laboratory**

**VECT 2430 -- Contact Lenses II.....4 credits**

Continuation of Contact Lenses I, with increased attention to lens selection and design. Fitting philosophies of hydrogel and gas permeable contact lenses are put into practice, and follow-up care is stressed. Insertion, removal, and diagnostic skills are increased.

**3 hours lecture/3 hours laboratory**

**VECT 2410 -- Ophthalmic Dispensing II.....4credits**

A continuation of Ophthalmic Dispensing I to include the optical properties of spectacle lenses and their relationship to the patient's refractive error, the spectacle management of presbyopia, the spectacle management of high power prescriptions and prescription analysis.

**3 hours lecture/3 hours clinic**

**VECT 2460 -- Ophthalmic Dispensing III.....4 credits**

A continuation of Ophthalmic Dispensing II to include advanced prescription analysis, clinical astigmatism, fashion spectacle dispensing, aniseikonia, low vision care, clinical types of hyperopia, ocular injuries and emergencies, visual field anomalies, orthoptics, prosthetic eyes, ophthalmic instrumentation, and theory of refraction.

**3 hours lecture/3 hours clinic**

**VECT 2470 -- Ophthalmic Materials III. .... 4 credits**

A continuation of Ophthalmic Materials II to include cataract eyewear, glass lens tempering, high minus lens designs/materials, and a variety of specialty lenses. Practice management including: ordering, inventory, duty to warn, equipment maintenance, semantics and salesmanship. Licensed professional responsibilities are presented, along with the latest trends (fashion, technological breakthroughs). Advanced spectacle fabrication in the lab to include: semi-rimless mounts, various repairs, progressive lenses, bifocal projects, and prism Rx's.

**3 hours lecture/3 hours laboratory**

**VECT 2480 -- Contact Lenses III.....4 credits**

Continuation of Contact Lenses II, dealing mainly with special fitting problems and special lens designs. Practice management techniques are included, as well as continued use of all needed instrumentation.

**3 hours lecture/3 hours laboratory**

## **GRADUATE COMPETENCIES**

Graduates of an Opticianry Program must demonstrate competencies, including, but not limited to, those listed below. Graduates must be able to:

1. Use effective oral and written communication.
2. Perform basic algebra, trigonometry, and geometry
3. Identify the human eye structure, function, and pathology
4. Determine physiognomic (facial and eye) measurements
5. Neutralize eyewear/vision aids
6. Analyze ophthalmic prescriptions
7. Assess lifestyle needs of the patient/customer/client
8. Select proper frames and lenses
9. Price and collect fees for vision aids and services
10. Prepare ophthalmic laboratory job orders
11. Dispense prescription eyewear/vision aids and instruct patient/customer/client in use and care
12. Maintain records
13. Provide follow-up service, including eyewear/vision: aids, repair, lens, and frame replacement
14. Troubleshoot inquiries and concerns
15. Apply applicable laws and regulations
16. Demonstrate proficiency in the operation and function of ophthalmic equipment
17. Utilize and maintain equipment
18. Demonstrate proficiency in finishing techniques
19. Describe visual assessment
20. Maintain records, including third-party forms, inventory, and equipment
21. Demonstrate principles of adaptation, dispensing, neutralization, and fitting of contact lenses
22. Identify situations associated with low vision aids, where appropriate
23. Discuss prescription eyewear/vision aids and other patient/customer-related information (verbal and written) with the prescriber
24. Demonstrate knowledge of applicable state statutes and regulations

## **GENERAL PROCEDURES/REQUIREMENTS**

### ENTRANCE REQUIREMENTS

There are special admission policies for Health Science Programs, including Vision Care Technology. Complete information regarding admission policies are outlined in the Roane State Community College Catalog each year. Please refer to this publication.

[Catalog: Admission Policies for Health Science Degree Programs - Roane State Community College](#)

### TUITION AND FEES AND STUDENT COST

Complete information regarding tuition and fees is contained in the Roane State Community College Catalog. All tuition and fees are subject to change and will be posted on the Roane State's web page. Opticianry students are required to pay a liability insurance fee.

[Tuition and Fee Listing - Roane State Community College](#)

### FINANCIAL AID

Roane State Community College has a Student Financial Aid Program, which is designed to assist students requiring financial assistance. Complete information regarding these services is contained in the Roane State Community College Catalog. Contact the Opticianry Program Director with any questions or concerns relating to financial aid.

[Financial Aid - Roane State Community College](#)

### SCHOLARSHIPS

Information regarding Roane State Community college scholarships is available through the Student Financial Aid Office. Students seeking scholarships provided through the ophthalmic profession are encouraged to contact the Opticianry Program Director.

[Scholarships - Roane State Community College](#)

### WITHDRAWAL PROCEDURES

The student must meet with the program director for an exit interview prior to withdrawal from any opticianry course.

[Catalog: Withdrawals and Honorable Dismissals - Roane State Community College](#)

### REFUND INFORMATION

Students withdrawing from school or dropping one or more classes may be entitled to a partial refund. Consult the Roane State Community College Catalog for complete details. The Opticianry Program Director can provide both information and assistance as needed.

[Refund Information and Deadlines - Roane State Community College](#)

### HEALTH GUIDELINES

Students may be required to undergo a physical exam/health verification prior to enrollment. Students will be responsible for the cost of the physical examination and required immunizations and or/testing. Students will be required to meet all health guidelines of affiliated clinical agencies. Personal health insurance may be required by some agencies. Students are highly encouraged to carry personal health insurance and are responsible for costs incurred due to injury or illness while enrolled.

### MALPRACTICE INSURANCE

Professional liability insurance is required during clinical courses. The liability coverage applies only to Roane State Assignments. The group liability fee is attached to course fees.



### MEDICAL EMERGENCY ON CAMPUS

The Public Safety Office has been designated the campus agency to respond to all emergencies, including minor injuries/illness and serious injuries/illness. To report an injury or illness, call the campus security (campus telephone ext. 4500) or (non-campus telephone 865-882-4500). The Public Safety Officer will direct all necessary emergency equipment to the scene.

#### **In the event of an emergency, call the campus security and proceed with the following:**

1. Give your name
2. Advise the Security Officer of the nature of the emergency. Give the location of the incident
3. Give your telephone number
4. [Police Department - Roane State Community College](#)

### Serious Injury/Illness

Additionally, emergency medical service (campus telephone 9+ 911) or (non-campus telephone 911) should be contacted immediately if life-threatening injuries have occurred. The parent/spouse/legal guardian will be notified by security without delay.

### EMERGENCY PROCEDURES-FIRE & BOMB

#### **In the case of a fire or bomb threat, a fire alarm will be sounded.**

Immediately on hearing a fire alarm: Proceed to the nearest exit in an orderly fashion and go directly to the student parking lot (300 feet from the building) where the class will regroup. Stay together until it is safe to re-enter the building or to be dismissed.

