



## **Probation Protocol for OMSI / OMSII Students**

The goal of the Office of Academic Success (OAS) at Oklahoma State University College of Osteopathic Medicine (OSUCOM) is to offer support to improve your academic performance and to help you succeed in medical school. This protocol is designed to provide consistent engagement between you and the OAS.

1. Schedule an intake appointment to meet with the Associate Director of Academic Success ***in person*** to:
  - Review the OAS Probation Protocol.
  - Ask any questions about the requirements of the Probation Protocol.
2. For the duration of the Probation Protocol, you must meet weekly ***in person*** with your assigned Academic Counselor in Tulsa or Tahlequah to:
  - Review your academic performance and set goals for improvement in deficient areas.
  - Identify key areas of strengths and weaknesses in study skills, test taking skills, and time management.
  - Review techniques and resources that seem to be helpful and/or unhelpful.
  - Discuss average time vested in studying and commitment to the study schedule.
  - Review the evaluation of quiz/exam scores.
  - Develop an individualized success plan to address weaknesses.
  - Review future plans for studying and strategies for specific courses.
3. Required to try study resources and/or strategies recommended by your Academic Counselor, including, but not limited to:
  - Supplemental Instruction (SI) activities.
  - Test taking strategies or study methods such as the Pomodoro Method, Mind Mapping, Draw It to Know It, etc.
  - Other supplementary resources such First Aid, Sketchy, Med School Bootcamp, TrueLearn, etc.
4. Upload the following documents weekly to ProgressIQ by Tuesday at 8:00 am for your assigned Academic Counselor to review during your weekly meeting:
  - *Required*: Weekly study schedule for the current week (no template provided; upload the calendar you are using to track your schedule).
  - *Optional, unless required by Academic Counselor*: Study log with the total number of hours spent in learning activities for the prior week (template provided).
5. Required to attend and log attendance at all Post Exam Review sessions for every course regardless of your raw score:
  - Analyze topics that were covered in the course.
  - Determine which topics you adequately covered in your study material and reviewed thoroughly and what topics were inadequately covered, or you did not review thoroughly.
  - Evaluate your test-taking skills and identify deficiencies related to time-management, second-guessing, overanalyzing, etc.
6. Meet with the course director(s), as well as course faculty if needed, to discuss the following:
  - Any questions that you currently have about the course format, content, or concepts.
  - Your study plan for the duration of the current course.
7. Utilize on- and off-campus resources as needed, including resources available from the Department of Wellness and the Medical Library. Additionally, you are encouraged to meet routinely with your Faculty Advisor.

8. Review and follow the Terms of Probation regarding restricted and permitted activities while on probation (will sign the official protocol separately).
9. Understand that the OAS staff cannot predict or influence the Academic Standards Committee (ASC) recommendations. The OAS staff can only review and explain the ASC policies to you.
10. Review Applicable OSU-COM Policies
  - Remediation Guidelines – Preclinical  
*Academic Standards Handbook*, Section 8.1
    - OMS-I and OMS-II students may attempt remediation in no more than six (6) total credit hours or no more than three courses in an academic year, and no more than ten (10) total credit hours in the preclinical years. Students earning one or more “D” or “F” grades are required to meet with the ASC prior to participating in course remediation.
  - Dismissal Guidelines  
*Academic Standards Handbook*, Section 8.1.1.4
    - Exceeding the allowed number of credit hours/courses with “D” or “F” grades results in dismissal from OSU-COM (i.e., more than six (6) total credit hours or more than three courses in an academic year, or more than ten (10) total credit hours in the preclinical years).
  - Leave of Absence (LOA) Guidelines  
*Leave of Absence and Withdrawal Policy*
    - Should a student determine that he or she wants to take a leave of absence (LOA) from OSU-COM, the student must adhere to OSU-COM policies and procedures. LOA and withdrawal policies and procedures may be viewed at: <https://medicine.okstate.edu/site-files/documents/com/academic-affairs/policy-loa-fnl.pdf>. Specific LOA questions should be directed to the Associate Dean of Enrollment Management.
  - *Academic Standards Handbook*, Section 8.0
    - A student who completes a preclinical course may not take a leave of absence until the final grade is issued and, if the student earns a “D” or “F” grade in the course, the student has met with the ASC and received a letter from the Dean or designee with a decision regarding the course of action.
11. The Probation Protocol procedures will continue until the OAS receives notification from the ASC and Dean that you are no longer on probation. It is your responsibility to follow this protocol; the ASC and your Faculty Advisor will be notified of your progress and engagement.

**Agree to the OAS requirements as discussed:**

*I have read and reviewed the Probation Protocol through the Office of Academic Success (OAS) and agree to its requirements. Failure to meet these requirements could result in submitting a Student Conduct Report (SCR) or possibly a Non-Cog due to not fulfilling the stated requirements.*

**Student Name** (type or sign) \_\_\_\_\_ **Date** \_\_\_\_\_

Tulsa Campus		
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