### GRADING/TESTS

The course instructor will distribute a syllabus at the beginning of each semester. This syllabus will contain grading information for that course. Any questions regarding grading procedures should be addressed at that time. The student is responsible for all assigned readings as well as material covered in all classes. The instructor reserves the right to make additions, deletions, and modifications to the course syllabus. A grade of "C" or better must be maintained in each specialty course. Failure to do so will result in dismissal from the program.

Missed tests/quizzes: Students are expected to notify the **instructor a minimum of one hour before** a scheduled test begins if they will be late or absent. Any student entering class late without notification may take the test but will not be allowed extra time. **Any student who fails to notify the instructor in time of an absence prior to a scheduled test may receive a grade of zero for that test.** Only students with an excused absence will be tested at the discretion of the instructor. Students with an excused absence must take the make-up test within 5 business days of the original test, except in the event of approved extenuating circumstances. The type of makeup test will be at the discretion of the instructor and may include essay tests. If a make-up test is allowed, an automatic letter grade (10 points) will be deducted from the final score, even with an excuse.

Tests: Material from reading assignments, PowerPoint/Slides, classwork, and notes will be covered on tests.

### **Testing for Distance Learning**

All exams must be taken in the RSCC Testing Center during the assigned testing window listed in the syllabus (Monday–Saturday). Students may take the exam at any time during the Testing Center's open hours within that window.

It is the student's responsibility to confirm the Testing Center's operating hours in advance and allow enough time to complete the exam before closing. Failure to take the exam within the testing window will result in a zero. **Any request for alternate arrangements must be made and approved by the instructor before the first day of the testing window** and must be supported by appropriate documentation.

Make-up exams will only be given in the event of documented, instructor-approved extenuating circumstances arranged in advance.

#### ATTENDANCE

Attendance is an important factor in the program's instructional process. Students must attend all lectures and labs, **arrive on time, and remain in attendance for the entire lecture or lab. If you miss, it is your responsibility to get any missed assignments or notes.**

#### FOOD AND DRINK

No food or drinks in or around the clinics and laboratories.

No food during the lecture.

#### CELL PHONE AND SMART WATCH

Cell phones must be turned off in lecture and laboratory and not visible.

#### ALCOHOLIC BEVERAGES

The use and/or possession of alcoholic beverages on public college-owned or controlled property is prohibited.

#### STUDENT RECORDS

Students have the right to access their records at any time.

#### DRUG-FREE ENVIRONMENT

Roane State Community College supports the provision of a drug-free environment by:

- (a) providing notice to all students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited. Violation of any of these prohibitions may result in expulsion;
- (b) establishing a drug-free awareness program to inform students about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the college policy of maintaining a drug-free environment;
  - (3) the availability of drug counseling referral services;
  - (4) the penalties that may be imposed for drug abuse violations could include dismissal from school;
- (c) providing that any student receiving federal grants, as a condition of the grant, will certify that they will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity connected with the grant.

#### SMOKING AND TOBACCO PRODUCTS

Roane State Community College has established, as allowed by legislation, a policy on smoking and use of tobacco products on campus. This policy is as follows:

1. Smoking and the use of other tobacco products is prohibited in all college buildings and

indoor facilities, campus grounds and walkways, and all areas where non-smokers cannot avoid environmental smoke. Appropriate signage will be posted designating the campus as non-smoking.

2. A small smoking area will be provided for employees and students in designated areas of the parking lot for the Roane County and Oak Ridge campuses and at designated areas for each satellite location.
3. Smoking or use of other tobacco products is prohibited inside any college vehicle.
4. Enforcement of this policy for staff will be the primary responsibility of supervisors. Security officers/guards will be responsible for enforcement at public events. Student offenders will be referred to the Assistant Vice President of Students/Dean of Students if disciplinary action is deemed necessary. All college personnel have the authority to enforce this policy.
5. This policy will be widely communicated through standard institutional communication channels.
6. This policy was implemented on June 1, 2010.

#### DISRUPTIVE CONDUCT

RSCC policy allows faculty members to temporarily remove or exclude from the classroom any student engaged in disruptive conduct. Disruptive conduct is defined and not limited to, behavior that obstructs or disrupts the learning environment. Examples can include the use of offensive language, harassment of students or faculty, outbursts from a student that disrupt the flow of instructions or prevent concentration on the subject taught, and failure to cooperate in maintaining classroom decorum.

Disruptive conduct also includes the use of any electronic or other noise or light-emitting devices such as beepers, pagers, smart watches, cell phones, palm pilots, laptop computers, Gameboys, CD players, and the like that disturb others. Use of such items is therefore prohibited in the classroom. Cellular telephones are not to be used during class for any purpose, including making or receiving calls, taking photographs, sending text messages, or playing games. Disruptive conduct will lead to exclusion from class for the remainder of the class period. A student excluded from the classroom for disruptive conduct is responsible for any class assignments made or tests given during their absence.

#### **Readmission Procedures – Vision Care Technology**

Students applying for readmission to the Vision Care Technology program must meet all current admission criteria in place at the time of reapplication. Only one readmission is permitted, and readmission is contingent upon the availability of space. No more than four semesters (Spring and Fall) may elapse between the student's exit and readmission to the program.

Applicants must submit a written readmission request to the Program Director at least thirty (30) days prior to enrollment. This request must include a detailed personal reflection explaining the reason(s) for the

unsuccessful performance and a plan of correction. The applicant may be required to interview with the Program Director and other program faculty, if applicable, before review by the Allied Health Programs Admissions Committee.

An acceptable level of discipline-specific competency may need to be demonstrated prior to readmission. Students with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty. The Program Director will verify that all required documents, including licensure or credentials, are current and valid.

Students dismissed for reasons related to academic misconduct or violations of the code of ethics will not be considered for readmission.

#### DISCIPLINARY PROCEDURES AND POLICIES

[RSCC Policy SA-06-01; Student Discipline - Roane State Community College](#)

#### STUDENT HEALTHCARE SERVICES

[Healthcare Resources - Roane State Community College](#)

#### MENTAL HEALTH CRISIS HELP

[Mental Health Crisis Help - Roane State Community College](#)

#### JOB PLACEMENT RATES

[Vision Care Technology Program Outcomes - Roane State Community College](#)

#### STUDENT RECORDS REQUEST

[RSCC Policy SA-01-01; Student Records: Control and Security - Roane State Community College](#)

#### ACADEMIC CALENDAR

[Catalog: Academic Calendar - Roane State Community College](#)

#### STUDENT COUNSELING

[Counseling Services - Roane State Community College](#)

#### GRADE APPEALS AND PROCEDURES

[Grade Appeals - Roane State Community College](#)

#### CLINICAL PRACTICE (PRACTICUM CHECKLIST)

<https://acrobat.adobe.com/id/urn:aaid:sc:va6c2:d8da3857-b232-4a40-85c4-d1b211fbd970>

# Program Self-Evaluation

The Vision Care Technology Program engages in a systematic and ongoing process of self-evaluation to ensure program effectiveness and continuous improvement.

## 1. Data Collection and Review

- Student learning outcomes are assessed in all courses each semester.
- Graduation rates, licensure/board exam pass rates, and job placement rates are tracked annually.
- Student evaluations of instruction and course effectiveness are reviewed each semester.

## 2. Stakeholder Feedback

- Feedback is gathered from students, alumni, faculty, and employers through ongoing conversations, advisory committee meetings, and professional engagement.
- The Program Advisory Committee, consisting of faculty, industry professionals, and employers, meets semiannually to provide input on curriculum relevance and workforce alignment.

## 3. Faculty and Program Meetings

- Faculty meet each semester to review assessment data, feedback, and student performance trends.
- Action plans are created for areas identified as needing improvement, and follow-up is documented in faculty meeting minutes.

## 4. Documentation and Reporting

- A written annual program evaluation report is prepared that summarizes findings, outlines improvements, and notes actions taken.
- All evaluation materials, including meeting minutes, annual reports, and action plans, are archived electronically for accreditation purposes.

## 5. Continuous Improvement

- Curriculum changes, teaching methods, and program resources are adjusted based on evaluation findings.
- The impact of changes is measured in subsequent reviews to ensure effectiveness.

## **OPHTHALMIC DISPENSING CLINIC**

To maintain the professional appearance and conduct of all students assigned to the Dispensing Clinic, it is imperative that personal hygiene and dress standards be maintained.

### **Professional Appearance and Grooming**

1. Bathe daily
2. Deodorant or antiperspirant must be applied.
3. Males must shave daily; beards, goatees, and mustaches must be neatly trimmed.
4. Nails must be neatly manicured.
5. Hair must be neatly groomed and clean at all times.
6. Hands must be washed before seeing each patient.
7. Makeup must complement a professional appearance.
8. Jewelry must be limited to wristwatches, wedding rings, and small earrings.
9. Professional clothing must be worn. (No jeans, scrubs, t-shirts, flip flops, hats or sneakers.) All shirts must have sleeves. No mid-drifts.
10. Clothing must be freshly laundered with no tears, strings, or wrinkles.
11. Cologne scent should not be overpowering.
12. Breath must be clean and fresh.

### **Professional Conduct**

1. **No vulgar language.**
2. Polite and considerate behavior is expected at all times.
3. Attentiveness to instructions is expected at all times.
4. Always share verbally with the patient those tasks and procedures being performed.
5. A helpful, cheerful, and friendly attitude is expected.
6. No loud talk or congregating in halls when patients or visitors are in the clinic.
7. No gum chewing.
8. Confidentiality of patient information is mandatory.
9. Personal conversations with other students are not permitted while with patients.

### **Other Clinic Conduct Rules**

1. Telephones are for business only.
2. Food or drink is not permitted within the clinical area.
3. The clinic is to be kept neat and clean at all times. Book bags and schoolwork are to be kept in a separate classroom.

### **Student-Patient Communication**

1. All patients' records are kept confidential.
2. Students shall not make any statements about diagnosis or treatment to any patient.

### Required Supplies

1. Tool Kit with PD Ruler
2. A pair of safety glasses
3. Scientific Calculator
4. Lint-free cotton or microfiber towel for cleaning glasses

### Student Lab Manager

1. Prior to class, plug in the salt pan, sign into the student computer, and turn on all of the lights
2. Obtain the patient's previous record from file
3. Welcome the patient, and assigns student optician (patient must be present to order glasses)
4. Answers the telephone and schedule appointments
5. Prepare mailing labels for outgoing orders
6. End-of-class checks:
  - a. Instruments are turned off, unplugged, and covered
  - b. Room is neat and clean, clean frame boards, polarized and mirror-coated lenses
  - c. Turn off all lights and **lock the cabinets**

### Student Optician

Initial meeting with patient:

Greet the patient and seat him/her at a fitting table.

Neutralize patient's current prescription:

Rx, prism, PD, based curve, seg type, seg height, material, tints, and coatings record on back of permanent record.

Analyze patient's new prescription:

Discuss lens options

Select appropriate frames

Patient's permanent record: (Completely fill in the record)

Patient's name, address, city, state, zip, home and work telephone

Doctor's name (OD or MD), Date of Rx and (expiration date if given)

Patient's occupation, hobbies and sports

Order date

Prescription (indicate the date of Rx and also the expiration date if written)

Surgical or pathological history

Frame information

Lens material information

Special instructions

Itemize cost of the eyewear on the back of record. Include \$15.00 dispensing fee and 10% business office charge

Pink Charge slip:

Indicate subtotal, 10% charge, and total

Patient pays for glasses at the business office (1st floor in the Dunbar building)  
Checks are made payable to RSCC

Patient information form:

Indicate your name, date, time and day of lab

**HAVE YOUR INSTRUCTOR CHECK YOUR MEASUREMENTS AND PRICING BEFORE THE PATIENT LEAVES.**

Order Form:

Fill out the appropriate order form for the lab you are ordering glasses from  
Keep the last copy in patient's tray

**HAVE INSTRUCTOR VERIFY ORDER FORM BEFORE MAILING**

Waiting for glasses to return:

Check the patient's tray often to see if glasses are back from the lab  
Keep patient updated if delays occur  
REMEMBER this patient is your responsibility, so take good care of him or her.

Patient Communication:

All communication with the patient should be documented in the patient's records including the date and time and what information was communicated or inquired about.

Glasses returned from lab:

Verify all aspects of eyewear-power, PD, Base curve, seg heights, material, tints, coatings, defects, scratches etc.  
Check with instructor before notifying the patient  
Notify and set up an appointment to deliver the glasses  
Record date of call, and note pertinent information in the box next to home phone

Delivery:

Collect the business office receipt from the patient (No jobs leave the lab until they are paid in full)  
Adjust patient's glasses  
Give patient an eyeglass case  
Give patient "Care for Your New Glasses" instruction sheet and explain proper care  
Fill in delivery date

**HAVE YOUR INSTRUCTOR GRADE THE ADJUSTMENT OF THE GLASSES**

(No patient leaves without the instructor verifying the completion of the project)

The completed record form is given to the instructor for grading.

After the project is graded, the record form is neatly filed alphabetically.



## RSCC Library Reference Material

Professional publications are located in the RSCC Library, and some can be accessed on the Internet. Students are encouraged to read these periodicals to keep up with the latest changes within the ophthalmic profession.

20/20

Contact Lens Spectrum

Frames

Vision Monday

Adler's Physiology of the Eye.

Advanced contact lens manual: a comprehensive study and reference guide. Volume II

Basic visual processes and learning disability.

Bennett & Rabbetts' clinical visual optics

Borish's clinical refraction

Clinical manual of contact lenses

Contact lens manual: a comprehensive study and reference guide: Vol. 1

Contact lens optics and lens design

Contact lens problem solving

Contact lenses: procedures and techniques

Contact lenses: the CLAO guide to basic science and clinical practice

Dictionary of optometry

Dictionary visual science and elated clinical terms

Essential of ophthalmic lens finishing

Eye care sourcebook: basic consumer health information about eye care and eye disorders . . .

Eye care practice tool kit

Guide to contact lens fitting

Ophthalmic dispensing: the present-day realities

Ophthalmic terminology: speller and vocabulary builder

Optical formulas tutorial

Optical training: skills and procedures

Optics of the human eye

Pediatric optometry

Physiology of the eye; "Adler's physiology of the eye: clinical application

Quick reference dictionary of eye care terminology

Second sight

Spanish terminology for the eye care team

Sports vision: vision care for the enhancement of sports performance

System for ophthalmic dispensing

Textbook of ophthalmology

The complete book of laser eye surgery

The contact lens manual: a practical fitting guide

The eye book: a complete guide to eye disorders and health

The slit lamp primer

Vision and aging: general and clinical perspectives

## OPHTHALMIC LABORATORY SAFETY PROCEDURES

### Ophthalmic Laboratory Regulations:

1. Students are expected to report to the laboratory at the assigned time and be ready for work.
2. Students reporting to the laboratory are expected to bring with them all necessary tools and implements required for work in this assigned area.
3. At the close of each laboratory session, all machines and instruments will be turned off and, where applicable, covered. All benches in the laboratory will be cleaned, and trash will be deposited in wastebaskets.
4. Students are required to remain in the laboratory through the assigned time unless excused by the instructor.
5. All students, faculty and staff must wear protective eye shields when directly involved in fabrication procedures within the laboratory area.
6. All students, faculty and staff must wear hearing protection when directly involved in fabrication procedures within the laboratory area.
7. Students will advise the Instructor/Vision Care Technology program director immediately upon discovery of any equipment malfunction or safety hazard.
8. Students wishing to use the fabricating laboratory during times other than regular laboratory periods must receive permission from the program director. The program director will ensure that adequate supervision is provided.

### Infection Control Tips on Hand Washing

Hand washing is the single most important procedure for preventing nosocomial (facility-acquired) infections. Just from contact with body secretions, health care worker's hands can carry bacteria, viruses, and fungi that may be potentially infectious to themselves and others. Hand washing is necessary *before* and *after* situations in which hands are likely to be contaminated. As a general rule, when in doubt health-care workers should wash their hands. The generally accepted correct hand washing time and method is a 10-to 15-second vigorous rubbing together of all lathered surfaces followed by rinsing in a flowing stream of water. If hands are visibly soiled, more time may be required. Even if gloves are worn, hand washing is still extremely important when gloves are removed. Gloves may become perforated and bacteria can multiply rapidly on gloved hands.

### Hand Washing Steps – Contact Lens Clinic (Before and after working with each patient)

1. Turn on the faucet using a paper towel and allow the water to run until warm.
2. Wet Hands
3. Apply soap (Neutrogena, Ivory, Pure and Natural, or an Optical Soap formulated for contact lens wearers)
4. Keep hands at a lower angle than your elbows
5. Rub hands together vigorously; wash both sides of hands including wrists, knuckles, between fingers and under fingernails
6. Rinse your hands completely
7. Dry your hands, starting with the fingertips to the wrist
8. Turn the faucet off using a clean paper towel
9. Do not lean on the sink

# ROANE STATE COMMUNITY COLLEGE

## Vision Care Technology Program

### Infectious Disease Control

#### **All faculty and students must:**

1. Minimize contact with skin by using gloves, finger cots, or other implements (e.g. cotton tipped applicators) when it is necessary to touch the patient's face or eyes.
2. Discard in a waste container all objects coming in contact with the eyes. These items include used gloves, fluorescein strips, cotton swabs, and tissues.
3. Clean surfaces with 70% isopropyl alcohol. These include table- tops, chin rests, and forehead rests. Paper towels are to be discarded in waste containers.
4. Clean and disinfect contact lenses or discard after insertion and removal from the eye.

#### **Rigid Gas Permeable Lenses**

Disinfect with a commercial preparation of hydrogen peroxide approved for soft and GP contact lenses

#### **Soft Lenses**

Discard all soft lenses after use.

#### **Clean, disinfect, or sterilize all instruments that contact a patient after each use.**

##### **For most ophthalmic instruments, immerse for 10 minutes in one of these:**

- a. 3% hydrogen peroxide
- b. 1/10 dilution (0.5% solution) household bleach
- c. 70% ethanol, or isopropyl alcohol

**Rinse in tap water and air dry before reuse.**

## INFECTIOUS DISEASE CONTROL

[RSCC Policy GA-10-02; Infectious Disease - Roane State Community College](#)

## STUDENT APPEALS

If a student wishes to appeal a grade in a course, they should discuss the matter first with the instructor of the course. If the issue cannot be resolved at that level, the student may take the problem to the appropriate associate dean and finally to the Vice President for Academic/Student Services.

Due process is not a technical concept with a fixed content unrelated to time, place and circumstances. It is an exclusive concept in that its exact boundaries are indefinable and its content varies according to the specific facts. The nature of the due process negates any conception of inflexible procedures universally applicable to every imaginable situation. There is no requirement of a formal type judicial hearing. Any college procedure, which is reasonably calculated to be fair to the accused and to lead to a reliable determination of the issues, is acceptable.

The requirements of due process are flexible in different cases and will require different procedural safeguards. The nature of the hearing will vary depending upon circumstances of the particular cases.

The following fundamental safeguards are required in every proceeding at Roane State Community College that may lead to a serious penalty.

1. The student should receive timely, written notice of the specific charge against him, and the date and time of the hearing. This charge should be sufficiently precise as to enable the student to understand the grounds upon which the college seeks to impose a penalty against him and to enable him to adequately prepare an explanation or defense, which may be available to him. The student will be allowed to have an advisor accompany him.
2. The student shall be given the opportunity to respond to the evidence against him. He shall have the opportunity to present his position, make such admissions, denials, or explanations as he thinks appropriate and testify or present other such evidence as is available to him. The technical rules of evidence normally followed in civil and criminal trials shall not apply.
3. The decision of the Disciplinary Committee should be based upon the evidence presented at the hearing and a finding of guilt must be based upon substantial evidence.
4. Cases of alleged sexual assault. In cases involving alleged sexual assault both the accuser and the accused shall be informed of the following:
  - a. Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding.
  - b. Both the accuser and the accused shall be informed of any disciplinary proceeding-involving allegation of sexual assault. GROUNDS FOR APPEAL: a decision or judgment of the Disciplinary Committee may be appealed by the aggrieved party upon the following grounds:
  - c. Prejudicial error committed during the hearing whereby the aggrieved was deprived a fair hearing.
  - d. Noncumulative material and relative evidence new or newly discovered which with reasonable diligence could not have been produced at the hearing.
  - e. The decision or judgment is not supported nor justified by the evidence.

**Notice of Appeal:** A notice of appeal shall be in writing and shall be filed with the President of the College, to whom the appeal is taken, within ten (10) calendar days from the promulgation and filing of the decision or judgment on which the appeal is based. Failure to timely file the above mentioned notice shall constitute a waiver of any right to appeal.

The President of the College will review the case and render a decision based upon his/her findings.  
Statutory Authority: T.C.A. Section 49-3239.

# ROANE STATE COMMUNITY COLLEGE

## STUDENT OPTICAL SOCIETY BY-LAWS

### Article 1: NAME AND PURPOSE

**1.1 Name:** The name of this organization shall be Student Optical Society, hereafter referred to as SOS.

**1.2 Description:** SOS is a non-profit organization consisting of members who elect officers and establish committees. Committees consist of members appointed by officers or members who volunteer their time. No part of the net earnings of this organization is to be used for the personal benefit of any individual member. The organization will not participate in partisan politics.

**1.3 Purpose:** The purpose of the SOS shall be to promote and encourage cooperation and unity among opticianry students and improvement of their academic standing. To encourage involvement in local, state and national opticianry organizations, their conventions and seminars. To encourage student involvement in the community through optically-related volunteer work and service projects.

### Article 2: MEMBERSHIP

**1.1 Membership:** Membership shall be open to all Opticianry students interested in furthering the purposes of SOS.

**1.2 Liability:** The members are not responsible, nor liable for the business, financial, or corporate activities of SOS.

### **1.3 Privileges of Membership:**

The members shall have the following privileges:

**2.3a** Members in good standing shall be eligible for an elective office in the governing body of the SOS.

**2.3b** Members in good standing shall be eligible to serve on committees of the SOS.

**2.3c** Members in good standing shall be eligible to attend meetings conducted by the membership of SOS.

**2.3d** Members in good standing shall be eligible to vote on motions, which are brought forward at SOS meetings.

**2.3 e** Members in good standing shall be eligible to vote for officers of the governing body of SOS.

**1.4 Annual Dues:** Dues shall be \$1.00 per semester, payable to the Treasurer of the SOS. Dues may be paid at any time during the first semester.

**1.5 Loss of Membership:** Loss of membership in SOS will occur for any or all of the following reasons:

**2.5a** Failure to pay dues for a semester.

**2.5b** Drop out of school.

**2.5c** Misconduct or mismanagement of duties: members may be voted out of SOS by a (2/3) majority vote of the standing membership if his/her actions are deemed not in the best interest of the organization.

**2.5 d** Graduation from school.

**1.6 Sponsors:** Any reputable firm or professional association desiring to support the programs of SOS in achieving its goals may be a sponsor of the organization.

**2.6 a Approval:** Sponsors shall be approved by vote of members.

**2.6b Voting Rights:** Sponsors are not entitled to voting rights or eligibility for elected office.

**2.6c Influence:** Sponsors shall not exert any influence on activities of SOS which is not approved by members.

#### Article 3: GOVERNING BODY

**3.1 General:** The activities and affairs of SOS shall be conducted by its elected officers and committees.

**3.2 Composition:** The Governing Body shall consist of four (4) primary officers: President, Vice-President, Secretary, and Treasurer.

**3.2a Vacancy:** In the event of a vacancy of any elected position, a special election will be held for the unexpired term of the vacant office within (2) weeks of the vacancy.

**3.2b Removal:** Any member of the Governing Body may be removed for just cause by a 2/3-majority vote of the membership.

#### Article 4: OFFICERS

**4.1 President:** The President, a second-year student, shall be the chief elected officer having general charge of the affairs of SOS and presiding officer at SOS meetings.

**4.2 Vice-President:** The Vice-President, a first-year student, shall serve as an advisor to the President. In the absence of the President, the Vice-President shall be acting President. In the event the President cannot/does not return to duty within (2) weeks, a special election will be held to fill the vacancy.

**4.3 Secretary:** The secretary, a second-year student, shall be the recorder of minutes at SOS meetings, retain minutes on file in an organized and updated manner, and read previous minutes at each meeting. The Secretary shall give notice to members of dates, times, and locations of meetings and other events related to SOS membership. Perform other duties normally associated with the office such as correspondence, etc.

**4.4 Treasurer:** The Treasurer, a first-year student, shall be chief financial officer of SOS. The Treasurer shall maintain the financial records of SOS, be in charge and responsible for the funds of SOS, shall receive and record payment of membership dues, and perform other duties normally associated with the office.

#### Article 5: NOMINATIONS AND ELECTIONS

**5.1 Elections:** Elections shall be held at the beginning of the fall semester.

Newly elected officers will assume their position immediately.

**5.2 Term of Office:** Length of term of office for elected officers shall be (2) semesters.

**5.3 Nominations:** Any member in good standing may be nominated for an elected position by another member. The nomination must be seconded by a different member. Any member may volunteer for an elected position; their nomination need not be seconded, but they must be elected to office in the designated manner.

**5.4 Balloting:** After all nominations are completed, confidential written ballots will be cast for each position together. Each member in good standing shall be entitled to one (1) vote per position. Results of voting shall be tabulated by an impartial observer (faculty-member). In the event no outside observer is available, a minimum of three (3) members consisting of two (2) officers and one (1) non-officer shall volunteer to witness the tabulating of votes. Nominees receiving greater than one-half of the votes cast shall be the winners of that position. In the event of a tie vote, the tie shall be resolved by:

\*A run-off election with voting by full membership.

\*A run-off vote with standing officers only voting.

\*Other:

**5.5 Eligibility:** Officers shall serve the term of office as described in Section 5.2. Eligibility for re-election shall be:

\* All officers must sit out one (1) term before running for another office.

\* Any officer may run for a second term in the same office, but will then be ineligible for any other future office.

\* At completion of term of office, any officer may run for another office but the one currently held.

\* Other:

## Article 6: MEETINGS

**6.1 General Membership Meeting:** The members of SOS shall conduct a general meeting every two weeks. Additional meetings may be called as deemed necessary.

**6.1 a Quorum:** (1/4) attendance of members shall constitute a quorum for the conduct of business and voting of issues at a general meeting.

**6.1 b Meeting Rules:** In the event of a procedural disagreement, meeting procedural shall follow guidelines contained in Robert's Rules of Order, Revised.

**6.2 Voting:** In all matters in which the general membership shall vote, each member shall have one (1) vote equal to all others.

**6.2 a Passage:** Passage of any motion requires a majority number of votes of members in attendance.

**6.2 b Voting Method:** All votes will be either voice or hand cast unless a written vote is called for, or in the election of officers.

**6.2c Voting Tie:** Any motion, which results in a tie after two (2) votes, shall be shelved until a future meeting.

## Article 7: COMMITTEES

**7.1 Composition:** Committees shall consist of volunteers and/or members appointed on the recommendation of the Governing Body. No member is obligated to participate on a committee if he/she so chooses.

**7.1a Organization:** Committee members may designate a spokesperson for their committee who will represent that committee and organize its activities.

**7.1 b Meetings:** Committee members shall meet based on the demands of that particular committee.

**7.2 Activities:** Each committee shall report its activities at each general meeting. No committee shall conduct any activities that are independent of or in conflict with the guidelines and interests of SOS.

## Article 8: AMENDMENTS

**8.1 Amendments:** Articles or subsections of any of these by-laws may be amended or rejected by a (2/3) vote of the members present. Proposals for amendments to the by-laws must be submitted in writing to the Secretary (7) days prior to the next scheduled meeting. The Secretary shall see to it that the membership is informed that an amendment vote is forthcoming. Such advanced notice may be waived by a 2/3 vote of members present at a meeting where an amendment is being considered.

## **TENNESSEE LICENSING REQUIREMENTS FOR OPTICIANS**

An applicant for licensure must either be the graduate of a two (2) year Board approved opticianry school or complete the three (3) year Tennessee Apprenticeship Training Program.

Applicants must be ABO (American Board of Opticianry) and NCLE (National Contact Lens Examiners) certified. In addition to the ABO/NCLE examinations, all applicants must take the ABO (NOCE) practical examination. **Before applicants are eligible to sit for the ABO (NOCE) practical examination, the Board of Dispensing Opticians must approve their licensure application.**

It is recommended that the ABO NOCE exam be taken fall semester of the second year and the NCLE CLRE the following spring. Delaying this schedule can cause a delay in eligibility to apply for licensure.

**The American Board of Opticianry and  
National Contact Lens Examiners**  
[www.abo-ncle.org](http://www.abo-ncle.org)

Fill in the dates as the information becomes available.

**ABO- National Opticianry Competency Examination (NOCE)**

Recommended Fall Testing Window Dates \_\_\_\_\_

Registration Opens \_\_\_\_\_ and closes on \_\_\_\_\_

Late registration ends \_\_\_\_\_

**NCLE- Contact Lens Registry Examination (CLRE)**

Recommended Spring Testing Window Dates \_\_\_\_\_

Registration Opens \_\_\_\_\_ and closes on \_\_\_\_\_

Late registration ends \_\_\_\_\_

**Exam Registration fee \$175-225**

**Link to State Application**

[g5097191/application \(tn.gov\)](http://g5097191/application.tn.gov)

**Additional items required to be submitted.**

\_\_\_\_\_ Provide proof of high school diploma or GED

\_\_\_\_\_ Official transcript to be mailed from RSCC directly to the Board of Dispensing Opticians

\_\_\_\_\_ Recent passport sized photo of yourself.

\_\_\_\_\_ Notarized copy of your birth certificate.

\_\_\_\_\_ Two letters of recommendation. One should be from a current employer. Only one can be from an educational instructor. Neither can be from a spouse or relative.

\_\_\_\_\_ Copy of ABO certificate

\_\_\_\_\_ Copy of NCLE certificate

\_\_\_\_\_ Declaration of citizenship form [Declaration of Citizenship](#) (PH-4183)

\_\_\_\_\_ Criminal Background check via fingerprints

<https://www.tn.gov/content/tn/health/health-professionals/criminal-background-check/cbc-instructions.html>

\_\_\_\_\_ Complete and submit the Practitioner Profile Questionnaire



The application to the State Board is due 30 days before each Board meeting. The first application deadline your graduating class is eligible for is \_\_\_\_\_. While most items can be submitted online, a few may require mailing

**TN Board of Dispensing Opticians 665**  
Mainstream Drive, 2nd Floor Nashville,  
TN 37243

The State application fee is:

Before graduation, we recommend that the application be completed to the point where only the official transcript remains to be submitted.

**DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT YOUR INFORMATION!!!**

## PROFESSIONAL ORGANIZATIONS

**The Commission on Opticianry Accreditation (COA)** (315) 742 8066 <http://www.coaccreditation.com/>  
229 East 85<sup>th</sup> Street #194 New York, NY 10028  
Email: [director@COAccreditation.com](mailto:director@COAccreditation.com)

The COA is responsible for accrediting post-secondary educational programs for opticianry. The purpose of accreditation is to provide professional judgments about current status and encourage the improvement of formal opticianry education programs offered by colleges, universities, junior colleges, and vocational schools throughout the United States. The Commission establishes criteria to be used in evaluating instructional programs, provides guidelines governing the conduct of the accrediting process, maintains a listing of accredited programs, and disseminates information about post-secondary educational opportunities in opticianry.

**Tennessee State Board of Dispensing Opticians** (615) 741-5735

<https://www.tn.gov/health/health-program-areas/health-professional-boards/do-board.html>

According to TCA 83-14-101, the Tennessee State Board of Dispensing Opticians (Licensing Board) consists of five-member board appointed by the governor of Tennessee. All appointments are for a four-year term, and members may serve no more than three consecutive terms. The board determines the nature and character of the licensing examination, which determines qualifications to practice as a dispensing optician within the state. The board may issue licenses to persons who satisfactorily pass the examination determined by the board and enforce applicable laws and rules. The major duty of the Tennessee State Board of Dispensing Opticians is to protect the eyewear-consuming public within the State of Tennessee.

**United Optician Association (UOA) (The National Federation of Opticianry Schools and the Opticians Association of America combined)**

[www.opticians.org](http://www.opticians.org)

UOA is the collective voice of the Spectacle and Contact Lens Professionals. The ongoing mission of UOA is to support, promote and advance the Spectacle and Contact Lens and other Ophthalmic professions through education, credentialing, and advocacy to serve the vision care needs of the public.

The United Opticians Association (UOA) proudly represents over 140,000 ABO & NCLE Certificants and currently boasts a membership of more than 39,000 Spectacle and Contact Lens Opticians. Our mission is to support, promote, and advance the profession through education, credentialing, and advocacy. By becoming a member of the UOA, you gain access to numerous substantial benefits designed to enhance your professional growth, improve patient care, and stay ahead in the evolving field of opticianry.

**National Academy of Opticianry (NAO)** (800) 229-4828

<http://www.nao.org/>

The NAO is dedicated to providing educational opportunities for all opticians as well as assisting opticians certified by the American Board of Opticianry (ABO) and/or licensed by various states to meet the continuing education requirements that are needed for periodic renewal of credentials. These objectives are accomplished through sponsorship of education courses that may be taken by home study by those opticians unable to attend formal seminars, and an on the job training program (Career Progression Program) that is structured to meet the needs of the profession of opticianry for those trainees who are unable to attend a formal school of opticianry.

**The American Board of Opticianry (ABO) and  
National Contact Lens Examiners (NCLE )**

**(703) 719-5800**

<http://www.abo-ncle.org/>

The ABO/NCLE was reorganized as a new and independent corporation in 1979 through joint efforts by the National Academy of Opticianry and the Opticians Association of America in order to meet stringent standards governing health certifying organizations established by the National Commission for Healthy Certifying Agencies. To meet this challenge, the ABO/NCLE has developed a new examination designed to measure the knowledge needed to dispense eyeglasses and contact lenses safely and effectively and has established voluntary continuing education requirements for certified dispensing opticians.

The ABO/NCLE, through the Education Testing Service, administers the National Opticianry Competency Examination and the National Contact Lens Examination to individuals who wish to certify their qualifications to dispense prescription eyeglasses. For more experienced dispensers, the ABO/NCLE administers the ABO Advanced Examination and the NCLE Advanced Examination.

**Tennessee Dispensing Opticians Association (TDOA)    (615) 646-5245**

<http://www.tdoa.org/>

According to its bylaws, the TDOA was organized to improve and promote the welfare of dispensing opticians. To protect the public against unscrupulous practice in ophthalmic dispensing. To establish proper qualifications and experience. To set up a code of standards and ethics for the conduct and guidance of dispensing opticians. To continue legislation for maintaining a State Board of Dispensing Opticians and for licensing dispensing opticians. To assist the authorities in enforcing such legislation whenever and wherever enacted. To instill mutual understanding and friendship among dispensing opticians. To inspire in the public, by appropriate means, confidence in dispensing opticians. And to further any other purposes like or similar to the aforementioned.

**The Contact Lens Society of America (CLSA)    (800) 296-9776**

<https://www.clsa.info/>

The CLSA was organized in 1955 to provide educational opportunities designed to assist individual contact lens dispensers in acquiring and maintaining the knowledge, skills, and attitudes needed to carry out their responsibilities to the public in a manner consistent with the most recent advances in their chosen field. The CLSA also strives to promote research and development in the contact lens field, to foster better understanding and greater cooperation among all persons interested in contact lenses, and to disseminate information about the role of the contact lens dispenser in the eyecare field.

## **A CODE OF ETHICS for RSCC Opticianry Students**

- An optician shall provide the highest level of professional opticianry to the public for the goal of promoting optimal human eyesight.
- An optician shall provide services with respect for the rights and dignity of all persons, free of such considerations as economic or social status, personal characteristics, or the nature of health problems.
- An optician shall comply with the statutes, rules, regulations, and guidelines governing the practice of opticianry. Finished eyewear, both spectacles and contact lenses, shall meet the criteria set forth in ANSI standards.
- An optician shall safeguard the public's right to privacy by protecting any information of a confidential nature.
- An optician shall collaborate with members of the health professions and other persons to address and meet the eye care needs of the public.
- An optician shall act to safeguard the eye health and safety of the public by reporting any suspected unlawful, unethical, or incompetent practice of a fellow professional.
- An optician shall remain competent in the profession through continuing education and study.

(Adopted from The New York State Board for Ophthalmic Dispensing)

# Vision Care Technology Covid-19 Response Procedures (If needed) – Check daily for updates.

If COVID happens again, we will adapt our behavior and incorporate safe practices into our daily routines. The good news is that Licensed Opticians continue to be in high demand. Preparation for this job inherently requires some face-to-face training, and the job itself requires some contact between the patient and the optician. This fact itself means that acquiring COVID-19 is possible; however, safe practices can greatly reduce the risk of transmission between people.

Using safe practice precautions will allow us to continue your education on the way to successful career responsibly.

## **You will need**

- Mask - (Labs) (Recommended in lectures.)
- Face Shield (available in the bookstore, or you can purchase your own – Labs)
- Practice physical distancing
- Use assigned seating and do not use closed seats.

## **Wellness Screening (If required, check daily for updates.)**

You must fill out the wellness screening list daily before entering campus. If you exhibit any symptoms access onto campus is prohibited even though it might not be a Covid-19 infection. There will be no penalty for not attending class or lab in person. If you are unable to attend class in person, you may attend class via the web, and lab work can be made up upon your return. Let the program director and your instructor know what is happening and we will work with you.

If you are sick for any reason (even just a little cold) you **must** stay home. There are no penalties for staying home. However, you are expected to keep up with the work remotely during this time.

## **Physical distancing**

### Lecture

Seating in lectures will require mandatory distancing between students. Lectures will be available via the web, so a student will not fall behind if prohibited from attending class due to illness or quarantine. Students are welcome to, and encouraged to, attend lectures online rather than face-to-face as well.

Test Examinations will be delivered face-to-face unless the instructor decides otherwise. If you are in quarantine, there will not be a penalty for remaining home during a test examination. If the instructor chooses to administer a test online, then the student is required to take the test at the assigned time, even if they are in quarantine.

### Laboratory

The skills taught in Lab cannot be effectively taught or mastered in the online environment. Labs will not be broadcast, and attendance is required unless a student is exhibiting symptoms of any illness and is not permitted on campus. In the case a student is unable to attend lab due to illness, the instructor will work with the student, and no late penalty on work will be assigned. Due to the amount of lab work, it's imperative that missed work is made up as soon as possible.

### Turning in Work

Students who are unable to attend class are able to submit work as scans or PDFs through Momentum or email. This is easily done through your camera phone. Photos of your work **MUST** be converted to a PDF using one of the many free apps available. Photos of the work without conversion into a PDF **are not** permitted (the file size gets unpredictable and cumbersome, and inevitably requires the resubmission of the work as a PDF).

If you do not have a phone that allows you to take photos or download apps that allow the conversion from

Picture to PDF, contact the director, and an alternative solution will be established.

## **Masks**

Masks are recommended to be worn in the proper position at all times. Masks should cover from the bridge of the nose to down under the chin, and cup the face. You should be able to talk comfortably without the mask slipping down or causing any large gaps to form between your face and the mask. Practice talking with your mask to confirm you are able to do this before using it in class.

Masks need to be made of a double-layered material, preferably tightly woven cotton. Knits and sports fabrics are not as effective.

Masks that are homemade should be made of double-layered cotton. Homemade masks can be effective at shortening the distance of the travel of water droplets as long as they fit well around the face.

### Number of masks

It is recommended that each student bring a number of masks to school so that they may be changed as they see needed.

### Prohibited masks

- Single-layer fabric masks are not permitted as these are known to be less effective in limiting the travel of airborne droplets.
- Masks that do not cup the face, encasing the nose, mouth, and chin, are not permitted.
- Masks with one-way air valves are not permitted as they do not filter the air the wearer breathes out.
- Bandannas, scarves, balaclavas, and neck gaiters are not permitted, as these are shown to be less effective than double-layer masks that cup the face.

*There are some Roane State logo masks that do not follow the above guidelines. While they are appropriate for many settings, for our purposes, they are not permitted for in-class or lab use.*

### Face shields

Face shields are required during laboratories. Face shield requirements for the lecture will potentially be implemented with notification.

## **Disinfecting**

### Lectures

At the beginning and end of class, the workspace will be disinfected.

### Laboratory sections

Immediately upon entry into the lab

1. Students must wash their hands with soap and water. This should be done before any other task is taken up.
2. The student will disinfect their workspace.
3. The student will disinfect their instruments with the disinfectant specified for the

instruments. Step one will be repeated before any hands-on interaction between students and/or patients.

**At the end of the day, clean your workspace.**

**Please note** that for summer practicum placements, it will be your responsibility to follow that business's COVID policy and requirements where masks, face shields, vaccinations, et, are concerned. Talk with Hali if your personal needs differ from those of your practicum office.

## **CRIMINAL BACKGROUND CHECK**

Criminal background checks may be a requirement for training at some affiliated clinical sites. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of this program. Additionally, a criminal background may preclude licensure or employment. More information is available from your program director.

I have read and understand the above statement:

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

## **CONSENT TO DRUG/ALCOHOL TESTING**

### Statement of Acknowledgement of Understanding Release of Liability

I, \_\_\_\_\_, am enrolled in one of the Health Sciences or Nursing Program at Roane State Community College. I acknowledge receipt and understand the Health Sciences policy with regard to drug and alcohol testing, and the potential disciplinary sanctions, which may be imposed for violation of such policy.

I understand the purpose of this policy is to provide a safe working and learning environment for patients, students, clinical and institutional staff, and property. Accordingly, I understand that prior to participating in the clinical experience, I may be required to undergo drug/alcohol testing of my blood or urine. I further understand that I am also subject to testing based on reasonable suspicion that I am using or am under the influence of drugs or alcohol.

I acknowledge and understand the intention to test for drugs and/or alcohol and agree to be bound by this policy. I hereby consent to such testing and understand that refusal to submit to testing or a positive result of the testing may result in disciplinary action up to and including dismissal from the Program. If I am a licensed health professional, I understand that the state licensing agency will be contacted if I refuse to submit to testing or if my test result is positive. Full reinstatement of my license would be required for unrestricted return to the Program.

My signature below indicates that:

- 1.) I consent to drug/alcohol testing as required by clinical agencies or as directed by the office of the Dean of Student Services and Multicultural Affairs.
- 2.) I authorize the release of all information and records, including test results relating to the screening or testing of my blood/urine specimen, to the office of the Dean of Student Services and Multicultural Affairs, the Program Director and other RSCC officials deemed appropriate.
- 3.) I understand that I am subject to the terms of the general regulations on student conduct and disciplinary sanctions of the Roane State Health Sciences/Nursing Division Drug and Alcohol Policy.
- 4.) I hereby release and agree to hold harmless Roane State Community College, and the Tennessee Board of Regents, their officers, employees and agents from any and all actions, claims, demands, damages, or costs arising from such test(s), in connection with, but not limited to, the testing procedure, analysis, the accuracy of the analysis, and the disclosure of the results.

My signature indicates that I have read and understand this consent and release, and that I have signed it voluntarily in consideration of enrollment in one of the RSCC Health Sciences Programs or the Nursing Program.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Signature

\_\_\_\_\_  
Date



## **ABO AND NCLE RELEASE FORM**

I, \_\_\_\_\_ (print name), hereby authorize the American  
American Board of Opticianry and the National Contact Lens Examiners at 217 North Upper  
Street, Suite 201, Lexington, KY 40507, to release the confidential results (grades) of my  
National Opticianry Competency Examination (NOCE) and my Contact Lens Registry  
Examination (CLRE) to the director of the Opticianry Program at Roane State Community  
College, 276 Patton Lane, Harriman, TN 37748.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Academic Misconduct Agreement

Roane State Community College

Page 1 of 2

Academic Misconduct includes but is not limited to **Plagiarism, Cheating, Fabrication, and Facilitation.**

Plagiarism: Using somebody else's words or ideas intentionally or unintentionally. Examples include, but are not limited to:

- Presenting the work of others as your own work by summary, paraphrase, or quotation
- Cutting material from the Internet and pasting it into your assignment without acknowledging the source
- Using the ideas, words, data, theories, opinions, outlines, illustrations, or audiovisual material you find in a print, Web, or audiovisual source without acknowledging where those ideas, words, or images come from
- Forgetting to add a citation to ideas that are not your own.

Cheating: Seeking to misrepresent or mislead others to think you have mastered information when you have not. Examples include, but are not limited to:

- Copying/looking with the intent of copying from another student's test paper, computer program, lab project, product, or performance.
- Collaborating without permission or allowing another student to copy your work.
- Using, without permission, the course textbook or other material, such as notes, cell phones, computers, lists, cameras, or other technology or reminders written on skin, clothing, paper, or other surfaces for use during a test
- Resubmitting substantially the same work that was produced for another assignment without the knowledge and permission of the instructor.
- Taking a test for someone or permitting someone else to take a test for you.

Fabrication: Using information that the author has invented or the falsification of research or other findings. Examples include, but are not limited to:

- Citing information not taken from the source indicated
- Listing sources in a reference not used
- Inventing data, source information for research, interviews, or other academic assignments.

Facilitation: Assisting another individual or group of individuals in being dishonest. Examples include, but are not limited to:

- Letting another individual copy your homework, test answers, etc.
- Giving an assignment, paper, homework, etc. to another student
- Giving test questions to another individual who has not yet taken the exam
- Working as a group on an online exam or any other assignment meant for an individual.
- Copying the questions of any examination by any method for later use.

## Page 2 of 2 of Academic Misconduct Agreement

Academic misconduct is prohibited. Upon identification of misconduct, an instructor has the authority to assign an "F" or a zero for the exercise, the examination, or the entire course. Students guilty of academic misconduct that would typically result in the grade of "F" for the course will not be permitted to drop the class in which the academic misconduct occurred. The instructor will contact the appropriate Division Dean, who will then contact Records and request that an administrative hold be placed on the course in question. The instructor will notify the student of the appropriate due process/appeal procedure. The administrative hold will remain in place until the academic misconduct matter is concluded.

I understand the definitions and the consequences above and realize that an act of plagiarism, cheating, fabrication, or facilitation constitutes academic misconduct. I have had an opportunity to discuss these definitions and the consequences set forth with the opticianry program director.

_____	_____	_____
Student Signature	Print Student Name	Date

_____	_____
Program Director	Date

## STUDENT HANDBOOK SIGNATURE SHEET

I, \_\_\_\_\_ (print name), acknowledge that I have read and understood the Roane State College Vision Care Technology Student Handbook. I understand that I am responsible for the content of, and adherence to, the program regulations as stated in the handbook.

Student signature \_\_\_\_\_

Date \_\_\_\_\_

**ALL SIGNATURE SHEETS MUST BE RETURNED TO THE PROGRAM DIRECTOR DURING THE FIRST WEEK OF CLASSES**